



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JANUARY 28, 2014
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) January 14, 2014 Regular Meeting (See Page 16)
 - b) January 21, 2014 Special Meeting (See Page 35)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. RECEIPT OF RESIGNATION FROM DISTRICT 10 COUNCILMEMBER JULIAN ROGERS**
(See Page 38)
- 10. CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
 - a) R2014-0027: A Resolution confirming the County Executive's reappointment of Nick Nardi to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/1/2014 - 2/28/2017,

and declaring the necessity that this Resolution become immediately effective. (See Page 39)

Sponsors: Councilmembers Connally and Conwell

- b) R2014-0028: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga County Planning Commission for various terms, and declaring the necessity that this Resolution become immediately effective: (See Page 43)
 - 1) Appointments:
 - i) The Honorable Merle S. Gorden (Hillcrest Region) for an unexpired term ending 12/31/2014.
 - ii) The Honorable Sherri A. Lippus (Southwest Region) for an unexpired term ending 12/31/2015.
 - 2) Reappointment:
 - i) The Honorable Eileen A. Patton (Westshore Region) for the term 1/1/2014 - 12/31/2016.

Sponsors: Councilmembers Connally and Conwell

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

- a) R2014-0003: A Resolution confirming the County Executive's appointment of Jason J. Therrien to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 1/1/2014 - 1/1/2017, and declaring the necessity that this Resolution become immediately effective. (See Page 54)

Sponsors: Councilmembers Connally and Conwell

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

- b) R2014-0004: A Resolution confirming the County Executive's reappointment of Diane Fusco to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2014 - 1/31/2018, and declaring the necessity that this Resolution become immediately effective. (See Page 56)

Sponsors: Councilmembers Connally, Conwell and Germana

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

- c) R2014-0005: A Resolution approving a revised Assigned Counsel Fee Schedule for the Cuyahoga County Court of Common Pleas General Division and Eighth District Court of Appeals, effective 2/1/2014; and declaring the necessity that this Resolution become immediately effective. (See Page 58)

Sponsors: Councilmembers Simon, Gallagher, Miller and Connally on behalf of Cuyahoga County Court of Common Pleas

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

12. COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING ADOPTION (Pending Committee Recommendation)

- a) R2014-0002: A Resolution determining to submit to the electors the question of levying an extension of the alcohol and cigarette excise taxes for the purpose of paying the costs of constructing, renovating, improving, or repairing sports facilities and reimbursing a county for costs incurred by the county in the construction of sports facilities. (See Page 62)

Sponsor: Councilmember Jones

Committee Assignment and Chair: Committee of the Whole – Connally

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

- a) R2014-0029: A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 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 65)

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

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

- a) R2014-0030: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Teamsters, Local 436, affiliated with the International Brotherhood of Teamsters, representing approximately 58 employees in 6 classifications in the Department of Public Works/Division of Maintenance for the period 1/1/2013 - 12/31/2015; 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 80)

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

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

- a) R2014-0031: A Resolution making an award on RQ28818 to Karvo Paving, Co. in the amount not-to-exceed \$8,372,654.20 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; 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 \$418,632.71 to fund said contract; and declaring the necessity that this Resolution become immediately effective. (See Page 83)

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

- b) R2014-0032: A Resolution authorizing an agreement with City of Highland Heights for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; 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 90)

Sponsor: County Executive FitzGerald/Department of Human Resources

- c) R2014-0033: A Resolution authorizing an agreement with City of University Heights for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; 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 93)

Sponsor: County Executive FitzGerald/Department of Human Resources

- d) R2014-0034: A Resolution authorizing the issuance of not-to-exceed \$11,955,000.00 County of Cuyahoga, Ohio Economic Development Revenue Refunding Bonds, Series 2014 (Cleveland Hearing and Speech Center Project), for the purpose of refunding the outstanding principal amount of County of Cuyahoga, Ohio Tax-exempt Variable Rate Economic Development Revenue Bonds, Series 2008 (Cleveland Hearing and Speech Center Project), that were issued to provide funds to assist the Cleveland Hearing and Speech Center in financing costs of a project consisting generally of the acquisition, construction, improvement, furnishing and equipping of real and personal property consisting of an approximately 48,000 square foot headquarters and operations facility located at 11635 Euclid Avenue, Cleveland, Ohio; authorizing the execution and delivery of a loan agreement and trust indenture; authorizing the execution and delivery of a bond purchase agreement and authorizing the execution and delivery of certain other documents and actions in connection with the issuance of such bonds; and declaring the necessity that this Resolution become immediately effective. (See Page 96)

Sponsor: County Executive FitzGerald/Department of Development

Bond Counsel: Thompson Hine LLP

16. COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- a) R2013-0294: A Resolution authorizing an Economic Development Fund Large Scale Attraction Loan in the amount not-to-exceed \$805,000.00 to Remedi SeniorCare of Ohio-Northeast, LLC for relocation and expansion of a facility located at 26251 Bluestone Boulevard, Euclid; 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 106)

Sponsor: County Executive FitzGerald/Department of Development

Committee Assignment and Chair: Economic Development & Planning –
Schron

- b) R2014-0014: A Resolution providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 112)

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

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

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

- a) R2013-0298: A Resolution making awards on RQ28675 to various providers in the total amount not-to-exceed \$153,600,000.00 for placement services for the period 1/1/2014 - 12/31/2016; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 157)

- 1) Alliance Human Services, Inc.
- 2) Applewood Centers, Inc.
- 3) Beech Brook
- 4) Bellefaire Jewish Children's Bureau
- 5) BHC Belmont Pines Hospital, Inc.
- 6) Caring for Kids, Inc.
- 7) Carrington Youth Academy, LLC
- 8) Catholic Charities Corporation
- 9) Christian Children's Home of Ohio, Inc.
- 10) Continue Life
- 11) Cornell Abraxas Group, Inc.
- 12) Diversion Adolescent Foster Care of Ohio, Inc.
- 13) Fox Run: The Center for Children and Adolescents
- 14) Glen Mills Schools
- 15) Guidestone nka Ohio Guidestone
- 16) Hittle House, LLC
- 17) House of New Hope
- 18) In Focus of Cleveland, Inc.
- 19) Keystone Richland Center, LLC dba Foundations for Living
- 20) Lutheran Metropolitan Ministry dba START – Support to At-Risk
Teens

- 21) National Youth Advocate Program, Inc.
- 22) New Directions, Inc.
- 23) Northeast Ohio Associates in Psychiatric Medicine, Inc. (Sharon Lynn Residence)
- 24) Options for Families and Youth
- 25) Pathway Caring for Children
- 26) Pressley Ridge
- 27) Quality Care Residential Homes, Inc.
- 28) Rite of Passage, Inc.
- 29) Specialized Alternatives for Families and Youth of Ohio, Inc.
- 30) The Bair Foundation
- 31) The Buckeye Ranch, Inc.
- 32) The Cleveland Christian Home Incorporated
- 33) The Twelve of Ohio, Inc.
- 34) The Village Network

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

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

- b) R2014-0006: 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 and for appropriation transfers between budget accounts, in order to meet the budgetary needs of various County departments, offices and agencies related to year-end close-out activities, in accordance with Resolution No. R2013-0227; and declaring the necessity that this Resolution become immediately effective. (See Page 163)

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

Committee Assignment and Chair: Finance & Budgeting – Miller

- c) R2014-0009: A Resolution authorizing a revenue generating Utility Agreement with City of Warrensville Heights for maintenance and repair of storm sewers, sanitary sewers and waterlines located in County Sewer District No. 5; 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 198)

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

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

- d) R2014-0010: A Resolution authorizing an amendment to Contract No. CE10241-04, 06 with Sterling Telecom Office Building, LLC c/o Colliers International for lease of office space located at 1255 Euclid Avenue, Cleveland, for the period 9/1/1998 - 12/31/2012 to extend the time period to 12/31/2015 and for additional funds in the amount not-to-exceed \$498,300.12; 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 200)

Sponsors: County Executive FitzGerald/Department of Public Works on
behalf of Department of Public Safety and Justice Services

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

- e) R2014-0011: A Resolution authorizing an agreement with Cuyahoga County District Board of Health for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; 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 203)

Sponsor: County Executive FitzGerald/Department of Human Resources

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

- f) R2014-0012: A Resolution authorizing an agreement with City of Fairview Park for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; 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 205)

Sponsor: County Executive FitzGerald/Department of Human Resources

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

- g) R2014-0013: A Resolution authorizing an agreement with Village of Walton Hills for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; 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 207)

Sponsor: County Executive FitzGerald/Department of Human Resources

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

- h) R2014-0016: A Resolution authorizing an Economic Development Fund Loan in the amount not-to-exceed \$2,000,000.00 to Highpoint Realty 24755 LLC for purchase and renovation of a facility located at 24755 Highpoint Drive, Beachwood; 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 209)

Sponsor: County Executive FitzGerald/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

- i) R2014-0017: A Resolution amending Resolution No. R2013-0073 dated 4/9/2013, which amended 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: (See Page 211)

- 1) American Center for Conflict Resolution Institute, Inc. dba Lakewood College
- 2) Ohio Guidestone
- 3) South University of Ohio, LLC dba South University

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

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

j) R2014-0018: A Resolution authorizing amendments to contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the period 9/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 214)

- 1) No. CE1100665-01 with Open Doors, Inc. in the amount not-to-exceed \$80,000.00.
- 2) No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$120,000.00.

Sponsors: County Executive FitzGerald/Department of Workforce Development and Councilmember Rogers

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

k) R2014-0019: A Resolution authorizing amendments to agreements and contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the Connect the Dots Program for the period 9/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 217)

- 1) No. AG1100140-01 with Cuyahoga Community College District (Youth Technology Academy) in the amount not-to-exceed \$120,000.00.
- 2) No. AG1100141-01 with Mayfield City School District in the amount not-to-exceed \$6,000.00.
- 3) No. AG1100142-01 with Cuyahoga Community College District (Advanced Technology Academy) in the amount not-to-exceed \$75,000.00.
- 4) No. CE1100660-01 with Baldwin-Wallace College in the amount not-to-exceed \$17,857.00.

- 5) No. CE1100666-01 with Youth Opportunities Unlimited in the amount not-to-exceed \$50,000.00.
- 6) No. CE1100667-01 with Ohio Guidestone fka Guidestone in the amount not-to-exceed \$176,225.00.
- 7) No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$75,000.00.
- 8) No. CE1100700-01 with Towards Employment in the amount not-to-exceed \$25,000.00.

Sponsors: County Executive FitzGerald/Department of Workforce Development and Councilmember Rogers

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

- l) R2014-0020: A Resolution authorizing an amendment to Master Contract No. CE1300268-01 for residential treatment services for the period 2/1/2013 - 1/31/2015 to change the total amount not-to-exceed from \$2,250,000.00 to \$3,850,000.00, to authorize funding decreases and/or increases with various previously approved providers and to make awards on RQ28779 to additional providers for the period 2/1/2014 - 1/31/2015; 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 221)

- 1) Central Ohio Youth Center
- 2) Community Specialists Corporation dba The Academy
- 3) George Junior Republic in Pennsylvania
- 4) Muskegon River Youth Homers
- 5) Rite of Passage, Inc.
- 6) Summit School, Inc. dba The Academy

Sponsors: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division

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

- m) R2014-0021: A Resolution authorizing an amendment to Master Contract No. CE1300269-01-08 for residential treatment services for the Youth and Family Community Partnership Program for the period 2/1/2013 -

1/31/2015 to change the total amount not-to-exceed from \$2,700,000.00 to \$4,578,277.50 and to authorize funding decreases and/or increases with various previously approved providers; 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 224)

Sponsors: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division

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

- n) R2014-0022: A Resolution making awards on RQ28083 to various providers for Staff Secure Shelter Care Services for the period 3/1/2014 - 2/29/2016; 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: (See Page 227)

- 1) Carrington Youth Academy, LLC in the amount not-to-exceed \$2,110,419.85.
- 2) The Cleveland Christian Home Incorporated in the amount not-to-exceed \$1,163,432.15.

Sponsors: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division

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

- o) R2014-0023: A Resolution authorizing various revenue generating agreements with Council for Economic Opportunities in Greater Cleveland for lease of space at various Cuyahoga County Board of Developmental Disabilities Centers for operation of Head Start Programs for the period 2/1/2014 - 1/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 229)

- 1) Green Road Services Center, located at 4329 Green Road, Highland Hills, in the amount not-to-exceed \$342,824.04.

- 2) William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, in the amount not-to-exceed \$410,788.17.

Sponsors: County Executive FitzGerald on behalf of Cuyahoga County Board of Developmental Disabilities and Councilmember Rogers

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

- p) R2014-0024: A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$1,241,864.00 for administration and coordination of the Early Care/Education Professional Development and Teacher Education and Compensation Helps Professional Development Programs for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 232)

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

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

- q) R2014-0025: A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$3,967,986.00 for administration of the Special Needs Child Care Program for the Invest in Children Program for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 235)

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

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

- r) R2014-0026: A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$3,549,202.00 for administration of the Family Child Care Home Regional System for the Invest In Children Program for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to

execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 237)

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

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

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

- a) O2014-0003: An Ordinance amending Cuyahoga County Code Chapter 506: Procurement Card Program Policies and Procedures to approve revised Cuyahoga County Procurement Card Program Policies and Procedures, effective 3/1/2014; and declaring the necessity that this Ordinance become immediately effective. (See Page 239)

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

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

- a) O2014-0002: An Ordinance amending Cuyahoga County Code Chapter 503: Small Business Enterprise Program Policies and Procedures to approve revised Cuyahoga County Small Business Enterprise Program Policies and Procedures, effective 2/15/2014; and declaring the necessity that this Ordinance become immediately effective. (See Page 251)

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

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

20. MISCELLANEOUS COMMITTEE REPORTS

21. MISCELLANEOUS BUSINESS

22. PUBLIC COMMENT UNRELATED TO AGENDA

23. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

TUESDAY, FEBRUARY 11, 2014
5:00 PM / COUNCIL CHAMBERS

*In accordance with Section 108.01 of the Cuyahoga County Code, 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 REGULAR MEETING
TUESDAY, JANUARY 14, 2014
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 5:06 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Connally requested a moment of silent meditation in memory of Arnold Pinkney, political strategist and community activist; and Joan King, former City of Cleveland Prosecutor and Magistrate, who both recently passed away.

5. PUBLIC COMMENT RELATED TO AGENDA

No public comment related to the agenda was given.

6. APPROVAL OF MINUTES

- a) December 10, 2013 Regular Meeting

A motion was made by Mr. Schron, seconded by Mr. Germana and approved by unanimous vote to approve the minutes of the December 10, 2013 regular meeting.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Connally thanked Matt Rubino, Director of the Office of Budget & Management, for his service to the County and wished him well in his new position with the City of Shaker Heights. Councilmember Miller, Chair of the Finance & Budgeting Committee, also thanked Mr. Rubino for his hard work and dedication.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive FitzGerald had the following messages:

- (a) Expressed his condolences for Arnold Pinkney; and**
- (b) Announced that the State of the County address will be held at the Convention Center on Wednesday, February 19th at Noon.**

9. 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. R2014-0001.

- a) R2014-0001: A Resolution approving the appointment of Thomas Colaluca to serve on the Cuyahoga County Personnel Review Commission for an unexpired term ending 3/7/2015, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally and Conwell

On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2014-0001 was considered and adopted by unanimous vote.

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

- a) R2014-0002: A Resolution determining to submit to the electors the question of levying an extension of the alcohol and cigarette excise taxes for the purpose of paying the costs of constructing, renovating, improving, or repairing sports facilities and reimbursing a county for costs incurred by the county in the construction of sports facilities.

Sponsor: Councilmember Jones

Council President Connally referred Resolution No. R2014-0002 to the Committee of the Whole.

- b) R2014-0003: A Resolution confirming the County Executive's appointment of Jason J. Therrien to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 1/1/2014 - 1/1/2017, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally and Conwell

Council President Connally referred Resolution No. R2014-0003 to the Human Resources, Appointments & Equity Committee.

- c) R2014-0004: A Resolution confirming the County Executive's reappointment of Diane Fusco to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2014 - 1/31/2018, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally and Conwell

Council President Connally referred Resolution No. R2014-0004 to the Human Resources, Appointments & Equity Committee.

- d) R2014-0005: A Resolution approving a revised Assigned Counsel Fee Schedule for the Cuyahoga County Court of Common Pleas General Division and Eighth District Court of Appeals, effective 2/1/2014; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Simon, Gallagher and Miller on behalf of Cuyahoga County Court of Common Pleas **and Councilmember Connally**

Council President Connally referred Resolution No. R2014-0005 to the Public Safety & Justice Affairs Committee.

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

- a) O2014-0001: An Ordinance amending Sections 407.01 and 407.15 of the Cuyahoga County Code to add a definition for "Nominee" and to prohibit

Nominees from making political contributions to nominating or appointing authorities and Public Officials from accepting same from their Nominees, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Greenspan

Council President Connally referred Ordinance No. O2014-0001 to the Council Operations & Intergovernmental Relations Committee.

12. CONSIDERATION OF RESOLUTIONS 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. R2014-0007.

- a) R2014-0006: 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 and for appropriation transfers between budget accounts, in order to meet the budgetary needs of various County departments, offices and agencies related to year-end close-out activities, in accordance with Resolution No. R2013-0227; and declaring the necessity that this Resolution become immediately effective.

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

At the request of Councilmember Miller, Chair of the Finance & Budgeting Committee, Council President Connally referred Resolution No. R2014-0006 to the Finance & Budgeting Committee.

- b) R2014-0007: A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 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. R2014-0007 was considered and adopted by majority vote, with Councilmember Greenspan casting the only dissenting vote.

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

- a) R2013-0294: A Resolution authorizing an Economic Development Fund Large Scale Attraction Loan in the amount not-to-exceed \$805,000.00 to Remedi SeniorCare of Ohio-Northeast, LLC for relocation and expansion of a facility located at 26251 Bluestone Boulevard, Euclid; 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

Council President Connally referred Resolution No. R2013-0294 to the Economic Development & Planning Committee.

- b) R2014-0008: A Resolution authorizing a payment in the amount of \$350,000.00 to L.A.N.D. Studio, Inc. for operational support of the Group Plan Commission; authorizing the County Executive to negotiate and execute any necessary contract or other documents for same; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works

Council President Connally referred Resolution No. R2014-0008 to the Council Operations & Intergovernmental Relations Committee.

- c) R2014-0009: A Resolution authorizing a revenue generating Utility Agreement with City of Warrensville Heights for maintenance and repair of storm sewers, sanitary sewers and waterlines located in County Sewer District No. 5; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Connally referred Resolution No. R2014-0009 to the Public Works, Procurement & Contracting Committee.

- d) R2014-0010: A Resolution authorizing an amendment to Contract No. CE10241-04, 06 with Sterling Telecom Office Building, LLC c/o Colliers International for lease of office space located at 1255 Euclid Avenue, Cleveland, for the period 9/1/1998 - 12/31/2012 to extend the time period to 12/31/2015 and for additional funds in the amount not-to-exceed \$498,300.12; 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.

Sponsors: County Executive FitzGerald/Department of Public Works on behalf of Department of Public Safety and Justice Services

Council President Connally referred Resolution No. R2014-0010 to the Public Works, Procurement & Contracting Committee.

- e) R2014-0011: A Resolution authorizing an agreement with Cuyahoga County District Board of Health for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Human Resources

Council President Connally referred Resolution No. R2014-0011 to the Human Resources, Appointments & Equity Committee.

- f) R2014-0012: A Resolution authorizing an agreement with City of Fairview Park for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Human Resources

Council President Connally referred Resolution No. R2014-0012 to the Human Resources, Appointments & Equity Committee.

- g) R2014-0013: A Resolution authorizing an agreement with Village of Walton Hills for participation in the Cuyahoga County Benefits

Regionalization Program for the period 1/1/2014 - 12/31/2016; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Human Resources

Council President Connally referred Resolution No. R2014-0013 to the Human Resources, Appointments & Equity Committee.

- h) R2014-0014: A Resolution providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

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

Council President Connally referred Resolution No. R2014-0014 to the Human Resources, Appointments & Equity Committee.

- i) R2014-0015: A Resolution approving the appropriation of funds for Year 2014 based on the Statement of Appropriation Status dated 12/31/2013, and declaring the necessity that this Resolution become immediately effective:

- 1) Free balances for grants and capital projects;
- 2) Encumbrances for grants and capital projects; and
- 3) Encumbrances for all other funds.

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

Council President Connally referred Resolution No. R2014-0015 to the Finance & Budgeting Committee.

- j) R2014-0016: A Resolution authorizing an Economic Development Fund Loan in the amount not-to-exceed \$2,000,000.00 to Highpoint Realty 24755 LLC for purchase and renovation of a facility located at 24755 Highpoint Drive, Beachwood; 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

Council President Connally referred Resolution No. R2014-0016 to the Economic Development & Planning Committee.

k) R2014-0017: A Resolution amending Resolution No. R2013-0073 dated 4/9/2013, which amended 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) American Center for Conflict Resolution Institute, Inc. dba Lakewood College
- 2) Ohio Guidestone
- 3) South University of Ohio, LLC dba South University

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

Council President Connally referred Resolution No. R2014-0017 to the Education, Environment & Sustainability Committee.

l) R2014-0018: A Resolution authorizing amendments to contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the period 9/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) No. CE1100665-01 with Open Doors, Inc. in the amount not-to-exceed \$80,000.00.
- 2) No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$120,000.00.

Sponsors: County Executive FitzGerald/Department of Workforce Development

Council President Connally referred Resolution No. R2014-0018 to the Education, Environment & Sustainability Committee.

m) R2014-0019: A Resolution authorizing amendments to agreements and contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the Connect the Dots Program for the period 9/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) No. AG1100140-01 with Cuyahoga Community College District (Youth Technology Academy) in the amount not-to-exceed \$120,000.00.
- 2) No. AG1100141-01 with Mayfield City School District in the amount not-to-exceed \$6,000.00.
- 3) No. AG1100142-01 with Cuyahoga Community College District (Advanced Technology Academy) in the amount not-to-exceed \$75,000.00.
- 4) No. CE1100660-01 with Baldwin-Wallace College in the amount not-to-exceed \$17,857.00.
- 5) No. CE1100666-01 with Youth Opportunities Unlimited in the amount not-to-exceed \$50,000.00.
- 6) No. CE1100667-01 with Ohio Guidestone fka Guidestone in the amount not-to-exceed \$176,225.00.
- 7) No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$75,000.00.
- 8) No. CE1100700-01 with Towards Employment in the amount not-to-exceed \$25,000.00.

Sponsors: County Executive FitzGerald/Department of Workforce Development

Council President Connally referred Resolution No. R2014-0019 to the Education, Environment & Sustainability Committee.

n) R2014-0020: A Resolution authorizing an amendment to Master Contract No. CE1300268-01 for residential treatment services for the period 2/1/2013 - 1/31/2015 to change the total amount not-to-exceed from \$2,250,000.00 to \$3,850,000.00, to authorize funding decreases and/or

increases with various previously approved providers and to make awards on RQ28779 to additional providers for the period 2/1/2014 - 1/31/2015; 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:

- 1) Central Ohio Youth Center
- 2) Community Specialists Corporation dba The Academy
- 3) George Junior Republic in Pennsylvania
- 4) Muskegon River Youth Homers
- 5) Rite of Passage, Inc.
- 6) Summit School, Inc. dba The Academy

Sponsors: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division

Council President Connally referred Resolution No. R2014-0020 to the Public Safety & Justice Affairs Committee.

- o) R2014-0021: A Resolution authorizing an amendment to Master Contract No. CE1300269-01-08 for residential treatment services for the Youth and Family Community Partnership Program for the period 2/1/2013 - 1/31/2015 to change the total amount not-to-exceed from \$2,700,000.00 to \$4,578,277.50 and to authorize funding decreases and/or increases with various previously approved providers; 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.

Sponsors: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division

Council President Connally referred Resolution No. R2014-0021 to the Public Safety & Justice Affairs Committee.

- p) R2014-0022: A Resolution making awards on RQ28083 to various providers for Staff Secure Shelter Care Services for the period 3/1/2014 - 2/29/2016; 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) Carrington Youth Academy, LLC in the amount not-to-exceed \$2,110,419.85.

- 2) The Cleveland Christian Home Incorporated in the amount not-to-exceed \$1,163,432.15.

Sponsors: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division

Council President Connally referred Resolution No. R2014-0022 to the Public Safety & Justice Affairs Committee.

- q) R2014-0023: A Resolution authorizing various revenue generating agreements with Council for Economic Opportunities in Greater Cleveland for lease of space at various Cuyahoga County Board of Developmental Disabilities Centers for operation of Head Start Programs for the period 2/1/2014 - 1/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) Green Road Services Center, located at 4329 Green Road, Highland Hills, in the amount not-to-exceed \$342,824.04.
- 2) William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, in the amount not-to-exceed \$410,788.17.

Sponsors: County Executive FitzGerald on behalf of Cuyahoga County Board of Developmental Disabilities

Council President Connally referred Resolution No. R2014-0023 to the Education, Environment & Sustainability Committee.

- r) R2014-0024: A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$1,241,864.00 for administration and coordination of the Early Care/Education Professional Development and Teacher Education and Compensation Helps Professional Development Programs for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Connally referred Resolution No. R2014-0024 to the Education, Environment & Sustainability Committee.

- s) R2014-0025: A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$3,967,986.00 for administration of the Special Needs Child Care Program for the Invest in Children Program for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Connally referred Resolution No. R2014-0025 to the Education, Environment & Sustainability Committee.

- t) R2014-0026: A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$3,549,202.00 for administration of the Family Child Care Home Regional System for the Invest In Children Program for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Connally referred Resolution No. R2014-0026 to the Education, Environment & Sustainability Committee.

14. 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. R2013-0289, R2013-0290, R2013-0291, R2013-0292, R2013-0293, R2013-0295, R2013-0296 and R2013-0297.

- a) R2013-0289: A Resolution amending Resolution No. R2012-0025 dated 4/10/2012, which declared that public convenience and welfare requires resurfacing of Turney Road, by changing the termini from Sladden Avenue to Hathaway Road in the City of Garfield Heights to Warner Road to Hathaway Road in the Cities of Cleveland and Garfield Heights, by changing the total estimated project cost from \$4,125,000.00 to \$4,925,000.00 and by authorizing the County Executive to enter into an

agreement of cooperation with the City of Cleveland; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Jones with a second by Mr. Germana, Resolution No. R2013-0289 was considered and adopted by unanimous vote.

- b) R2013-0290: A Resolution declaring that public convenience and welfare requires resurfacing of East 222nd Street from Tungsten Road to Euclid Avenue in the City of Euclid; total estimated project cost \$3,260,200.00; 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.

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

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2013-0290 was considered and adopted by unanimous vote.

- c) R2013-0291: A Resolution authorizing the appropriation of real property in connection with right-of-way plans as set forth in Plat No. M-4985 for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma; 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): 1-WD & T
Permanent Parcel No(s): 374-02-0019, 374-02-005, 374-02-092 and 374-02-094
Owner(s): McDonald's Corporation, a Delaware Corporation

Approved Appraisal (Fair Market Value Estimate): \$21,175.00

- 2) Parcel No(s): 29-T
Permanent Parcel No(s): 374-04-015
Owner(s): L.F. & C.S. Rodecker
Approved Appraisal (Fair Market Value Estimate): \$300.00
- 3) Parcel No(s): 30-WD & T
Permanent Parcel No(s): 374-08-045
Owner(s): M.J. & J.A. Kolk
Approved Appraisal (Fair Market Value Estimate): \$300.00
- 4) Parcel No(s): 57-T
Permanent Parcel No(s): 374-05-012
Owner(s): R.J. & R.M. Scirpo
Approved Appraisal (Fair Market Value Estimate): \$300.00
- 5) Parcel No(s): 146-WD & T
Permanent Parcel No(s): 457-11-005
Owner(s): B.K. & P.A. Stapleton
Approved Appraisal (Fair Market Value Estimate): \$470.00
- 6) Parcel No(s): 161-WD, T & T1
Permanent Parcel No(s): 457-29-007
Owner(s): C.A. Poole
Approved Appraisal (Fair Market Value Estimate): \$600.00
- 7) Parcel No(s): 162-WD & T
Permanent Parcel No(s): 457-30-041
Owner(s): P. LaFrance
Approved Appraisal (Fair Market Value Estimate): \$920.00
- 8) Parcel No(s): 185-T
Permanent Parcel No(s): 457-34-011
Owner(s): J.M. Cornelius, M.M. Calderone, D.F. Calderone, G.E. Calderone, C.C. Burnet & M.A. Barnes
Approved Appraisal (Fair Market Value Estimate): \$300.00
- 9) Parcel No(s): 187-T
Permanent Parcel No(s): 457-34-015
Owner(s): J. & C. Mancuso
Approved Appraisal (Fair Market Value Estimate): \$300.00

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

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

On a motion by Mr. Germana with a second by Mr. Miller, Resolution No. R2013-0291 was considered and adopted by unanimous vote.

- d) R2013-0292: A Resolution making an award on RQ25834 to Cherandon Plaza, LLC in the amount of \$534,500.40 for lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2013 - 11/30/2018; 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.

Sponsors: County Executive FitzGerald/Department of Public Works on behalf of Fiscal Officer **and Councilmember Jones**

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2013-0292 was considered and adopted by unanimous vote.

- e) R2013-0293: A Resolution making an award on RQ28684 to Reliastar Life Insurance Company dba ING Employee Benefits in the amount not-to-exceed \$2,091,441.00 for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2014 – 12/31/2014; 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.

Sponsor: County Executive FitzGerald/Department of Human Resources

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

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2013-0293 was considered and adopted by unanimous vote.

- f) R2013-0295: A Resolution authorizing an Economic Development Fund Loan in the amount not-to-exceed \$1,280,000.00 to SWP Acquisition LLC for purchase and renovation of a facility located at 3750 Park East Drive, Beachwood; 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

Committee Assignment and Chair: Economic Development & Planning – Schron

On a motion by Mr. Schron with a second by Mr. Rogers, Resolution No. R2013-0295 was considered and adopted by unanimous vote.

g) R2013-0296: A Resolution authorizing amendments to contracts with various providers for comprehensive case management, direct and referral services for the FY2012 Second Chance Act Adult Offender Reentry Program for the period 10/1/2012 - 9/30/2013 to extend the time period to 9/30/2014; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

1) for additional funds:

- i) No. CE1300229-01 with Case Western Reserve University – Begun Center for Violence Prevention Research and in the amount not-to-exceed \$80,000.00.
- ii) No. CE1300231-01 with Community Assessment and Treatment Services, Inc. and in the amount not-to-exceed \$384,355.00.
- iii) No. CE1300232-01 with Community Reentry, Inc. and in the amount not-to-exceed \$285,647.00.

2) no additional funds required:

- i) No. CE1300230-01 with Center for Families and Children.

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. Brady with a second by Mr. Miller, Resolution No. R2013-0296 was considered and adopted by unanimous vote.

h) R2013-0297: A Resolution authorizing amendments to various agreements with Cleveland Municipal School District for Universal Pre-Kindergarten services for the period 8/22/2012 - 7/31/2013 to extend the time period to 7/31/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) No. AG1200340-01 with Marion-Sterling Elementary School in the amount not-to-exceed \$48,703.79.
- 2) No. AG1200341-01 with Tremont Montessori School in the amount not-to-exceed \$30,105.52.

Sponsors: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood **and Councilmembers Conwell, Rogers, Jones and Connally**

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

On a motion by Mr. Rogers with a second by Ms. Simon, Resolution No. R2013-0297 was considered and adopted by unanimous vote.

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

a) O2014-0002: An Ordinance amending Cuyahoga County Code Chapter 503: Small Business Enterprise Program Policies and Procedures to approve revised Cuyahoga County Small Business Enterprise Program Policies and Procedures, effective 2/15/2014; and declaring the necessity that this Ordinance become immediately effective.

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

Council President Connally referred Ordinance No. O2014-0002 to the Public Works, Procurement & Contracting Committee.

16. MISCELLANEOUS COMMITTEE REPORTS

Mr. Greenspan reported that the Council Operations & Intergovernmental Relations Committee will meet on Monday, January 27, 2014 at 9:00 a.m.

Mr. Miller reported that the Finance & Budgeting Committee will meet on Thursday, January 23, 2014 at 12:30 p.m.

Mr. Brady reported that the Health, Human Services & Aging Committee will meet on Wednesday, January 22, 2014 at 1:00 p.m.

Ms. Conwell reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, January 21, 2014 at 10:00 a.m.

Mr. Jones reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, January 22, 2014 at 11:00 a.m.

Mr. Rogers reported that the Education, Environment & Sustainability Committee will meet on Wednesday January 22, 2014 at 3:00 p.m.

17. MISCELLANEOUS BUSINESS

Council President Connally announced that Councilmember Simon will become Chair of the Education, Environment & Sustainability Committee upon the resignation of Councilmember Rogers.

18. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given unrelated to the agenda.

19. REPORT BY CLERK ON LEGISLATION WITHDRAWN AT REQUEST OF SPONSOR(S)

- a) O2013-0008: An Ordinance providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.

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

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

Clerk Schmotzer announced that at the request of the sponsors, Ordinance No. O2013-0008 has been withdrawn from consideration and replaced with Resolution No. R2014-0014.

20. ADJOURNMENT

With no further business to discuss, the meeting was adjourned by Council President Connally at 5:52 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL SPECIAL MEETING
TUESDAY, JANUARY 21, 2014
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 Germana, Gallagher, Schron, Conwell, Jones, Rogers, Simon, Greenspan, Miller, Brady 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 for personal reflections.

5. PUBLIC COMMENT RELATED TO AGENDA

The following citizens addressed Council regarding issues of concern to them relating to Resolution No. R2014-0002, a Resolution determining to submit to the electors the question of levying an extension of the alcohol and cigarette excise taxes:

- a) Mr. Michael Burns, Senior Vice President of Positively Cleveland**
- b) Mr. Josh Damankos**

6. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Connally announced that there will be additional meetings and public hearings held on the following dates and times regarding the proposed extension of the alcohol and cigarette excise taxes:

- a) **Committee of the Whole Meeting – Thursday, January 23, 2014 at 2:00 p.m.**
- b) **Committee of the Whole Meeting/Public Hearing – Tuesday, January 28, 2014 at 3:30 p.m. (public hearing at 4:45 p.m.)**
- c) **Regular Council Meeting – Tuesday, January, 28, 2014**

7. MESSAGES FROM THE COUNTY EXECUTIVE

There were no messages from the County Executive.

8. COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING AND REFERRAL TO COMMITTEE (Pending Committee Recommendation)

- a) R2014-0002: A Resolution determining to submit to the electors the question of levying an extension of the alcohol and cigarette excise taxes for the purpose of paying the costs of constructing, renovating, improving, or repairing sports facilities and reimbursing a county for costs incurred by the county in the construction of sports facilities.

Sponsor: Councilmember Jones

Committee Assignment and Chair: Committee of the Whole – Connally

Mr. Joseph Roman, President and Chief Executive Officer of the Greater Cleveland Partnership; Mr. Timothy Offtermatt, Chairman of the Gateway Economic Development Corporation of Greater Cleveland; Mr. Majeed Makhlouf, Law Director; Mr. Kenneth Silliman, Chief of Staff for Mayor Frank Jackson; Mr. Dennis Lehman, Executive Vice President of the Cleveland Indians; Mr. Len Komoroski, Chief Executive Officer of the Cleveland Cavaliers and Quicken Loans Arena; and Mr. Tom Yablonsky, Executive Director of the Historic Gateway Neighborhood Corporation; addressed Council regarding Resolution No. R2014-0002 including the historical background of the excise taxes, projected costs of requested repairs, projected number of jobs and economic impact, terms of current contracts, amounts of charitable giving, profits made in 2013, the County's and Gateway's ability to bond and Council's ability to provide input and approval regarding the funding structure if the levy is approved by voters. Discussion ensued.

Councilmembers asked questions of Messrs. Roman, Offtermatt, Makhlouf, Silliman, Lehman, Komoroski and Yablonsky pertaining to the items, which they answered accordingly.

Council President Connally then referred Resolution No. R2014-0002 to the Committee of the Whole.

9. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

10. PUBLIC COMMENT UNRELATED TO AGENDA

Mr. Tom Yablonsky, Executive Director of the Historic Gateway Neighborhood Corporation, addressed Council regarding issues of concern to him relating to Resolution No. R2014-0002, a Resolution determining to submit to the electors the question of levying an extension of the alcohol and cigarette excise taxes.

11. ADJOURNMENT

With no further business to discuss, Council President Connally adjourned the meeting at 6:18 p.m., without objection.



Julian Rogers
Cuyahoga County Council District 10

January 15, 2014

C. Ellen Connally
Cuyahoga County Council President
323 West Lakeside Avenue, 4th Floor
Cleveland, Ohio 44113

Dear President Connally:

After three years and serving on the inaugural Council for the new charter form of government in Cuyahoga County, I will be leaving my position as the Cuyahoga County Councilmember for District 10 effective January 31, 2014. It truly has been an honor and privilege to work for the citizens of District 10 and all the citizens of Cuyahoga County. I am leaving my council seat because I have joined Cleveland State University as the Director of Community Partnerships where I will continue my public engagement throughout the region.

I really have enjoyed working with you and all my colleagues setting up the new form of government. In such a short period of time, we created a County Educational Assistance Program, a strict ethics policy, and an Office of the Inspector General. We passed legislation providing benefits to domestic partners of County employees, approved two biennial budgets, and provided millions of dollars in economic development opportunities for businesses.

Finally and most importantly, I want to thank the citizens of Cuyahoga County District 10 for electing me to Council. They put their trust and confidence in me by electing me twice to represent them. I look forward to continue to work with them and all the citizens of Cuyahoga County in my new role.

Sincerely,

A handwritten signature in black ink that reads "Julian Rogers". The signature is written in a cursive, flowing style.

Julian Rogers

Cc: Jeanne Schmotzer, Clerk of Council

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0027

Sponsored by: Councilmembers Connally and Conwell	A Resolution confirming the County Executive’s reappointment of Nick Nardi to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/1/2014 - 2/28/2017, and declaring the necessity that this Resolution become immediately effective.
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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, 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 Nick Nardi to be reappointed to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for a term commencing March 1, 2014 and ending February 28, 2017; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution 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 RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the reappointment of Nick Nardi to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for a term commencing March 1, 2014 and ending February 28, 2017.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and 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

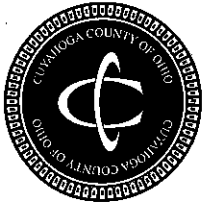
Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



EDWARD FITZGERALD
Cuyahoga County Executive

January 28, 2014

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)

Dear President Connally:

I am proud to submit the following nominee to serve on the Greater Cleveland Regional Transit Authority's Board of Trustees:

- **Nick Nardi, Director of Public Relations-Ohio Conference of Teamsters**

A copy of his resume is attached for your review. I ask that this appointment be set for confirmation as soon as possible. Mr. Nardi has served on the GCRTA Board since 2006 and is well versed in the issues that need to be addressed. He provides in-depth knowledge of the progress that GCRTA has made in the last few years and has provided strong leadership to this entity. I am proud to nominate him to continue serving as one of the County's representatives on this body.

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

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

Sincerely,

Edward FitzGerald
Cuyahoga County Executive

cc: Joseph A. Calabrese, CEO GCRTA
Nick Nardi

Nick "Sonny" Nardi

7427 Cherry Hill Lane, Broadview Hts., Ohio 44147
440-546-3389 (home) 440-546-3382 (fax)

Objective

I understand the long and proud history of public transportation in Cuyahoga County and the Greater Cleveland area and, for the past four and one-half years as a current Board of Trustees' Member, I have worked to preserve and improve that legacy. I believe that my background in labor and union contract negotiations has been and would continue to be an asset to the GCRTA Board. Public transportation plays such an important role in Cuyahoga County and I am committed to working on the current issues and new challenges as a member of the GCRTA Board.

Career Profile

As a veteran labor leader, I have been a member of the International Brotherhood of Teamsters since 1981. I have served in a number of leadership positions at Local 416. Holding these positions requires expertise in managing day-to-day operations of the Local and its' membership; including negotiating contracts, handling grievances and arbitrations. Also, creating and executing the financial plan as well as being the watch-dog of the Local:

- 2007-Present, President & Principal Officer and Business Agent
- 1996-2006, Secretary-Treasurer and Business Agent
- 1992-1995, Vice President and Business Agent
- 1989-1992, Business Agent
- 1986-1989, Trustee and Business Agent

Experience

- 2008, Re-appointed to GCRTA
- 2006, First appointed to GCRTA
- 2006-Present, Learn Coordinator for Joint Council #41
In 2006, helped to create the *Learn Now* program in Washington, DC for the International Brotherhood of Teamsters.
- 2000-2010, Director of Public Relations for the Ohio Conference of Teamsters
- 2003-2006, served on the Labor Advisory Council for Governor Taft
- Secretary-Treasurer for Teamsters Ohio Democratic Republican Independent Voter Education
- Chairman, Teamsters Local 416 Pension Fund
- Chairman, Teamsters Local 416 Health and Welfare Fund

Education

1978 graduate of Parma High School. Awarded Parma High School's football "Halfback of the Decade"

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0028

Sponsored by: Councilmembers Connally and Conwell	A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga County Planning Commission for various terms, and declaring the necessity that this Resolution become immediately effective.
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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, 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 to serve on the Cuyahoga County Planning Commission:

- 1) Appointments:
 - i) The Honorable Merle S. Gorden (Hillcrest Region) to fill a vacancy for an unexpired term ending 12/31/2014.
 - ii) The Honorable Sherri A. Lippus (Southwest Region) to fill a vacancy for an unexpired term ending 12/31/2015.
- 2) Reappointment:
 - i) The Honorable Eileen A. Patton (Westshore Region) for the term 1/1/2014 - 12/31/2016.

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution 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 RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the appointments and reappointment to the Cuyahoga County Planning Commission as follows:

- 1) Appointments:
 - i) The Honorable Merle S. Gorden (Hillcrest Region) to fill a vacancy for an unexpired term ending 12/31/2014.
 - ii) The Honorable Sherri A. Lippus (Southwest Region) to fill a vacancy for an unexpired term ending 12/31/2015.
- 2) Reappointment:
 - i) The Honorable Eileen A. Patton (Westshore Region) for the term 1/1/2014 - 12/31/2016.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and 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

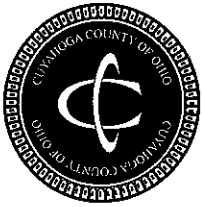
Date

Clerk of Council

Date

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

Journal _____
_____, 20__



EDWARD FITZGERALD
Cuyahoga County Executive

January 13, 2014

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 individuals to serve on the Cuyahoga County Planning Commission:

- **Mayor Merle S. Gorden (Hillcrest Region);**
- **Trustee Sherri Lippus (Southwest Region); and**
- **Mayor Eileen Patton (~~Southwest~~ Region ****re-appointment**).** *[Corrected at request of J. Boyle - J.MS]*
Westshore

To ensure geographic diversity on the Planning Commission, Cuyahoga County is divided into eight separate regions. Within each region, a leader from one community will serve on this body. The Cuyahoga County Planning Commission is authorized by Ohio Revised Code Section 713.22 and its members serve three year terms. Upon confirmation, each of the above nominees will immediately commence service on the Planning Commission.

All of these public servants are well known to County officials and they will add balance and institutional knowledge to this Commission. These leaders have embraced our new form of County government and all have actively participated in efforts to streamline and reform our governmental processes. They will be excellent members of this body.

I ask that these appointments be set for confirmation as soon as possible. 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

Merle S. Gorden, Mayor

Beachwood Mayor Merle Gorden is committed to leading the community toward a strong and bright future.

Now serving his fourth term as the city's chief executive, Mayor Gorden has served Beachwood for more than 30 years, including time served as council president, council member and also as a volunteer firefighter. He encourages constant dialogue with top officials at Beachwood City Schools and the Beachwood Chamber of Commerce. Together, Mayor Gorden and this team of local leaders have helped create a dynamic business core, a vibrant retail and commercial area, outstanding neighborhoods and one of the state's top-ranked school systems.

Beachwood's neighborhoods are safe and well-kept with housing values among the highest in Cuyahoga County. Mayor Gorden is proud of the city's excellent municipal services and amenities that include highly-rated police and fire departments, a \$5 million aquatic center, eight tournament size tennis courts and a city park with 1.6 miles of trails.

These outstanding services are largely supported by Beachwood's successful business community. Mayor Gorden's efforts to constantly improve Beachwood are reflected in economic development projects totaling more than \$400 million that are currently underway or have been recently completed, including the Eaton Corporation headquarters, the expansion and renovation of Beachwood High School and the construction of University Hospitals Ahuja Medical Center.

Beachwood's business community, composed of more than 25,000 employees and nearly 3,000 companies, ranges in size from Fortune 500 companies to small start-up ventures.

An advocate of regional cooperation, Mayor Gorden has taken steps toward sharing services in Northeast Ohio with other nearby communities including signing Cuyahoga County's anti-poaching pledge. Beachwood offers a 100 percent income tax credit for residents who work in another municipality. Beachwood Police also operate the dispatch services for its neighbor community, Pepper Pike.

Among his many civic activities (see full list below), Mayor Gorden is a member of the Regional Prosperity Initiative and the American Red Cross Advisory Council. He volunteers with Northeast Ohio Adoption Services.

Mayor Gorden has been a Beachwood resident since 1959. He and his wife have two children.

Current and Former Activities

Elected Positions

Mayor / Safety Director, City Of Beachwood

Council President, City Of Beachwood

Member of Council, City Of Beachwood

Democratic Ward Leader - Beachwood

Acting Democratic Ward Leader - Beachwood

Democratic Precinct Committee Leader, Precinct A

Boards and Commissions

Beachwood Board of Zoning Appeals
Beachwood Planning & Zoning Commission
Beachwood Records Commission
Beachwood Recreation Board
Cuyahoga County Mayors and City Managers Association, Executive Committee
Cuyahoga County Planning Commission
Cuyahoga County Solid Waste Policy Committee
Diabetes Association of Greater Cleveland, Ex-Officio
State Auditor's Northeast Ohio Regional Advisory Board

Civic Organizations/Affiliations

American Red Cross Advisory Council, Member
Beachwood 75th Anniversary Organizer
Beachwood Arts Council, Trustee
Beachwood Chamber of Commerce, Member
Beachwood FOPA, Founding Member
Beachwood Historical Society, Member
Former Beachwood Recreation Board, Member
Beachwood Sunday Fun Day, Co-Chair
Former Beachwood Volunteer Fire Fighter Lt., Member
Booster League, Member
County Government Structure, Member
Cuyahoga County Mayors and City Managers Association, Member
Friends of the Library, Member
Hillcrest Hospital Community Advisory Committee, Member
League of Greater Cleveland, Member
Mayor's Association of Ohio, Member
Northeast Ohio Adoption Services, Volunteer
Ohio Association of Public Safety Directors, Member

Ohio Municipal League, Member

South Pointe Hospital Community Advisory Committee, Member

Former Temple Israel, Member, Past Trustee

PROFILE



Mayor Eileen Ann Patton

EILEEN ANN PATTON

Professional Background

Mayor, City of Fairview Park, January 2000 – Present

State Central Committee Person, 2002 – 2006

Ward 1 Councilperson, 1994 – 1999

Precinct Committee person, 1992 – 1993

Professional Associations

League of Women Voters

Fairview/West Park Rotary

Friends of the Library

Fairview Park Chamber of Commerce

First Suburbs Consortium

Cuyahoga County Mayors & Managers Association

West Shore Council of Governments

Fairview Park Community Council

Fairview Hospital/Cleveland Clinic Health System Board of Trustee

Fairview Hospital Community Advisory Board

West Shore Region Mayor Representative to Suburban Water Council

Cuyahoga County Planning Commission – Mayoral Representative to the West Shore Area

Awards/Recognitions:

Friends of Education Award

"We Do Care" Commendation

Democratic Person of the Year

Apple of Our Eye Award; *Fairview Park Education Association*

Plain Dealer Community Profile Recognition

Patriotic Employer; *National Committee for Employer Support of the National Guard & Reserve*

Recognized as one of the Most Influential Women in the Region; *Northern Ohio Live*

Presidential Award for Volunteerism; *St. Angela Merici Sports Boosters Program*

Fairview Park Schools; "Award of Excellence"

Cleveland Growth Association; Business Friendly Award
Volunteer Participant – Camp City Year; City of Cleveland
Community Award; Cleveland Clinic Foundation
Economic Development Impact Award from Team NEO and "Inside Business Magazine"

Sherri A. Lippus

Executive Summary:

My strengths are project management skills, organization, passion, deadline driven, and attention to detail. I have an in depth and diversified background with experience in the private sector and public service, my ability to facilitate the coordination, collaboration and implementation on multiple projects gives me a competitive advantage on any project I encounter.

Management / Governing Experience

Olmsted Township Trustee, Olmsted Twp., Ohio November 2009 – Present

- Elected Official serving a population of approximately 14,500 residents
- Oversee 6 million dollar budget & 58 employees
- Controlled cost, streamlined processes and eliminated deficit of over \$600,000.
- Strategic Planning, Organizational Development & Process Improvement
- Economic Development/serve on the JEDD Board/ established public private partnerships
- Human Resources, Policies & Procedures, & as Bureau of Workers Compensation Coordinator reduced experience risk to obtain group rating and reduced premiums by 46%
- Contract negotiation fire, police, service and building contracts
- Serve on Cuyahoga County 9-1-1 Board
- Established our Olmsted Township land bank
- Updated our communities master plan and zoning codes
- Implemented new website, social media sites and community newsletter
- Secured over 195,000 in grant funding.
 - NOPEC - \$92,370
 - CDBG – Early Childhood Center Playground \$33,993
 - Municipal Energy Program Grant \$3,900
 - BWC Wellness Grant - \$15,000
 - BWC Destination Excellence 26% bonus rebates
 - Ohio EPA SWIF Grant – \$45,807
 - Solid Waste District Grant - \$4,000

IT Experience

Invitech, Inc. Cleveland, Ohio July 2008 – July 2010

Owner/Lead Computer Forensic Examiner

Olmsted Community Center, Olmsted Falls, Ohio February 2008 – July 2010

Administration/ IT

Midwest Data Group, LLC. Berea, Ohio February 2005 – September 2007

Vice President of Operations / Computer Forensic

Teaching Experience

Ohio Virtual Academy, Toledo, Ohio July 2003 – November 2005

Ohio Certified Teacher | Distance Learning - Curriculum instruction grades 6-8

Case Western Reserve University, Cleveland, Ohio January 2001 – July 2003

Independent Educational Consultant

Instructional Technology Department, Kent State University, Ohio January 2003 – May 2003

Technology Integration Consultant

Aurora Upper Intermediate School, Bedford Heights, Ohio September 1997 to May 2002

Kelley's Island Local School, Kelley's Island, Ohio September 1997 to May 1998

Middle School Educator and Music Teacher

Education **Master of Education, Instructional Technology** **Bachelor of Science , Elementary Education,**
Kent State University, Kent, Ohio; May 2003 Kent State University, Kent, Ohio; May 1997

Ohio Licensure:

Ohio Licensed Investigator – Ohio Department of Public Safety Division of Homeland Security

Certifications:

Lean Six Sigma Green Belt

Social Media for Natural Disaster Response and Recovery (PER-304)

Office Operations, formerly known as Business Information Systems

Elementary Education, Grades 1 – 8 concentration in English - Highly Qualified English/Math

Computer Technology Endorsement

**Computer
Technical
Skills**

Microsoft Office Suite
QuickBooks & Quicken
Social Media
Adobe Professional and
Premiere Pro

Website Design
Website Development & Hosting
Web Conferencing
Digital Video Editing

Forensic Tool Kit (FTK)
Access Data
Wetstone Gargoyle & Stego Suite
A+ Essentials
IT Technician
Network+

Accolades

- National Business Women’s Week Honoree 2009 – Berea Business & Professional Women
- Berea Business and Professional Women – 2009 Women of the Year recipient
- Business and Professional Ohio Young Careerist Berea Local and Region 3 Winner
- Cuyahoga Soil and Water Conservation District 2002 Conservation Educator of the Year
- USA Today’s 2001 award recipient for outstanding classroom achievements

Presentations

League of Women Voters – Township Governance: Cleveland, Ohio
Olmsted Chamber of Commerce – State of the Township: Olmsted, Ohio
University of Cincinnati Law School - Computer Forensics – Basics: Cincinnati, Ohio
Polaris Career Center Job Fair - Computer Forensics – Basics: Cleveland, Ohio
Berea Business and Professional Women - Computer Security: Cleveland, Ohio
Akron Bar - Women in Law Section - Computer Forensics and Private Investigation; Akron, Ohio
Cleveland Metropolitan Bar - Computer Forensics & Investigation: Cleveland, Ohio
Polaris Career Center Computer Forensics and Private Investigation: Cleveland, Ohio

Organizations

Berea Business & Professional Women 2007 – Present
President – 2009 - 2010
1st Vice President – 2008-2009
Secretary – 2007-2008
InfraGuard 2009 – Present
Olmsted Chambers of Commerce – Member 2009 – Present
PSR Catechist – St. Adalbert 2012 - Present

References

Available upon request

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0003

Sponsored by: Councilmembers Connally and Conwell	A Resolution confirming the County Executive's appointment of Jason J. Therrien to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 1/1/2014 - 1/1/2017, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982 under the authority granted in Ohio Revised Code Chapter 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 economic development lending activity; 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 (3) 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 Jason J. Therrien (Private Sector Class) to be appointed to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees to fill a vacant position for a term commencing January 1, 2014 and expiring January 1, 2017; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution 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 RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. The Council of Cuyahoga County hereby confirms the appointment of Jason J. Therrien (Private Sector Class) to be appointed to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees to fill a vacant position for a term commencing January 1, 2014 and expiring January 1, 2017.

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

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution 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 Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 14, 2014

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

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0004

Sponsored by: Councilmembers Connally and Conwell Co-sponsored by: Councilmember Germana	A Resolution confirming the County Executive’s reappointment of Diane Fusco to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2014 - 1/31/2018, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Section 5126.02, the County of Cuyahoga shall have its own county board of developmental disabilities; and,

WHEREAS, pursuant to the provisions in Ohio Revised Code Section 5126.021, the Cuyahoga County Board of Developmental Disabilities consists of seven members. Five members are appointed by the County and two members are appointed by the Probate Court; and,

WHEREAS, members appointed to fill a vacancy of the Cuyahoga County Board of Developmental Disabilities shall serve a term of four years; and,

WHEREAS, 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 Diane Fusco to be reappointed to serve on the Cuyahoga County Board of Developmental Disabilities for a term commencing February 1, 2014 and ending January 31, 2018; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution 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 RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the reappointment of Diane Fusco to serve on the Cuyahoga County Board of Developmental Disabilities for a term commencing February 1, 2014 and ending January 31, 2018.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and 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

Clerk of Council

Date

First Reading/Referred to Committee: January 14, 2014

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

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0005

Sponsored by: Councilmembers Simon, Gallagher and Miller on behalf of Cuyahoga County Court of Common Pleas Co-sponsored by: Councilmember Connally	A Resolution approving a revised Assigned Counsel Fee Schedule for the Cuyahoga County Court of Common Pleas General Division and Eighth District Court of Appeals, effective 2/1/2014; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Criminal Justice Supervisory Committee has studied the issue of assigned counsel fees and recommends that assigned counsel fees for the Common Pleas Court General Division and Eighth District Court of Appeals be increased; and

WHEREAS, in accordance with Cuyahoga County Common Pleas Local Rule 33, Part II (B), assigned counsel shall receive compensation for professional services and shall be reimbursed for expenses in accordance with O.R.C. 2941.51. In all cases upon completion of the service, it shall be the duty of such assigned counsel to submit a completed affidavit and entry for assigned counsel fees. The trial Judge, after due consideration, shall determine the amount of compensation within the statutory limit in accordance with Assigned Counsel Fee Schedule, attached hereto as Exhibit A; 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. The Cuyahoga County Council hereby approves the revised Assigned Counsel Fee Schedule for the Cuyahoga County Court of Common Pleas General Division and Eighth District Court of Appeals, attached hereto as Exhibit A, effective for assignments commencing February 1, 2014 and thereafter.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional 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 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 14, 2014

Committee(s) Assigned: Public Safety & Justice Affairs

Additional Sponsorship Requested on the Floor: January 14, 2014

Journal CC013

January 28, 2014

IN THE COURT OF COMMON PLEAS
 CUYAHOGA COUNTY
 GENERAL DIVISION

IN RE:

NEW ASSIGNED COUNSEL
 FEE SCHEDULE

ORDER

It is hereby ordered that the Assigned Counsel Fee Schedule, Local Rule 33, Part II (B) be amended as follows:

EFFECTIVE FEBRUARY 1, 2014
ASSIGNED COUNSEL FEE SCHEDULE

GENERAL DIVISION

Aggravated Murder with Specifications (Death Penalty)
 One Attorney
 Two Attorneys

CUYAHOGA
MINIMUM FEES
FOR COMPAN-
ION CASES

CUYAHOGA
MAXIMUM
RATES

Aggravated Murder without Specifications
 One Attorney
 Two Attorneys

Murder
 Rape w/victim under age 13
 Felony with Possible Life Sentence/Repeat Violent-
 Offende/Major Drug Offender

First Degree Felonies
 Second Degree Felonies
 Third Degree Felonies
 Fourth Degree Felonies
 Fifth Degree Felonies
 Sexual Predator Hearing
 Misdemeanors (Degrees 1-4)

In Court
 Out of Court

General Division Hourly Rate

Juvenile Division

(Delinquency Offense)

Murder
 All Manslaughter/Homicide
 First Degree Felonies
 Second Degree Felonies
 Third Degree Felonies
 Fourth Degree Felonies
 Fifth Degree Felonies
 Misdemeanors
 Traffic Offenses
 Guardian Ad Litem
 Bindovers
 Guardian Ad Litem-Custody Reviews
 All other (non-delinquency)
 Temporary Custody
 Permanent Custody
 Juvenile Proceedings

CUYAHOGA
MINIMUM
COMPEN-
SATION

CUYAHOGA
MAXIMUM
RATES

Juvenile Hourly Rates:

In Court
 Out of Court

GENERAL DIVISION

Post Conviction Proceedings:

With Evidentiary Hearing
Without Evidentiary Hearing

Habeas Corpus, Parole, Probation, and All
Other Proceedings not elsewhere classified
Habeas Corpus with Evidentiary Hearing
Habeas Corpus without Evidentiary Hearing

CUYAHOGA

**MINIMUM
COMPEN-
SATION**

CUYAHOGA

**MAXIMUM
PROPOSED
RATES**

0
0
0
170
100
100

Appellate Division

Aggravated Murder - Death Sentence
Aggravated Murder with Specifications
Aggravated Murder without Specifications
Murder
Felonies Other than Below
Voluntary Manslaughter, Involuntary
Manslaughter & Negligent Homicide
Aggravated Vehicular Homicide & Vehicular
Misdemeanors Except those noted above
Other/Juvenile

\$1,050
1,050
1,050
700
0
350
350
0
0
\$15,000
4,500
4,500
2,250
1,125
1,250
1,250
875
875

Appellate Proceedings

Death Sentence Hourly Rate
Appellate level proceedings

In Court
Out of Court

\$45
95
60
50

Municipal Proceedings

Preliminary Felony Hearings
All Misdemeanors
All Felonies

0
150

Municipal Hourly Rates:

In Court
Out of Court

\$40
\$40
\$30
\$30

Date: December 2, 2013 - Effective for assignments commencing February 1, 2014


Nancy A. Fuerst, Presiding/Administrative Judge

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0002

Sponsored by: Councilmember Jones	A Resolution determining to submit to the electors the question of levying an extension of the alcohol and cigarette excise taxes for the purpose of paying the costs of constructing, renovating, improving, or repairing sports facilities and reimbursing a county for costs incurred by the county in the construction of sports facilities.
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WHEREAS, in 1990, Cuyahoga County's citizens levied alcohol and cigarette excise taxes;

WHEREAS, in 1995, the County's citizens extended the excise taxes through July 31, 2015;

WHEREAS, effective September 29, 2013, the Ohio legislature amended the Ohio Revised Code to authorize Cuyahoga County's citizens to further extend the excise taxes for the purpose of paying the costs of constructing, renovating, improving, or repairing sports facilities and reimbursing a county for costs incurred by the county in the construction of sports facilities; and

WHEREAS, it is necessary to adopt this Resolution to place the matter on the ballot for the voters' approval in accordance with Ohio Revised Code Sections 307.696, 307.697, 4301.421 and 5743.024, as amended effective September 29, 2013.

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

SECTION 1. Pursuant to Ohio Revised Code Sections 307.696, 307.697, 4301.421 and 5743.024, which were amended effective September 29, 2013, there shall be submitted to the electors of Cuyahoga County at the Special Election on May 6, 2014, the following question in the format set forth herein:

**PROPOSED EXTENSION OF ALCOHOL AND
CIGARETTE TAXES FOR SPORTS FACILITIES**

A Majority Affirmative Vote Is Necessary For Passage.

For the purpose of paying the costs of constructing, renovating, improving, or repairing sports facilities and reimbursing a county for costs incurred by the county in the construction of sports facilities, shall excise taxes be levied by Cuyahoga County at the rate of three dollars on each gallon of spirituous liquor sold in the county, sixteen cents per gallon on the sale of beer at wholesale in the county, thirty-two cents per gallon on the sale of wine and mixed beverages at wholesale in the county, twenty-four cents per gallon on the sale of cider at wholesale in the county, and 2.25 mills per cigarette on the sale of cigarettes at wholesale in the county, for 20 years beginning August 1, 2015.

	Yes
	No

SECTION 2. If the ballot measure in Section 1 receives a majority affirmative vote, as is necessary for its passage, the levied tax shall go into effect beginning August 1, 2015, for the duration and at the rates provided for in Section 1 and approved by the voters.

SECTION 3. The Clerk of Council is directed to deliver immediately to the Cuyahoga County Board of Elections a certified copy of this Resolution and also deliver immediately to the Tax Commissioner of the State of Ohio and to the Ohio Department of Liquor Control certified copies of this Resolution. Cuyahoga County requests that the Cuyahoga County Board of Elections prepare the ballots and make the necessary arrangements for the submission of the question of levying taxes, as a single question, to the electors of Cuyahoga County, and further requests that the Cuyahoga County Board of Elections give notice of the results of that election, as soon as the same have been determined, to the Tax Commissioner of the State of Ohio and to the Ohio Department of Liquor Control.

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: January 14, 2014

Committee(s) Assigned: Committee of the Whole

Committee Report/Second Reading/Referred to Committee: January 21, 2014

Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0029

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 10, 2013, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2014/2015 (Resolution No. R2013-0229) establishing the 2014/2015 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2014 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 2014/2015 Biennial Operating Budget for 2014 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A. 22A963 – Emergency Solutions State FY13 **BA1407368**
HS130013 – Emergency Solutions State FY13
Other Expenses \$ 1,675,000.00

Funding Source: Funding is from the Office of Community Development for the Homeless Crisis Response program covering the period January 01, 2014 through December 31, 2015.

B1. 24A301 – Children and Family Services **BA1407369**
CF135467 Administrative Services - CFS
Other Expenses \$ (30,000.00)
Capital Outlay \$ (18,000.00)

B2. 24A301 – Children and Family Services
CF135491 – Information Services - CFS
Other Expenses \$ (53,157.00)

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

C. 40A069 – Capital Projects Future Debt Issue **BA1400381**
CC768200 – New County Headquarters
Personal Services \$ 127,000.00
Other Expenses \$ 1,313,385.00
Capital Outlays \$ 25,381,000.00

Funding Source: Funding for tenant improvement costs will come from future debt issuance.

D. 22A910– CBDG Year 40 2014 **BA1407370**
DV714360 –CBDG Project Plan FY2014
Other Expenses \$ 1,050,000.00

Funding Source: Funding is from the United States Department of Housing and Urban Development covering the period October 1, 2013 through September 30, 2014.

E. 21A525 – VAWA Block Grant **BA1407371**
JA754069 –FY2013 VAWA Block Grant CY2014
Other Expenses \$ 431,811.36

Funding Source: United States Department of Justice, Office on Violence Against Women passed through the Ohio Office of Criminal Justice Services covering the period January 1, 2014 through December 31, 2014. Executive approval occurred on November 4, 2013, (BC2013-299). No cash match is required.

F. 21A281 – NEORFC-FY09 Urban Area Security Initiative **BA1407373**
JA741447 – NEORFC-FY09 Urban Area Security Initiative
Other Expenses \$ (86,883.59)

Funding Source: Funding is from United States Department Homeland Security covering the period August 1, 2009 through July 31, 2014.

G.	21A762 – Port Security Grant	BA1400375
	JA768317 –Port Security Grant 2013-2015	
	Other Expenses	\$ 110,000.00

Funding Source: Federal funding is from the United States Department of Homeland Security covering the period September 1, 2013 through August 31, 2015.

SECTION 2. That the 2014/2015 Biennial Operating Budget for 2014 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
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A. FROM:	01A001 – General Fund	BA1307376
	CT577106 – Risk and Property Insurance	
	Other Expenses	\$ 300,000.00

TO:	01A001 – General Fund	
	MI512459 – Risk Management - Contracts	
	Other Expenses	\$ 300,000.00

Funding Source: Funding is from General Fund.

B. FROM:	21A584 – Juvenile Justice Administration	BA1407359
	JA757286 –Cuyahoga JJ Administration 12	
	Other Expenses	\$ 217.90

TO:	21A584–Juvenile Justice Administration	
	JA757286 –Cuyahoga JJ Administration 12	
	Personal Services	\$ 217.90

Funding Source: Funding is from the Ohio Department of Youth Services covering the period January 1, 2012 through September 30, 2013.

C. FROM:	21A837 – State Homeland Security (SHSG)	BA1407372
	JA763508 –SHSP FY12-Special Response Equipment 12/14	
	Capital Outlays	\$ 8,200.00

TO:	21A837–State Homeland Security (SHSG)	
	JA763508 –SHSP FY12-Special Response Equipment 12/14	
	Other Expenses	\$ 8,200.00

Funding Source: 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, 2015.

D. FROM:	21A342 – NEORFC-FY09	BA1407374
	JA767996 –NEORFC-FY09 (SHSPLE)	
	Capital Outlays	\$ 10.53

TO: 21A342–NEORFC-FY09
 JA767996 –NEORFC-FY09 (SHSPLE)
 Other Expenses \$ 10.53

Funding Source: Funding is from the United States Department of Homeland Security covering the period August 1, 2009 through March 31, 2014.

E. FROM: 01A001 – General Fund **BA1407394**
 MT805432 –Municipal Judicial Costs
 Other Expenses \$ 5,000.00

TO: 01A001–General Fund
 MT805440 –Village and Township Costs
 Other Expenses \$ 5,000.00

Funding Source: Funding is from the General Fund covering the period January 1, 2014 through December 31, 2014.

SECTION 3. That the 2014/2015 Biennial Operating Budget for 2014 be amended to provide for the following cash transfers between County funds.

<u>Fund Nos. /Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM:	01A001 –General Fund	JT1405217
	JA302224 – Public Safety Grants Administration	
	Transfer Out \$ 16,250.00	
TO:	21A762 –Port Security Grant	
	JA768317 – Port Security Grant 2013-15	
	Revenue Transfer \$ 16,250.00	

Funding Source: Funding is from the General Fund covering the period January 1, 2014 through December 31, 2014.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional 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 CC013
January 28, 2014



EDWARD FITZGERALD
Cuyahoga County Executive

CUYAHOGA COUNTY
FISCAL OFFICER



January 22, 2014

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 January 28, 2014, 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.

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

General Fund/Health & Human Services *	Amount
Children & Family Services – Reducing appropriation of unused funds in aged pre-encumbrances. Funding is from the Health & Human Services Levy Fund.	-\$101,157.00
TOTAL	(\$101,157.00)

Grants/Projects	Amount
Office of Homeless Services – To appropriate the Homeless Crisis Response Program grant from the Office of Community Development.	\$1,675,000.00
Capital Projects – Additional appropriation for tenant improvements for the new County headquarters. Funding is from a future debt issuance.	\$26,821,385.00
Development – To establish appropriations for the Community Development Block Grant FY2014 Project Plan from the U.S. Department of Housing and Urban Development.	\$1,050,000.00
Justice Services – To establish appropriations for the Violence Against Women Act Block Grant from the U.S. Department of Justice, Office of Violence Against Women.	\$431,811.36
Justice Services – Reducing appropriation in the Northeast Ohio Regional Fusion Center FY2009 Urban Area Security Initiative to reflect reduced funding from the U.S. Department of Homeland Security.	-\$86,883.59
Justice Services – To establish appropriation for the Public Safety and Justice Services Port Security Grant 2013 – 2015 from the U.S. Department of Homeland Security (\$93,750). This grant requires a cash match of \$31,250 of which \$16,250 will be from the Public Safety Grants Administration General Fund account and \$15,000 from the Sheriff’s Department.	\$110,000.00
TOTAL	\$30,001,312.77

Total Additional Appropriations - All Funds	\$29,900,155.77
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The following represents the overall changes made to the Annual Appropriation Measure for 2014 since its adoption on December 10, 2013 Resolution R2012-0229. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

APPROPRIATION STATUS SUMMARY:

	<u>01/28/14 Agenda</u>	<u>Year to Date*</u>	<u>Adjusted Annual Appropriation</u>
General Fund Impact	\$ 0.00	\$ 377,204,012.00	\$ 377,204,012.00
HHS Levy Impact	\$ (101,157.00)	\$ 235,311,170.00	\$ 235,210,013.00
Other Fund Impact	\$ <u>30,001,312.77</u>	\$ <u>693,095,162.00</u>	\$ <u>725,687,447.37</u>
Total Impact	\$ 29,900,155.77	\$1,305,610,344.00	\$ 1,338,101,472.37

* 2014-2015 appropriation levels adopted by resolution R2013-0229 on December 10, 2014.

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

General Fund/Health & Human Services *	Amount
Risk & Property Management – Realigning appropriation to cover the property insurance contract within the Risk Management budget. Funding is from the General Fund.	\$300,000.00
Municipal Judicial Costs – Realigning appropriation from Municipal Judicial Costs for the Village and Township costs division budget. Funding is from the General Fund.	\$5,000.00
TOTAL	\$305,000.00

Grants/Projects	Amount
Justice Services – Realigning appropriation within the Juvenile Justice Administration account to prepare for grant closure. Funding is from the Ohio Department of Youth Services.	\$217.90
Justice Services – Realigning appropriation within the State Homeland Security Grant to provide funding for an agreement with the City of Cleveland. Funding is from the U.S. Department of Homeland Security.	\$8,200.00
Justice Services – Realigning appropriation within the Northeast Ohio Regional Fusion Center Law Enforcement FY2009 based on approved budget adjustments. Funding is from the U.S. Department of Homeland Security.	\$10.53
TOTAL	\$8,428.43

Total Appropriation Transfers - All Funds	\$313,428.43
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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
Justice Services – A cash transfer from the Public Safety Grant Administration to the Port Security Grant to cover a cash match. Funding is from the General Fund.	\$16,250.00
TOTAL	\$16,250.00

Total Cash Transfers - All Funds	\$16,250.00
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Thank you for your consideration regarding this matter.

Sincerely,

A handwritten signature in black ink that reads "W. Christopher Murray II". The signature is written in a cursive style with a double underline under the name.

W. Christopher Murray, II
Interim Director, Office of Budget & Management
cmurray@cuyahogacounty.us
(216) 443-7448
Fax: (216) 443-8193



MEMORANDUM

TO: Matt Rubino, Director of OBM
FROM: Laura Minning Simms, Program Officer, PSJS
SUBJECT: New Appropriations and Index Code Request
DATE: 11/21/13

PSJS has been awarded \$431,811.36 for the FY 2013 STOP Violence Against Women Act (VAWA) grant program from the U.S. Department of Justice, Office on Violence Against Women through the Ohio Office of Criminal Justice Services. This new grant is a continuation of the existing FY 2012 STOP VAWA grant program. The funds will be used to continue supporting programs that help women who have been victims of violence.

The grant has been accepted by the County Executive and the CPB approval memo with approval number CPB2013-299 is attached.

In order to facilitate the administration of the awarded funding, we are requesting appropriations in the amount of the grant award. The New Index Code Request Form and Appropriation Request memo are attached for processing.

If you have any questions or need additional information, please contact me at 216-443-5902. Thank you.

Attachments

cc: Chuck Cavano
Felicia Harrison
Jerry Mullins



Department of Public Safety and Justice Services
Public Safety Grants

MEMORANDUM

TO: Matt Rubino, Director of OBM
FROM: Lylia Lathan, Program Officer, PSJS
SUBJECT: New Appropriations and Index Code Request
DATE: 11/2213

Public Safety and Justice Services (PSJS) has been awarded Federal funds in the amount of \$93,750.00 with a match requirement of \$31,250.00 for the FY 2013 Port Security Grant Program from the U.S. Department of Homeland Security. The match requirement will be provided by Public Safety Grants GF in the amount of \$16,250.00 and the Cuyahoga County Sheriff's Office will provide \$15,000.00 of In-Kind services. This new grant is a continuation of the existing Port Security Grant Awards received by Public Safety Justice Services-Public Safety Grants Department. The funds will be used by our Cuyahoga County EMA Department for the continuation of training efforts for our First Responders.

The grant has been accepted by the County Executive and the signed notice of award is attached, as well as, the CPB approval memo with approval number CPB2013-770.

In order to facilitate the administration of the awarded funding, we are requesting appropriations in the amount of the grant award. The New Index Code Request Form and Appropriation Request memo are attached for processing.

If you have any questions or need additional information, please contact me at 216-443-7598.

Thank you.

Attachments

cc: Chuck Cavano
Felicia Harrison
Jerry Mullins



EDWARD FITZGERALD
Cuyahoga County Executive

CUYAHOGA COUNTY
FISCAL OFFICER



MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council

FROM: W. Christopher Murray, II, Interim Director, Office of Budget & Management

DATE: January 22, 2014

RE: Fiscal Resolution 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 January 28, 2014. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolution: Additional Appropriations

A.	22A963 – Emergency Solutions State FY13	BA1407368
	HS130013 – Emergency Solutions State FY13	
	Other Expenses	\$ 1,675,000.00

To provide appropriations for The Office of Homeless Services recent award from the Office of Community Development for the Homeless Crisis Response program in the amount of \$1,675,000.00 covering the period January 01, 2014 through December 31, 2015.

B1.	24A301 – Children and Family Services	BA1407369
	CF135467 Administrative Services - CFS	
	Other Expenses	\$ (30,000.00)
	Capital Outlay	\$ (18,000.00)
B2.	24A301 – Children and Family Services	
	CF135491 – Information Services - CFS	
	Other Expenses	\$ (53,157.00)

Appropriation decrease is requested to reduce appropriations for The Department of Children and Family Services in order to dissolve aged pre encumbrances, as a result of unused funds. The primary funding source is the HHS Levy fund.

C.	40A069 – Capital Projects Future Debt Issue	BA1400381
	CC768200 – New County Headquarters	
	Personal Services	\$ 127,000.00
	Other Expenses	\$ 1,313,385.00
	Capital Outlays	\$ 25,381,000.00

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

Appropriation is requested for tenant improvement costs for the new County Headquarters totaling \$26,821,385. This appropriation is in addition to \$300,000 already appropriated. The project total now comes to \$27,121,385 in addition to the \$75.5 million in lease financing completed in 2013.. Funding for tenant improvement costs will come from future debt issuance.

D. 22A910– CBDG Year 40 2014 **BA1407370**
 DV714360 –CBDG Project Plan FY2014
 Other Expenses \$ 1,050,000.00

Establish appropriations in the CBDG FY2014 Project Plan for the municipal grant agreements. Funding is from the United States Department of Housing and Urban Development covering the period October 1, 2013 through September 30, 2014.

E. 21A525 – VAWA Block Grant **BA1407371**
 JA754069 –FY2013 VAWA Block Grant CY2014
 Other Expenses \$ 431,811.36

Establish appropriations for the continuation award from the United States Department of Justice, Office on Violence Against Women passed through the Ohio Office of Criminal Justice Services covering the period January 1, 2014 through December 31, 2014. Executive approval occurred on November 4, 2013, (BC2013-299). No cash match is required.

F. 21A281 – NEORFC-FY09 Urban Area Security Initiative **BA1407373**
 JA741447 – NEORFC-FY09 Urban Area Security Initiative
 Other Expenses \$ (86,883.59)

Reduce appropriations in the Northeast Ohio Regional Fusion Center FY2009 Urban Area Security Initiative to reflect reduced Urban Area Security awards. Funding is from United States Department Homeland Security covering the period August 1, 2009 through July 31, 2014.

G. 21A762 – Port Security Grant **BA1400375**
 JA768317 –Port Security Grant 2013-2015
 Other Expenses \$ 110,000.00

Establish appropriations for the Public Safety and Justice Services Port Security Grant 2013-2015 with a total grant program cost of \$125,000. The Federal award is \$93,750 and it requires a match of \$31,250, of which the Department of Public Safety and Justice Services is providing \$16,250 from the Public Safety Grants Administration General Fund account (see operating transfer JT1405217, fiscal item A, on page 6) and the Sheriff’s Department is providing \$15,000 of in-kind services. Federal funding is from the United States Department of Homeland Security covering the period September 1, 2013 through August 31, 2015.

Resolution: Appropriation Transfers:

A.	FROM:	01A001 – General Fund		BA1307376
		CT577106 – Risk and Property Insurance		
		Other Expenses	\$ 300,000.00	
	TO:	01A001 – General Fund		
		MI512459 – Risk Management - Contracts		
		Other Expenses	\$ 300,000.00	

A transfer is requested to move the property insurance contract to the Risk Management contracts budget.

B.	FROM:	21A584 – Juvenile Justice Administration		BA1407359
		JA757286 –Cuyahoga JJ Administration 12		
		Other Expenses	\$ 217.90	
	TO:	21A584–Juvenile Justice Administration		
		JA757286 –Cuyahoga JJ Administration 12		
		Personal Services	\$ 217.90	

Transfer appropriations within the Department of Public Safety and Justice Services, Juvenile Justice Administration FY2012 grant in preparation of closure. Funding is from the Ohio Department of Youth Services covering the period January 1, 2012 through September 30, 2013.

C.	FROM:	21A837 – State Homeland Security (SHSG)		BA1407372
		JA763508 –SHSP FY12-Special Response Equipment 12/14		
		Capital Outlays	\$ 8,200.00	
	TO:	21A837–State Homeland Security (SHSG)		
		JA763508 –SHSP FY12-Special Response Equipment 12/14		
		Other Expenses	\$ 8,200.00	

Transfer appropriations within the Department of Public Safety and Justice Services, State Homeland Security Special Response Equipment grant to provide funds for the City of Cleveland agreement. 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, 2015.

D.	FROM:	21A342 – NEORFC=FY09		BA1407374
		JA767996 –NEORFC-FY09 (SHSPLE)		
		Capital Outlays	\$ 10.53	
	TO:	21A342–NEORFC-FY09		
		JA767996 –NEORFC-FY09 (SHSPLE)		
		Other Expenses	\$ 10.53	

Transfer appropriations within the Department of Public Safety and Justice Services, Northeast Ohio Fusion Center, State Homeland Security Program Law Enforcement FY2009 based on approved budget

adjustments. Funding is from the United States Department of Homeland Security covering the period August 1, 2009 through March 31, 2014.

E.	FROM:	01A001 – General Fund		BA1407394
		MT805432 –Municipal Judicial Costs		
		Other Expenses	\$	5,000.00
	TO:	01A001–General Fund		
		MT805440 –Village and Township Costs		
		Other Expenses	\$	5,000.00

Transfer appropriations within the Municipal Judicial Costs budget specifically for the Village and Township costs division. Funding is from the General Fund covering the period January 1, 2014 through December 31, 2014.

Resolution: Cash Transfers:

A.	FROM:	01A001 –General Fund		JT1405217
		JA302224 – Public Safety Grants Administration		
		Transfer Out	\$	16,250.00
	TO:	21A762 –Port Security Grant		
		JA768317 – Port Security Grant 2013-15		
		Revenue Transfer	\$	16,250.00

Transfer from the Department of Public Safety and Judicial Services, Public Safety Grants Administration to the Port Security Grant for the cash portion of the required grant match (see BA1400375, Fiscal item D, on page 3). The remaining match of \$15,000 is being provided by the Sheriff's Department as an in-kind service. Funding is from the General Fund covering the period January 1, 2014 through December 31, 2014.

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0030

<p>Sponsored by: County Executive FitzGerald/Departments of Law and Public Works</p>	<p>A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Teamsters, Local 436, affiliated with the International Brotherhood of Teamsters, representing approximately 58 employees in 6 classifications in the Department of Public Works/Division of Maintenance for the period 1/1/2013 - 12/31/2015; 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 Teamsters Local 436, Affiliated with the International Brotherhood of Teamsters in an effort to negotiate a collective bargaining agreement (“CBA”) that includes approximately 58 employees in 6 classifications in the Department of Public Works, Division of Maintenance; 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 January 17, 2014, the members of the bargaining unit met and voted to ratify the proposed 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 1/1/2013 – 12/31/2015; 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 Teamsters Local 436, Affiliated with the International Brotherhood of Teamsters, representing approximately 58 employees in 6 classifications in the Department of Public Works, Division of Maintenance for the period of 1/1/2013 – 12/31/2015, and authorizes the County Executive to execute all documents consistent with this Resolution.

SECTION 2. Funds necessary to implement the CBA between the Cuyahoga County and Teamsters Local 436, Affiliated with the International Brotherhood of Teamsters shall be budgeted and appropriated.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional 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 CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0031

Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer	A Resolution making an award on RQ28818 to Karvo Paving, Co. in the amount not-to-exceed \$8,372,654.20 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; 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 \$418,632.71 to fund said contract; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer has recommended an award on RQ28818 to Karvo Paving, Co. in the amount not-to-exceed \$8,372,654.20 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; and

WHEREAS, the primary goal of this project is to properly maintain the County's infrastructure for which the County is responsible; and

WHEREAS, the funding for this project is as follows: (a) 65% will be paid from Federal Funds, (b) 24% will be paid from the Ohio Public Works Commission Issue 1 Funds, (c) 6% will be paid by the City of Shaker Heights and the Village of Highland Hills, and (d) 5% will be paid from the County's \$5.00 Vehicle License Tax Fund; and

WHEREAS, the project is located in Council District 9 and scheduled to begin April 1, 2014 and will be completed in November of 2015; 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 makes an award on RQ28818 to Karvo Paving, Co. in the amount not-to-exceed \$8,372,654.20 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.

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. That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make an application for the allocation from the County Motor Vehicle \$5.00 License Tax Fund in the amount of \$418,632.71 to fund its share of the contract.

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 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__



1a-b

Item Details:

Agency/Dept. Name:	County Engineer	Agency/Dept. Head Name:	Thomas P. Sotak, P.E.
Type of Request:	Contract/Amendment		
Request Prepared by:	Juliann Conway	Telephone No.	216-348-3838

SUMMARY OF REQUESTED ACTION:

Department of Public Works

A) SCOPE OF WORK SUMMARY

1. is recommending an award on RQ28818 to Karvo Paving, Co. in the amount not-to-exceed \$8,372,654.20 for the Warrensville Center Rd./Van Aken Blvd./Chagrin Blvd./Northfield Rd. intersection reconfiguration in the City of Shaker Heights and the Village of Highland Hills.
2. and enter into a contract with Karvo Paving, Co. They were determined to be the lowest qualified bidder and submitted all necessary documentation per the bid specifications.
3. is submitting an application to use the County Motor Vehicle \$5.00 License Tax Fund, in accordance with Chapter 4504 of the Ohio Revised Code to pay Cuyahoga County's share of the cost \$418,632.71 for the above referenced project.

3) N/A.

PROCUREMENT

- 1) Competitive Bid process.
- 2) This was a federally funded project therefore the SBE Goal was waived. However the Ohio Department of Transportation will require the contractor to meet a 9% DBE Goal.

3) The engineer's estimate was \$8,128,132.00. The bids were open on December 3, 2014.

There were nine (9) proposals pulled from OPD and three (3) 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

Karvo Paving, Co. 330-929-9676
4524 Hudson Drive
Stow, Ohio 44224
George Karvounides, Pres.
Council District - N/A

3. Construction is in the City of Shaker Heights and the Village of Highland Hills (Council District 9).

D. PROJECT STATUS AND PLANNING

1. As per specifications construction is scheduled to begin April 1, 2014 and will be completed in November of 2015.

E. FUNDING

1. 60% Federal Funds, 27% Ohio Public Works Commission (Issue 1), 9% City of Shaker Heights and Village of Highland Hills and 5% Cuyahoga County using funds from the \$5.00 Vehicle License Tax Fund.

The contractor has completed ethics training as required

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Project Description:

The proposed project consists of the reconfiguration of the Warrensville Center Road/ Van Aken Boulevard / Chagrin Boulevard intersection. Reconfiguration includes relocation of Northfield Road, closure of Van Aken Boulevard between Farnsleigh Road and Warrensville Center Road, relocation of Farnsleigh at Chagrin Boulevard, and intersection realignment and improvements. The project will include pavement and curb replacement, utility relocation/replacement, traffic signal adjustment, and replacement of sidewalks, drive aprons, and aesthetic enhancements.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Competitive Bid

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

Financial Information:

Funding source: Federal
Explanation: See Summary of Requested Action.

Total Amount Requested:
\$8,372,654.20

ATTACHMENTS:

Click to download

- [Contract Cover TAB](#)
- [Contract Part 1 of 8 - Contract/Bid Docs TAB \(3\)](#)
- [Contract Part 2 of 8 Wage Rates](#)
- [Contract Part 3 of 8 Spec Bk Sect 100](#)
- [Contract Part 4 of 8 Spec Bk Section 200](#)
- [Contract Part 5 of 8 Sect 300 Part 1](#)
- [Contract Part 6 of 8 Sect 300 Part 2](#)
- [Contract Part 7 of 8 Sect 400](#)
- [Contract Part 8 of 8 Sect 500](#)
- [Auditor's Findings](#)
- [Karvo Business Name Filing](#)
- [PW Bid Tabulations](#)
- [Highland Hills \\$5 App/Ordinance](#)
- [Shaker Hts \\$5 App- Ordinance](#)

History
Time

Who
Office of Procurement &
Diversity

Approval



December 3, 2013

Warrensville/Van Aken

Estimate: \$8,128,132.00

Karvo Paving Co. \$8,372,654.20

Terrace Constr. \$8,382,006.61

Perk Co, Inc. \$8,916,261.38

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0032

Sponsored by: County Executive FitzGerald/Department of Human Resources	A Resolution authorizing an agreement with City of Highland Heights for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Department of Human Resources has submitted an agreement with the City of Highland Heights for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; 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 an agreement with the City of Highland Heights for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016.

SECTION 2. That the County Executive is authorized to execute an agreement of cooperation with the City of Highland Heights consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional 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.



4

Item Details:

Agency/Dept. Name:	Office of Human Resources	Agency/Dept. Head Name:	Elise Hara
Type of Request:	Agreement/Amendment		
Request Prepared by:	Brittany Jones	Telephone No.	698-6436
SUMMARY OF REQUESTED ACTION:			
Department of Human Resources, submitting an agreement with City of Highland Heights for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016.			
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:
Total Amount Requested:	
\$	

ATTACHMENTS:

Click to download

- [Agreement](#)
- [Benefits Regionalization Presentation](#)
- [Benefits Regionalization Presentation](#)

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0033

Sponsored by: County Executive FitzGerald/Department of Human Resources	A Resolution authorizing an agreement with City of University Heights for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Department of Human Resources has submitted an agreement with the City of University Heights for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; and

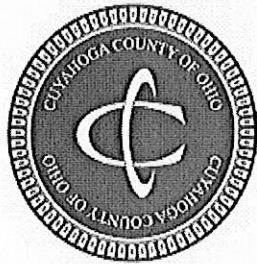
WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council authorizes an agreement with the City of University Heights for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016.

SECTION 2. That the County Executive is authorized to execute an agreement of cooperation with the City of University Heights consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional 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.



3

Item Details:

Agency/Dept. Name:	Office of Human Resources	Agency/Dept. Head Name:	Elise Hara
Type of Request:	Agreement/Amendment		
Request Prepared by:	Brittany Jones	Telephone No.	698-6436
SUMMARY OF REQUESTED ACTION:			
Department of Human Resources, submitting an agreement with City of University Heights for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016.			
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:
Total Amount Requested:	
\$	

ATTACHMENTS:

- Click to download
- [Agreement](#)
 - [Benefits Regionalization Presentation](#)

History

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0034

<p>Sponsored by: County Executive FitzGerald/ Department of Development</p>	<p>A Resolution authorizing the issuance of not-to-exceed \$11,955,000.00 County of Cuyahoga, Ohio Economic Development Revenue Refunding Bonds, Series 2014 (Cleveland Hearing and Speech Center Project), for the purpose of refunding the outstanding principal amount of County of Cuyahoga, Ohio Tax-exempt Variable Rate Economic Development Revenue Bonds, Series 2008 (Cleveland Hearing and Speech Center Project), that were issued to provide funds to assist the Cleveland Hearing and Speech Center in financing costs of a project consisting generally of the acquisition, construction, improvement, furnishing and equipping of real and personal property consisting of an approximately 48,000 square foot headquarters and operations facility located at 11635 Euclid Avenue, Cleveland, Ohio; authorizing the execution and delivery of a loan agreement and trust indenture; authorizing the execution and delivery of a bond purchase agreement and authorizing the execution and delivery of certain other documents and actions in connection with the issuance of such bonds; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County of Cuyahoga, Ohio (the “*County*”), a county and political subdivision duly organized and validly existing under the laws of the State of Ohio and its Charter, is authorized and empowered, by virtue of the laws of the State of Ohio, including without limitation, Chapter 165, Ohio Revised Code (the “*Act*”) and Section 13 of Article VIII, Ohio Constitution, (i) to issue bonds for the purpose of assisting in the financing of eligible costs of constructing and equipping facilities of The Cleveland Hearing and Speech Center (the “*Borrower*”) constituting a “project” within the meaning of the Act for industry, commerce, distribution, or research located within the boundaries of the County; (ii) to enter into a loan agreement with the Borrower with respect to those

facilities to provide for “revenues” sufficient to pay the principal and purchase price and interest and any premium on those revenue bonds, (iii) to secure those revenue bonds by a trust indenture and by an assignment of those revenues for the benefit of the owners of those revenue bonds, and (iv) to enact this Resolution and to sign and deliver documents in connection therewith upon the terms and conditions provided herein; and

WHEREAS, this Council of the County of Cuyahoga, Ohio (the “*Council*”), pursuant to the foregoing authority and at the request of, and based upon the representations of, the Borrower, has requested that the County issue revenue refunding bonds (the “*Series 2014 Bonds*”) pursuant to the Act to assist it in financing and refinancing the costs of acquiring, constructing, equipping and improving real and personal property consisting of an approximately 48,000 square foot headquarters and operations facility located at 11635 Euclid Avenue, Cleveland, Ohio 44106 (the “*Project*”) by refunding the outstanding principal amount of the County’s \$17,000,000 Tax-Exempt Variable Rate Economic Development Revenue Bonds, Series 2008 (The Cleveland Hearing and Speech Center Project) (the “*Prior Bonds*”), which were issued pursuant to a Trust Indenture dated as of June 1, 2008, by and between the County and The Huntington National Bank, as trustee, and the proceeds of which were used to finance a portion of the costs of the Project; and

WHEREAS, the Series 2014 Bonds will be issued pursuant to the provisions of the Act and a Trust Indenture (the “*Indenture*”) between the County and The Huntington National Bank, as trustee (the “*Trustee*”); and

WHEREAS, the Series 2014 Bonds shall not represent or constitute a general obligation, debt or bonded indebtedness, or a pledge of moneys raised by taxation or the faith and credit of the County, the State or any political subdivision thereof, and the holders of the Series 2014 Bonds shall not be given and shall not have any right to have excises or taxes levied by this Council or the County, or the State or the taxing authority of any political subdivision thereof, for the payment of bond service charges or any other costs of the Project, and the Series 2014 Bonds will be payable solely from the rentals, revenues, and other income, charges, and moneys as are pledged for their payment in accordance with the bond proceedings;

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

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

Any reference herein to the County or this Council or to any officers, employees or members thereof, shall include those which succeed to their functions,

duties or responsibilities pursuant to or by operation of law or who are lawfully performing their functions.

SECTION 2. Authorization of the Series 2014 Bonds. This Council determines, based on the representations of the Borrower, that it is necessary to, and the County shall, issue, sell and deliver, as provided and authorized herein and in accordance with the Indenture and pursuant to the authority of the Act, the Series 2014 Bonds in the aggregate principal amount that shall be determined in the Bond Purchase Agreement, but in any event not to exceed \$11,955,000, for the purposes of refinancing a portion of the costs of the Project by refunding the Prior Bonds, and paying certain costs of issuing the Series 2014 Bonds.

SECTION 3. Terms and Provisions of the Series 2014 Bonds

(a) Bond Terms. The Series 2014 Bonds shall (i) be issuable only in fully registered form and substantially as set forth in the Indenture; (ii) be exchangeable only for Bonds of the same series in Authorized Denominations, as provided in the Indenture; (iii) be numbered in a manner determined by the Trustee which will distinguish each Bond of a series from each other Bond of that series; (iv) be dated as set forth in the Indenture, provided that such date shall not be later than May 1, 2014; (v) bear interest from the most recent date to which interest has been paid or duly provided for, or if no interest has been paid or duly provided for, from their date of delivery, at the rates set forth in the Indenture, provided that the rates for the Series 2014 Bonds shall not exceed ___% per year; (vi) payable on the interest payment dates set forth in the Indenture; (vii) be subject to optional redemption, extraordinary optional redemption, mandatory redemption, optional and mandatory tender for purchase, and purchase in lieu of redemption in accordance with the Indenture; and (viii) mature, subject to prior redemption as set forth above, on the dates set forth in the Indenture, the final maturity date of which shall be no later than June 1, 2038.

The Series 2014 Bonds shall initially bear interest at the Bank Rate described in the Bond Purchase Agreement during the initial Bank Rate Period, and thereafter shall bear interest at the Bank Rate, a Weekly Rate, a Long-Term Rate, a Fixed Rate, or a Pledged Bond Rate for a particular rate period (being a Bank Rate Period, Weekly Rate Period, Long-Term Rate Period, Fixed Rate Period, or Pledged Bond Rate Period all as defined and provided for in the Indenture).

(b) Method of Payment; Paying Agents. The principal of and any premium and interest on the Series 2014 Bonds (the "*Bond Service Charges*") shall be payable as provided in the Indenture without deduction for the services of any paying agent. The Trustee initially shall be paying agent for the Series 2014 Bonds and may designate additional paying agents as provided in the Indenture.

(c) Execution. The Series 2014 Bonds shall be signed by the County Executive or his designee. Neither the County Executive, the members of

this Council nor any person executing the Series 2014 Bonds shall be liable personally on the Series 2014 Bonds by reason of issuance thereof. In case the County Executive shall cease to be in office before the issuance or delivery of the Series 2014 Bonds, such signature or facsimile thereof shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until after that time.

(d) Book-Entry System. The Series 2014 Bonds are permitted, but not required, to be issued to the Depository for holding in a book-entry system as provided in the Indenture, as the official(s) or member(s) executing and delivering the Indenture shall approve in the manner described in and under authority of Section 8 hereof.

SECTION 4. Sale of the Series 2014 Bonds.

The Series 2014 Bonds are hereby sold and awarded to PNC Bank, National Association or its designee (the “*Original Purchaser*”) in accordance with the terms of this Resolution and the Bond Purchase Agreement, at a purchase price equal to the aggregate principal amount of the Series 2014 Bonds to be issued. The sale of the Series 2014 Bonds to the Original Purchaser shall be conditioned upon the Original Purchaser’s delivery of an investor acknowledgement letter to the County, or the inclusion of investor acknowledgement provisions in the Bond Purchase Agreement, in a form acceptable to the County and its legal counsel. It is hereby determined, based upon the advice of Bond Counsel and the representations of the Original Purchaser that the purchase price and the manner of sale and the terms of the Series 2014 Bonds, as provided in this Resolution and the Indenture, are consistent with all legal requirements and will carry out the public purposes of the Act.

The County Executive, the Clerk of this Council and the Fiscal Officer are authorized and directed, alone or together, to make the necessary arrangements, as directed by the Trustee and upon the advice of Bond Counsel, with the Original Purchaser to establish the date, location, procedure and conditions for the delivery of the Series 2014 Bonds to the Original Purchaser. The County Executive is further authorized and directed, upon the advice of Bond Counsel, to make the necessary arrangements for the execution, authentication and delivery of the Series 2014 Bonds to the Original Purchaser under the terms of this Resolution, the Indenture and the Bond Purchase Agreement.

SECTION 5. Security for the Series 2014 Bonds. The Series 2014 Bonds shall be special obligations of the County and, except as otherwise provided under the Indenture, the principal of and interest and any premium on, and any other obligations relating to, the Series 2014 Bonds shall be equally and ratably payable solely from the Revenues. To secure the payment of Bond Service Charges, all right, title and interest of the County in and to all moneys and investments in the Bond Fund and all of the County’s rights and remedies under

the Loan Agreement (except for the Unassigned Issuer's Rights) have been duly and validly pledged to the Trustee by the Indenture.

Anything in this Resolution, the Series 2014 Bonds or the Indenture to the contrary notwithstanding, the Series 2014 Bonds do not and shall not represent or constitute general obligations, debt, bonded indebtedness or a pledge of the faith and credit of the County, the State or any other political subdivision thereof and further, nothing herein or therein gives the holders or owners of the Series 2014 Bonds, and they do not have, the right to have excises, ad valorem or other taxes levied by the County, or by the State or the taxing authority of any other political subdivision, for the payment of the principal of and interest and any premium on, or any other obligations relating to, the Series 2014 Bonds. The Series 2014 Bonds shall contain a statement to that effect and to the effect that the Series 2014 Bonds are payable solely from the Special Funds established under and other sources permitted by the Indenture and from any other money paid by Borrower or obtained by the Trustee upon the exercise of rights and remedies under the Indenture and the Loan Agreement. Nothing in the Series 2014 Bonds or the documents securing them, however, shall be deemed to prohibit the County from using, of its own volition, to the extent that it is authorized by law to do so, any other resources for the fulfillment of any of the terms or conditions of, or its obligations under, the Indenture or the Series 2014 Bonds.

SECTION 6. Covenants and Agreement of County. In addition to the other covenants of the County set forth in this Resolution and the Issuer Documents (as hereinafter defined), the County further covenants and agrees as follows:

(a) Authority and Actions. The County is, and upon delivery of the Series 2014 Bonds will be, duly authorized by the laws of the State, particularly and without limitation the Act, to issue the Series 2014 Bonds, to execute and deliver the Issuer Documents and other instruments and documents to which it is a party, to provide the security for payment of the principal of and any premium or interest on the Series 2014 Bonds solely in the manner and from the sources and to the extent set forth herein, all as authorized by this Council and upon the advice of Bond Counsel. All actions on the part of the County for the issuance of the Series 2014 Bonds and the execution and delivery of the Issuer Documents and such other instruments and documents have been or will be duly and effectively taken. The Series 2014 Bonds will be valid and enforceable special obligations of the County according to the terms thereof. Each duty of the County and of its officers and employees undertaken pursuant to the Series 2014 Bonds and the Issuer Documents, is a duty specifically enjoined by law upon the County and each of those officers and employees having authority thereunder or by provision of law to perform the duty, resulting from an office, trust or station, within the meaning of Section 2731.01, Ohio Revised Code, providing for enforcement by writ of mandamus.

(b) Arbitrage and Tax Compliance Provisions; Transcript.

Upon the advice of Bond Counsel and to the extent within its authority and control, the County will restrict the use of the proceeds of the Series 2014 Bonds in such manner and to such extent as is necessary so that the Series 2014 Bonds will not constitute arbitrage bonds under Section 148 of the Code. The members of this Council, the County Executive, the Fiscal Officer or the Clerk of this Council or any other officer of the County having responsibility for the issuance of the Series 2014 Bonds, alone or in conjunction with the Borrower or any officer, employee or agent of or consultant to the Borrower, shall give an appropriate certificate of the County for inclusion in the transcript of proceedings for the Series 2014 Bonds setting forth the reasonable expectations of the County regarding the amount and use of all of the proceeds of the Series 2014 Bonds, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on the Series 2014 Bonds.

Upon the advice of Bond Counsel, and to the extent within its authority and control, the County (i) will take, or require to be taken, all actions that are required of it for the interest on the Series 2014 Bonds to be and remain excluded from gross income for federal income tax purposes, and (ii) will not knowingly take or authorize to be taken any actions that would adversely affect that exclusion under the provisions of the Code. The members of this Council, the County Executive, the Fiscal Officer and the Clerk of this Council and any other appropriate officers are hereby authorized and directed to take any and all actions and make or give such reports and certifications, as may be appropriate to assure such exclusions of that interest.

In its performance of these covenants, and other covenants of the County pertaining to the Series 2014 Bonds and federal income tax laws, the County may rely upon the advice of Bond Counsel.

The Clerk of this Council shall furnish to the Original Purchaser a true transcript of proceedings, certified by the Clerk, of all proceedings had with reference to the issuance of the Series 2014 Bonds together with such information from the records as is necessary to determine the regularity and validity of the issuance of the Series 2014 Bonds.

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

SECTION 7. Issuer Documents. To provide for the issuance and sale of the Series 2014 Bonds and the consummation of the transactions contemplated herein, the County Executive (or his designee) and the Fiscal Officer at the

direction of the County Executive, alone or in conjunction with any of the foregoing, are authorized and directed to execute, acknowledge and deliver, for and in the name and on behalf of the County, the Indenture, the Loan Agreement, the Bond Purchaser Agreement and each other document to which the County is party in connection with the issuance and delivery of the Series 2014 Bonds (collectively, the “*Issuer Documents*”), in substantially the respective forms thereof submitted to and approved by the County’s legal officer. The Issuer Documents are approved with any changes therein which are not inconsistent with this Resolution, are not adverse to the County, are permitted by the Act, and are approved by the member or members or officer or officers executing the respective Issuer Documents and by Bond Counsel and the County’s legal officer. The approval of those changes by such member or members or officer or officers, and the character of those changes as not being adverse to the County, shall be evidenced conclusively by the execution and delivery of the respective Issuer Documents by such member or members or officer or officers. The Fiscal Officer is authorized to give any certifications that may be required under Ohio Revised Code Sections 5705.41 and 5705.44 with respect to any of the Issuer Documents.

SECTION 8. Other Documents. The County Executive (or his designee), the President of the Council, the Fiscal Officer, the Clerk of the Council or any other officer of the County, alone or in conjunction with any of the foregoing, are authorized and directed to execute, deliver and, if applicable, file, for and in the name and on behalf of the County, any certifications, financing statements, assignments and other instruments and documents which are, in the opinion of the County’s legal officer and Bond Counsel to the County, necessary or appropriate to perfect the assignments contemplated in the Indenture and to consummate the transactions contemplated in the Issuer Documents, including the issuance of the Series 2014 Bonds. Those certifications and other instruments and documents include, without limitation, one or more reports on IRS Form 8038, any other certifications and forms necessary or advisable under the Code and a certification by the Clerk of this Council of the transcript of proceedings relating to the issuance of the Series 2014 Bonds. The Borrower is hereby authorized and directed, upon the request or direction of the County, to file any such certifications or instruments that require filing.

SECTION 9. No Personal Liability. No recourse under or upon any obligation, covenant, acceptance or agreement contained in this Resolution, or in the Series 2014 Bonds, or in the Issuer Documents, or under any judgment obtained against the County or by the enforcement of any assessment or by any legal or equitable proceeding by virtue of any constitution or statute or otherwise, or under any circumstances, shall be had against any officer or employee as such, past, present, or future, of the County, including any member of the Council, either directly or through the County, or otherwise, for the payment for or to the County or any receiver thereof, or for or to the Holder, or otherwise, of any sum that may be due and unpaid by the County upon any of the Series 2014 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



2

Item Details:

Agency/Dept. Name:	Department of Development	Agency/Dept. Head Name:	Larry Benders, Director
Type of Request:	Other		
Request Prepared by:	Paul Herdeg, Development Administrator	Telephone No.	(216) 443-7257

SUMMARY OF REQUESTED ACTION:

Department of Development requesting a resolution authorizing the issuance and sale of up to \$11,955,000 in aggregate principal amount of County of Cuyahoga, Ohio Economic Development Refunding Revenue Bonds, Series 2014 (Cleveland Hearing and Speech Center project) for the purpose of refunding bonds issued by the County of Cuyahoga in 2008 (the "series 2008 bonds"), the proceeds of which were loaned to Cleveland Hearing and Speech Center to assist in financing the costs of a "project" within the meaning of chapter 165, Ohio Revised Code; providing for the pledge of revenues for the payment of such bonds; authorizing execution of various documents including a loan agreement, a trust agreement, a bond purchase agreement, and a tax regulatory agreement in connection with the issuance of such bonds and authorizing and approving related matters.

Issuance of the Series 2008 Bonds for this project was authorized by the former Board of Cuyahoga County Commissioners on May 22, 2008.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Issuing the requested Refunding Bonds will reduce the current debt service cost of the Cleveland Hearing and Speech Center, thereby supporting its mission to benefit the community. Proceeds of the Series 2008 Bonds were used to finance and refinance the costs to acquire, construct, improve, furnish, and equip the Cleveland Hearing and Speech Center's headquarters and operations facility located at 11635 Euclid Avenue, Cleveland, Ohio 44106.

The Bonds do not represent or constitute a general obligation, debt or bonded indebtedness, or a pledge of monies raised by taxation or the faith and credit of

Cuyahoga County, the State or any political subdivision thereof. The Bonds will be payable solely from Revenues (as defined in the Trust Agreement) and other monies available to the Borrower.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source: **Explanation:**
N/A no cost to County

Total Amount Requested:
\$0

ATTACHMENTS:

Click to download

- [Executive Summary](#)
- [Request for Issuance](#)
- [Draft Resolution](#)

History

Time	Who	Approval
1/9/2014 12:28 PM	Office of Procurement & Diversity Clerk of the Board	Yes



County Council of Cuyahoga County, Ohio

Resolution No. R2013-0294

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution authorizing an Economic Development Fund Large Scale Attraction Loan in the amount not-to-exceed \$805,000.00 to Remedi SeniorCare of Ohio-Northeast, LLC for relocation and expansion of a facility located at 26251 Bluestone Boulevard, Euclid; 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 an Economic Development Fund Large Scale Attraction Loan in the amount not-to-exceed \$805,000.00 to Remedi SeniorCare of Ohio-Northeast, LLC for relocation and expansion of a facility located at 26251 Bluestone Boulevard, Euclid, Ohio; and

WHEREAS, the primary goals of this project is to assist with the relocation and expansion of Remedi SeniorCare at the Bluestone Industrial Park in Euclid, specifically, the County funds would assist with the acquisition of an Uhlmann Packager for the new facility; and

WHEREAS, this project is anticipated to create 138 full-time equivalent jobs; and

WHEREAS, the total project costs are estimated at \$27,526,300.00 and the County will loan \$805,000.00 with a fixed interest rate of 3%, which must be repaid within seven (7) years; 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 an Economic Development Fund Large Scale Attraction Loan in the amount not-to-exceed

\$805,000.00 to Remedi SeniorCare of Ohio-Northeast, LLC for relocation and expansion of a facility located at 26251 Bluestone Boulevard, Euclid, Ohio.

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 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

Legislation Withdrawn at the Request of the Sponsors on behalf of Department of Development: December 10, 2013

Legislation Reintroduced at the Request of the Sponsor: January 14, 2014

First Reading/Referred to Committee: January 14, 2014

Committee(s) Assigned: Economic Development & Planning

Committee Report/Second Reading: January 28, 2014

Journal _____
_____, 20__

[PROPOSED AMENDED RESOLUTION]

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0294

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution authorizing an Economic Development Fund Large Scale Attraction Loan in the amount not-to-exceed \$805,000.00 to Remedi SeniorCare of Ohio-Northeast, LLC for relocation and expansion of a facility located at 26251 Bluestone Boulevard, Euclid; 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 an Economic Development Fund Large Scale Attraction Loan in the amount not-to-exceed \$805,000.00 to Remedi SeniorCare of Ohio-Northeast, LLC for relocation and expansion of a facility located at 26251 Bluestone Boulevard, Euclid, Ohio; and

WHEREAS, the primary goals of this project is to assist with the relocation and expansion of Remedi SeniorCare at the Bluestone Industrial Park in Euclid, specifically, the County funds would assist with the acquisition of ~~an Uhlmann Package~~ **machinery and equipment** for the new facility; and

WHEREAS, this project is anticipated to create 138 full-time equivalent jobs; and

WHEREAS, the total project costs are estimated at \$27,526,300.00 and the County will loan \$805,000.00 with a fixed interest rate of 3%, which must be repaid within seven (7) years; 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 an Economic Development Fund Large Scale Attraction Loan in the amount not-to-exceed \$805,000.00 to Remedi SeniorCare of Ohio-Northeast, LLC for relocation and expansion of a facility located at 26251 Bluestone Boulevard, Euclid, Ohio.

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 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

Legislation Withdrawn at the Request of the Sponsors on behalf of Department of Development: December 10, 2013

Legislation Reintroduced at the Request of the Sponsor: January 14, 2014

First Reading/Referred to Committee: January 14, 2014

Committee(s) Assigned: Economic Development & Planning

Committee Report/Second Reading: January 28, 2014

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0014

Sponsored by: County Executive FitzGerald/Department of Human Resources on behalf of Personnel Review Commission	A Resolution providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, this Resolution was originally submitted as Ordinance No. O2013-0008 which was subsequently withdrawn and resubmitted in the following Resolution; and,

WHEREAS, on December 20, 2013, County Charter amendments became effective which provided for the Human Resource Commission to be renamed the Personnel Review Commission.

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review 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 then known as 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 January 23, 2013 and December 5, 2013, the then known as Human Resource Commission met and recommended the classification changes (attached hereto as Exhibits A through R), and recommend to County Council the formal adoption and implementation of the attached changes; 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 adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Deletion of the following Classifications: (See Attached Classification Specifications)

- | | | |
|------------|--------------|---|
| Exhibit A: | Class Title: | <i>Building & Grounds Superintendent</i> |
| | Number: | 1042114 |
| | Pay Grade: | 9 |
| Exhibit B: | Class Title: | <i>Community & Economic Development Manager</i> |
| | Number: | 1055241 |
| | Pay Grade: | 15 |
| Exhibit C: | Class Title: | <i>Facility Services Manager</i> |
| | Number: | 1042161 |
| | Pay Grade: | 17 |
| Exhibit D: | Class Title: | <i>Hazardous Materials Supervisor</i> |
| | Number: | 1062421 |
| | Pay Grade: | 10 |
| Exhibit E: | Class Title: | <i>Juvenile Justice Center Building Project Manager</i> |
| | Number: | 1042181 |
| | Pay Grade: | 17 |
| Exhibit F: | Class Title: | <i>Personnel Administrator 1</i> |
| | Number: | 1053631 |
| | Pay Grade: | 12 |
| Exhibit G: | Class Title: | <i>Personnel Administrator 2</i> |
| | Number: | 1053632 |
| | Pay Grade: | 13 |
| Exhibit H: | Class Title: | <i>Personnel Administrator 3</i> |
| | Number: | 1053633 |
| | Pay Grade: | 14 |

Exhibit I:	Class Title:	<i>Personnel Manager</i>
	Number:	1053634
	Pay Grade:	15
Exhibit J:	Class Title:	<i>Personnel Officer</i>
	Number:	1053621
	Pay Grade:	6
Exhibit K:	Class Title:	<i>Personnel Technician</i>
	Number:	1053611
	Pay Grade:	4
Exhibit L:	Class Title:	<i>Program Officer Manager</i>
	Number:	1052416
	Pay Grade:	17
Exhibit M:	Class Title:	<i>Risk & Compliance Manager</i>
	Number:	1055363
	Pay Grade:	15
Exhibit N:	Class Title:	<i>Security Camera Coordinator</i>
	Number:	1024101
	Pay Grade:	2
Exhibit O:	Class Title:	<i>Senior Family Services Supervisor</i>
	Number:	1014212
	Pay Grade:	7
Exhibit P:	Class Title:	<i>Senior Personnel Officer</i>
	Number:	1053622
	Pay Grade:	8
Exhibit Q:	Class Title:	<i>Senior Risk Analyst</i>
	Number:	1055362
	Pay Grade:	9
Exhibit R:	Class Title:	<i>Training Assistant</i>
	Number:	1053641
	Pay Grade:	4

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional 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 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 14, 2014

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

Committee Report/Second Reading: January 28, 2014

Journal _____
_____, 2014

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building & Grounds Superintendent	Class Number:	1042114
		Pay Grade:	9

Departments:	Development, only
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Classification Function

The purpose of this classification is to coordinate building, grounds and vehicle maintenance for a County Department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates building, grounds and vehicle maintenance for a County Department (e.g.-schedules current work assignments and prepares schedules; tracks work that is underway; plans future work; assures availability of proper equipment for all jobs; coordinates outside contracts; instructs and reviews building maintenance personnel duties; makes recommendations regarding hiring, discipline, and discharge; oversees and performs maintenance on County vehicles; prepares reports concerning necessary maintenance).
- Performs safety inspections of building facilities and maintenance activities (e.g.- inspects boiler gauges for safe readings; observes maintenance workers to ensure that proper safety precautions are followed). Coordinates disaster preparedness for building(s).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or technical training in building trades with five years of building and grounds maintenance experience including two years of supervisory experience or any equivalent combination of training and experience.

Additional Requirements

Applicable building trades certifications required and Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, copier and telephone.
- Ability to operate a variety of motorized equipment including tractor, lawn mower, dump truck and pick-up truck.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools and plumber's tools.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.

- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including invoices, payroll documents, blueprints and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals.
- Ability to prepare payroll documents, attendance records, correspondence 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret electrical and mechanical repair terminology and language.
- Ability to communicate with Director, County employees, other tradespeople and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may be performed outdoors in varying weather conditions.

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:	Community & Economic Development Manager	Class Number:	1055241
		Pay Grade:	15

Departments:	Development, only
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Classification Function

The purpose of this classification is to manage the County's community development, economic development, and brownfield redevelopment programs. Create vision and appraise projects and programs in terms of economic development potential, community impact, financial feasibility and marketability.

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.

- Manages the County's community development, economic development, and brownfield development programs (e.g.- meets with director to coordinate and develop division goals, operations, direction, activities and policies; manages and directs multiple community development, economic development and brownfield redevelopment programs and activities; researches, analyzes, and evaluates existing operations, systems, policies and procedures to identify areas for improvement and enhancement; interacts with private development clients and consultants; implements programs which lend and grant money to private, non-profit and public entities).
- Supervises analysts and support staff (e.g.- assigns work and reviews completed work; provides job training and instruction; evaluates employee performance; recommends selection, promotion, and discipline; reviews and approves employee leave requests).
- Represents County at various meetings and conferences (e.g.- provides technical assistance and support to boards and commissions regarding community and economic development issues; attends meetings and seminars to make presentations regarding community development, economic development and brownfield redevelopment programs).
- Performs related administrative duties (e.g.- prepares correspondence to communities, businesses and other organizations regarding community and economic development issues; prepares and/or provides input on various reports for local, state and federal program requirements; maintains necessary files and records).

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in business administration with three years of experience with community development, economic development or brownfield redevelopment programs; or any equivalent combination of training and experience.

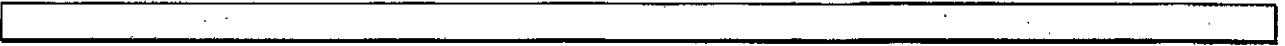
Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, typewriter, adding machine, calculator and copier.



Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the selection, transfer, or promotion of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including bi-weekly reports, U.S. EPA Quarterly Reports, Clean Ohio Fund Quarterly Reports, tax statements, financial statements, financial projections, appraisals and studies, architectural drawings, invoices, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including financial analysis handbooks, accounting principles texts, census data, construction methods books, CDBG regulations, the Ohio Revised Code and Federal Register.
- Ability to prepare requests for Board actions, performance appraisals, annual reports, Clean Ohio Fund Reports, U.S. EPA reports, loan analysis, tax abatement reports, grant applications, budgets, correspondence, project descriptions and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, engineering, real estate, accounting and marketing terminology and language.
- Ability to communicate with Director, elected officials, municipal employees, attorneys, developers, accountants, bank officers, lobbyists, external organizations, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Facility Services Manager	Class Number:	1042161
		Pay Grade:	17

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to manage the custodial maintenance program, building trades, capital projects and engineering services.

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.

- Manages, plans and coordinates all custodial maintenance, construction projects, and engineering services (e.g.- prepares annual budget; determines staffing needs for custodial maintenance; oversees custodial programs for customer satisfaction and compliance; monitors completion of work orders; coordinates and schedules maintenance and construction work with affected County office(s); visits construction project sites to inspect work).
- Supervises building trades employees (e.g.- recommends hiring; assigns and reviews completed work assignments; prepares employee performance evaluations; approves employee leave requests and monitors use of leave; recommends discipline and selection).
- Oversees all contracted services relating to construction projects and maintenance (e.g.- prepares specifications for contracted work; reviews proposals and quotes; selects contractors for emergency work).
- Performs related administrative responsibilities (e.g.- approves purchases within budgetary guidelines; responds to written and verbal inquiries and complaints; maintains related records).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in management studies with six years of construction/maintenance experience including three years of supervisory experience or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, calculator, copier and telephone.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.

- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the basic principles of algebra and geometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including production reports, work-orders, union contracts, invoices, payroll documents, employee leave requests, mechanical drawings, electrical diagrams, blueprints, technical study reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, building codes, Americans with Disabilities manual, equipment handbooks and operating manuals, and County policies and procedures manuals.
- Ability to prepare maintenance reports, construction progress reports, building safety reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret architectural, electrical and mechanical terminology and language.
- Ability to communicate with elected officials, administrators, sales representatives, County employees, contractors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office and shop 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:	Hazardous Materials Supervisor	Class Number:	1062421
		Pay Grade:	10

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to plan and administer the County's hazardous materials program and to supervise environmental specialists.

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.

- Performs administrative and planning duties related to the County's overall emergency management program including the hazardous materials program (e.g.- directs the annual update of the Comprehensive Plan for Response to Hazardous Materials Incidents; receives and responds to notifications of emergency releases of hazardous Materials; coordinates the development of annual emergency exercises involving hazardous materials; provides staff research, documentation and recommendations regarding environmental affairs; directs compliance and enforcement programs for facilities subject to environmental regulations; provides on-call incident command service for the County's Emergency Operations Center during major emergency incidents).
- Supervises environmental specialists (e.g. - plans, coordinates, assigns and reviews work; provides job training and instruction; responds to employee problems; evaluates performance; recommends disciplinary action when appropriate).
- Manages the administrative functions of the Local Emergency Planning Committee (LEPC) (e.g.- schedules meetings, prepares grant proposals; records minutes of meetings; prepares meeting agendas; recommends policies, resolutions and long term planning goals; provides staff direction and support for the committee and its sub-committees; manages and performs public outreach activities).
- Functions as County's liaison with various organizations and individuals including State Emergency Response Commission (SERC), Ohio EPA, Ohio EMA, emergency responders and elected officials from communities (e.g. - responds to questions; assists with problem resolution; receives and documents information).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in environmental science, emergency management or related field and three years of hazardous materials experience; or any equivalent combination of training and experience.

Additional Requirements

Requires OSHA's Hazardous Materials certification.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, printer, adding machine, typewriter, and copier.
- Ability to operate audio-visual equipment including overhead projector, slide projector and VCR.
- Ability to operate communications equipment including cellular phone and two-way radios.
- Ability to operate a motor vehicle.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of algebra, geometry and trigonometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including time sheets, payroll records, employee performance evaluations, employee leave requests, invoices/vouchers, hazardous waste permits, emergency plans, facility hazard analysis, material safety data sheets, annual chemical inventories, facility inspections, chemical spill notifications, environmental audits, public information requests, protocols, grant requests, LEPC forms, work plans, proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including environmental data bases, computer manuals, software manuals, chemical abstracts, census data, maps, technical manuals, state and local plans and protocols, Ohio Revised Code, Ohio Administrative Code, Federal Register and Code of Federal Regulations and personnel policy manuals.
- Ability to prepare comprehensive annual plan, LEPC minutes and by-laws, policy development documents, flow charts and diagrams, surveys, environmental audits, damage assessments, annual exercise and plan approval documents, budget requests, press releases, grant requests, memos, correspondence, 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, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, engineering/environmental, and accounting terminology and language.
- Ability to communicate effectively with supervisors, program coordinators, Board of Commissioners, and committee members, elected officials, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations and exposure to various weather conditions and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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:	Juvenile Justice Center Building Project Manager	Class Number:	1042181
		Pay Grade	17

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to assist the Director in facilitating project development of the Juvenile Justice Center's design, building systems, and construction.

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.

- Assist the Director in facilitating project development of the Juvenile Justice Center's design, building systems, and construction.
- Administer the architecture, engineering, and contract management contracts including hazardous material remediation contracts. Conduct architectural and engineering document reviews.
- Facilitate consultant progress through internal information generation and dissemination.
- Facilitate and monitor maintenance of project construction cost and time schedule. Monitor construction process.
- Facilitate communication and decision process.
- Serve as a cross-functioning team member for technology applications, planning and programming, business management, move management, finance, integrated workplace design, real estate, public relations, and commissioning.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in architecture or related field with six years of architectural experience or any equivalent combination of training and experience.

Additional Requirements

Architecture license or equivalent.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, calculator, fax, copier and telephone.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the basic principles of algebra and geometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including architectural drawings, technical specifications, project specifications, progress reports, proposals, technical reports, invoices, electrical diagrams, blueprints, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, building codes, Americans with Disabilities manual, architectural specifications, zoning drawings, equipment handbooks and operating manuals, and County policies and procedures manuals.
- Ability to prepare architectural drawings, architectural and technical specifications, project budgets, project completion schedules, contractor payments, construction progress reports, correspondence 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 and contractors, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret architectural, electrical and mechanical terminology and language.
- Ability to communicate with elected officials, administrators, sales representatives, County employees, contractors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, but includes onsite inspections and reviews.

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:	Personnel Administrator I	Class Number:	1053631
		Pay Grade:	12

Departments:	All departments
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Classification Function

The purpose of this classification is to administer a comprehensive personnel program in a department of less than 400 employees, or to assist a higher level personnel administrator in a department of greater than 400 employees, and to supervise personnel officers and personnel technicians. Personnel services include employment, benefits, classification and compensation, and personnel policy administration.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Administers comprehensive personnel program in a department of less than 400 employees, or to assist a higher level personnel administrator in a department with greater than 400 employees, with responsibility for a variety of personnel services including employment, benefits, classification and compensation, and personnel policy administration (e.g.- directs and maintains overall operation of personnel service(s); develops personnel policy recommendations and forwards to County Human Resource Department (CHRD) and Board of County Commissioners).
- Supervises personnel officers and personnel technicians (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).
- Functions as department's liaison with the County Personnel Department (e.g.- responds to questions from the general public and employees regarding personnel policies and procedures; investigates complaints from department employees; represents department at meetings and conferences regarding personnel issues).
- Provides personnel services for assigned County department in the area of employment and benefits (e.g.-reviews employment applications for minimum qualifications; verifies references; schedules employment interviews; conducts or witnesses interviews; posts vacancies; prepares personnel requisition forms for vacant positions; contacts recommended applicants with job offer; coordinates completion of employment paperwork by new employee; responds to employment questions from general public and County employees; answers questions regarding benefit enrollment process; serves as liaison with the Public Employee's Retirement System (PERS)).
- Provides classification and compensation services for County (e.g.- prepares and corrects position descriptions or job postings as positions become vacant or change; conducts job audits and makes recommendations; researches job classification directory for appropriate classification of new positions).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with five years of personnel experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including typewriter, computer terminal, printer, personal computer, calculator, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, job classifications, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and the Ohio Revised Code.
- Ability to prepare position postings, surveys, performance evaluations, position descriptions, letters, memos and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret personnel terminology and language.
- Ability to communicate with the County Commissioners, County Human Resource Director, CHRD personnel, directors, managers, supervisors, other County employees, other elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Administrator 2	Class Number:	1053632
		Pay Grade:	13

Departments:	All departments
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Classification Function

The purpose of this classification is to administer a comprehensive personnel program in a department of greater than 400 employees and to supervise lower level personnel administrators, personnel officers and personnel technicians. Personnel services include employment, benefits, classification and compensation, personnel policy administration, labor relations and training and development.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Administers comprehensive personnel program in a department of greater than 400 employees with responsibility for a variety of personnel services including employment, benefits, classification and compensation, personnel policy administration and training and development (e.g.- directs and maintains overall operation of personnel service(s); develops personnel policy recommendations and forwards to County Human Resource Department and Board of County Commissioners).
- Supervises lower level personnel administrators, personnel officers, personnel technicians and/or training personnel (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).
- Oversees department training program (e.g.- coordinates training personnel; reviews training program proposals and makes recommendation for new training; reviews training participation reports and evaluations to ensure that training goals are met).
- Functions as department's liaison with the County Human Resource Department (CHRD) (e.g.- responds to questions from the general public and employees regarding personnel policies and procedures; investigates complaints from department employees; represents department at meetings and conferences regarding personnel issues).
- Functions as department's representative for labor relations and collective bargaining issues (e.g.- attends all disciplinary hearings for department employees; recommends disciplinary action to be taken based upon guidelines).
- Provides personnel services for assigned County department in the area of employment and benefits (e.g.-reviews employment applications for minimum qualifications; verifies references; schedules employment interviews; conducts or witnesses interviews; posts vacancies; prepares personnel requisition forms for vacant positions; contacts recommended applicants with job offer; coordinates completion of employment paperwork by new employee; responds to employment questions from general public and County employees; answers questions regarding benefit enrollment process; serves as liaison with the Public Employee's Retirement System (PERS)).
- Provides classification and compensation services for County (e.g.- prepares and corrects position descriptions or job postings as positions become vacant or change; conducts job audits and makes recommendation; researches job classification directory for appropriate classification of new positions).

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in personnel administration, human resources or related field with nine years of personnel experience including four years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including typewriter, computer terminal, printer, personal computer, calculator, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, job classifications, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and Ohio Revised Code
- Ability to prepare position postings, surveys, performance evaluation, position descriptions, letters, memos and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret personnel terminology and language.
- Ability to communicate with the County Commissioners, County Human Resource Director, CHRD personnel, directors, managers, supervisors, other County employees, other elected officials and the general public.

Environmental Adaptability



- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Administrator 3	Class Number:	1053633
FLSA:	Exempt	Pay Grade:	14

Departments:	County Human Resource Department (CHRD), only
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Classification Function

The purpose of this classification is to assist the Personnel Manager in administration of all County personnel services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code and supervise lower-level personnel administrators. Personnel services include employment, benefits, classification and compensation, personnel policy administration, and training and development.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists the Personnel Manager in administration of all County personnel services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; ensures departments and agencies are in compliance with rules, regulations, laws, collective bargaining agreements and Ohio Revised Code sections; represents County at hearings with the State Personnel Board of Review).
- Supervises lower-level personnel administrators, personnel officers and assigned staff (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).
- Trains staff regarding human resources and technical issues related to countywide human resources information system (HRIS) (e.g.- train staff on preparing personnel actions, personnel action revisions, and organization management within the HRIS; coordinates non-routine changes in HRIS as directed by the Personnel Manager; assists the Systems Division with coordinating and testing HRIS updates).
- May coordinate special projects (e.g.- establishes goals and timelines; facilitates, oversees and expedites the paper flow for processing paperwork for various forms (new hire packets, promotions, FMLA forms); ensures timelines of sensitive transactions are completed in a timely manner).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with nine years of personnel experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including personnel computer, printer, calculator, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, performance evaluations, job audit reports, position descriptions, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with the County Board of Commissioners, County Administrator, County Human Resource Director, CHRD personnel, directors, managers, supervisors, State Personnel Board of Review, other County employees, other elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Manager	Class Number:	1053634
		Pay Grade:	15

Departments:	County Human Resource Department (CHRD), only
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Classification Function

The purpose of this classification is to manage the County's plan and personnel services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code. Personnel services include employment, benefits, classification and compensation, personnel policy administration, and training and development.

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.

- Manages and administers the County's classification and compensation plan (e.g.- reviews job audit findings and assigns employees to proper classifications; conducts job audits and assigns appropriate classification; reviews establishment of new positions for appropriate classification; maintains record of final decisions regarding classification of positions and assignment of employees to classifications; coordinates public hearings and submission of data to applicable state agencies).
- Assists the County Human Resource Director in administration of all County personnel services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; maintains roster of all employees in the classified civil service; represents the County at hearings with State Personnel Board of Review).
- Coordinates County's competitive testing and selection process (e.g.- coordinates development of competitive selection and testing instruments; prepares lists of persons qualified for appointment to positions; participates in selection process for new employees; reviews department selections for compliance).
- Supervises lower level personnel administrators, personnel officers, and assigned staff (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with ten years of personnel experience including five years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including typewriter, computer terminal, printer, personal computer, calculator, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, performance evaluations, job audit reports, job classifications, position descriptions, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret personnel terminology and language.
- Ability to communicate with the County Board of Commissioners, County Administrator, County Human Resource Director, CHRD personnel, directors, managers, supervisors, Department of Administrative Services, State Personnel Board of Review, other County employees, other elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Officer	Class Number:	1053621
		Pay Grade:	6

Departments:	All departments
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Classification Function

The purpose of this classification is to provide personnel services for County department in the areas of employment, benefits, and classification and compensation.

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.

- Provides personnel services for assigned County department in the area of employment and benefits (e.g.-reviews employment applications for minimum qualifications; verifies references; schedules employment interviews; conducts or witnesses interviews; posts vacancies; prepares personnel requisition forms for vacant positions; contacts recommended applicants with job offer; coordinates completion of employment paperwork by new employee; responds to employment questions from general public and County employees; answers questions regarding benefit enrollment process).
- Provides classification and compensation services for County (e.g.- prepares and corrects position descriptions or job postings as positions become vacant or change; updates organizational chart when needed; coordinates the distribution of performance evaluations; etc.).
- Performs miscellaneous duties (e.g.- calculates payable hours for each employee and charges appropriate hours of leave used during pay period; distributes pay checks on bi-weekly basis; reviews bi-weekly report of leave balances for each employee; monitors overtime expenditures for budgetary availability; coordinates completion of flexible time schedules).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational education in business administration or human resources with two years of human resource experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, computer terminal, printer, copier, typewriter, calculator.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Language Ability & Interpersonal Communication

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- Ability to comprehend a variety of informational documents including payroll reports and records, employment applications personnel action forms, position descriptions, personnel files and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer manuals, software manuals, Ohio Revised Code and personnel policy manuals.
- Ability to prepare personnel actions, tables of organization, performance evaluations, attendance reports, payroll forms, overtime reports 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret personnel terminology and language.
- Ability to communicate with County employees, general public, Human Resource Director, and other personnel officers.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Technician	Class Number:	1053611
FLSA:	Non-Exempt	Pay Grade:	4
Departments	Office of Human Resources, only		

Classification Function

The purpose of this classification is to provide services in the Office of Human Resources that encompass the processing of payroll, personnel documentation, calculation of employee compensatory benefit balances and maintaining employee personnel files. Classification also performs miscellaneous clerical support 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.

- Processes payroll (e.g.- performs maintenance of payroll information including wage changes, name and address changes, time sheets, overtime, and AWOL; prepares employee checklist and reconciles timesheets to the checklist; answers questions to assist employees; distributes paychecks).
- Maintains compensatory benefits balances (e.g.- enters usage of sick leave, vacation and compensatory time into human resource information system; reconciles discrepancies).
- Processes personnel documentation (e.g.- verifies personnel information is correct; processes combination forms; files completed paperwork; forwards to appointing authority for signature; files personnel action forms in the employee's personnel file; processes position descriptions for new or reclassified positions; places copy of new description in employee's personnel file; maintains master file of position descriptions).
- Performs miscellaneous clerical support activities for human resource division of a County department (e.g.- responds to employee's questions regarding benefits and open enrollment; updates union rates; processes applications for screening process; processes employment verifications; schedules interviews and testing for employees; prepares new hire documentation; processes turnarounds; processes child support checks; prepares discipline documents and grievance hearing paperwork; calculates incoming money for Jury Duty; ID's, replacement locker keys and copies; prepares correspondence).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with two years of human resource experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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Revised November 1998
1993

Revised April 2010

- Ability to operate a variety of automated office machines including computer, printer, calculator and copier.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including payroll registers, attendance records, service letters, employment applications, service letters, union change forms, pre-discipline conference notices, personnel actions and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals.
- Ability to prepare payroll checks, personnel actions, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with supervisor, payroll personnel, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Program Officer Manager	Class Number:	1052416
		Pay Grade:	17

Departments:	All departments
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Classification Function

The purpose of this classification is to manage division of management analysis and planning and to supervise lower-level program officers.

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.

- Manages division of management analysis and planning and supervises lower level program officers (e.g.- develops standards of procedures for projects and studies; reviews and approves study timeframes and resource forecasts; reviews study findings; assigns and directs work of program officers; provides instruction and training; responds to employee problems; reviews and approves employee leave requests; evaluates employee performance; recommends the transfer, selection, promotion, discipline or discharge of employees).
- Manages focused studies or projects as part of a centralized County management analysis and planning section (e.g.- manages project through research, analysis, design and development phases; leads team of employees through project; sets and maintains project schedule; forecasts project resource requirements; assigns project tasks to team members and follows up on task completion).
- Develops new operations, systems, policies and/or procedures for existing County programs (e.g.- develops different options for new or revised operations, systems, policies and/or procedures; researches new legislation to address required changes in existing operations, policies and/or procedures; examines alternative options to ensure they address previously identified needs or deficiencies; makes presentations to report findings and make recommendations for new operations, systems, policies and/or procedures; develops plans for implementing the selected course of action including resource and time estimates; implements the proposed plans).
- Researches, analyzes and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement (e.g.- researches background information to understand current practices and related issues; researches customer, client or citizen complaints; conducts program needs analysis; compiles results of research data and identifies areas of program inadequacy; researches and conducts surveys to determine best practices).
- Researches, analyzes and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures (e.g.- analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation).
- Performs administrative tasks in connection with above functions and tasks (e.g.- attends meetings and seminars related to program issues; maintains related documentation and records; prepares correspondence and reports).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with nine years of research and analysis experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printer, calculator, copier, fax machine, typewriter, telephone.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, apply the principles of descriptive statistics, apply algebraic formulas and interpret inferential statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including financial reports, statistical reports, contracts and other reports and records.
- Ability to comprehend a variety of reference books and manuals including purchasing manuals, personnel policy manuals, administrative procedure manuals, and Ohio Revised Code.
- Ability to prepare financial statements and reports, statistical reports, contracts, budgets, budget projections, study reports, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and supervise other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret business, legal and basic accounting terminology and language.
- Ability to communicate with directors, managers, supervisors, other County employees, outside boards, commissions, agencies, and other governments.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Risk & Compliance Manager	Class Number:	1055363
		Pay Grade:	15

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to manage the County's comprehensive risk management program addressing risks and exposures to loss countywide.

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.

- Manages the County's risk management program addressing risks and exposures to loss (e.g.- recommends, implements and maintains policies and procedures governing risk management and insurance; identifies, analyzes and controls risks of loss; assists othe departments with matters involving potential risks of loss; implements and supervises investigations of insurance claims; assists developing safety education programs; benchmarks insurance programs; administers and prepares bid specifications or other procurement methods of insurance coverage; recommends preferred bidders; recommends purchases of insurance when indicated; arranges for discusses claims and filing concerns).
- Ensures physical asset protection (e.g.- physically inspects property; determines risks assessments of facilities).
- Supervises lower level employees including senior risk analyst and risk analyst (e.g.- recommends hiring; assigns and reviews completed work assignments; prepares employee performance evaluations; approves employee leave requests and monitors use of leave; recommends discipline and selection).
- Performs related administrative responsibilities (e.g.- approves purchases within budgetary guidelines; responds to written and verbal inquiries and complaints; maintains related records; attends Board of County Commissioners meetings with Director or representative).

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctor and one year of insurance administration/risk management experience. Must be licensed to practice law in the State of Ohio.

Additional Requirements

Biennial renewal of license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including personal computer, calculator, copier and telephone.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.

- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the basic principles of algebra and geometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including insurance contracts, insurance policies and reports, insurance laws and legislation, legal opinions, real estate contracts, leasing contracts, union contracts, incident and accident reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, building codes, safety regulations, Americans with Disabilities manual, equipment handbooks and operating manuals, and County policies and procedures manuals.
- Ability to prepare real estate contracts, leasing contracts, incident and accident reports, bond indentures, disciplinary reports, building safety reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to evaluate employees performances, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret architectural, contractual, legal and insurance terminology and language.
- Ability to communicate with elected officials, administrators, sales representatives, County employees, contractors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office and shop 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:	Security Camera Coordinator	Class Number:	1024101
FLSA:	Non - Exempt	Pay Grade:	2
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to monitor security cameras to oversee the security of office documents and employees.

Distinguishing Characteristics

This is an entry/journey level, technical classification with responsibility for acting as a member of a survey crew. This classification works under a framework of well-defined procedures and regulations. The incumbent performs assignments designed to develop technical work knowledge and abilities pertaining to the operation of all types of surveying instruments. Limited exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives.

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.

- 75% +/- 15%
- Monitors DVR cameras of all areas of the office; initiates calls proper authority regarding emergency situations; works with County Security and detectives concerning safety and security issues; checks wave system daily.
- 10% +/- 5%
- Interacts with customers; provides information as needed.
- 10 +/- 5%
- Serves as safety and evacuation coordinator; addresses employee safety or security issues; coordinates lockdown procedures with employees; installs access code for front office.
- 5% +/- 5%
- Conducts yearly inventory; tags equipment for inventory.

Experience Required to Perform Essential Job Functions

High school diploma or GED with two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

No required licenses.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including computers and security monitoring equipment.

Supervisory Responsibilities

No supervisory responsibilities.

Mathematical Ability

- Ability to understand and apply addition, subtraction, multiplication, and division.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including confidentiality sheets, schedules and inventory documentation.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, reference manuals and standards.
- Ability to prepare inventory report, memos and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret general office and security equipment related terminology and language including survey nomenclature, symbols and adjustments.
- Ability to communicate with supervisor, co-workers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Family Services Supervisor	Class Number:	1014212
		Pay Grade:	7

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to supervise lower level family service supervisors and family service aides providing services to individuals in the community in need of social services.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises lower level family service supervisors and family service aides providing services to individuals in the community in need of social services (e.g. - evaluates performance; assigns, plans, coordinates and reviews the duties of family service personnel; recommends and implements disciplinary procedures; provide and plans job instruction and training; assigns case loads).
- Manages a family service unit providing services to individuals in the community in need of social services (e.g.- plans unit operations; devises and recommends policies and procedures; insures policies, procedures and service plans are carried out; monitors random moments forms; assists investigators; monitors state and federal regulations pertaining to program; interacts with officials of other agencies to exchange information concerning family service program).
- Evaluates and determines client need and eligibility for family services (e.g.- reviews the written referral and makes determination based upon established guidelines; assesses household needs for food, furniture, appliances and clothing for welfare clients; provides transportation assistance to obtain items needed; consults with supervisors, clients, social workers, family service aides and officials from other agencies to determine if level of current services is necessary, proper and/or sufficient; refers client to other agencies if necessary; follows up with client to determine if and how well needs were met).
- Prepares and maintains all necessary correspondence, records and forms (e.g.- completes required service and agency forms and statistical reports; draft and prepares correspondence; calculates statistics).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and three years of social service including one year of supervisory experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline 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.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including weekly and monthly time sheets, telephone messages, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including state policy manual, personnel policy manual, manager's handbook, etc.
- Ability to prepare performance appraisals, monthly and annual reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret social work and counseling terminology and language.
- Ability to communicate effectively with immediate supervisor, subordinates, clients, other department's supervisors, personnel officers, medical personnel, teleprocessing personnel, coworkers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Personnel Officer	Class Number:	1053622
		Pay Grade:	8

Departments:	Central Office of Human Resources, only
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Classification Function

The purpose of this classification is to serve as a lead worker and provide personnel services for County department in the areas of employment, benefits, and classification and compensation.

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.

- Functions as a lead worker (e.g.- works proficiently in personnel system and provides system guidance; enters non-routine changes in personnel system as directed by Personnel Administrator; SAP as prepares and corrects position descriptions or job postings).
- Provides personnel services for assigned County department in the area of employment and benefits (e.g.-reviews employment applications for minimum qualifications; verifies references; schedules employment interviews; conducts or witnesses interviews; posts vacancies; prepares personnel requisition forms for vacant positions; contacts recommended applicants with job offer; coordinates completion of employment paperwork by new employee; responds to employment questions from general public and County employees; answers questions regarding benefit enrollment process).
- Provides classification and compensation services for County (e.g.- prepares and corrects position descriptions or job postings as positions become vacant or change; updates organizational chart when needed; coordinates the distribution of performance evaluations; etc.).
- Performs miscellaneous duties (e.g.- calculates payable hours for each employee and charges appropriate hours of leave used during pay period; distributes pay checks on bi-weekly basis; reviews bi-weekly report of leave balances for each employee; monitors overtime expenditures for budgetary availability; coordinates completion of flexible time schedules).

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in business administration or human resources with three years of human resource experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, computer terminal, printer, copier, typewriter, calculator.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including payroll reports and records, employment applications personnel action forms, position descriptions, personnel files and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer manuals, software manuals, Ohio Revised Code and personnel policy manuals.
- Ability to prepare personnel actions, tables of organization, performance evaluations, attendance reports, payroll forms, overtime reports 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret personnel terminology and language.
- Ability to communicate with County employees, general public, Human Resource Director, and other personnel officers.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Risk Analyst	Class Number:	1055362
		Pay Grade:	9

Departments: Central Services, only

Classification Function

The purpose of this classification is to assist coordinating and implementing all aspects of insurance and risk management for the County including interpreting policies, writing policies, assessing and purchasing insurance and bonds, and maintaining statistics and records.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists coordinating and implementing all aspects of insurance and risk management for the county including interpreting policies, writing policies, assessing and purchasing insurance and bonds, and maintaining statistics and records (e.g.- conducts thorough investigations of any incidences that may result in asset losses; creates progress reports regarding management issues; recommends policies and procedures to centralize claims; coordinates specifications for insurance and bond programs; coordinates purchases of auto and property insurances through bid procedures and direct purchase; assesses available insurance and recommends whether to purchase additional policies; creates database and maintains statistics for all County claims; negotiates settlement with various personal injurt attorneys and private businesses; recommends settlement of claims when set criteria has been met; pursues collections on losses to the County; implements driver safety checks and driver education programs; reviews property damage reports).
- Functions as lead worker over support staff (e.g.- assigns work and coordinates activities of secretary; provides job training and instruction
- Performs administrative duties (e.g.- assists as client in litigation matters handled by County Prosecutor and attorneys of the County's insurance carriers; creates articles concerning Risk Management; attends various meetings to serve as a resource on claim matters and policy procedures; records and maintains necessary information and files).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with three years of insurance administration/ risk management experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical requirements

- Ability to operate a variety of automated office machines including computer terminal, printer, calculator, fax machine, copier, etc.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and apply the principles of algebra, descriptive statistics and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including risk assessment reports, insurance policies, insurance forms, bond applications, specifications, legal pleadings, accident reports, repair estimates, specifications, invoices, medical bills and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, FC & S Bulletins, etc.
- Ability to prepare insurance specifications, purchasing requisitions, revenue charge backs, informational articles, letters of denial and acknowledgement, revenue receipts, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions
- Ability to use and interpret legal and insurance terminology and language.
- Ability to communicate effectively with supervisor, insurance agents, directors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Training Assistant	Class Number:	1053641
		Pay Grade	4

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to assist in identifying training needs, developing programs and evaluating effectiveness of training programs.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists in identifying training needs, developing programs and evaluating effectiveness of training programs (e.g.- assists with the identification of training needs through communication with supervisors, conducting surveys and tabulating results; assists with the analysis of training techniques and recommends usage of new training techniques; assists in securing or developing materials and instructional resources for training programs; prepares audio-visual aids, bulletin boards, handouts and displays; arranges lodging and meals for participants; schedules and reserves training facilities).
- Assists with the presentation of training programs (e.g.- delivers employee orientation sessions; presents portion of the training program using audio-visual equipment; distributes training program materials; prepares and reviews training program agendas).
- Performs administrative duties (e.g. - responds to written or verbal inquiries regarding training programs; maintains filing system on training data; compiles statistics regarding training program effectiveness; inventories training supplies and equipment).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational training in business administration and one year of administrative experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a typewriter, copier, fax machine and telephone.
- Ability to operate audio visual equipment including a VCR, television, slide projector, film projector and overhead projector.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including memos, training literature, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, proposals, monthly reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret human resource development terminology and language.
- Ability to communicate effectively with supervisors, staff, employees, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0298

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Children and Family Services	A Resolution making awards on RQ28675 to various providers in the total amount not-to-exceed \$153,600,000.00 for placement services for the period 1/1/2014 - 12/31/2016; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Children and Family Services has recommended awards on RQ28675 to various providers in one master contract in the total amount not-to-exceed \$153,600,000.00 for placement services for the period 1/1/2014 – 12/31/2016 for the following approximate amounts reasonably anticipated to be:

- 1) Alliance Human Services, Inc. in the approximate amount of \$12,000,000.00
- 2) Applewood Centers, Inc. in the approximate amount of \$6,000,000.00
- 3) Beech Brook in the approximate amount of \$15,000,000.00
- 4) Bellefaire Jewish Children’s Bureau in the approximate amount of \$12,000,000.00
- 5) BHC Belmont Pines Hospital, Inc. in the approximate amount of \$6,116,700.00
- 6) Caring for Kids, Inc. in the approximate amount of \$757,500.00
- 7) Carrington Youth Academy, LLC in the approximate amount of \$750,000.00
- 8) Catholic Charities Corporation in the approximate amount of \$13,266,360.00
- 9) Christian Children’s Home of Ohio, Inc. in the approximate amount of \$900,000.00

- 10) Continue Life in the approximate amount of \$600,000.00
- 11) Cornell Abraxas Group, Inc. in the approximate amount of \$75,000.00
- 12) Diversion Adolescent Foster Care of Ohio, Inc. in the approximate amount of \$900,000.00
- 13) Fox Run: The Center for Children and Adolescents in the approximate amount of \$345,000.00
- 14) Glen Mills Schools in the approximate amount of \$96,000.00
- 15) Guidestone nka Ohio Guidestone in the approximate amount of \$16,500,000.00
- 16) Hittle House, LLC in the approximate amount of \$300,000.00
- 17) House of New Hope in the approximate amount of \$4,800,000.00
- 18) In Focus of Cleveland, Inc. in the approximate amount of \$2,100,000.00
- 19) Keystone Richland Center, LLC dba Foundations for Living in the approximate amount of \$240,000.00
- 20) Lutheran Metropolitan Ministry dba START – Support to At-Risk Teens in the approximate amount of \$6,000,000.00
- 21) National Youth Advocate Program, Inc. in the approximate amount of \$9,000,000.00
- 22) New Directions, Inc. in the approximate amount of \$75,000.00
- 23) Northeast Ohio Associates in Psychiatric Medicine, Inc. (Sharon Lynn Residence) in the approximate amount of \$300,000.00
- 24) Options for Families and Youth in the approximate amount of \$6,000,000.00
- 25) Pathway Caring for Children in the approximate amount of \$900,000.00
- 26) Pressley Ridge in the approximate amount of \$6,000,000.00
- 27) Quality Care Residential Homes, Inc. in the approximate amount of \$300,000.00

- 28) Rite of Passage, Inc. in the approximate amount of \$300,000.00
- 29) Specialized Alternatives for Families and Youth of Ohio, Inc. in the approximate amount of \$10,455,000.00
- 30) The Bair Foundation in the approximate amount of \$6,373,440.00
- 31) The Buckeye Ranch, Inc. in the approximate amount of \$150,000.00
- 32) The Cleveland Christian Home Incorporated in the approximate amount of \$7,800,000.00
- 33) The Twelve of Ohio, Inc. in the approximate amount of \$2,400,000.00
- 34) The Village Network in the approximate amount of \$4,800,000.00; and,

WHEREAS, the purpose of this project is to retain a group of providers to provide foster care, residential care, emergency shelter and group home services to the Division of Children and Family Services; and,

WHEREAS, this project is funded 29% by Federal funds and 71% by the Health and Human Services Levy; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of 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 awards on RQ28675 to various providers in one master contract in the total amount not-to-exceed \$153,600,000.00 for placement services for the period 1/1/2014 – 12/31/2016 for the following:

- 1) Alliance Human Services, Inc.
- 2) Applewood Centers, Inc.
- 3) Beech Brook
- 4) Bellefaire Jewish Children's Bureau
- 5) BHC Belmont Pines Hospital, Inc.
- 6) Caring for Kids, Inc.

- 7) Carrington Youth Academy, LLC
- 8) Catholic Charities Corporation
- 9) Christian Children's Home of Ohio, Inc.
- 10) Continue Life
- 11) Cornell Abraxas Group, Inc.
- 12) Diversion Adolescent Foster Care of Ohio, Inc.
- 13) Fox Run: The Center for Children and Adolescents
- 14) Glen Mills Schools
- 15) Guidestone nka Ohio Guidestone
- 16) Hittle House, LLC
- 17) House of New Hope
- 18) In Focus of Cleveland, Inc.
- 19) Keystone Richland Center, LLC dba Foundations for Living
- 20) Lutheran Metropolitan Ministry dba START – Support to At-Risk Teens
- 21) National Youth Advocate Program, Inc.
- 22) New Directions, Inc.
- 23) Northeast Ohio Associates in Psychiatric Medicine, Inc. (Sharon Lynn Residence)
- 24) Options for Families and Youth
- 25) Pathway Caring for Children
- 26) Pressley Ridge
- 27) Quality Care Residential Homes, Inc.
- 28) Rite of Passage, Inc.
- 29) Specialized Alternatives for Families and Youth of Ohio, Inc.

- 30) The Bair Foundation
- 31) The Buckeye Ranch, Inc.
- 32) The Cleveland Christian Home Incorporated
- 33) The Twelve of Ohio, Inc.
- 34) The Village Network

SECTION 2. That the County Executive is authorized to execute a master contract in connection with said awards 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; the preservation of public peace, health, or safety in the County; and any additional 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: December 10, 2013
Committee(s) Assigned: Health, Human Services & Aging

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0006

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	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 and for appropriation transfers between budget accounts, in order to meet the budgetary needs of various County departments, offices and agencies related to year-end close-out activities, in accordance with Resolution No. R2013-0227; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 13, 2011, the Cuyahoga County Council adopted the 2012/2013 Biennial Operating Budget and Capital Improvements Program (Resolution No. R2011-0291) establishing the 2012/2013 biennial budgets for all County departments, offices and agencies;

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;

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2013 to reflect budgetary funding increases, funding reductions, and to transfer budget appropriations 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, to be determined by the Office of Budget & Management (OBM), for the purpose of year-end reconciliation of accounts, provided that the maximum amount of any one item shall not exceed \$200,000.00, unless the additional appropriation increase is offset by a

corresponding decrease of the same amount, except that any one item identified to fund pending service charge(s) shall not exceed \$700,000.00.

Fund Nos./Budget Accounts

Journal Nos.

ITEMS SUBMITTED THROUGH DECEMBER 10, 2013

Resolutions: Additional Appropriations

A.	01A001 – General Fund SU513754 – CRIS Subsidy Other Expenses	\$	1.00	BA1301595
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The increased appropriation is to provide sufficient funds in the subsidy account for a pending operating transfer (JT1305168). Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

B1.	20A811 – Juvenile Court – Detention & Probation Svcs. JC107516 – Juvenile Court Probation Services Other Expenses	\$	(78,000.00)	BA1307159
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B2.	20A823 – JC – HHS – Youth & Family Community Partnership JC108092 – Youth & Family Community Partnership Personal Services	\$	78,000.00	BA1307160
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The requested appropriation increase and commensurate decrease in Juvenile Court Health and Human Service levy accounts would provide sufficient appropriation for year-end payroll expenses in the Youth & Family Community Partnership detention alternative program.

ITEMS SUBMITTED THROUGH DECEMBER 17, 2013

C.	20A600 – Cuyahoga Support Enforcement Agency SE496018 – Fatherhood Initiative Personal Services Other Expenses	\$	(10,035.00) (526,840.56)	BA1307161
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Fatherhood Initiative has requested to reduce appropriation in the old index code because all activity is now being recorded in the new index code. The funding source is the Health and Human Services Levy Fund.

D.	24A601 – Senior and Adult Services SA138305 – Community Social Services Programs Other Expenses	\$	(125,558.64)	BA1301613
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Request to decrease appropriation within the Division of Senior and Adult Services. Appropriation should be decreased because corresponding contracts have been decertified and funding is no longer available. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

E.	20N306 – Soil & Water Conservation		BA1301603
	SW500058 – Soil & Water Conservation 80		
	Personal Services	\$	48,800.00

An appropriation increase would cover remaining year payroll expenses. There are sufficient funds for this appropriation request. The District is funded through local charges for pollution prevention services, watershed planning and service fees, State grants for watershed planning, private grants, a County General Fund subsidy, and a State match of all local funds.

F.	20A822 – Custody Mediation		BA1307238
	JA108118 – Custody Mediation		
	Other Expenses	\$	193,854.00

Provide additional appropriations in Justice Services Custody Mediation account to reflect the changes in the model for space maintenance costs. Funding is from contracts with Juvenile and Domestic Relations Courts and a General Fund subsidy covering the period January 1, 2013 through December 31, 2013.

G1.	01A001 – General Fund		BA1307242
	SH350470 – Jail Operations-Sheriff		
	Other Expenses	\$	4,122,452.00

G2.	01A001 – General Fund		
	PC400051 – Probate Court		
	Other Expenses	\$	109,100.00

G3.	01A001 – General Fund		
	LA000794 – County Law Department		
	Other Expenses	\$	88,717.00

G4	01A001 – General Fund		
	PR191056 – Prosecutor-General Office		
	Other Expenses	\$	122,550.00

G5.	01A001 – General Fund		
	JA100354 – Justice Affairs-CECOMS		
	Other Expenses	\$	17,515.00

G6	01A001 – General Fund		
	DR391052 – Domestic Relations Court		
	Other Expenses	\$	51,668.00

Provide additional appropriations to reflect the changes in the model for space maintenance costs. There is a corresponding decrease (BA1307243) from other General Fund accounts. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

H1.	01A001 – General Fund		BA1307243
	JC372052 – Juvenile Court-Judges		
	Other Expenses	\$	(472,176.00)

H2.	01A001 – General Fund JC370056 – Juvenile Court-Detention Home Other Expenses	\$	(1,569,930.00)
H3.	01A001 – General Fund CT577601 – Archives Other Expenses	\$	(515,647.00)
H4.	01A001 – General Fund CO380121 – Common Pleas-Judicial/General Other Expenses	\$	(1,470,327.00)
H5.	01A001 – General Fund BE474064 – Election Administration Other Expenses	\$	(450,000.00)
H6.	01A001 – General Fund CA360057 – Court of Appeals Other Expenses	\$	(15,084.00)
H7.	01A001 – General Fund DV014100 – Economic Development Other Expenses	\$	(18,838.00)

Reduce appropriations to reflect the changes in the model for space maintenance costs. There is a corresponding increase (BA1307242) to other General Fund accounts. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

ITEMS SUBMITTED THROUGH DECEMBER 21, 2013
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I.	29A390 –Health and Human Services Levy 2.9 SU514646 –Alcohol Drug Addiction Mental Health 2.9 Other Expenses	\$	1.00	BA1307141
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Request to increase appropriation for the Health and Human Services Levy 2.9 to fully appropriate the Alcohol Drug Addiction Mental Health 2.9 through December 31, 2013 covering fourth quarter subsidy payment. The funding source is the Health and Human Services Levy Fund.

J1.	01A001 – General Fund CA360057 – Court of Appeals Other Expenses	\$	32,428.00	BA1307293
J2.	01A001 – General Fund DR391052 – Domestic Relations- Child Support Other Expenses	\$	99,730.00	

Provide additional appropriations to reflect the changes in the model for space maintenance costs. There is a corresponding decrease (BA1307294) from other General Fund account. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

K.	01A001 – General Fund JC372052 – Juvenile Court-Judges Other Expenses	\$ (132,158.00)	BA1307294
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Reduce appropriations to reflect the changes in the model for space maintenance costs. There is a corresponding increase (BA1307293) to other General Fund accounts. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

L.	20A658 – Fiscal Certificate of Title Administration FS109694 – Fiscal Operations – Title Bureau Other Expenses	\$ 160,000.00	BA1307233
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The Title Bureau had one-time expenses during 2013 to improve security and prepare for multiple branch moves to remain competitive for titling motor vehicles. As a result of the moves, two leases were certified for 2014 using 2013 appropriation and require additional appropriation. Funding comes from fees for the titling of motor vehicles and boats. There are sufficient funds for this request.

M1.	01A001 – General Fund JC375055 – Juvenile Court – Child Support Other Expenses	\$ (115,000.00)	BA1307256
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M2.	20A811 – Juvenile Court Detention & Probation Services JC107516 – Juvenile Court – Probation Services Other Expenses	\$ 115,000.00	BA1307257
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The Juvenile Court HHS Levy budget has a deficit for space maintenance expenses. The Juvenile Court General Fund budget has a surplus due to a \$3 million credit for space maintenance General Fund overcharges from 2012, the first year of space maintenance expenses in the new Juvenile Justice Center. These two budget adjustments would increase the HHS Levy appropriation for controlled services in an amount equal to the decrease in the General Fund appropriation for controlled services to cover the space maintenance expenses.

N.	24A641 – PA Homeless Services HS158097 – PA Homeless Services Other Expenses	\$ 9,300.00	BA1307146
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Request to increase appropriation for the Office of Homeless Services to cover data services and other controlled services charges thru year end. The primary funding source is the Health and Human Services Levy Fund.

ITEMS SUBMITTED THROUGH DECEMBER 31, 2013
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O1.	20A658 - Fiscal Certificate of Title Administration FS109694 – Fiscal Operations – Title Bureau Other Expenses Capital Outlay	\$ (22,528.38) \$ (225,000.00)	BA1307303
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O2.	20A301 – Real Estate Assessment		
	FS109702 – Fiscal Operations – Tax Assessments		
	Personal Services	\$	(930,000.00)
	Capital Outlay	\$	(3,179.02)
O3.	20A322 – Delinquent Real Estate Tax Assessment		
	FS109710 – Treasury - Delinquent Real Estate Tax Assessment		
	Personal Services	\$	(8,498.24)
	Other Expenses	\$	(312,990.68)
	Capital Outlay	\$	(2,784.00)
O4.	20AA03 – County Land Reutilization		
	FS109744 – Fiscal – County Land Reutilization		
	Other Expenses	\$	(752,443.75)

Reductions in unneeded year end appropriations. Funding for Title Administration comes from fees for the titling of motor vehicles and boats. Funding for the Real Estate Assessment is generated from a fee supplies to moneys collected on any tax duplicate other than estate taxes. Funding for the Treasury Delinquent Real Estate Tax Assessment fund comes from a fee on delinquent taxes and assessments per ORC section 321.261. The County Land Reutilization Fund receives funding from penalties and interest on collected delinquent real estate taxes and assessment per ORC section 321.263.

P1.	20A325 – Fiscal – Tax Prepay Special Interest		BA1307304
	FS109728 – Fiscal – Tax Prepay Special Interest		
	Personal Services	\$	(36,986.11)
	Other Expenses	\$	(145,912.13)
	Capital Outlay	\$	(338.00)
P2.	20A340 – Tax Certificate Administration		
	FS109736 – Tax Certificate Administration		
	Personal Services	\$	(26,083.95)
	Other Expenses	\$	(229,388.97)
	Capital Outlay	\$	(230.00)
P3.	20A819 – Geographic Information System		
	IT470591 – Geographic Information System		
	Personal Services	\$	(6,800.00)
	Other Expenses	\$	(89,500.00)
	Capital Outlay	\$	(8,000.00)

Reductions in appropriation are requested to remove unneeded 2013 appropriations. Funding for the Tax Prepay Special Interest fund comes from interested earned on tax prepayments per ORC Chapter 321.45. Funding for the Tax Certificate Administration fund is from fees for the administration of tax certificates per ORC Chapter 5721.31. Funding for the Geographic Information System comes from a subsidy primarily funded by the Real Estate Assessment fund which receives funding from fees on delinquent taxes and assessments.

Q1.	62A603 – County Garage		BA1307098
	CT575001 – Buildings and Grounds – Maintenance Garage		
	Personal Services	\$ (31,000.00)	
	Other Expenses	\$ (251,500.00)	
	Capital Outlay	\$ (3,500.00)	
Q2.	64A601 – Supplies		BA1307099
	FS109751 – Fiscal – County Supplies		
	Other Expenses	\$ (12,090.00)	
Q3.	64A606 – Fast Copier		
	CT577551 – Fast Copy		
	Personal Services	\$ (46,000.00)	
	Other Expenses	\$ (154,000.00)	
	Capital Outlay	\$ (35,000.00)	
Q4.	65A604 – Postage		BA1307100
	CT577353 – County Mailroom		
	Personal Services	\$ (71,500.00)	
	Other Expenses	\$ (164,000.00)	
	Capital Outlay	\$ (800.00)	
Q5.	52A100 – County Airport		BA1307101
	DV520031 – County Airport		
	Personal Services	\$ (12,231.10)	
	Other Expenses	\$ (222,552.94)	
Q6.	61A607 – Centralized Custodial Services		BA1307096
	CT571000 – Buildings and Grounds - Administration		
	Personal Services	\$ (29,000.00)	
	Other Expenses	\$ (2,000.00)	
Q7.	61A607 – Centralized Custodial Services		
	CT577379 – Buildings and Grounds – Custodial Services		
	Personal Services	\$ (103,000.00)	
	Other Expenses	\$ (57,500.00)	
Q8.	61A607 – Centralized Custodial Services		
	CT577395 – Buildings and Grounds – Trades Services		
	Other Expenses	\$ (61,726.00)	
	Capital Outlays	\$ (5,500.00)	
Q9.	61A607 – Centralized Custodial Services		
	CT577411 – Buildings and Grounds – Other Services		
	Other Expenses	\$ (233,500.00)	
Q10.	61A607 – Centralized Custodial Services		
	CT571034 – Buildings and Grounds – Special Trades		
	Personal Services	\$ (115,000.00)	

Decreases are requested to remove excess appropriation. The sources of funding for the Garage, Supplies, Fast Copier, Postage, and Centralized Custodial funds are charges to user agencies for services. The Airport receives revenues from rentals and various airport fees.

R.	20A812 – Common Pleas Special Project I		BA1307297
	SH456483 – Sheriff’s Dept. Special Project I		
	Personal Services	\$	1,900.00

Increase appropriations in the Sheriff’s Department Special Project I account for wages (other earnings per requirement of the bargaining agreement) that are exceeding the original budget. The Common Pleas Court has approved the additional appropriations level and sufficient cash exists in the sub-fund for the request. Funding is from court fees covering the period January 1, 2013 through December 31, 2013.

S.	20A695 – Clerk of Courts Computerization		BA1307298
	CL576124 – Clerk of Courts Computerization		
	Other Expenses	\$	156,675.00

Increase appropriations in the Clerk of Courts Computerization Fund for requisition CO-13-28569 for the Disaster Recovery Project. The Common Pleas Court has approved the additional appropriations level and sufficient cash exists in the sub-fund for the request. Funding is from court fees covering the period January 1, 2013 through December 31, 2013.

T1.	01A001 – General Fund		BA1307314
	DR391052- Domestic Relations Court		
	Other Expenses	\$	29,115.00

T2.	01A001 – General Fund		
	DR495515 – Domestic Relations- Child Support		
	Other Expenses	\$	14,154.00

Provide additional appropriations to reflect the changes in the model for space maintenance costs and additional data processing charges. There is a corresponding decrease (BA1307316) from another General Fund account. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

U1.	01A001 – General Fund		BA1307316
	JC372052 – Juvenile Court-Judges		
	Other Expenses	\$	(43,269.00)

U2.	01A001 – General Fund		
	JC375055 – Juvenile Court-Child Support		
	Other Expenses	\$	(104,370.00)

Reduce appropriations to reflect the changes in the model for space maintenance costs. There are corresponding increases (BA1307314 & BA1307317) to other General Fund and/or General Fund Subsidy accounts. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

V.	20A192 – TASC		BA1307317
	CO456533 – TASC		
	Personal Services	\$	1,800.00
	Other Expenses	\$	102,570.00

Increase appropriations in the Common Pleas Treatment Alternatives to Street Crime (TASC) account for space maintenance costs. There is a corresponding decrease (BA1307316) from another General Fund account. Funding is from a subsidy from the General Fund covering the period January 1, 2013 through December 31, 2013.

W1.	20A811 – JC Detention & Probation Services		BA1307330
	JC107532 – JC Legal Services		
	Personal Services	\$	(11,500.00)
	Other Expenses	\$	(88,000.00)

W2.	20A811 – JC Detention & Probation Services		
	JC107516 – JC Probation Services		
	Personal Services	\$	(46,000.00)
	Other Expenses	\$	(24,700.00)
	Capital Outlay	\$	(8,300.00)

W3.	20A811 – JC Detention & Probation Services		
	JC107524 – JC Detention Services		
	Personal Services	\$	(8,500.00)
	Other Expenses	\$	(8,500.00)

W4.	20A823 – JC Youth & Family Community Partnership		
	JC108092 - Youth & Family Community Partnership		
	Personal Services	\$	(51,000.00)
	Other Expenses	\$	(61,200.00)

Reductions in appropriation are requested to remove unneeded 2013 appropriations for the Juvenile Court. Funding comes from the Health and Human Services levy fund.

X.	20A600 – Cuyahoga Support Enforcement Agency		BA1307308
	SE496000 – Child Support Enforcement Agency		
	Personal Services	\$	(1,497,000.00)
	Other Expenses	\$	(1,357,000.00)

The Division of Jobs and Family Services Office of Child Support has requested to decrease excess appropriation. CSEA is funded by reimbursement through Title IV-D of the Social Security Act at the rate of 66%, the State Child Support allocation, fees for services (2% of collections), and the County's Health and Human Services Levy Fund.

Y1.	24A601 – Senior and Adult Services		BA1307309
	SA138321 – Administrative Services-SAS		
	Personal Services	\$	(64,600.00)
	Other Expenses	\$	(387,000.00)

Y2.	24A601 – Senior and Adult Services SA138354 – Management Services		
	Personal Services	\$	(144,900.00)
Y3.	24A601 – Senior and Adult Services SA138420 – Home Support		
	Personal Services	\$	(20,400.00)
	Other Expenses	\$	(81,000.00)
Y4.	24A601 – Senior and Adult Services SA138479 – Protective Services		
	Personal Services	\$	(281,400.00)
Y5.	24A601 – Senior and Adult Services SA138602 – Home Based Services		
	Personal Services	\$	(203,400.00)
Y6.	24A601 – Senior and Adult Services SA138610 – Care Management Support		
	Personal Services	\$	(95,900.00)

The Department of Senior and Adult Services has requested to decrease excess appropriation. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

Z1.	24A510 – Work & Training Admin WT137109 – Admin Services-General Manager			BA1307310
	Personal Services	\$	(77,500.00)	
	Other Expenses	\$	(532,000.00)	
	Capital Outlay	\$	(115,800.00)	
Z2.	24A510 – Work & Training Admin WT137141 – Client Support Services			
	Personal Services	\$	(55,100.00)	
	Other Expenses	\$	(417,200.00)	
Z3.	24A510 – Work & Training Admin WT137315 – Work First Services			
	Personal Services	\$	(83,700.00)	
	Other Expenses	\$	(51,800.00)	
Z4.	24A510 – Work & Training Admin WT137414 – Southgate NFSC			
	Personal Services	\$	(1,400.00)	
	Other Expenses	\$	(33,400.00)	
Z5.	24A510 – Work & Training Admin WT137430 – Ohio City NFSC			BA1307311
	Personal Services	\$	(63,100.00)	
	Other Expenses	\$	(81,000.00)	

Z6.	24A510 – Work & Training Admin WT137455 – Quincy Place NFSC		
	Personal Services	\$	(65,932.00)
	Other Expenses	\$	(311,000.00)
Z7.	24A510 – Work & Training Admin WT137463 – VEB Building NFSC		
	Personal Services	\$	(80,800.00)
	Other Expenses	\$	(141,000.00)
Z8.	24A510 – Work & Training Admin WT137539 – West Shore NFSC		
	Personal Services	\$	(38,600.00)
	Other Expenses	\$	(176,000.00)
Z9.	24A510 – Work & Training Admin WT137943 – Information Services		
	Personal Services	\$	(20,800.00)
	Other Expenses	\$	(291,000.00)

The Department of Jobs and Family Services has requested to decrease excess appropriation. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

AA.	24A430 – Executive Office of HHS HS157289 – Executive Office of H&HS		BA1307319
	Personal Services	\$	(16,000.00)
	Other Expenses	\$	(330,000.00)

The Department of Jobs and Family Services Executive Office of Health and Human Services has requested to decrease excess appropriation. The funding source is primarily the Human Services Levy Fund.

AB.	28W036 – Workforce Development Operations W1140905 – WIA Executive and Financial Operations		BA1307320
	Personal Services	\$	(48,000.00)
	Other Expenses	\$	(1,076,000.00)

The Department of Workforce Development has requested to decrease excess appropriation. The source of funding for Workforce Development is the Federal Department of Labor through The Workforce Investment Act.

AC.	24A435 - DCFS - Cuy Tapestry System of Care CF135004 – Cuyahoga Tapestry System of Care (CTSOC)		BA1307149
	Personal Services	\$	(8,999.00)
	Other Expenses	\$	(188,899.00)

Appropriation decreases are requested to reduce excess appropriations in various index codes in the salaries lines in Children and Family Services. The funding source is primarily the Health and Human Services levies.

AD1.	24A301 - Children & Family Services CF135442- Caregiver Parent Recruitment		BA1307150
	Personal Services	\$	(5,195.00)
	Other Expenses	\$	(132,458.00)
AD2.	24A301 - Children & Family Services CF135467-CFS Administration		
	Personal Services	\$	(236,670.00)
	Other Expenses	\$	(1,314,497.00)
	Capital Outlays	\$	(42,090.00)
AD3.	24A301 - Children & Family Services CF135483-Training		
	Personal Services	\$	(47,736.00)
	Other Expenses	\$	(63,411.00)
AD4.	24A301 - Children & Family Services CF135491-Information Services		
	Personal Services	\$	(160,457.00)
	Other Expenses	\$	(495,003.00)
	Capital Outlays	\$	(4,348.00)

Appropriation decreases are requested to reduce excess appropriations in various index codes in the salaries lines in Children and Family Services. The funding source is primarily the Health and Human Services levies.

AE1.	24A301 - Children & Family Services CF135509-Direct Services		BA1307151
	Personal Services	\$	(810,661.00)
	Other Expenses	\$	(139,322.00)
AE2.	24A301 - Children & Family Services CF135525-Supportive Services		
	Personal Services	\$	(121,928.00)
	Other Expenses	\$	(882,340.00)
AE3.	24A301 - Children & Family Services CF135541-Visitation Center		
	Personal Services	\$	(20,356.00)
	Other Expenses	\$	(38,584.00)
AE4.	24A301 - Children & Family Services CF135608-Contracted Placements		
	Personal Services	\$	(24,604.00)
	Other Expenses	\$	(1,485.00)
AE5.	24A301 - Children & Family Services CF135616-CFS Foster Homes		
	Personal Services	\$	(88,049.00)
	Other Expenses	\$	(29,620.00)

Appropriation decreases are requested to reduce excess appropriations in various index codes in the salaries lines in Children and Family Services. The funding source is primarily the Health and Human Services levies.

AF1.	24A301 - Children & Family Services CF135582-Permanent Custody Adoption		BA1307152
	Personal Services	\$	(31,120.00)
	Other Expenses	\$	(21,700.00)
AF2.	24A640 - FCFC Public Assistance FC451492 – Family and Children First Council PA		
	Personal Services	\$	(15,099.00)
	Other Expenses	\$	(2,919.00)
AF3.	24A635 - EC- Invest In Children PA EC451484 – Early Childhood Admin Services		
	Personal Services	\$	(38,220.00)
	Other Expenses	\$	(120,420.00)
AF4.	20A807 - EC- Invest In Children EC451401 – Welcome Home		
	Other Expenses	\$	(2,450.00)
AF5.	20A807 - EC- Invest In Children EC451419 – Early Intervention		
	Other Expenses	\$	(1,929.00)
AF6.	24A641 - PA-Homeless Services HS158097 – PA-Homeless Services		
	Personal Services	\$	(3,115.00)
	Other Expenses	\$	(22,615.00)
AF7.	20A303 - Children Services Fund CF134015-Client Supportive Services		
	Other Expenses	\$	(154,500.00)
AF8.	20A303 - Children Services Fund CF134023 - Adoption Services		
	Other Expenses	\$	(966,890.00)
AF9.	20A303 - Children Services Fund CF134031- CFS Foster Care		
	Other Expenses	\$	(679,240.00)
AF10.	20A303 - Children Services Fund CF134049- Purchased Congregate & Foster Care		
	Other Expenses	\$	(20,969,650.00)

Appropriation decreases are requested to reduce excess appropriations in several departments' index codes within Health and Human Services budget lines. The funding source is primarily the Health and Human Services levies.

AG.	28W036 – Workforce Development Operations W1140905 – WIA Executive and Financial Operations Personal Services	\$ 6,340.00	BA1307343
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The Department of Workforce Development has requested to increase appropriation for benefits through year end. The source of funding for Workforce Development is the Federal Department of Labor through The Workforce Investment Act.

SECTION 2. That the 2012/2013 Biennial Operating Budget for 2013 be amended to provide for the following appropriation transfers, to be determined by OBM, for the purpose of year-end reconciliation of budget accounts and line items, provided that transfer items adhere to the currently established financial policies for processing transfers:

<u>Fund Nos. /Budget Accounts</u>	<u>Journal Nos.</u>
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ITEMS SUBMITTED THROUGH DECEMBER 11, 2012

Resolutions: Appropriation Transfers

A. FROM:	68A100 – Hospitalization Self-Insurance Fund CC499202 – Human Resources Benefits Office Other Expenses	\$ 12,000.00	BA1302206
TO:	68A100 – Hospitalization Self-Insurance Fund CC499202 – Human Resources Benefits Office Personal Services	\$ 12,000.00	

An appropriation transfer is requested from contracts to fringe benefits at the Benefits Office to cover fringe benefit expenses through the end of the year. Funding for the benefits office comes from employee and employer payroll contributions.

B. FROM:	01A001 – General Fund FS109678 – Office of Procurement and Diversity Personal Services	\$ 15,000.00	BA1307207
	01A001 – General Fund FS109637 – Financial Reporting Other Expenses	\$ 55,000.00	
	01A001 – General Fund FS109686 - Fiscal Operations – Property Valuation Other Expenses	\$ 50,000.00	
	01A001 – General Fund FS109652 – Fiscal Operations – Contractual Services Other Expenses	\$ 57,000.00	

TO: 01A001 – General Fund
 FS109686 - Fiscal Operations – Property Valuation
 Personal Services \$ 15,000.00

01A001 – General Fund
 FS109652 – Fiscal Operations – Contractual Services
 Personal Services \$ 50,000.00
 Capital Outlay \$ 2,000.00

01A001 – General Fund
 FS109660 – Treasury Management
 Other Expenses \$ 110,000.00

The requested appropriation transfers within the Fiscal Office budget would cover year end expenses. Funding comes from the General Fund.

C. FROM: 01A001 – General Fund **BA1307130**
 IT601096 – Engineering Services
 Other Expenses \$ 130,000.00

01A001 – General Fund
 IT601104 – Mainframe Operation Services
 Other Expenses \$ 105,000.00

01A001 – General Fund
 IT601138 – Wide Area Network WAN Services
 Personal Services \$ 157,800.00

01A001 – General Fund
 IT601047 – Web and Multi-Media Development
 Capital Outlay \$ 3,000.00

TO: 01A001 – General Fund
 IT601021 – Information Technology Administration
 Personal Services \$ 390,000.00
 Capital Outlay \$ 3,000.00

01A001 – General Fund
 IT601161 – Communication Services
 Personal Services \$ 2,800.00

The appropriation transfers among the Department of Information Technology’s divisions would eliminate projected deficits. Funding comes from the General Fund.

D. FROM: 01A001 – General Fund **BA1307154**
 JC372052 – Juvenile Court – Judges
 Other Expenses \$ 554,900.00

01A001 – General Fund
 JC375055 – Juvenile Court – Child Support
 Capital Outlay \$ 2,000.00

01A001 – General Fund
 JC370056 – Juvenile Court – Detention Home
 Personal Services \$ 359,000.00
 Capital Outlay \$ 1,000.00

TO: 01A001 – General Fund
 JC372052 – Juvenile Court – Judges
 Personal Services \$ 105,000.00
 Other Expenses \$ 173,000.00

01A001 – General Fund
 JC372060 – Juvenile Court – Legal
 Personal Services \$ 15,000.00
 Other Expenses \$ 385,600.00
 Capital Outlay \$ 9,000.00

01A001 – General Fund
 JC375055 – Juvenile Court – Child Support
 Personal Services \$ 170,000.00
 Other Expenses \$ 22,300.00

01A001 – General Fund
 JC370056 – Juvenile Court – Detention Home
 Other Expenses \$ 37,000.00

The requested transfers among Juvenile Court General Fund budget lines would alleviate projected year-end deficits. Funding comes from the General Fund.

E. FROM: 20A811 – Juv. Court Detention and Probation Services **BA1307155**
 JC107516 – Juvenile Court – Probation Services
 Other Expenses \$ 136,000.00

TO: 20A811 – Juv. Court Detention and Probation Services
 JC107516 – Juvenile Court – Probation Services
 Personal Services \$ 47,000.00

20A811 – Juv. Court Detention and Probation Services
 JC107524 – Juvenile Court – Detention Services
 Personal Services \$ 89,000.00

The requested transfers among Juvenile Court Health and Human Services levy appropriations would alleviate projected year-end deficits. Funding comes from the Health and Human Services Levy Fund.

F. FROM: 20A301 – Real Estate Assessment **BA1307162**
 BR420067 – Board of Revision
 Other Expenses \$ 87,000.00

TO: 20A301 – Real Estate Assessment
 BR420067 – Board of Revision
 Personal Services \$ 87,000.00

The Board of Revision hired temporary employees to assist to organize its files and process appeals, which caused a payroll deficit. This adjustment would cover the deficit with surplus other operating appropriation. Real Estate Assessment funds derive from a fee applied to money collected on any tax duplicate other than estate taxes.

G. FROM:	01A001 – General Fund	BA1307037
	CT577601 – County Archives	
	Other Expenses	\$ 140,616.30
	01A001 – General Fund	
	FS109645 – Fiscal Operations – Records/License/Outreach	
	Other Expenses	\$ 524,268.25
	01A001 – General Fund	
	IA018002 – Internal Audit Department	
	Other Expenses	\$ 25,407.34
	26A601 – General Gas and License Fees	
	CE835025 – County Engineer Administration	
	Other Expenses	\$ 136,427.01
TO:	01A001 – General Fund	
	AE210005 – Soldiers’ and Sailors’ Monument	
	Other Expenses	\$ 66,051.49
	01A001 – General Fund	
	CN017004 – County Council	
	Other Expenses	\$ 74,564.81
	01A001 – General Fund	
	FS109611 – Fiscal Administration	
	Other Expenses	\$ 185,621.61
	01A001 – General Fund	
	FS109629 – Office of Budget and Management	
	Other Expenses	\$ 19,831.73
	01A001 – General Fund	
	EX016006 – County Executive	
	Other Expenses	\$ 113,673.44
	01A001 – General Fund	
	HR018010 – Human Resources	
	Other Expenses	\$ 152,092.18
	01A001 – General Fund	
	IT601021 – Information Technology Administration	
	Other Expenses	\$ 53,049.29
	01A001 – General Fund	
	IG030411 – Inspector General	
	Other Expenses	\$ 25,407.34

26A601 – General Gas and License Fees
 CE835249 – County Engineer - Maintenance Engineer
 Other Expenses \$ 136,427.01

Appropriation transfers are requested to cover year end space maintenance and data processing charges. The Road and Bridge Fund’s revenues are from license fees and motor vehicle fuel taxes.

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H. FROM: 20A606 – Fatherhood Initiative **BA1307125**
 SE507152 –Fatherhood Initiative
 Other Expenses \$ 4,200.00

TO: 20A606 – Fatherhood Initiative
 SE507152 – Fatherhood Initiative
 Personal Services \$ 4,200.00

Fatherhood Initiative has requested appropriation transfers to realign appropriations to cover projected salary and fringe charges for the remainder of the year. The funding source is the Health and Human Services Levy Fund.

I. FROM: 21A762 – Port Security Grant **BA1301606**
 JA767657 –Port Security Grant 8/1/08-7/31/2011
 Other Expenses \$ 2,512.07

TO: 21A762 – Port Security Grant
 JA767657 – Port Security Grant 8/1/08-7/31/2011
 Personal Services \$ 2,512.07

The appropriation transfer is in preparation of grant 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 July 31, 2011.

J. FROM: 21A526 – JAIBG Block Grant **BA1301607**
 JA752956 –JAIBG Block Grant 2011
 Other Expenses \$ 1,194.05

TO: 21A526 – JAIBG Block Grant
 JA752956 – JAIBG Block Grant 2011
 Personal Services \$ 1,194.05

The appropriation transfer is in preparation of grant closure. Funding is from the Ohio Department of Youth Services covering the period January 1, 2011 through December 31, 2013.

K. FROM: 01A001 – General Fund **BA1301609**
 DV014100 –Economic Development
 Other Expenses \$ 84,000.00

TO: 01A001 – General Fund
 DV014100 – Economic Development
 Personal Services \$ 84,000.00

The appropriation transfer in Economic Development is to provide sufficient funding for payroll related expenses by year end. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

L. FROM: 21A579 – VAWA Administration Grant **BA1301610**
 JA753467 –FY2011 VAWA Admin Fund CY2012
 Other Expenses \$ 4,672.59

TO: 21A579 – VAWA Administration Grant
 JA753467 – FY2011 VAWA Admin Fund CY2012
 Personal Services \$ 4,672.59

The appropriation transfer is in preparation of grant closure in the Violence Against Women Act Administration Grant. Funding is from the Ohio Criminal Justice Services Agency covering the period January 1, 2012 through June 30, 2013.

M. FROM: 01A001 – General Fund **BA1307218**
 DR391052 –Domestic Relations Court
 Other Expenses \$ 500.00

TO: 01A001 – General Fund
 DR391052 – Domestic Relations Court
 Capital Outlays \$ 500.00

The appropriation transfer in Domestic Relations Court is to provide sufficient funding for computer purchases by years end. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

N. FROM: 01A001 – General Fund **BA1307219**
 DR391052 –Domestic Relations Court
 Personal Services \$ 59,500.00
 Other Expenses \$ 10,000.00

TO: 01A001 – General Fund
 DR495515 – Domestic Relations Child Support
 Personal Services \$ 69,500.00

The appropriation transfer in Domestic Relations Court is to provide sufficient funding for year-end payroll related expenses in the Child Support Division. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

O. FROM: 20A820 – Delinquent Real Estate Tax Assessment-
 Prosecutor **BA1307222**
 PR495572 –Delinquent Real Estate Tax Assessment-Prosecutor
 Personal Services \$ 120,000.00

TO: 20A820 – Delinquent Real Estate Tax Assessment-Prosecutor
 PR495572 – Delinquent Real Estate Tax Assessment-Prosecutor
 Other Expenses \$ 120,000.00

The appropriation transfer in the Prosecutor’s Delinquent Real Estate Tax Assessment account is to provide sufficient funding for year-end title work payments and other expenses. Funding is from delinquent real estate tax assessments covering the period January 1, 2013 through December 31, 2013.

P. FROM: 20A322 – Delinquent Real Estate Tax Assessment **BA1301604**
 FS109710 – Treasury – Delinquent Tax Assessment Collection
 Other Expenses \$ 55,000.00

TO: 20A322 – Delinquent Real Estate Tax Assessment
 FS109710 – Treasury – Delinquent Tax Assessment Collection
 Personal Services \$ 55,000.00

A transfer in appropriation would cover a salary deficit. Funding comes from fees on delinquent taxes and assessment per O.R.C. section 321.261.

Q1. FROM: 24A601 – Senior and Adult Services **BA1301596**
 SA138479 –Protective Services
 Personal Services \$ 60,728.21

TO: 24A601 – Senior and Adult Services
 SA138503 – Information and Outreach
 Personal Services \$ 60,728.21

Q2. FROM: 24A601 – Senior and Adult Services **BA1301602**
 SA138602 –Home Based Services
 Personal Services \$ 27,275.00

TO: 24A601 – Senior and Adult Services
 SA138701 – Options Program
 Personal Services \$ 27,275.00

Request to realign appropriation within the Division of Senior and Adult Services to cover projected salary and fringe charges for the remainder of the year. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

R. FROM: 01A001 – General Fund **BA1307244**
 CO380196 – Common Pleas-Arbitration
 Capital Outlays \$ 1,000.00

FROM: 01A001 – General Fund
 CO380220 – Common Pleas-Central Scheduling
 Capital Outlays \$ 3,000.00

FROM: 01A001 – General Fund
 CO380410 – Common Pleas-Probation
 Capital Outlays \$ 5,000.00

TO: 01A001 – General Fund
CO380121 – Common Pleas-Judicial/General
Capital Outlays \$ 9,000.00

The appropriation transfer is necessary for year-end expenses within the Common Pleas Court. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

S. FROM: 01A001 – General Fund **BA1307246**
CO380220 – Common Pleas-Center Scheduling
Other Expenses \$ 80,000.00

TO: 01A001 – General Fund
CO380121 – Common Pleas-Judicial/General
Other Expenses \$ 80,000.00

The appropriation transfer is necessary for year-end expenses within the Common Pleas Court. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

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T. FROM: 24A601 – Senior and Adult Services **BA1307253**
SA138479 –Protective Services
Capital Outlay \$ 1,000.00

24A601 – Senior and Adult Services
SA138503 –Information and Outreach
Capital Outlay \$ 346.00

24A601 – Senior and Adult Services
SA138602 –Home Based Services
Capital Outlay \$ 2,000.00

24A601 – Senior and Adult Services
SA138701 –Options Program
Capital Outlay \$ 1,500.00

24A601 – Senior and Adult Services
SA138354 –Management Services
Capital Outlay \$ 2,000.00

TO: 24A601 – Senior and Adult Services
SA138321 – Administrative Services
Capital Outlay \$ 6,846.00

Request to realign appropriation within the Division of Senior and Adult Services to cover projected salary/fringe charges and capital outlay for the remainder of the year. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

Requesting to amend Resolution R2013-0286 on the floor of the regular Council meeting by submitting the following additional fiscal items to be added to the resolution:

U. FROM:	24A510 – Work & Training Admin WT137463 – VEB Building NSFC Other Expenses	\$ 910,000.00	BA1307290
TO:	24A510 – Work & Training Admin WT137315 – Work First Services Other Expenses	\$ 910,000.00	

Request to realign appropriation within the Department of Job and Family Services to cover projected contractual expenses for the remainder of the year. HHS Job and Family Services is funded by Federal, State, and HHS Levy Fund resources.

V. FROM:	01A001 – General Fund DR391052 – Domestic Relations Other Expenses	\$ 5,370.00	BA1307251
FROM:	01A001 – General Fund DR495515 – Domestic Relation Child Support Other Expenses	\$ 863.00	
TO:	01A001 – General Fund DR391052 – Domestic Relations Personal Services	\$ 533.00	
TO:	01A001 – General Fund DR495515 – Domestic Relation Child Support Personal Services	\$ 5,700.00	

The appropriation transfer is necessary for year-end expenses within the Domestic Relations Court. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

W. FROM:	20A264 – County Law Library Resource Board (CLLRB) LL440008 – County Law Library Resource Board (CLLRB) Other Expenses	\$ 945.00	BA1307267
TO:	20A264 – County Law Library Resource Board (CLLRB) LL440008 – County Law Library Resource Board (CLLRB) Personal Services	\$ 945.00	

The appropriation transfer is necessary for year-end expenses within the County Law Library Resource Board. Funding is from court fines covering the period January 1, 2013 through December 31, 2013.

X. FROM:	01A001 – General Fund PC400051 – Probate Court Other Expenses	\$ 26,510.00	BA1307269
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TO: 01A001 – General Fund
 PC400051 – Probate Court
 Personal Services \$ 26,510.00

The appropriation transfer is necessary for year-end expenses within Probate Court. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013

Y. FROM: 01A001 – General Fund **BA1307275**
 SH350272 – Law Enforcement-Sheriff
 Personal Services \$ 1,702,444.00

TO: 01A001 – General Fund
 SH350470 – Jail Operations-Sheriff
 Personal Services \$ 1,342,644.00

TO: 01A001 – General Fund
 SH350272 – Law Enforcement-Sheriff
 Other Expenses \$ 217,000.00

TO: 01A001 – General Fund
 SH350579 – Sheriff Operations
 Personal Services \$ 142,800.00

The appropriation transfer is necessary for year-end expenses within the Sheriff Department. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

Z. FROM: 61A608 – Central Security Services-Sheriff **BA1307278**
 SH352005 – Building Security Services-OPBA-Officers
 Personal Services \$ 162,345.00

TO: 61A608 – Central Security Services-Sheriff
 SH352005 – Building Security Services-OPBA-Officers
 Other Expense \$ 142,345.00
 Capital Outlays \$ 20,000.00

The appropriation transfer is necessary for year-end expenses within the Sheriff's Protective Services Division. Funding is from the charges to user agencies covering the period January 1, 2013 through December 31, 2013

AA.FROM: 01A001 – General Fund **BA1307280**
 JA302224 – Public Safety Grans Administration
 Personal Services \$ 70,000.00

TO: 01A001 – General Fund
 JA050088 – Justice Affairs Administration
 Personal Services \$ 70,000.00

The appropriation transfer is necessary for year-end expenses within the Department of Public Safety and Justice Services to provide funding for the reinstatement of employee. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

AB.FROM: 01A001 – General Fund **BA1307284**
 JA050088 – Justice Affairs Administration
 Other Expenses \$ 1,000.00

TO: 01A001 – General Fund
 JA050088 – Justice Affairs Administration
 Capital Outlays \$ 1,000.00

The appropriation transfer is necessary for the purchase of a computer for the director by year-end. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

AC.FROM: 20A390 – Emergency Management **BA1307285**
 JA100123 – Justice Affairs-Emergency Management
 Personal Services \$ 954.00

TO: 21A390 – Emergency Management
 JA100123 – Justice Affairs-Emergency Management
 Capital Outlays \$ 954.00

The appropriation transfer is necessary for the purchase of a computer for the operations manager by year-end. Funding is from a General Fund subsidy and grants covering the period January 1, 2013 through December 31, 2013.

AD.FROM: 01A001 – General Fund **BA1307286**
 PR191056 – Prosecutor-General Office
 Personal Services \$ 174,000.00

TO: 01A001 – General Fund
 PR191056 – Prosecutor-General Office
 Other Expenses \$ 144,000.00
 Capital Outlays \$ 30,000.00

The appropriation transfer is necessary for the year end expenses in the Prosecutor’s Office. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

AE.FROM: 01A001 – General Fund **BA1307292**
 DR391052 – Domestic Relations
 Other Expenses \$ 57,965.00

TO: 01A001 – General Fund
 DR391052 – Domestic Relations
 Personal Services \$ 105.00

TO: 01A001 – General Fund
 DR495515 – Domestic Relation Child Support
 Other Expenses \$ 57,860.00

The appropriation transfer is necessary for year-end expenses within the Domestic Relations Court. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

AF.FROM:	68A100 – Hospitalization Self-Insurance Fund	BA1307262
	CC499202 – Human Resources Benefits Office	
	Other Expenses	\$ 1,000.00
TO:	68A100 – Hospitalization Self-Insurance Fund	
	CC499202 – Human Resources Benefits Office	
	Other Expenses	\$ 1,000.00

An appropriation transfer is requested from contracts to fringe benefits at the Benefits Office to cover fringe benefit expenses through the end of the year. Funding for the benefits office comes from employee and employer payroll contributions.

AG.FROM:	54A100 – Sanitary Engineer	BA1307074
	ST540252 – Sanitary Engineer Administration	
	Capital Outlays	\$ 300,000.00
TO:	54A100 – Sanitary Engineer	
	ST540252 – Sanitary Engineer Administration	
	Other Expenses	\$ 300,000.00

A transfer is requested to cover space maintenance expenses. Revenues are generated from sewer district assessments.

AH.FROM:	26A651 – \$7.50 Road and Bridge Registration Tax	BA1307075
	CE417477 – \$7.50 License Tax Fund Capital Improvements	
	Capital Outlays	\$ 20,000.00
TO:	26A651 – \$7.50 Road and Bridge Registration Tax	
	CE417477 – \$7.50 License Tax Fund Capital Improvements	
	Other Expenses	\$ 20,000.00

A transfer is requested to cover remaining year debt service payments for the Schaaf Road project. Funding comes from motor vehicle license and fuel taxes.

AI. FROM:	26A601 – General Gas and License Fees	BA1307083
	CE835249 – County Engineer Maintenance Engineer	
	Personal Services	\$ 800,000.00
TO:	26A601 – General Gas and License Fees	
	CE835025 – County Engineer Administration	
	Personal Services	\$ 800,000.00

A transfer is requested to cover remaining year payroll expenses. Funding comes from motor vehicle license and fuel taxes.

AJ. FROM:	01A001 – General Fund	BA1307081
	CN017004 – County Council	
	Other Expenses	\$ 7,000.00
TO:	01A001 – General Fund	
	CN017004 – County Council	
	Personal Services	\$ 7,000.00

A transfer is requested to cover remaining year expenses.

AK.FROM:	61A607 – Centralized Custodial Services	BA1307081
	CT577411 – Buildings and Grounds – Other Services	
	Other Expenses	\$ 166,000.00
TO:	61A607 – Centralized Custodial Services	
	CT571000 – Buildings and Grounds – Administration	
	Other Expenses	\$ 166,000.00

A transfer is requested to cover remaining space maintenance expenses. Funding for the Centralized Custodial Fund comes from charges to user agencies for space maintenance.

AL1.FROM:	61A607 – Centralized Custodial Services	BA1307082
	CT577395 – Buildings and Grounds – Trades Services	
	Other Expenses	\$ 150,000.00
TO:	61A607 – Centralized Custodial Services	
	CT577411 – Buildings and Grounds – Other Services	
	Other Expenses	\$ 150,000.00

AL2.FROM:	61A607 – Centralized Custodial Services	
	CT577379 – Buildings and Grounds – Custodial Services	
	Personal Services	\$ 266,141.00
TO:	61A607 – Centralized Custodial Services	
	CT577395 – Buildings and Grounds – Trades Services	
	Personal Services	\$ 266,141.00

A transfer is requested to cover remaining year payroll and utilities expenses. Funding comes from charges to user agencies for space maintenance.

AM.FROM:	01A001 – General Fund	BA1307252
	FS109611 – Fiscal Administration	
	Personal Services	\$ 70,000.00
	01A001 – General Fund	
	FS109629 – Office of Budget & Management	
	Personal Services	\$ 10,000.00
	01A001 – General Fund	
	FS109637 – Financial Reporting	
	Personal Services	\$ 75,000.00

01A001 – General Fund
 FS109652 – Fiscal Operations – Contractual Services
 Personal Services \$ 23,000.00

TO: 01A001 – General Fund
 FS109645 – Fiscal Operations – Record/License/Outreach
 Personal Services \$ 155,000.00

01A001 – General Fund
 FS109686 – Fiscal Operations – Property Valuation
 Personal Services \$ 23,000.00

This request would transfer salary and benefits appropriation within the Fiscal Office General Fund budget to avoid year-end payroll deficits. Funding comes from the General Fund.

AN.FROM: 01A001 – General Fund **BA1307255**
 JC372052 – Juvenile Court – Judges
 Other Expenses \$ 37,000.00

01A001 – General Fund
 JC372060 – Juvenile Court – Legal
 Personal Services \$ 13,000.00

TO: 01A001 – General Fund
 JC372052 – Juvenile Court – Judges
 Personal Services \$ 15,000.00

01A001 – General Fund
 JC375055 – Juvenile Court – Child Support
 Personal Services \$ 6,000.00

01A001 – General Fund
 JC370056 – Juvenile Court – Detention Home
 Personal Services \$ 9,000.00
 Other Expenses \$ 20,000.00

The realignments would cover year-end expenses within the Juvenile Court. Funding comes from the General Fund.

AO.FROM: 01A001 – General Fund **BA1307259**
 IT601161 – Communications Services
 Other Expenses \$ 5,000.00

TO: 01A001 – General Fund
 IT601161 – Communications Services
 Capital Outlay \$ 5,000.00

A transfer in appropriation would allow a capital outlay purchase by the Department of Information Technology. Funding comes from the General Fund.

AP.FROM:	01A001 – General Fund	BA1307273
	IT601021 – IT Administration	
	Personal Services	\$ 8,800.00
	20N306 – Soil & Water Conserv.	
	SW500058 – Soil & Water Conserv. 80	
	Other Expenses	\$ 1,500.00
TO:	01A001 – General Fund	
	IT601047 – Web & Multi-Media Development	
	Personal Services	\$ 8,500.00
	01A001 – General Fund	
	IT601161 - Communications Services	
	Personal Services	\$ 300.00
	20N306 – Soil & Water Conserv.	
	SW500058 – Soil & Water Conserv. 80	
	Personal Services	\$ 1,500.00

The requested realignments would cover the last payroll of 2013. Funding for the Department of Information Technology budget lines comes from the General Fund. Funding for the Soil & Water Conservation District comes from local charges for pollution prevention services, watershed planning and service fees, State grants for watershed planning, private grants, a County General Fund subsidy, and a State match of all local funds.

AQ1.FROM:	24A601 – Senior and Adult Services	BA1307300
	SA138479 –Protective Services	
	Personal Services	\$ 6,810.12
TO:	24A601 – Senior and Adult Services	
	SA138503 – Information and Outreach	
	Personal Services	\$ 6,810.12
AQ2.FROM:	24A601 – Senior and Adult Services	
	SA138602 –Home Based Services	
	Personal Services	\$ 13,875.58
TO:	24A601 – Senior and Adult Services	
	SA138701 – Options Program	
	Personal Services	\$ 13,875.58

Request to realign appropriation within the Division of Senior and Adult Services to cover projected salary/fringe charges and capital outlay for the remainder of the year. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

AR.FROM:	24A510 – Work & Training Admin	BA1307299
	WT137463 –VEB Building NSFC	
	Personal Services	\$ 350,000.00

	24A510 – Work & Training Admin WT137943 – Information Services Personal Services	\$	162,000.00
TO:	24A510 – Work & Training Admin WT137414 – Southgate NFSC Personal Services	\$	170,000.00
	24A510 – Work & Training Admin WT137430 – Ohio City NFSC Personal Services	\$	78,000.00
	24A510 – Work & Training Admin WT137455 – Quincy Place NFSC Personal Services	\$	129,000.00
	24A510 – Work & Training Admin WT137539 – West Shore NFSC Personal Services	\$	135,000.00

Request to realign appropriation within the Department of Job and Family Services to cover projected salary/fringe and contractual expenses for the remainder of the year. HHS Job and Family Services is funded by Federal, State, and HHS Levy Fund resources.

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AS.FROM:	24A301 –Children and Family Services CF135467 – Administrative Services Other Expenses	\$	150,000.00	BA1307147
TO:	24A301 –Children and Family Services CF135616 – CFS Foster Homes/Resource Mgt Other Expenses	\$	150,000.00	

Request to transfer appropriation for the Department of Children and Family Services to cover pre encumbrance GE1300006 10 for the Placement tracking contract. The primary funding source is the Health and utilized Human Services Levy Fund.

AT.FROM:	01A001 – General Fund FS109611 – Fiscal Administration Other Expenses	\$	57,000.00	BA1307302
TO:	01A001 – General Fund FS109629 – Office of Budget & Management Other Expenses	\$	57,000.00	

The requested appropriation transfer would cover the 2012 reconciliation of space maintenance expenses to the Office of Budget & Management. Funding comes from the General Fund.

AU.FROM:	01A001 – General Fund IT601138 – Wide Area Network (WAN) Services Personal Services	\$	15,000.00	BA1307088
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TO: 01A001 – General Fund
 IT601138 – Wide Area Network (WAN) Services
 Other Expenses \$ 15,000.00

The requested appropriation transfer would cover remaining year expenses.

AV.FROM: 61A607 – Centralized Custodial Services **BA1307086**
 CT571000 – Buildings and Grounds Administration
 Personal Services \$ 245,000.00

TO: 61A607 – Centralized Custodial Services
 CT571000 – Buildings and Grounds Administration
 Other Expenses \$ 245,000.00

A transfer is requested to cover data processing charges. Revenues are generated from charges to user agencies for space maintenance.

AW.FROM: 01A001 – General Fund **BA1307312**
 SH350272 – Law Enforcement-Sheriff
 Personal Services \$ 112,000.00

TO: 01A001 – General Fund
 SH350272 – Law Enforcement-Sheriff
 Other Expenses \$ 112,000.00

The appropriation transfer is necessary for year-end expenses within the Sheriff Department. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

AX.FROM: 01A001 – General Fund **BA1307313**
 CO380410 – Common Pleas-Probation
 Other Expenses \$ 148,000.00

FROM: 01A001 – General Fund
 CO380220 – Common Pleas-Central Scheduling
 Other Expenses \$ 150,000.00

TO: 01A001 – General Fund
 CO380410 – Common Pleas-Probation
 Personal Services \$ 298,000.00

The appropriation transfer is necessary for year-end expenses within the Common Pleas Court. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

AY.FROM: 20A192 – TASC **BA1307321**
 CO456533 – TASC
 Other Expenses \$ 21,872.00
 Capital Outlays \$ 327.00

TO: 20A192 – TASC
 CO456533 – TASC
 Personal Services \$ 22,199.00

The appropriation transfer is necessary for year-end expenses within the Common Pleas Court Treatment Alternatives to Street Crime (TASC). Funding is from a General Fund subsidy covering the period January 1, 2013 through December 31, 2013.

AZ.FROM: 20A658 - Fiscal Certificate of Title Administration **BA1307091**
 FS109694 – Fiscal Operations – Title Bureau
 Other Expenses \$ 10,000.00

TO: 20A658 - Fiscal Certificate of Title Administration
 FS109694 – Fiscal Operations – Title Bureau
 Personal Services \$ 10,000.00

A transfer in appropriation would cover year-end employee benefits. Funding comes from fees for the titling of motor vehicles and boats.

BA.FROM: 01A001 – General Fund **BA1307322**
 CO380121 – Common Pleas-Judicial/General
 Personal Services \$ 63,638.00

FROM: 01A001 – General Fund
 CO380196 – Common Pleas-Arbitration
 Personal Services \$ 7,809.00

FROM: 01A001 – General Fund
 CO380196 – Common Pleas-Central Scheduling
 Personal Services \$ 19,017.00

TO: 01A001 – General Fund
 CO380410 – Probation
 Personal Services \$ 90,464.00

The appropriation transfer is necessary for year-end fringe benefits within the Common Pleas Court. Funding is from a General Fund covering the period January 1, 2013 through December 31, 2013.

BB.FROM: 01A001 – General Fund **BA1307326**
 JC372052 – Juvenile Court – Judges
 Other Expenses \$ 50,000.00

01A001 – General Fund
 JC370056 – Juvenile Court – Detention Home
 Capital Outlay \$ 9,000.00

TO: 01A001 – General Fund
 JC370056 – Juvenile Court – Detention Home
 Personal Services \$ 50,000.00
 Other Expenses \$ 9,000.00

Year-end resolution item to cover NSF for Union salary. According to Juvenile Court staff, the most recent bargaining unit agreement included an increase in holiday pay, which caused a year-end payroll NSF. A \$9,000 transfer would cover an NSF caused by the increase in food expenses caused by the significant increase in the average daily population at the detention center in the fourth quarter of 2013. Funding comes from the General Fund.

BC.FROM:	54A100 – Sanitary Engineer	BA1307328
	ST540252 – Sanitary Engineer Administration	
	Personal Services	\$ 109,000.00
TO:	54A100 – Sanitary Engineer	
	ST540252 – Sanitary Engineer Administration	
	Other Expenses	\$ 109,000.00

A transfer in surplus payroll appropriation would cover space maintenance charges. Funding comes from sewer district fees for most municipalities and charges for services on a few municipalities.

BD.FROM:	01A001 – General Fund	BA1307324
	DR495515 – Domestic Relations-Child Support	
	Personal Services	\$ 370.00
	Capital Outlays	\$ 2,280.00
TO:	01A001 – General Fund	
	DR495515 – Domestic Relations-Child Support	
	Other Expenses	\$ 1,560.00
TO:	01A001 – General Fund	
	DR391052 – Domestic Relations	
	Capital Outlays	\$ 1,090.00

The appropriation transfer is necessary for year-end expenses within the Domestic Relations Court. Funding is from a General Fund covering the period January 1, 2013 through December 31, 2013.

BE.FROM:	61A607 – Centralized Custodial Services	BA1307102
	CT571000 – Buildings and Grounds Administration	
	Other Expenses	\$ 19,300.00
TO:	61A607 – Centralized Custodial Services	
	CT577395 – Buildings and Grounds - Trades Services	
	Other Expenses	\$ 11,000.00
TO:	61A607 – Centralized Custodial Services	
	CT577379 – Buildings and Grounds - Custodial Services	
	Other Expenses	\$ 8,300.00

A transfer is requested to cover fleet maintenance charges. Revenues are generated from charges to user agencies for space maintenance.

BF.FROM: 61A608 – Central Custodial Services **BA1307331**
 SH352005 – Building Security Services-OPBA-Officers
 Other Expenses \$ 7,100.00

TO: 61A608 – Central Custodial Services
 SH352005 – Building Security Services-OPBA-Officers
 Capital Outlays \$ 7,100.00

The appropriation transfer is necessary for year-end expenses within the Sheriff Department. Funding is from charges for security for county buildings covering the period January 1, 2013 through December 31, 2013.

BG.FROM: 01A001 – General Fund **BA1307332**
 CO380410 – Probation
 Personal Services \$ 33,500.00

TO: 01A001 – General Fund
 CO380220 – Common Pleas-Central Scheduling
 Personal Services \$ 33,500.00

The appropriation transfer is necessary for year-end wages and fringe benefits within the Common Pleas Court. Funding is from a General Fund covering the period January 1, 2013 through December 31, 2013.

BH.FROM: 01A001 – General Fund **BA1307334**
 CO380410 – Probation
 Other Expenses \$ 111,758.00

TO: 01A001 – General Fund
 CO380410 – Probation
 Personal Services \$ 111,758.00

The appropriation transfer is necessary for year-end fringe benefits within the Common Pleas Court. Funding is from a General Fund covering the period January 1, 2013 through December 31, 2013.

BI.FROM: 20A192 – TASC **BA1307335**
 CO456533 – TASC
 Other Expenses \$ 15,487.00

TO: 20A192 – TASC
 CO456533 – TASC
 Personal Services \$ 15,487.00

The appropriation transfer is necessary for year-end wages and fringe benefits within the Common Pleas Court Treatment Alternatives to Street Crime (TASC). Funding is from a General Fund subsidy covering the period January 1, 2013 through December 31, 2013.

SECTION 3. That items approved in Resolution No. R2013-0286, passed on December 10, 2013, be corrected as follows to reconcile appropriations for 2013 in the County's financial system:

Fund Nos./Budget Accounts

Journal Nos.

Section 1, Page 4 Item M: Correcting the fund/subfund.

M.	40A51640A526 – Ohio Dept. of Transportation – Local Projects Admin.			BA1307072
	CE785006 – ODOT - LPA			
	Personal Services	\$	466,787.31	
	Other Expenses	\$	106,550.76	

Funding Source: Most projects are funded 80% from Federal Highway Administration dollars passed through ODOT and 20% from a combination of County Road and Bridge funds and municipal.

Section 2, Page 6 Item F: Correcting the fund/subfund.

F. FROM:	20A303 – Children Services Fund			BA1307135
	CF134049 – Purchased Congregate & Foster Care			
	Other Expenses	\$	50,000.00	
TO:	24A303 20A303 – Children Services Fund			
	CF134015 – Client Supportive Services			
	Other Expenses	\$	50,000.00	

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

And that the remainder of said Resolution No. R2013-0286 is to remain in full force and effect.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional 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.

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0009

Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer	A Resolution authorizing a revenue generating Utility Agreement with City of Warrensville Heights for maintenance and repair of storm sewers, sanitary sewers and waterlines located in County Sewer District No. 5; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has submitted an agreement with the City of Warrensville Heights for Storm Sewer, Sanitary Sewer and Waterline Maintenance; and

WHEREAS, the primary goal of this Agreement is to set forth the responsibilities of the respective parties under the Agreement as well as establish a rate which the County will charge the City of Warrensville Heights for services; and

WHEREAS, in accordance with the provisions of the Ohio Revised Code Section 6117.02, the County may levy an assessment to pay the cost and expense of the maintenance and operation of such sewerage improvements, and

WHEREAS, there is no cost associated with this agreement; and

WHEREAS, the Agreement is effective immediately upon approval; 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 an Agreement with the City of Warrensville Heights for Storm Sewer, Sanitary Sewer and Waterline Maintenance.

SECTION 2. That the County Executive is authorized to execute an agreement with the City of Warrensville Heights 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: January 14, 2014

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC013

January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0010

<p>Sponsored by: County Executive FitzGerald/Department of Public Works on behalf of Department of Public Safety and Justice Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE10241-04, 06 with Sterling Telecom Office Building, LLC c/o Colliers International for lease of office space located at 1255 Euclid Avenue, Cleveland, for the period 9/1/1998 - 12/31/2012 to extend the time period to 12/31/2015 and for additional funds in the amount not-to-exceed \$498,300.12; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works has recommended an amendment to Contract No. CE10241-04, 06 with Sterling Telecom Office Building, LLC, c/o Colliers International for lease of office space located at 1255 Euclid Avenue, Cleveland, for use by the Department of Public Safety and Justice Services for the period 9/1/1998 – 12/31/2012 to extend the time period to 12/31/2015 and for additional funds in the amount not-to-exceed \$498,300.12; and,

WHEREAS, the office space is used by the Department of Public Safety and Justice Services, Cuyahoga Emergency Communication System and Cuyahoga Regional Information System to provide critical and vital public safety services; and,

WHEREAS, this project is funded through 911 funds, grants and 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 a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE10241-04, 06 with Sterling Telecom Office Building, LLC, c/o Colliers International for lease of office space located at 1255 Euclid Avenue, Cleveland, for use by the Department of Public Safety and Justice Services

First Reading/Referred to Committee: January 14, 2014
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0011

Sponsored by: County Executive FitzGerald/Department of Human Resources	A Resolution authorizing an agreement with Cuyahoga County District Board of Health for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has submitted an agreement with Cuyahoga County Board of Health for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014-12/31/2016; and

WHEREAS, the County's Benefit Regionalization Program will allow smaller political entities to have access to the County's Benefits program; and

WHEREAS, the purpose of this project is to provide these entities rate stabilization, potential rate reductions and bargaining leverage for health benefits; and

WHEREAS, the funding for this project will come from the County's Self-Insurance Fund; 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 an agreement with the Cuyahoga County Board of Health for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016.

SECTION 2. That the County Executive is authorized to execute an agreement of cooperation with the Cuyahoga County Board of Health 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

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0012

Sponsored by: County Executive FitzGerald/Department of Human Resources	A Resolution authorizing an agreement with City of Fairview Park for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has submitted an agreement with the City of Fairview Park for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; and

WHEREAS, the funding for this project will come from the County's Self-Insurance 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 an agreement with the City of Fairview Park for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016.

SECTION 2. That the County Executive is authorized to execute an agreement of cooperation with the City of Fairview Park 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: January 14, 2014

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

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0013

Sponsored by: County Executive FitzGerald/Department of Human Resources	A Resolution authorizing an agreement with Village of Walton Hills for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has submitted an agreement with the Village of Walton Hills for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; and

WHEREAS, the funding for this project will come from the County's Self-Insurance 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 an agreement with the Village of Walton Hills for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016.

SECTION 2. That the County Executive is authorized to execute an agreement of cooperation with the Village of Walton Hills 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; the preservation of public peace, health, or safety in the County; and any additional 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: January 14, 2014

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

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0016

<p>Sponsored by: County Executive FitzGerald/Department of Development</p>	<p>A Resolution authorizing an Economic Development Fund Loan in the amount not-to-exceed \$2,000,000.00 to Highpoint Realty 24755 LLC for purchase and renovation of a facility located at 24755 Highpoint Drive, Beachwood; 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 an Economic Development loan in the amount not-to-exceed \$2,000,000.00 to Highpoint Realty 24755, LLC to assist with the purchase and renovation of a 40,753 square foot facility located at 24755 Highpoint Drive, Beachwood, Ohio 44122; and

WHEREAS, this project is anticipated to retain forty-eight (48) existing jobs and create twelve (12) new jobs; and

WHEREAS, the total cost of this project is \$5,000,000.00 of which the County will loan \$2,000,000.00 with a term of fifteen (15) years at an interest rate of two percent (2%); and

WHEREAS, the proposed funding source for the loan is the Cuyahoga County Western Reserve 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 an Economic Development Loan in the amount not-to-exceed \$2,000,000.00 to Highpoint Realty 24755, LLC to assist in the purchase and renovation of a 40,753 square foot facility located at 24755 Highpoint Drive, Beachwood, Ohio 44122.

SECTION 2. That the Director of Development or the Deputy Chief of Staff 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 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: January 14, 2014
Committee(s) Assigned: Economic Development & Planning

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0017

<p>Sponsored by: County Executive FitzGerald/Department of Workforce Development, in partnership with City of Cleveland, as designated Local Workforce Investment Area No. 3</p> <p>Co-sponsored by: Councilmember Rogers</p>	<p>A Resolution amending Resolution No. R2013-0073 dated 4/9/2013, which amended 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.</p>
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WHEREAS, the County Executive/ Department of Workforce Development in partnership with City of Cleveland, as designated Local Workforce Investment Area No. 3 has recommended to amend Resolution No. R2013-0073 dated 4/9/2013, which amended 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, by adding the following providers; and,

- a) American Center for Conflict Resolution Institute, Inc. dba Lakewood College
- b) Ohio Guidestone
- c) South University of Ohio, LLC dba South University; and,

WHEREAS, this project is funded 100% by the federal Workforce Investment Act; 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 authorizes an amendment to Resolution No. R2013-0073 dated 4/9/2013, which amended 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, by adding the following providers:

First Reading/Referred to Committee: January 14, 2014
Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: January 22, 2014

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0018

<p>Sponsored by: County Executive FitzGerald/Department of Workforce Development</p> <p>Co-sponsored by: Councilmember Rogers</p>	<p>A Resolution authorizing amendments to contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the period 9/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Workforce Development has recommended amendments to contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the period 9/1/2011 – 6/30/2013 to extend the time period to 6/30/2014 and for additional funds; and,

WHEREAS, the amendments with various providers for Workforce Investment Act In-School and Out-of School Youth Training for additional funds are as follows:

- 1) Contract No. CE1100665-01 with Open Doors, Inc. in the amount not-to-exceed \$80,000.00,
- 2) Contract No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$120,000.00; and,

WHEREAS, the primary goal of the project is to serve approximately over 100 Workforce Investment Act eligible economically disadvantaged youth. The youth will be provided year round education and training, and the organizations will be reimbursed on a cost reimbursement basis; and,

WHEREAS, this project is funded 100% by the Federal Workforce Investment Act 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 authorizes amendments to contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the period 9/1/2011 – 6/30/2013 to extend the time period to 6/30/2014 and for additional funds as follows:

- 1) Contract No. CE1100665-01 with Open Doors, Inc. in the amount not-to-exceed \$80,000.00,
- 2) Contract No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed 120,000.00.

SECTION 2. That the County Executive is authorized to execute the amendments 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; the preservation of public peace, health, or safety in the County; and any additional 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: January 14, 2014

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: January 22, 2014

Journal CC013

January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0019

<p>Sponsored by: County Executive FitzGerald/Department of Workforce Development</p> <p>Co-sponsored by: Councilmember Rogers</p>	<p>A Resolution authorizing amendments to agreements and contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the Connect the Dots Program for the period 9/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Workforce Development has recommended amendments to contracts and agreements with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the Connect the Dots Program for the period 9/1/2011 – 6/30/2013 to extend the time period to 6/30/2014 and for additional funds in the total amount not-to-exceed \$545,082.00; and,

WHEREAS, the amendments with various providers for Workforce Investment Act In-School and Out-of School Youth Training for additional funds are as follows:

Agreements

- 1) Agreement No. AG1100140-01 with Cuyahoga Community College District YTA in the amount not-to-exceed \$120,000.00
- 2) Agreement No. AG1100141-01 with Mayfield City School District in the amount not-to-exceed \$6,000.00
- 3) Agreement No. AG1100142-01 with Cuyahoga Community College District ATA in the amount not-to-exceed \$75,000.00; and,

Contracts

- 1) Contract No. CE1100660-01 with Baldwin-Wallace College in the amount not-to-exceed \$17,857.00

- 2) Contract No. CE1100666-01 with Youth Opportunities Unlimited in the amount not-to-exceed \$50,000.00
- 3) Contract No. CE1100667-01 with Ohio Guidestone fka Guidestone in the amount not-to-exceed \$176,225.00
- 4) Contract No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$75,000.00
- 5) Contract No. CE1100700-01 with Towards Employment in the amount not-to-exceed \$25,000.00

WHEREAS, the primary goal of the project is to serve approximately over 150 Workforce Investment Act eligible economically disadvantaged youth who are in foster care. The youth will be provided year round education and training, and the organizations will be reimbursed on a cost reimbursement basis; and,

WHEREAS, this project is funded 100% by Temporary Assistance to Needy Family 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 authorizes amendments to contracts and agreements with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the Connect the Dots Program for the period 9/1/2011 – 6/30/2013 to extend the time period to 6/30/2014 and for additional funds in the total amount not-to-exceed \$545,082.00 as follows:

Agreements

- 1) Agreement No. AG1100140-01 with Cuyahoga Community College District YTA in the amount not-to-exceed \$120,000.00
- 2) Agreement No. AG1100141-01 with Mayfield City School District in the amount not-to-exceed \$6,000.00
- 3) Agreement No. AG1100142-01 with Cuyahoga Community College District ATA in the amount not-to-exceed \$75,000.00.

Contracts

- 1) Contract No. CE1100660-01 with Baldwin-Wallace College in the amount not-to-exceed \$17,857.00

- 2) Contract No. CE1100666-01 with Youth Opportunities Unlimited in the amount not-to-exceed \$50,000.00
- 3) Contract No. CE1100667-01 with Ohio Guidestone fka Guidestone in the amount not-to-exceed \$176,225.00
- 4) Contract No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$75,000.00
- 5) Contract No. CE1100700-01 with Towards Employment in the amount not-to-exceed \$25,000.00

SECTION 2. That the County Executive is authorized to execute the amendments 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; the preservation of public peace, health, or safety in the County; and any additional 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: January 14, 2014

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: January 22, 2014

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0020

Sponsored by: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division	A Resolution authorizing an amendment to Master Contract No. CE1300268-01 for residential treatment services for the period 2/1/2013 - 1/31/2015 to change the total amount not-to-exceed from \$2,250,000.00 to \$3,850,000.00, to authorize funding decreases and/or increases with various previously approved providers and to make awards on RQ28779 to additional providers for the period 2/1/2014 - 1/31/2015; 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.
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WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended an amendment to Master Contract No. CE1300268-01 for residential treatment services for the period 2/1/2013 – 1/31/2015 to change the total amount not-to-exceed from \$2,250,000.00 to \$3,850,000.00 and to authorize funding decreases and/or increases with various previously approved providers; and,

WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended awards on RQ28779 to additional providers for the period 2/1/2014 - 1/31/2015 for the following approximate amounts reasonably anticipated to be:

- 1) Central Ohio Youth Center in the approximate amount of \$5,000.00;
- 2) Community Specialists Corporation dba The Academy in the approximate amount of \$5,000.00;
- 3) George Junior Republic in Pennsylvania in the approximate amount of \$5,000.00;
- 4) Muskegon River Youth Homers in the approximate amount of \$5,000.00;
- 5) Rite of Passage, Inc. in the approximate amount of \$5,000.00; and

- 6) Summit School, Inc. dba The Academy in the approximate amount of \$5,000.00; and,

WHEREAS, the primary goal of this project is to implement a comprehensive program to provide a wide range of services to the Juvenile Court's delinquent youth population in a series of residential programs. Youth referred to this program will have demonstrated unsuccessful participation and/or completion in other community-based programs; and,

WHEREAS, this project is funded 100% by the Health and Human Services Levy; and,

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Master Contract No. CE1300268 for residential treatment services for the period 2/1/2013 – 1/31/2015 to change the total amount not-to-exceed from \$2,250,000.00 to \$3,850,000.00 and to authorize funding decreases and/or increases with various previously approved providers.

SECTION 2. That the Cuyahoga County Council hereby authorizes awards on RQ28779 to additional providers for the period 2/1/2014 - 1/31/2015 for the following:

- 1) Central Ohio Youth Center
- 2) Community Specialists Corporation dba The Academy
- 3) George Junior Republic in Pennsylvania
- 4) Muskegon River Youth Homers
- 5) Rite of Passage, Inc.
- 6) Summit School, Inc. dba The Academy

SECTION 3. That the County Executive is authorized to execute all documents required in connection with said amendment and this Resolution.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional 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: January 14, 2014
Committee(s) Assigned: Public Safety & Justice Affairs

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0021

<p>Sponsored by: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division</p>	<p>A Resolution authorizing an amendment to Master Contract No. CE1300269-01-08 for residential treatment services for the Youth and Family Community Partnership Program for the period 2/1/2013 - 1/31/2015 to change the total amount not-to-exceed from \$2,700,000.00 to \$4,578,277.50 and to authorize funding decreases and/or increases with various previously approved providers; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive on behalf of Cuyahoga County Common Pleas/Juvenile Division has recommended an amendment to Master Contract No. CE1300269-01-08 for residential treatment services for the Youth and Family Community Partnership Program for the period 2/1/2013 – 1/31/2015 to change the total amount not-to-exceed from \$2,700,000.00 to \$4,578,277.50 and to authorize funding decreases and/or increases with various previously approved providers; and,

WHEREAS, the primary goal of this project is to implement a comprehensive program to provide a wide range of services to the Juvenile Court’s delinquent youth population in a series of residential programs. Youth referred to this program will have demonstrated unsuccessful participation and/or completion in other community-based programs; and,

WHEREAS, this project is funded 100% by the Health and Human Services Levy; and,

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Master Contract No. CE1300269-01-08 for residential treatment services for the Youth and Family Community Partnership Program for the period

2/1/2013 – 1/31/2015 to change the total amount not-to-exceed from \$2,700,000.00 to \$4,578,277.50 and to authorize funding decreases and/or increases with various previously approved providers.

SECTION 2. That the County Executive is authorized to execute all documents required in connection with said amendment and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional 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: January 14, 2014
Committee(s) Assigned: Public Safety & Justice Affairs

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0022

Sponsored by: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division	A Resolution making awards on RQ28083 to various providers for Staff Secure Shelter Care Services for the period 3/1/2014 - 2/29/2016; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended making awards on RQ28083 in the total amount not-to-exceed \$3,273,852.00 for Staff Secure Shelter Care Services for the period 3/1/2014 - 2/29/2016 to the following providers:

- 1) Carrington Youth Academy, LLC in the amount not-to-exceed \$2,110,419.85,
- 2) The Cleveland Christian Home Incorporated in the amount not-to-exceed \$1,163,432.15; and

WHEREAS, the primary goal of the program is to provide Staff Secure Shelter Care Services to Court-involved youth as an alternative to secure detention; and

WHEREAS, this is an ongoing project for the Court; and

WHEREAS, this project is funded with: (a) the Health & Human Services Levy Funds, (b) RECLAIM Ohio Grant Funds, and (c) Title IV-E 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 approves awards on RQ28083 in the total amount not-to-exceed \$3,273,852.00 for Staff Secure Shelter Care Services for the period 3/1/2014 - 2/29/2016 to the following providers:

- 1) Carrington Youth Academy, LLC in the amount not-to-exceed \$2,110,419.85, and

2) The Cleveland Christian Home Incorporated in the amount not-to-exceed \$1,163,432.15.

SECTION 2. That the County Executive is authorized to execute a contract in connection with said awards 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; the preservation of public peace, health, or safety in the County; and any additional 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:

_____ Date
County Council President

_____ Date
County Executive

_____ Date
Clerk of Council

First Reading/Referred to Committee: January 14, 2014

Committee(s) Assigned: Public Safety & Justice Affairs

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0023

Sponsored by: County Executive FitzGerald on behalf of Cuyahoga County Board of Developmental Disabilities	A Resolution authorizing various revenue generating agreements with Council for Economic Opportunities in Greater Cleveland for lease of space at various Cuyahoga County Board of Developmental Disabilities Centers for operation of Head Start Programs for the period 2/1/2014 - 1/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: Councilmember Rogers	

WHEREAS, the County Executive on behalf of the Cuyahoga County Board of Developmental Disabilities (“CCBDD”) has submitted various revenue generating agreements with the Council for Economic Opportunities in Greater Cleveland (“CEOGC”) for lease of space at the following CCBDD Centers for the operation of Head Start and pre-school programs for the period 2/1/2014 - 1/31/2017;

- 1) Green Road Services Center (GRSC), located at 4329 Green Road, Highland Hills, will generate revenue of \$342,824.04 over the three years of its lease term, and
- 2) William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, will generate revenue of \$410,788.17 over the three years of its lease term; and

WHEREAS, the rent per square foot for both leases is \$13.26 for all three years; and

WHEREAS, the primary goals of these leases is for the CCBDD to: (a) continue to partner with CEOGC to enable it to continue to provide head start programs to children in Cuyahoga County; (b) to further CCBDD’s mission of providing early childhood service to children with developmental disabilities; and (c) to offset the CCBDD’s cost to operate the building, which, would not be utilized to full capacity without the lease with CEOGC; and

WHEREAS, no CCBDD or County funds will be expended and rental payments will be made monthly, directly to the CCBDD; and

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

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

SECTION 1. The Cuyahoga County Council authorizes revenue generating agreements with the Council for Economic Opportunities in Greater Cleveland for lease of the following space at the Cuyahoga County Board of Developmental Disabilities Centers for the operation of Head Start and pre-school programs for the period 2/1/2014 - 1/31/2017:

- 1) Green Road Services Center, located at 4329 Green Road, Highland Hills, will generate revenue of \$342,824.04 over the three years of its lease term, and
- 2) William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, will generate revenue of \$410,788.17 over the three years of its lease term.

SECTION 2. That the County Executive is authorized to execute the agreements 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; the preservation of public peace, health, or safety in the County; and any additional 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: January 14, 2014

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: January 22, 2014

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0024

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/ Division of Community Initiatives/Office of Early Childhood</p> <p>Co-sponsored by: Councilmember Rogers</p>	<p>A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$1,241,864.00 for administration and coordination of the Early Care/Education Professional Development and Teacher Education and Compensation Helps Professional Development Programs for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has submitted a contract for Council's approval for RQ29582 with Starting Point in the amount not-to-exceed \$1,241,864.00 for administration and coordination of the Early Care/Education Professional Development and Teacher Education and Compensation Helps Professional Development programs for the period 1/1/2014 – 12/31/2015; and,

WHEREAS, the primary goal of this project is to develop programs and services that are core elements to having a quality Early Care and Education Professional Development System for Child Care Centers, in addition to planning; policy and procedural development; oversight and implementation of the Teacher Education and Compensation Help Program; and,

WHEREAS, this project is funded 100% by the Health and Human Services Levy; and,

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

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

SECTION 1. That the Cuyahoga County Council authorizes a contract with Starting Point in the amount not-to-exceed \$1,241,864.00 for administration and coordination of the Early Care/Education Professional Development and Teacher

Education and Compensation Helps Professional Development Programs for the period 1/1/2014 – 12/31/2015.

SECTION 2. That the County Executive is authorized to execute the contract 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; the preservation of public peace, health, or safety in the County; and any additional 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: January 14, 2014
Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: January 22, 2014

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0025

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/ Division of Community Initiatives/Office of Early Childhood</p> <p>Co-sponsored by: Councilmember Rogers</p>	<p>A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$3,967,986.00 for administration of the Special Needs Child Care Program for the Invest in Children Program for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has submitted a contract for Council's approval for RQ29587 with Starting Point in the amount not-to-exceed \$3,967,986.00 for administration of the Special Needs Child Care Program for the Invest in Children Program for the period 1/1/2014 – 12/31/2015; and,

WHEREAS, the primary goals of this project are the management and coordination of the Special Needs Child Care program including increasing the capacity of Care available to children with special needs; and,

WHEREAS, this project is funded 100% by the Health and Human Services Levy; and,

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

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

SECTION 1. That the Cuyahoga County Council authorizes a contract with Starting Point in the amount not-to-exceed \$3,967,986.00 for administration of the Special Needs Child Care Program for the Invest in Children Program for the period 1/1/2014 – 12/31/2015.

SECTION 2. That the County Executive is authorized to execute the contract 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; the preservation of public peace, health, or safety in the County; and any additional 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: January 14, 2014

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: January 22, 2014

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0026

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p> <p>Co-sponsored by: Councilmember Rogers</p>	<p>A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$3,549,202.00 for administration of the Family Child Care Home Regional System for the Invest In Children Program for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has submitted a contract for Council's approval for RQ29585 with Starting Point in the amount not-to-exceed \$3,549,202.00 for administration of the Family Child Care Home Regional System for the Invest in Children Program for the period 1/1/2014 – 12/31/2015; and,

WHEREAS, the primary goal of this project is the management and coordination of the Family Child Care Home Regional System including enhancement of quality in family child care homes; and,

WHEREAS, this project is funded 100% by the Health and Human Services Levy; and,

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

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

SECTION 1. That the Cuyahoga County Council authorizes a contract with Starting Point in the amount not-to-exceed \$3,549,202.00 for administration of the Family Child Care Home Regional System for the Invest in Children Program for the period 1/1/2014 – 12/31/2015.

SECTION 2. That the County Executive is authorized to execute the contract 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; the preservation of public peace, health, or safety in the County; and any additional 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: January 14, 2014
Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: January 22, 2014

Journal CC013
January 28, 2014

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0003

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Procurement & Diversity	An Ordinance amending Cuyahoga County Code Chapter 506: Procurement Card Program Policies and Procedures to approve revised Cuyahoga County Procurement Card Program Policies and Procedures, effective 3/1/2014; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Cuyahoga County Executive/Fiscal Officer/Office of Procurement & Diversity has submitted a revised Procurement Card Program Policies and Procedures, effective 3/1/14; and,

WHEREAS, the Procurement Card Program Policies and Procedures was previously established by the Board of Commissioners in Resolution No. 084247 on October 7, 2008, and revised by Council in Ordinance No. O2012-0006 on March 27, 2012, as codified in Chapter 506 of the Cuyahoga County Code; and,

WHEREAS, the primary goal of the revised Procurement Card Program Policies and Procedures is to enable the use of a County procurement card for purchases and charges currently being made by County credit cards; 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. Chapter 506 of the Cuyahoga County Code is hereby amended to read as follows:

Chapter 506: Procurement Card Program Policies and Procedures

The revised Procurement Card Program Policies and Procedures, attached to Ordinance No. O2014-0003 as Exhibit A, is hereby adopted effective 3/1/2014.

SECTION 2. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional 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:
Committee(s) Assigned:

Journal _____
_____, 20__

Cuyahoga County Procurement Card Program Policies and Procedures

Background

Procurement cards are designed to make purchases in accordance with the Cuyahoga County Code and Cuyahoga County's Procurement Procedures.

The procurement card reduces paperwork and processing time. The program is an alternative payment method and for small purchases that do not require prior approval it is an alternative procurement method to the traditional purchasing process. Hence, it can significantly reduce the number of purchase orders and payments processed.

Benefits include an expanded list of merchants from whom purchases can be made, accelerated payment to the vendor, expedited delivery of goods, reduced paperwork, lower overall transaction processing costs per purchase, and the ability to set and control purchasing dollar limits.

Authority

Ohio Revised Code (ORC) Section 301.29 permits counties to use procurement cards. The Office of Procurement & Diversity has formulated the policy for the use of the cards. This policy shall set limits for spending, activity and allowable expenditures as well as administrative controls that the County determines will be sufficient for use of a procurement card. The County Fiscal Officer shall develop internal accounting controls in consultation with the Auditor of State.

General Information

The procurement card program is not intended to avoid or bypass the competitive bid requirements of ORC 307.86 or the Cuyahoga County Code, appropriation of funds process, approval or payment processes. Rather, the program complements the existing processes. A competitive process is encouraged for these types of purchases. Expenditures may not exceed appropriations under current County policy under any circumstances.

The card can be used for in-store purchases as well as mail, e-mail, Internet, telephone in addition, fax orders. It is not an ATM (automated teller machine) card or a debit card. The card is not to be used for personal or non-work-related purchases.

A "cardholder" is an individual who has been approved by an appointing authority to pay for certain work-related expenses with a procurement card. The cardholder is responsible for the security and physical custody of the card, and is accountable for all transactions made with the card. The cardholder must comply with the programs record-keeping requirements (including retention of original receipts) for the protection of both the cardholder and the County. The cardholder is also responsible for timely

reconciliation of the billing statement. Employees have a responsibility to report instances where the County's policies and procedures are not being followed.

The card program carries corporate, not individual, liability. The cardholder's personal credit history is not impacted in any way, and credit checks are not done on individual cardholders. Billings for authorized purchases will be paid with County funds.

Policies and Procedures

1. Selection of the procurement card issuer

The procurement card provider has been selected through the County's Request for Proposal (RFP) process or Request for Qualifications (RFQ) process. As part of the evaluation process, the contractor's ability to support the County in the following areas was assessed and supported:

- Maximum practical use of the procurement card to make low-dollar value, high-volume purchases of goods and services as well as to pay for travel-related expenses
- Maximum return to the County in the form of a rebate/revenue-sharing awards program
- No cost to County (such as no annual fees, no interest charged on current balances, no fixed fees, transaction fees or late payment charges.)
- Soft dollar savings as a result of increased administrative efficiency and better resource allocation for County staff
- Internet-based/online program administration including workflow processes for card application, approval, suspension and cancellation; maintenance of cardholder profiles; control of approved merchant commodity codes; transaction reporting; account review and reconciliation
- Standard and custom reporting capabilities
- Ability to directly upload transactional data into the County's accounting system
- Ability for the County to pay the card issuer electronically
- Outstanding customer service through a toll-free, 24 hour, 365 day-a-year telephone number
- Recognizable card including County's name, logo and phrase "For Official Use Only – Tax Exempt" printed on the face, and toll-free customer service telephone number printed on the back

The agreement includes fee schedules, processing procedures, and rights and responsibilities of both parties.

2. Agencies' policies

The County requires departments and elected officials to apply for participation in the program with the Office of Procurement & Diversity and receive training for cardholders and agency coordinators in the use of procurement cards and related processes.

3. Designation of the program administrator and agency coordinators

Cuyahoga County designates an employee of the Office of Procurement & Diversity as administrator for the procurement card program. This person will be responsible for administration of the countywide contract and for establishment of the countywide policy adopted through approval /resolution. Specific duties include but are not limited to processing applications, troubleshooting problems encountered with care use or vendor authorization, following up on lost or stolen cards, training of agency coordinators and card users and acting as mail liaison with the procurement card vendor.

In addition, each County agency/department that participates in the procurement card program will name a program coordinator. The agency coordinator will be responsible for processing its' cardholders activity logs, suspensions, and cancellations; resolving disputes with merchants, reviewing and reconciling card activity; and maintaining cardholder profiles.

4. Establishment of card limits

In addition to the Cuyahoga County Code, individual procurement cards are subject to the following maximum limits:

- | | |
|---|--------------|
| 1. Daily spending per card: | \$ 5,000 |
| 2. Monthly spending per card: | \$ 10,000 |
| 3. Single transaction limit:
(may not exceed \$1,000 per ORC 5705.41 (D)(3)) | \$ see below |
| 4. Daily number of transactions per card: | 10 |
| 5. Monthly number of transactions per card: | 150 |

Single transaction limit shall be as provided and in accordance with the Cuyahoga County Code. As authorized by the pertinent county contracting authority, the single transaction limit can be exceeded.

Purchases may not be split to bypass the single transaction limits.

Through the cardholder application process, agencies may also further define limits for specific cardholders, not to exceed the limits established above.

Cuyahoga County shall provide approval of the above card limits and number of cards issued to determine an estimated dollar amount of work-related expenses in accordance with Ohio Revised Code Sections 301.29 (F)(1) or 301.29 (F)(2).

5. Designation of allowed/disallowed transactions

In accordance with the Cuyahoga County Code, the procurement card may be used to purchase and pay for duty-related goods, services, and items specific and coded to the specific agency subject to the limits established above.

The procurement card issuer must maintain an annual record of all transactions that are 1099 reportable. Summarized transactions, including the vendors' tax identification number, name address and dollar amount paid, must be supplied in a manner acceptable to the County Fiscal Officer's office no later than the second Monday in January of the following year.

ATM, cash advance and all other cash-related transactions are strictly prohibited.

Through the cardholder application process, agencies will define allowed merchant Commodity codes for specific cardholders within the parameters established above.

6. Sales and use tax

Purchases made with the County procurement cards are tax-exempt. The name of the County agency and the words "tax-exempt" will be on each card.

If tax is charged inappropriately, the agency should present a tax exemption certificate to the vendor, and receive a credit for the unnecessary tax.

7. Application for procurement card and subsequent profile changes

Cards will be issued either in the name of the office of the appointing authority or in the designated individual's name, with the appropriate name clearly indicated as the buyer on the card. An individual cardholder must be a current full-time County employee.

The application will specify monetary and transaction limits, as well as approved Merchant commodity codes for the individual cardholder in compliance with sections 4 and 5 above. The agency coordinator will prepare the application, obtain the written approval of the agency's director or top executive and forward it to the program administrator. The program administrator also approves the application and submits it to the card issuer. The issuer assigns a card number and notifies the program administrator who, in turn, notifies the County Fiscal Officer and the agency coordinator.

Once a card has been issued, an agency may later wish to modify the card's limits such as adding approved merchant commodity codes or raising the daily dollar limit within those established in Section 4 above. Any changes or updates to a cardholder's name, job title, address, telephone number, spending limits or merchant commodity codes should be initiated by the agency coordinator and approved by the program administrator, who will take any recommended changes to the appropriate board for approval as required.

8. Cardholder acknowledgment and responsibilities

The cardholder is responsible for the physical custody of card, and for maintaining confidentiality of all information relating to the card such as the account number and expiration date. The card is not to be loaned to anyone or used by anyone other than the person designated to do so.

The cardholder will sign a written acknowledgment indicating that the cardholder understands the intent of the program and agrees to adhere to the policy and guidelines established by the approving authority. The program administrator will retain the signed acknowledgment, and maintain current record of all cardholders.

9. Making purchases; record keeping

a. Contract Encumbrance

A contract encumbrance will be established in the name of the card issuer based on estimates of approved card use within the monetary and transaction limits established for the card by the County to ensure that expenditures do not exceed available appropriations.

For accounting purposes, a contract encumbrance will be established for each procurement card to ensure that individual charges, reconciliation and payments are prompt and accurate.

b. Original receipts

When making a purchase, the cardholder should obtain and retain the original receipt. The receipt must contain the vendor's name, date of purchase, itemized description of purchase, and per unit price and extended price if applicable. The cardholder will match and attach receipts to billing statements as part of the account reconciliation.

c. Internet, telephone and fax purchases

Procurement cards may be used to purchase goods over the Internet, telephone or fax. The purchases must be evidenced by either the original packing slip that accompanied the purchased goods or an original or faxed itemized receipt.

When using the Internet, the cardholder must make sure the web site where the card information is being placed is secure, and that all account numbers are encrypted while being passed electronically. A cardholder can determine if the web site address is secure in two ways:

1. An Internet web site is secure when the address changes from <http://www> to <https://www>. The "s" stands for secure.
2. A symbol resembling a "lock" will appear at the bottom of the browser. The "lock" symbol signals that the web site is secure and that all card numbers will be encrypted when passed.

Cardholders will be held responsible for all orders placed, even those with vendors that turn out not to be legitimate businesses. The cardholder should inform the vendor that the purchase would be paid through the County procurement card and that the purchase is tax exempt. The cardholder should also ensure that the vendor will comply with the requirements of items **c** (above), and **e** and **f** (below).

d. Declined attempts

The procurement card will be declined if one of the embedded limits is exceeded, if the merchant commodity code is blocked, if the card issuer has a security concern because of the spending pattern, or, sometimes if the “bill to” address does not match the “ship to” address.

e. Agent, acceptance or service fees

The County will not pay agent, acceptance or service fees in order to process a procurement card charge. If fees of these types are not disclosed upfront the cardholder shall dispute the fee immediately, regardless of amount.

f. Vendor invoices

Vendors should not invoice the cardholder for purchases made with the procurement card. The vendor will be paid by the card issuer, not by the county. However, the cardholder must always receive an itemized receipt or order confirmation.

g. Purchasing log

Each cardholder will maintain a purchasing log. The log records the transaction date, vendor name, the merchandise purchased, dollar value of sale, how the order was placed (via Internet, phone, fax, mail or in person) and countywide or individual contract number (if applicable). A separate line is required for each purchase. The receipt for each purchase should be stapled to the log to expedite reconciliation with the billing statement. The log must be reviewed and signed by the agency coordinator or someone designated by the appointing authority. Cardholders cannot review and authorize their own purchasing logs.

h. Monitoring card activity

Certain County employees, such as the program administrator, agency coordinators, and County Fiscal Officer staff, will have access to view and monitor card activity. This review can occur at any time.

i. Inventory

Any items purchased with procurement cards considered attractive for personal use must be identified and inventoried in accordance with Ohio Revised Code Section 305.18 and County policy as applicable.

10. Account reconciliation and payment of procurement card billing

The program administrator will receive a comprehensive statement identifying all transactions made during the billing cycle. The cardholder and their agency coordinators will reconcile the statement's accuracy against the purchasing log and receipts and forward to the program administrator. Next, the program administrator and agency coordinators will communicate on a regularly scheduled basis to reconcile the comprehensive statement prior to making payment to the card issuer. Payment cannot be made until the cardholder confirms receipt of the goods and services. A quote or backorder notice is not substantive evidence of the occurrence of the transaction.

The agency coordinator is responsible for reviewing the log for the appropriateness of purchases made with the card and for approving the statement for each cardholder under their supervision. The approval must be evidenced by the agency coordinator's signature. Once all charges are approved for payment, the program administrator must submit the original comprehensive statement, purchasing log and supporting receipts to the County Fiscal Officer, who will issue payment to the card issuer by warrant.

11. Returns, credits and dispute resolution

Problems associated with procurement card purchases may include broken merchandise, a billed amount which does not match the quote, a billed amount that includes sales tax, the statement contains a charge not recognized by the cardholder, or the statement contains duplicate charges from a vendor. In these instances, the cardholder should try to resolve the dispute with the supplier or merchant. If the purchased item needs to be returned for any reason, a credit to the procurement card account should be requested. The cardholder shall notify the agency coordinator so they can verify that the credit appears on a subsequent statement. The cardholder cannot accept cash or a rain check instead of a vendor credit.

If the dispute cannot be resolved, the cardholder should contact the program administrator.

12. Late fees or finance charges

No late fees or finance charges shall be paid by the County under terms of the procurement card program.

13. Lost or stolen cards

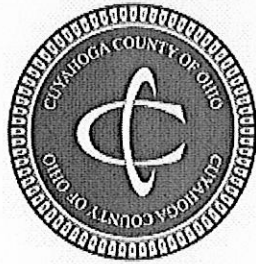
If the card is lost or stolen, the cardholder must notify the card issuer immediately. Upon receipt of the phone call, further use of the card will be blocked. Prompt action will reduce the liability for fraudulent charges. The cardholder must confirm the phone call by written notification to the card issuer via mail or fax, with copies to the program administrator, the agency coordinator and the County Fiscal Officer. The date and time of the phone report of the lost or stolen card should be included in the written notification. The program administrator will initiate issuance of a replacement card.

14. Suspension or cancellation of card

The agency coordinator will initiate suspension or cancellation of the card, and will notify the program administrator and the County Auditor that such action has been requested. Cardholders who terminate their employment or whose job duties change and no longer include purchasing must surrender the card immediately. The agency coordinator will cut canceled cards in half. Cardholders on extended leave or reassignment may have their card suspended or revoked. Intentional use of the card for personal purchases or for purchases made in violation of County policy will result in card cancellation.

15. Penalties for improper use of card

The card is to be used only by the cardholder to pay for authorized, work-related expenses. The cardholder is not allowed to lend the card to someone else. The card may not be used to pay for personal transactions. Improper use of the card can be considered misappropriation of County funds and may result in disciplinary action up to and including termination of employment. Improper use can result in revoking the card. In addition, the cardholder is personally liable for payment of improper purchases, including those in excess of dollar amounts appropriated or authorized by the County and subject to criminal prosecution under terms of Ohio Revised Code 309.29 (G)(4). Misuse of a procurement card is a violation of law for purposes of Section 2913.21 of the Ohio Revised Code.



5

Item Details:

Agency/Dept. Name:	Office of Procurement and Diversity	Agency/Dept.Head Name:	Lenora M. Lockett
Type of Request:			
Request Prepared by:	Lenora M. Lockett	Telephone No.	443-7487
SUMMARY OF REQUESTED ACTION:			
A. Scope of Work Summary:			
<p>The Office of Procurement & Diversity submitting a revised policy and procedure for the Procurement Card Program, effective March 1, 2014.</p> <p>The primary goals of the project is approval of the updates to the program. The revisions to the Procurement Card Program Policy and Procedures are necessary due to the desire to eliminate all county credit cards. The proposed changes to the Procurement Card Program will enable the use of a county procurement card for purchases and charges currently being made by county credit cards. The county credit cards were issued prior to the implementation of the current government structure.</p> <p>The Cuyahoga County Procurement Card Program Policy and Procedures Manual was previously adopted by Council in Ordinance No. O2012-0006, as codified in Chapter 506 of the Cuyahoga County Code.</p>			
<p>B. Procurement1. Not applicable – Submission of a revised Procurement Card Policy and Procedures 2. Not applicable3. Not applicableC. Contractor and Project Information1. Not applicable – Submission of a revised SBE Program Policies and Procedures ManualCouncil District (ALL)2. Not applicableD. Project Status and Planning1. This item is on the critical action path becauseit is the intent of the Fiscal Office to eliminate county credit cards as soon as possible. In August of 2013, several agencies appealed the elimination of their credit cards. As a result of the appeals, it was determined that if the Procurement Card Policy and Procedures were revised to increase flexibility, then the credit cards could be eliminated with minimal adverse impacts to county agencies/departments. As such, if the proposed revisions are approved, then the credit cards can be eliminated. E.</p>			

Funding1. Not applicable – Submission of a revised Procurement Card Policy and Procedures
2. Not applicable

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:

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

[P-Card Policy](#)

History

Time

Who

Clerk of the Board

Approval



County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0002

Sponsored by: County Executive FitzGerald/Office of Procurement & Diversity	An Ordinance amending Cuyahoga County Code Chapter 503: Small Business Enterprise Program Policies and Procedures to approve revised Cuyahoga County Small Business Enterprise Program Policies and Procedures, effective 2/15/2014; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Cuyahoga County Executive/Office of Procurement & Diversity has submitted a revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual, effective 2/15/14; and,

WHEREAS, the Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual was previously adopted by Council in Ordinance No. O2011-0054, as codified in Chapter 503 of the Cuyahoga County Code; and,

WHEREAS, the primary goal of the revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures is to ensure that, if the SBE Grievance Hearing Board has granted a waiver to a business with securities held in trust, the waiver is to continue in effect upon recertification provided that the ownership structure of the business remains unchanged; 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. Chapter 503 of the Cuyahoga County Code is hereby amended to read as follows:

Section 503.01 Policies and Procedures Manual

The revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual, attached to Ordinance No. O2014-0002 as Exhibit A, is hereby adopted effective 2/15/2014.

SECTION 2. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County; the preservation of public peace, health,

or safety in the County; and any additional 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 14, 2014

Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: January 28, 2014

Journal _____
_____, 20__



COUNTY OF CUYAHOGA, OHIO

SMALL BUSINESS ENTERPRISE PROGRAM POLICIES AND PROCEDURES

Revised effective February 15, 2014

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APPENDIX A CUYAHOGA COUNTY SBE BIDDER'S MANUAL

I. INTRODUCTION

Policy Statement: It is the policy of the Cuyahoga County to develop a strategic plan and establish administrative rules and procedures to insure that all businesses participate fully and fairly in Cuyahoga County's procurement and contract awards. In an effort to ameliorate the effects of past and present arbitrary barriers that Small Business Enterprises (SBEs) have in contracting with Cuyahoga County, Cuyahoga County hereby adopts this Small Business Enterprise (SBE) Program.

Promotion of Equal Opportunity: No person shall be denied the benefit of, or otherwise discriminated against, on the basis of race, creed, color, national origin, handicap, sex, age, marital status, or sexual orientation in connection with the award performance, and/or modification of a contract between a vendor or contractor and Cuyahoga County where said contract is paid for, in whole or in part, with monetary appropriations by Cuyahoga County.

Program Objectives: Accordingly, the objective of this SBE Program is to promote and encourage full and open competition in the procurement of goods and services by Cuyahoga County; encourage all Cuyahoga County personnel involved with procurement and contracting activities to maintain good faith efforts and appropriate purchasing procedures; to protect Cuyahoga County from becoming a passive participant in any unlawful discrimination; and to otherwise spur economic development in the public and private sectors of the Cuyahoga County economy.

II. PROGRAM SCOPE AND APPLICABILITY

The following categories provide an overview and summary of the nature and types of Cuyahoga County purchasing and contracting:

Category A – Construction, Architectural and Engineering: Includes any and all contracting relating to buildings, facilities and other erected structures on real estate of Cuyahoga County such as architectural engineering, new construction, rehabilitation, remodeling and repairs.

Category B - Commodities: Includes the purchase of all goods, equipment, food, office and other supplies, art, furniture, textbooks and other materials for education, and other tangible personal property not associated with the services identified in Categories A, B or C.

Category C - Professional Services: Includes the purchase of any or all services for which applicable selection criteria may require a Participant to possess a license or other certificate of competency such as accounting, auditing, landscape architecture, engineering, insurance, laboratory, legal, lifeguard, medical, dental, nursing, and student transportation.

Category D – Business Services: Includes the procurement of advertising, printing, non-construction repairs, janitorial services, training seminars and workshops, computer and information systems, security, shipping and mailing, microfiche and microfilm, courier, storage, travel, consulting, retail and other non-professional services.

III. THE OFFICE OF PROCUREMENT & DIVERSITY

The Office of Procurement and Diversity (OPD) develops, administers and enforces the SBE Program. OPD shall encourage equal business opportunities and achieve the policies and objectives of the SBE Program by:

- (1) Administering and enforcing Cuyahoga County policies;
- (2) Establishing written rules, regulations and procedures consistent with this SBE Program;
- (3) Publishing and making public said rules, regulations and procedures;
- (4) Maintaining outreach and assistance programs to promote equal contracting opportunities for SBEs that wish to contract with the Cuyahoga County;
- (5) Establishing, enhancing and maintaining relationships with agencies and stakeholders in the area;
- (6) Maintaining a current database of available SBEs and making this database accessible to interested parties;
- (7) Monitoring and collecting data and informational on the utilization of SBEs in Cuyahoga County's procurement activities;
- (8) Establishing and assessing the reasonableness of SBE participation goals for Cuyahoga County procurements;
- (9) Attending pre-bid/proposal conferences for all contract solicitations by Cuyahoga County;
- (10) Attending kick-off meetings for major projects;
- (11) Participating on evaluation panels for request for proposals and requests for qualifications;
- (12) Investigating written complaints related to the SBE Program;
- (13) Mediating payment disputes between prime contractors and SBE sub-contractors
- (14) Notifying affected parties in writing as to the right to review and appeal an adverse decision by OPD;
- (15) Monitoring Cuyahoga County's purchasing activities and determining compliance with SBE Program policies and procedures;
- (16) Preparing annual reports on the SBE Program;

- (17) Reviewing and determining whether a contractor or vendor has failed to implement its contractual agreements and commitments regarding this policy;
- (18) Developing and revising SBE Program policies and procedures to implement current best practices and maintaining records of SBE Program activities; and
- (19) Performing other tasks as may be required to fulfill the above-stated duties of OPD.

Authority to Investigate Discriminatory Practices: Should a Participant submit a written complaint of discrimination, OPD shall be authorized to submit the complaint for investigation to the pertinent county authority including but not limited to the County Executive, County Council, and the Inspector General or his/her designee. Further, such investigations may be initiated when OPD receives information, which provides a reasonable basis to believe that an individual contractor seeking to contract or contracting with Cuyahoga County may be engaging in public or private discriminatory conduct.

IV. CERTIFICATION

Certification: Certification is the process that ensures that a particular business may become a part of a pool of vendors identified for the purpose of increasing opportunities with respect to contracts awarded by Cuyahoga County.

All firms submitting applications for SBE consideration must be certified prior to submission of bid.

Applications for certification will be on standard forms provided by the SBE Program and will include, but will not be limited to, primary business location, evidence of ownership, control, operation, and experience. The application shall be in the form of an affidavit and shall be signed by the applicant; such signature to be notarized by an officer duly authorized to notarize signatures. All certified SBE firms will be required to update their listing continually including changes of addresses, telephone numbers and changes of ownership, control and operation.

The Director of Procurement & Diversity shall grant certification of an approved SBE for a period of one (1) year. The Director may grant a provisional SBE certification prior to specific bids or proposals. All companies must recertify their business on an annual basis on the anniversary of their certification. **Should provisional certification be granted to a business and be awarded a prime contract and the provisional certification is later rescinded, that business is obligated to meet the SBE participation percentage goal of the original proposal or specifications.**

If an SBE is denied certification on the basis of information submitted, the company cannot reapply for certification for a period of one (1) year from the date of the notice or denial, provided that such company shall have the right to appeal such denial and to be certified if such appeal is decided in its favor as provided herein. Certification records will be maintained by OPD for a period of five (5) years.

V. ELIGIBILITY STANDARDS FOR SBE CERTIFICATION

The following standards will be used to determine whether a firm is eligible to be certified as a Small Business Enterprise:

1. To become eligible for the SBE Program a Small Business Enterprise firm must demonstrate that it has been in continuous operation in the category or the related category for which it is requesting certification for one year, that majority ownership has at least one (1) year of work experience relevant to the business' certification category, that its annual gross revenues or its' total workforce are at or less than the amounts established by the Small Business Administration.
2. A business applying for certification as a SBE must establish that it has a physical presence located within the geographical limits of Cuyahoga County. Mailbox facilities or other similar arrangements alone do not constitute a physical presence.
3. SBE ownership and control shall be real, substantial and continuing and shall go beyond the "pro forma" ownership as reflected in the ownership document. The SBE owners shall share in the risks and profits commensurate with their ownership interest as demonstrated by an examination of the substance rather than form of arrangements.
4. SBE owners shall possess the power to direct or cause the direction of the management and policies of the firm and to make the day-to-day as well as major decisions on matters of management, policy, and operation. The firm shall not be subject to any formal or informal restrictions that limit the customary discretion of the SBE owners. There shall be no restrictions through, for example, by-law provisions, partnerships, arrangements or charter requirements for cumulative voting rights or otherwise that prevent the SBE owners, without the cooperating or vote of any owner who is not listed, from making a business decision of the firm.
5. Where the actual management of the firm is contracted out to individuals other than the owner, those persons who have the ultimate power to hire and fire managers can, for the purpose of this part, be deemed to be controlling the business.
6. All securities that constitute ownership and/or control of a corporation shall be held directly by the owners. No securities held in trust, or by any guardian for a minor, shall be considered as held by an owner in determining the ownership or control of a corporation. If a business denied certification due to securities held in trust appeals to and is granted a waiver of this eligibility requirement by the SBE Grievance Hearing Board, then the waiver granted by the SBE Grievance Hearing Board shall remain in effect for that business provided that the ownership structure remains unchanged.
7. The contribution of capital or expertise by the owners to acquire their interest in the firm shall be real and substantial. Examples of insufficient contributions include a promise to contribute capital, a note payable to firm, or the mere participation as an employee, rather than as a manager.
8. In addition to the above standards, the SBE Program shall give special consideration to the following circumstances in determining eligibility for certification:

- a. Newly formed firms and firms whose ownership and/or control has changed since the date of the advertisement of the contract are closely scrutinized to determine the reasons for the timing of the formation of or change in the firm.
- b. A previous and/or continuing employer-employee relationship between or among present owners is carefully reviewed to ensure that the employee-owner has management responsibilities and capabilities discussed in this section.
- c. Any relationship between a Small Business Enterprise and a business which is not a Small Business Enterprise, which has an interest in the Small Business Enterprise is carefully reviewed to determine if the interest of the non-Small Business Enterprise conflicts with the ownership and control requirements of this section.

VI. OPERATIONAL CONTROL

OPD shall review the extent of “operational” control. The primary consideration in determining operational control and the extent to which the applicant actually operates the business will rest upon the peculiarities in the industry of which the business is a part. For example, for small contractors, it is reasonable to expect the applicant to be knowledgeable of all aspects of the business. This may not apply to large contractors who have the assets and personnel to specialize. Accordingly, in order to clarify the level of operational involvement, which an applicant must have in a business for it to be considered eligible, the following criteria are put forth, but are not intended to be all inclusive.

1. The applicant should have some experience in the industry for which certification is being sought.
2. The applicant should show that basic decisions pertaining to the daily operations of business can be independently made. This means the applicant must possess the knowledge to weigh all advice given and to make an independent determination.
3. The applicant should have some technical competence in the industry in which certification is being sought. Technical competence in this sense does not mean expert knowledge. It does mean the applicant should have a working knowledge of the technical requirements of the business needed to operate in the industry.

VII. MANAGERIAL CONTROL

OPD shall review the extent of “managerial” control. Managerial control means that the applicant has the demonstrable ability to make independent and unilateral business decisions needed to guide the future of the business. Managerial control may be demonstrated in many

ways. For an applicant to demonstrate managerial control, the following criteria are put forth, but are not intended to be all-inclusive:

1. Articles of incorporation, corporate bylaws and partnership agreements or other agreements shall be free of restrictive language, which would dilute the applicant's control, thereby preventing the applicant from making those decisions, which affect the future of the business.
2. The applicant shall be able to show clearly through production of documents the areas of applicant control, such as, but not limited to:
 - a) Authority and responsibility to initiate and sign checks, letters of credit, and loan agreements.
 - b) Authority to negotiate and signature authority for insurance and/or bonds;
 - c) Authority to negotiate for banking services.
3. Agreements for support services that do not lessen the applicant's control of the company are permitted as long as the applicant's power to manage the company is not restricted or impaired.

VIII. THE PURPOSE AND USE OF GOALS

Definition and Purpose: Cuyahoga County maintains a compelling interest in providing equal business opportunities for all persons wishing to do business with it. Therefore, OPD will continue to encourage, monitor, and track SBE participation in the procurement process through SBE Participation Goals. Goals are not quotas, but rather a method enabling Cuyahoga County to encourage and promote inclusion of SBEs in the procurement process.

Procedure for Establishing Overall Goals: Cuyahoga County has established an overall thirty percent (30%) subcontracting goal for SBE Participation in county procurements. If desired, Cuyahoga County may establish a revised overall SBE Participation Goal for Cuyahoga County. To establish a revised SBE overall goal, Cuyahoga County shall conduct an analysis of SBE participation in county purchasing activities. First, Cuyahoga County shall evaluate the levels of SBE participation for the Cuyahoga County overall procurement program for the previous year. As part of the review, Cuyahoga County may also consider data regarding SBE participation for the past three (3) fiscal years for a more accurate portrayal of SBE participation. Secondly, OPD shall review available SBE totals and percentages for the Cuyahoga County area. Based on the data, OPD shall make a recommendation for a revised overall SBE Participation Goal for review and approval by the County Executive and County Council.

Procedure for Establishing Individual Goals: To achieve the overall goal for SBE participation, the Director of OPD will establish SBE goals on a contract by contract basis based on an analysis of market availability and a commercially useful function within the contract. The Director of OPD may also waive the SBE goals for particular procurements.

Cuyahoga County will use the following criteria to determine the types of participation toward Cuyahoga County's overall annual SBE goal:

- 1) The total dollar value of the subcontract may be counted toward determining the specified goal. This includes the fees and commissions charged for professional services, legal counsel, manufacturers, financial consultants, and insurance agents.
- 2) Contract goals will be used to meet any portion of the annual goal. Contract goals are established so that, over the period to which the goal applies, they will cumulatively result in meeting any portion of the goal projected to be met through the use of race-neutral means.

Contract goals will only be established on those contracts that have subcontracting opportunities for SBE participation. The size of contract goals will be adapted to the circumstances of each contract (e.g., type and location of work, availability of SBEs to perform the particular type of work) and functionality within the contract.

SBE Participation in Meeting Goals: All Participants, including SBE Participants, shall make good faith efforts to attain goals through all subcontractor work.

- (1) Prime Contractors: A Prime Contractor should subcontract portions of its contract consistent with industry standards. However, all SBE subcontractors must perform a commercially useful function as defined herein. Only such participation by an SBE will be counted towards any goal.
- (2) Subcontractor Participation: Where a Prime utilizes one or more subcontractors or 2nd tier subcontractors to attain an SBE goal, the Participant may only count said SBE subcontractor or sub-subcontractor work toward goals. In no way shall subcontractors' or sub-subcontractors' work or dollar amount be construed to count toward said goal more than once. Only expenditures to SBE subcontractors that perform a commercially useful function in the work of that project or contract will be counted.
- (3) Supplier Participation: Where a Participant utilizes suppliers or distributors to satisfy the goal(s) in whole or in part, the SBE suppliers must perform a commercially useful function. Supplier participation may be approved upon review of the following factors:
 - i) The nature and amount of supplies to be furnished;
 - ii) Whether the SBE is a manufacturer, wholesaler or distributor of the supplies and has the capabilities to deliver same in accordance with its certification;
 - iii) Whether the SBE actually performs, manages and supervises the work to furnish the supplies; and
 - iv) Whether the SBE intends to purchase supplies from a non-SBE and simply resell same to the general or prime contractor for allowing those supplies to be counted towards fulfillment of the goal(s). Participants will receive no credit for the dollar amount of the supply contracted from brokers.

IX. EXCLUSIONS AND WAIVER OF NON-COMPLIANCE WITH SBE GOAL

1. Exclusions: This Small Business Enterprise policy shall not apply to the following:
 - a) “Sole Source” procurements under the Cuyahoga County ordinances which by their very nature limit the source of supply to one vendor.
 - b) County purchases from political subdivisions/government entities;
 - c) County purchases off state contracts, off federal contracts, and from joint purchasing programs.
 - d) The acquisition of any interest in real property including lease holdings.
 - e) Direct and indirect employee payments including payroll expenditures, pensions and unemployment compensation and other employee-related expenditures;
 - f) Any other categories and subcategories of goods and services Cuyahoga County may from time to time establish as excluded contracts upon recommendation of the Director of the Ohio of Procurement & Diversity and approval by the Cuyahoga County Executive and Cuyahoga County Council.

2. Application for Waiver. If the Contractor, consultant, supplier or vendor does not meet the project goal, the bidder or offer or may seek a partial or total waiver of the project goal. The application for waiver of all or part of the project goal shall include full documentary evidence of the Participant’s good faith efforts to meet the project goal and why the request for waiver should be granted. The application shall be notarized and submitted as a part of the bid or offer. Additional explanation, affidavits, exhibits or other materials may be required by the SBE Program to substantiate good faith efforts. (See the Good Faith Effort Certification, SBE-3, 2 pages, in the attached Bidder’s Manual). Waivers may also be granted for an acceptable explanation as to why the goals should be waived.

3. Waiver for Detriment to Public Health, Safety or Financial Welfare. The SBE Program goal may be waived if the same causes a detriment to public health, safety or the financial welfare of the County. The SBE Program goal may also be waived in the event available SBEs provide price quotes which are unreasonably high in that they exceed competitive levels beyond amounts which can be attributed to cost, overhead and profit.

X. REQUIREMENTS OF PRIME CONTRACTORS

In consideration of the right and privilege to submit a bid or proposal on construction projects and other contracts with Cuyahoga County, at the time of submitting a proposal or bid, each participant shall be required to present appropriate documentation. The documents described below must be completed and signed by each Participant before a proposal or bid can be considered responsive:

- 1) Covenant of Non-Discrimination: Each Participant must submit a duly executed and attested Covenant of Non-Discrimination (SBE-1, found in the attached Bidder's Manual). This written instrument shall contain promises, declarations and/or affirmations made by the Participant. The completed document must contain an original signature and date of signature.
- 2) SBE Subcontractor Participation Plan: Each Participant must submit a duly executed Subcontractor Participation Plan (SBE-2, found in the attached Bidder's Manual) for each SBE subcontractor proposed. Copies and/or facsimiles of SBE-2 submitted with bids/proposals are acceptable BUT all required signatures must be dated as indicated. Also, please note the following:
 - a) Certified SBEs who are bidding as prime contractors **MUST** complete and submit the top portion of Form SBE-2 to guarantee the 20% SBE credit.
 - b) SBEs with multiple geographical locations shall enter the Cuyahoga County address and contact information on Form SBE-2.
 - c) Prime vendors are **PROHIBITED** from using SBE(s) with whom the prime vendor has a familial relationship, joint or co-ownership, common partners, officers, or a shareholder relationship to meet the SBE Participation Goal. Hence, on Cuyahoga County projects/contracts, any portion of work subcontracted to a SBE vendor by a prime vendor that meets the above-mentioned criteria will **NOT** count towards the achievement of the established SBE Participation Goal.

Use of 2nd Tier Subcontractors: In the event that a subcontractor portions out work and utilizes the services of a sub-subcontractor or vendor, the prime contractor shall be required to report this use to OPD. For reporting purposes, the prime contractor shall report statistical data for the sub-subcontractor or sub-vendor, including race, gender, business size, area of specialization, dollar value, description of services or products purchased, and contact information. No SBE subcontractor will be permitted to subcontract more than 25% of their subcontract work (based on dollar value) without prior approval by OPD.

Other Information and Data: OPD may request additional information and data prior to a contract award. This information may include, but is not limited to, information regarding business ownership of all subcontractors to be utilized on the project, all of which shall reflect the race, gender, location, size, and area of specialization and structure of the identified businesses.

A PARTICIPANT'S FAILURE OR REFUSAL TO PROVIDE INFORMATION AND DATA REQUIRED BY THIS PROGRAM AND REQUESTED BY OPD SHALL SUBJECT THE PARTICIPANT TO HAVING A PROPOSAL OR BID DEEMED NON-RESPONSIVE.

XI. GOOD FAITH EFFORTS

Aggressive “Good Faith Efforts” to include SBEs in the procurement process are required of all Participants. These Good Faith Efforts should be in addition to the Participant’s regular and customary solicitation process of contact with potential subcontractors and/or vendors.

Written Notice to SBEs: To demonstrate good faith efforts, a Participant shall deliver written or electronic notice to potential, SBEs. SBEs should be contacted not less than one (1) week before the bid or proposal due date. Names, addresses, and telephone numbers for available SBEs may be obtained by contacting OPD or reviewing the database on the website at <http://opd.cuyahogacounty.us/>.

The written or electronic notice sent to potential subcontractors or vendors shall contain the following:

- (1) Sufficient information about the plans, specifications, and relevant terms and conditions of the solicitation. This should include information about the work which will be subcontracted or the goods which will be obtained from subcontractors and suppliers;
- (2) A contact person knowledgeable of the project scope documents, within the Participant’s office, to answer questions about the conditions of the contract;
- (3) Information as to the Participant’s bonding requirements; and
- (4) The deadline for price quotations.

Evaluation of Good Faith Efforts: In evaluating good faith efforts, OPD will determine whether the Participant has made reasonable good faith efforts to obtain SBE participation as part of its bid or proposal. OPD may evaluate not only the different kinds of efforts made by a Participant, but also the quantity and intensity of those efforts.

OPD will consider a completed Good Faith Effort Certification (SBE-3, 2 pages, found in the attached Bidder’s Manual), as evidence of a Participant’s good faith in trying to obtain SBE participation in a bid or proposal.

Required Documentation: To demonstrate good faith efforts, Participants shall keep detailed records of all correspondence and responses thereto, logs of all telephone calls made and received regarding the project or contract, confirmation receipts for fax transmissions, receipts from registered or certified mail, copies of advertisements in publications and other media, and other relevant papers required by this Program.

Good Faith Effort Certification: Participant must submit a completed Good Faith Certification (SBE-3, found in the attached Bidder’s Manual) ONLY if the SBE Participation Goal is not met. Additional documentation demonstrating a good faith effort must accompany the checklist. The completed document must contain an original signature, notarizations, and date of signature.

XII. AWARD OF CONTRACTS

Award of Contract: Proposals/ bids may be rejected and projects re-submitted for the sole purpose of attaining goals where no “good faith effort” has been demonstrated. Cuyahoga County reserves the right to determine the action to be taken on the contract if a goal is not met, including rejecting any or all bids or proposals. If an awarded contract is later amended for additional dollars, SBE subcontractor participation should still reflect the percentage of dollars originally contracted for.

When evaluating a bid to determine the lowest and best bid, the County may consider, in addition to all of the other factors set forth in the instructions to bidders, whether a bid is SBE compliant; provided, however, that such SBE compliance shall not be considered if the difference between the SBE-compliant bid and the lowest responsive bid is more than the price preference specified below.

Lowest Bid Received Range (\$)	Price Preference (%) & Limit	Price Preference (\$)
0 – 500,000	10%	0 – 50,000
500,001 – 1,000,000	10% up to max \$80,000 (10-8)	50,000 – 80,000
1,000,001 – 3,000,000	8% up to max \$210,000 (8-7)	80,000 – 210,000
3,000,001 – 5,000,000	7% up to max \$250,000 (7-5)	210,000 – 250,000
>5,000,000	\$250,000 maximum (≤5)	250,000 maximum

XIII. MONITORING AND POST-AWARD REPORTING

Office of Procurement and Diversity Authorization to Monitor: OPD shall be authorized to collect from all Participants such data and information as is necessary to monitor this Program. This information may include information as to business ownership, supplier information, subcontractor information, all of which shall reflect the contract information, race, gender, business location, and size of the identified businesses.

OPD shall continuously monitor the participation of SBEs in the procurement of goods and services for Cuyahoga County. Such monitoring shall include, but is not necessarily limited to, a statistical analysis of each construction trade, business service, professional service and commodity to determine whether there is utilization of SBEs in a manner that is proportionate to the established goal.

OPD will provide written reports on an annual basis. OPD’s report shall contain a summary of the purchases and contracts placed with SBEs for the period and the relative percentage to the

total of purchases and contracts for that period and the size, quantity and quality of SBE involvement by dollar volume.

Participant's Post-Award Reporting: Participants who are awarded contracts must submit reports, during the course of, and at the end of the contract as requested by OPD. These reports shall summarize the number and dollar amounts of payments made during the term of the contract to subcontractors. The final report shall summarize the number and dollar amounts of payments made during the term of the contract to all subcontractors and shall reflect the SBE designation of the subcontractor if any. OPD reserves the right to audit a contract for SBE participation at his/her discretion during any phase of the project. An audit would include but not be limited to: on site reviews, desk reviews, requests for cancelled checks, requests for invoices, certified payroll reports, etc.

SBE Subcontractor Substitutions or Replacements: The prime contractor shall report any replacements or substitutions of the use of SBE subcontractors to OPD immediately. Prior approval by the Director of OPD is required for SBE substitutions/replacements. For reporting purposes, the prime contractor shall report to OPD statistical data pertaining to the new subcontractor, including race, gender, business size, area of specialization, and contact information on the SBE Subcontractor Participation Plan form (SBE-2).

OPD will require a Participant to make good faith efforts to replace a SBE that is terminated or has otherwise failed to complete its work on a contract with another SBE to the extent needed to meet the contract SBE Participation Goal. The Participant must notify OPD immediately, and in writing, of the SBE's inability or unwillingness to perform and provide reasonable documentation. The request should include at a minimum: the name of the SBE firm, the contact, the phone number, the scope of work initially assigned to the SBE firm, dollars paid to date, percent of scope completed, and the reason for the substitution request including documentation of the SBE's withdrawal.

The Participant will be given five (5) business days to find a SBE substitution if the request is granted. In this situation, the Participant will be required to obtain prior approval of the substitute SBE and to provide copies of SBE Subcontractor Participation Plan (SBE-2) or documentation of good faith efforts.

If the Participant fails or refuses to comply in the time specified, OPD may issue a recommendation to stop all or part of payment and/or work until satisfactory action has been taken. If the Participant still fails to comply, OPD may issue a recommendation of termination of the contract.

Contractors' Closeout Activity Reports: To further monitor SBE participation, closeout activity reports will be required from project prime contractors and prime consultants identifying activities of all subcontractors and sub-consultants. This report shall include all modifications/amendments/change orders and shall reflect the contact information, race, gender, business size, scope of work, and amount paid to each firm.

XIV. GRIEVANCE PROCESS

Any Participant or other party allegedly aggrieved by the provisions of this program may submit a written complaint to OPD who will notify the SBE Grievance Hearing Board. The SBE Grievance Hearing Board is empowered to hear all grievances concerning certification, de-certification, goal complaints, good faith efforts and any other grievances called by the provisions of this program.

SBE Grievance Hearing Board: The SBE Grievance Hearing Board consist of the following five (5) members:

- Deputy Chief of Staff, Development or his/her designee
- Director of Public Works or his/her designee
- Deputy Chief of Staff, Justice or his/.her designee
- Two (2) County Council Members appointed by the President of County Council

The SBE Grievance Hearing Board meets as required to hear grievances pertaining to the SBE Program. A meeting quorum of this board consists of four (4) members. An affirmative vote by at least three (3) members is required for action items.

Request for Review: An allegedly aggrieved party may seek review of an OPD determination or decision by filing a written Request for Review with OPD within five (5) days of receipt of the Determination of Non-Compliance, certification denial, recertification denial, or other SBE decision.

Scheduling the Hearing/Notice of Hearing: Upon receipt of the request for review from the allegedly aggrieved party, OPD shall forward the request for review to the SBE Grievance Hearing Board within three (3) business days of receipt and proceed with scheduling the hearing. Every effort shall be made to hold the hearing no more than twenty (20) days from the date of receipt of the request for review. All external parties shall be sent a written notice by registered mail which shall state the date, time, and place of the hearing.

Hearing: The hearings shall be informal. Participants shall include OPD and the allegedly aggrieved person(s), or a representative of the allegedly aggrieved person. Said hearing shall comply with State of Ohio law relative to the Open Meetings Act.

Decision: The SBE Grievance Hearing Board shall issue a decision at the conclusion of the hearing which may approve or disapprove of OPD's decision or determination.

Exhaustion of Legal Remedies: An aggrieved person or entity must comply with the review process as outlined herein. Once a person or entity has exhausted the administrative remedies outlined in the Program, that person or entity may seek any other statutory, legal or equitable remedies that may be available. Failure to exhaust all administrative remedies listed above is an affirmative defense to any statutory, legal or equitable proceeding that may arise.

XV. SANCTIONS AND PENALTIES FOR NON-COMPLIANCE

Cuyahoga County shall have the authority and power to enforce the provisions of this Program. Failure of a participant to comply with the requirements shall subject it to administrative sanctions. In addition, a violation of this Program shall constitute a material breach of contract enforceable at law or in equity, as will all other contract provisions, including the imposition of penalties. The following sanctions and penalties are established for the enforcement of this Program:

- (1) Determination of Non-Responsiveness: In addition to standard factors in its evaluation, Cuyahoga County may declare a bid or proposal non-responsive where it is determined that a Participant has not filed with Cuyahoga County a duly executed Covenant of Non-Discrimination or any other document as required by this Program.
- (2) Limited Suspension: For falsifications, misrepresentations, deception to obtain a contract, Cuyahoga County may remove a Participant from its list of eligible firms entitled to do business with Cuyahoga County.
- (3) Rejection of Future Proposals: Cuyahoga County may reject any or all future Proposals of a Participant until such time as the Participant demonstrates that it is or shall come into compliance.
- (4) Withholding Payment: Cuyahoga County may withhold payment, until such time as the Participant demonstrates that it is or shall come into compliance.
- (5) Cancellation of Contract: Cuyahoga County may declare a contract null and void where, after such contract has been awarded, an investigation determines that the Participant's documents contain false, fictitious, or fraudulent information.
- (6) Permanent Debarment: For repeated violations, Cuyahoga County may remove a Participant from its list of firms entitled to do business with Cuyahoga County indefinitely.

Guidelines for Imposition of Sanctions: The authority and power for imposition of sanctions and penalties shall lie with county authorities and elected/appointed officials as outlined in the County Charter, County Ordinances, state laws, and federal laws. The recommendation however, may come from the SBE Grievance Hearing Board or OPD.

- (1) General: Sanctions may be recommended if there is evidence of specific conduct on the part of the Participant that is inconsistent with or in direct opposition to the applicable provisions of this Program. Furthermore, the imposition and enforcement of sanctions shall be consistent with applicable county ordinances, state laws, and federal laws.
- (2) Severity of Sanctions: In determining the length of any suspension, Cuyahoga County shall consider the following factors:

- (i) Whether the failure to comply with applicable requirements involved intentional conduct or, alternatively, may be reasonably concluded to have resulted from a misunderstanding on the part of the Participant of the duties imposed on them by this Program;
 - (ii) The number of specific incidences of failure by the Participant to comply;
 - (iii) Whether the Participant has been previously suspended;
 - (iv) Whether the Participant has failed or refused to provide Cuyahoga County or OPD with any information required or requested by this Program;
 - (v) Whether the Participant has materially misrepresented any applicable facts in any filing or communication to Cuyahoga County or OPD; and
 - (vi) Whether any subsequent restructuring of the Participant's business or other action has been undertaken to cure the deficiencies in meeting applicable requirements.
- (1) Length of Suspension: Suspensions may be for any length of time. Cuyahoga County may impose suspensions in excess of one year in cases involving intentional or fraudulent misrepresentation or concealment of material facts, multiple acts in breach of the Program, cases where the Participant has been previously suspended, or other similarly situated misconduct.

Prohibition Against False Statements: It shall be unlawful for any person, knowingly and willfully and with intent to mislead or to make any false or fraudulent **representations to Cuyahoga County**. Cuyahoga County may impose sanctions against any person making such false representation in connection with the SBE Program.

XVI. TRAINING AND OUTREACH STRATEGIES

Training: Cuyahoga County remains committed to implementing a program that increases the participation of SBEs in Cuyahoga County's procurement opportunities. To ensure that all Cuyahoga County employees involved in purchasing decisions are appropriately informed, certain personnel would undergo training to increase sensitivity regarding the utilization of SBEs. Internal training shall ensure that all staff with purchasing authority have the capacity and capability to engage in a consistent, fair and open procurement process. Training sessions shall occur periodically. The objective of the training is to effectively communicate the importance of the Program and the mechanics of how the Program operates. The training shall address the following topics, among others:

- (i) Understanding the purpose of the Program.
- (ii) Understanding the benefits of doing business with SBEs.
- (iii) Understanding how the Program is administered.

- (iv) Developing innovative techniques to increase SBE participation.

Outreach Program: To ensure that opportunities to participate in Cuyahoga County's contracts are available to the widest feasible universe of willing, available and qualified businesses, OPD shall develop and engage in outreach designed to increase public awareness of the Program. This outreach may consist of any of the following:

- (1) Public Awareness of the Program. To increase the visibility of OPD and to increase the awareness of the Program, OPD shall disseminate at community events, trade shows, and other appropriate business functions, and publish at regular intervals information describing the Program. This information shall also identify ongoing contracting opportunities. OPD will actively participate in the various advocacy groups to provide constant feedback and to keep SBEs abreast of the Program and contracting opportunities.
- (2) Outreach to SBEs. OPD shall assist SBEs by providing workshops and seminars on Cuyahoga County's procurement policies and procedures.

XVII. GRADUATION BY SBE PROGRAM PARTICIPANTS

If a certified and otherwise eligible SBE achieves annual gross revenues or similar indicators of business size for three (3) consecutive years in its respective industry in excess of the pertinent SBA Size Standards for its certification category, then it shall be deemed to have overcome the effects of size and to have reached a competitive status in the marketplace. Upon achievement of such status, said firm(s) shall be graduated from the program and shall thereafter be ineligible for utilization to fulfill enforceable SBE Program participation goals. A graduated SBE may not subsequently re-enter the program unless, after the expiration of two calendar years, the SBE demonstrates:

1. that its annual gross receipts have declined to levels below those as set forth above and;
2. that during said two calendar years it was unable to achieve meaningful participation in Cuyahoga County contracts and/or in the public and private sectors of the larger local economy despite its good faith efforts to do so.

XVIII. MENTOR-PROTÉGÉ PROGRAM

OPD may develop a Mentor-Protégé program and encourage all contractors and subcontractors to participate. If the program has been established, OPD shall make available a database of potential Mentor and Protégé firms. Participation in this program is strictly voluntary. No contractor or vendor shall be penalized or preferred based upon participation or non-participation in the program. Any Participants volunteering for this program shall be given recognition by OPD.

XIX. BOND ASSISTANCE PROGRAM

As an initiative to enhance SBE participation, Cuyahoga County may investigate, develop, and implement a bond assistance program.

XX. SEVERABILITY

If any of the provisions set forth in this Program or any section, subsection, paragraph, sentence, clause, phrase, or word thereof shall be found to be invalid, illegal or unenforceable for any reason, the application of the remainder of this Program shall not be affected by such invalidity.

XXI. DEFINITIONS

For the purpose of this Program, the following words, terms, phrases and abbreviations shall have the following meanings:

“Certification”: shall mean the qualifying process that ensures buyers and local, state, and federal agencies that a particular business is eligible to become a part of the database which performs a commercially useful function.

“Commercially Useful Function”: shall mean the performance of real and actual services by a Participant who contracts with Cuyahoga County, or subcontracts with another business enterprise which contracts with Cuyahoga County. A business enterprise serving as a “conduit”, “front” or “pass-through” for another business shall not be deemed to perform a commercially useful function. In determining whether a business is performing a commercially useful function, factors, including but not limited to the following, will be considered:

- i) The nature and amount of work contracted;
- ii) Whether the SBE has the skill and expertise to perform work for which it has been certified;
- iii) Whether the SBE actually performs, manages and supervises the work;
- iv) Whether the SBE intends to purchase commodities and/or services from a non-SBE and simply resell same to the general or prime contractor for the purpose of allowing those commodities and/or services to be counted towards the fulfillment of a goal;
- v) Standard industry practices relating to the use of the subcontractors. Consistent with standard industry practices, an SBE subcontractor may enter into second tier

subcontracts. If an SBE subcontractor subcontracts a significantly greater portion of the work of its subcontract to a non-SBE inconsistent with standard industry practices, the SBE subcontractor shall be presumed not to be performing a commercially useful function.

“Compliance”: shall mean the condition existing when a Participant has met the requirements of this Program.

“Conduit”: shall mean a business which purchases goods or services that are not normally purchased or sold as part of its daily business from another business(es) for the sole purpose of resale to Cuyahoga County or a contractor doing business with Cuyahoga County.

“Contract”: shall mean any mutually binding legal obligation of Cuyahoga County created to acquire some good and/or service from one or more Participants, which is paid or which is to be paid for, in whole or in part, with monetary appropriations of Cuyahoga County. In this context, the terms “contracting”, “purchasing”, and “procurement” are synonymous and refer to the process or processes under which Cuyahoga County undertakes such acquisitions.

“Cuyahoga County”: shall mean the government agency which provides public contracting to increase quality of life in the County.

“Covenant of Non-Discrimination”: shall mean, collectively, one or more contractual affirmative promises (1) to adopt the policies of Cuyahoga County relating to the participation of SBEs in the procurement process; (2) to undertake certain good faith efforts to solicit SBEs participation; and (3) not to otherwise engage in discriminatory conduct against SBEs.

“Department”: Shall mean a department, division or elected officials office which solicits proposals through OPD.

“Goal”: shall mean an aspirational effort to attain a certain level of SBEs participation on contracts awarded by the Cuyahoga County based on subcontracting opportunities and available SBEs to perform.

“Good Faith Efforts”: shall mean the aggressive actions of a Participant undertaken in earnest to achieve an SBE goal and ensure that it does not discriminate in its contracting practices.

“Independent”: shall mean that with respect to the ownership, control and activity of a SBE, the business shall operate separate and apart from the ownership, control or undue influence of another business owned and controlled by one or more non-SBEs.

“Joint Venture”: shall mean an association of two or more independent persons, partnerships, corporations (or any combination of them) formed, consistent with the laws of the State of Ohio. This joint venture would carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills and knowledge, and in which the SBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

“Manufacturer”: shall mean an individual (or individuals) who owns, operates, or maintains a factory or establishment that produces on the premises the components, materials, or supplies obtained by the Participant or Cuyahoga County.

“OPD”: shall mean the Office of Procurement & Diversity, which is responsible for administration of the SBE Program.

“Non-Compliance”: shall mean the condition that exists when a Participant has failed to meet the requirements of the SBE.

“Office”: shall mean that a business enterprise with an established place of business in the Cuyahoga County area at which one or more of its employees is regularly based and that such place of business has a substantial role in the business’ performance of a commercially useful function as herein defined. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not constitute a significant business presence.

“Participant”: shall mean any contractor, vendor, supplier, or other person, partnership, joint venture, corporation or other business entity that submits a bid or proposal to Cuyahoga County or expressed interest in submitting a bid or proposal in response to competitive solicitation issued by Cuyahoga County or who has been awarded a contract by Cuyahoga County.

“Project Owner”: shall mean the representative of Cuyahoga County that enters into agreement or contracts with a firm for services or supplies or any other item which shall cause a disbursement of funds from Cuyahoga County.

“Proposal”: shall mean a quotation, proposal, bid or offer by a Participant to perform or provide labor, materials, supplies, or services to Cuyahoga County in response to competitive solicitation issued by Cuyahoga County.

“Race/Gender-Conscious”: shall mean any governmental or legislative policy or programmatic action that uses race or gender as criteria for participation. The use of an MBE or WBE goal is a primary example of a race-conscious measure.

“Race/Gender-Neutral”: shall mean any governmental or legislative policy or a programmatic action in which race or gender is not among, or the specific criteria for participation. While benefiting MBEs and WBEs, it is not solely focused on MBE or WBE firms and can be used to assist all small businesses. For example, small business outreach programs, technical assistance programs, mobilization fees, bonding assistance and prompt payment provisions can assist a wide variety of small businesses, not just MBEs and WBEs.

“Responsible”: shall reference a Participant’s integrity, compliance with public policy, and record of past performance and financial and technical resources. A Participant must meet certain requirements to be considered a responsible bidder.

“Responsive”: shall mean that a bid must comply in all material respects, both to the method and timeliness of submission and to the substance of any resulting contract, so that all Participants may stand on an equal footing and the integrity of the competitive bidding system may be maintained.

“Small Business Enterprise” (“SBE”): shall refer to a firm that is certified by OPD, submitted an application and has been accepted as a firm eligible to take advantage of affirmative action efforts established in this Program.

“Underutilization”: shall mean the percentage of dollars spent by Cuyahoga County with SBEs which is less than would be expected based on SBE availability in the County.



RQ {ENTER RQ#}

BIDDERS' MANUAL

Small Business Enterprise Program

For Construction, Services, Supplies and Professional Service Contracts

The goal of the Small Business Enterprise (SBE) Program is to support small businesses by creating positive partnerships in County contracting and other procurement opportunities. The Small Business Enterprise Program will achieve this goal by providing and supporting opportunities for small firms to grow and thereby compete effectively in the general environment for contracting opportunities.

THE SBE SUBCONTRACTOR PARTICIPATION GOAL
FOR THIS BID/PROPOSAL IS

{ENTER SBE %} %

OF THE CONTRACT AWARD

Cuyahoga County
Is an Equal Opportunity Employer

SBE BIDDERS' MANUAL

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REQUIRED FORMS:

- Covenant of Non-Discrimination (SBE-1)
- SBE Subcontractor Participation Plan (SBE-2)
- Good Faith Effort Certification (SBE-3, 2 pages)
- Sample of Completed SBE forms (4 pages)

INSTRUCTIONS TO BIDDERS

I. Small Business Enterprise (SBE) Certification

Only those Small Business Enterprises certified by the Cuyahoga County 's Office of Procurement & Diversity (OPD) shall be eligible for the fulfillment of the SBE participation goal. SBE listings may be obtained from the Office of Procurement & Diversity. If a Small Business Enterprise elects to compete for county business without being certified as such, they may do so, but any bid submitted will not be counted towards fulfillment of the SBE participation goal.

An SBE desiring certification with OPD must complete the certification application. SBE applications may be obtained from the:

Office of Procurement & Diversity
County Administration Building, Room 110
1219 Ontario Street
Cleveland, Ohio 44113
(216) 443-7230
or downloaded at www.opd.cuyahogacounty.us

II. SBE Participation Goal

The SBE Participation goal can be achieved in the following manner(s):

1. A prime vendor subcontracts with one or more certified SBEs to meet or exceed the SBE goal;
2. A prime vendor subcontracts with one or more certified SBEs in an amount short of the SBE goal, but submits a complete Good Faith Effort (further described below);
3. A certified SBE who bids as a prime contractor subcontracts a portion of the work to another certified SBE. Certified SBEs bidding as prime contractors will receive a 20% credit towards the SBE participation goal. However, the certified SBE must secure additional certified SBE subcontractor participation and/or seek a waiver based on Good Faith Effort (further described below) for any remaining balance of the SBE goal.

III. Mandatory Bidding Requirements for Prime Contractors

In consideration of the right and privilege to submit a bid or proposal on construction projects and other contracts with Cuyahoga County, at the time of submitting a proposal or bid, each participant shall be required to present appropriate documentation. The documents described below must be completed and signed by each Participant before a proposal or bid can be considered responsive:

- 3) Covenant of Non-Discrimination: Each Participant must submit a duly executed and attested Covenant of Non-Discrimination (SBE-1, found in the attached Bidder's Manual). This written instrument shall contain promises, declarations and/or affirmations made by the Participant. The completed document must contain an original signature and date of signature.
- 4) SBE Subcontractor Participation Plan: Each Participant must submit a duly executed Subcontractor Participation Plan (SBE-2, found in the attached B) for each SBE subcontractor proposed.

Copies and/or facsimiles of SBE-2 submitted with bids/proposals are acceptable BUT all required signatures must be dated as indicated. Also, please note the following:

- a) Certified SBEs who are bidding as prime contractors **MUST** complete and submit the top portion of Form SBE-2 to guarantee the 20% SBE credit.
- b) SBEs with multiple geographical locations shall enter the Cuyahoga County address and contact information on Form SBE-2.
- c) Prime vendors are **PROHIBITED** from using SBE(s) with whom the prime vendor has a familial relationship, joint or co-ownership, common partners, officers, or a shareholder relationship to meet the SBE Participation Goal. Hence, on Cuyahoga County projects/contracts, any portion of work subcontracted to a SBE vendor by a prime vendor that meets the above-mentioned criteria will **NOT** count towards the achievement of the established SBE Participation Goal.

Use of 2nd Tier Subcontractors: In the event that a subcontractor portions out work and utilizes the services of a sub-subcontractor or vendor, the prime contractor shall be required to report this use to OPD. For reporting purposes, the prime contractor shall report statistical data for the sub-subcontractor or sub-vendor, including race, gender, business size, area of specialization, dollar value, description of services or products purchased, and contact information. No SBE subcontractor will be permitted to subcontract more than 25% of their subcontract work (based on dollar value) without prior approval by OPD.

Other Information and Data: OPD may request additional information and data prior to a contract award. This information may include, but is not limited to, information regarding business ownership of all subcontractors to be utilized on the project, all of which shall reflect the race, gender, location, size, and area of specialization and structure of the identified businesses.

A PARTICIPANT’S FAILURE OR REFUSAL TO PROVIDE INFORMATION AND DATA REQUIRED BY THIS PROGRAM AND REQUESTED BY OPD SHALL SUBJECT THE PARTICIPANT TO HAVING A PROPOSAL OR BID DEEMED NON-RESPONSIVE.

IV. Good Faith Efforts

Aggressive “Good Faith Efforts” to include SBEs in the procurement process are required of all Participants. These Good Faith Efforts should be in addition to the Participant’s regular and customary solicitation process of contact with potential subcontractors and/or vendors.

Written Notice to SBEs: To demonstrate good faith efforts, a Participant shall deliver written or electronic notice to potential, SBEs. SBEs should be contacted not less than one (1) week before the bid or proposal due date. Names, addresses, and telephone numbers for available SBEs may be obtained by contacting OPD or reviewing the database on the website at <http://opd.cuyahogacounty.us/>.

The written or electronic notice sent to potential subcontractors or vendors shall contain the following:

- (1) Sufficient information about the plans, specifications, and relevant terms and conditions of the solicitation. This should include information about the work which will be subcontracted or the goods which will be obtained from subcontractors and suppliers;

- (2) A contact person knowledgeable of the project scope documents, within the Participant’s office, to answer questions about the conditions of the contract;
- (3) Information as to the Participant’s bonding requirements; and
- (4) The deadline for price quotations.

Evaluation of Good Faith Efforts: In evaluating good faith efforts, OPD will determine whether the Participant has made reasonable good faith efforts to obtain SBE participation as part of its bid or proposal. OPD may evaluate not only the different kinds of efforts made by a Participant, but also the quantity and intensity of those efforts.

OPD will consider a completed Good Faith Effort Certification (SBE-3, 2 pages, found in the attached Bidder’s Manual), as evidence of a Participant’s good faith in trying to obtain SBE participation in a bid or proposal.

Required Documentation: To demonstrate good faith efforts, Participants shall keep detailed records of all correspondence and responses thereto, logs of all telephone calls made and received regarding the project or contract, confirmation receipts for fax transmissions, receipts from registered or certified mail, copies of advertisements in publications and other media, and other relevant papers required by this Program.

Good Faith Effort Certification: Participant must submit a completed Good Faith Certification (SBE-3, found in the attached Bidder’s Manual) ONLY if the SBE Participation Goal is not met. Additional documentation demonstrating a good faith effort must accompany the checklist. The completed document must contain an original signature, notarizations, and date of signature.

V. Award of Contracts

Award of Contract: Proposals/ bids may be rejected and projects re-submitted for the sole purpose of attaining goals where no “good faith effort” has been demonstrated. Cuyahoga County reserves the right to determine the action to be taken on the contract if a goal is not met, including rejecting any or all bids or proposals. If an awarded contract is later amended for additional dollars, SBE subcontractor participation should still reflect the percentage of dollars originally contracted for.

When evaluating a bid to determine the lowest and best bid, the County may consider, in addition to all of the other factors set forth in the instructions to bidders, whether a bid is SBE compliant; provided, however, that such SBE compliance shall not be considered if the difference between the SBE-compliant bid and the lowest responsive bid is more than the price preference specified below.

Lowest Bid Received Range (\$)	Price Preference (%) & Limit	Price Preference (\$)
0 – 500,000	10%	0 – 50,000
500,001 – 1,000,000	10% up to max \$80,000 (10-8)	50,000 – 80,000
1,000,0001 – 3,000,000	8% up to max \$210,000 (8-7)	80,000 – 210,000
3,000,001 – 5,000,000	7% up to max \$250,000 (7-5)	210,000 – 250,000
>5,000,000	\$250,000 maximum (≤5)	250,000 maximum

VI. Monitoring and Post-Award Reporting

Office of Procurement and Diversity Authorization to Monitor: OPD shall be authorized to collect from all Participants such data and information as is necessary to monitor this Program. This information may include information as to business ownership, supplier information, subcontractor information, all of which shall reflect the contract information, race, gender, business location, and size of the identified businesses.

OPD shall continuously monitor the participation of SBEs in the procurement of goods and services for Cuyahoga County. Such monitoring shall include, but is not necessarily limited to, a statistical analysis of each construction trade, business service, professional service and commodity to determine whether there is utilization of SBEs in a manner that is proportionate to the established goal.

OPD will provide written reports on an annual basis. OPD's report shall contain a summary of the purchases and contracts placed with SBEs for the period and the relative percentage to the total of purchases and contracts for that period and the size, quantity and quality of SBE involvement by dollar volume.

Participant's Post-Award Reporting: Participants who are awarded contracts must submit reports, during the course of, and at the end of the contract as requested by OPD. These reports shall summarize the number and dollar amounts of payments made during the term of the contract to subcontractors. The final report shall summarize the number and dollar amounts of payments made during the term of the contract to all subcontractors and shall reflect the SBE designation of the subcontractor if any. OPD reserves the right to audit a contract for SBE participation at his/her discretion during any phase of the project. An audit would include but not be limited to: on site reviews, desk reviews, requests for cancelled checks, requests for invoices, certified payroll reports, etc.

SBE Subcontractor Substitutions or Replacements: The prime contractor shall report any replacements or substitutions of the use of SBE subcontractors to OPD immediately. Prior approval by the Director of OPD is required for SBE substitutions/replacements. For reporting purposes, the prime contractor shall report to OPD statistical data pertaining to the new subcontractor, including race, gender, business size, area of specialization, and contact information on the SBE Subcontractor Participation Plan form (SBE-2).

OPD will require a Participant to make good faith efforts to replace a SBE that is terminated or has otherwise failed to complete its work on a contract with another SBE to the extent needed to meet the contract SBE Participation Goal. The Participant must notify OPD immediately, and in writing, of the SBE's inability or unwillingness to perform and provide reasonable documentation. The request should include at a minimum: the name of the SBE firm, the contact, the phone number, the scope of work initially assigned to the SBE firm, dollars paid to date, percent of scope completed, and the reason for the substitution request including documentation of the SBE's withdrawal.

The Participant will be given five (5) business days to find a SBE substitution if the request is granted. In this situation, the Participant will be required to obtain prior approval of the substitute SBE and to provide copies of SBE Subcontractor Participation Plan (SBE-2) or documentation of good faith efforts.

If the Participant fails or refuses to comply in the time specified, OPD may issue a recommendation to stop all or part of payment and/or work until satisfactory action has been taken. If the Participant still fails to comply, OPD may issue a recommendation of termination of the contract.

Contractors' Closeout Activity Reports: To further monitor SBE participation, closeout activity reports will be required from project prime contractors and prime consultants identifying activities of all subcontractors and sub-consultants. This report shall include all modifications/amendments/change orders and shall reflect the contact information, race, gender, business size, scope of work, and amount paid to each firm.

REQUIRED DOCUMENTS

The following forms regarding the Small Business Enterprise Program must be completed and submitted with bids/proposals:

COVENANT OF NON-DISCRIMINATION (SBE-1)

SBE SUBCONTRACTOR PARTICIPATION PLAN (SBE-2)

GOOD FAITH EFFORT CERTIFICATION (SBE-3, 2 PAGES)

COVENANT OF NON-DISCRIMINATION

(MUST be completed and submitted with ALL bids or proposals)

Know All Men By These Presents, that I/we, (_____),
Name(s)
(_____), (_____),
Title(s) Name of Company

(hereinafter "Company"), in consideration of the privilege to submit Bids/Proposals on contracts funded, in whole or in part, by Cuyahoga County, hereby consents, covenants and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any Bid/Proposal submitted to Cuyahoga County or the performance of any contract resulting from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible Small Business Enterprises (hereinafter "SBEs");

(3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands and agrees to make a Good Faith Effort to solicit SBEs to do business with this Company;

(4) That the Covenant of Non-Discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the Covenant of Non-Discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and

(6) That the failure of this Company to satisfactorily discharge any of the Covenant of Non-Discrimination as made and set forth herein shall constitute a material breach of contract entitling Cuyahoga County to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

(Original Signature of Company Representative Identified Above)

(Date)

SBE SUBCONTRACTOR PARTICIPATION PLAN
(MUST be submitted for EACH SBE Subcontractor Proposed)

(A) TOTAL AMOUNT OF OVERALL CONTRACT BID/PROPOSAL \$ _____

CHECK ONE:

SERVICE CONTRACT SUPPLY CONTRACT CONSTRUCTION CONTRACT

BUSINESS NAME OF PRIME BIDDER _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE () _____ E-MAIL _____

FIRM OWNED BY: MAJORITY MINORITY (SPECIFY: _____) FEMALE

(B) AMOUNT TO BE SUBCONTRACTED TO SBE: \$ _____ PERCENT OF TOTAL OVERALL CONTRACT BID [(B)/(A)]: _____ %

SCOPE OF WORK PROVIDED BY SBE: _____

PRIME BIDDER'S NAME _____ TITLE _____
(TYPE OR PRINT)

PRIME BIDDER'S SIGNATURE _____
(DATE OF SIGNATURE)

SBE SUBCONTRACTOR TO BE UTILIZED
(MUST BE CERTIFIED BY THE CUYAHOGA COUNTY OFFICE OF PROCUREMENT & DIVERSITY)

NAME OF SBE SUBCONTRACTOR _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

AREA CODE () TELEPHONE _____

*******NOTE: SBE MUST BE A COUNTY CERTIFIED SBE*******

THE UNDERSIGNED HEREWITH AGREES TO SUBCONTRACT WITH THE ABOVE NAMED BIDDER FOR THE ABOVE SAID SERVICE(S) OR SUPPLY(IES) TO BE FURNISHED TO THE COUNTY.

SBE SUBCONTRACTOR'S NAME _____ TITLE _____
(TYPE OR PRINT)

SBE SUBCONTRACTOR'S SIGNATURE _____
(DATE OF SIGNATURE)

GOOD FAITH EFFORT CERTIFICATION

(Must be submitted with bids NOT meeting SBE goal or requesting full or partial waiver)

Pursuant to the requirements for bidders under the SBE Program, and in consideration of the privilege to submit bids/proposals funded, in whole or in part, by Cuyahoga County,

I/We, (_____), (_____) of
(_____)
Name(s) of Person(s) Signing Below Title(s) Company Name

attest that I/We have exercised the following good faith efforts in addition to my/our regular and customary solicitation process: (Check ALL that apply and complete as indicated)

- I/We are requesting a FULL/PARTIAL WAIVER of the SBE Participation Goal for the following reason(s): _____
- I/We are a non-profit agency and are requesting a FULL WAIVER of the SBE Participation Goal.
- I/We have contacted OPD or website to obtain a list of SBEs appropriate to the bid/proposal.
- I/We delivered written notice to available certified SBEs for each potential subcontracting or supply category in the contract AND all potential subcontractors or vendors which requested information on the contract.
- I/We have provided all potential subcontractors or vendors with adequate information as to plans, specifications, relevant terms and conditions of the contract, bonding requirements, and the last date and time for receipt of price quotations.
- I/We have attended the pre-bid/proposal conference.
- I/We have provided a written explanation for rejection of any potential SBE subcontractor or vendor to OPD, where price competitiveness is not the reason for rejection.
- I/We have actively solicited, through sending letters, emails or initiating personal contact, SBEs in all feasible and appropriate categories providing subcontracting opportunities for the contract under consideration.
- I/We have utilized the services of available community organizations and associations, contractors' groups, and trade associations known to publicize contracting and procurement opportunities, for the purpose of obtaining assistance in the contacting and recruitment of SBEs for the Cuyahoga County contract under consideration.
- I/We have conducted discussions with interested SBEs in good faith, and provided the same willingness to assist SBEs as has been extended to any other similarly situated subcontractor.
- I/We have taken steps to ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the obligation to maintain a non-discriminatory work environment, free of harassment, intimidation and coercion at all construction sites, offices and other facilities to which employees are assigned to work.

If applicable, identify all SBEs contacted to participate that declined or were not chosen:

RO#

1. _____

Name of Subcontractor/Vendor	Address	Phone
Name of Contact	Date of Offer to Participate	Bid Amount
		Date Offer Declined

Reasons Given for Declining _____

2. _____

Name of Subcontractor/Vendor	Address	Phone
Name of Contact	Date of Offer to Participate	Bid Amount
		Date Offer Declined

Reasons Given for Declining _____

3. _____

Name of Subcontractor/Vendor	Address	Phone
Name of Contact	Date of Offer to Participate	Bid Amount
		Date Offer Declined

Reasons Given for Declining _____

(Make additional copies to extend list of SBE contacts if needed)

I/We affix my/our signature to this document to attest that I/We have exercised the above-indicated Good Faith Effort to promote SBE participation on the Bid/Proposal and Contract under consideration and to comply fully with the provisions of the Cuyahoga County Small Business Enterprise Program.

Printed/Typed Name of Company Official	Date
--	------

Signature (Must be Original)	Title of Company Official
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Full Company Name	Mailing Address
-------------------	-----------------

Area Code/ Phone Number	City, State, Zip
-------------------------	------------------

Notary Public	My Commission Expires
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PLEASE NOTE: Failure to properly complete and submit SBE-1, SBE-2 and SBE-3 (if applicable) will result in bids/proposals being ruled non-responsive.

**** SAMPLE FORMS ****

COVENANT OF NON-DISCRIMINATION

(MUST be completed and submitted with ALL bids or proposals)

Know All Men By These Presents, that I/we, (John Doe),
Name(s)
(President, Owner), (ABC Company, Inc.),
Title(s) Name of Company

(hereinafter "Company"), in consideration of the privilege to submit Bids/Proposals on contracts funded, in whole or in part, by Cuyahoga County, hereby consents, covenants and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any Bid/Proposal submitted to Cuyahoga County or the performance of any contract resulting from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible Small Business Enterprises (hereinafter "SBEs");

(3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands and agrees to make a Good Faith Effort to solicit SBEs to do business with this Company;

(4) That the Covenant of Non-Discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the Covenant of Non-Discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and

(6) That the failure of this Company to satisfactorily discharge any of the Covenant of Non-Discrimination as made and set forth herein shall constitute a material breach of contract entitling Cuyahoga County to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

John Doe February 1, 2008
(Original Signature of Company Representative Identified Above) (Date)

SBE SUBCONTRACTOR PARTICIPATION PLAN
(MUST be submitted for EACH SBE Subcontractor Proposed)

SBE-2
RQ# XXXXX

(A) Total Amount of Overall Contract Bid/Proposal \$ 500,000

Check One:

Service Contract Supply Contract Construction Contract

Business Name of Prime Bidder ABC Company, Inc.

Address 111 Main Street

City Anywhere State Ohio Zip Code 44000

Telephone (216) 555-5555 E-Mail abccompany@yahoo.com

Firm Owned by: X Majority Minority (specify: _____) Female

(B) Amount to be Percent of Total
Subcontracted to SBE: Overall Contract Bid
\$ 100,000 [(B)/(A)]: 20 %

Scope of Work Provided By SBE: Electrical Contracting Services

Prime Bidder's Name: John Doe Title: President/Owner
(Type or Print)

Prime Bidder's Signature: John Doe Date: February 1, 2008
(Date of Signature)

SBE SUBCONTRACTOR TO BE UTIZIED
(Must be certified by the Cuyahoga County Office of Procurement & Diversity)

Name of SBE: Electrifying Electric Company

Address: 456 Main Street, Anywhere, OH 44000

City Anywhere State Ohio Zip Code 44000

Area Code (216) Telephone 555-5551

*****NOTE: SBE MUST BE A COUNTY CERTIFIED SBE*****

The undersigned herewith agrees to subcontract with the above named bidder for the above said services(s) or supply(ies) to be furnished to the County.

SBE Subcontractor's Name: Tom Edison Title: President/Owner
(Type or Print)

Prime Bidder's Signature: Tom Edison Date: January 23, 2008
(Date of Signature)

If applicable, identify all SBEs contacted to participate that declined or were not chosen:

RQ# XXXXX

1. Perfect Plumbing Company 222 Main Street, Anywhere, OH 44000 216-555-5553
Name of Subcontractor/Vendor Address Phone
Paul Perfect January 15, 2008 \$25,000 (5%) January 18, 2008
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining Has other commitments at this time and is unable to work with us.

2. Dan's DuctWork Company 333 Main Street, Anywhere, OH 44000 216-555-5554
Name of Subcontractor/Vendor Address Phone
Dan Handy January 18, 2008 \$25,000 (5%) January 19, 2008
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining They are no longer providing the required sub-contracting service as part of its business.

3. Dave's Landscapes Inc 444 Main Street, Anywhere, OH 44000 216-555-5556
Name of Subcontractor/Vendor Address Phone
Dave Curbappeal January 16, 2008 \$25,000 (5%) January 17, 2008
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining Has other commitments at this time and is unable to work with us.

(Make additional copies to extend list of SBE contacts if needed)

I/We affix my/our signature to this document to attest that I/We have exercised the above-indicated Good Faith Effort to promote SBE participation on the Bid/Proposal and Contract under consideration and to comply fully with the provisions of the Cuyahoga County Small Business Enterprise Program.

John Doe
Printed/Typed Name of Company Official

February 1, 2008
Date

John Doe
Signature (Must be Original)

President, Owner
Title of Company Official

ABC Company, Inc.
Full Company Name

111 Main Street
Mailing Address

216-555-5555
Area Code/ Phone Number

Anywhere, OH 44000
City, State, Zip

Nancy Notarious
Notary Public

December 31, 2010
My Commission Expires

PLEASE NOTE: Failure to properly complete and submit SBE-1, SBE-2 and SBE-3 (if applicable) will result in bids/proposals being ruled non-responsive.