



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, APRIL 24, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
 - a) April 10, 2018 Committee of the Whole Meeting (See Page 10)
 - b) April 10, 2018 Regular Meeting (See Page 12)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**
 - 1) R2018-0079: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and

declaring the necessity that this Resolution become immediately effective. (See Page 27)

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

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

b) CONSIDERATION OF ORDINANCES OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) O2018-0005: An Ordinance amending Title 7 of the Cuyahoga County Code to clarify requirements regarding the use of casino tax revenue and update programs funded by such revenue, and declaring the necessity that this Ordinance become immediately effective. (See Page 91)

Sponsor: Council President Brady

- 2) O2018-0006: An Ordinance amending Section 804.01(C)(2) of the Cuyahoga County Code to increase the maximum amount of individual one-year renewable scholarships from \$1,500.00 to \$1,750.00, and declaring the necessity that this Ordinance become immediately effective. (See Page 95)

Sponsor: Councilmember Simon

10. LEGISLATION INTRODUCED BY EXECUTIVE

a) CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2018-0088: A Resolution amending the 2018/2019 Biennial Operating Budget for 2018 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; amending Resolution Nos. R2018-0003 dated 1/9/2018 and R2018-0068 dated 3/27/2018 to reconcile appropriations for 2018; and declaring the necessity that this Resolution become immediately effective. (See Page 97)

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2018-0089: A Resolution authorizing an agreement with and various payments to Dana Green for the purchase of property located at 430 Richmond Road, Richmond Heights, Permanent Parcel No. 662-22-013, in connection with the Cuyahoga County Airport Master Plan; authorizing the County Executive to take all necessary actions and to execute all documents necessary to consummate the contemplated transactions; and declaring the necessity that this Resolution become immediately effective: (See Page 126)
 - i) for the sale and purchase of real estate in the amount of \$128,000.00 (Fair Market Value Estimate); and
 - ii) for expenses incidental to the purchase of a replacement house and relocation expenses in the total amount not-to-exceed \$80,000.00.

Sponsor: County Executive Budish/Department of Public Works

- 2) R2018-0090: A Resolution making an award on RQ41759 to Nerone & Sons, Inc. in the amount not-to-exceed \$1,915,278.25 for the Broadrock Court Sanitary Relief Sewer Connection in the City of Parma; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 142)

Sponsor: County Executive Budish/Department of Public Works

- 3) R2018-0091: A Resolution making an award on RQ41397 to The Great Lakes Construction Co. in the amount not-to-exceed \$3,561,561.58 for the Towpath Trail - Stage 1 from Harvard Avenue Trailhead to Steel Yard Commons in the City of Cleveland and Village of Cuyahoga Heights; authorizing the County Executive to execute the contract and all other

documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 150)

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

- 4) R2018-0092: A Resolution making an award on RQ42093 to Becdir Construction Co. in the amount not-to-exceed \$686,326.80 for rehabilitation of West 41st Street Bridge No. 01.05 over Norfolk Southern Railway and Train Avenue in the City of Cleveland; 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 application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$586,326.80 to fund said contract; and declaring the necessity that this Resolution become immediately effective. (See Page 169)

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

c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- 1) R2018-0081: A Resolution authorizing a Lease-Purchase Agreement with Riverbed West, LLC in the amount of \$25.00 for lease of County-owned property located along the Detroit-Superior Bridge on West 25th Street in the City of Cleveland, Permanent Parcel Nos. 003-21-001 and 003-20-004, for the Irishtown Bend Project for the period 5/1/2018 - 4/30/2043; 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 179)

Sponsors: County Executive Budish/Department of Public Works and Councilmember Conwell

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

**d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR
SECOND READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) R2018-0082: A Resolution authorizing an amendment to Contract No. CE0800729-01 with Priemer Investment Co., LLC for lease of approximately 128 parking spaces located at 4209, 4213 and 4415 Euclid Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$415,644.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 182)

Sponsor: County Executive Budish/Department of Public Works

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

- 2) R2018-0083: A Resolution authorizing an amendment to Contract No. CE0800492-01 with Cleveland Commerce Center, Inc. for lease of approximately 125 parking spaces located at East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$367,617.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 185)

Sponsor: County Executive Budish/Department of Public Works

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

- 3) R2018-0084: A Resolution making an award on RQ42445 to a supplier to be determined in the amount estimated not-to-exceed \$3,922,000.00 for electric power services for various County buildings for the period 5/1/2018 - 4/30/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this

Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 188)

- i) Dynegy Energy Services East, LLC; or
- ii) Interstate Gas Supply, Inc.

Sponsor: County Executive Budish/Department of Public Works

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

- 4) R2018-0085: A Resolution authorizing an amendment to an agreement with Cuyahoga County District Board of Health for acquisition and maintenance of a permanent facility for the period 1/1/2004 - 12/31/2023 to change the scope and the terms, effective 2/1/2018, to extend the time period to 12/31/2038 and for additional funds in the amount not-to-exceed \$4,789,750.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 191)

Sponsors: County Executive Budish/Department of Public Works and Councilmembers Tuma, Conwell and Miller

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

- 5) R2018-0086: A Resolution making awards on RQ39869 to various providers, each in the amount not-to-exceed \$300,000.00, for general engineering services for the period 4/2/2018 - 4/21/2021; 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 194)

- i) Chagrin Valley Engineering, LTD
- ii) HNTB Ohio, Inc.

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

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

- 6) R2018-0087: A Resolution authorizing an amendment to Contract No. CE0600807-02 with Maple Heights Commerce Two, LLC for lease of space located at 21100 Southgate Park Boulevard, Maple Heights, for the period 2/1/2007 - 1/31/2017 to extend the time period to 12/31/2022, to change the terms, effective 2/1/2017, and for additional funds in the amount not-to-exceed \$394,263.10; 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 196)

Sponsors: County Executive Budish/Department of Public Works on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division/Probation Department

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

e) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2018-0060: A Resolution authorizing the County Executive to accept dedication of land for Ethan Drive in Gates Village Subdivision (Phase 1), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Gates Village Subdivision (Phase 1) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective. (See Page 199)

Sponsors: County Executive Budish on behalf of Cuyahoga County Planning Commission

- 2) R2018-0069: A Resolution confirming the County Executive's reappointment of The Honorable Bradley D. Sellers to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020, and declaring the necessity that this Resolution become immediately effective. (See Page 205)

Sponsors: County Executive Budish and Councilmember Brown

- 3) R2018-0072: A Resolution making an award on RQ41694 to United Survey, Inc. in the amount not-to-exceed \$2,955,017.00 for the 2018 Sewer Rehabilitation Program in various County Sewer Districts for the period 4/30/2018 - 4/30/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 207)

Sponsor: County Executive Budish/Department of Public Works

- 4) R2018-0075: A Resolution amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and declaring the necessity that this Resolution become immediately effective. (See Page 209; See Proposed Substitute Page 250)

Sponsor: County Executive Budish/Fiscal Officer

f) CONSIDERATION OF ORDINANCES FOR THIRD READING ADOPTION

- 1) O2018-0002: An Ordinance enacting Title 13, Chapter 1301 of the Cuyahoga County Code to establish the Cuyahoga County Consumer Protection Code; amending Section 202.16(A)(7) of the Cuyahoga County Code to clarify the duties and responsibilities of the Department of Consumer Affairs/ Division of Consumer Protection. (See Page 291)

Sponsors: County Executive Budish/Department of Consumer Affairs and Councilmembers Simon, Brown, Jones, Miller and Brady

- 2) O2018-0003: An Ordinance enacting Title 13, Chapter 1302 of the Cuyahoga County Code to establish the Cuyahoga County Weights and Measures Code. (See Page 302)

Sponsors: County Executive Budish/Department of Consumer Affairs and Councilmembers Simon, Brown, Jones, Miller and Brady

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETINGS

COUNCIL WORK SESSION:

THURSDAY, APRIL 26, 2018
10:00 AM / COUNCIL CHAMBERS

COMMITTEE OF THE WHOLE

TUESDAY, MAY 15, 2018
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, MAY 15, 2018
5:00 PM / COUNCIL CHAMBERS

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, APRIL 10, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
4:30 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 4:35 p.m.

2. ROLL CALL

Council President Brady asked Clerk Schmotzer to call the roll. Councilmembers Miller, Tuma, Schron, Brown, Houser, Simon, Baker and Brady were in attendance and a quorum was determined. Councilmembers Gallagher and Conwell were absent from the meeting. Councilmember Jones entered the meeting sometime after the roll-call for Executive Session.

3. PUBLIC COMMENT RELATED TO AGENDA

There were no public comments given related to the agenda.

4. DISCUSSION / EXECUTIVE SESSION:

a) Collective bargaining matters, including:

- 1) a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, Local 2927, AFL-CIO, representing approximately 30 employees in various classifications in Inmate Services at the Sheriff's Department for the period 1/1/2018 - 12/31/2020.

A motion was made by Mr. Schron, seconded by Mr. Miller and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing collective bargaining matters and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 4:37 p.m. The following Councilmembers were

present: Miller, Tuma, Schron, Brown, Houser, Simon, Baker and Brady. Councilmember Jones entered Executive Session sometime after roll-call was taken. The following additional attendees were present: Director of Law Robert Triozzi, Assistant Law Director Todd Ellsworth, Legislative Budget Advisor Trevor McAleer and Special Counsel Michael King.

At 4:39 p.m., Executive Session was adjourned without objection and Council President Brady then reconvened the meeting.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. PUBLIC COMMENT UNRELATED TO AGENDA

Mr. Zack Reed addressed Council on behalf of the Willie Watts Jr. family and called on the County to review MetroHealth referral policies.

7. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 4:47 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, APRIL 10, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM**

1. CALL TO ORDER

Council President Brady called the meeting to order at 5:02 p.m.

2. ROLL CALL

Council President Brady asked Clerk Schmotzer to call the roll. Councilmembers Tuma, Gallagher, Schron, Conwell, Jones, Brown, Houser, Simon, Baker, Miller and Brady were in attendance and a quorum was determined.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT RELATED TO AGENDA

There were no public comments given related to the agenda.

6. APPROVAL OF MINUTES

- a) March 27, 2018 Regular Meeting

A motion was made by Ms. Brown, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes of the March 27, 2018 Regular meeting.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from the Council President.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish reported that a ribbon cutting ceremony was held on April 5th for the new Comprehensive Reentry Programming Center at the former Bedford Heights jail facility. The Center will house male inmates and offer increased reentry services, including substance abuse help, culinary arts training, and improving employment readiness.

9. LEGISLATION INTRODUCED BY COUNCIL

- a) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING
ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2018-0078.

- 1) R2018-0078: A Resolution amending Rules 6A, 8B and 17C of the Cuyahoga County Rules of Council, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Brady, Gallagher, Simon and Conwell

On a motion by Mr. Brady with a second by Ms. Conwell, Resolution No. R2018-0078 was considered and adopted by unanimous vote.

- b) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING
AND REFERRAL TO COMMITTEE

- 1) R2018-0079: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

Council President Brady referred Resolution No. R2018-0079 to the Human Resources, Appointments & Equity Committee.

- c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution No. R2018-0067.

- 1) R2018-0067: A Resolution amending Resolution No. R2016-0218 dated 12/13/2016, which authorized an Economic Development Fund Redevelopment and Modernization Loan to Detroit Shoreway Community Development Organization for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Brady and Councilmember Conwell

Committee Assignment and Chair: Community Development – Jones

On a motion by Mr. Brady with a second by Mr. Schron, Resolution No. R2018-0067 was considered and adopted by unanimous vote.

- d) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR THIRD READING ADOPTION

- 1) O2018-0004: An Ordinance amending Sections 303.02, 303.03 and 303.05 of the Cuyahoga County Code to update the Civil Service Code of Cuyahoga County; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

On a motion by Ms. Brown with a second by Ms. Conwell, Ordinance No. O2018-0004 was considered and adopted by unanimous vote.

10. LEGISLATION INTRODUCED BY EXECUTIVE

- a) CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2018-0080.

- 1) R2018-0080: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, Local 2927, AFL-CIO, representing approximately 30 employees in various classifications in Inmate Services at the Sheriff's Department for the period 1/1/2018 - 12/31/2020; 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.

Sponsor: County Executive Budish/County Sheriff and Department of Law

On a motion by Mr. Miller with a second by Mr. Brady, Resolution No. R2018-0080 was considered and adopted by unanimous vote.

- b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2018-0081: A Resolution authorizing a Lease-Purchase Agreement with Riverbed West, LLC in the amount of \$25.00 for lease of County-owned property located along the Detroit-Superior Bridge on West 25th Street in the City of Cleveland, Permanent Parcel Nos. 003-21-001 and 003-20-004, for the Irishtown Bend Project for the period 5/1/2018 - 4/30/2043; 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 Budish/Department of Public Works

Council President Brady referred Resolution No. R2018-0081 to the Public Works, Procurement & Contracting Committee.

- 2) R2018-0082: A Resolution authorizing an amendment to Contract No. CE0800729-01 with Priemer Investment Co., LLC for lease of approximately 128 parking spaces located at 4209, 4213 and 4415 Euclid Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$415,644.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2018-0082 to the Public Works, Procurement & Contracting Committee.

- 3) R2018-0083: A Resolution authorizing an amendment to Contract No. CE0800492-01 with Cleveland Commerce Center, Inc. for lease of approximately 125 parking spaces located at East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$367,617.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2018-0083 to the Public Works, Procurement & Contracting Committee.

- 4) R2018-0084: A Resolution making an award on RQ42445 to a supplier to be determined in the amount estimated not-to-exceed \$3,922,000.00 for electric power services for various County buildings for the period 5/1/2018 - 4/30/2021; 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:

- i) Dynegy Energy Services East, LLC; or
- ii) Interstate Gas Supply, Inc.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2018-0084 to the Public Works, Procurement & Contracting Committee.

- 5) R2018-0085: A Resolution authorizing an amendment to an agreement with Cuyahoga County District Board of Health for acquisition and maintenance of a permanent facility for the period 1/1/2004 - 12/31/2023 to change the scope and the terms, effective 2/1/2018, to extend the time period to 12/31/2038 and for additional funds in the amount not-to-exceed \$4,789,750.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2018-0085 to the Public Works, Procurement & Contracting Committee.

- 6) R2018-0086: A Resolution making awards on RQ39869 to various providers, each in the amount not-to-exceed \$300,000.00, for general engineering services for the period 4/2/2018 - 4/21/2021; 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:

- i) Chagrin Valley Engineering, LTD
- ii) HNTB Ohio, Inc.

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

Council President Brady referred Resolution No. R2018-0086 to the Public Works, Procurement & Contracting Committee.

- 7) R2018-0087: A Resolution authorizing an amendment to Contract No. CE0600807-02 with Maple Heights Commerce Two, LLC for lease of space located at 21100 Southgate Park Boulevard, Maple Heights, for the period 2/1/2007 - 1/31/2017 to extend the time period to 12/31/2022, to change the terms, effective 2/1/2017, and for additional funds in the amount not-to-exceed \$394,263.10; 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 Budish/Department of Public Works on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division/Probation Department

Council President Brady referred Resolution No. R2018-0087 to the Public Works, Procurement & Contracting Committee.

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2018-0069: A Resolution confirming the County Executive's reappointment of The Honorable Bradley D. Sellers to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish and Councilmember Brown

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

Clerk Schmotzer read Resolution No. R2018-0069 into the record.

This item will move to the April 24, 2018 Council meeting agenda for consideration for third reading adoption.

- 2) R2018-0072: A Resolution making an award on RQ41694 to United Survey, Inc. in the amount not-to-exceed \$2,955,017.00 for the 2018 Sewer Rehabilitation Program in various County Sewer Districts for the period 4/30/2018 - 4/30/2020; 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 Budish/Department of Public Works

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

Clerk Schmotzer read Resolution No. R2018-0072 into the record.

This item will move to the April 24, 2018 Council meeting agenda for consideration for third reading adoption.

- d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2018-0063, R2018-0070, R2018-0071, R2018-0073, R2018-0074, R2018-0076 and R2018-0077.

- 1) R2018-0063: A Resolution making awards on RQ40883 to various providers for community-based services to support at-risk children and families in Cuyahoga County for the period 4/1/2018 - 3/31/2019; authorizing the County Executive to execute the agreements and contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
- i) Catholic Charities Corporation in the amount not-to-exceed \$737,732.00.
 - ii) Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$375,000.00.
 - iii) East End Neighborhood House in the amount not-to-exceed \$445,009.00
 - iv) City of Lakewood in the amount not-to-exceed \$431,379.83.
 - v) Murtis Taylor Human Services System in the amount not-to-exceed \$1,000,000.00.
 - vi) Parma City School District in the amount not-to-exceed \$440,814.99.

- vii) The Centers for Families and Children in the amount not-to-exceed \$425,000.00.
- viii) University Settlement in the amount not-to-exceed \$380,000.00.
- ix) West Side Community House in the amount not-to-exceed \$450,000.00.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services and Councilmember Miller

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

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2018-0063 was considered and adopted by unanimous vote.

- 2) R2018-0070: A Resolution confirming the County Executive's appointment of Scott Osiecki to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish and Councilmembers Brown, Gallagher, Jones, Miller and Conwell

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

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2018-0070 was considered and adopted by unanimous vote.

- 3) R2018-0071: A Resolution authorizing a revenue generating ground lease agreement with PACE Aviation, Inc. in the amount not-to-exceed \$907,179.00 to facilitate private construction of an airport hangar and related facilities and improvements to be located at the Cuyahoga County Airport, Curtiss Wright Parkway, Highland Heights, for the period 4/1/2018 - 3/31/2038; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works **and Councilmember Simon**

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

On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2018-0071 was considered and adopted by unanimous vote.

- 4) R2018-0073: A Resolution rescinding Resolution No. R2017-0069 dated 4/25/2017, which declared that public convenience and welfare requires resurfacing Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights and which found that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer and Councilmember Houser

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

On a motion by Mr. Tuma with a second by Mr. Houser, Resolution No. R2018-0073 was considered and adopted by unanimous vote.

- 5) R2018-0074: A Resolution declaring that public convenience and welfare requires resurfacing of a road and parkway located in the City of Cleveland Heights in connection with the 2018 Operations Resurfacing Program; total estimated project cost \$581,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said projects; and declaring the necessity that this Resolution become immediately effective:
 - i) Warrensville Center Road from Mayfield Road to Noble Road.

- ii) Cedar Glen Parkway from Euclid Heights Boulevard to the Cleveland Heights West Corporation Line.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer and Councilmember Houser

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

On a motion by Mr. Tuma with a second by Mr. Houser, Resolution No. R2018-0074 was considered and adopted by unanimous vote.

- 6) R2018-0075: A Resolution amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer

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

Clerk Schmotzer read Resolution No. R2018-0075 into the record.

This item will move to the April 24, 2018 Council meeting agenda for consideration for third reading adoption.

- 7) R2018-0076: A Resolution making an award on RQ41251 to RSM US LLP in the amount not-to-exceed \$515,000.00 for third-party assurance assessment services for components of the County's Enterprise Resource Planning System for the period 4/17/2018 - 12/31/2019; 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 Budish/Department of Information Technology **and Councilmember Miller**

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Mr. Brady, Resolution No. R2018-0076 was considered and adopted by unanimous vote.

8) R2018-0077: A Resolution authorizing an amendment to Master Contract No. CE1700026 with various providers for residential treatment services for the period 2/1/2017 - 1/31/2019 to change the scope of services, effective 2/1/2018, and for additional funds in the amount not-to-exceed \$3,755,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Applewood Centers, Inc.
- ii) Bellfaire Jewish Children’s Bureau
- iii) Community Specialists Corporation dba The Academy
- iv) Cornell Abraxas Group, Inc.
- v) George Junior Republic in Pennsylvania
- vi) The Glen Mills Schools
- vii) Keystone Richland Center, LLC dba Foundations for Living
- viii) Lakeside for Children dba Lakeside Academy
- ix) Muskegon River Youth Home, Inc.
- x) New Directions, Inc.
- xi) OhioGuidestone
- xii) Rite of Passage, Inc.
- xiii) The Summit School, Inc. dba Summit Academy
- xiv) The Village Network
- xv) The Cleveland Christian Home, Inc.
- xvi) Safehouse Ministries dba Safehouse Residential Services Division
- xvii) Star Commonwealth dba Starr Albion Prep

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

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

On a motion by Mr. Gallagher with a second by Mr. Brady, Resolution No. R2018-0077 was considered and adopted by unanimous vote.

e) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2018-0056: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2017 for the period 1/1/2018 - 12/31/2018; 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 Budish/Fiscal Officer

On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2018-0056 was considered and adopted by unanimous vote.

- 2) R2018-0064: A Resolution making an award on RQ40102 to Young Women's Christian Association of Greater Cleveland in the amount not-to-exceed \$1,936,749.00 for operation and case management services for the Norma Herr Women's Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 - 12/31/2018; 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.

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

On a motion by Ms. Conwell with a second by Mr. Brady, Resolution No. R2018-0064 was considered and adopted by unanimous vote.

f) COMMITTEE REPORTS AND CONSIDERATION OF ORDINANCES FOR SECOND READING

- 1) O2018-0002: An Ordinance enacting Title 13, Chapter 1301 of the Cuyahoga County Code to establish the Cuyahoga County Consumer Protection Code; amending Section 202.16(A)(7) of the Cuyahoga County Code to clarify the duties and responsibilities of the Department of Consumer Affairs/ Division of Consumer Protection.

Sponsors: County Executive Budish/Department of Consumer Affairs and Councilmembers Simon, Brown, Jones, Miller and Brady

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

Clerk Schmotzer read Ordinance No. O2018-0002 into the record.

This item will move to the April 24, 2018 Council meeting agenda for consideration for third reading adoption.

- 2) O2018-0003: An Ordinance enacting Title 13, Chapter 1302 of the Cuyahoga County Code to establish the Cuyahoga County Weights and Measures Code.

Sponsors: County Executive Budish/Department of Consumer Affairs and Councilmembers Simon, Brown, Jones, Miller and Brady

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

Clerk Schmotzer read Ordinance No. O2018-0003 into the record.

This item will move to the April 24, 2018 Council meeting agenda for consideration for third reading adoption.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, April 23, 2018 at 1:00 p.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, April 18, 2018 at 10:00 a.m.

12. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

13. PUBLIC COMMENT UNRELATED TO AGENDA

The following citizens addressed Council regarding various issues concerning child protective services, child fatalities and/or the County's Division of Children and Family Services:

- a) Reverend Roz McAllister
- b) Ms. Sierra Giles
- c) Ms. DeVinah Saunders Giles

- d) Ms. Donna Walker-Brown
- e) Ms. Rhonda Mills

14. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 5:40 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0079

Sponsored by: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting 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, 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, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-bargaining Classification Plan; and

WHEREAS, the Personnel Review 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 March 21, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through W) and recommends 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:

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

Proposed Revised Classifications:

- Exhibit A: Class Title: *Crime Analyst*
Class Number: 1062471
Pay Grade: 11
*Revised specification's department.
- Exhibit B: Class Title: *Environmental Compliance Coordinator*
Class Number: 1062413
Pay Grade: 10
*Revised specification to update the minimum education and experience requirements. The pay grade was decreased from PG 13 to PG 10.
- Exhibit C: Class Title: *Homeless Management Information System Analyst*
Class Number: 1053132
Pay Grade: 12
* Revised specification to reflect the current essential functions and minimum qualifications of the position. Job Title Changed from *Senior Systems Analyst*. Pay grade decreased from PG 13 to PG 12.
- Exhibit D: Class Title: *Performance Consultant*
Class Number: 1053901
Pay Grade: 13
*Revised specification by adding the Department of Information Technology to the department section and removing the Office of the Executive at the administration's request.
- Exhibit E: Class Title: *Social Services Supervisor*
Class Number: 1056221
Pay Grade: 12
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit F: Class Title: *Senior Social Services Supervisor*
Class Number: 1056222
Pay Grade: 14
* Revised the essential job functions to better reflect the current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit G: Class Title: *Staff Auditor*
Class Number: 1055181
Pay Grade: 10

*PRC made minor changes and updates to the specification to stay consistent with the new senior level classification.

Proposed New Classifications:

Exhibit H: Class Title: *Assistant Maintenance Superintendent*
Class Number: 1042511
Pay Grade: 12

Exhibit I: Class Title: *Critical Infrastructure Analyst*
Class Number: 1062481
Pay Grade: 13

Exhibit J: Class Title: *Customer Experience Analyst*
Class Number: 1053311
Pay Grade: 12B

Exhibit K: Class Title: *Facilities Energy Coordinator*
Class Number: 1042161
Pay Grade: 11

Exhibit L: Class Title: *Program Evaluation Coordinator*
Class Number: 1014131
Pay Grade: 11

Exhibit M: Class Title: *Senior Staff Auditor*
Class Number: 1055182
Pay Grade: 13

Proposed Deleted Classifications:

Exhibit N: Class Title: *Assistant Airport Manager*
Class Number: 1042321
Pay Grade: 13

Exhibit O: Class Title: *Cashier*
Class Number: 1013111
Pay Grade: 3

Exhibit P: Class Title: *CAD Technician Assistant*
Class Number: 1061121
Pay Grade: 4

Exhibit Q: Class Title: *Capital Plan Construction Administrator*
Class Number: 1042191
Pay Grade: 15

Exhibit R: Class Title: *Fiscal Office Inquiries Assistant*
Class Number: 1055126
Pay Grade: 4

Exhibit S: Class Title: *Network Support Technician*
Class Number: 1011232
Pay Grade: 6

Exhibit T: Class Title: *Programmer Analyst 2*
Class Number: 1053122
Pay Grade: 10

Exhibit U: Class Title: *Programmer Analyst 3*
Class Number: 1053123
Pay Grade: 12

Exhibit V: Class Title: *Senior Business Services Manager*
Class Number: 1052323
Pay Grade: 17

Exhibit W: Class Title: *Treatment Plant Operations Supervisor*
Class Number: 1043111
Pay Grade: 11

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: April 10, 2018

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

Journal CC030

April 24, 2018

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Crime Analyst	Class Number:	1062471
FLSA:	Exempt	Pay Grade:	11
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to manage special projects related to crime analysis and provide support to other divisions within the Sheriff's Department, Department of Public Safety and Justice Services, other County departments, police and other criminal justice agencies.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

Essential Job Functions

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

- 50% +/- 10%
- Manages special projects related to crime analysis; collects and analyzes crime data; prepares reports, computerized crime maps, charts and graphs; presents data and findings to agencies; coordinates and assists with training.
- 20% +/- 10%
- Provides support to other divisions of the Sheriff's Department, Department of Public Safety and Justice Services, and other County departments with crime analysis; provides analytical and mapping support; builds and maintains databases related to crime data collection and analysis.
- 10% +/- 5%
- Assists municipal police and criminal justice agencies in Cuyahoga County attempting to build crime analysis units by assisting agencies with data analysis, database creation, and mapping; works jointly with agencies on designated projects.
- 20% +/- 10%
- Performs related administrative duties; researches current best practices in crime analysis; learns new methods and software for advanced crime analytics; attends appropriate trainings and meetings, as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Criminal Justice, Public Policy, Criminology, or related field with three (3) years of criminal justice experience; or any equivalent combination of training and experience.

Effective: April 13th, 2017

Additional Requirements for all levels

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 and copier.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine and advanced statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including reports, agendas and other records for crime analysis capability.
- Ability to comprehend a variety of reference books and manuals including federal laws, state laws, and Personnel Policies and Procedures Manual.
- Ability to prepare correspondence, crime maps, strategic planning reports, crime analysis charts and graphs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise police agencies and other County departments, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret criminal justice and crime analysis terminology and language.
- Ability to communicate with supervisors, police officers, consultants, sales representatives, US and District Attorney's Office, and Northeast Ohio Regional Fusion Center.

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:	Environmental Compliance Coordinator	Class Number:	1062413
FLSA:	Exempt	Pay Grade:	10
Department:	Department of Human Resources		

Classification Function

The purpose of this classification is to investigate and resolve health and environmental hazards in County buildings by performing building and property inspections to ensure compliance with local, State, and Federal regulations.

Distinguishing Characteristics

This is a journey-level classification that is responsible for conducting facility and site inspections and investigations of complaints to determine existence of public health and pollution problems and to ensure compliance with applicable State and Federal regulations. The incumbent is responsible for overseeing projects under a framework of well-defined policies, procedures, regulations, and guidelines. Employees in this classification work under general supervision of the Environmental, Health and Safety Manager and exercise discretion in applying policies and procedures to resolve health and safety issues.

Essential Job Functions

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

- 25% +/- 10%
- Develops and manages a variety of programs to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents (including asbestos management and maintenance, bed bug program, integrated pest management, air quality and site investigation and remediation, hazardous waste disposal, and underground storage tank programs); compiles project information and prepares reports; maintains project records and files.
- 25% +/- 10%
- Performs environmental inspections and permit applications; responds to, investigates, evaluates, and resolves environmental/occupational health hazards and complaints; conducts health site surveys of work sites to identify potential health hazards and recommends appropriate corrective measures to ensure compliance with safety standards and government regulations; examines permits, licenses, and applications to ensure compliance with requirements; calibrates, operates, and maintains a variety of environmental testing equipment; prepares reports and documents detailing environmental conditions.
- 25% +/- 10%
- Prepares and reviews technical specifications for bids and contracts related to the remediation of asbestos, hazardous/non-hazardous waste materials, lead, indoor air quality, and mold; reviews scope of work from consulting engineers for conformance to laws and standards for removal of asbestos and hazardous materials; interpret air and bulk reviews and approves contractor invoices and payment applications.

Proposed DATE

25% +/- 10%

- Performs related administrative duties; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; conducts employee awareness training; assists with development of health and safety policies and procedures; responds to inquiries concerning regulations for assigned areas or requests for information; stays up to date on changes and development with environmental laws and regulations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree with three (3) years of occupational safety, environmental health and compliance, or related experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

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 and copier.
- Ability to operate a variety of industrial hygiene and environmental equipment and tools such as air quality meter, asbestos sampling tools, respirators, combustible gas meter, etc.
- Ability to stand and walk for a prolonged period and ability to lift to 25lbs.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including lab results, certifications, surveys, bid specifications, proposals, billing invoices, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, OSHA regulations, EPA Building Regulations, Ohio Environmental Law Handbook, Ohio Revised Code, Ohio Administrative Code, and Ohio Environmental Law Handbook.
- Ability to prepare requests for bids and proposals, environmental reports, notifications, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to conduct and/or recommend training of Cuyahoga County Employees in environmental health fields including Bedbug Awareness, Integrated Pest Management, Mold Awareness, and Asbestos Awareness.

Proposed DATE:

Environmental Compliance Coordinator

- Ability to convince and influence others, record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret environmental and related legal terminology and language.
- Ability to communicate effectively with supervisor, consultants, representatives from other government agencies, and other County employees.

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:	Homeless Management Information System Analyst	Class Number:	1014141
FLSA:	Exempt	Pay Grade:	12
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise lower level staff, manage the operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care (CoC) and provide technical support for ServicePoint software.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising staff, managing the operations of the Homeless Management Information System for the Cuyahoga County Continuum of Care and providing technical support for ServicePoint software. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 60% +/- 10%
- Manages and coordinates administration of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care (CoC); manages all HMIS functions for local CoC ServicePoint software; ensures availability of the ServicePoint application for all HMIS partners and participating agencies; facilitates system changes, updates and upgrades; customizes HMIS software; performs system configuration; manages system and software licenses; grants administrative rights to users; troubleshoots software and hardware problems; provides technical support and assistance; works with vendors to find solutions to problems; ensures adherence to federal requirements; participates in strategic planning and data analysis; makes recommendations concerning project design, data collections, reporting, service delivery and workflow; develops and implements projects.
- 10% +/- 5%
- Supervises lower level staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; responds to employee questions, concerns and problems; evaluates employee performance; approves employee leave requests and timesheets.
- 10% +/- 5%
- Ensures data quality and compliance; performs routine data quality assessments; generates reports; establishes and implements local HMIS data quality and security plans; establishes local HMIS Policies and Procedures and monitors adherence; creates customized data entry project forms consistent with Federal regulations.

Proposed DATE

10% +/- 5%

- Functions as IT/HMIS contact to external organizations and participating agencies; serves as technical point of contact for HMIS implementation; reviews and interprets technical releases; communicates HMIS related information to external organizations and participating agencies.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; provides site-based training and development to system users.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science or related field with five (5) years of computer information systems experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must obtain and maintain Service Point System Administrator Certification within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer 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 solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring management of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.

- Ability to comprehend a variety of informational documents including provider data quality reports, federal agency flow charts and diagrams, provider specific requests, training documents, vendor release forms, system generated reports, help desk tickets, employee leave requests, user reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Housing of Urban Development Regulations, Federal Program Guides, Federal Partner Regulations, computer hardware manuals, system documentation and manuals, and software product manuals.
- Ability to prepare provider data quality reports, system generated reports, project workflow charts and diagrams, HMIS Manuals, HMIS Policies and Procedures Manual, training materials, employee performance evaluations, 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 others, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal and computer system terminology and computer programming languages.
- Ability to communicate effectively with supervisors, directors, vendors, consultants, state and federal agencies and partners, the general public, and other County employees.

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:	Performance Consultant	Class Number:	1053901
FLSA:	Exempt	Pay Grade:	13
Dept:	Department of Information Technology & Health and Human Services		

Classification Function

The purpose of this classification is to develop internal and external innovation plans and identify key areas of improvement for the County.

Distinguishing Characteristics

This is a journey level classification with responsibility for assisting with internal and external innovation plans including outcome-based contract management, cost savings and operational efficiency projects. This classification manages sensitive data, interprets performance analysis and executes projects in support of the County Executive's strategic priorities & key administrative opportunities for improvement. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, techniques, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

- 50% +/- 10%
- Develops internal and external innovation plans; identifies key areas of improvement for the County such as performance indicators, critical business processes and technology; prepares project charters and project plans; maps processes; implements project plans; manages unforeseen risks and issues; collaborates with management staff to evaluate programs and services; closes out projects; documents project results and lessons learned.
- 30% +/- 10%
- Retrieves, analyzes, interprets, presents and publishes data and performance reports in support of the Operational Excellence Program or other related programs; identifies key operational trends, patterns and surface insights.
- 20% +/- 10%
- Performs related administrative duties; prepares various reports, records and other documents; tracks project progress; answers phone calls and emails; schedules and attends meetings, trainings, and conferences; pursues proper certifications and applies the knowledge to the organization; researches current trends and best practices; oversees focus groups and cross-functional team meetings

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in Business Administration, Public Administration, Urban Planning, Industrial Organizational Psychology, Organizational Development or related field with two (2) years of process improvement or organizational development 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 and copier.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform routine statistics and moderate math.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend budget statements, personnel forms and reports, evaluations, invoices, funding applications, financial documents, and legislation.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, classification specifications, the Ohio Revised Code, County Charter and ordinances, publications, and OSHA standards.
- Ability to prepare project portfolios, project charters, project management plans, executive summaries, run charts, performance reports, pareto charts, memoranda, continuous improvement stories, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to communicate with managers, administrators, directors, other County staff, contractors, vendors, external clients, and the 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:	Social Services Supervisor	Class Number:	1056221
FLSA:	Exempt	Pay Grade:	12
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise a unit of social service workers in a County human services division who are providing direct social services to clients.

Distinguishing Characteristics

This is a first-line supervisory classification with responsibility for supervising a unit of social services workers and overseeing the delivery of social services within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgement in the management of complex cases. The employees in this class work under direction of a Senior Social Services Supervisor. This class requires occasional public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

- 40% +/- 10%
- Supervises unit of social services workers in a County human services division; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; leads unit team meetings; ensures unit activities are in compliance with agency, state, and federal guidelines; conducts planned supervision and case review with employees; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.
- 35% +/- 10%
- Consults and coordinates with various individuals on social services issues; advises supervisors and division managers of services needs and makes recommendations for programs and priorities; assists in the planning and development of new social service programs or policies and procedures; evaluates methods of delivery of social service programs and recommends more effective delivery systems; assists treatment team in implementing programs; coordinates services with other divisions or institutional units; coordinates services with community and local agencies to promote activities and develop resources; establishes and maintains contact with courts, attorneys, law enforcement agencies, and probation/parole officers; prepares and delivers presentations and training sessions on programs and services.
- 10% +/- 5%
- Coordinates documentation and report preparation activities; monitors, reviews, and approves the completion of various forms, case records, case plans, and court summaries; prepares weekly, monthly, and annual reports; maintains case management data and records including social histories, assessments, referrals, and discharge documentation; ensures record keeping and documentation is in compliance with agency and state policies and procedures.

Proposed DATE

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, meetings, and court hearings; reviews mileage reports; provides backup coverage for other supervisors; provides after-hours or emergency coverage due to absence of regular social services worker or in crisis situations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work with three (3) years of social work experience; or any equivalent combination of training and experience.
- Valid Ohio driver, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or registration 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 and copier.

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.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including case records, assessment reports, monthly statistics summaries, medical records, mileage reports, time sheets, expense reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including agency policies and procedures manual, social worker ethics and standards, Personnel Policies and Procedures Manual, Ohio Administrative Code, and Ohio Revised Code.

Proposed DATE:

Social Services Supervisor

- Ability to prepare weekly, monthly, and annual statistical reports, case documentation, mileage reports, performance evaluations, 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 counseling, basic legal, and basic medical terminology and language.
- Ability to communicate effectively with subordinates, coworkers, supervisor, managers, clients, representatives from external agencies, social service providers and vendors, other County employees, community partners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to smoke, dust, animals, disease, bodily fluids, and violence.

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.

Proposed DATE:

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Social Services Supervisor	Class Number:	1056222
FLSA:	Exempt	Pay Grade:	14
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise lower level supervisors and other assigned staff and oversee the operations of social services unit(s) in a County human services division.

Distinguishing Characteristics

This is a second-line supervisory classification with responsibility for supervising social services work unit(s) and overseeing unit(s) operations within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgement in the management of complex cases. The employees in this class work under direction of a Deputy Director/Administrator. This class is distinguished from the Social Services Supervisor in that the latter is a first-line supervisor and takes direction from this class.

Essential Job Functions

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

- 30% +/- 10%
- Supervises social services work units in a County human services division; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction to lower level supervisors and other staff; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit(s) work plans and work performance standards; conducts and leads individual or unit meetings; ensures unit(s) activities are in compliance with agency, state, and federal guidelines; recommends and acts on personnel actions including selection, promotion, transfers, discipline or discharge.
- 25% +/- 10%
- Performs a variety of administrative tasks necessary for the supervision of the social services programs; advises upper management of services needs and makes recommendations for programs and priorities; assists in the planning and development of new social service programs or policies and procedures; develops opportunities for social services contracts; monitors social services contracts; develops and maintains service delivery systems; compiles and analyzes statistical reports; assists in budget preparations and exercises fiscal control for assigned social program; manages contract budgets; reviews and approves monthly provider invoices; manages grants and oversees grant compliance.

Proposed DATE:

Senior Social Services Supervisor

25% +/- 10%

- Consults and coordinates with various individuals on social services issues; coordinates services with other divisions or institutional units; coordinates services with community and local agencies to promote activities and develop resources; establishes and maintains contact with courts, attorneys, law enforcement agencies, and probation/parole officers; prepares and delivers presentations and training sessions on programs and services; provides training for service providers as requested; represents agency/institution as member or liaison to community committees or boards; responds to customer complaints or questions from the public or media.

10% +/- 5%

- Organizes, coordinates, monitors, and evaluates unit(s) operations and procedures; establishes and implements unit(s) goals; monitors and evaluates performance of unit(s) activities and service delivery; creates reports regarding unit(s) performance; identifies issues/problems and makes recommendations to increase effectiveness and quality of work performance, operational systems, and internal policies; conducts case review and clinical supervision with employees; establishes and communicates guidelines, policies, and procedures to employees.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, meetings, and court hearings; reviews mileage reports; prepares or assists in the preparation of cases for court; provides backup coverage for other senior supervisors; provides after-hours or emergency coverage due to absence of regular social services worker or in crisis situations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work with five (5) years of social work experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

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 and copier.

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.
- Ability to solve and act on employee problems

Proposed DATE:

Senior Social Services Supervisor

- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including case records, assessment reports, monthly statistics summaries, medical records, mileage reports, time sheets, expense reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including agency policies and procedures manual, social worker ethics and standards, Acts and Guidelines specific to working with particular subgroups, Personnel Policies and Procedures Manual, Ohio Administrative Code, and Ohio Revised Code.
- Ability to prepare weekly, monthly, and annual statistical reports, monthly department reports, case documentation, mileage reports, performance evaluations, agendas, 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 employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret counseling, basic legal, and basic medical terminology and language.
- Ability to communicate effectively with subordinates, coworkers, supervisor, managers, clients, representatives from external agencies, social service providers and vendors, other County employees, community partners, 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.

Proposed DATE:

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Staff Auditor	Class Number:	1055181
FLSA:	TBD	Pay Grade:	TBD
Dept:	Internal Audit		

Classification Function

The purpose of this classification is to assist the Internal Audit Manager conduct preliminary financial and performance auditing of selected County departments.

Distinguishing Characteristics

This is an entry level classification with responsibility for performing technical activities in the Department of Internal Audit. This class works under direction from the Internal Audit Manager and is responsible for performing timely and accurate financial and performance audits. The employee works within a framework of established regulations, policies, and procedures and is expected to use professional judgment in performing work.

Essential Job Functions

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

- 25% +/- 10%
- Conducts risk assessments to assess financial controls, operational efficiencies, and compliance with applicable policies, procedures, and regulations.
- 25% +/- 10%
- Gathers financial and operational data for internal audits through a variety of accepted methods including interviews and observations.
- 25% +/- 10%
- Conducts control, substantive and compliance audit testing of specified financial and operational areas using acceptable audit techniques including vouching and reconciliation.
- 15% +/- 10%
- Drafts preliminary audit findings and recommendations based on testing results; submits findings and recommendations to Internal Audit Manager for review and comment.
- 10% +/- 5%
- Manages audit segment budgets for identified audits; communicates results of internal audit to stakeholders; assists Audit Manager and/or Senior Staff Auditor with planning audits in accordance with the Annual Audit Plan.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting, finance, business administration, public administration, information systems, or a related field with one (1) year previous experience in accounting, auditing, or a related field; or an equivalent combination of education, training, and experience.

Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

No certificates or licenses 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 and copier.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages, and perform routine and advanced statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to coordinate, strategize, systemize, and correlate, using discretion in determining time, place, and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including raw data from IT, audit workpapers, audit schedules, FAMIS reports, trial reports, cash financial statements, grants, CAFR reports, vouchers, receipts, purchase orders, invoices, and operational documents and reports.
- Ability to comprehend a variety of reference books and manuals including the Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Governmental Auditing Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), Institute of Internal Auditors (IIA) Standards, Auditor of State website, County Charter, Ohio Revised Code, Personnel Policies and Procedures Manual, Code of Federal Regulations, International Standards for the Professional Practice of Internal Auditing, and other applicable auditing and accounting practices.
- Ability to prepare flowcharts, diagrams, process narratives, audit programs, spreadsheets, audit findings and recommendations, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret accounting and auditing terminology and language.
- Ability to communicate with directors, managers, coworkers, other County staff, audit committee, external auditors, and the 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:	Assistant Maintenance Superintendent	Class Number:	1042511
FLSA:	Exempt	Pay Grade:	12
Dept:	Public Works		

Classification Function

The purpose of this classification is to assist in administering and coordinating the operations of the Maintenance Department of the Public Works Engineer's Office; to provide support to a Maintenance Superintendent.

Distinguishing Characteristics

This is an assistant manager classification with responsibility for supporting the Maintenance Superintendent in planning and directing the Maintenance section of the Public Works Engineer Office, under direction. This class provides support in solving operational, technical, and management problems related to maintenance. The employee participates in discussion of plans, projects, and objectives, and in presenting solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 25% +/- 10%
- Assists in the administration of the operations of the Maintenance department; coordinates work operations with administration, contractors and the public; oversees the maintenance of and capital improvements to all Public Works Buildings.
- 25% +/- 10%
- Supervises the assigned maintenance area; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate
- 20% +/- 10%
- Ensures efficiency of snow and ice removal operations for the Public Works; inspects bridges and roadways to assess maintenance and repair needed; reviews daily reports; inspects equipment for proper operation and upkeep.
- 20% +/- 5%
- Assists in evaluating, reviewing and recommending the section budget for disbursements of materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.
- 10% +/- 5%
- Reviews and responds to citizen requests and complaints; investigates all grievances within the department; plans, coordinates and attends meetings and demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree or equivalent technical training in the trades or construction fields with six (6) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

Requires a driver's license in the State of Ohio.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a variety of maintenance equipment including snoopers, lifts, survey instruments, metal detector, safety equipment, computers and peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to understand and apply basic mathematics and algebra and geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including forms, plans, maps, legal descriptions, fiscal reports, payroll sheets, grievances, bridge drawings, highway drawings, certifications, contracts, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, O.D.O.T. manuals, reference manuals, trade publications, specifications, union contracts, standards, guidelines, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, plans, project estimates, charts, accident reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Assistant Maintenance Superintendent

- Ability to work with others to coordinate the programs and/or resolve typical problems associated with the responsibilities of the job.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, construction and engineering terminology and language.
- Ability to communicate with consultants, departmental employees, supervisor, and administrators.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Critical Infrastructure Analyst	Class Number:	1062481
FLSA:	Exempt	Pay Grade:	13
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop, implement, coordinate, and manage fire intelligence sharing and critical infrastructure protection programs in Ohio Homeland Security Region 2 for the Northeast Ohio Regional Fusion Center.

Distinguishing Characteristics

This is a journey-level classification that is responsible for the management of fire intelligence sharing and critical infrastructure activities in Ohio Homeland Security Region 2 (OHSR II – which includes the counties of Ashtabula, Cuyahoga, Geauga, Lake, and Lorain) as well as overseeing and coordinating training needs.

Essential Job Functions

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

30% +/- 10%

- Coordinates and manages fire service activity integration into the intelligence and information sharing process in OHSR II; manages Fire Liaison Officer (FLO) Intelligence and Information Sharing Program for OHSR II; identifies and recruits fire personnel for the FLO Program; oversees dissemination of relevant threats and analyses to appropriate local law enforcement, fire service organizations, and federal agencies; attends fire service threat assessment meetings and conference calls; develops, implements, and maintains written policy outlining standard operating procedures for suspicious activity and incident reporting process for OHSR II; communicates information requirements and the overall information-gathering strategy to private and public-sector partners; ensures that fire service integration activities are in compliance with the Department of Homeland Security (DHS) Fire Service Integration for Fusion Centers.

30% +/- 10%

- Oversees and manages information sharing and intelligence analysis activities in support of the protection of OHSR II Critical Infrastructure and Key Resources (CIKR); identifies CIKR assets in OHSR II; researches, tracks, reviews, and analyzes CIKR incidents within OHSR II as well as at the state and national level to identify risks and trends; collects intelligence, threats, and information on suspicious activities relating to CIKR and analyzes information to determine threat levels, local CIKR vulnerabilities, potential consequences of attacks, and risk mitigation and the resulting effects; identifies intelligence and information gaps and strategizes information gathering opportunities; conducts on-site threat or vulnerability assessments as needed; produces threat assessment reports for identified major events in NE Ohio; serves as a liaison between federal, state, local, and private sector security partners; oversees dissemination of relevant CIKR threats and analyses to the appropriate critical infrastructure (CI) sector and federal agencies; develops, reviews, and updates information gathering, analyzing, and reporting policies and procedures and presents as necessary; ensures that critical infrastructure protection activities are in compliance with the DHS' National Infrastructure Protection Plan.

Proposed DATE

30% +/- 10%

- Coordinates, develops, and delivers intelligence and awareness training programs, sector and industry specific programs, and criminal and terrorism awareness training programs; collaborates and coordinates with state and federal partners to deliver training to fusion center, local law enforcement, fire service partners, first responders, and private sector partners; updates training materials; conducts evaluations on the effectiveness of training courses.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; produces public awareness and training materials including intel bulletins, offer safety bulletins, situational awareness bulletins, and suspicious activity reports; responds to requests for information; attends local, state, and federal safety and security meetings addressing homeland security concerns, CIKR security, intelligence sharing, and identification of security gaps.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in critical infrastructure protection, emergency management, intelligence studies, criminal justice, public administration, statistics, or related field and three (3) years of experience in criminal justice, emergency management, emergency services, intelligence analysis, or critical infrastructure protection; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No licenses or certifications required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to stand and walk for a prolonged period of time; ability to lift, push, and pull up to 50lbs.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including requests for information, suspicious activity reports, terrorism screening reports, situational intel report, intelligence briefs, national intel threat briefs, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Bureau of Justice Assistance's Criminal Intelligence Systems Operating

Proposed Date:

Critical Infrastructure Analyst

Policies, Privacy, Civil Rights, and Civil Liberties Guidelines, DHS' Fire Service Integration for Fusion Centers Manual, DHS' National Infrastructure Protection Plan, and NEORFC's Standard Operating Procedures.

- Ability to prepare intelligence bulletins, presentations, training materials, threat assessments, suspicious activity reports, 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 basic legal terminology and language.
- Ability to communicate effectively with supervisor, fire service personnel, representatives of public safety and private sector entities, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, strong odors, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animals, wildlife, disease, bodily fluids, electrical currents, explosives, violence, bright/dim lights, noise extremes, vibrations, machinery, and traffic hazards.

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Proposed Date:

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Customer Experience Analyst	Class Number:	1053311
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to promote user experience design best practices through researching, conceptualizing, and designing applications to be more user friendly.

Distinguishing Characteristics

This is an advanced journey level classification, working under direction of the Web and Applications Administrator. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative.

Essential Job Functions

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

- 20% +/- 10%
- Designs and implements voice of customer (VOC) programs; designs and conducts user-centered design research; clarifies and defines research goals; collects and analyzes VOC data to drive improvements, reduce risk, and improve usability; identifies interdependencies across people, processes, and technology that impact design of the customer experience; translates research findings into actionable recommendations; prepares, documents, and presents findings and recommendations to management and stakeholders.
- 20% +/- 10%
- Reviews and contributes to wireframes, mock-ups, and prototypes for design and development to create seamless, usable, convenient, and enjoyable user experiences; ensures designs are Web Content Accessibility Guidelines (WCAG) compliant and aligned with business, stakeholder, and end user priorities.
- 20% +/- 10%
- Tracks, prioritizes, and manages website analytics including advanced code requirements, configurations, settings, custom metrics, and dimensions; creates reports using Google Analytics and other data sources; serves as contact for analytics and tracking requests.
- 20% +/- 10%
- Analyzes, designs, and leads usability tests to ensure applications are working correctly and to determine opportunities to improve usability; identifies and documents deficiencies and finds solutions; ensures requirements, specifications, and standards have been met; documents test plans, procedures, and results; coordinates quality assistance (QA) resources internally and externally; acts as key QA point of contact for new releases.
- 20% +/- 10%
- Performs related administrative duties; responds to emails and phone calls; attends various trainings and meetings; researches and stays up to date on new and emerging technologies, user experience design patterns, trends and methodologies, software development, and infrastructure concepts; assists with creation of training material for clients and application end users.

Proposed Date:

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, visual communications, marketing, business administration, or related field with seven (7) years of web design, front end development, user design/experience management, or related 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 and copier.
- Ability to utilize a variety of website development and maintenance software.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including web analytics, customer surveys, functional specifications, WCAG and Americans with Disabilities Act (ADA) compliance reports, training guides, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, computer software manuals, user experience/user interface design best practices, and Web Content Accessibility Guidelines.
- Ability to prepare user stories, wireframes, mock-ups, test plans, web analytics and reports, user interface design standards and guidelines, system documentation, training documents, department reports, functional specifications, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, subject matter experts, consultants, vendors, and end users.

Environmental Adaptability

- Work is typically performed in an office environment.

Proposed Date:

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:	Facilities Energy Coordinator	Class Number:	1042161
FLSA:	Exempt	Pay Grade:	11
Dept:	Public Works		

Classification Function

The purpose of this classification is to perform duties that support energy efficiency and conservation in County buildings.

Distinguishing Characteristics

This is a journey-level position that is responsible for performing duties that support energy efficiency and conservation including analyzing records of energy consumption, monitoring energy contracts for the County, and identifying and implementing energy conservation measures.

Essential Job Functions

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

- 30% +/- 10%
- Establishes and maintains procedures to record energy consumption and cost; performs utility billing analysis; identifies discrepancies and errors in billing; works with utility companies in cases of discrepancies or errors and obtains credits when necessary; performs periodic review of utility rate and rate structure; researches energy-related problems to discuss with Contractors and Utility Companies; establishes and maintains on-going relationships with contractors and vendors to ensure that energy efficiency programs are met to the County's expectations.
- 30% +/- 10%
- Collects and evaluates past and present energy consumption data; establishes utility usage benchmarks for County buildings; outlines benchmarks and establishes energy savings targets and objectives; monitors energy usage against targets and objectives; identifies areas with high energy consumptions and implements procedures to improve energy efficiency and reduce consumption and waste; conducts follow-up investigations to ensure implementation of energy conservation measures.
- 10% +/- 5%
- Identifies opportunities to improve the operation, maintenance, or energy efficiency of buildings; conducts facility site visits; analyzes technical feasibility of energy-saving measures; recommends energy-efficient technologies or alternate energy sources; ensures compliance with Government and Environmental Protection Agency (EPA) guidelines; assists with establishing and promoting energy awareness and conservation programs; develops energy conservation educational materials.
- 10% +/- 5%
- Monitors execution of energy contracts for the County; oversees County Energy Conservation Measures (ECM) contracts.

Proposed DATE

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; assist preparing Requests for Proposals (RFPs); assist overseeing bid process; assists with selection of vendors to contract; monitors and manages signed utility contracts, responds to emails and phone calls; attends various trainings, workshops, and meetings; prepares audit reports containing all utility costs and consumption, energy analysis results, and recommendations for energy cost savings; applies for rebate programs; consults with engineers, contractors, and utility companies on technical issues.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Business Administration, Engineering, Architecture, Public Administration, Project Management or related field with three (3) years of building energy management analysis, building systems design, or energy auditing experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification 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 and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including bid packages and estimates, EPA reports, compliance and enforcement policy documents; memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, EPA compliance reporting guidelines, etc.
- Ability to prepare utilities reports, monthly utility tracking reports, energy reports, charts, diagrams, spreadsheets, audit reports, memos, facility data sheets, 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 basic legal, engineering, and mechanical terminology and language.

Proposed DATE:

Facilities Energy Coordinator

- Ability to communicate effectively with supervisor, director, representatives of outside agencies and businesses, and other County employees.

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.

Proposed DATE:

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Program Evaluation Coordinator	Class Number:	1014131
FLSA:	Exempt	Pay Grade:	11
Dept:	Health and Human Services – Homeless Services		

Classification Function

The purpose of this classification is to coordinate and oversee the annual Consolidated Grant application process to the Department of Housing & Urban Development (HUD) for homeless assistance grant recipients.

Distinguishing Characteristics

This is a journey-level classification with responsibility for managing multiple parts and phases of the annual Consolidated Grant application process to HUD for homeless assistance grant recipients. This classification works within a framework of policies, procedures and regulations. The incumbent is expected to work independently and ensure that all activities are performed in a timely manner and according to policies, procedures and related regulations.

Essential Job Functions

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

- 30% +/- 10%
- Prepares materials for Advisory Board and Office of Homeless Services (OHS) Public Policy Committee meetings; prepares materials including reports, charts, narratives, summaries of federal regulations, agendas, minutes, and analyses for committee and Advisory Board use; researches homeless issues, approaches, and developments; provides recommendations affecting policy on homeless issues; develops project evaluation forms, consumer surveys, and scoring matrices; analyzes and presents score summary information to committees and the community; develops corrective actions plans for underperforming projects.
- 25% +/- 10%
- Coordinates grant recipient Annual Performance Reporting (APR) and Point in Time (PIT) count to HUD; submits annual performance reports for projects; provides written and verbal directions to grant recipients regarding reports; reviews each grant recipient report, identifies needed changes, and assists with corrections; provides technical assistance to grant recipients regarding compliance issues; provides technical assistance to organizations on project specific issues; coordinates annual PIT count of sheltered and unsheltered homeless persons; compiles necessary data for PIT count and submits results to HUD; provides information regarding PIT count to community stakeholders.
- 20% +/- 10%
- Coordinates and oversees the annual Consolidated Grant application process to HUD for homeless assistance grant recipients; works with grant recipients to submit grant applications; develops grant application instructions and timelines; identifies application issues and problems and assists with corrections; reviews and ensures that grant applications and budgets meet requirements; approves and submits each grant application.

Proposed DATE

10% +/- 5%

- Ensures general procedural compliance throughout the grant application process; researches and monitors relevant state and federal regulations, reporting, and other compliance requirements; interprets applicable regulation, policies, and procedures affecting homeless assistance programs; communicates information to coworkers and grant recipients; provides support to grant recipients in their requests for grant and/or budget amendments through communication with the Columbus HUD office.

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; addresses other needs for assistance identified by OHS Director, Advisory Board, grantees, committees, Columbus HUD office, and the Ohio Development Services Agency staff; represents OHS on the local Federal Emergency Management Assistance (FEMA) Board; serves on FEMA Board Allocations Committee.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, business administration, social sciences, or related degree and three (3) years of experience in grants administration, program administration, compliance auditing, or related field; or any equivalent combination of training and experience.

Additional Requirements for all levels

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 and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including draft of project applications, grant and project renewal documents, policy documents, forms, spreadsheets, grant amendments, memos, research, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act federal regulations, Housing and Urban Development (HUD) guidelines, HUD Annual Notice of Funding Availability (NOFA), and related Federal Register documents.

Program Evaluation Coordinator

- Ability to prepare spreadsheets, meeting agendas, reports, charts, applications, forms, 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, to follow instructions.
- Ability to use and interpret basic legal terminology and language.
- Ability to communicate with coworkers, supervisors, directors, other County employees, members of internal and external agencies and committees, 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 Staff Auditor	Class Number:	1055182
FLSA:	TBD	Pay Grade:	TBD
Dept:	Internal Audit		

Classification Function

The purpose of this classification is to plan, oversee, and conduct audits on County departments as well as serve as a lead worker for lower level staff auditors.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Department of Internal Audit. This class works under direction from the Internal Audit Manager and is responsible for ensuring audits are performed in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures and will receive instruction or assistance only as unusual situations arise. The Senior Staff Auditor is expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 60% +/- 10%
- Plans, oversees, and conducts audits on County departments; conducts control, substantive, and compliance audit testing; collects and reviews evidence, documents, and data sets; analyzes collected evidence, documents, and data sets; oversees audit hours to help staff auditors stay within budget; communicates audit results with auditees and stakeholders; prepares reports of noncompliance or weakness.
- 25% +/- 10%
- Serves as a lead worker for the staff auditors; assigns, coordinates, and reviews the staff auditors' work; answers staff auditors' questions; drafts and administers training materials.
- 15% +/- 10%
- Conducts and reviews annual risk assessments; meets with managers and directors to gather data; assesses financial control and operational efficiency; reviews compliance with applicable policies, procedures, and regulations; assists Audit Manager with planning audits in accordance with the Annual Audit Plan.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting, finance, business administration, public administration, information systems, or a related field with four (4) years previous experience in accounting, auditing, or a related field; or an equivalent combination of education, training, and experience.

Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

No certificates or licenses 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 and copier.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages, and perform routine and advanced statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people, deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including raw data from IT, audit workpapers, audit schedules, FAMIS reports, trial reports, cash financial statements, grants, CAFR reports, vouchers, receipts, purchase orders, invoices, and operational documents and reports.
- Ability to comprehend a variety of reference books and manuals including Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Governmental Auditing Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), Institute of Internal Auditors (IIA) Standards, Auditor of State website, County Charter, Ohio Revised Code, Personnel Policies and Procedures Manual, Code of Federal Regulations, International Standards for the Professional Practice of Internal Auditing, and other applicable auditing and accounting practices.
- Ability to prepare flowcharts, diagrams, process narratives, audit programs, spreadsheets, audit findings and recommendations and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret accounting and auditing terminology and language.
- Ability to communicate with directors, managers, coworkers, other County staff, audit committee, external auditors, and the 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:	Assistant Airport Manager	Class Number:	1042321
		Pay Grade:	13

Departments:	Development, only
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Classification Function

The purpose of this classification is to assist the airport manager with the management of the County airport insuring that all operations are complying with local, state, and federal regulations.

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 airport manager with the management of the County airport insuring that all operations are complying with local, state, and federal regulations (e.g. – assists in developing strategic, facilities, business, financial, noise mitigation, and environmental plans; completes directives of the airport manager involving day-to-day operations of the Airport; assists in the enforcement of operating rules and regulations; promotes and maintains safety in airport services and operations; responds to public and tenant concerns; assists in Airport marketing tasks involving Airport improvements, Airport properties and leases (real estate and buildings) and other revenue-enhancement initiatives; prepares and reviews statistical reports; assists in the development and implementation of compliance strategies regarding rules and regulations of the Federal Aviation Administration and Transportation Security Administration (FAA), as applicable; prepares grant-in-aid applications and reimbursement claims for financial assistance from the FAA and other applicable agencies).
- Supervises field employees assigned to County Airport (e.g. - supervises inventory controls; assigns, reviews, plans and coordinates work; provides job training and instruction; oversees time keeping policies and procedures; approves employee leave requests; monitors employee leave accruals and balances; recommends and implements related personnel policies and procedures; recommends personnel actions including selection, promotion, transfer, discipline or discharge).
- Supervises field operations (e.g. – conducts Airport rescue and fire fighting services; conducts snow and ice removal; conducts wildlife management; conduct Airport security; conducts Airport field inspections; conducts emergency response; investigates noise complaints).
- Prepares and maintains budgetary reports and records (e.g. - prepares financial and statistical records; assists in the preparation of the annual Airport Division operating budget and the Airport Capital Improvement Program or related programs; reports the status of airport finances).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business or related field with five years of airport operations and/or administration experience including two 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

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Revised August 29, 2008

- Ability to operate a variety of automated office machines including typewriter and adding machine.
- Ability to operate a variety of motorized vehicles and equipment including a fire truck, tractor, dump truck, broom truck and pick-up truck.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools, plumber's tools and diagnostic equipment.
- Ability to use specialized equipment including a runway scan system, Tapley friction meter, and refractometer.

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 basic algebra.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including security reports, time sheets, vehicle maintenance reports, meter readings, inspection reports, operations manuals, periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including FAA Advisory Circulus, union contract, accounting manuals and personnel policy manuals.
- Ability to prepare purchase orders, billing statements, vehicle maintenance reports, financial statements, lease agreements, correspondence, 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 aviation, engineering, mechanical and accounting terminology and language.
- Ability to communicate effectively with airport manager, subordinates, FAA personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may be performed outdoors in varying weather conditions.
- Work involves responding to emergency situations.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Cashier	Class Number:	1013111
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to perform cashiering duties including collecting payments, cashing vouchers and warrants, balancing cash drawer, and maintaining daily records; and to provide general information and assistance to staff and the public.

Distinguishing Characteristics

This is an entry/journey level, clerical classification. Employees at this level are expected to become fully aware of operating procedures and policies of the work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained. This class works under a well-defined framework of policies and procedures.

Essential Job Functions

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

- 30% +/- 10%
- Acts as a cashier; receives and processes various fees and charges including property and other taxes, public transit ticket payments, child support payments, vendor license payments; processes payments and enters information into the appropriate computer system making changes as necessary; processes tax payments, non sufficient funds, escrow, real estate and credit card payments.
- 20% +/- 10%
- Cashes vouchers and warrants; verifies amounts; provides correct change; balances the drawer daily with supporting documentation.
- 20% +/- 10%
- Sends invoices for Non Sufficient Fund (NSF) items.
- 10% +/- 10%
- Maintains records including daily records of transactions; checks and tabulates records, balances, and funds received; prepares routine reports and distributes reports to appropriate departments or divisions.
- 20% +/- 10%
- Performs a wide variety of routine clerical work including sorting, filing, copying, billing, verifying, recording information on records and sending delinquent notices when necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma GED with six (6) months previous experience including public contact and cashiering, or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or certificates required.

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

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including warrants, vouchers, payment slips, one stop payments and bills.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals and bookkeeping manuals.
- Ability to prepare vouchers, data entry, clerk of court reports, non sufficient funds reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret bookkeeping terminology and language.
- Ability to communicate with vendors, the public, co-workers, supervisors, and employees of other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	C.A.D. Technician Assistant	Class Number:	10691121
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Public Works		

Classification Function

The purpose of this classification is to perform clerical and tax map maintenance duties for the Tax Map unit in the Public Works Surveyor's Section.

Distinguishing Characteristics

This is an entry level classification that performs some drafting duties and utilizes a computer aided drafting program to revise tax map books, and performs clerical work for the unit. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from the C.A.D. Technician I that requires a higher level of experience using C.A.D. software and works with greater independence in performance of duties.

Essential Job Functions

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

- 20% +/- 10%
- Draws in revisions in the Fiscal Officer's tax map books with protractors, triangles, etc. and using basic C.A.D. software.
- 10% +/- 10%
- Performs daily deed transfers in Fiscal Officer's tax map books; receives, indexes and copies daily deed assignments.
- 20% +/- 10%
- Assists attorneys, title companies, surveyors, and the general public in the map room; performs research for the Land and Right-of-Way Divisions.
- 50% +/- 20%
- Performs a variety of clerical duties, including operating reproduction equipment, assembling and compiling data for reports, and delivering copies, prints and/or office supplies to front office

Experience Required to Perform Essential Job Functions

High school diploma supplemented with technical training in C.A.D. system software or a related field is desirable; one year of drafting and/or computer experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

No required licenses.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including plats, legal descriptions, and City ordinances.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference and computer manuals, plats and deeds.
- Ability to prepare copies, updates on tax maps and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering and land use related terminology and language
- Ability to communicate with supervisor, co-workers, attorneys, title companies, surveyors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Capital Plan Construction Administrator	Class Number:	1042191
FLSA:	Exempt	Pay Grade:	15
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, organize, manage, and administer construction projects for all County owned facilities.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, managing and administering construction projects for all County owned facilities, under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to capital projects. The employee is expected meet, consult and collaborate with the County Engineer to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Coordinates future plan scoping; distributes job duties; determines project delivery method; reviews plans and specifications for constructability; assists in reviewing bids; prepares project estimates; prepares or administers staffing needs for facility construction group.
- 25% +/- 10%
- Supervises the assigned staff; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate.
- 30% +/- 5%
- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects projects under construction; observes field conditions of proposed projects; review or approves contractors' pay adjustments; reviews and makes recommendations for project change orders; coordinates plan changes; assists contractors and consultants quality of workmanship; processes final payments and close out documentation; communicates contract milestones to County Executive staff and others; reviews contracts; reviews project claims.
- 15% +/- 5%
- Develops and recommends department policies and procedures; reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and conducts meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in engineering, Master's degree preferred, with seven (7) years previous experience.

Additional Requirements

License as a professional engineer in the State of Ohio.

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

- Ability to operate a variety of automated office machines including computers and peripheral equipment and various construction tools.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project plans and tasks, project schedules, project pay applications, change orders, timesheets, leave requests, reports, plans, project specifications, schedules, data and invoices.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, design manuals, reference manuals, contracts, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, plans, project budgets, policies and procedures, estimates, requests for proposal, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering, construction management and budgetary terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, attorneys, vendors, departmental employees, and administrators.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Office Inquiries Assistant	Class Number:	1055126
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to provide information and assistance to the general public in person, on the telephone and by mail; to establish contractual payment agreements for delinquent taxpayers.

Distinguishing Characteristics

This is an entry/journey level, clerical classification. Employees at this level are expected to become fully aware of operating procedures and policies of the work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained. This class works under a well-defined framework of policies and procedures.

Essential Job Functions

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

- 30% +/- 10%
- Staffs a front desk in the Taxpayer Services unit in the Cuyahoga County Fiscal Office; receives the general public; responds to inquiries and requests regarding taxes; provides assistance in resolving tax problems; explains penalties, interest and payment schedules; explains tax bill calculations and calculates tax penalties, interest and tax rates; reviews lists of contractual or revised tax accounts; contacts taxpayers by phone and by mail regarding payments; responds to telephone inquiries; refers the public to other agencies, as needed.
- 30% +/- 10%
- Responds to questions regarding foreclosure and to court and sheriff costs; assists the Prosecutor's Office with calculating sheriff costs and to recover court costs and fees; researches property ownership.
- 20% +/- 10%
- Calculates, checks, totals, and processes pre-pay monthly program; explains the program and enrolls taxpayers; assists taxpayers in applying for the Tax Escrow Account Management Program (T.E.A.M.) that allows property owners to pay their property taxes in monthly installments to avoid large tax bills twice a year; determines whether applicants qualify; determines monthly payments and processes applications; verifies bank account numbers; receives and processes pre-payments; returns rejected applications with explanation.
- 20% +/- 10%
- Performs a wide variety of related clerical work including sorting, filing, copying, verifying, mailing and recording information.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED with and two (2) years of experience including public contact; or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or certificates required.

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

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including contract payments, escrow payments, forms and applications.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals, treasurer reference manual, and tax rates and levies passed.
- Ability to prepare escrow and tax bill statements, delinquent tax contract, payment plans and contracts, tax bills, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret tax terminology and language.
- Ability to communicate with the public, co-workers, supervisors, and employees of other departments.

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:	Network Support Technician	Class Number:	1011232
FLSA:	Non-Exempt	Pay Grade:	6
Departments:	All departments		

Classification Function

The purpose of this classification is to provide computer hardware, network, and software technical support and assistance to end-users in a County department.

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 computer hardware, network, and software technical support and assistance to end-users in a County department (e.g. - installs and assists maintaining hardware and software including data terminal, data communications, personal computers, servers, routers and bridges; diagnoses and resolves problems referenced by the help desk, supervisor, and users; with direction from the supervisor, assists with configuring, installing and maintaining workstations on LANs; with direction from the supervisor, assists with configuring, installing, and maintaining LANs; provides end-users basic operational instructions).
- Provides other computer-related support services (e.g. – customizes installation of software applications to meet end-users needs; assists other departments with general information utilizing the Ohio Data Network; refurbishes and adjusts equipment; service vendor of equipment malfunction).
- Performs miscellaneous administrative duties (e.g. - monitors problem log system, responds to problems via telephone, etc.).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or a related field and six months of computer 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, peripheral equipment, scanners, and printers.
- Ability to move and install computer equipment.

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 problem logs, user requests, computer periodicals, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various hardware and software computer manuals.
- Ability to prepare problem resolutions, memos, procedural instructions, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with managers, supervisors, help desk employees, County Information Services Center, other County employees, and vendors.

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:	Programmer Analyst 2	Class Number:	1053122
		Pay Grade:	10

Departments:	All departments
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Classification Function

The purpose of this classification is to function as lead worker over lower level programmer analysts developing new computer programs and maintaining existing computer information systems.

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 lead worker over lower level programmer analysts developing new computer programs and maintaining existing computer information systems (e.g.- assigns work and reviews completed work assignments for accuracy; provides job training and instruction).
- Develop new computer programs and maintains existing computer information systems (e.g. - writes, according to specification, computer programs involving high level language including file layouts, report formats, and flow charts; translates program specifications into computer code; creates program documentation by coding, flow-charting or block diagramming; modifies, maintains, and debugs existing programs and systems; establishes instructions for jobs to run on computer; validates batch reports; provides information and troubleshooting on user equipment; collects, analyzes, and interprets data; reviews quality and quantity of input data; monitors equipment and calls repair personnel, as needed).
- Tests computer programs (e.g.- prepares test data to be used for verification studies; prepares flow charts and other documentation to describe solutions and to explain procedures to users).
- Performs administrative duties (e.g. - assists preparing project budgets, operating plans and other financial statements; prepares correspondence and reports as required).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer programming or related field and one year of computer programming experience; or any equivalent combination of training and experience.

Additional Requirements

Certification in related computer programming languages and applications may be required after employment.

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, mainframe computer, printer, monitors, tape drives, modems, calculator, copier, fax machine, typewriter, 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 make use of the principles of algebra, geometry and descriptive and inferential statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including program code listings, specifications, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, programming textbooks, and systems manuals.
- Ability to prepare flow charts, diagrams, technical papers, program code listings, reports, 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 computer terminology and computer programming languages.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, 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:	Programmer Analyst 3	Class Number:	1053123
		Pay Grade:	12

Departments:	All departments
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Classification Function

The purpose of this classification is to coordinate the design, development, installation and maintenance of large or complex computer application systems and to supervise lower level programmer/analysts.

Essential Job Functions

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

- Coordinates the design, development, installation and maintenance of large or complex computer systems (e.g.- designs, develops, installs and maintains on-line programs, off-line batch programs and JCL; evaluates requests for changes in computer systems including hardware; creates program documentation by coding, flow-charting or block diagramming).
- Supervises team of lower-level programmer/analysts (e.g.- plans, coordinates, assigns and reviews work; provides instruction; maintains work standards; responds to employee problems; recommends the selection, transfer, promotion or discipline of employees).
- Performs miscellaneous support activities (e.g.- assists in analyzing user needs; prepares reports detailing project status; develops project cost estimates; trains computer system users).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer programming or related field with three years of computer programming experience; or any equivalent combination of training and experience.

Additional Requirements

Certification in related computer programming languages and applications may be required after employment.

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, mainframe computer, printer, monitors, tape drives, modems, calculator, copier, fax machine, typewriter, 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, apply the principles of algebra, geometry, and descriptive and inferential statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including change requests, overtime requests, telephone logs, employment applications, programming reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, programming textbooks, systems manuals, and personnel policy manuals.
- Ability to prepare change requests, overtime requests, telephone logs, programming 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 or influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret computer terminology and computer programming languages.
- Ability to communicate with managers, supervisors, other County employees, vendors 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 Business Services Manager	Class Number:	1052323
FLSA:	Exempt	Pay Grade:	17
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage, plan, control, budget, organize and approve all financial, payroll, purchasing and capital activities of the department.

Distinguishing Characteristics

This is a senior management classification with responsibility for managing and controlling the financial reporting functions of the Fiscal Office directly and through one subordinate supervisor. This class works under administrative direction from the Department Director, and requires the analysis and solution of operational, technical, administrative and management problems related to financial accounting and reporting and related areas. The incumbent exercises discretion in applying policies and procedures to resolve financial reporting issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 50% +/- 10%
- Manages, plans and controls the financial, payroll and purchasing activities of the Public Works Office; plans, coordinates and forecasts all financial activities as they relate to budgeting, auditing, revenue recognition and appropriation expenditures; determines operational changes to keep department fiscally responsible; maintains a system of control to insure that expenditures do not exceed appropriations; authorizes final approval for all financial activities including purchases, contracts, payroll, inventory and debt; issues monthly financial statements; final approver for all Issue I and other grant expenditures and reimbursements; final approver of all Federal construction expenditures and reimbursements.
- 25% +/- 5%
- Supervises the assigned staff including a Business Services Manager; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%
- Prepares, monitors, adjusts and forecasts the Public Works five-year capital improvement plans.
- 10% +/- 5%
- Responsible for compliance with Equal Employment Opportunity, Disadvantage Business Enterprise and Davis-Bacon Act programs pertaining to all Federal, state and local construction programs; responsible for all Office compliance with all other Federal, state and local financial rules and regulations.
- 20% +/- 10%
- Works with various committees and departments within the Office; meets with state, County and local government regarding current or future financial matters; acts as Office liaison with various governments, committees and groups.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, financial management or a related field with nine (9) years previous experience in accounting or financial management; or an equivalent combination of education, training, and experience.

Additional Requirements

License as a Certified Public Accountant in Ohio.

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

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and algebraic calculations involving variables, formulas, ratio and proportion variables; to use a calculator to balance financial data using basic functions.

Language Ability & Interpersonal Communication

- Ability to perform high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including billings, purchase orders, project summaries, accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, and payroll reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, Government Accounting Standards Board, Government Accepted Auditing Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).

- Ability to prepare annual budget, financial forecast reports, productivity reports, Federal indirect cost reports, Capital Improvement plan, grant reports, budget reports, performance appraisals, disciplinary reports, spreadsheets and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and financial analysis terminology and language.
- Ability to communicate with staff, consultants, external auditors, employees from other departments, departmental employees and administrators, and elected officials.

Environmental Adaptability

- Work is typically performed in an office environment.

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:	Treatment Plant Operations Supervisor	Class Number:	1043111
		Pay Grade:	11

Departments:	Development, only
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Classification Function

The purpose of this classification is to manage the operations and maintenance of the treatment plants and equipment and supervises lower level treatment plant personnel.

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 operations and maintenance of the treatment plants and equipment (e.g. - manages and monitors operation and maintenance of water and sewage treatment plants, sewage lift stations, swimming pools, collection distribution systems and equipment such as boilers, air conditioners, cooling towers, circulating pumps, air handling equipment, and heat exchangers).
- Supervises lower level treatment plant personnel (e.g. - trains and supervises water and sewage plant personnel in ethical operation and maintenance of plants, pools, and equipment; provides personal instruction and seminar training meetings; conducts health and safety training programs; assigns and reviews work; prepares employee performance evaluations).
- Inspects plant facilities (e.g. - ensures that all mechanical equipment is being maintained and operated according to regulations; makes on-site investigations of inoperable equipment; inspects elevated tanks' condition and cathodic protection system; inspects installations of equipment and contractors' work; inspects steam and hot water boilers to determine results of chemical feed treatment; evaluates conditions of plants and equipment and instructs resident personnel in corrective action; evaluates preventive maintenance program; conducts safety and health inspections).
- Performs administrative duties (e.g. - reviews design drawings and specifications for water and sewage plant and mechanical equipment installations; prepares budget for new construction; prepares plans and specifications for purchasing new equipment and for the replacement of old equipment; develops and prepares operating and maintenance manuals for plants and pools; reviews records maintained by resident personnel; prepares annual operating budget; prepares and submits monthly OEPA reports; works with engineers to plan for new systems, equipment, etc.).
- Develops, manages and supervises preventive maintenance programs for plants and equipment (e.g.- makes necessary repairs or adjustments on equipment; maintains equipment in stock to make on-site repairs such as alternators, electrical control parts, coils, and printed circuit control cards).
- Meets with Ohio Environmental Protection Agency (OEPA) and Health Department concerning operation of plants and pools; consults with district treatment plant coordinators on troubleshooting problems.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with technical training in waste treatment, and three years of waste treatment experience, or any equivalent combination of training and experience. OEPA Wastewater Operator License is required

Additional Requirements

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

- Ability to operate a variety of automated office machines including typewriter, calculator, and copy machine.
- Ability to operate a variety of mechanical tools and lawn maintenance equipment.
- Ability to operate drafting and diagnostic instruments and laboratory equipment.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including blue prints, flow charts, lab bench sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment manuals, personnel policy manuals, electrical drawings, operation manuals and handbooks.
- Ability to prepare production and performance reports, correspondence, budgets, requisitions, 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 engineering, mechanical, and laboratory terminology and language.
- Ability to communicate effectively with supervisor, subordinates, government officials, engineers, students and the general public.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and plant environment.
- Work involves exposure to 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.

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0005

Sponsored by: Council President Brady	An Ordinance amending Title 7 of the Cuyahoga County Code to clarify requirements regarding the use of casino tax revenue and update programs funded by such revenue, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Chapter 709 of the Cuyahoga County Code establishes the Casino Revenue Fund and sets forth rules regarding the use of casino tax revenue; and

WHEREAS, Section 714.02 of the Cuyahoga County Code establishes the County Community Development Supplemental Grant Program and sets casino tax revenue as the program funding source for calendar years 2016 and 2017; and

WHEREAS, the amendments proposed are designed to clarify and update the requirements regarding the use of casino tax revenue; 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 709 of the Cuyahoga County Code is hereby amended to read as follows (additions are bolded and underlined, deletions are stricken):

Chapter 709: ~~Casino Revenue~~ Community Development Fund
Section 709.01 The ~~Casino Revenue~~ Community Development Fund

The Fiscal Officer is hereby directed to immediately establish a separate fund for the purpose of collecting and expending gross casino revenues distributed to Cuyahoga County (the "~~Casino Revenue~~ **Community Development** Fund" or "the Fund"). All such revenues shall be automatically transferred from the General Fund into the Fund and may be used only in the time frame and purpose authorized in Chapter 709 of the County Code.

~~**Section 709.02 Revenues in Reserve**~~

~~All gross casino revenues shall be held in reserve in the Casino Revenue Fund until June 30, 2014 (“the reserve date”).~~

~~**Section 709.03 Use for Downtown District Development**~~

~~As of July 1, 2014 and through June 30, 2016, the revenues contained in the Casino Revenue Fund shall be used to promote economic development in Cleveland’s Downtown District, generally defined as the area bordered by Lake Erie, the Innerbelt Bridge, East 25th Street and West 25th Street.~~

~~**Section 709.024 Allowable Use of Funds Revenues Remaining and Received on or after July 1, 2016**~~

~~**Funds in the Community Development Fund** Revenues remaining in the Casino Revenue Fund or received on or after July 1, 2016 may be used to:~~

- ~~A. promote economic and community development in any area of Cuyahoga County; and~~
- ~~B. provide additional funding for educational initiatives, including the Cuyahoga County Educational Assistance Fund.~~

~~**Section 709.05 Requests for Early Spending**~~

- ~~A. Notwithstanding Section 709.02 of the County Code, prior to June 30, 2014, the County Executive may propose spending monies from the Casino Reserve Fund on specific “downtown district” development projects. Council shall determine whether any specific project justifies an earlier than anticipated expenditure of funds.~~
- ~~B. Notwithstanding Section 709.03 of the County Code, after June 30, 2015 and before July 1, 2016, the County Executive or the County Council may propose spending monies on specific projects promoting economic and community development in any area of Cuyahoga County. Council shall determine whether any specific project justifies an earlier than anticipated expenditure of funds.~~

SECTION 2. Section 714.02(C) of the Cuyahoga County Code is hereby amended to read as follows (additions are bolded and underlined, deletions are stricken):

C. Funding Source

The CDSG program shall be funded through the ~~County Casino Revenue~~ **Community Development** Fund as established in Chapter 709 of the County Code. One million dollars (\$1,000,000.00) of the funds transferred into the ~~Casino Revenue~~ **Community Development** Fund annually, **commencing** in calendar years 2016 and **continuing through calendar year 2019** ~~2017~~ shall be used to fund projects approved through the Cuyahoga County Community Development Supplemental Grant program.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0006

Sponsored by: Councilmember Simon	An Ordinance amending Section 804.01(C)(2) of the Cuyahoga County Code to increase the maximum amount of individual one-year renewable scholarships from \$1,500.00 to \$1,750.00, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article III, Section 3.09(11) of the Charter authorizes Council to “establish and provide for the administration of a program to provide scholarships, loans, grants and other forms of financial assistance for residents of the County that will enable them to participate in post-secondary education, including vocational education and job training and retraining;” and

WHEREAS, Section 804.01 of the County Code established the Cuyahoga County Educational Assistance Program; and

WHEREAS, Section 804.01 of the County Code was amended to add an additional component to the Program to authorize an alternative procurement process and to authorize Council to annually designate the amount of budgeted funds to be allocated for each component of the Program; and

WHEREAS, implementation and administration of the Program have highlighted possible design changes to improve the effectiveness of the Program; 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. Section 804.01(C)(2) of the Cuyahoga County Code is hereby amended to read as follows (additions are bolded and underlined, deletions are stricken):

- Individual one (1) year renewable scholarships will be awarded up to an initial maximum of ~~\$1,500.00~~ **\$1,750.00**. If allocated and awarded funds are unexpended due to the ineligibility of a scholarship recipient, the administrator of the Program may use such funds to supplement the

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0088

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2018/2019 Biennial Operating Budget for 2018 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; amending Resolution Nos. R2018-0003 dated 1/9/2018 and R2018-0068 dated 3/27/2018 to reconcile appropriations for 2018; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 12, 2017, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2018/2019 (Resolution No. R2017-0182) establishing the 2018/2019 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2018 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 2018/2019 Biennial Operating Budget for 2018 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A.	20A495 – Human Services Other Program			BA1800015
	MI511410 – Human Services Other Contract			
	Personal Services	\$	(313,066.00)	

Requesting a reduction in Human Services Other Contracts for the amount placed in the personnel (wages and fringes) 2018 budget for the 27th pay allocation. This budget is a duplication of funds placed in other expenses to transfer the 27th pay allocation that took place in January 2018 (R2018-0003) for \$320,491. Funding is from the Health and Human Services Levy Subsidy.

B.	50A410 – Cuyahoga Reg Info System			BA1800018
	SH352070 – Criminal Justice Infor Sharing - Sheriff			
	Personal Services	\$	245,361.00	
	Other Expenses	\$	794,930.00	
	Capital Outlays	\$	10,000.00	

Establish appropriations in the Sheriff's Department for the Criminal Justice Information Sharing account within the Law Enforcement Division that replaces the Public Safety and Justice Services Cuyahoga Regional Information System (CRIS). A subsequent reduction will be requested after all expenses have been moved to this new account. Funding is from a \$5 fee on all moving violations within Cuyahoga County (\$700,291) and General Fund Subsidy (\$350,000).

C.	24A301 – Children & Family Services			BA1801515
	CF135582 – Permanent Custody Adoptions			
	Other Expenses	\$	47,285.00	

Department of Children and Family Services is requesting matching appropriations for the SFY2018 State Adoption Incentive allocation to use to cover specific agency expenditures directed towards increasing adoption awareness and to increase agency adoption placements.

D.	21A003 – High Visibility Enforcement OT			BA1801516
	SH756809 – FY '18 HVEO – IDEP Grant			
	Personal Services	\$	41,018.73	
	Other Expenses	\$	1,714.83	

Appropriation is being requested for the High Visibility Enforcement Overtime (HVEO), Impaired Driving Enforcement Program (IDEP) grant. The grant comes from the U.S. Department of transportation, through the Ohio Department of Public Safety, Ohio State Highway Patrol, Office of Traffic Safety. This grant award was approved by the County Executive on 6/20/17 via Approval No. DC2017-11.

E.	21A003 – High Visibility Enforcement OT			BA1801517
	SH756825 – FY '18 HVEO – STEP Grant			
	Personal Services	\$	30,845.82	
	Other Expenses	\$	1,143.22	

Appropriation is being requested for the High Visibility Enforcement Overtime (HVEO), Selective Traffic Enforcement Program (STEP) grant. The grant comes from the U.S.

Department of Transportation, through the Ohio Department of Public Safety, Ohio State Highway Patrol, Office of Traffic Safety. This grant award was approved by the County Executive on 6/20/17 via Approval No. DC2017-11.

F. 21A030 – Sheriff’s Office – Federal Grants	BA1801519
SH758490 – FY’16 JAG Grant	
Other Expenses	\$ 100,000.00

Additional appropriation is being requested for the FY16 Justice Assistance Grant (JAG) from the U.S. Department of Justice, Bureau of Justice Assistance through the City of Cleveland for the period 10/1/15 - 9/30/19. This grant application was approved by the County Executive on 8/23/16, CON2016-75 and the award was accepted on 12/4/17, CON2017-105 and the Interagency Agreement with the city of Cleveland was signed on 3/5/18.

G. 21A006 – Div. Children & Family SVS Grants	BA1801520
CF780791 – LGBTQ Children & Youth in Foster Care	
Personal Services	\$ 102,142.00
Other Expenses	\$ 116,884.00

Appropriation is being requested for University of Maryland, Baltimore (UMB) - Services for LGBTQ Children & Youth in Foster Care grant. The grant is awarded for the period 9/30/17-9/29/18. UMB received the grant from the United States Department of Health and Human Services, Administration for Children and Families to establish National Quality Improvement Services for the tailored Services for LGBTQ25 youth involved with Child Welfare. Cuyahoga County's Department of Children and Family Services has partnered with two local organizations: Case Western Reserve University Mandel School of Applied Social Sciences and Waiting Child Fund via subgrant agreements to provide services pertinent to the grant’s objectives.

H. 67A200 – Workers’ Comp. – Claims	BA1801521
HR498014 – Workers’ Compensation - Claims	
Other Expenses	\$ 510,000.00

Additional Appropriation is being requested to pay the 2008-2017 Retro Claims Loss Annual Premium to the Ohio Bureau of Workers' Compensation, Policy 31800001. Funding comes from charges to user agencies for based on claims experience.

I. 26A601 – General Gas & License Fees	BA1803032
CE835025 – Cty Engr Admin	
Personal Services	\$ 985,000.00
26A601 – General Gas & License Fees	
CE835249 – Cty Engr Maint Engr	
Personal Services	\$ 100,000.00

The appropriation increase would eliminate a projected salary deficit. Funding comes from gas and license fees. The cash balance in this fund was \$22,844,882 as of March 31, 2018.

J.	40A526 – ODOT – LPA		BA1803034
	CE785006 – ODOT - LPA		
	Other Expenses	\$	250,000.00

The appropriation would be used for a cash transfer on this same fiscal agenda (JT1803033). The cash transfer will move reimbursement revenue for the Ohio Public Works Commission to repay expenses made out of Sanitary Engineer's Emergency Repair fund. This fund receives reimbursement revenue from Ohio Department of Transportation. As of March 31, 2018, the cash balance in this fund was \$3,423,877.

K.	30A916 – DS – Series '13 Econ. Dev. Revenue Bonds		BA1809072
	DS039198 – Series 2013A Steelyard Commons Debt S.F.		
	Other Expenses	\$	14,118.33

Appropriation increase is requested to allow for cash transfer, JT1809073, to move excess funds originating from the Justice Center Construction bonds previously transferred incorrectly into 2013 Economic Development bonds fund, to correct destination of General Obligation debt service fund.

L.	20A811 – JC Detention and Probation Services		BA1810712
	JC107532 – JC Legal Services		
	Other Expenses	\$	(203,365.83)

Appropriation reduction for Juvenile Court, removing the remaining appropriations for 13 expired contracts that were carried over into 2018. The contracts expired on 12/31/2017 and all 2017 outstanding invoices have now been paid.

M.	21S598 – ARRA-Justice Reform Initiative 2009/2013		BA1812043
	CO719302 – ARRA-Justice Reform Initiative 2009/2013		
	Other Expenses	\$	(5,217.12)
	Capital Outlays	\$	(1.63)

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation decrease of \$5,218.75 in the ARRA-Justice Reform Initiative 2009/2013 Grant Index. This reduction is to reduce appropriation to prepare the index for closure.

N.	21A563 – Adult Treatment Drug Court Project		BA1812054
	CO746339 – SAMHSA Adult Trmt Drug Ct Proj		
	Other Expenses	\$	830.21

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation increase of \$830.21 into Other Operating for the SAMHSA Adult Trmt Drug Ct Proj index. This will allow for a transfer out into the General Fund to prepare the index for closing out.

O.	21A563 – Adult Treatment Drug Court Project		BA1812056
	CO751925 – 2009 Adult Trmt Drug Ct Proj		
	Personal Services	\$	(8,025.56)

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation decrease of \$8,025.56 in the 2009 Adult Treatment Drug Court Project grant index. This reduction is to reduce appropriation to prepare the index for closure.

P. 21A513 – CCA 407 Felony Program **BA1812057**
CO741108 – Community Correction Act II FY10
Other Expenses \$ 81,000.00

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation increase of \$81,000.00 into Other Operating for the Community Correction Act II FY10 grant index. This will allow for processing a transfer out into the CCA 407 Non-Support Specialist FY10 grant index to clear a negative cash balance and to prepare that index for closing out.

Q. 21A513 – CCA 407 Felony Program **BA1812059**
CO741330 – Community Correction Act II FY12
Other Expenses \$ 103,316.00

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation increase of \$103,316.00 into Other Operating for the Community Correction Act II FY12 grant index. This will allow for processing a transfer out into the CCA 407 Non-Support Specialist FY12 grant index to clear a negative cash balance and to prepare that index for closing out.

R. 21A513 – CCA 407 Felony Program **BA1812061**
CO741454 – Community Correction Act II FY13
Other Expenses \$ 103,316.00

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation increase of \$103,316.00 into Other Operating for the Community Correction Act II FY13 grant index. This will allow for processing a transfer out into the CCA 407 Non-Support Specialist FY13 grant index to clear a negative cash balance and to prepare that index for closing out.

S. 21A513 – CCA 407 Felony Program **BA1812064**
CO741546 – Community Correction Act II FY14
Other Expenses \$ 103,316.00

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation increase of \$103,316.00 into Other Operating for the Community Correction Act II FY14 grant index. This will allow for processing a transfer out into the CCA 407 Non-Support Specialist FY14 grant index to clear a negative cash balance and to prepare that index for closing out.

T. 21A213 – Polygraphing Sex Offenders **BA1812070**
CO744581 – Polygraphing Sex Offenders
Other Expenses \$ 44,106.08

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation increase of \$44,106.08 into Other Operating for the Polygraphing Sex Offenders

grant index. This will allow for processing a transfer out into the Polygraphing Sex Offenders 2001 grant index to clear a negative cash balance and to prepare that index for closing out.

U. 21A303 – CCA-Improve/Reinvest/Incentive **BA1812075**
 CO756015 – CCA FY12-13 Prob Improve/Incentive
 Other Expenses \$ 501,012.88

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation increase of \$501,012.88 into Other Operating for the CCA FY12-13 Prob Improvement & Incentive grant index. This will allow for processing a transfer out into the CCA FY16-17 Probation Improvement/Incentive grant index to clear a negative cash balance and to prepare that index for closing out.

V. 21A513 – CCA 407 Felony Program **BA1812076**
 CO759522 – CCA 407 – Intensive Supervision FY18/19
 Personal Services \$ 957,240.00
 Other Expenses \$ 495,147.00

Common Pleas Court is requesting an appropriation increase of \$1,452,387.00. This is to support an increase to the revised 407-ISP grant award. The new award is a 20% increase, making two-year award 100% funded. Funding provided by the Ohio Department of Rehabilitation and Correction for the period of 7/1/17 through 6/30/2019.

W. 21A258 – OJP/BJA Drug Court Opiate FY12-FY14 **BA1812082**
 CO753459 – OJP/BJA Drug Court Opiate FY12-FY14
 Other Expenses \$ (20,000.00)

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation decrease of \$20,000.00 in the OJP/BJA Drug Court Opiate FY12-FY14 grant index. This reduction is to reduce appropriation to prepare the index for closure.

X. 20D447 – Economic Development Fund **BA1812083**
 DV520676 – Cuyahoga County Western Reserve Fund
 Other Expenses \$ 2,000,000.00

Department of Development is requesting an appropriation increase of \$2,000,000.00 in the Western Reserve/Job Creation Fund. This is to support appropriation for the Cleveland Athletic Club Reuse Project approved by County Council (R2018-0011) on 23-Jan-18. Funding is provided by the Western Reserve Fund through a combination of loan repayments and a subsidy from the Casino Tax Revenue Fund. This fund currently has a cash balance including encumbrances of \$15.3 mil (as of 6-Apr-18) (\$28.9 Mil Existing Cash Balance minus \$13.6 Mil in Existing Encumbrances).

Y. 20A513 – CCA 407 Felony Program **BA1812085**
 CO759522 – CCA 407 – Intensive Supervision FY18/19
 Other Expenses \$ 33,149.00

Common Pleas Court is requesting an appropriation decrease of \$33,149.00 in the CCA 407-Intensive Supervision FY19 Grant index. This is to support necessary realignment for Corrections Planning Board priorities for 407 funding are aligned with revised budget for increased services in contracts and personnel funds while decreasing bus tickets and lab

expenses. Funding is provided by the Ohio Department of Rehabilitation and Correction for the period of 7/1/17 through 6/30/19.

Z.	20A513 – CCA 407 Felony Program		BA1812086
	CO759548 – CCA 407 Non-Support Specialist FY18/19		
	Personal Services	\$	23,347.00
	Other Expenses	\$	18,100.00

Common Pleas Court is requesting an appropriation increase of \$41,447.00 to the CCA 407-Non-Support Specialist FY18/19 grant. This is to support the revised 407 Non-Support award, which was a 20% increase making the two-year award 100% of funding. Funding is provided by the Ohio Department of Rehabilitation and Correction for the dates of 7/1/17 through 6/30/19.

AA.	20A513 – CCA 407 Felony Program		BA1812087
	CO759548 – CCA 407 Non-Support Specialist FY18/19		
	Other Expenses	\$	(120.00)

Common Pleas Court is requesting an appropriation decrease of \$120.00. This decrease is necessary to ensure the Corrections Planning board priorities for 407 funding are aligned with the revised budget which is a minor decrease in bus tickets. Funding is provided by the Ohio Department of Rehabilitation and Correction for the period of 7/1/17 through 6/30/19.

AB.	20A512 – CCA 408 Jail/Misdemeanant		BA1812088
	CO759555 – CCA 408 – Domestic Violence FY18/19		
	Other Expenses	\$	(62,376.00)

Common Pleas Court is requesting an appropriation decrease of \$62,376.00 to the CCA 407-Domestic Violence FY18/19 grant index. This request is necessary to match the revised, decreased CCA 408/Domestic Violence Project award. The original award was cut by 20% and the current award further decreased in January 2018 due to state budget cuts. Funding is provided by the Ohio Department of Rehabilitation and Correction for the period of 7/1/17 through 6/30/19.

AC.	20A512 – CCA 408 Jail/Misdemeanant		BA1812089
	CO759571 – CCA 408 – Pretrial Release Prog FY18/19		
	Personal Services	\$	139,050.00

Common Pleas Court is requesting an appropriation increase of \$139,050.00. This request is necessary to match the revised, increased CCA 408/ Pre-Trial Release program. The original award was cut by 20% and the new award has increased by 20%. Funding is provided by the Ohio Department of Rehabilitation and Correction for the period of 7/1/17 through 6/30/19.

AD.	20A512 – CCA 408 Jail/Misdemeanant		BA1812090
	CO759571 – CCA 408 – Pretrial Release Prog FY18/19		
	Other Expenses	\$	(257.00)

Common Pleas Court is requesting an appropriation decrease of \$257.00 in the CCA 408-Pretrial Release Program grant index. This request is necessary to match the revised budget CCA 408/ Pre-Trial Release program. This decrease was allowed to put more money in personnel. Funding was provided by the Ohio Department of Rehabilitation and Correction for the period of 7/1/17 through 6/30/19.

AE. 20A512 – CCA 408 Jail/Misdemeanant		BA1812091
CO759563 – CCA 408 – Jail Case Management FY18/19		
Personal Services	\$	(142,033.00)
Other Expenses	\$	(130,062.00)

Common Pleas Court is requesting an appropriation reduction of \$272,095.00 to the CCA 408-Jail Case Management FY18/19 grant index. This request is necessary to match the revised, decreased CCA 408/Jail Case Management program. The original award was cut by 20% and the award further decreased in January 2018 due to state budget cuts. Funding was provided by the Ohio Department of Rehabilitation and Correction for the period of 7/1/17 through 6/30/19.

AF. 20A512 – CCA 408 Jail/Misdemeanant		BA1812092
CO759589 – CCA 408 – Prosecutorial Diversion FY18/19		
Personal Services	\$	98,701.00
Other Expenses	\$	498.00

Common Pleas Court is requesting an appropriation increase of \$99,199.00 to the CCA 408-Prosecutorial Diversion FY18/19 grant index. This increase is necessary to match the revised 407 Prosecutorial Diversion award. The Original award was cut by 20% the new award is a 20% increase, which makes the two-year award 100% of funding. Funding is provided by the Ohio Department of Rehabilitation and Correction for the period of 7/1/17 through 6/30/19.

AG. 21A303 – CCA – Improve/Reinvest/Incentive		BA1812095
CO759670 – CCA FY17-19 Prob Improve/Incentive		
Personal Services	\$	25,851.00
Other Expenses	\$	103,256.00

Common Pleas Court is requesting an appropriation increase of \$129,107.00 in the Probation Improvement and Incentive grant index. This is to support a temporary 60-day award for the grant from the grantor. Funding is provided by the Ohio Department of Rehabilitation and Corrections for the Probation Improvement Incentive for the period of 7/1/17 through 6/30/19.

AH. 21A525 – VAWA Block Grant		BA1813545
JA759878 – FY2017 VAWA Block Grant CY2018		
Other Expenses	\$	490,537.68

Requesting to establish appropriations for the FY2017 Stop Violence Against Women Block Grant for the period January 1, 2018 to December 31, 2018. This grant is awarded by the Department of Justice, Office of Violence Against Women through the Ohio Office of Criminal Justice Services in the amount of \$490,537.68. CFDA# 16.588. The approval to apply and accept this grant took place on March 12, 2018 (BC2018-165). The Stop Violence Against Women grant is continuous. The previous year award was for \$506,054. No cash match is required.

AI. 24A510 – Work & Training Admin		BA1813548
WT137141 – Client Support Services		
Other Expenses	\$	(303,511.30)

Due to appropriations (\$303,511.30 for client relief payment services) from the prior year being decertified, it is being requested to reduce the appropriations. This expense was funded by Public Assistance Funds.

AJ. 01A001 – General Fund		BA1813549
PR191056 – Prosecutor – General Office		
Other Expenses	\$	(19,200.00)

Requesting an appropriation reduction to remove prior years (2015-2016) appropriations for an IT contract (Advanced Server Management) which was not utilized during the timeframe in which it was allocated. The funding for this expense was the General Fund.

AK. 20A600 – Cuyahoga Support Enforcement Agency		BA1813550
SE496018 – Fatherhood Initiative		
Other Expenses	\$	63,091.25

Requesting an appropriation increase for the purchase of Pack n' Plays and Apparel (Onesies, Caps and Blankets) which was approved by the First Year Cleveland Medicaid Award for the Fatherhood Initiative Reduction of Infant Mortality. This award was effective from January 1, 2017 to December 31, 2017 from the State through Case Western Reserve University in the amount of \$200,000. Due to a late start last year, only \$22,107.07 had been requested, which was for salaries and fringes. Oppose to not spending the funds, the Case Western Reserve University issued a check for the balance of \$177,897.93 because the State didn't want the funds back. Of the \$177,897.93, \$114,806.68 was expended on consulting services through Metro Health in 2017 and is now being reimbursed. The balance, \$63,091.25 is being used to purchase supplies within the first four months of 2018, as requested by the grantor.

AL. 40A099 – Maintenance Projects		BA1815054
CC769489 – Halle Building Repairs and Upgrades		
Capital Outlays	\$	50,000.00

To setup appropriations for the Halle Building repairs and upgrade project. These repairs will be on the floors that the Board of Election and other offices are located. Although total estimated repair costs are around \$150,000, only \$50,000 is needed at this time. This project is on the approved 2018 CIP and the funding source is from the General Fund Capital Improvement Subsidy.

AM. 40A069 – Capital Projects		BA1815057
CC768952 – JJC Redesign of Intake & Exhaust Screens		
Personal Services	\$	(74,929.28)
Other Expenses	\$	(13,761.17)
Capital Outlays	\$	(50,049.24)

Appropriation reduction in preparation for project closure. This project was set up in 2016 where 66.82% of the project was expended. This project was funded by Capital Project General Fund Subsidy and currently has \$138,739.69 cash in the project.

AN. 40A069 – Capital Projects			BA1815060
CC768697 – Electrical UPS and Server Room - JJC			
Personal Services	\$	(11,710.64)	
Other Expenses	\$	(20,142.07)	
Capital Outlays	\$	(35,053.29)	

Appropriation reduction in preparation for project closure. This project was set up in 2016 where 44.25% of the project was expended. This project was funded by Capital Project General Fund Subsidy and currently has \$66,906.00 cash in the project.

AO. 01A001 – General Fund			BA1815063
HQ010009 – County Headquarters			
Other Expenses	\$	(3,200,000.00)	

Reduce appropriations in the County Headquarters Operations Fund. There is a contract with Geis Property Management LLC (CE1400028-02) in the Headquarters Operation Fund which was transferred from the New County Headquarters Capital Project in Late 2017. Per instructions from the Law Department, the rent payments for the County Headquarters Building can be paid from this Contract, thus leaving a \$3,200,000 surplus in the current budget, which will be liquidated by the years end, and will not reoccur in future years. Funding source is from the General Fund.

AP. 21A513 – CCA 407 Felony Program			BA1812093
CO759597 – CCA 407 – Pre-sentence Invest. FY18/19			
Personal Services	\$	198,000.00	

Common Pleas Court is requesting an appropriation increase for \$198,000.00. This increase is necessary to match the revised 407 Pre-Sentence Investigation award. The Original award was cut by 20% the new award is a 20% increase, which makes the two-year award 100% of funding. Funding is provided by the Ohio Department of Rehabilitation and Correction for the period of 7/1/17 through 6/30/19.

SECTION 2. That the 2018/2019 Biennial Operating Budget for 2018 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>			<u>Journal Nos.</u>
A. FROM: 01A001 – General Fund			BA1809071
CX016014 – Communications			
Other Expenses	\$	18,750.00	
TO: 01A001 – General Fund			
CX016014 – Communications			
Personal Services	\$	18,750.00	

Communications requests appropriation transfer from contractual services to personnel salaries. The department will not be continuing services contracted with Precision Media and intends to change current Program Officer position into a Communications Specialist.

B.	FROM: 20A811 – JC Detention and Probation Services JC107516 – JC Probation Services Personal Services	\$ 350,000.00	BA1810713
	TO: 20A811 – JC Detention and Probation Services JC107524 – JC Detention Services Personal Services	\$ 145,000.00	
	20A811 – JC Detention and Probation Services JC107532 – JC Legal Services Personal Services	\$ 205,000.00	

Appropriation Transfer from Juvenile Court Probation Services Salary to both HHS Legal Services and Detention Salary and Benefit Lines. This transfer will better align resources for salary and benefits for all Juvenile Court HHS indexes, and prevent year end NSF, based on current projections at 1st quarter.

C.	FROM: 01A001 – General Fund IT601138 – WAN Services Other Expenses	\$ 536,000.00	BA1810717
	TO: 01A001 – General Fund IT601161 – Communications Services Other Expenses	\$ 536,000.00	

Appropriation transfer from WAN Services to Communications Services for two AT&T Contracts (Mobility and Measured Business) which were moved from the Internal Service Fund to the General Fund.

D.	FROM: 21A670 – Expedited Pretrial Screening CO751685 – Expedited Pretrial Screening Personal Services	\$ 296.56	BA1812046
	TO: 21A670 – Expedited Pretrial Screening CO751685 – Expedited Pretrial Screening Other Expenses	\$ 296.56	

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation transfer for \$296.56 from Personnel to Other Operating. This transfer is for preparing the index for closing out.

E.	FROM: 21A604 – OCJS JAG/PSI Grant CO754234 – OCJS JAG/PSI Grant 2014 Personal Services	\$ 82.10	BA1812050
	TO: 21A604 – OCJS JAG/PSI Grant CO754234 – OCJS JAG/PSI Grant 2014 Other Expenses	\$ 82.10	

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation transfer for \$82.10 from Personnel to Other Operating. This transfer is for preparing the index for closing out.

F. FROM: 21A604 – OCJS JAG/PSI Grant **BA1812052**
CO756684 – OCJS JAG/PSI Grant 2016
Personal Services \$ 10,383.88

TO: 21A604 – OCJS JAG/PSI Grant
CO756684 – OCJS JAG/PSI Grant 2016
Other Expenses \$ 10,383.88

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation transfer for \$10,383.88 from Personnel to Other Operating. This transfer is for preparing the index for closing out.

G. FROM: 21A195 – Veterans Court - ODMHAS **BA1812071**
CO759134 – Spec Dock PR Subsidy – Veterans Crt FY2017
Personal Services \$ 6,816.54

TO: 21A195 – Veterans Court - ODMHAS
CO759134 – Spec Dock PR Subsidy – Veterans Crt FY2017
Other Expenses \$ 6,816.54

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation transfer for \$6,816.54 from Personnel to Other Operating. This purpose of this transfer is preparing the index for closing out. Funding is provided by the Ohio Department of Mental Health and Addiction Services for the period of July 1, 2016 through June 30, 2017.

H. FROM: 21A283 – Psych Clinic Second Opinion Evaluation **BA1812073**
CO753343 – Psych Clinic Second Opinion Eval FY2012
Personal Services \$ 22,000.00

TO: 21A283 – Psych Clinic Second Opinion Evaluation
CO753343 – Psych Clinic Second Opinion Eval FY2012
Other Expenses \$ 22,000.00

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation transfer for \$22,000.00 from Personnel to Other Operating. This transfer is for preparing the index for closing out.

I. FROM: 21A276 – PR Subsidy – Recovery Drug Crt **BA1812077**
CO759118 – P/R Subsidy – Recovery Drug Crt SFY17
Personal Services \$ 3,799.96

TO: 21A276 – PR Subsidy – Recovery Drug Crt
CO759118 – P/R Subsidy – Recovery Drug Crt SFY17
Other Expenses \$ 3,799.96

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation transfer for \$3,799.96 from Personnel to Other Operating. This transfer is for preparing the index for closing out.

J. FROM: 21A258 – OJP/BJA Drug Court Opiate FY12-FY14 **BA1812080**
 CO753459 – OJP/BJA Drug Court Opiate FY12-FY14
 Personal Services \$ 17,361.23

TO: 21A258 – OJP/BJA Drug Court Opiate FY12-FY14
 CO753459 – OJP/BJA Drug Court Opiate FY12-FY14
 Other Expenses \$ 17,361.23

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation transfer for \$17,361.23 from Personnel to Other Operating. This transfer is for preparing the index for closing out.

K. FROM: 21A303 – CCA – Improve/Reinvest/Incentive **BA1812094**
 CO759688 – CCA FY17-19 Justice Reinvest/Incentive
 Personal Services \$ 66,000.00

TO: 21A303 – CCA – Improve/Reinvest/Incentive
 CO759688 – CCA FY17-19 Justice Reinvest/Incentive
 Other Expenses \$ 66,000.00

Common Pleas Court is requesting an appropriation transfer of \$66,000.00. This transfer is necessary to match the revised Justice Reinvestment Incentive Budget Revision. The Contractual increase is to provide additional funds for subsidized employment opportunities for clients, while taking into account time it has taken to hire personnel in TASC. Funding is provided through the Ohio Department of Rehabilitation and Correction for the period of 12/1/17 through 6/30/19.

L. FROM: 20A600 – Cuyahoga Support Enforcement Agency **BA1813551**
 SE496000 – Child Support Enforc Agency
 Other Expenses \$ 30,000.00

TO: 20A600 – Cuyahoga Support Enforcement Agency
 SE496018 – Fatherhood Initiative
 Other Expenses \$ 30,000.00

Requesting an appropriation transfer to cover the cost of the Annual Fatherhood Initiative Conference which will take place in June 2018. This event is funded by a \$10,000 grant from the St. Luke's Foundation and HHS Levy Funds.

M. FROM: 40A069 – Capital Projects **BA1815062**
 CC768721 – JJC Emergency Operations Center
 Other Expenses \$ 5,645.41
 Capital Outlays \$ 32,579.79

TO: 40A069 – Capital Projects
 CC768721 – JJC Emergency Operations Center
 Personal Services \$ 38,225.20

To transfer appropriations to salary and fringes for the JJC EOC Project to cover payroll expenses on this project.

N.	FROM: 40A069 – Capital Projects	BA1815065
	CC768382 – J.C. Fire Protection Upgrades	
	Other Expenses	\$ 36,000.00
	TO: 40A069 – Capital Projects	
	CC768382 – J.C. Fire Protection Upgrades	
	Personal Services	\$ 36,000.00

To transfer appropriations to salary and fringes to cover the current expenses in the JC Fire Protection Upgrades Project.

SECTION 3. That the 2018/2019 Biennial Operating Budget for 2018 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A.	JT1800016
FROM: 80M413 – Unclaimed Cancelled Aged Warrants	
ND505776 – 12/2005 & Prior Canc Aged Warrants	
Transfer Out	\$ 263,445.36
80M413 – Unclaimed Cancelled Aged Warrants	
ND505727 – 12/2006 & Prior Canc Aged Warrants	
Transfer Out	\$ 273,972.10
80M413 – Unclaimed Cancelled Aged Warrants	
ND505743 – 12/2007 & Prior Canc Aged Warrants	
Transfer Out	\$ 306,288.56
80M413 – Unclaimed Cancelled Aged Warrants	
ND505933 – 12/2008 & Prior Canc Aged Warrants	
Transfer Out	\$ 347,481.84
80M413 – Unclaimed Cancelled Aged Warrants	
ND505966 – 12/2009 & Prior Canc Aged Warrants	
Transfer Out	\$ 287,808.39
80M413 – Unclaimed Cancelled Aged Warrants	
ND505974 – 12/2010 & Prior Canc Aged Warrants	
Transfer Out	\$ 527,546.61
80M413 – Unclaimed Cancelled Aged Warrants	
ND505909 – 12/2011 & Prior Canc Aged Warrants	
Transfer Out	\$ 1,171,819.28

80M413 – Unclaimed Cancelled Aged Warrants
 ND505941 – 12/2012 & Prior Canc Aged Warrants
 Transfer Out \$ 1,361,863.42

TO: 01A001 – General Fund
 ND508515 – Non-Departmental Revenue GF
 Revenue Transfer \$ 4,540,225.56

This is a cash transfer from a various trust and agency unclaimed cancelled aged warrant accounts covering the period 2005 through 2012 to the General Fund pursuant to Ohio Revised Code 9.39.

B. FROM: 80M411 – Unclaimed Money **JT1800017**
 ND504639 – Unclaimed Money
 Transfer Out \$ 2,813,226.99

TO: 01A001 – General Fund
 ND508515 – Non-Departmental Revenue GF
 Revenue Transfer \$ 2,813,226.99

This is a cash transfer from unclaimed money from Sheriff, Probate Court, Prosecutor's Office, Clerk of Courts and items not related to those specific agencies covering the period prior to 2012 through 2017 to the General Fund pursuant to Ohio Revised Code 9.39.

C. FROM: 40A526 – ODOT – LPA **JT1803033**
 CE785006 – ODOT - LPA
 Transfer Out \$ 250,000.00

TO: 54P513 – San Eng Emergency Repair Fund
 DV755645 – Emergency Repair Fund
 Revenue Transfer \$ 250,000.00

The cash transfer will move reimbursement revenue for the Ohio Public Works Commission to repay expenses made out of Sanitary Engineer's Emergency Repair fund. Appropriation is requested on this fiscal agenda (BA1803034). As of March 31, 2018, the cash balance in this fund was \$3,423,877.

D. FROM: 30A916 – DS – Series' 13 Econ. Dev. Revenue Bonds **JT1809073**
 DS039198 – Series 2013A Steelyard Commons Debt S.F.
 Transfer Out \$ 14,118.33

TO: 30A900 – Bond Retirement - General
 DS039990 – Debt Serv – Bond Retir-Generl
 Revenue Transfer \$ 14,118.33

Transfer to move cash transferred in to fund during 2017, JT1712190, originally from Justice Center Construction bonds as unused debt service funds. This previous transfer to Steelyard is not the correct usage and is being corrected to move funds to General Obligation debt service.

E.	FROM: 21S598 – ARRA-Justice Reform Initiative 2009/2013	JT1812042
	CO719302 – ARRA-Justice Reform Initiative 2009/2013	
	Transfer Out	\$ 0.99
	TO: 01A001 – General Fund	
	ND508515 – Non-Departmental Revenue GF	
	Revenue Transfer	\$ 0.99

Office of Budget Management (on behalf of Common Pleas Court) is requesting a cash transfer in the ARRA Justice Reform Initiative Grant Index of \$0.99. This will reallocate remaining cash within the index to prepare it for close out.

F.	FROM: 21S077 – ARRA-ODADAS STJ Drug Court Expansion	JT1812045
	CO381178 – ARRA-ODADAS STJ Drug Court Expansion	
	Transfer Out	\$ 0.34
	TO: 01A001 – General Fund	
	ND508515 – Non-Departmental Revenue GF	
	Revenue Transfer	\$ 0.34

Office of Budget Management (on Behalf of Common Pleas Court) is requesting a cash transfer for \$0.34 from the ARRA ODADAS STJ Drug Court to the General Fund. This will allow for the closing of this index while moving remaining cash to the General Fund.

G.	FROM: 21A670 – Expedited Pretrial Screening	JT1812048
	CO751685 – Expedited Pretrial Screening	
	Transfer Out	\$ 720.55
	TO: 01A001 – General Fund	
	ND508515 – Non-Departmental Revenue GF	
	Revenue Transfer	\$ 720.55

Office of Budget Management (on Behalf of Common Pleas Court) is requesting a cash transfer for \$720.55 from the Expedited Pretrial Screening Grant Index to the General Fund. This will allow for the closing of this index while moving remaining cash to the General Fund.

H.	FROM: 21A604 – OCJS Jag/PSI Grant	JT1812051
	CO754234 – OCJS Jag/PSI Grant 2014	
	Transfer Out	\$ 82.10
	TO: 01A001 – General Fund	
	ND508515 – Non-Departmental Revenue GF	
	Revenue Transfer	\$ 82.10

Office of Budget Management (on Behalf of Common Pleas Court) is requesting a cash transfer for \$82.10 from the OCJS Jag/PSI 2014 Grant to the General Fund. This will allow for the closing of this index while moving remaining cash to the General Fund.

I.	FROM: 21A604 – OCJS Jag/PSI Grant	JT1812053
	CO756684 – OCJS Jag/PSI Grant 2016	
	Transfer Out	\$ 10,383.88

TO: 01A001 – General Fund
 ND508515 – Non-Departmental Revenue GF
 Revenue Transfer \$ 10,383.88

Office of Budget Management (on Behalf of Common Pleas Court) is requesting a cash transfer for \$10,383.88 from the OCJS Jag/PSI 2016 Grant to the General Fund. This will allow for the closing of this index while moving remaining cash to the General Fund.

J. FROM: 21A563 – Adult Treatment Drug Court Project **JT1812055**
 CO746339 – SAMHSA Adult Trmt Drug Ct Proj
 Transfer Out \$ 830.21

TO: 01A001 – General Fund
 ND508515 – Non-Departmental Revenue GF
 Revenue Transfer \$ 830.21

Office of Budget Management (on Behalf of Common Pleas Court) is requesting a cash transfer for \$830.21 from the SAMHSA Adult Treatment Drug Court Grant to the General Fund. This will allow for the closing of this index while moving remaining cash to the General Fund.

K. FROM: 21A513 – CCA 407 Felony Program **JT1812065**
 CO741546 – Community Correction Act II FY14
 Transfer Out \$ 17,500.00

TO: 01A001 – General Fund
 ND508515 – Non-Departmental Revenue GF
 Revenue Transfer \$ 17,500.00

Office of Budget Management (on Behalf of Common Pleas Court) is requesting a cash transfer totaling \$17,500.00 from the Community Correction Act II FY14 grant index to the General Fund, allowing for the closing out of this grant.

L. FROM: 21A513 – CCA 407 Felony Program **JT1812068**
 CO754622 – CCA 407 – Intensive Supervision FY15
 Transfer Out \$ 0.04

TO: 01A001 – General Fund
 ND508515 – Non-Departmental Revenue GF
 Revenue Transfer \$ 0.04

Office of Budget Management (on Behalf of Common Pleas Court) is requesting a cash transfer totaling \$0.04 from the CCA 407-Intensive Supervision FY15 grant index to the General Fund, allowing for closing out.

M. FROM: 21A213 – Polygraphing Sex Offenders **JT1812069**
 CO744581 – Polygraphing Sex Offenders
 Transfer Out \$ 44,106.08

TO: 21A213 – Polygraphing Sex Offenders
 CO746537 – Polygraphing Sex Offenders 2001
 Revenue Transfer \$ 44,106.08

Office of Budget Management (on Behalf of Common Pleas Court) is requesting a cash transfer totaling \$44,106.08 from the Polygraphing Sex Offenders grant index to the Polygraphing Sex Offenders 2001 grant index. This will allow for the moving of revenue to close out this grant.

N. FROM: 21A195 – Veterans Court - ODMHAS **JT1812072**
 CO759134 – Spec Dock PR Subsidy – Veterans Crt FY2017
 Transfer Out \$ 6,816.54

TO: 01A001 – General Fund
 ND508515 – Non-Departmental Revenue GF
 Revenue Transfer \$ 6,816.54

Office of Budget Management (on Behalf of Common Pleas Court) is requesting a cash transfer totaling \$6,816.54 from the Spec Dock PR Subsidy-Veterans Crt FY2017 grant index to the General Fund. This will allow for the closing out of this grant and moving of revenue to the General Fund. Funding is provided by the Ohio Department of Mental Health and Addiction Services for the period of July 1, 2016 through June 30, 2017.

O. FROM: 21A283 – Psych Clinic Second Opinion Evaluation **JT1812074**
 CO753343 – Psych Clinic Second Opinion Eval FY2012
 Transfer Out \$ 22,000.00

TO: 01A001 – General Fund
 ND508515 – Non-Departmental Revenue GF
 Revenue Transfer \$ 22,000.00

Office of Budget Management (on Behalf of Common Pleas Court) is requesting a cash transfer totaling \$22,000.00 from the Psych Clinic Second Opinion Eval FY2012 to the General Fund. This will allow for the closing out of this grant and moving of revenue to the General Fund.

P. FROM: 21A276 – PR Subsidy – Recovery Drug Crt **JT1812078**
 CO759118 – P/R Subsidy – Recovery Drug Crt SFY17
 Transfer Out \$ 3,799.96

TO: 01A001 – General Fund
 ND508515 – Non-Departmental Revenue GF
 Revenue Transfer \$ 3,799.96

Office of Budget Management (on Behalf of Common Pleas Court) is requesting a cash transfer totaling \$3,799.96 from the P/R Subsidy-Recovery Drug Crt SFY17 grant index to the General Fund. This will allow for the closing out of this grant and moving of revenue to the General Fund.

Q. FROM: 21A258 – OJP/BJA Drug Court Opiate FY12-FY14 **JT1812081**
 CO753459 – OJP/BJA Drug Court Opiate FY12-FY14
 Transfer Out \$ 17,650.59

TO: 01A001 – General Fund
 ND508515 – Non-Departmental Revenue GF
 Revenue Transfer \$ 17,650.59

Office of Budget Management (on Behalf of Common Pleas Court) is requesting a cash transfer totaling \$17,650.59 from the OJP/BJA Drug Court Opiate FY12-FY14 grant index to the General Fund. This will allow for the closing out of this grant and moving of revenue to the General Fund.

R. FROM: 40A069 – Capital Projects **JT1815058**
 CC768952 – JJC Redesign of Intake & Exhaust Screens
 Transfer Out \$ 138,739.69

TO: 01A001 – General Fund
 ND508515 – Non-Departmental Revenue GF
 Revenue Transfer \$ 138,739.69

Cash transfer from the JJC Redesign of the Intake and Exhaust System Project to the General Fund. This project was set up in 2016 and is now complete where, 66.82% of appropriations were expended. Funding came from the General Fund Capital Improvement Subsidy.

S. FROM: 40A069 – Capital Projects **JT1815061**
 CC768697 – Electrical UPS and Server Room - JJC
 Transfer Out \$ 66,906.00

TO: 01A001 – General Fund
 ND508515 – Non-Departmental Revenue GF
 Revenue Transfer \$ 66,906.00

Cash transfer from the Electrical UPS and Server Room at the JJC Project to the General Fund. This project was set up in 2016 and is now complete where, 44.25% of appropriations were expended. Funding came from the General Fund Capital Improvement Subsidy.

T. FROM: 01A001 – General Fund **JT1815064**
 SU514141 – Capital Impov. G/F Subsidy
 Transfer Out \$ 249,702.41

TO: 40A069 – Capital Projects
 CC769075 – BOE Fire Alarm System Upgrade
 Revenue Transfer \$ 1,934.52

40A099 – Maintenance Projects
 CC768598 – JJC HVAC and Window Film
 Revenue Transfer \$ 477.60

40A069 – Capital Projects
 CC768382 – J.C. Fire Protection Upgrades
 Revenue Transfer \$ 8,400.00

40A069 – Capital Projects CC769141 – Mechanical A/E Services 2016 Revenue Transfer	\$	4,339.80
40A099 – Maintenance Projects CC769042 – County-Wide Painting Phase 2 Revenue Transfer	\$	45,383.00
40A069 – Capital Projects CC769166 – Admin. Building Projects Revenue Transfer	\$	123.48
40A069 – Capital Projects CC769216 – HHS Fit Study Revenue Transfer	\$	35,853.00
40A069 – Capital Projects CC769182 – 2017 General A/E Services Revenue Transfer	\$	8,193.75
40A069 – Capital Projects CC769224 – Bedford Jail Renovation Revenue Transfer	\$	128,035.34
40A069 – Capital Projects CC769257 – Animal Shelter HVAC Repair/Replacement Revenue Transfer	\$	11,961.92
40A069 – Capital Projects CC769414 – RPA Land Acquisition at County Airport Revenue Transfer	\$	5,000.00

Cash transfer into the BOE Fire Alarm System Upgrade, JJC HVAC and Window Film, J.C. Fire Protection Upgrades, Mechanical A/E Services 2016, County-Wide Painting Phase 2, Admin. Building Projects, HHS Fit Study, 2017 General A/E Services, Bedford Jail Renovation, Animal Shelter HVAC Repair/Replacement, and RPA Land Acquisition at County Airport to cover current expenses.

SECTION 4. That certain items approved in Resolution No. R2018-0003 dated January 9, 2018 be rescinded and replaced and Resolution No. R2018-0068 dated March 27, 2018 be corrected as follows to reconcile appropriations for the 2018 in the County’s financial system:

Resolution No. R2018-0003 dated 1/09/2018:

Original Item to be Rescinded – Section 3

Fund Nos./Budget Accounts

Journal Nos.

Y.	FROM: 01A001 – General Fund		JT1813512
	SU515346 – General Fund Operating Subsidies		
	Transfer Out	\$	350,000.00
	TO: 50A410 – Cuyahoga Reg Info System		
	JA090068 – J.A. Cuyahoga Regional Info. Sys.		
	Revenue Transfer	\$	350,000.00

A cash transfer is being requested for the J.A. Cuyahoga Regional Information System. The subsidy requested is based on the 2018 approved budget. Funding comes from the General Fund Operating Subsidies.

Replacement Item – Section 3

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
Y.	JT1813552
FROM: 01A001 – General Fund	
SU515346 – General Fund Operating Subsidies	
Transfer Out	\$ 288,681.65
TO: 50A410 – Cuyahoga Reg Info System	
JA090068 – J.A. Cuyahoga Regional Info. Sys.	
Revenue Transfer	\$ 288,681.65

Requesting to rescind JT1813512 (R2018-0003) and replace with JT1813552. The reason for this request is due to appropriations for a Crime Analyst position being moved to the Prosecutor's Office from the Cuyahoga Regional Information System (see BA1816538, posted 04/02/2018, for the reduction in appropriation).

Resolution No. R2018-0068 dated 3/27/2018:

Original Item to be Corrected – Section 1

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
F.	BA1803025
54P551 – Fitch Road Sanitary Sewer	
ST540641 – Fitch Road Sanitary Sewer	
Other Expenses	\$ (0.17)
Capital Outlays	\$ (277,845.04)
54P562 – Thornapple Pump Station	
ST540971 – Thornapple Pump Station	
Capital Outlays	\$ (231,196.53)
54P566 – Jefferson Drive Sewer Lining	
ST541235 – Jefferson Drive Sewer Lining	
Capital Outlays	\$ (1,344,121.09)

54P567 – Dewey Road ST541243 – Dewey Road Capital Outlays	\$	(1,233,202.39)
54P568 – HSTS Repair/Replacement Prog ST541144 – HSTS Repair/Replacement Prog Other Expenses	\$	(14,420.63)
54P570 – Broadview Rd. Drill Drop Proj. - Parma ST541136 – Broadview Rd. Drill Drop Proj. - Parma Other Expenses	\$	(27,011.50)
54P571 – Echo Hills Pump Station Storm & Driveway ST541250 – Echo Hills Pump Station Storm & Driveway Other Expenses	\$	(108,787.00)
54P574 – Turney Road Sewer Project ST540096 – Turney Road Sewer Project Capital Outlays	\$	(649,950.00)
54P606 – Grannis Thraves San and Storm Impr ST540567 – Grannis Thraves San and Storm Impr Capital Outlays	\$	(28,384.00)
54P607 – North Granger Sewer Replacement ST540435 – North Granger Sewer Replacement Capital Outlays	\$	(1,311.91)
54P608 – Fernhill Sanitary and Storm Upgrade ST540559 – Fernhill Sanitary and Storm Upgrade Capital Outlays	\$	(310,017.07)
54P611 – Sewer Lining 2011 Various Communities ST540088 – Sewer Lining 2011 Various Communities Other Expenses	\$	(1,239,899.72)
54P562 – Thornapple Pump Station ST540971 – Thornapple Pump Station Capital Outlays	\$	(231,196.53)

To remove appropriation from project funds for the Sanitary Engineer that have been inactive for multiple years. Funding comes from payments from local governments for sewer construction and maintenance. Cash transfers of the remaining funds to other funds in the same sewer district are requested on JT1803014 and JT1803021.

Corrected Item – Section 1

Fund Nos./Budget Accounts

Journal Nos.

F.	54P551 – Fitch Road Sanitary Sewer		BA1803025
	ST540641 – Fitch Road Sanitary Sewer		
	Other Expenses	\$	(0.17)
	Capital Outlays	\$	(277,845.04)
	54P562 – Thornapple Pump Station		
	ST540971 – Thornapple Pump Station		
	Capital Outlays	\$	(231,196.53)
	54P566 – Jefferson Drive Sewer Lining		
	ST541235 – Jefferson Drive Sewer Lining		
	Capital Outlays	\$	(1,344,121.09)
	54P567 – Dewey Road		
	ST541243 – Dewey Road		
	Capital Outlays	\$	(1,233,202.39)
	54P568 – HSTS Repair/Replacement Prog		
	ST541144 – HSTS Repair/Replacement Prog		
	Other Expenses	\$	(14,420.63)
	54P570 – Broadview Rd. Drill Drop Proj. - Parma		
	ST541136 – Broadview Rd. Drill Drop Proj. - Parma		
	Other Expenses	\$	(27,011.50)
	54P571 – Echo Hills Pump Station Storm & Driveway		
	ST541250 – Echo Hills Pump Station Storm & Driveway		
	Other Expenses	\$	(108,787.00)
	54P574 – Turney Road Sewer Project		
	ST540096 – Turney Road Sewer Project		
	Capital Outlays	\$	(649,950.00)
	54P606 – Grannis Thraves San and Storm Impr		
	ST540567 – Grannis Thraves San and Storm Impr		
	Capital Outlays	\$	(28,384.00)
	54P607 – North Granger Sewer Replacement		
	ST540435 – North Granger Sewer Replacement		
	Capital Outlays	\$	(1,311.91)
	54P608 – Fernhill Sanitary and Storm Upgrade		
	ST540559 – Fernhill Sanitary and Storm Upgrade		
	Capital Outlays	\$	(310,017.07)
	54P611 – Sewer Lining 2011 Various Communities		
	ST540088 – Sewer Lining 2011 Various Communities		
	Other Expenses	\$	(1,293,899.72)

54P562 – Thornapple Pump Station
 ST540971 – Thornapple Pump Station
 Capital Outlays \$ (231,196.53)

To remove appropriation from project funds for the Sanitary Engineer that have been inactive for multiple years. Funding comes from payments from local governments for sewer construction and maintenance. Cash transfers of the remaining funds to other funds in the same sewer district are requested on JT1803014 and JT1803021.

SECTION 5. 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 6. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

 County Council President Date

 County Executive Date

 Clerk of Council Date

Journal CC030
April 24, 2018



ARMOND BUDISH
Cuyahoga County Executive

TO: Jeanne Schmotzer, Clerk of County Council
FROM: Maggie Keenan, Office of Budget and Management
CC: Dennis Kennedy, Fiscal Office; Mary Louise Madigan, Communications
DATE: April 17, 2018
RE: Fiscal Agenda – 4-24-2018 Council Meeting

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **April 24, 2018**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to cover expenses. Items of note on this agenda include:

- Additional appropriation for HHS/Children and Family Services following an increase in the County's adoption incentive allocation. This is good news for the County as the number of children in the County's permanent custody has increased over the last year. The majority – but not all – of the children in permanent custody are available for adoption. At present, there are 525 children in the County's permanent custody, some of whom are already in adoptive placements.
- An increase in appropriation to effectuate the transfer of the Criminal Justice Information Sharing system (formerly known as REDDS and prior to that known as CRIS) from the Department of Public Safety and Justice Services to the Sheriff's Office based on the determination of the Board. This shift has no financial impact on the County. After the system is appropriated in the Sheriff's Office and the expenses are transferred, the appropriation in the Department of Public Safety and Justice Services will be reduced.
- An increase in appropriation to the Workers Compensation Fund to pay claims. The budget amount was based on an estimate of what our claims costs will be, this request is based on information received from Human Resources. The County's workers compensation costs (premiums and claims) are captured in the Workers Compensation Fund, which generates revenue from charges to agency/department budgets. These charges are based on a combination of actual claims and risk. Two years ago, we discovered that the cash balance in the Workers Compensation Fund far exceeded the amount needed in reserve, therefore we stopped processing these charges and have been drawing down the balance in the Fund to pay premiums and claims. Based on current projections, we will resume charges in 2020. This might get pushed back to 2021 depending on the actuary report, which I hope to have in the next few weeks.
- Appropriation reductions to various agencies (e.g. Juvenile Court, Job & Family Services, Prosecutor's Office) based on the liquidation of prior year encumbrances. Appropriation carried over from the prior year may not be retained in the current year for another purpose.
- Several requests to close out old grants, particularly under the authority of the Court of Common Pleas.

- Appropriation decreases to various capital projects in the Facilities Division that have now been completed. These decreases mean that the original project estimate exceeded the actual cost of the expenses. In cases where there is cash in the project fund, the cash will be returned to the General Fund. As we discussed Friday, the Facilities portion of the CIP is supported by the County's General Fund.
- A decrease in appropriation to the Headquarters account following the transfer of an existing contract with Geis in the Headquarters Capital Project account. This contract was flagged when the we were preparing to close the capital project and we received confirmation from the Law Department that we should be using the existing contract – that had a \$3 million balance – to pay the monthly rent for the headquarters. This request has no net impact on cash or the amount of the rent, although the latter did increase slightly based on the outcome of litigation regarding the ground lease.
- A transfer of cash from the Unclaimed Funds account to the General Fund. The transfer of funds that go unclaimed after a period of five years is authorized by Ohio Revised Code. The County has not done this for years and part of the Executive's budget reduction plan for 2018 was to transfer \$4.5 million in unclaimed funds to the General Fund. Please note that this transfer does not release the County of its liability to pay should a claim be made, but the expectation is that after so long the claims will be minimal. After a thorough review, the amount available to transfer totals \$7.3 million, which is more than we expected in the budget. This variance nearly makes up for the shortfall in Sales Tax revenue. Please note that there is pending litigation that has recently been awarded class action status regarding the payment of interest on unclaimed funds.
- Several cash transfers necessary to properly close old grants, specifically those under the authority of the Court of Common Pleas. In cases where funds are being transferred to the General Fund, this is the required cash match that was originally transferred to the grant, which is transferred in full at the start of the grant period. A surplus in the match means that the grant was not fully expended. No funds are being returned to the grantor as grant funding was provided on a reimbursement basis: what went unspent by the County was never reimbursed.

There are two items in Section IV that seek to correct items previously approved by Council. As you are aware, fixed subsidies were processed at the beginning of the year, including the \$350,000 approved General Fund subsidy for the CJIS program in the Department of Public Safety and Justice Services. This subsidy was calculated to cover a position that has since been transferred to the Prosecutor's Office, so the subsidy needs to be reduced to offset the increase in General Fund support to the Prosecutor's Office that Council has previously approved.

The second two corrections are necessary because in each case two numbers were transposed on the fiscal agenda, which as a result varied from the request. Approval of this correction will allow these items to post.

As always, if you have any questions or need additional information, please do not hesitate to contact me at either 216-443-8191 or mkeen@cuahogacounty.us, I am happy to discuss in more detail. Thank you!

Additional Appropriation Summary – Additional appropriation is requested when to cover expenditures that exceeds the original estimate and must be supported by a revenue source. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or decertification of an encumbrance.

Department	Amount Requested	Funding Source
Common Pleas Court	\$2,661,383.86	Grant – General Fund Impact
Development	\$2,000,000.00	Special Revenue – General Fund Impact
Fiscal/OBM/Debt Service	\$14,118.33	Special Revenue – No General Fund Impact
Headquarters	(\$3,200,000.00)	General Fund
HHS/Child Support Services	\$63,091.25	Special Revenue – No General/HHS Levy Fund Impact
HHS/Children & Family Services	\$47,285.00	Special Revenue – No General/HHS Levy Fund Impact
HHS/Children & Family Services	\$219,026.00	Grant – No General/HHS Levy Fund Impact
HHS/Jon & Family Services	(\$303,511.30)	Special Revenue – HHS Levy Fund Impact
HHS/Other Programs	(\$313,066.00)	Special Revenue – HHS Levy Fund Impact
Human Resources/WC	\$510,000.00	Special Revenue – General/HHS Levy Fund Impact
Juvenile Court	(\$203,365.82)	Special Revenue – HHS Levy Fund Impact
Prosecutor’s Office	(\$19,200.00)	General Fund
Public Safety	\$490,537.68	Grant – No General/HHS Levy Fund Impact
Public Works/Capital Projects	(\$155,645.69)	Special Revenue – General Fund Impact
Public Works/Engineer	\$1,335,000.00	Special Revenue – No General/HHS Levy Fund Impact
Sheriff’s Office	\$1,050,291.00	Special Revenue – General Fund Impact
Sheriff’s Office	\$174,722.60	Grant – No General/HHS Levy Fund Impact
TOTAL	\$4,370,666.91	

Appropriation Transfer Summary – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

Department	Amount Transferred	Funding Source
Common Pleas Court	\$126,740.27	Grant – General Fund Impact
Communications	\$18,750.00	General Fund
HHS/Child Support Services	\$30,000.00	Special Revenue – HHS Levy Impact
Information Technology	\$536,000.00	General Fund
Juvenile Court	\$350,000.00	Special Revenue – HHS Levy Fund Impact
Public Works/Capital Projects	\$74,225.20	Special Revenue – General Fund Impact
TOTAL	\$1,135,715.47	

Cash Transfer Summary – Operating transfers support operating expenditures transfer cash from one fund to another. Transfers post as an expenditure and sufficient appropriation must be available to process the transaction.

Department	Amount Transferred	Funding Source
Common Pleas Court	\$123,891.28	Grant – General Fund Impact
Fiscal Office	\$7,353,452.55	General Fund
Fiscal Office/OBM/Debt Service	\$114,118.33	Special Revenue – No General/HHS Levy Fund Impact
Public Works/Capital Projects	\$205,645.69	Special Revenue - General Fund Impact
Public Works	\$250,000.00	Special Revenue – No General/HHS Levy Fund Impact
Subsidies	\$538,384.06	General Fund
TOTAL	\$8,585,491.91	

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0089

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing an agreement with and various payments to Dana Green for the purchase of property located at 430 Richmond Road, Richmond Heights, Permanent Parcel No. 662-22-013, in connection with the Cuyahoga County Airport Master Plan; authorizing the County Executive to take all necessary actions and to execute all documents necessary to consummate the contemplated transactions; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive Budish/Department of Public Works has recommended (1) an Agreement for Sale and Purchase of Real Estate with Dana Green in the amount of \$128,000.00 for the purchase of certain property owned by Dana Green and located at 430 Richmond Road, identified as Permanent Parcel Number 662-22-013, in the City of Richmond Heights, Ohio (the "Property"); and (2) relocation payments to Dana Green in the total amount not-to-exceed \$80,000.00 in connection with the purchase of the Property; and

WHEREAS, the County of Cuyahoga owns and operates a public airport known as the Cuyahoga County Airport, 26300 Curtiss Wright Parkway, Richmond Heights, Ohio 44143 and situated in the cities of Richmond Heights, Highland Heights and Willoughby Hills; and

WHEREAS, Dana Green is the owner of the Property; and

WHEREAS, the County of Cuyahoga has identified the Property as a protective area on the Cuyahoga County Airport Master Plan approved by the Federal Aviation Administration (the "FAA") on November 10, 2010 and the County of Cuyahoga desires to acquire the Property from Dana Green for the purpose of bringing the Airport into FAA compliance pursuant to the Airport Master Plan; 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 (1) an Agreement for Sale and Purchase of Real Estate with Dana Green in the amount of \$128,000.00 for the purchase of certain property owned by Dana Green and located at 430 Richmond Road, identified as Permanent Parcel Number 662-22-013, in the City of Richmond Heights, Ohio; and (2) relocation payments in the total amount not-to-exceed \$80,000.00 to Dana Green in connection with the purchase of the Property.

SECTION 2. That the County Executive or his authorized designee is authorized to (a) take all actions, and to execute, acknowledge, deliver and/or file for record (as and where appropriate) (i) all documents and instruments necessary or desirable to facilitate and/or consummate the transactions contemplated hereby, including, but not limited to, the Agreement for Sale and Purchase of Real Estate with Dana Green, and all documents to be executed by the County thereunder, (ii) all other and further documents, instruments, certificates, agreements, amendments, assignments, consents, affidavits, certifications, disbursement authorizations, settlement statements, closing statements, proration statements, escrow agreements, escrow instructions, and notices, and (iii) amendments, modifications and supplements to any of the foregoing, that the County Executive may deem necessary or advisable in connection with the consummation of the transactions contemplated hereby, in all cases containing such terms and conditions as may be approved by the County's Director of Law, (b) agree to such payments and other arrangements as may be necessary or advisable in connection therewith to facilitate and/or consummate such transactions, and (c) prosecute and/or defend any actions or proceedings that may be necessary or advisable relative to any of the foregoing matters.

SECTION 3. That all documents to be executed in connection with the transactions contemplated herein be subject to the Law Director's approval as to legal form and correctness.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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:
Committee(s) Assigned:

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Department of Public Works, 2018, Settlement Agreement with Dana Green, Cuyahoga County Airport

Scope of Work Summary

The Department of Public Works is requesting approval one Settlement Agreement for \$128,000.00 and relocation payment not to exceed \$80,000.00 for acquiring necessary property for the Cuyahoga County Airport, as part of the Airport's Master Plan. A summary of the property rights required, damage and compensation by item is set forth in the enclosed Appraisal Report for this parcel:

PPN 662-22-013

Property Owner: Dana Green

Recommended Offer of Settlement: \$128,000.00

Fair Market Value Estimate: \$128,000.00

* The settlement amount is equal to the approved Fair Market Value Estimate (FMVE) as determined by appraiser and review appraiser.

Relocation Payment Includes:

Maximum Price Differential Payment: \$65,060.00

Expenses Incidental to Purchase of Replacement House

Moving Expenses

* Calculation of relocation payment is based on the FAA Manual "Land Acquisition and Relocation Assistance for Airport Projects" (5100.37B)

- a. The primary goal is to sign the Agreement and acquire property from Dana Green for the Cuyahoga County Airport.
- b. 430 Richmond Road, Richmond Heights, Ohio 44143
- c. District 11

Procurement

The procurement method for the acquisition of property for this project is that consultant O.R. Colon visits the properties, its qualified appraiser prepares a Fair Market Value Estimate [FMVE] of the property being taken. Lastly, one of O.R. Colon's qualified land consultants negotiates with the property owners. The consultant considers the amount of settlement to be reasonable. The property owner has agreed to the settlement amount [see, attachments].

Contractor Information

Property Owner

Dana F. Green

430 Richmond Road

Richmond Heights, Ohio 44143

Funding

INDEX : CC769414 RPA LAND ACQUISITION AT COUNTY AIRPORT

FUND : 40A CAPITAL PROJECTS FUND

SUBFUND : 069 CAPITAL PROJECTS

DATE: February 26, 2018

PARCEL: 662-22-013

Dana F. Green
430 Richmond Road
Richmond Heights, Ohio 44143

**Re: Revised Acquisition & Relocation Offer Letter
Cuyahoga County Airport Project
APN: 662-22-013**

Dear Mr. Green:

This letter is Cuyahoga County's offer to purchase your property represented by APN **662-22-013**, located at **430 Richmond Road, Richmond Heights, Ohio**. A copy of the legal description, as documented by the previous transfers, is included with this letter as **Attachment A**. This shows the boundaries of your property and identifies the precise property Cuyahoga County is offering to purchase.

Cuyahoga County hereby offers to purchase your property for:

\$128,000.00

This offer is contingent upon your ability to convey good and marketable title to Cuyahoga County. The County's offer is based on the appraisal performed by Tracy M. Hauserman and reviewed by C. Eric Kirk, review appraiser. This offer is valid for seven (7) calendar days from the date you receive this letter, unless you and Cuyahoga County agree in writing to extend that period. During this time period, we ask that you review the offer and decide how you would like to move forward.

Should you decide to accept this offer, please contact me and I will meet with you to execute the purchase agreement.

Attached to this letter is a Summary Statement of the Basis for Offer (**Attachment B**) that explains the fair market value determination of the appraiser.

A. Price Differential Payment

The Price Differential Payment is intended to provide you a lump sum payment to enable you to buy a comparable replacement home in a comparable neighborhood, even if the market value of that replacement home is higher than the fair market value of the Property. The Price Differential Payment is based on the difference in market value between your current home and a house comparable to your home located beyond the Airport's Expansion Zone.

You are eligible to receive a Price Differential Payment in the maximum amount of:

\$65,060.00

A study of houses comparable to your Property, presently for sale on the real estate market was performed to determine the list price of a comparable replacement house. A "Summary of Comparable Housing Determination" is included as **Attachment C**. It describes the house(s) selected as most comparable to your current house.

You are under no obligation to purchase any of the houses O.R. Colan Associates, on behalf of Cuyahoga County, has selected as comparable in the "Comparable Housing Determination." The selection of the actual house you buy is your choice, provided it meets the federal standards of Decent, Safe, Sanitary and adequate to meet your family's needs. In order to receive your Price Differential Payment, the replacement house, which you purchase and occupy, must be decent, safe and sanitary and adequate for your family's needs. It is important that you contact us before signing a purchase contract, so that an inspection of the property you are considering can be conducted. Any inspections we conduct however, are not a warranty or guarantee against present or future deficiencies, malfunctions, or inadequacies you may encounter as a result of the purchase and occupancy of your replacement house after it has been determined to be decent, safe, sanitary and adequate for your family's needs. Cuyahoga County and its agents and assigns thereof can assume no responsibility for repairs to your property, which may become necessary in the future. Therefore, we advise you to secure all necessary written assurances and warranties from the present owner (seller). Please have the agent for the property you intend to purchase contact me before you sign a contract or pay any earnest money.

Although you are eligible for a Price Differential Payment of up to **\$65,060.00**, the amount you actually receive may be less depending on the price you pay for a replacement home. If the price of the replacement home is equal to or more than **\$135,000.00** (the Comparable Housing Determination), you will receive the full Price Differential Payment. If the price of the replacement home is between **\$69,940.00** (the normal home site valuation of the Property) and **\$135,000.00** (the Comparable Housing Determination), you will receive the difference between the fair market value of the Property and the price of the replacement home. Furthermore, if Cuyahoga County agrees to adjust its fair market value determination based on an appraisal or other information you provide to O.R. Colan Associates, on behalf of Cuyahoga County, the amount of the Price Differential Payment may be lowered to reflect

the smaller difference between the sales price of the Property and the cost of acquiring a replacement house.

You may claim the Price Differential Payment by submitting to O.R. Colan Associates, on behalf of Cuyahoga County, completed versions of the forms attached as Attachment D within 18 months after the later of (i) the date you move from the property, or (ii) the date Cuyahoga County makes its final payment for the purchase of the Property. Your claim should be supported by a copy of the contract for the purchase of the replacement dwelling and a copy of the good faith estimate of closing costs on the replacement dwelling or a copy of the HUD-1 form for the replacement dwelling. O.R. Colan Associates will assist you in the completion of this form.

B. Expenses Incidental to the Purchase of a Replacement House

You are eligible to be reimbursed for the necessary and reasonable expenses that arise from the purchase of your replacement house. These are the costs that are typically paid by the “buyer” of a home, and include:

- (1) Legal, closing, and related costs, including those for title search, preparing conveyance instruments, notary fees, preparing surveys and plats, and recording fees. Costs are not to exceed those of a normal comparable replacement dwelling.
- (2) Lender, FHA, or VA application and appraisal fees.
- (3) Loan origination or assumption fees that do not represent prepaid interest for loans up to the amount of the mortgage on the Property.
- (4) Home inspections and certification of structural soundness and termite inspection of the replacement home.
- (5) Credit Report.
- (6) Owner’s and mortgagee’s evidence of title, e.g., title insurance, not to exceed the costs for a comparable replacement dwelling.
- (7) Escrow or closing agent’s fee.
- (8) State revenue or documentary stamps, sales or transfer taxes (not to exceed the costs for a comparable replacement)

You may only be reimbursed for expenses that you actually incur. Moreover, if you do not currently have a mortgage on the Property, any incidental expenses associated with obtaining a mortgage on your replacement property are not eligible for reimbursement.

In order to obtain reimbursement of these expenses, you must complete and submit to O.R. Colan Associates, on behalf of Cuyahoga County, the form attached as Attachment D,

together with invoices, receipts or other evidence that you incurred those expenses. You may submit the claim for reimbursement within 18 months of the later of (i) the date you move from the Property, or (ii) the date Cuyahoga County makes its final payment for the purchase of the Property. O.R. Colan Associates will assist you with the completion of this form.

You may also be eligible for costs associated with an increase in the mortgage rate you secure for the purchase of the replacement house as compared to the existing mortgage at the Property. If you are eligible for a payment due to increased mortgage costs, it is computed after you purchase a replacement dwelling and paid to you in a lump sum amount. This is an infrequent payment and we suggest you not consider it in your financial plans. If you believe you are eligible for such payment, you must complete and submit to O.R. Colan Associates, on behalf of Cuyahoga County, the form attached as Attachment E along with a copy of the note and mortgage on the Property and documentation of the mortgage on the replacement dwelling indicating the interest rate for the new mortgage. You may submit the claim within 18 months of the later of (i) the date you move from the Property, or (ii) the date Cuyahoga County makes its final payment for the purchase of the Property. O.R. Colan Associates will assist you with the completion of this form.

C. Moving Expenses

You are eligible to be reimbursed for the expense of having to move from the property to a replacement home. There are two options for payment of those expenses: self-move or commercial move.

The self-move option is a fixed payment based on a rate schedule that calculates a dollar amount for each room of your present house. The amount you will be eligible to receive will be determined at a later date when a representative of O.R. Colan Associates meets with you to complete a Self-Move Determination. This determination will be based on the fixed rate schedule as contained in the Uniform Relocation Act for the State of Ohio. If you select this option, payment will be made directly to you upon completion of your move and after all keys and garage door openers have been turned in to O.R. Colan Associates, on behalf of Cuyahoga County.

The commercial move option reimburses you for the actual, reasonable cost of having a commercial moving company move your personal goods within 50 miles of the Property, including (a) the cost of moving your personal property, (b) packing, crating, unpacking, and uncrating of the personal property, (c) disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances, and other personal property, (d) storage of personal property (in transit) for a period not to exceed 12 months (with prior approval from Cuyahoga County), unless Cuyahoga County determines that a longer period is necessary, (e) insurance for the replacement value of personal property in connection with the move and

necessary storage, and (f) the replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of you or any agents or employees you hire) where insurance covering such loss, theft, or damage is not reasonably available. If you choose this option you must secure at least two estimates from qualified commercial licensed moving companies of your choice. All reasonable moving expenses are eligible for payment with one exception relative to mileage. Costs incurred by the moving company beyond 50 miles from your present property are ineligible. Cuyahoga County will pay all mileage within 50 miles of your present property. Also, if you select the commercial move option, you will be reimbursed one time for utility reconnections. (Payment for utility reconnections is not eligible under the self-move option.)

Please notify me when you decide which moving option you desire by completing the form attached as Attachment F, together with invoices, receipts, bids or other evidence that you incurred those expenses. You may submit the claim for reimbursement of commercial mover expenses within 18 months of the later of (i) the date you move from the Property, or (ii) the date Cuyahoga County makes its final payment for the purchase of the Property. O.R. Colan Associates will assist you with the completion of this form.

Regardless of which moving option you select, you must allow us to make reasonable and timely inspections of the personal property at the subject house and the replacement house so that we can monitor the move in accordance with federal law. Keys and garage door openers must be turned in to O.R. Colan Associates, on behalf of Cuyahoga County, prior to payment for moving expenses.

At a later date, and after Cuyahoga County has acquired the property, you will be provided a 60 day notice citing a specific date for you to vacate the acquired property. It is imperative that you work with your relocation agent from O.R. Colan Associates on the timing of your closing with Cuyahoga County and that of your replacement property.

I understand that you may have questions regarding the provided information. I will make myself available to assist you throughout this process and can be reached at (440) 827-6116 ext. 211 or by email at lfalvey@orcolan.com.

Respectfully,

Lauren K. Falvey
O.R. Colan Associates

Sean O'Neill
O.R. Colan Associates

Enclosures: Attachment A – Legal Description
Attachment B – Summary Statement for Basis of Fair Market Value
Attachment C – Summary of Comparable Housing Determination

Attachment D – Replacement Housing Payment Claim Form
Attachment E – Mortgage Interest Costs Claim Form
Attachment F – Moving Expense Claim Form

By signing this document you are acknowledging receipt of the above referenced documents and that you met with an Agent from O.R. Colan Associates, who explained your offer.

Signature

Date

Signature

Date

Legal Description (Last Deed of Record)

ADDRESS

430 Richmond Road
Richmond Heights, Ohio 44143
Permanent Parcel No.(s) 662-22-013
Order No 220715

LEGAL DESCRIPTION

Parcel No. 1:

Situated in the City of Richmond Heights, County of Cuyahoga, and State of Ohio, and known as being part of Original Euclid Township Lot No. 23, Tract No. 2, bounded and described as follows:

Beginning at a point in the center line of Richmond Road which bears North 0° 28' 25" East, along said center line 1025.0 feet from an iron pin marking the intersection of said center line with the center line of Highland Road; thence from said place of beginning, West, parallel with said center line of Highland Road, 882.0 feet to a stake; thence North 0° 28' 25" East, parallel with said center line of Richmond Road, 125.0 feet to a stake; thence East, parallel with said center line of Richmond Road, 882.0 feet to a point in said center line of Richmond Road; thence South 0° 28' 25" West, along said center line of Richmond Road, 125.0 feet to the place of beginning.

The above described parcel of land contains 2.53 Acres of land, be the same more or less, but subject to all legal highways, according to a survey by F.A. Pease Engineering Company.

Parcel No. 2:

Situated in the City of Richmond Heights, County of Cuyahoga and State of Ohio:

and known as being part of Original Euclid Township Lot No. 33, Tract No. 12, and bounded and described as follows:

Beginning on the Easterly line of land conveyed to Edward E. Lapka and Dolores A. Lapka, by Deed dated August 11, 1944 and recorded in Volume 5802, Page 291 of Cuyahoga County Records, at the Southwesterly corner of land conveyed to Dana E. Green and Marcella Green, by Deed dated July 31, 1944 and recorded in Volume 5698, Page 633 of Cuyahoga County Records; thence Northerly along the Easterly line of land so conveyed to Edward E. and Dolores A. Lapka, 125 feet to the Southerly line of land conveyed to John and Mary Skerl, by Deed dated May 25, 1944 and recorded in Volume 5680, Page 56 of Cuyahoga County Records; thence Westerly, along the Southerly line of land so conveyed, 115 feet to the Northwesterly corner of land conveyed to Edward E. and Dolores A. Lapka as aforesaid; thence Southerly, along the Westerly line of land so conveyed, 125 feet to its intersection with the Westerly prolongation of the Southerly line of land conveyed to Dana E. and Marcella Green as aforesaid; thence Easterly, along said Westerly prolongation 115 feet to the place of beginning, be the same more or less, but subject to all legal highways. 33A

Summary Statement of the Basis for Fair Market Value

Parcel: 662-22-013
Parcel Address: 430 Richmond Road, Richmond Heights, Ohio 44143

The determination of fair market value for your Property was based on the inspection and appraisal of the Property performed by a competent qualified real estate appraiser, Tracy M. Hauserman and the subsequent review of that appraisal by C. Eric Kirk, also a competent qualified real estate appraiser. Both the appraiser and the review appraiser are unaffiliated with Cuyahoga County and have conducted the appraisal in accordance with Federal and State laws pertaining to the valuation of real property. Based on the appraisal and the review appraiser's second opinion, Cuyahoga County establishes the fair market value of your property at:

\$128,000.00

The fair market value amount is based on the appraisal of real property that you own. Real property is anything permanently attached to the subject property. For this parcel the valuation is representative of fee simple interest for vacant land.

The fair market value amount is based on the appraisal of real property that you own. Real property is anything permanently attached to the subject property such as houses, fences, workshops on cement foundations, driveways, patios, porches, greenhouses, in-ground swimming pools, land and plants etc.

Any personal property located on the property was not considered in determining the fair market value of the property. Personal property is items you own that are not permanently attached to the structure or land, such as clothing, furniture, kitchen appliances, etc.

The following lists of real property included in your appraisal and approximate quantities and types of personal property are included in an attempt to prevent any misunderstandings as to what is considered to be real or personal property.

Real Property Included in Appraisal:

1.5 Story Residential Home, landscaping, lawn, trees, and shed.

SUMMARY OF COMPARABLE HOUSING DETERMINATION

Owner(s): Dana F. Green

Parcel: 662-22-013

Cost of Comparable Housing	\$135,000.00
<u>Less Typical Home Site Value</u>	<u>\$69,940.00</u>
Replacement Housing Cost	\$65,060.00

Primary Comparable Replacement House (most comparable to your present house)

Address: 1635 Richmond Road
Lyndhurst, OH 44124

Listing Agent: Richard T. Miller
(216) 702-0282

List Price: \$135,900

Comparable Replacement House #2

Address: 4653 W. Farnhurst Road
South Euclid, Ohio 44121

Listing Agent: Jody J. Finucan
(440) 221-6383


List Price: \$154,900

Comparable Replacement House #3

Address: 5609 Harleston Drive
Lyndhurst, OH 44124


Listing Agent: Michael A. Ferrante
(216) 373-7727

List Price: \$175,000

 U.S. Department of Transportation Federal Aviation Administration		Schedule B Claim for Homeowners Replacement Housing Payment (49 CFR 24.401 & .403)			
		Name:		Project/Parcel:	
Section 1 - To Be Completed by Homeowner					
As of the date that you received the Agency's written offer to acquire your dwelling (initiation of negotiations), was the <u>Acquired Dwelling</u> owned and occupied as your permanent residence for not less than 180 consecutive days? <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No					
1. Incidental Expenses on Purchase of your <u>Replacement Dwelling</u> : <i>Usual and Customary Charges Not to Exceed Cost on Purchase of Comparable Dwelling</i>					
Buyers/Borrowers Charges - Attach Certified Closing Statement (HUD-1) <i>(Nonrecurring Costs Only, Eligible Discount Points will be included with Section II below)</i>		Amount	Agency Use		
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Total Incidental Expense Claimed:					
2. Rental Assistance Payment Received, if any.		3. Replacement Housing Payment Advanced, if any.			
4.					
_____ Signature		_____ Date		_____ Signature	
_____ Signature		_____ Date		_____ Signature	
_____ Signature		_____ Date		_____ Signature	
_____ Signature		_____ Date		_____ Signature	
_____ Signature		_____ Date		_____ Signature	
Section II - To Be Completed by Agency					
Mortgage Interest Differential Payment Determination (Compute on Page 6/6A)					
Calculated Amount:		Payment is to be applied at closing for the Purchase of the Replacement Dwelling. Closing is set for Date:			
Computation of Replacement Housing Payment Amount DUE: (Confirm prior payments in Items 5 and 6 of Section I above, and INCLUDE in Item G. below)					
A. Price of Comparable Dwelling			E. Mortgage Interest Differential Payment		
B. Price Paid for Replacement Dwelling			F. Amount of Incidental Expenses (Eligible Cost from Section I)		
C. Cost of Acquired Dwelling			G. Total Amounts Paid on Prior Claims		
D. Purchase Price Differential Payment (Lesser of A. or B. minus C)			Total Payment Due On This Claim (D plus E plus F, Minus G)		
Recommended	Amount	Name - Signature		Title	Date
Approved					

Mortgage Maintenance Payment Computation			
<small>U.S. Department of Transportation Federal Aviation Administration</small>			
Required Information			
Displacee:	Parcel Number:		
1. Remaining principal balance on old mortgage.			INPUT
2. Remaining amortization term of old mortgage as of date of acquisition.	<i>Calculated. (Months)</i>		#DIV/0!
3. Annual interest rate on old mortgage.			
4. Monthly Payment:			
A. Existing monthly payment, actual payment as of date of acquisition:	#DIV/0!		
B. If the term of the replacement mortgage (line 6) is less than existing mortgage (line 2), use the shorter amortization term of the replacement and calculate a hypothetical monthly payment for the existing mortgage at the shorter term.	Calculated #DIV/0!		
5. Replacement mortgage amount.(Enter lesser of actual amount or old balance amount, line 1)			
6. Amortization term of replacement mortgage.	(Months)		
7. Annual interest rate of replacement mortgage. (Shall not exceed the prevailing fixed-term interest rate for conventional (non-government insured) mortgages currently charged by lenders in the area in which the replacement dwelling is located.)			
8. Purchaser's points and loan origination or assumption fees which are not paid as an incidental expense. (Not to exceed market norms.)			
Payment Calculation			
A. Amount of reduced loan having a monthly amortization payment of:			
#DIV/0!	for	#DIV/0! months	at an annual rate of
<small>Greater of line 4A or 4B</small>		<small>Lesser of Line 2 or Line 6</small>	<small>Line 7</small>
			#DIV/0!
B. Amount of mortgage reduction:			
		less	#DIV/0!
	<small>Line 1</small>		<small>Line A</small>
			#DIV/0!
C. Points and fees. <u> </u> times #DIV/0!			
	<small>Line 8</small>	<small>Lesser of Line A; or line 5. above</small>	
			#DIV/0!
D. PAYMENT: Total of Lines B and C.			
			#DIV/0!
E. If the actual new mortgage is less than Line A:			
#DIV/0!	divided by	#DIV/0!	equals
<small>New Mortgage Amount</small>		<small>Line A</small>	#DIV/0! X
			#DIV/0!
		Plus Points =	#DIV/0!
		<small>Line D</small>	<small>Line C.</small>
FAA Form 5100-123 (REVISED 2-95)			
NSN: PENDING			

N/A

 U.S. Department of Transportation Federal Aviation Administration	Schedule A Payment of Moving Costs -- Residential (49 CFR 24.301)		
1. Claimant Name:		2. Project/Parcel:	
3. Type of Payment claimed:			
<input type="checkbox"/> Fixed payment:		<input type="checkbox"/> Reimbursement of Actual Expense Complete item 4 including any storage cost	<input type="checkbox"/> Supplementary Claim for Storage Cost Complete item 5
4. Actual Moving Expenses (See below for Eligible and Non-eligible Expense)		Amount Claimed	For Agency Use Only
a. Moving Costs			
b. Transportation Costs - Families and Individuals (if any)			
c. Cost of Insurance (Move and Storage)			
d. Storage Costs (Complete item 5)			
e. Other: (Explain on Reverse Under Remarks)			
Total Amount Claimed			
Less Amount of Advanced Payments (if any)			
Total Amount Due			
5. Storage Cost (Complete only if personal property was moved to and from storage.)			
Type of Claim:	Date Property Moved TO Storage:	Date Property Moved FROM Storage:	Storage Location:
<input type="checkbox"/> Initial <input type="checkbox"/> Supplemental <input type="checkbox"/> Final			<input type="checkbox"/> with Mover <input type="checkbox"/> other location
6. Method of Payment:			
<input type="checkbox"/> I (We) request the fixed payment.			
<input type="checkbox"/> I (We) have paid the moving costs itemized above and, therefore, request payment to be made directly.			
<input type="checkbox"/> I (We) have not paid the moving cost itemized above and, therefore, request payment to be made in advance to the mover and/or storage company or other contractors, in accordance with arrangements made in advance, and with my (our) consent, between the agency and the mover and/or storage company or other contractors.			
<input type="checkbox"/> I (We) hereby request and authorize the moving cost to be incurred be paid directly to the mover and/or storage company or other contractors, in accordance with arrangements made, and with my (our) consent, between the agency and the mover and/or storage company or other contractors.			
Signature _____		Date _____	
Signature _____		Date _____	
Eligible Moving Expenses The actual, reasonable, and necessary expense for: <ol style="list-style-type: none"> Transportation of individuals, families, and personal property from the acquired site to the replacement site not to exceed a distance of 50 miles, (unless the 50 mile limit is waived for cause by the agency). Packing and unpacking, crating and uncrating of personal property. Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances, and other personal property. Storage of personal property as necessary intransit up to 12 months, (unless extended by the agency if necessary). Insurance for the replacement value of the property moved and/or stored. The replacement value of property lost, stolen, or damaged in the move, not through the fault or negligence of the displaced person, or his/her agent or employee; where insurance coverage for such items is not available at reasonable cost. 		Ineligible Expenses <ol style="list-style-type: none"> Cost of moving structures or other real property improvements. Interest on a loan of funds for moving costs. Additional expense because of living in a new location. Personal injury. Any legal fee or other cost for preparing a claim for a relocation payment or for representing the claimant before the agency. Expense to search for a replacement residence. Improvement to the replacement real property. 	

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0090

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ41759 to Nerone & Sons, Inc. in the amount not-to-exceed \$1,915,278.25 for the Broadrock Court Sanitary Relief Sewer Connection in the City of Parma; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ41759 to Nerone & Sons, Inc. in the amount not-to-exceed \$1,915,278.25 for the Broadrock Court Sanitary Relief Sewer Connection in the City of Parma; and

WHEREAS, this project is the Broadrock Court Sanitary Relief Sewer Connection in the City of Parma, located in Council District 4; and

WHEREAS, the anticipated start-completion dates are June 1, 2018 - May 31, 2019; and

WHEREAS, the funding for this project is as follows: (a) \$1,000,000.00 from Army Corps of Engineer's Grant; (b) \$250,000.00 from MCIP (NEORS) Grant; (c) \$225,000.00 from Ohio Public Works Commission Grant; (d) \$225,000.00 from Ohio Public Works Commission Loan; and (e) \$215,278.25 from Ohio Water Development Authority (WPCLF) Loan; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ41759 to Nerone & Sons, Inc. in the amount not-to-exceed \$1,915,278.25 for the Broadrock Court Sanitary Relief Sewer Connection in the City of Parma.

SECTION 2. That the County Executive is authorized to execute the contract in connection with said award and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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:
Committee(s) Assigned:

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Scope of Work Summary

- Public Works is recommending an award on RQ41759 and requesting to enter into a contract with Nerone & Sons, Inc. for the [Broadrock Court Sanitary Relief Sewer Connection in the City of Parma](#) in the amount [not-to-exceed \\$1,915,278.25](#). The anticipated start-completion dates are June 1, 2018 – May 31, 2019.
- The Project is located in Council District 4.
- The contractor was deemed non-compliant by OPD because a financial statement was not attached to the Bid Guaranty and Contract Bond. A law request was submitted in Matrix (PWD-1262). Public Works requested the missing form and chose to waive the technicality as per Section 103.01 of the General Projects, "The right is reserved to reject any or all proposals, to waive technicalities". See attached email from the Law Department.

Procurement

- The RFB was closed on March 29, 2018.
- There were seven (7) vendors on the plan holders list and one (1) bid was submitted.
- This was a federally funded project. A three (3%) percent DBE Goal was set and the contractor submitted the DBE Subcontractor Forms as required.

Contractor Information

- Nerone & Sons, Inc., 19501 S. Miles Road, Warrensville Heights, Ohio 44128.
- Council District 9.

Project Status

- The contractor will be given a notice to proceed with construction in June, 2018.

E. Funding

- Army Corps of Engineer's Grant (\$1,000,000.00)
- MCIP (NEORS) Grant (\$250,000.00)
- Ohio Public Works Commission Grant (\$225,000.00)
- Ohio Public Works Commission Loan (\$225,000.00)
- Ohio Water Development Authority (WPCLF) Loan-(\$215,278.25);
Approved Amount- \$1,340,000.00

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: ST-18-41759		TYPE: (RFB/RFP/RFQ): Formal RFB Construction		ESTIMATE: \$2,310,000.00			
CONTRACT PERIOD: n/a		RFB/RFP/RFQ DUE DATE: 3/29/2018		NUMBER OF RESPONSES (issued/submitted): 7/1			
REQUESTING DEPARTMENT: Public Works		COMMODITY DESCRIPTION: Broadrock Court Sanitary Relief Sewer Connection					
DIVERSITY GOAL/ DBE 3 %		DIVERSITY GOAL/MBE 0 %		DIVERSITY GOAL/WBE 0%			
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No		CCBB: Low Non-CCBB Bid\$:		Add 2%, Total is:			
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No		CCBEIP: Low Non-CCBEIP Bid \$:		Add 2%, Total is:			
*PRICE PREFERENCE LOWEST BID REC'D \$		RANGE OF LOWEST BID REC'D \$		Minus \$, =			
PRICE PREF % & \$ LIMIT:		MAX SBE/MBE/WBE PRICE PREF \$		DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	Dept. Tech. Review	Award: (Y/N)
1. Nerone & Son's, Inc 19501 S Miles Road Warrensville Hts OH 44128	100% Travelers Casualty and Surety Company of America	\$1,915,278.25	Compliant: <input checked="" type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: #13-0442 Bid Bond:** <input checked="" type="checkbox"/> No NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Pricing sheets: <input checked="" type="checkbox"/> Yes CCBB:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	The contractor was deemed non-compliant by OPD because a financial statement was not attached to the Bid Guaranty and Contract Bond. A law request was submitted in Matrix (PWD-1262). Public Works requested the missing form and chose to waive the technicality as per Section 103.01 of the General Projects, "The right is reserved to reject any or all proposals, to waive technicalities".	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

				<input checked="" type="checkbox"/> Yes CCEIP: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes EEO: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes				
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** - Vendor's bid bond is incomplete. Missing Financial Statement for Bonding Company.

Department of Public Works Bid Results

Letting Date 3/29/2018 Cuyahoga County Engineer's Estimate: \$2,310,000.00

Broadrock Court Sanitary Relief Sewer Connection

Low Bidder	Nerone & Sons, Inc.	\$1,915,278.25	-17.09%
	0	\$0.00	-100.00%

Notes:

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE BID	NERONE & SON, INC.
1	Clearing and Grubing	1	LS	\$5,000.00	\$5,000.00
2	Backfill Grout - Drilled Portion	20	CY	\$700.00	\$14,000.00
3	Soil Excavation	142	CY	\$600.00	\$85,200.00
4	Rock Excavation	44	CY	\$3,400.00	\$149,600.00
5	Drilled Shaft Excavation	22	CY	\$7,200.00	\$158,400.00
6	10" HDPE Sewer	920	LF	\$725.00	\$667,000.00
7	10' Steel Casing	1	LS	\$122,000.00	\$122,000.00
8	4' Steel Casing	1	LS	\$57,000.00	\$57,000.00
9	10" HDPE Drop Pipe	48	LF	\$350.00	\$16,800.00
10	Not Used				
11	Construction Layout Stakes	1	LS	\$10,000.00	\$10,000.00
12	Backfill Grout - Soil Portions	120	CY	\$350.00	\$42,000.00
13	Concrete Ring Beam	1	LS	\$6,000.00	\$6,000.00
14	Precast Concrete Riser	61	VF	\$400.00	\$24,400.00
15	Rock Bolts	64	EA	\$400.00	\$25,600.00
16	Shotcrete	578	SF	\$130.00	\$75,140.00
17	Backfill Grout - Rock Portion	32	CY	\$550.00	\$17,600.00
18	Field Locate NEORS D Interceptor	1	LS	\$91,000.00	\$91,000.00
19	Interceptor CCTV Inspection	1	LS	\$7,000.00	\$7,000.00
20	Maintenance of Traffic	1	LS	\$5,000.00	\$5,000.00
21	ODOT Item 619, Field Office, Type B, As Per Plan	12	Months	\$2,600.00	\$31,200.00
SECT. REF.	Contingency Items-As Directed by Engineer				
DS-11, C3	Additional No.1 and No.2 Limestone Fill	1	TON	55	\$55.00
DS-11, C3	Additional Excavation	10	CY	55	\$550.00
DS-11, D3	Sheeting and Bracing left in Place	100	SF	\$30.00	\$3,000.00
DS-14, D	Additional Premium Backfill	10	CY	55.00	\$550.00
DS-24, B5	Additional Seeding	10	SY	6.00	\$60.00
	SUB-TOTAL BID				\$1,614,155.00
22	Project Contingency Allowance (15% of Sub-Total Bid)	1	LS	\$242,123.25	\$242,123.25
23	Mobilization (maximum of 3% of Sub-Total Bid)	1	LS	\$59,000.00	\$59,000.00
	GRAND TOTAL BID				\$1,915,278.25

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0091

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution making an award on RQ41397 to The Great Lakes Construction Co. in the amount not-to-exceed \$3,561,561.58 for the Towpath Trail - Stage 1 from Harvard Avenue Trailhead to Steel Yard Commons in the City of Cleveland and Village of Cuyahoga Heights; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ41397 to The Great Lakes Construction Co. in the amount not-to-exceed \$3,561,561.58 for the Towpath Trail - Stage 1 from Harvard Avenue Trailhead to Steel Yard Commons in the City of Cleveland and Village of Cuyahoga Heights; and

WHEREAS, the goal of this project is construction of the Towpath Trail - Stage 1 from Harvard Avenue Trailhead to Steel Yard Commons in the City of Cleveland and Village of Cuyahoga Heights, Council District 7; and

WHEREAS, the anticipated start-completion dates are June 4, 2018 – December 7, 2019; and

WHEREAS, the funding for this project is as follows: (a) 80% from Federal Funding (Congestion Mitigation Air Quality (CMAQ) Fund) and (b) 20% Local Funding – up to \$500,000.00 Clean Ohio Shares Grant and City of Cleveland Tax Increment Fund (TIF); and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ41397 to The Great Lakes Construction Co. in the amount not-to-exceed

\$3,561,561.58 for the Towpath Trail - Stage 1 from Harvard Avenue Trailhead to Steel Yard Commons in the City of Cleveland and Village of Cuyahoga Heights.

SECTION 2. That the County Executive is authorized to execute the contract in connection with said award and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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:
Committee(s) Assigned:

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Scope of Work Summary

- Public Works is recommending an award on RQ41397 and requesting to enter into a contract with The Great Lakes Construction Co. for the [Towpath Trail, Stage 1 from Harvard Avenue Trailhead to Steel Yard Commons in the City of Cleveland and the Village of Cuyahoga Heights](#) in the amount [not-to-exceed \\$3,561,561.58](#). The anticipated start-completion dates are June 4, 2018 – December 7, 2019.
- Project is located in Council District 7.

Procurement

- The RFB was closed on April 6, 2018.
- There were nine (9) bid proposals pulled from the Office of Procurement & Diversity (OPD) and four (4) bid proposals were submitted for review.
- This is a federally funded project. Therefore, the Ohio Department of Transportation (ODOT) set a nine (9) DBE Goal. The contractor is in the process of submitting there DBE Plan to ODOT for approval.

Contractor Information

- Great Lakes Construction Co., 2608 Great Lakes Way, Hinckley, Ohio 44233

Project Status

- The contractor will be given a notice to proceed with construction in June, 2018.

E. Funding

- 80% Federal Funding (Congestion Mitigation Air Quality Fund (CMAQ))
- 20% Local Funding – up to \$500,000 Clean Ohio Shares Grant and City of Cleveland Tax Increment Fund (TIF)

Department of Public Works Bid Tabulations

Monday, April 09, 2018
12:31:15 PM

Bid Letting: 4/6/2018 Engineer's Estimate: \$3,572,500.00 RQ No.: 41397 Rep. No. 05-18

Towpath Trail, Stage 1

From Harvard Avenue Trailhead to Steelyard Commons in the City of Cleveland

Low Bidder	Great Lakes Construction Company	\$3,561,561.58	-0.3062%
	Mr. Excavator, Inc.	\$3,741,040.77	4.718%
	S.E.T., Inc.	\$3,758,561.30	5.208%
	Schirmer Construction, LLC	\$3,793,640.10	6.190%

Notes

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	GREAT LAKES CONSTRUCTION CO. I CTS	UNIT PRICE ESTIMATED DOLLARS	MR. EXCAVATOR . INC. I CTS
		ROADWAY							
1	201	CLEARING AND GRUBBING	01	-	LS	\$ 10,000.00	\$ 10,000.00	\$ 13,000.00	\$ 13,000.00
2	202	PAVEMENT REMOVED	NR	SY	3473	\$ 12.00	\$ 41,676.00	\$ 8.80	\$ 30,562.40
3	202	PAVEMENT REMOVED, ASPHALT	NR	SY	3352	\$ 10.00	\$ 33,520.00	\$ 4.86	\$ 16,290.72
4	202	WALK REMOVED	NR	SF	17634	\$ 1.00	\$ 17,634.00	\$ 0.90	\$ 15,870.60
5	202	CURB REMOVED	NR	FT	3904	\$ 5.50	\$ 21,472.00	\$ 3.93	\$ 15,342.72
6	202	CURB REMOVED, AS PER PLAN	NR	FT	160	\$ 5.50	\$ 880.00	\$ 5.00	\$ 800.00
7	202	PIPE REMOVED, 24" AND UNDER	NR	FT	413	\$ 15.00	\$ 6,195.00	\$ 29.08	\$ 12,010.04
8	202	PIPE REMOVED, OVER 24"	NR	FT	64	\$ 34.00	\$ 2,176.00	\$ 106.12	\$ 6,791.68
9	202	GUARDRAIL REMOVED	NR	FT	766	\$ 4.00	\$ 3,064.00	\$ 1.78	\$ 1,363.48
10	202	MANHOLE REMOVED	NR	EACH	1	\$ 990.00	\$ 990.00	\$ 1,811.58	\$ 1,811.58
11	202	CATCH BASIN REMOVED	NR	EACH	19	\$ 520.00	\$ 9,880.00	\$ 550.45	\$ 10,458.55
12	202	FENCE REMOVED	NR	FT	120	\$ 10.00	\$ 1,200.00	\$ 15.00	\$ 1,800.00
13	202	REMOVAL MISC: TRACK REMOVED	NR	FT	20	\$ 25.00	\$ 500.00	\$ 100.00	\$ 2,000.00
14	202	REMOVAL MISC: CONCRETE STAIRS AND RAILING REMOVED	NR	SF	27	\$ 15.00	\$ 405.00	\$ 20.00	\$ 540.00
15	203	EXCAVATION	04	CY	1456	\$ 28.00	\$ 40,768.00	\$ 12.60	\$ 18,345.60
16	203	EMBANKMENT, AS PER PLAN	04	CY	2395	\$ 4.50	\$ 10,777.50	\$ 13.69	\$ 32,787.55
17	204	SUBGRADE COMPACTION	04	SY	5296	\$ 5.00	\$ 26,480.00	\$ 1.00	\$ 5,296.00
18	204	EMBANKMENT, AS PER PLAN	04	CY	400	\$ 8.00	\$ 3,200.00	\$ 16.49	\$ 6,596.00
19	204	GRANULAR EMBANKMENT, AS PER PLAN	04	CY	400	\$ 45.00	\$ 18,000.00	\$ 44.44	\$ 17,776.00
20	204	GEOTEXTILE FABRIC	04	SY	600	\$ 2.00	\$ 1,200.00	\$ 1.46	\$ 876.00
21	606	GUARDRAIL, TYPE MGS	36	FT	250	\$ 16.00	\$ 4,000.00	\$ 38.69	\$ 9,672.50
22	606	ROUNDED END SECTION	36	EACH	2	\$ 35.00	\$ 70.00	\$ 156.00	\$ 312.00
23	606	ANCHOR ASSEMBLY, MGS TYPE E	36	EACH	4	\$ 2,000.00	\$ 8,000.00	\$ 6,500.00	\$ 26,000.00
24	606	ANCHOR ASSEMBLY, MGS TYPE T	36	EACH	2	\$ 725.00	\$ 1,450.00	\$ 5,460.00	\$ 10,920.00
25	606	MGS BRIDGE TERMINAL ASSEMBLY, TYPE 1	36	EACH	2	\$ 1,965.00	\$ 3,930.00	\$ 8,944.00	\$ 17,888.00
26	607	VANDAL PROTECTION FENCE, 8' STRAIGHT, COATED FABRIC	37	FT	50	\$ 98.50	\$ 4,925.00	\$ 218.40	\$ 10,920.00
27	607	GATE, TYPE CL	37	EACH	1	\$ 1,635.00	\$ 1,635.00	\$ 3,640.00	\$ 3,640.00
28	607	FENCE, MISC.: WOOD FENCE	37	FT	1360	\$ 28.00	\$ 38,080.00	\$ 22.57	\$ 30,695.20
29	607	FENCE, MISC.: TEMPORARY CONSTRUCTION FENCE	37	FT	900	\$ 5.00	\$ 4,500.00	\$ 9.01	\$ 8,109.00
30	608	CURB RAMP, AS PER PLAN	38	EACH	12	\$ 3,300.00	\$ 39,600.00	\$ 936.00	\$ 11,232.00
31	608	DETECTABLE WARNING	38	SF	92	\$ 55.00	\$ 5,060.00	\$ 78.00	\$ 7,176.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	GREAT LAKES CONSTRUCTION CO.	UNIT PRICE ESTIMATED DOLLARS	MR. EXCAVATOR . INC.
SECTION TOTAL ROADWAY :						\$ 361,267.50	\$ 346,883.62		
EROSION CONTROL									
32	616	WATER	39	MGAL	10	\$ 55.00	\$ 550.00	\$ 31.20	\$ 312.00
33	616	CALCIUM CHLORIDE	39	TON	1	\$ 350.00	\$ 350.00	\$ 520.00	\$ 520.00
34	659	SOIL ANALYSIS TEST	46	EACH	2	\$ 100.00	\$ 200.00	\$ 156.00	\$ 312.00
35	659	TOPSOIL	46	CY	1010	\$ 30.00	\$ 30,300.00	\$ 64.48	\$ 65,124.80
36	659	SEEDING AND MULCHING, AS PER PLAN TYPE 1	46	SY	5655	\$ 0.83	\$ 4,693.65	\$ 1.40	\$ 7,917.00
37	659	SEEDING AND MULCHING, AS PER PLAN TYPE 2	46	SY	234	\$ 1.00	\$ 234.00	\$ 2.70	\$ 631.80
38	659	COMMERCIAL FERTILIZER	46	TON	0.79	\$ 700.00	\$ 553.00	\$ 1,872.00	\$ 1,478.88
39	659	LIME	46	ACRE	1.22	\$ 400.00	\$ 488.00	\$ 780.00	\$ 951.60
40	659	WATER	46	MGAL	15.9	\$ 30.00	\$ 477.00	\$ 62.40	\$ 992.16
41	670	SLOPE EROSION PROTECTION	08	SY	3198	\$ 2.00	\$ 6,396.00	\$ 3.43	\$ 10,969.14
42	832	STORM WATER POLLUTION PREVENTION PLAN	08	-	LS	\$ 4,500.00	\$ 4,500.00	\$ 7,919.60	\$ 7,919.60
43	832	EROSION CONTROL	08	EACH	52000	\$ 1.00	\$ 52,000.00	\$ 1.00	\$ 52,000.00
SECTION TOTAL EROSION CONTROL :						\$ 100,741.65	\$ 149,128.98		
ENVIRONMENTAL / REMEDIATION									
44	SPECIAL	WORK INVOLVING NON-REGULATED MATERIALS	NR	TON	50	\$ 200.00	\$ 10,000.00	\$ 50.00	\$ 2,500.00
45	SPECIAL	WORK INVOLVING HAZARDOUS WASTE	NR	TON	50	\$ 350.00	\$ 17,500.00	\$ 150.00	\$ 7,500.00
46	SPECIAL	WORK INVOLVING PETROLEUM CONTAMINATED SOIL	NR	TON	50	\$ 250.00	\$ 12,500.00	\$ 300.00	\$ 15,000.00
47	SPECIAL	WORK INVOLVING WATER	NR	GAL	1000	\$ 3.50	\$ 3,500.00	\$ 5.00	\$ 5,000.00
48	SPECIAL	WORK INVOLVING REGULATED WATER	NR	GAL	1000	\$ 4.50	\$ 4,500.00	\$ 5.00	\$ 5,000.00
SECTION TOTAL ENVIRONMENTAL / REMEDIATION :						\$ 48,000.00	\$ 35,000.00		
DRAINAGE									
49	601	ROCK CHANNEL PROTECTION, TYPE C WITH GEOTEXTILE FABRIC	35	CY	1.34	\$ 450.00	\$ 603.00	\$ 92.50	\$ 123.95
50	602	CONCRETE MASONRY	35	CY	0.46	\$ 1,450.00	\$ 667.00	\$ 1,248.00	\$ 574.08
51	605	6" BASE PIPE UNDERDRAINS WITH GEOTEXTILE FABRIC, AS PER PLAN	35	FT	3663	\$ 14.50	\$ 53,113.50	\$ 11.46	\$ 41,977.98
52	611	6" CONDUIT, TYPE F FOR UNDERDRAIN OUTLETS, AS PER PLAN	35	FT	180	\$ 19.00	\$ 3,420.00	\$ 17.14	\$ 3,085.20
53*	611	6" CONDUIT, TYPE B, AS PER PLAN	35	FT	30	\$ 35.00	\$ 1,050.00	\$ 56.83	\$ 1,704.90
54*	611	12" CONDUIT, TYPE B, AS PER PLAN	35	FT	931	\$ 80.00	\$ 74,480.00	\$ 66.47	\$ 61,883.57
55*	611	12" CONDUIT, TYPE D, AS PER PLAN	35	FT	51	\$ 76.00	\$ 3,876.00	\$ 60.54	\$ 3,087.54
56*	611	24" CONDUIT, TYPE C, AS PER PLAN	35	FT	38	\$ 185.00	\$ 7,030.00	\$ 187.28	\$ 7,116.64
57*	611	30" CONDUIT, TYPE C, AS PER PLAN	35	FT	10	\$ 475.00	\$ 4,750.00	\$ 264.37	\$ 2,643.70

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	GREAT LAKES CONSTRUCTION CO.	UNIT PRICE ESTIMATED DOLLARS	MR. EXCAVATOR . INC.
58	611	CATCH BASIN, MISC.: CITY OF CLEVELAND CB-1	35	EACH	8	\$ 3,400.00	\$ 27,200.00	\$ 1,855.82	\$ 14,846.56
59	611	CATCH BASIN, MISC.: CITY OF CLEVELAND CB-3	35	EACH	12	\$ 6,000.00	\$ 72,000.00	\$ 2,831.28	\$ 33,975.36
60	611	CATCH BASIN, NO. 2-3	35	EACH	4	\$ 1,900.00	\$ 7,600.00	\$ 1,490.20	\$ 5,960.80
61	611	MANHOLE, MISC.: CITY OF CLEVELAND NO. 1	35	EACH	6	\$ 3,400.00	\$ 20,400.00	\$ 2,061.59	\$ 12,369.54
62	611	CATCH BASIN ADJUSTED TO GRADE, AS PER PLAN	35	EACH	1	\$ 600.00	\$ 600.00	\$ 1,000.00	\$ 1,000.00
63	611	MANHOLE ADJUSTED TO GRADE, AS PER PLAN	35	EACH	1	\$ 700.00	\$ 700.00	\$ 1,000.00	\$ 1,000.00
64	611	MANHOLE RECONSTRUCTED TO GRADE, AS PER PLAN	35	EACH	1	\$ 2,350.00	\$ 2,350.00	\$ 1,000.00	\$ 1,000.00
65	SPECIAL	MISCELLANEOUS METAL	35	LB	5000	\$ 1.15	\$ 5,750.00	\$ 2.35	\$ 11,750.00
SECTION TOTAL DRAINAGE :						\$	285,589.50	\$	204,099.82
PAVEMENT									
66	255	FULL DEPTH PAVEMENT REMOVAL AND RIGID REPLACEMENT, CLASS QC MS, TYPE 1, AS PER PLAN	17	SY	582	\$ 167.00	\$ 97,194.00	\$ 127.49	\$ 74,199.18
67	255	FULL DEPTH PAVEMENT REMOVAL AND RIGID REPLACEMENT, CLASS QC MS, TYPE 2, AS PER PLAN	17	SY	1567	\$ 135.00	\$ 211,545.00	\$ 148.33	\$ 232,433.11
68	255	FULL DEPTH PAVEMENT SAWING	15	FT	440	\$ 2.10	\$ 924.00	\$ 3.28	\$ 1,443.20
69	301	ASPHALT CONCRETE BASE, PG64-22, AS PER PLAN	10	CY	633	\$ 126.00	\$ 79,758.00	\$ 124.80	\$ 78,998.40
70	304	AGGREGATE BASE, AS PER PLAN	09	CY	983	\$ 65.00	\$ 63,895.00	\$ 48.46	\$ 47,636.18
71	407	TACK COAT (0.06 GAL/SY)	11	GAL	456	\$ 3.00	\$ 1,368.00	\$ 3.12	\$ 1,422.72
72	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (448), PG64-22, AS PER PLAN	10	CY	159	\$ 215.00	\$ 34,185.00	\$ 187.20	\$ 29,764.80
73	441	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 1, (448), AS PER PLAN	10	CY	185	\$ 203.00	\$ 37,555.00	\$ 176.80	\$ 32,708.00
74	441	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 1, (448), (UNDER GUARDRAIL), AS PER PLAN	10	CY	16	\$ 300.00	\$ 4,800.00	\$ 260.00	\$ 4,160.00
75	451	8" REINFORCED CONCRETE PAVEMENT, CLASS QC1, AS PER PLAN	38	SY	1312	\$ 78.00	\$ 102,336.00	\$ 80.08	\$ 105,064.96
76	451	REINFORCED CONCRETE PAVEMENT, MISC.: CLASS MS WITH MACRO SYNTHETIC REINFORCING FIBER @ 4 LB/CY (I=8")	38	SY	192	\$ 71.00	\$ 13,632.00	\$ 87.36	\$ 16,773.12
77	608	4" CONCRETE WALK	38	SF	483	\$ 15.00	\$ 7,245.00	\$ 8.32	\$ 4,018.56
78	609	CURB, TYPE 2-A, AS PER PLAN	38	FT	2286	\$ 4.50	\$ 10,287.00	\$ 17.68	\$ 40,416.48
79	609	CURB, TYPE 2-B, AS PER PLAN	38	FT	2644	\$ 6.50	\$ 17,186.00	\$ 18.72	\$ 49,495.68
80	609	CURB, TYPE 4-C, AS PER PLAN	38	FT	38	\$ 38.00	\$ 1,444.00	\$ 36.40	\$ 1,383.20
SECTION TOTAL PAVEMENT :						\$	683,354.00	\$	719,917.59
WATER WORK									
81	SPECIAL	FIRE HYDRANT SERVICE LINE EXTENDED AND ADJUSTED TO GRADE (CLEVELAND)	35	EACH	1	\$ 7,500.00	\$ 7,500.00	\$ 1,378.41	\$ 1,378.41
82	SPECIAL	VALVE BOX ADJUSTED TO GRADE (CLEVELAND)	35	EACH	3	\$ 150.00	\$ 450.00	\$ 150.00	\$ 450.00
83	SPECIAL	SERVICE BOX ADJUSTED TO GRADE (CLEVELAND)	35	EACH	9	\$ 76.00	\$ 684.00	\$ 150.00	\$ 1,350.00
84	SPECIAL	WATER WORK, MISC.: 16" WATER MAIN RELOCATION (CLEVELAND)	35	-	LS	\$ 113,000.00	\$ 113,000.00	\$ 97,312.45	\$ 97,312.45
SECTION TOTAL WATER WORK :						\$	121,634.00	\$	100,490.86

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	GREAT LAKES CONSTRUCTION CO. I CTS	UNIT PRICE ESTIMATED DOLLARS	MR. EXCAVATOR . INC. I CTS
		SANITARY SEWER							
85	611	CONDUIT, MISC.: TEMPORARY PROVISIONS FOR EXISTING SANITARY TREATMENT PLANT	35	-	LS	\$ 5,000.00	\$ 5,000.00	\$ 1,457.62	\$ 1,457.62
SECTION TOTAL SANITARY SEWER :						\$ 5,000.00	\$ 5,000.00	\$ 1,457.62	\$ 1,457.62
		TRAFFIC CONTROL							
86	620	DELINEATOR, POST GROUND MOUNTED	42	EACH	18	\$ 95.00	\$ 1,710.00	\$ 98.80	\$ 1,778.40
87	630	GROUND MOUNTED SUPPORT, NO. 2 POST	42	FT	368.1	\$ 6.00	\$ 2,208.60	\$ 6.24	\$ 2,296.94
88	630	GROUND MOUNTED SUPPORT, NO. 3 POST	42	FT	152	\$ 7.00	\$ 1,064.00	\$ 7.28	\$ 1,106.56
89	630	SIGN POST REFLECTOR	42	EACH	5	\$ 45.00	\$ 225.00	\$ 46.80	\$ 234.00
90	630	SIGN SUPPORT ASSEMBLY, POLE MOUNTED	42	EACH	21	\$ 40.00	\$ 840.00	\$ 41.60	\$ 873.60
91	630	SIGN, FLAT SHEET	42	SF	209.2	\$ 14.00	\$ 2,928.80	\$ 14.56	\$ 3,045.95
92	630	REMOVAL OF GROUND MOUNTED SIGN AND DISPOSAL	42	EACH	11	\$ 20.00	\$ 220.00	\$ 20.80	\$ 228.80
93	630	REMOVAL OF GROUND MOUNTED SIGN AND REERECTION	42	EACH	9	\$ 75.00	\$ 675.00	\$ 78.00	\$ 702.00
94	630	REMOVAL OF GROUND MOUNTED POST SUPPORT AND DISPOSAL	42	EACH	7	\$ 30.00	\$ 210.00	\$ 31.20	\$ 218.40
95	630	REMOVAL OF POLE MOUNTED SIGN AND DISPOSAL	42	EACH	18	\$ 18.00	\$ 324.00	\$ 18.72	\$ 336.96
96	630	REMOVAL OF POLE MOUNTED SIGN AND REERECTION	42	EACH	31	\$ 55.00	\$ 1,705.00	\$ 57.20	\$ 1,773.20
97	644	EDGE LINE, 4"	45	MILE	0.97	\$ 2,800.00	\$ 2,716.00	\$ 2,912.00	\$ 2,824.64
98	644	CENTER LINE	45	MILE	1.56	\$ 4,800.00	\$ 7,488.00	\$ 4,992.00	\$ 7,787.52
99	644	CHANNELIZING LINE, 8"	45	FT	715	\$ 0.90	\$ 643.50	\$ 0.94	\$ 672.10
100	644	STOP LINE	45	FT	226	\$ 6.00	\$ 1,356.00	\$ 6.24	\$ 1,410.24
101	644	CROSSWALK LINE	45	FT	960	\$ 2.75	\$ 2,640.00	\$ 2.86	\$ 2,745.60
102	644	TRANSVERSE/DIAGONAL LINE	45	FT	633	\$ 5.50	\$ 3,481.50	\$ 5.72	\$ 3,620.76
103	644	CHEVRON MARKING	45	FT	21	\$ 5.50	\$ 115.50	\$ 5.72	\$ 120.12
104	644	ISLAND MARKING	45	SF	54	\$ 3.00	\$ 162.00	\$ 3.12	\$ 168.48
105	644	RAILROAD SYMBOL MARKING	45	EACH	4	\$ 500.00	\$ 2,000.00	\$ 520.00	\$ 2,080.00
106	644	RAILROAD SYMBOL MARKING, AS PER PLAN (TRAIL)	45	EACH	4	\$ 400.00	\$ 1,600.00	\$ 416.00	\$ 1,664.00
107	644	LANE ARROW	45	EACH	10	\$ 105.00	\$ 1,050.00	\$ 109.20	\$ 1,092.00
108	644	WORD ON PAVEMENT, 48"	45	EACH	6	\$ 125.00	\$ 750.00	\$ 130.00	\$ 780.00
109	644	DOTTED LINE, 4"	45	FT	94	\$ 2.00	\$ 188.00	\$ 2.08	\$ 195.52
110	644	BIKE LANE SYMBOL MARKING	45	EACH	1	\$ 400.00	\$ 400.00	\$ 416.00	\$ 416.00
111	644	SHARED LANE MARKING	45	EACH	2	\$ 400.00	\$ 800.00	\$ 416.00	\$ 832.00
112	644	REMOVAL OF PAVEMENT MARKING	45	EACH	17	\$ 200.00	\$ 3,400.00	\$ 208.00	\$ 3,536.00
113	644	REMOVAL OF PAVEMENT MARKING	45	MILE	1.78	\$ 5,200.00	\$ 9,256.00	\$ 5,408.00	\$ 9,626.24

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	GREAT LAKES CONSTRUCTION CO. I CTS	UNIT PRICE ESTIMATED DOLLARS	MR. EXCAVATOR . INC. I CTS
SECTION TOTAL TRAFFIC CONTROL :						\$	50,156.90	\$	52,166.04
TRAFFIC SIGNALS									
114	625	PULL BOX REMOVED	44	EACH	1	\$ 300.00	\$ 300.00	\$ 312.00	\$ 312.00
115	625	GROUND ROD	44	EACH	1	\$ 175.00	\$ 175.00	\$ 182.00	\$ 182.00
116	625	PULL BOX, 725.08, 24", AS PER PLAN	44	EACH	1	\$ 750.00	\$ 750.00	\$ 780.00	\$ 780.00
117	625	TRENCH	44	FT	66	\$ 12.00	\$ 792.00	\$ 12.48	\$ 823.68
118	625	TRENCH IN PAVED AREAS, AS PER PLAN	44	FT	75	\$ 85.00	\$ 6,375.00	\$ 88.40	\$ 6,630.00
119	625	CONDUIT, CONCRETE ENCASED, AS PER PLAN, (2")	44	FT	44	\$ 14.00	\$ 616.00	\$ 14.56	\$ 640.64
120	625	CONDUIT, CONCRETE ENCASED, AS PER PLAN, (3")	44	FT	208	\$ 16.00	\$ 3,328.00	\$ 16.64	\$ 3,461.12
121	632	SIGNAL SUPPORT FOUNDATION	44	EACH	1	\$ 5,200.00	\$ 5,200.00	\$ 5,408.00	\$ 5,408.00
122	632	SIGNAL CABLE, 5 CONDUCTOR, NO. 14 AWG	44	FT	1336	\$ 1.95	\$ 2,605.20	\$ 2.03	\$ 2,712.08
123	632	SIGNAL CABLE, 7 CONDUCTOR, NO. 14 AWG	44	FT	1088	\$ 2.25	\$ 2,448.00	\$ 2.34	\$ 2,545.92
124	632	LOOP DETECTOR LEAD-IN CABLE	44	FT	1972	\$ 1.55	\$ 3,056.60	\$ 1.61	\$ 3,174.92
125	632	REUSE OF VEHICULAR SIGNAL HEAD	44	EACH	4	\$ 300.00	\$ 1,200.00	\$ 312.00	\$ 1,248.00
126	632	REUSE OF PEDESTRIAN SIGNAL HEAD	44	EACH	2	\$ 300.00	\$ 600.00	\$ 312.00	\$ 624.00
127	632	REUSE OF SIGNAL SUPPORT	44	EACH	1	\$ 700.00	\$ 700.00	\$ 728.00	\$ 728.00
128	632	REUSE OF CONTROLLER	44	EACH	1	\$ 1,500.00	\$ 1,500.00	\$ 1,562.50	\$ 1,562.50
SECTION TOTAL TRAFFIC SIGNALS :						\$	29,645.80	\$	30,832.86
RETAINING WALLS									
129	602	MASONRY, MISC.: MODULAR BLOCK RETAINING WALL, LOCATION A	38	-	LS	\$ 194,000.00	\$ 194,000.00	\$ 229,047.72	\$ 229,047.72
130	602	MASONRY, MISC.: MODULAR BLOCK RETAINING WALL, LOCATION B	34	-	LS	\$ 55,000.00	\$ 55,000.00	\$ 50,766.06	\$ 50,766.06
131	602	MASONRY, MISC.: MODULAR BLOCK RETAINING WALL, LOCATION C	38	-	LS	\$ 14,000.00	\$ 14,000.00	\$ 25,109.50	\$ 25,109.50
SECTION TOTAL RETAINING WALLS :						\$	263,000.00	\$	304,923.28
STRUCTURE OVER 20 FOOT SPAN (TOWPATH TRAIL)									
132	202	PORTIONS OF STRUCTURE REMOVED, AS PER PLAN	19	-	LS	\$ 15,000.00	\$ 15,000.00	\$ 50,000.00	\$ 50,000.00
133	503	COFFERDAMS AND EXCAVATION BRACING	53	-	LS	\$ 20,000.00	\$ 20,000.00	\$ 50,000.00	\$ 50,000.00
134	503	UNCLASSIFIED EXCAVATION	04	CY	78	\$ 162.00	\$ 12,636.00	\$ 46.22	\$ 3,605.16
135	509	EPOXY COATED REINFORCING STEEL	23	LB	5258	\$ 1.50	\$ 7,887.00	\$ 2.08	\$ 10,936.64
136	509	REINFORCING STEEL, REPLACEMENT OF EXISTING REINFORCING STEEL, AS PER PLAN	23	LB	200	\$ 1.50	\$ 300.00	\$ 2.08	\$ 416.00
137	510	DOWEL HOLES WITH NONSHRINK, NONMETALLIC GROUT	23	EACH	460	\$ 21.00	\$ 9,660.00	\$ 36.40	\$ 16,744.00
138	511	CLASS QC2 CONCRETE, BRIDGE DECK	22	CY	38	\$ 900.00	\$ 34,200.00	\$ 1,248.00	\$ 47,424.00
139	511	CLASS QC1 CONCRETE, ABUTMENT INCLUDING FOOTING	22	CY	48	\$ 670.00	\$ 32,160.00	\$ 884.00	\$ 42,432.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	GREAT LAKES CONSTRUCTION CO. I CTS	UNIT PRICE ESTIMATED DOLLARS	MR. EXCAVATOR . INC. I CTS
140	512	SEALING OF CONCRETE SURFACES (EPOXY-URETHANE)	57	SY	41	\$ 50.00	\$ 2,050.00	\$ 57.20	\$ 2,345.20
141	SPECIAL	SEALING, MISC.: ELASTOMERIC PROTECTIVE AND DECORATIVE CONCRETE COATING	57	SY	174	\$ 35.00	\$ 6,090.00	\$ 67.60	\$ 11,762.40
142	517	RAILING (CONCRETE PARAPET WITH TWIN STEEL TUBE RAILING), AS PER PLAN	38	FT	210	\$ 330.00	\$ 69,300.00	\$ 208.00	\$ 43,680.00
143	518	POROUS BACKFILL WITH GEOTEXTILE FABRIC	35	CY	10	\$ 175.00	\$ 1,750.00	\$ 89.75	\$ 897.50
144	518	6" PERFORATED CORRUGATED PLASTIC PIPE	35	FT	26	\$ 30.00	\$ 780.00	\$ 37.23	\$ 967.98
145	518	6" NON-PERFORATED CORRUGATED PLASTIC PIPE, INCLUDING SPECIALS	35	FT	26	\$ 16.00	\$ 416.00	\$ 37.17	\$ 966.42
146	524	DRILLED SHAFTS, 54" DIAMETER, INTO BEDROCK	28	FT	24	\$ 575.00	\$ 13,800.00	\$ 922.48	\$ 22,139.52
147	524	DRILLED SHAFTS, 60" DIAMETER, ABOVE BEDROCK	28	FT	132	\$ 600.00	\$ 79,200.00	\$ 807.92	\$ 106,645.44
148	526	REINFORCED CONCRETE APPROACH SLABS (T=12"), AS PER PLAN	38	SY	31	\$ 340.00	\$ 10,540.00	\$ 260.00	\$ 8,060.00
149	SPECIAL	STRUCTURES: PRE-ENGINEERED BRIDGE	22	-	LS	\$ 650,000.00	\$ 650,000.00	\$ 914,343.20	\$ 914,343.20
150	601	CRUSHED AGGREGATE SLOPE PROTECTION	35	CY	15	\$ 82.00	\$ 1,230.00	\$ 112.30	\$ 1,684.50
151	607	VANDAL PROTECTION FENCE, 8'-0" STRAIGHT, COATED FABRIC, AS PER PLAN	37	FT	61	\$ 399.13	\$ 24,346.93	\$ 218.40	\$ 13,322.40
152	609	CONCRETE MEDIAN	38	SF	43	\$ 32.00	\$ 1,376.00	\$ 36.40	\$ 1,565.20
SECTION TOTAL STRUCTURE OVER 20 FOOT SPAN (TOWPATH TRAIL) :						\$ 992,721.93	\$ 1,349,937.56		
MAINTENANCE OF TRAFFIC									
153	614	LAW ENFORCEMENT OFFICER WITH PATROL CAR FOR ASSISTANCE	39	HOUR	160	\$ 70.00	\$ 11,200.00	\$ 67.60	\$ 10,816.00
154	614	MAINTAINING TRAFFIC, MISC.:MAINTAIN EXISTING TRAFFIC SIGNALS	39	EACH	4	\$ 2,200.00	\$ 8,800.00	\$ 2,288.00	\$ 9,152.00
155	614	WORK ZONE CENTER LINE, CLASS I	39	MILE	0.64	\$ 9,500.00	\$ 6,080.00	\$ 9,880.00	\$ 6,323.20
156	614	WORK ZONE CHANNELIZING LINE, CLASS I, 8"	39	FT	363	\$ 2.10	\$ 762.30	\$ 2.18	\$ 791.34
157	614	WORK ZONE STOP LINE, CLASS I	39	FT	24	\$ 5.00	\$ 120.00	\$ 5.20	\$ 124.80
158	614	WORK ZONE CROSSWALK LINE, CLASS I	39	FT	134	\$ 2.00	\$ 268.00	\$ 2.08	\$ 278.72
159	615	PAVEMENT FOR MAINTAINING TRAFFIC, CLASS B, AS PER PLAN	39	SY	485	\$ 72.00	\$ 34,920.00	\$ 72.80	\$ 35,308.00
160	632	INTERCONNECT, MISC.:REMOVAL, STORAGE AND REUSE OF EXISTING INTERCONNECT	39	-	LS	\$ 1,500.00	\$ 1,500.00	\$ 1,560.00	\$ 1,560.00
161	632	WOOD POLE, AS PER PLAN	39	EACH	2	\$ 1,400.00	\$ 2,800.00	\$ 1,456.00	\$ 2,912.00
162	816	VIDEO DETECTION SYSTEM, AS PER PLAN	44	EACH	1	\$ 9,500.00	\$ 9,500.00	\$ 9,880.00	\$ 9,880.00
SECTION TOTAL MAINTENANCE OF TRAFFIC :						\$ 75,950.30	\$ 77,146.06		
RAILROADS									
163	SPECIAL	PREMIUM ON RAILROAD'S PROTECTIVE PUBLIC LIABILITY AND PROPERTY DAMAGE LIABILITY INSURANCE (CSXT)	NR	-	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
164	SPECIAL	PREMIUM ON RAILROAD'S PROTECTIVE PUBLIC LIABILITY AND PROPERTY DAMAGE LIABILITY INSURANCE (NS)	NR	-	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
SECTION TOTAL RAILROADS :						\$ 10,000.00	\$ 10,000.00		
INCIDENTALS									
165	SPECIAL	CPM PROGRESS SCHEDULE (SEE PROPOSAL NOTES)	NR	-	LS	\$ 2,500.00	\$ 2,500.00	\$ 7,500.00	\$ 7,500.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	GREAT LAKES CONSTRUCTION CO. I CTS	UNIT PRICE ESTIMATED DOLLARS	MR. EXCAVATOR . INC. I CTS
166	614	MAINTAINING TRAFFIC	39	-	LS	\$ 100,000.00	\$ 100,000.00	\$ 26,159.20	\$ 26,159.20
167	619	FIELD OFFICE, TYPE B, AS PER PLAN	NR	MNTH	18	\$ 2,500.00	\$ 45,000.00	\$ 1,560.00	\$ 28,080.00
168	623	CONSTRUCTION LAYOUT STAKES AND SURVEYING	NR	-	LS	\$ 40,000.00	\$ 40,000.00	\$ 22,588.80	\$ 22,588.80
169	624	MOBILIZATION	NR	-	LS	\$ 100,000.00	\$ 100,000.00	\$ 75,000.00	\$ 75,000.00
170	SPECIAL	MISC.: CONSTRUCTION PHOTOGRAPHIC PROJECT DOCUMENTATION (SEE PROPOSAL NOTE)	NR	-	LS	\$ 2,000.00	\$ 2,000.00	\$ 36,400.00	\$ 36,400.00
171	SPECIAL	LIFT STATION	35	EACH	1	\$ 225,000.00	\$ 225,000.00	\$ 138,328.48	\$ 138,328.48
172	202	REMOVAL, MISC.: DEMOLITION OF EXISTING WASTEWATER TREATMENT PACKAGE PLANT	NR	-	LS	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00
SECTION TOTAL INCIDENTALS :						\$ 534,500.00	\$ 359,056.48		
GRAND TOTAL ESTIMATED :						\$ 3,561,561.58	\$ 3,741,040.77		
ALTERNATE BID ITEMS									
53A	611	6" CONDUIT, TYPE B, AS PER PLAN (CITY OF CLEVELAND)	35	FT	30	\$ 45.00	\$ 1,350.00	\$ 58.71	\$ 1,761.30
54A	611	12" CONDUIT, TYPE B, AS PER PLAN (CITY OF CLEVELAND)	35	FT	931	\$ 92.00	\$ 85,652.00	\$ 71.43	\$ 66,501.33
55A	611	12" CONDUIT, TYPE D, AS PER PLAN (CITY OF CLEVELAND)	35	FT	51	\$ 85.00	\$ 4,335.00	\$ 65.50	\$ 3,340.50
56A	611	24" CONDUIT, TYPE C, AS PER PLAN (CITY OF CLEVELAND)	35	FT	38	\$ 177.00	\$ 6,726.00	\$ 234.15	\$ 8,897.70
57A	611	30" CONDUIT, TYPE C, AS PER PLAN (CITY OF CLEVELAND)	35	FT	10	\$ 455.00	\$ 4,550.00	\$ 326.03	\$ 3,260.30
*Reference Nos. 53A-57A each constitute one (1) Alternate Bid Item for Reference Nos. 53-57.									
SECTION TOTAL ALTERNATE BID ITEMS :						\$ 102,613.00	\$ 83,761.13		

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	S.E.T. INC	UNIT PRICE ESTIMATED DOLLARS	SCHIRMER CONSTRUCTION LLC
		ROADWAY							
1	201	CLEARING AND GRUBBING	01	-	LS	\$ 25,000.00	\$ 25,000.00	\$ 2,000.00	\$ 2,000.00
2	202	PAVEMENT REMOVED	NR	SY	3473	\$ 8.00	\$ 27,784.00	\$ 9.00	\$ 31,257.00
3	202	PAVEMENT REMOVED, ASPHALT	NR	SY	3352	\$ 5.00	\$ 16,760.00	\$ 9.00	\$ 30,168.00
4	202	WALK REMOVED	NR	SF	17634	\$ 1.20	\$ 21,160.80	\$ 1.00	\$ 17,634.00
5	202	CURB REMOVED	NR	FT	3904	\$ 5.00	\$ 19,520.00	\$ 6.00	\$ 23,424.00
6	202	CURB REMOVED, AS PER PLAN	NR	FT	160	\$ 7.00	\$ 1,120.00	\$ 6.00	\$ 960.00
7	202	PIPE REMOVED, 24" AND UNDER	NR	FT	413	\$ 10.00	\$ 4,130.00	\$ 30.00	\$ 12,390.00
8	202	PIPE REMOVED, OVER 24"	NR	FT	64	\$ 25.00	\$ 1,600.00	\$ 70.00	\$ 4,480.00
9	202	GUARDRAIL REMOVED	NR	FT	766	\$ 5.00	\$ 3,830.00	\$ 3.00	\$ 2,298.00
10	202	MANHOLE REMOVED	NR	EACH	1	\$ 450.00	\$ 450.00	\$ 2,500.00	\$ 2,500.00
11	202	CATCH BASIN REMOVED	NR	EACH	19	\$ 350.00	\$ 6,650.00	\$ 600.00	\$ 11,400.00
12	202	FENCE REMOVED	NR	FT	120	\$ 12.00	\$ 1,440.00	\$ 12.00	\$ 1,440.00
13	202	REMOVAL MISC: TRACK REMOVED	NR	FT	20	\$ 25.00	\$ 500.00	\$ 250.00	\$ 5,000.00
14	202	REMOVAL MISC: CONCRETE STAIRS AND RAILING REMOVED	NR	SF	27	\$ 20.00	\$ 540.00	\$ 60.00	\$ 1,620.00
15	203	EXCAVATION	04	CY	1456	\$ 20.00	\$ 29,120.00	\$ 22.00	\$ 32,032.00
16	203	EMBANKMENT, AS PER PLAN	04	CY	2395	\$ 15.00	\$ 35,925.00	\$ 16.00	\$ 38,320.00
17	204	SUBGRADE COMPACTION	04	SY	5296	\$ 1.50	\$ 7,944.00	\$ 2.00	\$ 10,592.00
18	204	EMBANKMENT, AS PER PLAN	04	CY	400	\$ 12.00	\$ 4,800.00	\$ 16.00	\$ 6,400.00
19	204	GRANULAR EMBANKMENT, AS PER PLAN	04	CY	400	\$ 35.00	\$ 14,000.00	\$ 35.00	\$ 14,000.00
20	204	GEOTEXTILE FABRIC	04	SY	600	\$ 1.00	\$ 600.00	\$ 3.00	\$ 1,800.00
21	606	GUARDRAIL, TYPE MGS	36	FT	250	\$ 25.00	\$ 6,250.00	\$ 16.00	\$ 4,000.00
22	606	ROUNDED END SECTION	36	EACH	2	\$ 85.00	\$ 170.00	\$ 35.00	\$ 70.00
23	606	ANCHOR ASSEMBLY, MGS TYPE E	36	EACH	4	\$ 3,600.00	\$ 14,400.00	\$ 2,000.00	\$ 8,000.00
24	606	ANCHOR ASSEMBLY, MGS TYPE T	36	EACH	2	\$ 1,200.00	\$ 2,400.00	\$ 725.00	\$ 1,450.00
25	606	MGS BRIDGE TERMINAL ASSEMBLY, TYPE 1	36	EACH	2	\$ 2,300.00	\$ 4,600.00	\$ 2,000.00	\$ 4,000.00
26	607	VANDAL PROTECTION FENCE, 8' STRAIGHT, COATED FABRIC	37	FT	50	\$ 105.00	\$ 5,250.00	\$ 100.00	\$ 5,000.00
27	607	GATE, TYPE CL	37	EACH	1	\$ 1,600.00	\$ 1,600.00	\$ 1,700.00	\$ 1,700.00
28	607	FENCE, MISC.: WOOD FENCE	37	FT	1360	\$ 30.00	\$ 40,800.00	\$ 25.00	\$ 34,000.00
29	607	FENCE, MISC.: TEMPORARY CONSTRUCTION FENCE	37	FT	900	\$ 8.00	\$ 7,200.00	\$ 6.00	\$ 5,400.00
30	608	CURB RAMP, AS PER PLAN	38	EACH	12	\$ 1,400.00	\$ 16,800.00	\$ 900.00	\$ 10,800.00
31	608	DETECTABLE WARNING	38	SF	92	\$ 80.00	\$ 7,360.00	\$ 20.00	\$ 1,840.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	I CTS	S.E.T. INC	UNIT PRICE ESTIMATED DOLLARS	I CTS	SCHIRMER CONSTRUCTION LLC
SECTION TOTAL ROADWAY :						\$		329,703.80	\$		325,975.00
EROSION CONTROL											
32	616	WATER	39	MGAL	10	\$	2.00	\$	20.00	\$	50.00 \$ 500.00
33	616	CALCIUM CHLORIDE	39	TON	1	\$	200.00	\$	200.00	\$	100.00 \$ 100.00
34	659	SOIL ANALYSIS TEST	46	EACH	2	\$	150.00	\$	300.00	\$	50.00 \$ 100.00
35	659	TOPSOIL	46	CY	1010	\$	65.00	\$	65,650.00	\$	48.00 \$ 48,480.00
36	659	SEEDING AND MULCHING, AS PER PLAN TYPE 1	46	SY	5655	\$	1.50	\$	8,482.50	\$	2.00 \$ 11,310.00
37	659	SEEDING AND MULCHING, AS PER PLAN TYPE 2	46	SY	234	\$	3.00	\$	702.00	\$	6.00 \$ 1,404.00
38	659	COMMERCIAL FERTILIZER	46	TON	0.79	\$	12,000.00	\$	9,480.00	\$	250.00 \$ 197.50
39	659	LIME	46	ACRE	1.22	\$	550.00	\$	671.00	\$	500.00 \$ 610.00
40	659	WATER	46	MGAL	15.9	\$	25.00	\$	397.50	\$	100.00 \$ 1,590.00
41	670	SLOPE EROSION PROTECTION	08	SY	3198	\$	4.00	\$	12,792.00	\$	2.00 \$ 6,396.00
42	832	STORM WATER POLLUTION PREVENTION PLAN	08	-	LS	\$	18,500.00	\$	18,500.00	\$	11,000.00 \$ 11,000.00
43	832	EROSION CONTROL	08	EACH	52000	\$	1.00	\$	52,000.00	\$	1.00 \$ 52,000.00
SECTION TOTAL EROSION CONTROL :						\$		169,195.00	\$		133,687.50
ENVIRONMENTAL / REMEDIATION											
44	SPECIAL	WORK INVOLVING NON-REGULATED MATERIALS	NR	TON	50	\$	30.00	\$	1,500.00	\$	175.00 \$ 8,750.00
45	SPECIAL	WORK INVOLVING HAZARDOUS WASTE	NR	TON	50	\$	80.00	\$	4,000.00	\$	600.00 \$ 30,000.00
46	SPECIAL	WORK INVOLVING PETROLEUM CONTAMINATED SOIL	NR	TON	50	\$	45.00	\$	2,250.00	\$	260.00 \$ 13,000.00
47	SPECIAL	WORK INVOLVING WATER	NR	GAL	1000	\$	3.00	\$	3,000.00	\$	3.00 \$ 3,000.00
48	SPECIAL	WORK INVOLVING REGULATED WATER	NR	GAL	1000	\$	4.00	\$	4,000.00	\$	4.00 \$ 4,000.00
SECTION TOTAL ENVIRONMENTAL / REMEDIATION :						\$		14,750.00	\$		58,750.00
DRAINAGE											
49	601	ROCK CHANNEL PROTECTION, TYPE C WITH GEOTEXTILE FABRIC	35	CY	1.34	\$	170.00	\$	227.80	\$	750.00 \$ 1,005.00
50	602	CONCRETE MASONRY	35	CY	0.46	\$	1,200.00	\$	552.00	\$	1,800.00 \$ 828.00
51	605	6" BASE PIPE UNDERDRAINS WITH GEOTEXTILE FABRIC, AS PER PLAN	35	FT	3663	\$	11.00	\$	40,293.00	\$	14.00 \$ 51,282.00
52	611	6" CONDUIT, TYPE F FOR UNDERDRAIN OUTLETS, AS PER PLAN	35	FT	180	\$	20.00	\$	3,600.00	\$	14.00 \$ 2,520.00
53*	611	6" CONDUIT, TYPE B, AS PER PLAN	35	FT	30	\$	25.00	\$	750.00	\$	14.00 \$ 420.00
54*	611	12" CONDUIT, TYPE B, AS PER PLAN	35	FT	931	\$	95.00	\$	88,445.00	\$	95.00 \$ 88,445.00
55*	611	12" CONDUIT, TYPE D, AS PER PLAN	35	FT	51	\$	75.00	\$	3,825.00	\$	95.00 \$ 4,845.00
56*	611	24" CONDUIT, TYPE C, AS PER PLAN	35	FT	38	\$	120.00	\$	4,560.00	\$	175.00 \$ 6,650.00
57*	611	30" CONDUIT, TYPE C, AS PER PLAN	35	FT	10	\$	165.00	\$	1,650.00	\$	390.00 \$ 3,900.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	I CTS	S.E.T. INC	UNIT PRICE ESTIMATED DOLLARS	I CTS	SCHIRMER CONSTRUCTION LLC
58	611	CATCH BASIN, MISC.: CITY OF CLEVELAND CB-1	35	EACH	8	\$ 2,650.00		\$ 21,200.00	\$ 3,000.00		\$ 24,000.00
59	611	CATCH BASIN, MISC.: CITY OF CLEVELAND CB-3	35	EACH	12	\$ 3,250.00		\$ 39,000.00	\$ 4,500.00		\$ 54,000.00
60	611	CATCH BASIN, NO. 2-3	35	EACH	4	\$ 2,100.00		\$ 8,400.00	\$ 2,800.00		\$ 11,200.00
61	611	MANHOLE, MISC.: CITY OF CLEVELAND NO. 1	35	EACH	6	\$ 3,500.00		\$ 21,000.00	\$ 3,500.00		\$ 21,000.00
62	611	CATCH BASIN ADJUSTED TO GRADE, AS PER PLAN	35	EACH	1	\$ 500.00		\$ 500.00	\$ 400.00		\$ 400.00
63	611	MANHOLE ADJUSTED TO GRADE, AS PER PLAN	35	EACH	1	\$ 850.00		\$ 850.00	\$ 500.00		\$ 500.00
64	611	MANHOLE RECONSTRUCTED TO GRADE, AS PER PLAN	35	EACH	1	\$ 1,500.00		\$ 1,500.00	\$ 1,000.00		\$ 1,000.00
65	SPECIAL	MISCELLANEOUS METAL	35	LB	5000	\$ 1.10		\$ 5,500.00	\$ 2.00		\$ 10,000.00
SECTION TOTAL DRAINAGE :						\$		241,852.80	\$		281,995.00
PAVEMENT											
66	255	FULL DEPTH PAVEMENT REMOVAL AND RIGID REPLACEMENT, CLASS QC MS, TYPE 1, AS PER PLAN	17	SY	582	\$ 145.00		\$ 84,390.00	\$ 160.00		\$ 93,120.00
67	255	FULL DEPTH PAVEMENT REMOVAL AND RIGID REPLACEMENT, CLASS QC MS, TYPE 2, AS PER PLAN	17	SY	1567	\$ 65.00		\$ 101,855.00	\$ 126.00		\$ 197,442.00
68	255	FULL DEPTH PAVEMENT SAWING	15	FT	440	\$ 2.00		\$ 880.00	\$ 8.00		\$ 3,520.00
69	301	ASPHALT CONCRETE BASE, PG64-22, AS PER PLAN	10	CY	633	\$ 170.00		\$ 107,610.00	\$ 140.00		\$ 88,620.00
70	304	AGGREGATE BASE, AS PER PLAN	09	CY	983	\$ 55.00		\$ 54,065.00	\$ 65.00		\$ 63,895.00
71	407	TACK COAT (0.06 GAL/SY)	11	GAL	456	\$ 4.00		\$ 1,824.00	\$ 9.00		\$ 4,104.00
72	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (448), PG64-22, AS PER PLAN	10	CY	159	\$ 255.00		\$ 40,545.00	\$ 195.00		\$ 31,005.00
73	441	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 1, (448), AS PER PLAN	10	CY	185	\$ 240.00		\$ 44,400.00	\$ 195.00		\$ 36,075.00
74	441	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 1, (448), (UNDER GUARDRAIL), AS PER PLAN	10	CY	16	\$ 475.00		\$ 7,600.00	\$ 500.00		\$ 8,000.00
75	451	8" REINFORCED CONCRETE PAVEMENT, CLASS QC1, AS PER PLAN	38	SY	1312	\$ 82.00		\$ 107,584.00	\$ 70.00		\$ 91,840.00
76	451	REINFORCED CONCRETE PAVEMENT, MISC.: CLASS MS WITH MACRO SYNTHETIC REINFORCING FIBER @ 4 LB/CY (I=8")	38	SY	192	\$ 89.00		\$ 17,088.00	\$ 80.00		\$ 15,360.00
77	608	4" CONCRETE WALK	38	SF	483	\$ 8.00		\$ 3,864.00	\$ 14.00		\$ 6,762.00
78	609	CURB, TYPE 2-A, AS PER PLAN	38	FT	2286	\$ 19.00		\$ 43,434.00	\$ 13.00		\$ 29,718.00
79	609	CURB, TYPE 2-B, AS PER PLAN	38	FT	2644	\$ 20.00		\$ 52,880.00	\$ 14.00		\$ 37,016.00
80	609	CURB, TYPE 4-C, AS PER PLAN	38	FT	38	\$ 38.00		\$ 1,444.00	\$ 65.00		\$ 2,470.00
SECTION TOTAL PAVEMENT :						\$		669,463.00	\$		708,947.00
WATER WORK											
81	SPECIAL	FIRE HYDRANT SERVICE LINE EXTENDED AND ADJUSTED TO GRADE (CLEVELAND)	35	EACH	1	\$ 4,500.00		\$ 4,500.00	\$ 3,500.00		\$ 3,500.00
82	SPECIAL	VALVE BOX ADJUSTED TO GRADE (CLEVELAND)	35	EACH	3	\$ 220.00		\$ 660.00	\$ 150.00		\$ 450.00
83	SPECIAL	SERVICE BOX ADJUSTED TO GRADE (CLEVELAND)	35	EACH	9	\$ 150.00		\$ 1,350.00	\$ 150.00		\$ 1,350.00
84	SPECIAL	WATER WORK, MISC.: 16" WATER MAIN RELOCATION (CLEVELAND)	35	-	LS	\$ 225,000.00		\$ 225,000.00	\$ 140,000.00		\$ 140,000.00
SECTION TOTAL WATER WORK :						\$		231,510.00	\$		145,300.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	S.E.T. INC	UNIT PRICE ESTIMATED DOLLARS	SCHIRMER CONSTRUCTION LLC
		SANITARY SEWER							
85	611	CONDUIT, MISC.: TEMPORARY PROVISIONS FOR EXISTING SANITARY TREATMENT PLANT	35	-	LS	\$ 28,500.00	\$ 28,500.00	\$ 18,000.00	\$ 18,000.00
SECTION TOTAL SANITARY SEWER :						\$ 28,500.00		\$ 18,000.00	
		TRAFFIC CONTROL							
86	620	DELINEATOR, POST GROUND MOUNTED	42	EACH	18	\$ 100.00	\$ 1,800.00	\$ 100.00	\$ 1,800.00
87	630	GROUND MOUNTED SUPPORT, NO. 2 POST	42	FT	368.1	\$ 7.00	\$ 2,576.70	\$ 6.00	\$ 2,208.60
88	630	GROUND MOUNTED SUPPORT, NO. 3 POST	42	FT	152	\$ 8.00	\$ 1,216.00	\$ 7.00	\$ 1,064.00
89	630	SIGN POST REFLECTOR	42	EACH	5	\$ 47.00	\$ 235.00	\$ 50.00	\$ 250.00
90	630	SIGN SUPPORT ASSEMBLY, POLE MOUNTED	42	EACH	21	\$ 42.00	\$ 882.00	\$ 40.00	\$ 840.00
91	630	SIGN, FLAT SHEET	42	SF	209.2	\$ 15.00	\$ 3,138.00	\$ 15.00	\$ 3,138.00
92	630	REMOVAL OF GROUND MOUNTED SIGN AND DISPOSAL	42	EACH	11	\$ 21.00	\$ 231.00	\$ 20.00	\$ 220.00
93	630	REMOVAL OF GROUND MOUNTED SIGN AND REERECTION	42	EACH	9	\$ 79.00	\$ 711.00	\$ 75.00	\$ 675.00
94	630	REMOVAL OF GROUND MOUNTED POST SUPPORT AND DISPOSAL	42	EACH	7	\$ 32.00	\$ 224.00	\$ 30.00	\$ 210.00
95	630	REMOVAL OF POLE MOUNTED SIGN AND DISPOSAL	42	EACH	18	\$ 19.00	\$ 342.00	\$ 20.00	\$ 360.00
96	630	REMOVAL OF POLE MOUNTED SIGN AND REERECTION	42	EACH	31	\$ 58.00	\$ 1,798.00	\$ 55.00	\$ 1,705.00
97	644	EDGE LINE, 4"	45	MILE	0.97	\$ 3,000.00	\$ 2,910.00	\$ 3,000.00	\$ 2,910.00
98	644	CENTER LINE	45	MILE	1.56	\$ 5,800.00	\$ 9,048.00	\$ 5,000.00	\$ 7,800.00
99	644	CHANNELIZING LINE, 8"	45	FT	715	\$ 1.20	\$ 858.00	\$ 1.00	\$ 715.00
100	644	STOP LINE	45	FT	226	\$ 7.00	\$ 1,582.00	\$ 6.00	\$ 1,356.00
101	644	CROSSWALK LINE	45	FT	960	\$ 3.00	\$ 2,880.00	\$ 3.00	\$ 2,880.00
102	644	TRANSVERSE/DIAGONAL LINE	45	FT	633	\$ 6.00	\$ 3,798.00	\$ 6.00	\$ 3,798.00
103	644	CHEVRON MARKING	45	FT	21	\$ 6.00	\$ 126.00	\$ 6.00	\$ 126.00
104	644	ISLAND MARKING	45	SF	54	\$ 4.00	\$ 216.00	\$ 3.00	\$ 162.00
105	644	RAILROAD SYMBOL MARKING	45	EACH	4	\$ 530.00	\$ 2,120.00	\$ 500.00	\$ 2,000.00
106	644	RAILROAD SYMBOL MARKING, AS PER PLAN (TRAIL)	45	EACH	4	\$ 425.00	\$ 1,700.00	\$ 400.00	\$ 1,600.00
107	644	LANE ARROW	45	EACH	10	\$ 125.00	\$ 1,250.00	\$ 125.00	\$ 1,250.00
108	644	WORD ON PAVEMENT, 48"	45	EACH	6	\$ 132.00	\$ 792.00	\$ 125.00	\$ 750.00
109	644	DOTTED LINE, 4"	45	FT	94	\$ 3.00	\$ 282.00	\$ 2.00	\$ 188.00
110	644	BIKE LANE SYMBOL MARKING	45	EACH	1	\$ 425.00	\$ 425.00	\$ 400.00	\$ 400.00
111	644	SHARED LANE MARKING	45	EACH	2	\$ 425.00	\$ 850.00	\$ 400.00	\$ 800.00
112	644	REMOVAL OF PAVEMENT MARKING	45	EACH	17	\$ 220.00	\$ 3,740.00	\$ 200.00	\$ 3,400.00
113	644	REMOVAL OF PAVEMENT MARKING	45	MILE	1.78	\$ 5,500.00	\$ 9,790.00	\$ 5,500.00	\$ 9,790.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	I CTS	S.E.T. INC	UNIT PRICE ESTIMATED DOLLARS	I CTS	SCHIRMER CONSTRUCTION LLC
SECTION TOTAL TRAFFIC CONTROL :						\$		55,520.70	\$		52,395.60
TRAFFIC SIGNALS											
114	625	PULL BOX REMOVED	44	EACH	1	\$	125.00	\$	125.00	\$	300.00
115	625	GROUND ROD	44	EACH	1	\$	160.00	\$	160.00	\$	200.00
116	625	PULL BOX, 725.08, 24", AS PER PLAN	44	EACH	1	\$	1,100.00	\$	1,100.00	\$	750.00
117	625	TRENCH	44	FT	66	\$	15.00	\$	990.00	\$	15.00
118	625	TRENCH IN PAVED AREAS, AS PER PLAN	44	FT	75	\$	115.00	\$	8,625.00	\$	85.00
119	625	CONDUIT, CONCRETE ENCASED, AS PER PLAN, (2")	44	FT	44	\$	18.00	\$	792.00	\$	15.00
120	625	CONDUIT, CONCRETE ENCASED, AS PER PLAN, (3")	44	FT	208	\$	20.00	\$	4,160.00	\$	16.00
121	632	SIGNAL SUPPORT FOUNDATION	44	EACH	1	\$	4,500.00	\$	4,500.00	\$	5,500.00
122	632	SIGNAL CABLE, 5 CONDUCTOR, NO. 14 AWG	44	FT	1336	\$	3.00	\$	4,008.00	\$	2.00
123	632	SIGNAL CABLE, 7 CONDUCTOR, NO. 14 AWG	44	FT	1088	\$	3.00	\$	3,264.00	\$	2.50
124	632	LOOP DETECTOR LEAD-IN CABLE	44	FT	1972	\$	2.00	\$	3,944.00	\$	2.00
125	632	REUSE OF VEHICULAR SIGNAL HEAD	44	EACH	4	\$	400.00	\$	1,600.00	\$	300.00
126	632	REUSE OF PEDESTRIAN SIGNAL HEAD	44	EACH	2	\$	400.00	\$	800.00	\$	300.00
127	632	REUSE OF SIGNAL SUPPORT	44	EACH	1	\$	4,000.00	\$	4,000.00	\$	700.00
128	632	REUSE OF CONTROLLER	44	EACH	1	\$	3,500.00	\$	3,500.00	\$	1,500.00
SECTION TOTAL TRAFFIC SIGNALS :						\$		41,568.00	\$		31,439.00
RETAINING WALLS											
129	602	MASONRY, MISC.: MODULAR BLOCK RETAINING WALL, LOCATION A	38	-	LS	\$	220,000.00	\$	220,000.00	\$	177,000.00
130	602	MASONRY, MISC.: MODULAR BLOCK RETAINING WALL, LOCATION B	34	-	LS	\$	72,000.00	\$	72,000.00	\$	75,000.00
131	602	MASONRY, MISC.: MODULAR BLOCK RETAINING WALL, LOCATION C	38	-	LS	\$	25,000.00	\$	25,000.00	\$	35,000.00
SECTION TOTAL RETAINING WALLS :						\$		317,000.00	\$		287,000.00
STRUCTURE OVER 20 FOOT SPAN (TOWPATH TRAIL)											
132	202	PORTIONS OF STRUCTURE REMOVED, AS PER PLAN	19	-	LS	\$	25,000.00	\$	25,000.00	\$	18,000.00
133	503	COFFERDAMS AND EXCAVATION BRACING	53	-	LS	\$	35,000.00	\$	35,000.00	\$	15,000.00
134	503	UNCLASSIFIED EXCAVATION	04	CY	78	\$	45.00	\$	3,510.00	\$	95.00
135	509	EPOXY COATED REINFORCING STEEL	23	LB	5258	\$	2.50	\$	13,145.00	\$	1.50
136	509	REINFORCING STEEL, REPLACEMENT OF EXISTING REINFORCING STEEL, AS PER PLAN	23	LB	200	\$	2.50	\$	500.00	\$	3.00
137	510	DOWEL HOLES WITH NONSHRINK, NONMETALLIC GROUT	23	EACH	460	\$	38.00	\$	17,480.00	\$	20.00
138	511	CLASS QC2 CONCRETE, BRIDGE DECK	22	CY	38	\$	2,000.00	\$	76,000.00	\$	1,500.00
139	511	CLASS QC1 CONCRETE, ABUTMENT INCLUDING FOOTING	22	CY	48	\$	950.00	\$	45,600.00	\$	1,300.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	I CTS	S.E.T. INC	UNIT PRICE ESTIMATED DOLLARS	I CTS	SCHIRMER CONSTRUCTION LLC		
140	512	SEALING OF CONCRETE SURFACES (EPOXY-URETHANE)	57	SY	41	\$	26.00	\$	1,066.00	\$	55.00	\$	2,255.00
141	SPECIAL	SEALING, MISC.: ELASTOMERIC PROTECTIVE AND DECORATIVE CONCRETE COATING	57	SY	174	\$	20.00	\$	3,480.00	\$	28.00	\$	4,872.00
142	517	RAILING (CONCRETE PARAPET WITH TWIN STEEL TUBE RAILING), AS PER PLAN	38	FT	210	\$	86.00	\$	18,060.00	\$	315.00	\$	66,150.00
143	518	POROUS BACKFILL WITH GEOTEXTILE FABRIC	35	CY	10	\$	103.00	\$	1,030.00	\$	275.00	\$	2,750.00
144	518	6" PERFORATED CORRUGATED PLASTIC PIPE	35	FT	26	\$	16.00	\$	416.00	\$	35.00	\$	910.00
145	518	6" NON-PERFORATED CORRUGATED PLASTIC PIPE, INCLUDING SPECIALS	35	FT	26	\$	16.00	\$	416.00	\$	35.00	\$	910.00
146	524	DRILLED SHAFTS, 54" DIAMETER, INTO BEDROCK	28	FT	24	\$	405.00	\$	9,720.00	\$	650.00	\$	15,600.00
147	524	DRILLED SHAFTS, 60" DIAMETER, ABOVE BEDROCK	28	FT	132	\$	405.00	\$	53,460.00	\$	650.00	\$	85,800.00
148	526	REINFORCED CONCRETE APPROACH SLABS (T=12"), AS PER PLAN	38	SY	31	\$	90.00	\$	2,790.00	\$	625.00	\$	19,375.00
149	SPECIAL	STRUCTURES: PRE-ENGINEERED BRIDGE	22	-	LS	\$	690,000.00	\$	690,000.00	\$	735,000.00	\$	735,000.00
150	601	CRUSHED AGGREGATE SLOPE PROTECTION	35	CY	15	\$	85.00	\$	1,275.00	\$	250.00	\$	3,750.00
151	607	VANDAL PROTECTION FENCE, 8'-0" STRAIGHT, COATED FABRIC, AS PER PLAN	37	FT	61	\$	420.00	\$	25,620.00	\$	400.00	\$	24,400.00
152	609	CONCRETE MEDIAN	38	SF	43	\$	65.00	\$	2,795.00	\$	125.00	\$	5,375.00
SECTION TOTAL STRUCTURE OVER 20 FOOT SPAN (TOWPATH TRAIL) :						\$		\$	1,026,363.00	\$		\$	1,144,644.00
MAINTENANCE OF TRAFFIC													
153	614	LAW ENFORCEMENT OFFICER WITH PATROL CAR FOR ASSISTANCE	39	HOUR	160	\$	60.00	\$	9,600.00	\$	55.00	\$	8,800.00
154	614	MAINTAINING TRAFFIC, MISC.:MAINTAIN EXISTING TRAFFIC SIGNALS	39	EACH	4	\$	3,000.00	\$	12,000.00	\$	2,200.00	\$	8,800.00
155	614	WORK ZONE CENTER LINE, CLASS I	39	MILE	0.64	\$	10,000.00	\$	6,400.00	\$	12,000.00	\$	7,680.00
156	614	WORK ZONE CHANNELIZING LINE, CLASS I, 8"	39	FT	363	\$	3.00	\$	1,089.00	\$	3.00	\$	1,089.00
157	614	WORK ZONE STOP LINE, CLASS I	39	FT	24	\$	6.00	\$	144.00	\$	5.00	\$	120.00
158	614	WORK ZONE CROSSWALK LINE, CLASS I	39	FT	134	\$	3.00	\$	402.00	\$	2.00	\$	268.00
159	615	PAVEMENT FOR MAINTAINING TRAFFIC, CLASS B, AS PER PLAN	39	SY	485	\$	40.00	\$	19,400.00	\$	70.00	\$	33,950.00
160	632	INTERCONNECT, MISC.:REMOVAL, STORAGE AND REUSE OF EXISTING INTERCONNECT	39	-	LS	\$	3,600.00	\$	3,600.00	\$	1,500.00	\$	1,500.00
161	632	WOOD POLE, AS PER PLAN	39	EACH	2	\$	2,850.00	\$	5,700.00	\$	1,400.00	\$	2,800.00
162	816	VIDEO DETECTION SYSTEM, AS PER PLAN	44	EACH	1	\$	12,500.00	\$	12,500.00	\$	10,000.00	\$	10,000.00
SECTION TOTAL MAINTENANCE OF TRAFFIC :						\$		\$	70,835.00	\$		\$	75,007.00
RAILROADS													
163	SPECIAL	PREMIUM ON RAILROAD'S PROTECTIVE PUBLIC LIABILITY AND PROPERTY DAMAGE LIABILITY INSURANCE (CSXT)	NR	-	LS	\$	5,000.00	\$	5,000.00	\$	25,000.00	\$	25,000.00
164	SPECIAL	PREMIUM ON RAILROAD'S PROTECTIVE PUBLIC LIABILITY AND PROPERTY DAMAGE LIABILITY INSURANCE (NS)	NR	-	LS	\$	5,000.00	\$	5,000.00	\$	10,000.00	\$	10,000.00
SECTION TOTAL RAILROADS :						\$		\$	10,000.00	\$		\$	35,000.00
INCIDENTALS													
165	SPECIAL	CPM PROGRESS SCHEDULE (SEE PROPOSAL NOTES)	NR	-	LS	\$	12,500.00	\$	12,500.00	\$	3,500.00	\$	3,500.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	S.E.T. INC	UNIT PRICE ESTIMATED DOLLARS	SCHIRMER CONSTRUCTION LLC
166	614	MAINTAINING TRAFFIC	39	-	LS	\$ 25,500.00	\$ 25,500.00	\$ 20,000.00	\$ 20,000.00
167	619	FIELD OFFICE, TYPE B, AS PER PLAN	NR	MNTH	18	\$ 1,600.00	\$ 28,800.00	\$ 2,500.00	\$ 45,000.00
168	623	CONSTRUCTION LAYOUT STAKES AND SURVEYING	NR	-	LS	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00	\$ 50,000.00
169	624	MOBILIZATION	NR	-	LS	\$ 190,000.00	\$ 190,000.00	\$ 100,000.00	\$ 100,000.00
170	SPECIAL	MISC.: CONSTRUCTION PHOTOGRAPHIC PROJECT DOCUMENTATION (SEE PROPOSAL NOTE)	NR	-	LS	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00
171	SPECIAL	LIFT STATION	35	EACH	1	\$ 245,500.00	\$ 245,500.00	\$ 235,000.00	\$ 235,000.00
172	202	REMOVAL, MISC.: DEMOLITION OF EXISTING WASTEWATER TREATMENT PACKAGE PLANT	NR	-	LS	\$ 22,500.00	\$ 22,500.00	\$ 39,000.00	\$ 39,000.00
SECTION TOTAL INCIDENTALS :						\$ 552,300.00	\$ 552,300.00	\$ 495,500.00	
GRAND TOTAL :							\$ 3,758,561.30	\$ 3,758,561.30	\$ 3,793,640.10
ALTERNATE BID ITEMS									
53A	611	6" CONDUIT, TYPE B, AS PER PLAN (CITY OF CLEVELAND)	35	FT	30	\$ 25.00	\$ 750.00	\$ 24.00	\$ 720.00
54A	611	12" CONDUIT, TYPE B, AS PER PLAN (CITY OF CLEVELAND)	35	FT	931	\$ 90.00	\$ 83,790.00	\$ 105.00	\$ 97,755.00
55A	611	12" CONDUIT, TYPE D, AS PER PLAN (CITY OF CLEVELAND)	35	FT	51	\$ 70.00	\$ 3,570.00	\$ 105.00	\$ 5,355.00
56A	611	24" CONDUIT, TYPE C, AS PER PLAN (CITY OF CLEVELAND)	35	FT	38	\$ 115.00	\$ 4,370.00	\$ 185.00	\$ 7,030.00
57A	611	30" CONDUIT, TYPE C, AS PER PLAN (CITY OF CLEVELAND)	35	FT	10	\$ 165.00	\$ 1,650.00	\$ 400.00	\$ 4,000.00
*Reference Nos. 53A-57A each constitute one (1) Alternate Bid Item for Reference Nos. 53-57.									
SECTION TOTAL ALTERNATE BID ITEMS :						\$ 94,130.00	\$ 94,130.00	\$ 114,860.00	

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0092

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution making an award on RQ42093 to Becdir Construction Co. in the amount not-to-exceed \$686,326.80 for rehabilitation of West 41st Street Bridge No. 01.05 over Norfolk Southern Railway and Train Avenue in the City of Cleveland; 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 application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$586,326.80 to fund said contract; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ42093 to Becdir Construction Co. in the amount not-to-exceed \$686,326.80 for rehabilitation of West 41st Street Bridge No. 01.05 over Norfolk Southern Railway and Train Avenue in the City of Cleveland; and authorizing the County Engineer, on behalf of the County Executive, to make application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$586,326.80 to fund said contract; and

WHEREAS, the primary goal of this project is to complete construction per plans and specifications for the West 41st Street Bridge No. 01.05 bearing replacement and retrofit over Norfolk Southern Railway and Train Avenue in the City of Cleveland, Council District 3; and

WHEREAS, this project is funding as follows: (a) 586,326.80 with funds from the County Motor Vehicle \$7.50 License Tax Fund and (b) \$100,000.00 with Ohio Public Works Commission (Issue 1) Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ42093 to Becdir Construction Co. in the amount not-to-exceed \$686,326.80 for rehabilitation of West 41st Street Bridge No. 01.05 over Norfolk Southern Railway and Train Avenue in the City of Cleveland.

SECTION 2. That the County Executive is authorized to execute the contract in connection with said award and all other 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 allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$586,326.80 to fund said contract.

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:
Committee(s) Assigned:

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Scope of Work Summary

- Public Works is recommending an award on RQ42093 and requesting to enter into a contract with Beccdir Construction Co. for the [West 41st Street Bridge No. 01.05 Bearing Replacement and Retrofit over Norfolk Southern Railroad and Train Avenue in the City of Cleveland](#) in the amount [not-to-exceed \\$686,326.80](#). The anticipated start-completion dates are June 4, 2018 – September 7, 2018.
- Beccdir Construction met all requirements per the Department of Public Works and was the lowest bidder. Their bid was 19% under the Engineer's Estimate of \$850,000.
- The structure is located in Council District #3.

Procurement

- The RFB was closed on March 29, 2018.
- There were five (5) bid proposals pulled from Office of Procurement & Diversity (OPD) and three (3) bids were received for review.
- OPD set a 10% SBE Goal and they were determined to be SBE compliant.
- Contractor Information
- Beccdir Construction Co., 15764 West Akron-Canfield Road, Berlin Center, Ohio 44401.
- Council District N/A.

Project Status

- Public Works will give a Notice to Proceed with construction upon execution of a contract.

E. Funding

- \$586,326.80 Cuyahoga County using funds from the \$7.50 Vehicle License Tax Fund and \$100,000.00 Ohio Public Works Commission (Issue 1)

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: CE-18-42093 CONTRACT PERIOD: n/a CCBB: Low Non-CCBB Bid\$: *PRICE PREFERENCE LOWEST BID REC'D **\$686,326.80**
 RFB/RFP/RFQ DUE DATE: 3/29/2018 NUMBER OF RESPONSES: 5/3 Add 2%, Total is: 686,326.80 + 13,726.54=**\$700,053.34** RANGE OF LOWEST BID REC'D \$500,001-1,000,000
 TYPE: (RFB/RFP/RFQ): **RFB** Construction ESTIMATE: \$850,000.00 Minus \$, = PRICE PEF % & \$ LIMIT: 10% up to max \$80,000
 REQUESTING DEPARTMENT: Public Works **SBE GOAL: 10%** Does CCBB Apply: Yes No MAX SBE PRICE PEF \$68,632.68 + 686,326.80 = **\$754,959.48**
 COMMODITY DESCRIPTION: West 41st Street Bridge Bearing Replacement & Retrofit DOES PRICE PREFERENCE APPLY? Yes No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)												
1.	Beccdir Construction Co 15764 W Akron-Canfield Rd Berlin Center OH 44401	100% Travelers Casualty and Surety Company of America	\$686,326.80	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: NEED Bid Bond: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Worksheets:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td>(WM) Trafftech, Inc. SBE 2.1 (AfM)Tech Ready Mix SBE 1.3 (WF) Athos Contracting SBE 4.8% (HM) Ramos Trucking SBE .2% (WF) Timeline Photography SBE.1% (WM) The Chas Phipps Co. SBE 1.6% (WF) Cuyahoga Concrete Sawing SBE .1%</td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</td> </tr> <tr> <td>Total SBE %</td> <td>SBE 10.2%</td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input checked="" type="checkbox"/>Yes LML 4/3/18 <input type="checkbox"/>No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td>NM 3/30/18 LML 4/3/18</td> </tr> <tr> <td>SBE</td> <td></td> </tr> </table>	SBE Subcontractor Name:	(WM) Trafftech, Inc. SBE 2.1 (AfM)Tech Ready Mix SBE 1.3 (WF) Athos Contracting SBE 4.8% (HM) Ramos Trucking SBE .2% (WF) Timeline Photography SBE.1% (WM) The Chas Phipps Co. SBE 1.6% (WF) Cuyahoga Concrete Sawing SBE .1%	SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total SBE %	SBE 10.2%	SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 4/3/18 <input type="checkbox"/> No	SBE Comments and Initials:	NM 3/30/18 LML 4/3/18	SBE		Vendor met all specifications – recommending an award 4-4-18.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SBE Subcontractor Name:	(WM) Trafftech, Inc. SBE 2.1 (AfM)Tech Ready Mix SBE 1.3 (WF) Athos Contracting SBE 4.8% (HM) Ramos Trucking SBE .2% (WF) Timeline Photography SBE.1% (WM) The Chas Phipps Co. SBE 1.6% (WF) Cuyahoga Concrete Sawing SBE .1%																				
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																				
Total SBE %	SBE 10.2%																				
SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 4/3/18 <input type="checkbox"/> No																				
SBE Comments and Initials:	NM 3/30/18 LML 4/3/18																				
SBE																					

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:		Dept. Tech. Review	Award: (Y/N)
				<input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCEIP: <input checked="" type="checkbox"/> Yes EEO: <input checked="" type="checkbox"/> Yes			Subcontractor Name:			
2.	Perk Company Inc 8100 Grand Ave Cleveland OH 44104	100% Aegis Surety Insurance Company	\$775,950.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: #12-2187 Bid Bond: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:	(WM) Perk Company SBE 20% (WM) Trafftech, Inc. SBE 1.89% (WF) Timeline Photography SBE .00084% (WF) Cuyahoga Supply & Tool SBE 16%		<input type="checkbox"/> Yes <input type="checkbox"/> No
							SBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes (WM) Perk Company SBE 20% <input type="checkbox"/> No		
							Total SBE %	SBE 37.89%		
							SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 4/3/18 <input type="checkbox"/> No		
							SBE Comments and Initials:	NM 3/30/18 LML 4/3/18		
							SBE Subcontractor Name:			
							SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
							Total SBE %			
							SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:		Dept. Tech. Review	Award: (Y/N)																				
				CCEIP: <input checked="" type="checkbox"/> Yes EEO: <input checked="" type="checkbox"/> Yes			SBE Comments and Initials:																							
3.	Schirmer Construction LLC 31350 Industrial Parkway North Olmsted OH 44070	100% Travelers Casualty and Surety Company of America	\$933,859.50	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> yes IG Number: #12-2476 Bid Bond: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCEIP: <input checked="" type="checkbox"/> Yes EEO: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1325 500 1553 602">SBE Subcontractor Name:</td> <td data-bbox="1553 500 2088 602">(WM) Schirmer Construction SBE 20%</td> </tr> <tr> <td data-bbox="1325 602 1553 678">SBE Prime: (Y/N)</td> <td data-bbox="1553 602 2088 678"><input checked="" type="checkbox"/> Yes (WM) Schirmer Construction SBE <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1325 678 1553 716">Total SBE %</td> <td data-bbox="1553 678 2088 716">SBE 20%</td> </tr> <tr> <td data-bbox="1325 716 1553 792">SBE Comply: (Y/N)</td> <td data-bbox="1553 716 2088 792"><input checked="" type="checkbox"/> Yes LML 4/3/18 <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1325 792 1553 906">SBE Comments and Initials:</td> <td data-bbox="1553 792 2088 906">NM 3/30/18 LML 4/3/18</td> </tr> <tr> <td data-bbox="1325 906 1553 1008">SBE Subcontractor Name:</td> <td data-bbox="1553 906 2088 1008"></td> </tr> <tr> <td data-bbox="1325 1008 1553 1084">SBE Prime: (Y/N)</td> <td data-bbox="1553 1008 2088 1084"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1325 1084 1553 1122">Total SBE %</td> <td data-bbox="1553 1084 2088 1122"></td> </tr> <tr> <td data-bbox="1325 1122 1553 1198">SBE Comply: (Y/N)</td> <td data-bbox="1553 1122 2088 1198"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1325 1198 1553 1274">SBE Comments and Initials:</td> <td data-bbox="1553 1198 2088 1274"></td> </tr> </table>		SBE Subcontractor Name:	(WM) Schirmer Construction SBE 20%	SBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes (WM) Schirmer Construction SBE <input type="checkbox"/> No	Total SBE %	SBE 20%	SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 4/3/18 <input type="checkbox"/> No	SBE Comments and Initials:	NM 3/30/18 LML 4/3/18	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			<input type="checkbox"/> Yes <input type="checkbox"/> No
SBE Subcontractor Name:	(WM) Schirmer Construction SBE 20%																													
SBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes (WM) Schirmer Construction SBE <input type="checkbox"/> No																													
Total SBE %	SBE 20%																													
SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 4/3/18 <input type="checkbox"/> No																													
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SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																													
Total SBE %																														
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																													
SBE Comments and Initials:																														

Department of Public Works Bid Tabulations

Thursday, March 29, 2018
3:24:59 PM

Bid Letting: 3/29/2018 Engineer's Estimate: \$850,000.00 RQ No.: 42093 Rep. No. 01-18

West 41st Street Bridge No. 01.05; Bearing Replacement and Retrofit

Over Norfolk Southern Railroad and Train Avenue in the City of Cleveland

Low Bidder	Beccdir Construction Company	\$686,326.80	-19.2557%
	Perk Company, Inc.	\$775,950.00	-8.712%
	Schirmer Construction LLC	\$933,859.50	9.866%

Notes

REF NO.	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	BECDIR CONSTRUCTION	UNIT PRICE ESTIMATED DOLLARS	PERK COMPANY, INC.	UNIT PRICE ESTIMATED DOLLARS	SCHIRMER CONSTRUCTION LLC
EROSION CONTROL										
1	TOP SOIL	46	CY	6	\$ 150.00	\$ 900.00	\$ 100.00	\$ 600.00	\$ 165.00	\$ 990.00
2	SEEDING AND MULCHING, AS PER PLAN	46	SY	100	\$ 4.00	\$ 400.00	\$ 5.00	\$ 500.00	\$ 12.00	\$ 1,200.00
3	COMMERCILA FERTILIZER	46	TON	0.03	\$ 1,300.00	\$ 39.00	\$ 2,500.00	\$ 75.00	\$ 1,000.00	\$ 30.00
4	LIME	46	ACRE	0.02	\$ 240.00	\$ 4.80	\$ 2,500.00	\$ 50.00	\$ 1,000.00	\$ 20.00
5	WATER	46	M GAL	0.30	\$ 10.00	\$ 3.00	\$ 250.00	\$ 75.00	\$ 50.00	\$ 15.00
6	EROSION CONTROL	08	EACH	5000	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00
SECTION TOTAL EROSION CONTROL :					\$	6,346.80	\$	6,300.00	\$	7,255.00
STRUCTURES OVER 20 FOOT SPAN										
7	PORTIONS OF STRUCTURE REMOVED, OVER 20 FOOT SPAN, AS PER PLAN	19	-	LUMP	\$ 59,000.00	\$ 59,000.00	\$ 63,000.00	\$ 63,000.00	\$ 45,000.00	\$ 45,000.00
8	EPOXY COATED REINFORCING STEEL, AS PER PLAN	23	LB	8325	\$ 2.40	\$ 19,980.00	\$ 2.00	\$ 16,650.00	\$ 1.50	\$ 12,487.50
9	REINFORCING STEEL, REPLACEMENT OF EXISTING REINFORCING STEEL, AS PER PLAN	23	LB	500	\$ 2.40	\$ 1,200.00	\$ 2.00	\$ 1,000.00	\$ 3.00	\$ 1,500.00
10	DOWEL HOLES WITH NONSHRINK, NONMETALLIC GROUT	23	EACH	550	\$ 36.00	\$ 19,800.00	\$ 20.75	\$ 11,412.50	\$ 19.00	\$ 10,450.00
11	CLASS QC1 CONCRETE WITH QC/QA, SUBSTRUCTURE, AS PER PLAN	29	CY	47	\$ 2,600.00	\$ 122,200.00	\$ 2,465.00	\$ 115,855.00	\$ 3,200.00	\$ 150,400.00
12	CLASS QC2 CONCRETE, MISC.: APPROACH SLAB AND BACKWALL REPAIR	29	CY	3	\$ 1,500.00	\$ 4,500.00	\$ 4,000.00	\$ 12,000.00	\$ 3,900.00	\$ 11,700.00
13	SEALING, MISC.: ELASTOMERIC PROTECTIVE AND DECORATIVE CONCRETE COATING	57	SY	1244	\$ 30.00	\$ 37,320.00	\$ 25.00	\$ 31,100.00	\$ 18.00	\$ 22,392.00
14	STRUCTURAL JOINT OR JOINT SEALER, MISC.: PREFORMED SILICONE JOINT SEALER	27	FT	110	\$ 100.00	\$ 11,000.00	\$ 62.25	\$ 6,847.50	\$ 75.00	\$ 8,250.00
15	BEARING DEVICE MISC.: ELASTOMERIC BEARING WITH INTERNAL LAMINATES, LOAD PLATES AND ANCHOR BOLTS	27	EACH	48	\$ 4,950.00	\$ 237,600.00	\$ 5,750.00	\$ 276,000.00	\$ 10,330.00	\$ 495,840.00
16	JACKING AND TEMPORARY SUPPORT OF SUPERSTRUCTURE, AS PER PLAN	24	-	LUMP	\$ 77,000.00	\$ 77,000.00	\$ 125,000.00	\$ 125,000.00	\$ 97,000.00	\$ 97,000.00
17	PATCHING OF CONCRETE STRUCTURES, AS PER PLAN	29	SF	50	\$ 185.00	\$ 9,250.00	\$ 225.00	\$ 11,250.00	\$ 145.00	\$ 7,250.00
SECTION TOTAL STRUCTURES OVER 20 FOOT SPAN :					\$	598,850.00	\$	670,115.00	\$	862,269.50
TRAFFIC CONTROL										
18	LAW ENFORCEMENT OFFICER WITH PATROL CAR FOR ASSISTANCE	39	HOURL	32	\$ 60.00	\$ 1,920.00	\$ 60.00	\$ 1,920.00	\$ 55.00	\$ 1,760.00
19	DETOUR SIGNING, AS PER PLAN	39	-	LUMP	\$ 15,000.00	\$ 15,000.00	\$ 8,700.00	\$ 8,700.00	\$ 5,000.00	\$ 5,000.00
20	REPLACEMENT SIGN	39	EACH	5	\$ 100.00	\$ 500.00	\$ 150.00	\$ 750.00	\$ 75.00	\$ 375.00

REF NO.	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS CTS	BECDIR CONSTRUCTION	UNIT PRICE ESTIMATED DOLLARS CTS	PERK COMPANY, INC.	UNIT PRICE ESTIMATED DOLLARS CTS	SCHIRMER CONSTRUCTION LLC
21	PORTABLE CHANGEABLE MESSAGE SIGN	39	DAY	60	\$ 45.00	\$ 2,700.00	\$ 100.00	\$ 6,000.00	\$ 35.00	\$ 2,100.00
22	WATER	NR	MGAL	1	\$ 10.00	\$ 10.00	\$ 65.00	\$ 65.00	\$ 50.00	\$ 50.00
23	CALCIUM CHLORIDE	NR	TON	1	\$ 500.00	\$ 500.00	\$ 100.00	\$ 100.00	\$ 50.00	\$ 50.00
SECTION TOTAL TRAFFIC CONTROL :					\$	20,630.00	\$	17,535.00	\$	9,335.00
INCIDENTALS										
24	MAINTAINING TRAFFIC	39	-	LUMP	\$ 13,000.00	\$ 13,000.00	\$ 20,000.00	\$ 20,000.00	\$ 5,600.00	\$ 5,600.00
25	FIELD OFFICE, TYPE B, AS PER PLAN	NR	MNTH	3	\$ 2,500.00	\$ 7,500.00	\$ 2,000.00	\$ 6,000.00	\$ 2,800.00	\$ 8,400.00
26	CONSTRUCTION LAYOUT STAKES AND SURVEYING, AS PER PLAN	NR	-	LUMP	\$ 4,000.00	\$ 4,000.00	\$ 2,500.00	\$ 2,500.00	\$ 10,000.00	\$ 10,000.00
27	MOBILIZATION	NR	-	LUMP	\$ 20,000.00	\$ 20,000.00	\$ 45,000.00	\$ 45,000.00	\$ 20,000.00	\$ 20,000.00
28	PROJECT DVD RECORDING (SEE PROPOSAL NOTE)	NR	-	LUMP	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
29	PREMIUM ON RAILROAD'S PROTECTIVE PUBLIC LIABILITY AND PROPERTY DAMAGE LIABILITY INSURANCE	NR	-	LUMP	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	\$ 10,000.00	\$ 10,000.00
SECTION TOTAL INCIDENTALS :					\$	60,500.00	\$	82,000.00	\$	55,000.00
GRAND TOTAL ESTIMATED:					\$	686,326.80	\$	775,950.00	\$	933,859.50

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0081

<p>Sponsored by: County Executive Budish/Department of Public Works</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>A Resolution authorizing a Lease-Purchase Agreement with Riverbed West, LLC in the amount of \$25.00 for lease of County-owned property located along the Detroit-Superior Bridge on West 25th Street in the City of Cleveland, Permanent Parcel Nos. 003-21-001 and 003-20-004, for the Irishtown Bend Project for the period 5/1/2018 - 4/30/2043; 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 County Executive/Department of Public Works has recommended a Lease-Purchase Agreement with Riverbed West, LLC in the amount of \$25.00 for lease of County-owned property located along the Detroit-Superior Bridge on West 25th Street in the City of Cleveland, Permanent Parcel Nos. 003-21-001 and 003-20-004, for the Irishtown Bend Project, for the period 5/1/2018 – 4/30/2043; and

WHEREAS, Riverbed West, LLC has an option to purchase anytime during the initial term or any renewable term for \$1.00 provided that Riverbed West, LLC certifies that the project has been substantially completed; 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 a Lease-Purchase Agreement with Riverbed West, LLC in the amount of \$25.00 for lease of County-owned property located along the Detroit-Superior Bridge on West 25th Street in the City of Cleveland, Permanent Parcel Nos. 003-21-001 and 003-20-004, for the Irishtown Bend Project for the period 5/1/2018 – 4/30/2043.

SECTION 2. That the County Executive or his authorized designee is authorized to (a) take all actions, and to execute, acknowledge, deliver and/or file for record (as and where appropriate) (i) all documents and instruments necessary or desirable to facilitate and/or consummate the transactions contemplated hereby, including, but not limited to, a Purchase and Sale Agreement, the lease agreements and all documents to be executed by the County thereunder, (ii) all other and further documents, instruments, certificates, agreements, amendments, subleases, assignments, consents, affidavits, certifications, easements, disbursement authorizations, settlement statements, closing statements, proration statements, escrow agreements, escrow instructions, deeds and notices, and (iii) amendments, modifications and supplements to any of the foregoing, that the County Executive may deem necessary or advisable in connection with the consummation of the transactions contemplated hereby, in all cases containing such terms and conditions as may be approved by the County's Director of Law, (b) agree to such payments and other arrangements as may be necessary or advisable in connection therewith to facilitate and/or consummate such transactions, and (c) prosecute and/or defend any actions or proceedings that may be necessary or advisable relative to any of the foregoing matters.

SECTION 3. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of 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: April 10, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: April 18, 2018

Committee Report/Second Reading: April 24, 2018

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0082

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing an amendment to Contract No. CE0800729-01 with Priemer Investment Co., LLC for lease of approximately 128 parking spaces located at 4209, 4213 and 4415 Euclid Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$415,644.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended an amendment to Contract No. CE0800729-01 with Priemer Investment Co., LLC for lease of approximately 128 parking spaces located at 4209, 4213 and 4415 Euclid Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$415,644.00; and

WHEREAS, this project is funded as follows: (a) 29% by Federal IV-E and Training and (b) 71% with HHS Levy Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE0800729-01 with Priemer Investment Co., LLC for lease of approximately 128 parking spaces located at 4209, 4213 and 4415 Euclid Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$415,644.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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: April 10, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC030
April 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0083

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing an amendment to Contract No. CE0800492-01 with Cleveland Commerce Center, Inc. for lease of approximately 125 parking spaces located at East 40 th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$367,617.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended an amendment to Contract No. CE0800492-01 with Cleveland Commerce Center, Inc. for lease of approximately 125 parking spaces located at East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$367,617.00; and

WHEREAS, this project is funded as follows: (a) 29% by Federal IV-E and Training Funds and (b) 71% by HHS Levy Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE0800492-01 with Cleveland Commerce Center, Inc. for lease of approximately 125 parking spaces located at East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$367,617.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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: April 10, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC030
April 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0084

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ42445 to a supplier to be determined in the amount estimated not-to-exceed \$3,922,000.00 for electric power services for various County buildings for the period 5/1/2018 - 4/30/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended making an award on RQ42445 to a supplier to be determined in the amount estimated not-to-exceed \$3,922,000.00 for electric power services for various County buildings for the period 5/1/2018 – 4/30/2021; and

WHEREAS, the Ohio Revised Code Section 9.48 allows political subdivisions to participate in joint purchasing programs; and

WHEREAS, the County entered into a joint purchasing Participation Agreement with Cuyahoga County Commissioners Association of Ohio Service Corporation (“CCAOSC”) to participate in the Electricity Purchase Program in order to receive energy consulting services, such as assistance with various electricity cost reduction and control efforts, securing competitive proposals for electricity supplies, providing recommendations on various purchase mechanisms regarding term and methodology, and to purchase electric power services at a reduced cost for various County buildings; and

WHEREAS, CCAOSC has assisted the County by issuing a Request for Proposal which resulted in six (6) proposals from third party power suppliers and by selecting the following finalists to resubmit electric power rates on the reset date of April 24, 2018:

- (a) Dynegy Energy Services East, LLC; and
- (b) Interstate Gas Supply, Inc.; and

WHEREAS, pursuant to County Council’s approval, the County Executive/Department of Public Works intends to enter into a contract for electric

power services with one of the third-party power supplier finalists based on the best proposal received on the reset date; and

WHEREAS, the contract for electric power services is funded by the Internal Service 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 makes an award on RQ42445 to a supplier to be determined in the amount estimated not-to-exceed \$3,922,000.00 for electric power services for various County buildings for the period 5/1/2018 – 4/30/2021.

SECTION 2. That the Cuyahoga County Council hereby authorizes the County Executive to enter into an electric power services agreement with one of the following third-party suppliers based on the best proposal for electric power rates supplied on the reset date of April 24, 2018:

- (a) Dynegy Energy Services East, LLC; or
- (b) Interstate Gas Supply, Inc.

SECTION 3. That the County Executive is authorized to execute the contract and all other documents consistent with said award 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: April 10, 2018

Committee(s) Assigned: Public Works, Procurement & Contracting

Legislation Amended in Committee: April 18, 2018

Journal CC030

April 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0085

<p>Sponsored by: County Executive Budish/Department of Public Works</p> <p>Co-sponsored by: Councilmembers Tuma, Conwell and Miller</p>	<p>A Resolution authorizing an amendment to an agreement with Cuyahoga County District Board of Health for acquisition and maintenance of a permanent facility for the period 1/1/2004 - 12/31/2023 to change the scope and the terms, effective 2/1/2018, to extend the time period to 12/31/2038 and for additional funds in the amount not-to-exceed \$4,789,750.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works has recommended an amendment to an agreement with Cuyahoga County District Board of Health for acquisition and maintenance of a permanent facility for the period 1/1/2004 - 12/31/2023 to change the scope and the terms, effective 2/1/2018, to extend the time period to 12/31/2038 and for additional funds in the amount not-to-exceed \$4,789,750.00; and

WHEREAS, pursuant to Resolution No. 031656, dated 4/15/2003, the County entered into an agreement with Cuyahoga County District Board of Health to provide financial assistance for a term of years in order for it to maintain and acquire a permanent location; and

WHEREAS, the funding for this project is from the General 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 an amendment to an agreement with Cuyahoga County District Board of Health for acquisition and maintenance of a permanent facility for the period 1/1/2004 - 12/31/2023 to change the scope and the terms, effective 2/1/2018, to extend the time

period to 12/31/2038 and for additional funds in the amount not-to-exceed \$4,789,750.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and for 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: April 10, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: April 18, 2018

Journal CC030
April 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0086

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution making awards on RQ39869 to various providers, each in the amount not-to-exceed \$300,000.00, for general engineering services for the period 4/2/2018 - 4/21/2021; 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.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended making awards on RQ39869 to various providers, each in the amount not-to-exceed \$300,000.00, for general engineering services for the period 4/2/2018 - 4/21/2021 as follows:

- a) Chagrin Valley Engineering, LTD; and
- b) HNTB Ohio, Inc.; and,

WHEREAS, the primary purpose of this project is to allow the Department of Public Works to maximize its resources to address infrastructure needs for various projects throughout the County; and

WHEREAS, the funding for this project is 100% from Road and Bridge 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 operations 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 RQ39869 to various providers, each in the amount not-to-exceed \$300,000.00, for general engineering services for the period 4/2/2018 - 4/21/2021 as follows:

- a) Chagrin Valley Engineering, LTD; and
- b) HNTB Ohio, Inc.

SECTION 2. That the County Executive is authorized to execute the contracts in connection with said awards and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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: April 10, 2018
 Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC030
 April 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0087

<p>Sponsored by: County Executive Budish/Department of Public Works on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division/Probation Department</p>	<p>A Resolution authorizing an amendment to Contract No. CE0600807-02 with Maple Heights Commerce Two, LLC for lease of space located at 21100 Southgate Park Boulevard, Maple Heights, for the period 2/1/2007 - 1/31/2017 to extend the time period to 12/31/2022, to change the terms, effective 2/1/2017, and for additional funds in the amount not-to-exceed \$394,263.10; 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. CE0600807-02 with Maple Heights Commerce Two, LLC for lease of space located at 21100 Southgate Park Boulevard, Maple Heights, for the period 2/1/2007 - 1/31/2017 to extend the time period to 12/31/2022, to change the terms, effective 2/1/2017, and for funds in the amount not-to-exceed \$394,263.10; and

WHEREAS, the primary goal of this project is for the use of approximately 4,980 sq/ft of space for the Juvenile Court Probation Offices for a period of seventy-one (71) months ending 12/31/2022 for additional funds in the amount not-to-exceed \$332,365.20 and to reaffirm a payment for a one-time holdover base rent, rent and utilities in the amount of \$61,897.90 for the Juvenile Court Satellite Probation Office; the Auto Title Bureau space has since been vacated; and

WHEREAS, this project is funded by HHS Levy Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE0600807-02 with Maple Heights Commerce Two,

LLC for lease of space located at 21100 Southgate Park Boulevard, Maple Heights, for the period 2/1/2007 - 1/31/2017 to extend the time period to 12/31/2022, to change the terms, effective 2/1/2017, and for additional funds in the amount not-to-exceed \$394,263.10.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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: April 10, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC030
April 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0060

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Planning Commission</p>	<p>A Resolution authorizing the County Executive to accept dedication of land for Ethan Drive in Gates Village Subdivision (Phase 1), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Gates Village Subdivision (Phase 1) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, pursuant to Ohio Revised Code Section 711.10, the Cuyahoga County Planning Commission has authority to adopt regulations and procedures governing the proposed divisions of land to review and approve, approve with conditions, or to disapprove the proposed preliminary plan of new major subdivisions; and

WHEREAS, the Cuyahoga County Land Development Regulations originally adopted November 8, 2007 and amended December 9, 2010, require the Cuyahoga County Planning Commission to refer the final dedication plat to the County “for acceptance of dedication of land for any public street, highway or other public ways, open space, or public easement on the final plat;” and

WHEREAS, the Cuyahoga County Planning Commission has granted conditional approval of the Final Plat for Gates Village Phase 1 on April 12, 2018; and

WHEREAS, pursuant to the above regulations, acceptance of the dedication of land for Ethan Drive in Gates Village Subdivision (Phase 1), as a public street (60 feet total) with established setback lines, rights-of-way, and easements; and also, accepting and dedicating easements for the construction, maintenance and operation of public facilities and appurtenances in the Gates Village Subdivision, Phase 1; 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 County Council hereby authorizes the County Executive to accept dedication of land for Ethan Drive in Gates Village Subdivision (Phase 1), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; and authorizes the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Gates Village Subdivision (Phase 1) to public use granted to the County of Cuyahoga and its corporate successors.

SECTION 2. That the County Executive is authorized to execute the final Plat in connection with said dedications of land.

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: March 13, 2018

Committee(s) Assigned: Public Works, Procurement & Contracting

Legislation Amended in Committee: March 21, 2018

Committee Report/Second Reading: March 27, 2018

Journal CC030

April 24, 2018



CUYAHOGA COUNTY PLANNING COMMISSION RESOLUTION NO. 180412-A

Approval of the Final Plat of Phase I of Gates Village PRD Subdivision, a Phase of the Woodgate Farms PRD Subdivision, located in Olmsted Township.

WHEREAS, Section 711.10 of the Ohio Revised Code authorizes county planning commissions that have duly adopted regulations and procedures governing the proposed divisions of land to review and approve, approve with conditions, or disapprove the proposed preliminary plan of new major subdivisions; and,

WHEREAS, the Cuyahoga County Planning Commission has adopted the Cuyahoga County Land Development Regulations, in which Article 1 Subdivision Platting Rules for the Unincorporated Areas of Cuyahoga County sets forth regulations governing proposed major subdivisions; and,

WHEREAS, on January 9, 2001, the CCPC adopted Resolution No. 010109-C, conditionally approving the Overall Street Plan for Woodgate Farms Planned Residential Development (PRD) Subdivision in Olmsted Township; and

WHEREAS, on December 12, 2002, the CCPC adopted Resolution No. 021212-E, conditionally approving the revised Overall Street Plan for Woodgate Farms PRD Subdivision, in which the areas known as Gates Village was indicated as a cluster home area featuring higher density; and

WHEREAS, on March 9, 2016, the Board of Trustees of Olmsted Township adopted Resolution 029-2016 approving the General Development Plan for Gates Village PRD Subdivision submitted by Palmieri Builders, Inc.; and

WHEREAS, on April 14, 2016, the Cuyahoga County Planning Commission conditionally adopted Resolution 160414-D approving the Preliminary Plan for Gates Village PRD Subdivision as the final phase of the Woodgate Farms PRD Subdivision showing the creation of 64 residential sublots and one public street on 16.75 acres of land; and

WHEREAS, the conditions put forth in Resolution 160414-D have been met; and,

WHEREAS, the infrastructure improvements in Gates Village Phase I have been constructed according to the improvement plans as approved by Cuyahoga County Public Works and;

WHEREAS, in February 2018, Palmieri Builders, Inc. submitted an application to the Cuyahoga County Planning Commission for review and approval of the Final Plat of Phase I of Gates Village PRD Subdivision; and,

WHEREAS, in accordance with Section 104.12 of the County Subdivision Regulations, County Planning staff found the Gates Village Phase I application complete and circulated copies of the Final Plat and accompanying documentation to the Olmsted Township Board of Trustees and other township representatives, the Cuyahoga County Department of Public Works, the Cuyahoga County Law Department, the Cuyahoga County Prosecutor's Office, and the Cuyahoga County Soil and Water Conservation District, in order to receive comments and recommendations from these offices and officials; and,

WHEREAS, the Cuyahoga County Planning Commission staff has received and duly noted comments that have been received from these review authorities.

NOW, THEREFORE, BE IT RESOLVED that the Cuyahoga County Planning Commission grants approval of the Final Plat for Phase I of Gates Village PRD Subdivision dated November, 2017, subject to the following five (5) conditions:

1. All performance and maintenance guarantees must be signed by appropriate County and Township officials.
2. The "Various Work" letter of credit shall be modified to reflect the following:
 - a. The Mandrel Testing for sanitary sewers line item shall be removed;
 - b. A line item for a French drain and associated risers and headwall will be added in the sewer section; and
 - c. A line item for a pressure relief joint at STA 4+50 will be added to the pavement section.
3. Written agreement from the Developer that a maintenance guarantee will be submitted for the temporary soil and erosion and sediment controls, which must be posted at 100% the cost. This maintenance guarantee will be submitted to the County no later than June 1st, 2018.
4. Stormwater erosion and sedimentation control measures must be addressed, inspected and approved by the Cuyahoga Soil and Water Conservation District, including:
 - a. Stabilization of areas disturbed by completed improvements;
 - b. Repair of perimeter controls around the entire project site;

- c. Sedimentation of waterways must cease and deficiencies relating lack of proper Best Management Practices and placing fill in the stream must be addressed;
- d. Ethan Drive must be cleared of mud and must remain so to the satisfaction of the Township and Soil and Water Conservation District during the duration of construction of Phase 1 and all remaining Phases;
- e. Replacement of the inlet protections on Ethan Drive; and
- f. Removal of existing deposits and cessation of fill deposition at end of the roadways.

On a motion by Mayor DiCicco, seconded by Mayor Sellers, the foregoing resolution was duly adopted by unanimous vote.

Attest:



Glenn Coyne, Executive Director

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0069

Sponsored by: County Executive Budish Co-sponsored by: Councilmember Brown	A Resolution confirming the County Executive's reappointment of The Honorable Bradley D. Sellers to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, 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 Cuyahoga County Planning Commission is authorized by Ohio Revised Code Section 713.22 in which its members serve three-year terms; and

WHEREAS, County Executive Armond Budish has nominated The Honorable Bradley D. Sellers for reappointment to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020.

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 County Executive's reappointment of The Honorable Bradley D. Sellers to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020.

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 (8) 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: March 27, 2018

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

Additional Sponsorship Requested: April 3, 2018

Committee Report/Second Reading: April 10, 2018

Journal CC030

April 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0072

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ41694 to United Survey, Inc. in the amount not-to-exceed \$2,955,017.00 for the 2018 Sewer Rehabilitation Program in various County Sewer Districts for the period 4/30/2018 - 4/30/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ41694 to United Survey, Inc. in the amount not-to-exceed \$2,955,017.00 for the 2018 Sewer Rehabilitation Program in various County Sewer Districts for the period 4/30/2018 - 4/30/2020; and

WHEREAS, the goal of this project is to provide sewer rehabilitation as needed in various sewer districts within Cuyahoga County for two (2) years; and

WHEREAS, the funding for this project is 100% from Sewer District User fees; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ41694 to United Survey, Inc. in the amount not-to-exceed \$2,955,017.00 for the 2018 Sewer Rehabilitation Program in various County Sewer Districts for the period 4/30/2018 - 4/30/2020; and

SECTION 2. That the County Executive is authorized to execute the contract in connection with said award and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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: March 27, 2018
 Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: April 10, 2018

Journal CC030
 April 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0075

Sponsored by: County Executive Budish/Fiscal Officer	A Resolution amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer has recommended amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and

WHEREAS, the goal of this project is to update the language in the current travel policy which was last updated in 2007; 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 amends the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government as incorporated in and attached hereto as Exhibit A.

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

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: March 27, 2018

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

Legislation Substituted in Committee: April 3, 2018

Committee Report/Second Reading: April 10, 2018

Journal CC030

April 24, 2018

Cuyahoga County Travel Policy



EFFECTIVE DATE _____

Travel Policy

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Travel Policy

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IMPORTANT TELEPHONE NUMBERS:

Travel Agent (Professional Travel): 440-734-8800

Fiscal Department: 216-443-7022

Public Works, Fleet Services: 216-661-2800

Protective Services Dispatch: 216-443-2141; or toll free at 888-814-3578

SECTION I

Purpose and Introduction

Cuyahoga County provides for officials, employees and board members of the County to travel at County expense within the scope of their employment or service, unless otherwise provided by law.

This policy ensures those who travel on County business suffer no financial loss, nor realize any financial gain from their travel. This policy provides guidance to County travelers and governs the travel approval process, the use of vehicles, types of travel, and authorized expenses. To help manage and facilitate travel request and reimbursement processes, the Fiscal Office has established this travel policy. This policy is intended to provide equitable, consistent and fair standards for reimbursement and ensure appropriate levels of reimbursement, while providing controls to prevent abuses, foster accountability and maintain effective control over these expenses.

In the event the County contracts with an outside party to provide duty-related travel services, the contractor may be responsible for enforcing this policy with oversight from the Fiscal Office.

This policy applies to all County officials, employees, and board members. This policy is to be read and applied in conjunction with the Cuyahoga County Code and the Personnel Policies and Procedures Manual. It is understood that many employees are covered by labor union agreements/contracts. Those specific travel areas noted in the agreements/contracts are the specific requirements to be followed. Any area NOT specifically identified in the union agreement/contract will default to this County Travel Policy for requirements and procedures.

In order to realize the maximum cost saving opportunities for travel, County officials, employees, and board members shall follow these guidelines.

County employees who are required to travel are responsible for conducting themselves, at all times, in a manner that advances the goals of the County and increases public confidence in County government. This requires County employees to refrain from behavior that might be harmful to the County's interests, or which violates or conflicts with County policies, practices and/or procedures. County employees shall exercise good judgment while traveling on County business and shall observe all the County's rules while traveling.

Any failure to adhere to these requirements constitutes an infraction of County Policy, which may result in disciplinary action, up to and including removal from County employment.

This policy is not intended to address every issue, exception or contingency that may arise in the course of travel.

No employee or official of Cuyahoga County shall solicit or receive travel expenses from a party that is interested in doing business with the particular department involved.

SECTION II

Definition

For the purposes of this policy, the following definitions shall apply:

- A. "Board Member" includes members of any board, agency, commission, or authority as is or may hereafter be established by or pursuant to the Charter or County Code who are appointed or confirmed by elected officials or County officers or directors.
- B. "Conference, Convention, Meeting, Seminar" shall mean any authorized/approved event for which travel to/from is required and travel expenses are incurred.
- C. "County traveler" shall mean any official, employee, or board member who is traveling to conduct County business.
- D. "County Fleet Vehicle" is a vehicle owned or leased by the County and managed by the Department of Public Works.
- E. "Department Head" shall mean any officer or director position established by or pursuant to the County Charter or the County Code, or any person authorized to approve travel as designated by any officer or director established by or pursuant to the County Charter or County Code.
- F. "Employee" shall mean any employee of Cuyahoga County including, but not limited to, any person employed, full or part time, in a temporary or permanent capacity.
- G. "Official" shall include any person holding elective office specified in, or established pursuant to the Charter.

- H. "Receipt" shall refer to any third-party generated evidence of an expenditure required to be submitted for reimbursement.
- I. "Travel expenses" shall mean all expenses incurred by the traveler to get to, return from their destination and those necessary and appropriate during the travel period. This includes, but not limited to, airfare, lodging, registration fees, ground transportation, communication, parking, tolls, meals, etc. See Section 7 for the listings of the "authorized/reimbursable" expenses as well as the "unauthorized/non-reimbursable" expenses.
- J. "Employees covered by collective bargaining agreements or State/Federal regulations/Union employees" refers to those employees that are required to follow the policies, procedures and guidelines as outlined in their union contracts/agreements and/or governing regulations.

SECTION III

General Provisions

A. Who May Travel

County officers, employees, and board members may travel at County expense unless otherwise provided by law. Any travel, prior to booking or scheduling, must gain the appropriate approvals by the respective Department Heads as well as those approvers required under the request systems.

B. Request for Travel

Requests for over \$1,000 or for out-of-state travel shall be submitted through OnBase (See Section IV (B)). All in-state travel under \$1,000 can be approved at the Department Head level. (See Section V (B)). Requests shall include the reason for the travel, the travel date(s), and the amount of the expense. Except where otherwise provided, approval must be secured prior to any expenses being incurred. If travel needs to take place prior to approval due to unforeseen or extenuating circumstances, the request for travel shall be submitted to the Fiscal Officer for approval (See Section V (E)). All travel approvals and reimbursements shall be in accordance with the County's biennial budget or other approved fiscal appropriation. Certain travel may require approval from the Board of Control as detailed in Section V of this policy.

C. When to Travel

County travelers may be required to travel on County business in conjunction with their normal job assignments or in order to fulfill a special departmental need. The decision to travel must be based solely on the need to fulfill the business objectives of the County. Travel should only be requested when a more economical alternative to travel is unavailable.

(e.g., conference calls, overnight mail, VoIP, teleconferencing, etc.).

D. Scheduling

When travel is required, County travelers are expected to schedule the minimum amount of travel necessary to meet the objectives requiring the travel. If the purpose of the travel can be accomplished in a single day, it is expected that early morning and late evening Flights will be utilized in lieu of overnight stays to minimize hotel and meal expenditures. In some instances, a lower common carrier fare may be obtained with weekend travel, but will result in additional lodging, meals, or other travel costs. Such weekend travel arrangements may be approved where it can be demonstrated that the common carrier fare savings exceed the additional travel costs incurred. Such weekend travel time is on an employee's own time and may not be credited towards overtime or compensatory time calculations. Any voluntary additional business days used on travel status extending beyond the business need for travel, must be charged to the employee's accrued leave balance (excluding sick leave). Any additional travel time due to unusual events or natural disasters will be handled on a case by case basis.

E. Allowable Accommodations

Allowable expenses for transportation, lodging, car rental, meals, registration fees, mileage, parking and tolls, fees for duty-related international travel, and miscellaneous Expenses can be found in Section VII (B).

F. Selection of Travel Services

The selection of an airline, hotel, rental car agency or any other travel-related vendors will be made solely within the parameters established by this policy, without regard for personal frequent-traveler or frequent-user inducements, unless the use of such inducements results in lower expense to the County.

Any travel related monetary benefits when earned while performing job related traveling and, if such travel is paid for by the County, the benefits must be turned over to the County to defray the cost of future duty related travel, if practicable.

County employees are permitted to use personal credit cards in connection with authorized business travel on behalf of the County and seek reimbursement in accordance with this policy. However, County employees shall not select services (e.g., hotels, rental cars, etc.) to secure or accrue personal benefits (e.g., reward points, or other affinity program benefits) from the use of a personal credit card in connection with business travel, if doing so results in higher cost to the County. If a higher cost results for such use of personal credit card, the employee's reimbursement from the County will be reduced by the amount of such increased cost.

County travelers shall first contact their designated department travel coordinator and provide proper authorization and documentation as well as travel criteria (e.g., dates of

travel, etc.). The department travel coordinator must then utilize the County's contracted travel agency to secure and schedule all available travel services when applicable. Failure to utilize the County's contracted travel agency may result in denial of reimbursement.

G. Use of Personal Vehicles

Individuals traveling in personal vehicles to conduct County business shall comply with the guidelines in Section VI (C).

H. Use of County Vehicles

Users of County-owned vehicles shall comply with the guidelines in Section VI (A) & (B).

I. Expenses

Rates provided in the schedule of authorized expenses, as set forth in Section VII (B) of this policy, shall not be considered an allowance. County travelers shall travel at the least possible cost. County travelers are encouraged to share expenses whenever it is reasonable to do so.

J. Expense Reporting

Expense reports shall be submitted within 30 days of completion of the travel. Reimbursements submitted after 30 days may be denied. Expenses must be supported by detailed receipts or other appropriate documentation. Examples include conference agendas, map printouts supporting mileage, and itemized receipts. NOTE: Summary credit card receipts are not acceptable documentation for reimbursement as they do not contain enough itemized information. Only actual and original detailed receipts will be recognized.

K. Reimbursement

All appropriate pre-approved duty-related travel expenses will be reimbursed. Reimbursements shall not be made in the event the County traveler fails to complete the anticipated travel or to attend to County business as part of their travel.

L. Safety

The safety and well-being of County travelers is a priority. The guidelines set forth in this policy shall serve to enhance the safety of all individuals while travelling. County travelers shall comply with this policy and all other safety-related laws and regulations.

M. Employee Conduct

County travelers are responsible for conducting themselves in a manner that advances the goals of the County and increases public confidence in County government at all times. County travelers shall refrain from behavior that might be harmful to the County's interests, or which violates or conflicts with County Code, policies, or procedures. County travelers shall exercise good judgment while traveling on County business and will observe all of the County's rules while traveling, including rules regarding personal appearance, alcohol, drug use and sexual or other harassment. Unacceptable behavior may lead to disciplinary action pursuant to the County's Personnel Policies and Procedures Manual.

N. Travel Out-of-County

County travelers are encouraged to conduct business within the County whenever it is reasonable to do so. Travel out-of-County for the primary purpose of gaining a reimbursable expense is prohibited. Additional information about types of travel and the allowable expenses, respectively, is located in Section V and VII.

O. Employees Covered by Collective Bargaining Agreements or State/ Federal Regulations

Employees covered by a collective bargaining agreement shall abide by the provisions of said agreement as they pertain to duty-related travel/staff development. Employees whose departments are also governed by state or federal regulations shall follow those regulations as they pertain to duty-related travel/staff development authority.

SECTION IV

Submitting Requests for Travel

A. Mandated Travel (Duty Related)

When travel is mandated by law as part of an employee's regular duties, a request for travel is not required. Examples of mandated travel include:

- i. An appraiser travels to a property within the County to conduct an inspection.
- ii. A social worker travels out of the County to pick up a child.
- iii. A sheriff's deputy travels out-of-state to transport prisoners.

B. Submitting a Request for Travel

- i. A County traveler must submit a request for travel prior to incurring any expenses. A request for travel is initiated once the required information is entered into OnBase. A Travel Authorization Form (Exhibit 6) and an Anticipated Travel Expense Report Form (Exhibit 7) should be submitted in OnBase to support the travel request. Each

request must provide the following information:

- a. Department Name,
 - b. Department Number/Index Code,
 - c. Department Head (or authorized designee),
 - d. Name of person who prepared the request (contact) and their phone number,
 - e. Traveler name(s) (Full names of all travelers),
 - f. Name of event/Purpose of travel,
 - g. Event sponsor, if applicable (complete name of group sponsoring the event, please do not use acronyms), including the conference/training agenda or appropriate timeframe of event(s),
 - h. Location (complete address if available; otherwise city and state),
 - i. Date(s) of travel (all dates that the traveler(s) will be traveling),
 - j. Amount of known expenses (itemized expenses for the registration fees, mode of transportation, lodging, mileage, ground transportation, car rental, tolls, parking, meals, etc. If expenses vary by individual employee, provide itemized expenses for each). For meal per diems, see Section VII (B) & IV, and
 - k. Fiscal information (if grant funded, provide full name of grant and whether or not it requires a County match).
- ii. Failure to provide any of the requested information may delay the processing of the request.
 - iii. The request for travel must be entered into OnBase prior to the date of the event, if applicable. Submitters shall provide pertinent, concise information defining the purpose of the requested travel, including any available supporting documentation.
 - iv. Approval from the Fiscal Officer is required for travel and staff development requests submitted after the expense is incurred. Such requests may be denied at the County traveler's expense.
 - v. All requests for travel in the State of Ohio over \$1,000 and all out of state will be submitted through OnBase to the Fiscal Officer for approval. Once approved, the Department shall submit an Employee Voucher (Exhibit 10), a Multiple Employee Voucher (Exhibit 11) or an office voucher attaching the invoice and/or receipts (See

Exhibit 1) to the Fiscal Office/Accounts Payable for payment.

C. Amending Travel Requests

Once a request for travel has been submitted, only those items approved may be considered for reimbursement. If changes occur between the time of the approval and completion of the travel, such changes must be approved by the Department Head. Each amended request must reference the original approved request for travel, the scope of the original approval, and must specifically identify the additional requested items.

D. County Travel Agent

To establish a uniform travel system, the County has retained a travel agent to provide airline, lodging, car rental and meeting services. All travel arrangements shall be made through the County's travel agent where practical and economically feasible. In addition, every effort should be made to book the respective air travel at least 14 days prior to the required travel date to maximize the potential cost savings. All airfare booked less than 14 days prior to the required travel date must provide a written explanation for the exception signed by the Department Head.

If additional fees are incurred to change, cancel or for any other reason, the traveler may be personally liable and not eligible for reimbursement unless specific approval is obtained from the department head as well as the Fiscal Officer.

The County's current travel agent is Professional Travel, which can be reached at 440-734-8800 (ask for Team 3). Contact the Fiscal Department at 216-443-7022 for additional information about the County's travel agent.

SECTION V
Types of Travel

A. In-County Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for in-County travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation,
 - b. Mileage,
 - c. Parking and Tolls,
 - d. Registration fees, and

e. Miscellaneous expenses

- ii. Mileage may be reimbursed to/from the traveler's primary place of business to/from an in-County destination for the purpose of conducting County business. If a County traveler is approved to travel straight to/from a business destination from home without stopping at his or her County office, the mileage will be limited to the mileage difference between the business destination and the office. Parking expenses will be authorized if required at a business destination. These expenses will be reimbursed for actual cost incurred away from the individual's primary County place of business when submitted with an original receipt. All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 8) and/or the Mileage Report form (Exhibit 9). All mileage submitted for approval and ultimately for reimbursement, should be incurred using the "most direct route" methodology.
- iii. Approval Requirements: All in-state travel under \$1,000 can be approved at the Department Head level. All in state travel of \$1,000 or more and all out of state travel must be approved by the Fiscal Officer. (See exceptions in Section V (E) for emergency travel).
- iv. Examples of eligible in-County travel include:
 - a. An appraiser in the County Fiscal Department travels to a site within Cuyahoga County to appraise a home.
 - b. If an employee is authorized to travel directly from home to a business meeting, and drives 20 miles to reach the meeting, and the home is 15 miles from the employee's office, the employee is eligible to receive reimbursement for 5 miles. However, if it is 15 miles to/from the employee's home to the meeting site and 20 miles to/from the home to the employee's office, no mileage is eligible for reimbursement. As this example illustrates, only additional or incremental mileage above an employee's normal commute is reimbursable.

B. In-State Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for in-state travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation
 - b. Lodging,
 - c. Car rental (only when use of County or personal vehicle is impractical).

- d. Meals,
- e. Registration fees,
- f. Mileage,
- g. Parking & Tolls, and
- h. Miscellaneous expenses.

All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 8) and/or the Mileage Report form (Exhibit 9).

- ii. Approval Requirements: All in-state travel under \$1,000 can be approved at the Department Head level. All in-state travel of \$1,000 or more must be approved by the Fiscal Officer. (See exceptions in Section V (E) for emergency travel). (For information on the use of County-owned fleet vehicles, see Section VI (A) & (B)). Any in-state travel involving airfare must be approved by the Board of Control.

- iii. Examples of eligible in-state travel include:

- a. The Director of Human Resources attends a meeting at the Department of Administrative Services in Columbus.
- b. A social worker travels to Columbus to pick up a child for placement in a local foster home.

C. Out-of-State Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for out-of-state travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation,
 - b. Lodging,
 - c. Car rentals,
 - d. Meals,
 - e. Registration fees,
 - f. Mileage,

- g. Parking & Tolls, and
- h. Miscellaneous expenses.

All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 8) and/or the Mileage Report form (Exhibit 9).

- ii. Approval Requirements: All out-of-state travel under \$500 requires approval of the Fiscal Officer prior to incurring travel costs. (See Section V (E) for exceptions in the case of emergency travel). All out-of-state travel \$500 or above or any out-of-state that involves airfare regardless of dollar amount requires approval of the Board of Control prior to incurring travel costs. Note that Cuyahoga County-owned fleet vehicles may not cross the state line unless a request for out of state travel is approved prior to such travel (For additional information on the use of County- owned fleet vehicles, see Section VI (A) & (B).

iii. Examples of eligible out-of-state travel include:

- a. The Director of Development travels to Chicago, Illinois to meet with federal officials concerning an audit of a County program.
- b. An elected official meets with the Congressional Delegation in Washington, D.C.

D. International Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for international travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation,
 - b. Lodging,
 - c. Car rentals,
 - d. Meals,
 - e. Registration fees,
 - f. Mileage,
 - g. Parking & Tolls,

- h. Fees for duty-related international travel, and
- i. Miscellaneous expenses.
- ii. Approval Requirements: All international travel in any amount requires approval of the Board of Control prior to incurring travel costs. (See Section V (E) for exceptions in the case of emergency travel). Note that Cuyahoga County-owned fleet vehicles may never be driven out of the United States under any circumstances (For additional information on the use of County-owned fleet vehicles, see Section VI (A) & (B)). Travel to any country under state department advisories should be postponed, if possible, until the state advisory is lifted. If not possible, please discuss the required travel with the legal and insurance departments prior to booking the travel. Reimbursement for international travel will be determined on a case by case basis depending on the travel destination.
- iii. Examples of eligible international travel:
 - a. Employees of the Department of Human Resources travel to Argentina to recruit social workers.

E. Emergency Travel

- i. In the event a County traveler is unable to secure the approvals required in paragraphs A-D of this section due to unforeseen or extenuating circumstances, the County traveler may request approval after travel expenses have been incurred. The County traveler must provide a rationale explaining why the necessary approval was not secured prior to incurring such travel expenses.
 - a. In-County, in-state and emergency travel under \$1000 only requires approval from the Department Head.
 - b. In-County, in-state and emergency travel of \$1000 or more, as well as out-of-state or international travel requires approval of the Fiscal Officer.
- ii. Any travel expenses incurred by a County traveler prior to obtaining required approvals are at the County traveler's own risk.
- iii. Information should be entered into OnBase as soon as possible.

SECTION VI
Use of Vehicles

A. Seat Belt Usage

The County recognizes that safety belts are an important item of personal protective

equipment and that safety belts save lives and reduce the severity of injuries to those who wear them. It is the County's commitment to do everything reasonable to prevent injuries to employees and damage to property and to protect the County, its employees and the general public from the results of vehicle accidents.

This policy applies to all County employees and to all occupants of vehicles driven by employees on County business. Occupants shall use safety belts in all vehicles driven on County business (whether County owned or privately-owned vehicles). It is especially important that all employees demonstrate their commitment to and support of this policy by their strict adherence to it.

Any employee who is cited by a law enforcement agency for not wearing a safety belt will be responsible for any fines or other actions that may result as part of the citation. Employees who violate this policy may be subject to disciplinary action, up to and including removal.

B. Driving on County Business

Every employee who drives or operates a County fleet vehicle at any time, or who operates any motor vehicle (i.e., employee's personal vehicle, rental vehicle) on, or in the course of County business must strictly adhere to the following requirements:

- a. The employee must have and maintain at all times, without interruption, a valid driver's license and the minimum automobile insurance coverage required by Ohio law. Employees are solely responsible to make sure that their licenses and automobile insurance are properly renewed/maintained.
- b. Employees are responsible to make sure that the Ohio Bureau of Motor Vehicles (BMV) has the employee's correct mailing address. Employees can notify the BMV of an address change by visiting the BMV website (<http://www.ohiobm.com/>). If the BMV sends notification of a license suspension or other mailing to the address in its records, the employee is deemed to be properly notified and held responsible for having knowledge of the suspension or other matter.
- c. If the employee's driver's license and/or insurance is expired, suspended, revoked, or otherwise invalid, the employee shall immediately report this fact to their immediate supervisor, and immediately stop driving on, or in the course of County business. The employee's Department Director, with the concurrence of the Director of Human Resources, may allow the employee to resume driving on, or in the course of County business upon the employee providing acceptable proof of insurance coverage and driver's license (or appropriate occupational driving privileges granted by a court of competent jurisdiction). Other conditions may be imposed as appropriate in light of the circumstances of each individual case.
- d. All occupants (including non-employees) of any motor vehicle being used on, or in the course of County business are required to wear a safety belt at all times.

- e. Employees who are required to transport children on, or in the course of County business must follow all applicable Ohio laws regarding the use of car seats or other restraints.
- f. Employees must follow all traffic laws and parking regulations. Employees are solely responsible for the cost of any driving/moving infraction/violation, parking tickets, impound charges, towing charges, and/or storage charges incurred while driving a County fleet vehicle or any vehicle on, or in the course of County business.
- g. The use of alcohol and/or other controlled substances – including a prescription or over the counter medication, which may temporarily render an employee unable to operate a vehicle safely – is strictly prohibited.
- h. An employee involved in a motor vehicle accident must strictly adhere to the vehicle accident reporting requirements set forth in this policy.

C. County Fleet Vehicles

Whenever travel by automobile is authorized, the use of a County fleet vehicle is preferred. When two or more County travelers are traveling to the same destination, it is recommended that a County fleet vehicle be requested. If no County fleet vehicle is available, County travelers are requested to ride-share whenever reasonable. If “ride- share” is used, only one traveler is eligible for mileage reimbursement at the respective IRS rate. County travelers driving County-owned vehicles shall maintain a valid driver’s license and carry state required liability insurance. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a County-owned vehicle on County business must be reported.

i. Reserving a County Fleet Vehicle

Requests for fleet vehicles shall be submitted to the Department of Public Works, Fleet Services. A Vehicle Request Form can be found on Cuyahoga County’s Website Department of Public Works/Fleet & Transportation Services (sample attached as EXHIBIT 2). This form should be completed, approved by the Department Head and submitted to the Public Works Department, Fleet Services within a reasonable amount of time before the requested travel date. Requests for fleet vehicles shall specify:

- a. The date(s) the vehicle will be in use,
- b. The name(s) of the County travelers who will be driving the vehicle,
- c. Copies of valid driver’s license(s) of anyone who will be driving the vehicle,
- d. The destination of the vehicle, and

- e. The date the vehicle will be returned.
- f. Priority will be granted to those requestors submitting prior reservations. Unscheduled requests will be accommodated based on the availability of fleet vehicles.
- g. A credit card, restricted to the purchase of gasoline only, is available through the Department of Public Works upon request. Travelers who purchase gasoline with their own credit card or cash will be reimbursed provided an original receipt is submitted.

ii. Use of County Fleet Vehicles

County travelers shall abide by the following rules when operating County fleet vehicles:

- a. Use of fleet vehicles is restricted to an employee's regular working hours unless otherwise approved by the Department Head;
- b. Personal use of a fleet vehicle is strictly prohibited;
- c. Only those persons authorized to travel and/or drive in a County fleet vehicle shall be permitted to operate or ride in the vehicle;
- d. No County fleet vehicle may be driven out-of-state without prior approval as required in Section IV;
- e. Smoking is strictly prohibited inside a fleet vehicle
- f. Employees must comply with the County Vehicle Idling Policy. The policy can be obtained by contacting fleet services.
- g. No County fleet vehicle may be driven outside of the United States under any circumstances;
- h. All County fleet vehicles and keys must be returned by the approved date and time unless prior arrangements have been made;
- i. All County fleet vehicles must be returned in the condition they were received; if any damage is done to the vehicle, depending on the circumstances, the department or employee will be charged for repairs in accordance with Public Works policy.

iii. County Fleet Vehicle Collisions

In the event a County fleet vehicle is involved in a collision, County travelers must follow the following procedures:

- a. Stop immediately; call the appropriate authorities, for example 9-1-1, and request medical assistance, if required; and if possible must notify supervisor;
- b. Take safety precautions, as required by law, to prevent further collisions. The County's insurance identification card is located in the vehicle's glove compartment;
- c. Exchange your name, County information and address, license plate number, and driver's license number with the other driver(s);
- d. Fully cooperate with authorities in the event of a collision. Do not make any statements other than in response to the questions of an investigating officer. No County traveler is required to make any statements he or she believes would incriminate himself/herself;
- e. Complete the Drivers Accident Report found in the vehicle's glove compartment;
- f. Have available witnesses complete a Witness Questionnaire, also located in the vehicle's glove compartment;
- g. Call the Department of Public Works, Fleet Services at 216-661-2800;
- h. Notify the County's Insurance Coordinator at 216-443-7298; and
- i. Notify your supervisor as soon as possible.

iv. County Fleet Vehicle Breakdowns

In the event a County fleet vehicle breaks down, County travelers shall comply with the following procedures:

- a. Pull the vehicle off the road, if possible, and turn on the vehicle's hazard lights.
- b. Place the orange CUYAHOGA COUNTY VEHICLE emergency placard in the window (located in the glove compartment).
- c. During regular hours call the Department of Public Works, Fleet Services at 216-661-2800. For after-hours assistance call the County Protective

Services Dispatch Number at 216-443-2141 or toll free at 1-888-814-3578 24/7. Be prepared to provide the following information:

1. Your name and department/agency name;
2. Your supervisor's name and phone number;
3. The County fleet vehicle information:
 -) Make, model, color, and type of vehicle;
 -) License number and last 4 digits of the vehicle identification number located on the driver's side/corner of the dashboard;
 -) The exact location of the vehicle; and
 -) Any special needs (medical needs, contacts that should be made, etc.)
- d. Stay on the line with the Protective Services Unit to provide further information or receive additional instructions. You will be advised where to meet the tow truck.
- e. For safety reasons, you may be advised to return to your vehicle. When the tow truck arrives, confirm that the service was dispatched by the Protective Services Unit.
- f. During regular business hours (Monday-Friday 7:30 a.m. – 4:30 p.m.) the vehicle will be towed to the County Fleet Services Garage. After regular business hours the vehicle will be towed to the towing company's lot.
- g. The tow truck service can usually provide a ride for the driver and one passenger to the County Garage during regular business hours, or the towing company's lot after regular business hours. Arrangements for further transportation rest with the employee.

B. Department Vehicles

Employees shall follow the procedures established by their Department Head for the use of County-owned or leased vehicles assigned to the department. All other rules governing the use of County fleet vehicles shall apply to the use of department vehicles. County travelers driving County-owned vehicles shall maintain a valid driver's license and carry state required liability insurance. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a County-owned vehicle on County business must be reported in compliance with the

Personnel Policies and Procedures Manual.

C. Personal Vehicles

Whenever travel by automobile is authorized, the use of a County fleet vehicle or department vehicle is preferred. However, a County traveler may use a personal vehicle when a County vehicle is unavailable or when the cost of using a County vehicle exceeds the cost of the travel mileage. Employees using personal vehicles to travel for County business shall be subject to the applicable requirements in the Personnel Policies and Procedures Manual governing employees driving on County business. Mileage reimbursement for personal vehicles is governed by the IRS. For the latest reimbursement rates, please refer to the I rate at <https://www.irs.gov/tax-professional/standard-mileage-rates/> (See Exhibit 5). Any gasoline, damages, needed service or repairs to a private vehicle are the responsibility of the vehicle's owner, as these costs are included in the per-mile cost reimbursement. County travelers shall maintain a valid driver's license, carry state required liability insurance, and current automobile registration. An employee on, or in the course of county business, may not be transported by a non-county employee unless approved by the employee's supervisor. Employees must maintain their vehicle in a good and safe operating condition. Smoking is strictly prohibited within an employee's personal vehicle when transporting other employees and/or the public in the course of county business. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a personal vehicle on County business must be reported in compliance with the Personnel Policies and Procedures Manual.

SECTION VII

Authorized/Unauthorized Expenses

A. Individuals traveling on County business are expected to use the most cost-effective means of achieving the intended purpose of the trip. Emergency or unexpected travel situations should be documented if additional travel costs are incurred. All travel requests should be submitted timely and booked as early as feasible to obtain any discounts or group rates available. All expenses submitted for reimbursement are subject to review by the Department Head and the Fiscal Office. It is the responsibility of each department or agency to address the availability of funds before any travel is requested. Receipts/invoices are required for all authorized expenses, except where otherwise provided. The respective department designated point of contact, in the case of airfare, must contact the County's travel agent prior to making any travel arrangements. The travel agency may also be used to facilitate lodging and car rental bookings although those arrangements must be paid for using your personal credit card (for which a reimbursement request should be submitted) or a pre-approved payment from the County. See Section IV (D) for note on Professional Travel.

In addition, individuals may not accept payment for, or reimbursement of, travel expenses from a third party entity/organization currently doing, or seeking to do, business with the

County.

B. Authorized Expenses. The following expenses are authorized for reimbursement, subject to the limitations and exceptions in this policy:

i. Ground and other Transportation – for travel between business locations, travelers are encouraged to choose the most cost effective means of transportation available and will be reimbursed for shuttles, taxis or other comparable ride services, and local mass transit based upon comparable modes of transportation and the provision of original receipts. Other reimbursable transportation expenses include parking, bridge, and highway and tunnel tolls. Such transportation expenses exceeding ten dollars per expenditure require detailed and itemized receipts, except for tolls paid into an automatic coin drop and parking meters. Other potential authorized travel expenses include:

- a. Airfax;
- b. Public transit, including trains; and
- c. Other as approved by the respective Department Heads and/or Fiscal Officer.

ii. Lodging

- a. County travelers shall seek accommodations that are safe, offer a good value, and meet business needs. County travelers requiring reasonable accommodations may notify the County's travel agent of any special needs.
- b. Many hotels/motels will offer a corporate or government rate when requested, which should be utilized whenever available and economically feasible.
- c. For reservation purposes, the County is State of Ohio Political Subdivision #29. The County's federal tax identification number is 34-6000817. If the hotel requires additional confirmation of the County's tax-exempt status, contact the Office of Procurement and Diversity (OPD) at 216-443-7202 for the County's official tax-exempt form (EXHIBIT3).
- d. Authorized expenses for lodging shall not exceed the lowest available single room rate. County travelers must produce an itemized bill, indicating payment to be eligible for reimbursement, as some charges may not be authorized expenses.
- e. The County is a tax exempt organization. It is always exempt from State of Ohio sales tax. The Ohio tax exemption form is available from OPD by calling 216-443-7202. To help ensure tax-exempt treatment, the following steps should be followed:

1. When the reservation is made, advise the hotel representative that the County is a tax-exempt organization, and inquire as to the appropriate process to follow.
2. Obtain a copy of the tax exemption certificate from OPD. Present it at the time of registration and payment.
3. Any questions on the payment of sales tax should be directed to OPD.

iii. Car Rental

- a. Authorized expenses for car rental shall not exceed the lowest available rate for a compact or mid-sized vehicle, dependent on need.
- b. County travelers shall consider other, more economical alternatives to car rental whenever feasible. The County's travel agent has negotiated agreements with many car rental agencies. Travelers should consult the County travel agent for possible alternatives at your destination that may meet their needs. See Section IV (D) above.

iv. Meals

- a. County travelers may be reimbursed for meals purchased outside of Cuyahoga County for each day of approved travel that includes an overnight stay. Authorized meal expenses shall be supported by actual receipts and capped at a flat per diem daily allowance. The reimbursement of meals is designed to offset the additional cost of travel, and not to entirely pay for the employee's meal expenses while on authorized travel status.
 1. A maximum per diem of \$50 per day in regular-price locations and \$60 per day in premium-price locations (See EXHIBIT 3) for listing) shall be reimbursed to an employee on authorized travel with valid receipts. Expenses greater than these amounts shall not be reimbursed nor will any reimbursement be made for alcoholic beverages.
 2. If an employee is eligible for the meal reimbursement, but the duty-related travel does not constitute a full day, the per-day maximum shall be reduced by the following amounts depending on the day and time of the travel: (For regular-price and premium-price locations respectively).

	Regular Price Locations	Premium Price Locations
Breakfast	\$9.00	\$12.00
Lunch	\$13.00	\$16.00
Dinner	\$28.00	\$32.00
Total	\$50.00	\$60.00

Reimbursement is authorized for breakfast when as employee is on authorized travel anytime between the hours of 12:01 a.m. and 8:00 a.m.; for lunch when an employee is on authorized travel status anytime between the hours of 8:01 a.m. AND 6:00 p.m.; and for dinner when an employee is on authorized travel status between 6:01 p.m. and 12:00 a.m.

When registration fees include meals (e.g., breakfast, luncheon with speaker, etc.), or if meals are included in the cost of a hotel stay, the normal allowance as listed in the table for said meals shall be deducted from the daily per diem allowance.

- b. If a meal is offered as part of the event and the employee has medical restrictions, the employee should make every effort to have the conference facilitate his or her needs. If the event does not honor the request, the employee may be reimbursed, but must include supporting documentation. Additional expenses for medical and/or religious dietary needs will be considered on a case-by-case basis by the Department Head. If an employee on duty-related travel dines with another employee, each shall pay their own bill.
- c. All meal reimbursements must be supported by original detailed receipts. Summary credit card receipts will not qualify as original receipts as they are not always itemized.
- d. NOTE: Gratuities are included in the maximum daily meal allowances and/or individual meal maximums. An employee may opt to use room service for meal(s) while on travel. In this case, the cost of room service will be included in the daily meal allowance.

v. Registration Fees

- a. County travelers may be authorized to attend a meeting or convention sponsored by an association or a workshop, seminar, webinar, on-line course, or training course sponsored by an agency, institution, or association.
- b. The County will pay for or reimburse an employee for approved expenses

related to continuing education, if such education is a requirement for continued employment.

- c. The County may approve payment or reimbursement for other educational opportunities (e.g. Advanced degrees) that provide professional development with the approval of the Board of Control.
- d. Conferences, meetings, and staff development may include the cost of registration fees. If membership fees are included in the registration fee, the cost of membership must be separated from the registration fee and listed separately on all documentary evidence and the reimbursement voucher. An agenda and/or schedule of events must also be attached to the reimbursement voucher. Only the actual expense of registration fees will be reimbursed.
- e. Expenses for optional recreational activities that are not included in registration fees and will not be reimbursed.

vi. Mileage

- a. County travelers using a personal vehicle may be reimbursed for authorized travel at the standard mileage rate(s) currently established by the Internal Revenue Service for business miles driven. For the latest reimbursement rates, please refer to the IRS rate <https://www.irs.gov/tax-professionals/standard-mileage-rates/> (See Exhibit 5). It is the responsibility of the County traveler to confirm the current rate for reimbursement.
- b. Bargaining unit employees should refer to their union contract for approved mileage reimbursement rate(s). Mileage reimbursement shall be allowed for travel from an employee's regular worksite to an alternate worksite or training/conference location, and vice versa.
- c. When a County traveler is required to travel to a worksite other than his/her main worksite, the employee will be reimbursed only for the mileage in excess of that which would have been incurred by the County traveler's normal commute.
- d. When a County traveler travels from his/her residence to a worksite other than his/her main worksite but travels through the general area of the main worksite, mileage reimbursement will be based on the mileage from the main worksite to the other worksite, and vice versa.

vii. Parking and Tolls

- a. The actual expenses of parking costs, including airport long-term parking expenses and tolls will be reimbursed when an employee is authorized to travel. Valet parking will not be reimbursed unless no other parking options

are available.

v. Fees for Duty-Related International Travel

- a. Fees for duty-related international travel may be authorized by the Fiscal Officer. Passport application fees are the responsibility of the County traveler and are not eligible for reimbursement. County travelers shall consult the County's travel agent for all international travel arrangements. (See Section IV (F)).

ix. Miscellaneous Expenses

- a. Actual expenses for telephone services, data and internet services, faxes, remote computer connections, printing, Wi-Fi access, and other necessary resources used for conducting official business may be reimbursed. Any miscellaneous fees used for non- County business will not be reimbursed.

C. Unauthorized Expenses .

The following expenses are not eligible for reimbursement under any circumstances:

- i. Alcoholic beverages;
- ii. Cosmetic items;
- iii. Entertainment;
- iv. Laundry/Dry cleaning;
- v. Room service (except charges for meals, which will be considered an authorized expense up to the allowable maximums in Section VII (B)(iv));
- vi. Parking/speeding tickets or other moving violations;
- vii. Valet parking: If no other parking options are available, valet parking may be reimbursed;
- viii. Personal telephone calls or internet usage;
- ix. Personal miscellaneous expenses;
- x. Private vehicle repairs;
- xi. Travel insurance expenses – air, rental car etc.;
- xii. Spouse/dependent travel costs;

- xiii. Meal costs exceeding the maximum per day amount;
- xiv. In-flight movies, hotel room movies and video games;
- xv. Lost and overweight baggage;
- xvi. Medical expenses;
- xvii. Credit card finance charges;
- xviii. Vacation or extended stay expenses related to personal days before, during or after County travel. NOTE: Additional expenses related to “beyond-your-control” events will be handled on a case by case basis); and
- xix. Political expenses.

SECTION VIII
Exceptions, Amendments, & Ethics

- A. Exceptions: This policy is not intended to address every issue, exception or contingency that may arise in the course of travel. Upon written request submitted to the Fiscal Officer, by the employee, the Fiscal Officer, County Executive or designee may grant exception to this policy at his or her discretion.
- B. Ethics: No employee or official of Cuyahoga County shall solicit or receive travel expenses from a party that is regulated by, or doing or seeking to do business with, the particular department involved.
- C. Submission of false reimbursement claims may result in disciplinary action.

EXHIBITS

EXHIBIT 1 – VOUCHER

EXHIBIT 2 – COUNTY FLEET VEHICLE REQUEST FORM

EXHIBIT 3 – COUNTY TAX EXEMPT FORM

EXHIBIT 4 – PREMIUM TRAVEL AREAS

EXHIBIT 5 – IRS.GOV – STANDARD MILEAGE RATE CHART

EXHIBIT 6 – TRAVEL AUTHORIZATION FORM

EXHIBIT 7 – ANTICIPATED TRAVEL EXPENSE REPORT FORM

EXHIBIT 8 – TRAVEL EXPENSE REPORT FORM

EXHIBIT 9 – MILEAGE REPORT FORM

EXHIBIT 10 – EMPLOYEE REIMBURSEMENT VOUCHER

EXHIBIT 11 – MULTIPLE EMPLOYEE VOUCHER

OFFICE VOUCHER



F

Department Approval

Dept. Name _____ Phone Ext. _____

Date Filled _____

Received By _____

Purpose _____

DOCUMENT NUMBER **OF1600877** VENDOR NUMBER _____ Y/N _____ # LINES _____

DOC. SUFFIX NO.	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	GRANT DETAIL	PROJECT	PROJECT DETAIL
01	Description							
02	Description							
03	Description							
04	Description							
05	Description							
06	Description							

EXHIBIT 1

FORM 001-126
3/18/17/208



**VEHICLE REQUEST FORM
FLEET SERVICES**
4000 Brookpark Rd.
Phone (216) 661-2800 • Fax (216) 661-5520

Please fill out completely

Requesting person, please fill out top section and have Dept. Supervisor fill/sign 2nd section.

**DRIVER'S
INFORMATION**

Department Requesting Use of Vehicle(s) _____ Driver(s) _____

Destination _____ Contact No. _____

Pick-up Date _____ Time _____ Return Date _____ Time _____

TYPE OF VEHICLE NEEDED:

- Sedan
- Cargo Van
- 15 Pass. Van

- 7 Pass. Van w/seats
- Mini Van w/one seat removed
- Mini Van w/both seats removed

**AUTHORIZING
DEPT./DIVISION
HEAD**

Signature _____ Contact No. _____ Index Code _____

Chargeback rates to Department \$.521

FLEET SERVICES Approved Disapproved.
USE ONLY

Reason for disapproving request _____

Signature _____

**HOURS OF OPERATION ARE 7:00 A.M. TO 4:00 P.M.
VEHICLES MUST BE RETURNED/PICKED-UP BY 4:00 P.M.
COUNTY GARAGE DOES NOT PROVIDE PARKING OR PICK-UP AND DROP-OFF SERVICES TO CUSTOMERS**

EXHIBIT 2

Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

(vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Cuyahoga County identified as tax exempt (No. 29 Political Sub-Division State of Ohio)
Cuyahoga County Federal I.D. No. 34-6000-817.

Purchaser must state a valid reason for claiming exception or exemption.

Cuyahoga County

Purchaser's name

2079 E. 9 Street

Street address

Cleveland, Ohio 44115

City, state, ZIP code

Signature

Purchasing Administrator

Title

Date signed

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.

Exhibit 4

List of Premium Price Locations

State of California

Washington, DC

Chicago, IL

State of Florida

Boston, MA

Las Vegas, NV

State of New York

Philadelphia, PA

State of Texas

State of Arizona

New Orleans, LA

Baltimore, MD

Atlanta, GA

EXHIBIT 5

[Home](#) > [Tax Pros](#) > [Standard Mileage Rates](#)

Standard Mileage Rates

English

[Enrolled Agents](#)

[Annual Filing Season Program Participants](#)

[Enrolled Retirement Plan Agents](#)

[Certified Professional Employer Organizations \(CPEO\)](#)

[Enrolled Actuaries](#)

[E-File Providers](#)

[Modernized e-File](#)

The following table summarizes the optional standard mileage rates for employees, self-employed individuals, or other taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes.

Period	Rates in cents per mile			Source
	Business	Charity	Medical Moving	
2017	53.5	14	17	IR-2016-169
2016	54	14	19	IR-2015-137
2015	57.5	14	23	IR-2014-114
2014	56	14	23.5	IR-2013-95
2013	56.5	14	24	IR-2012-90
2012	55.5	14	23	IRB-2012-02
July 1 - Dec. 31, 2011	55.5	14	23.5	IR-2011-69
Jan. 1 - June 30, 2011	51	14	19	IR-2010-119
2010	50	14	16.5	IR-2009-111
2009	55	14	24	IR-2008-131
July 1 - Dec. 31, 2008	58.5	14	27	IR-2008-82
Jan. 1 - June 30, 2008	50.5	14	19	IR-2007-192
2007	48.5	14	20	IR-2006-168
2006	44.5	14	18	IR-2005-138
2005	40.5	14	15	IR-2004-139 Pub. L. 109-73 IR-2005-99
2004	37.5	14	14	IR-2003-121
2003	36	14	12	Rev. Proc. 2002-61
2002	36.5	14	13	Rev. Proc. 2001-54



Travel Authorization Form

EMPLOYEE NAME	TRAVELER TITLE	EMPLOYEE/VENDOR NUMBER	REQUEST DATE	TA
DEPARTMENT	DIVISION	TA REQUEST PREPARER NAME	TA REQUEST PREPARER PHONE NO.	
Summary of proposed trip including city and state:				
INCLUSIVE DEPARTURE/RETURN INCLUSIVE ATTENDANCE DATES # GOING FROM DIVISION				
FROM	TO	FROM	TO	ESTIMATED COST
Explanation of request. Explain purpose and justification. If more than one person is traveling, indicate why. Attach a copy of agenda, course description or invitation.				

I hereby certify that the requested travel complies with the Cuyahoga County's travel policy

CHIEF EXECUTIVE OR DESIGNEE IF TRAVEL GREATER THAN \$1,000	DATE
OFFICE OF BUDGET AND MANAGEMENT (IF NECESSARY)	DATE
DEPARTMENT DIRECTOR	DATE
DIRECTOR OF FINANCE (IF NECESSARY)	DATE

CHART OF ACCOUNTS

ACCOUNT	FUND CODE	ORIG CODE	PROGRAM	SUB CLASS	PROJECT GRANT	BUDGET YEAR	AMOUNT	PC UNIT	ACTIVITY	RESTYPE	RES CAT	RES SUBCAT



Anticipated Travel Expense Report

EMPLOYEE NAME	PHONE NUMBER	TRAVEL PURPOSE	DESTINATION							
EXPENSE DETAIL			SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
MONTH & DATES COVERED										
LODGING (Excluding Meals)										\$0.00
BREAKFAST										\$0.00
LUNCH										\$0.00
DINNER										\$0.00
SUBTOTAL MEALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REGISTRATION										\$0.00
AIRFARE										\$0.00
CAR RENTAL										\$0.00
TAXI, BUS, TRAIN, TOLLS, ETC.										\$0.00
NUMBER OF MILES DRIVEN										
REIMBURSEMENT RATE PER MILE										
MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TELEPHONE AND POSTAGE										\$0.00
OTHER EXPENSES (Itemize)										\$0.00
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FUNDING SOURCE: _____

EXHIBIT 7



Travel Expense Report

DOCUMENT REFERENCE NO. TA

EMPLOYEE NAME	SUBMISSION DATE	TRAVEL PURPOSE <input type="checkbox"/> TRAINING <input type="checkbox"/> NON-TRAINING	DEPARTMENT	DESTINATION
---------------	-----------------	---	------------	-------------

EXPENSE DETAIL	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
MONTH & DATES COVERED								
LODGING (Excluding Meals)								\$0.00
BREAKFAST								\$0.00
LUNCH								\$0.00
DINNER								\$0.00
SUBTOTAL MEALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REGISTRATION								\$0.00
AIRFARE								\$0.00
CAR RENTAL								\$0.00
PARKING, TAXI, BUS, TRAIN, TOLLS, ETC.								\$0.00
NUMBER OF MILES DRIVEN								\$0.00
REIMBURSEMENT RATE PER MILE								\$0.00
MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TELEPHONE AND POSTAGE								\$0.00
OTHER EXPENSES (Itemize)								\$0.00
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Advances Received (Warrant # _____)								
If total is in parentheses, this is amount due County. If total is not in parentheses, this is the amount due employee. TOTAL								\$0.00
County paid expenses (registration, airfare, etc.)								COUNTY PREPAID AMOUNT

<p>ATTACH ALL ORIGINAL RECEIPTS TO THIS FORM</p> <p>TRAVELER'S CERTIFICATE: I certify that the expenses identified in this report are limited to those which I actually incurred on County business and that these expenses meet the requirements of the County Travel Policy or applicable collective bargaining contract. In the event that I am driving a privately owned motor vehicle on County business, I also certify that I am insured under a policy of liability insurance meeting the requirements described in the County Travel Policy.</p>	<p>EXHIBIT 8</p>
SIGNATURE	DATE
APPROVED EXECUTIVE OR DESIGNEE	DATE
APPROVED DIRECTOR	DATE
PROCESSED ACCOUNTS PAYABLE	DATE



Mileage Report

DEPARTMENT	CAR OWNER NAME	LICENSE NUMBER	MONTH	YEAR	INSURED BY	
POINTS OF TRAVEL		METER READING		PURPOSE OF TRIP		TOTAL MILES
DATE	FROM	TO	START	FINISH		
TOTAL						0

I hereby swear that the above information is true and correct.

EMPLOYEE SIGNATURE	DATE	COMMISSIONER APPROVAL	DATE
--------------------	------	-----------------------	------

EXHIBIT 9



EMPLOYEE REIMBURSEMENT VOUCHER

Department Approval _____ Phone Ext. _____

Dept. Name _____

Date Filed _____

Received By _____

F

Payee _____

Purpose _____

DOC. SUFFIX NO.	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT DETAIL	PROJECT	PROJECT DETAIL
01	●						
	Description						
02	●						
	Description						
03	●						
	Description						
04	●						
	Description						
05	●						
	Description						
06	●						
	Description						

EV 1700732

VENDOR NUMBER

DOCUMENT AMOUNT

LINES

EXHIBIT 10

FORM IT 11-14
01/02/20



MULTIPLE EMPLOYEE VOUCHER

NAME		ER 1702231		DOCUMENT NUMBER		VENDOR NUMBER		USER CODE		GRANT		GRANT DETAIL		PROJECT		PROJECT DETAIL		DOCUMENT AMOUNT		Y	01	# LINES
-------------	--	-------------------	--	-----------------	--	---------------	--	-----------	--	-------	--	--------------	--	---------	--	----------------	--	-----------------	--	---	----	---------

DOC. SUFFIX NO.	01	TRANSACTION AMOUNT		INDEX CODE		SUB OBJECT		USER CODE		GRANT		GRANT DETAIL		PROJECT		PROJECT DETAIL		DOCUMENT AMOUNT			
Description																					

NAME		ER 1702232		DOCUMENT NUMBER		VENDOR NUMBER		USER CODE		GRANT		GRANT DETAIL		PROJECT		PROJECT DETAIL		DOCUMENT AMOUNT		Y	01	# LINES
-------------	--	-------------------	--	-----------------	--	---------------	--	-----------	--	-------	--	--------------	--	---------	--	----------------	--	-----------------	--	---	----	---------

DOC. SUFFIX NO.	01	TRANSACTION AMOUNT		INDEX CODE		SUB OBJECT		USER CODE		GRANT		GRANT DETAIL		PROJECT		PROJECT DETAIL		DOCUMENT AMOUNT			
Description																					

NAME		ER 1702233		DOCUMENT NUMBER		VENDOR NUMBER		USER CODE		GRANT		GRANT DETAIL		PROJECT		PROJECT DETAIL		DOCUMENT AMOUNT		Y	01	# LINES
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DOC. SUFFIX NO.	01	TRANSACTION AMOUNT		INDEX CODE		SUB OBJECT		USER CODE		GRANT		GRANT DETAIL		PROJECT		PROJECT DETAIL		DOCUMENT AMOUNT			
Description																					

Department Approval _____ Date _____ Dept. Name _____ Phone Ext. _____

EXHIBIT 11

FORM 01/11/06
3/1/11/208
6-10-08

[PROPOSED SUBSTITUTE]

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0075

Sponsored by: County Executive Budish/Fiscal Officer	A Resolution amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer has recommended amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and

WHEREAS, the goal of this project is to update the language in the current travel policy which was last updated in 2007; 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 amends the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government as incorporated in and attached hereto as Exhibit A.

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

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: March 27, 2018
Committee(s) Assigned: Human Resources, Appointments & Equity

Legislation Substituted in Committee: April 3, 2018

Committee Report/Second Reading: April 10, 2018

Legislation Substituted on the Floor: April 24, 2018

Journal CC030
April 24, 2018

[PROPOSED SUBSTITUTE]

EXHIBIT A

Cuyahoga County Travel Policy



EFFECTIVE DATE _____

Travel Policy

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Travel Policy

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IMPORTANT TELEPHONE NUMBERS:

Travel Agent (Professional Travel): 440-734-8800

Fiscal Department: 216-443-7022

Public Works, Fleet Services: 216-661-2800

Protective Services Dispatch: 216-443-2141; or toll free at 888-814-3578

SECTION I

Purpose and Introduction

Cuyahoga County provides for officials, employees and board members of the County to travel at County expense within the scope of their employment or service, unless otherwise provided by law.

This policy ensures those who travel on County business suffer no financial loss, nor realize any financial gain from their travel. This policy provides guidance to County travelers and governs the travel approval process, the use of vehicles, types of travel, and authorized expenses. To help manage and facilitate travel request and reimbursement processes, the Fiscal Office has established this travel policy. This policy is intended to provide equitable, consistent and fair standards for reimbursement and ensure appropriate levels of reimbursement, while providing controls to prevent abuses, foster accountability and maintain effective control over these expenses.

In the event the County contracts with an outside party to provide duty-related travel services, the contractor may be responsible for enforcing this policy with oversight from the Fiscal Office.

This policy applies to all County officials, employees, and board members. This policy is to be read and applied in conjunction with the Cuyahoga County Code and the Personnel Policies and Procedures Manual. It is understood that many employees are covered by labor union agreements/contracts. Those specific travel areas noted in the agreements/contracts are the specific requirements to be followed. Any area NOT specifically identified in the union agreement/contract will default to this County Travel Policy for requirements and procedures.

In order to realize the maximum cost saving opportunities for travel, County officials, employees, and board members shall follow these guidelines.

County employees who are required to travel are responsible for conducting themselves, at all times, in a manner that advances the goals of the County and increases public confidence in County government. This requires County employees to refrain from behavior that might be harmful to the County's interests, or which violates or conflicts with County policies, practices and/or procedures. County employees shall exercise good judgment while traveling on County business and shall observe all the County's rules while traveling.

Any failure to adhere to these requirements constitutes an infraction of County Policy, which may result in disciplinary action, up to and including removal from County employment.

This policy is not intended to address every issue, exception or contingency that may arise in the course of travel.

No employee or official of Cuyahoga County shall solicit or receive travel expenses from a party that is interested in doing business with the particular department involved.

SECTION II

Definitions

For the purposes of this policy, the following definitions shall apply:

- A. "Board Member" includes members of any board, agency, commission, or authority as is or may hereafter be established by or pursuant to the Charter or County Code who are appointed or confirmed by elected officials or County officers or directors.
- B. "Conference, Convention, Meeting, Seminar" shall mean any authorized/approved event for which travel to/from is required and travel expenses are incurred.
- C. "County traveler" shall mean any official, employee, or board member who is traveling to conduct County business.
- D. "County Fleet Vehicle" is a vehicle owned or leased by the County and managed by the Department of Public Works.
- E. "Department Head" shall mean any officer or director position established by or pursuant to the County Charter or the County Code, or any person authorized to approve travel as designated by any officer or director established by or pursuant to the County Charter or County Code.
- F. "Employee" shall mean any employee of Cuyahoga County including, but not limited to, any person employed, full or part time, in a temporary or permanent capacity.
- G. "Official" shall include any person holding elective office specified in, or established pursuant to the Charter.

- H. "Receipt" shall refer to any third-party generated evidence of an expenditure required to be submitted for reimbursement.
- I. "Travel expenses" shall mean all expenses incurred by the traveler to get to, return from their destination and those necessary and appropriate during the travel period. This includes, but not limited to, airfare, lodging, registration fees, ground transportation, communication, parking, tolls, meals, etc. See Section 7 for the listings of the "authorized/reimbursable" expenses as well as the "unauthorized/non-reimbursable" expenses.
- J. "Employees covered by collective bargaining agreements or State/Federal regulations/Union employees" refers to those employees that are required to follow the policies, procedures and guidelines as outlined in their union contracts/agreements and/or governing regulations.

SECTION III

General Provisions

A. Who May Travel

County officers, employees, and board members may travel at County expense unless otherwise provided by law. Any travel, prior to booking or scheduling, must gain the appropriate approvals by the respective Department Heads as well as those approvers required under the request systems.

B. Request for Travel

Requests for over \$1,000 or for out-of-state travel shall be submitted through [OnBasethe travel request system](#) (See Section IV (B)). All in-state travel under \$1,000 can be approved at the Department Head level. (See Section V (B)). Requests shall include the reason for the travel, the travel date(s), and the amount of the expense. Except where otherwise provided, approval must be secured prior to any expenses being incurred. If travel needs to take place prior to approval due to unforeseen or extenuating circumstances, the request for travel shall be submitted to the Fiscal Officer for approval (See Section V (E)). All travel approvals and reimbursements shall be in accordance with the County's biennial budget or other approved fiscal appropriation. Certain travel may require approval from the Board of Control as detailed in Section V of this policy.

C. When to Travel

County travelers may be required to travel on County business in conjunction with their normal job assignments or in order to fulfill a special departmental need. The decision to travel must be based solely on the need to fulfill the business objectives of the County. Travel should only be requested when a more economical alternative to travel is unavailable (e.g., conference calls, overnight mail, VoIP, teleconferencing, etc.).

D. Scheduling

When travel is required, County travelers are expected to schedule the minimum amount of travel necessary to meet the objectives requiring the travel. If the purpose of the travel can be accomplished in a single day, it is expected that early morning and late evening Flights will be utilized in lieu of overnight stays to minimize hotel and meal expenditures. In some instances, a lower common carrier fare may be obtained with weekend travel, but will result in additional lodging, meals, or other travel costs. Such weekend travel arrangements may be approved where it can be demonstrated that the common carrier fare savings exceed the additional travel costs incurred. Such weekend travel time is on an employee's own time and may not be credited towards overtime or compensatory time calculations. Any voluntary additional business days used on travel status extending beyond the business need for travel, must be charged to the employee's accrued leave balance (excluding sick leave). Any additional travel time due to unusual events or natural disasters will be handled on a case by case basis.

E. Allowable Accommodations

Allowable expenses for transportation, lodging, car rental, meals, registration fees, mileage, parking and tolls, fees for duty-related international travel, and miscellaneous Expenses can be found in Section VII (B).

F. Selection of Travel Services

The selection of an airline, hotel, rental car agency or any other travel-related vendors will be made solely within the parameters established by this policy, without regard for personal frequent-traveler or frequent-user inducements, unless the use of such inducements results in lower expense to the County.

Any travel related monetary benefits when earned while performing job related traveling and, if such travel is paid for by the County, the benefits must be turned over to the County to defray the cost of future duty related travel, if practicable.

County employees are permitted to use personal credit cards in connection with authorized business travel on behalf of the County and seek reimbursement in accordance with this policy. However, County employees shall not select services (e.g., hotels, rental cars, etc.) to secure or accrue personal benefits (e.g., reward points, or other affinity program benefits) from the use of a personal credit card in connection with business travel, if doing so results in higher cost to the County. If a higher cost results for such use of personal credit card, the employee's reimbursement from the County will be reduced by the amount of such increased cost.

County travelers shall first contact their designated department travel coordinator and provide proper authorization and documentation as well as travel criteria (e.g., dates of travel, etc.). The department travel coordinator must then utilize the County's contracted

travel agency to secure and schedule all available travel services when applicable. Failure to utilize the County's contracted travel agency may result in denial of reimbursement.

G. Use of Personal Vehicles

Individuals traveling in personal vehicles to conduct County business shall comply with the guidelines in Section VI (C).

H. Use of County Vehicles

Users of County-owned vehicles shall comply with the guidelines in Section VI (A) & (B).

I. Expenses

Rates provided in the schedule of authorized expenses, as set forth in Section VII (B) of this policy, shall not be considered an allowance. County travelers shall travel at the least possible cost. County travelers are encouraged to share expenses whenever it is reasonable to do so.

J. Expense Reporting

Expense reports shall be submitted within 30 days of completion of the travel. Reimbursements submitted after 30 days may be denied. Expenses must be supported by detailed receipts or other appropriate documentation. Examples include conference agendas, map printouts supporting mileage, and itemized receipts. NOTE: Summary credit card receipts are not acceptable documentation for reimbursement as they do not contain enough itemized information. Only actual and original detailed receipts will be recognized.

K. Reimbursement

All appropriate pre-approved duty-related travel expenses will be reimbursed. Reimbursements shall not be made in the event the County traveler fails to complete the anticipated travel or to attend to County business as part of their travel.

L. Safety

The safety and well-being of County travelers is a priority. The guidelines set forth in this policy shall serve to enhance the safety of all individuals while travelling. County travelers shall comply with this policy and all other safety-related laws and regulations.

M. Employee Conduct

County travelers are responsible for conducting themselves in a manner that advances the goals of the County and increases public confidence in County government at all times. County travelers shall refrain from behavior that might be harmful to the County's interests, or which violates or conflicts with County Code, policies, or procedures. County travelers shall exercise good judgment while traveling on County business and will observe all of the County's rules while traveling, including rules regarding personal appearance, alcohol, drug use and sexual or other harassment. Unacceptable behavior may lead to disciplinary action pursuant to the County's Personnel Policies and Procedures Manual.

N. Travel Out-of-County

County travelers are encouraged to conduct business within the County whenever it is reasonable to do so. Travel out-of-County for the primary purpose of gaining a reimbursable expense is prohibited. Additional information about types of travel and the allowable expenses, respectively, is located in Section V and VII.

O. Employees Covered by Collective Bargaining Agreements or State/ Federal Regulations

Employees covered by a collective bargaining agreement shall abide by the provisions of said agreement as they pertain to duty-related travel/staff development. Employees whose departments are also governed by state or federal regulations shall follow those regulations as they pertain to duty-related travel/staff development authority.

SECTION IV

Submitting Requests for Travel

A. Mandated Travel (Duty Related)

When travel is mandated by law as part of an employee's regular duties, a request for travel is not required. Examples of mandated travel include:

- i. An appraiser travels to a property within the County to conduct an inspection.
- ii. A social worker travels out of the County to pick up a child.
- iii. A sheriff's deputy travels out-of-state to transport prisoners [and or other official duties](#).

B. Submitting a Request for Travel

- i. A County traveler must submit a request for travel prior to incurring any expenses. A request for travel is initiated once the required information is entered into

[OnBasethe travel request system](#). A Travel Authorization Form (Exhibit 6) and an Anticipated Travel Expense Report Form (Exhibit 7) should be submitted in [OnBasethe travel request system](#) to support the travel request. Each request must provide the following information:

- a. Department Name,
 - b. Department Number/Index Code,
 - c. Department Head (or authorized designee),
 - d. Name of person who prepared the request (contact) and their phone number,
 - e. Traveler name(s) (Full names of all travelers),
 - f. Name of event/Purpose of travel,
 - g. Event sponsor, if applicable (complete name of group sponsoring the event, please do not use acronyms), including the conference/training agenda or appropriate timeframe of event(s),
 - h. Location (complete address if available; otherwise city and state),
 - i. Date(s) of travel (all dates that the traveler(s) will be traveling),
 - j. Amount of known expenses (itemized expenses for the registration fees, mode of transportation, lodging, mileage, ground transportation, car rental, tolls, parking, meals, etc. If expenses vary by individual employee, provide itemized expenses for each). For meal per diems, see Section VII (B) & IV, and
 - k. Fiscal information (if grant funded, provide full name of grant and whether or not it requires a County match).
- ii. Failure to provide any of the requested information may delay the processing of the request.
 - iii. The request for travel must be entered into [OnBasethe travel request system](#) prior to the date of the event, if applicable. Submitters shall provide pertinent, concise information defining the purpose of the requested travel, including any available supporting documentation.
 - iv. Approval from the Fiscal Officer is required for travel and staff development requests submitted after the expense is incurred. Such requests may be denied at the County traveler's expense.

- v. All requests for travel in the State of Ohio over \$1,000 and all out of state will be submitted through [OnBase the travel request system](#) to the Fiscal Officer for approval. Once approved, the Department shall submit an Employee Voucher (Exhibit 10), a Multiple Employee Voucher (Exhibit 11) or an office voucher attaching the invoice and/or receipts (See Exhibit 1) to the Fiscal Office/Accounts Payable for payment.

C. Amending Travel Requests

Once a request for travel has been submitted, only those items approved may be considered for reimbursement. If changes occur between the time of the approval and completion of the travel, such changes must be approved by the Department Head. Each amended request must reference the original approved request for travel, the scope of the original approval, and must specifically identify the additional requested items.

D. County Travel Agent

To establish a uniform travel system, the County has retained a travel agent to provide airline, lodging, car rental and meeting services. All travel arrangements shall be made through the County's travel agent where practical and economically feasible. In addition, every effort should be made to book the respective air travel at least 14 days prior to the required travel date to maximize the potential cost savings. All airfare booked less than 14 days prior to the required travel date must provide a written explanation for the exception signed by the Department Head.

If additional fees are incurred to change, cancel or for any other reason, the traveler may be personally liable and not eligible for reimbursement unless specific approval is obtained from the department head as well as the Fiscal Officer.

The County's current travel agent is Professional Travel, which can be reached at 440-734-8800 (ask for Team 3). Contact the Fiscal Department at 216-443-7022 for additional information about the County's travel agent.

SECTION V
Types of Travel

A. In-County Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for in-County travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:

- a. Transportation,

- b. Mileage,
 - c. Parking and Tolls,
 - d. Registration fees, and
 - e. Miscellaneous expenses
- ii. Mileage may be reimbursed to/from the traveler's primary place of business to/from an in-County destination for the purpose of conducting County business. If a County traveler is approved to travel straight to/from a business destination from home without stopping at his or her County office, the mileage will be limited to the mileage difference between the business destination and the office. Parking expenses will be authorized if required at a business destination. These expenses will be reimbursed for actual cost incurred away from the individual's primary County place of business when submitted with an original receipt. All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 8) and/or the Mileage Report form (Exhibit 9). All mileage submitted for approval and ultimately for reimbursement, should be incurred using the "most direct route" methodology.
- iii. Approval Requirements: All in-state travel under \$1,000 can be approved at the Department Head level. All in state travel of \$1,000 or more and all out of state travel must be approved by the Fiscal Officer. (See exceptions in Section V (E) for emergency travel).
- iv. Examples of eligible in-County travel include:
- a. An appraiser in the County Fiscal Department travels to a site within Cuyahoga County to appraise a home.
 - b. If an employee is authorized to travel directly from home to a business meeting, and drives 20 miles to reach the meeting, and the home is 15 miles from the employee's office, the employee is eligible to receive reimbursement for 5 miles. However, if it is 15 miles to/from the employee's home to the meeting site and 20 miles to/from the home to the employee's office, no mileage is eligible for reimbursement. As this example illustrates, only additional or incremental mileage above an employee's normal commute is reimbursable.

B. In-State Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for in-state travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:

- a. Transportation
- b. Lodging,
- c. Car rental (only when use of County or personal vehicle is impractical),
- d. Meals,
- e. Registration fees,
- f. Mileage,
- g. Parking & Tolls, and
- h. Miscellaneous expenses.

All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 8) and/or the Mileage Report form (Exhibit 9).

- ii. Approval Requirements: All in-state travel under \$1,000 can be approved at the Department Head level. All in-state travel of \$1,000 or more must be approved by the Fiscal Officer. (See exceptions in Section V (E) for emergency travel). (For information on the use of County-owned fleet vehicles, see Section VI (A) & (B)). Any in-state travel involving airfare must be approved by the Board of Control.
- iii. Examples of eligible in-state travel include:
 - a. The Director of Human Resources attends a meeting at the Department of Administrative Services in Columbus.
 - b. A social worker travels to Columbus to pick up a child for placement in a local foster home.

C. Out-of-State Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for out-of-state travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation,
 - b. Lodging,
 - c. Car rentals,
 - d. Meals,

- e. Registration fees,
- f. Mileage,
- g. Parking & Tolls, and
- h. Miscellaneous expenses.

All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 8) and/or the Mileage Report form (Exhibit 9).

- ii. Approval Requirements: All out-of-state travel under \$500 requires approval of the Fiscal Officer prior to incurring travel costs. (See Section V (E) for exceptions in the case of emergency travel). All out-of-state travel \$500 or above or any out-of-state that involves airfare regardless of dollar amount requires approval of the Board of Control prior to incurring travel costs. Note that Cuyahoga County-owned fleet vehicles may not cross the state line unless a request for out of state travel is approved prior to such travel (For additional information on the use of County-owned fleet vehicles, see Section VI (A) & (B).

- iii. Examples of eligible out-of-state travel include:

- a. The Director of Development travels to Chicago, Illinois to meet with federal officials concerning an audit of a County program.
- b. An elected official meets with the Congressional Delegation in Washington, D.C.

D. International Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for international travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation,
 - b. Lodging,
 - c. Car rentals,
 - d. Meals,
 - e. Registration fees,
 - f. Mileage,

- g. Parking & Tolls,
 - h. Fees for duty-related international travel, and
 - i. Miscellaneous expenses.
- ii. Approval Requirements: All international travel in any amount requires approval of the Board of Control prior to incurring travel costs. (See Section V (E) for exceptions in the case of emergency travel). Note that Cuyahoga County-owned fleet vehicles may never be driven out of the United States under any circumstances (For additional information on the use of County-owned fleet vehicles, see Section VI (A) & (B)). Travel to any country under state department advisories should be postponed, if possible, until the state advisory is lifted. If not possible, please discuss the required travel with the legal and insurance departments prior to booking the travel. Reimbursement for international travel will be determined on a case by case basis depending on the travel destination.
 - iii. An example of eligible international travel is when employees of the Department of Human Resources travel to Argentina to recruit social workers.

E. Emergency Travel

- i. In the event a County traveler is unable to secure the approvals required in paragraphs A-D of this section due to unforeseen or extenuating circumstances, the County traveler may request approval after travel expenses have been incurred. The County traveler must provide a rationale explaining why the necessary approval was not secured prior to incurring such travel expenses.
 - a. In-County, in-state and emergency travel under \$1000 only requires approval from the Department Head.
 - b. In-County, in-state and emergency travel of \$1000 or more, as well as out-of-state or international travel requires approval of the Fiscal Officer.
- ii. Any travel expenses incurred by a County traveler prior to obtaining required approvals are at the County traveler's own risk.
- iii. Information should be entered into [OnBase the travel request system](#) as soon as possible.

SECTION VI

Use of Vehicles

A. Seat Belt Usage

The County recognizes that safety belts are an important item of personal protective equipment and that safety belts save lives and reduce the severity of injuries to those who wear them. It is the County's commitment to do everything reasonable to prevent injuries to employees and damage to property and to protect the County, its employees and the general public from the results of vehicle accidents.

This policy applies to all County employees and to all occupants of vehicles driven by employees on County business. Occupants shall use safety belts in all vehicles driven on County business (whether County owned or privately-owned vehicles). It is especially important that all employees demonstrate their commitment to and support of this policy by their strict adherence to it.

Any employee who is cited by a law enforcement agency for not wearing a safety belt will be responsible for any fines or other actions that may result as part of the citation. Employees who violate this policy may be subject to disciplinary action, up to and including removal.

B. Driving on County Business

Every employee who drives or operates a County fleet vehicle at any time, or who operates any motor vehicle (i.e., employee's personal vehicle, rental vehicle) on, or in the course of County business must strictly adhere to the following requirements:

- a. The employee must have and maintain at all times, without interruption, a valid driver's license and the minimum automobile insurance coverage required by Ohio law. Employees are solely responsible to make sure that their licenses and automobile insurance are properly renewed/maintained.
- b. Employees are responsible to make sure that the Ohio Bureau of Motor Vehicles (BMV) has the employee's correct mailing address. Employees can notify the BMV of an address change by visiting the BMV website (<http://www.ohiobm.com/>). If the BMV sends notification of a license suspension or other mailing to the address in its records, the employee is deemed to be properly notified and held responsible for having knowledge of the suspension or other matter.
- c. If the employee's driver's license and/or insurance is expired, suspended, revoked, or otherwise invalid, the employee shall immediately report this fact to their immediate supervisor, and immediately stop driving on, or in the course of County business. The employee's Department Director, with the concurrence of the Director of Human Resources, may allow the employee to resume driving on, or in the course of County business upon the employee providing acceptable proof of insurance coverage and driver's license (or appropriate occupational driving

privileges granted by a court of competent jurisdiction). Other conditions may be imposed as appropriate in light of the circumstances of each individual case.

- d. All occupants (including non-employees) of any motor vehicle being used on, or in the course of County business are required to wear a safety belt at all times.
- e. Employees who are required to transport children on, or in the course of County business must follow all applicable Ohio laws regarding the use of car seats or other restraints.
- f. Employees must follow all traffic laws and parking regulations. Employees are solely responsible for the cost of any driving/moving infraction/violation, parking tickets, impound charges, towing charges, and/or storage charges incurred while driving a County fleet vehicle or any vehicle on, or in the course of County business.
- g. The use of alcohol and/or other controlled substances – including a prescription or over the counter medication, which may temporarily render an employee unable to operate a vehicle safely – is strictly prohibited.
- h. An employee involved in a motor vehicle accident must strictly adhere to the vehicle accident reporting requirements set forth in this policy.

C. County Fleet Vehicles

Whenever travel by automobile is authorized, the use of a County fleet vehicle is preferred. When two or more County travelers are traveling to the same destination, it is recommended that a County fleet vehicle be requested. If no County fleet vehicle is available, County travelers are requested to ride-share whenever reasonable. If “ride- share” is used, only one traveler is eligible for mileage reimbursement at the respective IRS rate. County travelers driving County-owned vehicles shall maintain a valid driver’s license and carry state required liability insurance. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a County-owned vehicle on County business must be reported.

i. Reserving a County Fleet Vehicle

Requests for fleet vehicles shall be submitted to the Department of Public Works, Fleet Services. A Vehicle Request Form can be found on Cuyahoga County’s Website Department of Public Works/Fleet & Transportation Services (sample attached as EXHIBIT 2). This form should be completed, approved by the Department Head and submitted to the Public Works Department, Fleet Services within a reasonable amount of time before the requested travel date. Requests for fleet vehicles shall specify:

- a. The date(s) the vehicle will be in use,

- b. The name(s) of the County travelers who will be driving the vehicle,
- c. Copies of valid driver's license(s) of anyone who will be driving the vehicle,
- d. The destination of the vehicle, and
- e. The date the vehicle will be returned.
- f. Priority will be granted to those requestors submitting prior reservations. Unscheduled requests will be accommodated based on the availability of fleet vehicles.
- g. A credit card, restricted to the purchase of gasoline only, is available through the Department of Public Works upon request. Travelers who purchase gasoline with their own credit card or cash will be reimbursed provided an original receipt is submitted.

ii. Use of County Fleet Vehicles

County travelers shall abide by the following rules when operating County fleet vehicles:

- a. Use of fleet vehicles is restricted to an employee's regular working hours unless otherwise approved by the Department Head,
- b. Personal use of a fleet vehicle is strictly prohibited,
- c. Only those persons authorized to travel and/or drive in a County fleet vehicle shall be permitted to operate or ride in the vehicle,
- d. No County fleet vehicle may be driven out-of-state without prior approval as required in Section IV,
- e. Smoking is strictly prohibited inside a fleet vehicle,
- f. Employees must comply with the County Vehicle Idling Policy. The policy can be obtained by contacting fleet services,
- g. No County fleet vehicle may be driven outside of the United States under any circumstances,
- h. All County fleet vehicles and keys must be returned by the approved date and time unless prior arrangements have been made, and

- i. All County fleet vehicles must be returned in the condition they were received; if any damage is done to the vehicle, depending on the circumstances, the department or employee will be charged for repairs in accordance with Public Works policy.

iii. County Fleet Vehicle Collisions

In the event a County fleet vehicle is involved in a collision, County travelers must follow the following procedures:

- a. Stop immediately, call the appropriate authorities, for example 9-1-1, and request medical assistance, if required, and if possible must notify supervisor,
- b. Take safety precautions, as required by law, to prevent further collisions. The County's insurance identification card is located in the vehicle's glove compartment,
- c. Exchange your name, County information and address, license plate number, and driver's license number with the other driver(s),
- d. Fully cooperate with authorities in the event of a collision. Do not make any statements other than in response to the questions of an investigating officer. No County traveler is required to make any statements he or she believes would incriminate himself/herself,
- e. Complete the Drivers Accident Report found in the vehicle's glove compartment,
- f. Have available witnesses complete a Witness Questionnaire, also located in the vehicle's glove compartment,
- g. Call the Department of Public Works, Fleet Services at 216-661-2800,
- h. Notify the County's Insurance Coordinator at 216-443-7298, and
- i. Notify your supervisor as soon as possible.

iv. County Fleet Vehicle Breakdowns

In the event a County fleet vehicle breaks down, County travelers shall comply with the following procedures:

- a. Pull the vehicle off the road, if possible, and turn on the vehicle's hazard lights.

- b. Place the orange CUYAHOGA COUNTY VEHICLE emergency placard in the window (located in the glove compartment).
- c. During regular hours call the Department of Public Works, Fleet Services at 216-661-2800. For after-hours assistance call the County Protective Services Dispatch Number at 216-443-2141 or toll free at 1-888-814-3578 24/7. Be prepared to provide the following information:
 - 1. Your name and department/agency name;
 - 2. Your supervisor's name and phone number;
 - 3. The County fleet vehicle information:
 -) Make, model, color, and type of vehicle;
 -) License number and last 4 digits of the vehicle identification number located on the driver's side/corner of the dashboard;
 -) The exact location of the vehicle; and
 -) Any special needs (medical needs, contacts that should be made, etc.)
- d. Stay on the line with the Protective Services Unit to provide further information or receive additional instructions. You will be advised where to meet the tow truck.
- e. For safety reasons, you may be advised to return to your vehicle. When the tow truck arrives, confirm that the service was dispatched by the Protective Services Unit.
- f. During regular business hours (Monday-Friday 7:30 a.m. – 4:30 p.m.) the vehicle will be towed to the County Fleet Services Garage. After regular business hours the vehicle will be towed to the towing company's lot.
- g. The tow truck service can usually provide a ride for the driver and one passenger to the County Garage during regular business hours, or the towing company's lot after regular business hours. Arrangements for further transportation rest with the employee.

D. Department Vehicles

Employees shall follow the procedures established by their Department Head for the use of County-owned or leased vehicles assigned to the department. All other rules governing the use of County fleet vehicles shall apply to the use of department vehicles. County travelers driving County-owned vehicles shall maintain a valid driver's license and carry state required liability insurance. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a County-owned vehicle on County business must be reported in compliance with the Personnel Policies and Procedures Manual.

E. Personal Vehicles

Whenever travel by automobile is authorized, the use of a County fleet vehicle or department vehicle is preferred. However, a County traveler may use a personal vehicle when a County vehicle is unavailable or when the cost of using a County vehicle exceeds the cost of the travel mileage. Employees using personal vehicles to travel for County business shall be subject to the applicable requirements in the Personnel Policies and Procedures Manual governing employees driving on County business. Mileage reimbursement for personal vehicles is governed by the IRS. For the latest reimbursement rates, please refer to the I rate at <https://www.irs.gov/tax-professional/standard-mileage-rates/> (See Exhibit 5). Any gasoline, damages, needed service or repairs to a private vehicle are the responsibility of the vehicle's owner, as these costs are included in the per-mile cost reimbursement. County travelers shall maintain a valid driver's license, carry state required liability insurance, and current automobile registration. An employee on, or in the course of county business, may not be transported by a non-county employee unless approved by the employee's supervisor. Employees must maintain their vehicle in a good and safe operating condition. Smoking is strictly prohibited within an employee's personal vehicle when transporting other employees and/or the public in the course of county business. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a personal vehicle on County business must be reported in compliance with the Personnel Policies and Procedures Manual.

SECTION VII

Authorized/Unauthorized Expenses

A. General

Individuals traveling on County business are expected to use the most cost-effective means of achieving the intended purpose of the trip. Emergency or unexpected travel situations should be documented if additional travel costs are incurred. All travel requests should be submitted timely and booked as early as feasible to obtain any discounts or group rates available. All expenses submitted for reimbursement are subject to review by the Department Head and the Fiscal Office. It is the responsibility of each department or agency to address the availability of funds before any travel is requested.

Receipts/invoices are required for all authorized expenses, except where otherwise provided. The respective department designated point of contact, in the case of airfare, must contact the County's travel agent prior to making any travel arrangements. The travel agency may also be used to facilitate lodging and car rental bookings although those arrangements must be paid for using your personal credit card (for which a reimbursement request should be submitted) or a pre-approved payment from the County. See Section IV (D) for note on Professional Travel.

In addition, individuals may not accept payment for, or reimbursement of, travel expenses from a third-party entity/organization currently doing, or seeking to do, business with the County.

B. Authorized Expenses:

The following expenses are authorized for reimbursement, subject to the limitations and exceptions in this policy:

- i. Ground and other Transportation – for travel between business locations, travelers are encouraged to choose the most cost-effective means of transportation available and will be reimbursed for shuttles, taxis or other comparable ride services, and local mass transit based upon comparable modes of transportation and the provision of original receipts. Other reimbursable transportation expenses include parking, bridge, and highway and tunnel tolls. Such transportation expenses exceeding ten dollars per expenditure require detailed and itemized receipts, except for tolls paid into an automatic coin drop and parking meters. Other potential authorized travel expenses include:
 - a. Airfax,
 - b. Public transit, including trains, and
 - c. Other as approved by the respective Department Heads and/or Fiscal Officer.
- ii. Lodging
 - a. County travelers shall seek accommodations that are safe, offer a good value, and meet business needs. County travelers requiring reasonable accommodations may notify the County's travel agent of any special needs.
 - b. Many hotels/motels will offer a corporate or government rate when requested, which should be utilized whenever available and economically feasible.
 - c. For reservation purposes, the County is State of Ohio Political Subdivision #29. The County's federal tax identification number is 34-6000817. If the hotel requires additional confirmation of the County's tax-exempt status, contact the Office of Procurement and Diversity (OPD) at 216-443-7202 for

the County's official tax-exempt form (EXHIBIT3).

- d. Authorized expenses for lodging shall not exceed the lowest available single room rate. County travelers must produce an itemized bill, indicating payment to be eligible for reimbursement, as some charges may not be authorized expenses.
- e. The County is a tax-exempt organization. It is always exempt from State of Ohio sales tax. The Ohio tax exemption form is available from OPD by calling 216-443-7202. To help ensure tax-exempt treatment, the following steps should be followed:
 - 1. When the reservation is made, advise the hotel representative that the County is a tax-exempt organization, and inquire as to the appropriate process to follow.
 - 2. Obtain a copy of the tax exemption certificate from OPD. Present it at the time of registration and payment.
 - 3. Any questions on the payment of sales tax should be directed to OPD.

iii. Car Rental

- a. Authorized expenses for car rental shall not exceed the lowest available rate for a compact or mid-sized vehicle, dependent on need.
- b. County travelers shall consider other, more economical alternatives to car rental whenever feasible. The County's travel agent has negotiated agreements with many car rental agencies. Travelers should consult the County travel agent for possible alternatives at your destination that may meet their needs. See Section IV (D) above.

iv. Meals

- a. County travelers may be reimbursed for meals purchased outside of Cuyahoga County for each day of approved travel that includes an overnight stay. Authorized meal expenses shall be supported by actual receipts and capped at a flat per diem daily allowance. The reimbursement of meals is designed to offset the additional cost of travel, and not to entirely pay for the employee's meal expenses while on authorized travel status.
 - 1. A maximum per diem of \$50 per day in regular-price locations and \$60 per day in premium-price locations (See EXHIBIT 3) for listing) shall be reimbursed to an employee on authorized travel with

valid receipts. Expenses greater than these amounts shall not be reimbursed nor will any reimbursement be made for alcoholic beverages.

2. If an employee is eligible for the meal reimbursement, but the duty-related travel does not constitute a full day, the per-day maximum shall be reduced by the following amounts depending on the day and time of the travel: (For regular-price and premium-price locations respectively).

	Regular Price Locations	Premium Price Locations
Breakfast	\$9.00	\$12.00
Lunch	\$13.00	\$16.00
Dinner	\$28.00	\$32.00
Total	\$50.00	\$60.00

Reimbursement is authorized for breakfast when as employee is on authorized travel anytime between the hours of 12:01 a.m. and 8:00 a.m.; for lunch when an employee is on authorized travel status anytime between the hours of 8:01 a.m. AND 6:00 p.m.; and for dinner when an employee is on authorized travel status between 6:01 p.m. and 12:00 a.m. When registration fees include meals (e.g., breakfast, luncheon with speaker, etc.), or if meals are included in the cost of a hotel stay, the normal allowance as listed in the table for said meals shall be deducted from the daily per diem allowance.

- b. If a meal is offered as part of the event and the employee has medical restrictions, the employee should make every effort to have the conference facilitate his or her needs. If the event does not honor the request, the employee may be reimbursed, but must include supporting documentation. Additional expenses for medical and/or religious dietary needs will be considered on a case-by-case basis by the Department Head. If an employee on duty-related travel dines with another employee, each shall pay their own bill.
- c. All meal reimbursements must be supported by original detailed receipts. Summary credit card receipts will not qualify as original receipts as they are not always itemized.
- d. NOTE: Gratuities are included in the maximum daily meal allowances and/or individual meal maximums. An employee may opt to use room service for

meal(s) while on travel. In this case, the cost of room service will be included in the daily meal allowance.

v. Registration Fees

- a. County travelers may be authorized to attend a meeting or convention sponsored by an association or a workshop, seminar, webinar, on-line course, or training course sponsored by an agency, institution, or association.
- b. The County will pay for or reimburse an employee for approved expenses related to continuing education, if such education is a requirement for continued employment.
- c. The County may approve payment or reimbursement for other educational opportunities (e.g. Advanced degrees) that provide professional development with the approval of the Board of Control.
- d. Conferences, meetings, and staff development may include the cost of registration fees. If membership fees are included in the registration fee, the cost of membership must be separated from the registration fee and listed separately on all documentary evidence and the reimbursement voucher. An agenda and/or schedule of events must also be attached to the reimbursement voucher. Only the actual expense of registration fees will be reimbursed.
- e. Expenses for optional recreational activities that are not included in registration fees and will not be reimbursed.

vi. Mileage

- a. County travelers using a personal vehicle may be reimbursed for authorized travel at the standard mileage rate(s) currently established by the Internal Revenue Service for business miles driven. For the latest reimbursement rates, please refer to the IRS rate <https://www.irs.gov/tax-professionals/standard-mileage-rates/> (See Exhibit 5). It is the responsibility of the County traveler to confirm the current rate for reimbursement.
- b. Bargaining unit employees should refer to their union contract for approved mileage reimbursement rate(s). Mileage reimbursement shall be allowed for travel from an employee's regular worksite to an alternate worksite or training/conference location, and vice versa.
- c. When a County traveler is required to travel to a worksite other than his/her main worksite, the employee will be reimbursed only for the mileage in excess of that which would have been incurred by the County traveler's normal commute.

- d. When a County traveler travels from his/her residence to a worksite other than his/her main worksite but travels through the general area of the main worksite, mileage reimbursement will be based on the mileage from the main worksite to the other worksite, and vice versa.

vii. Parking and Tolls

- a. The actual expenses of parking costs, including airport long-term parking expenses and tolls will be reimbursed when an employee is authorized to travel. Valet parking will not be reimbursed unless no other parking options are available.

viii. Fees for Duty-Related International Travel

- a. Fees for duty-related international travel may be authorized by the Fiscal Officer. Passport application fees are the responsibility of the County traveler and are not eligible for reimbursement. County travelers shall consult the County's travel agent for all international travel arrangements. (See Section IV (F)).

ix. Miscellaneous Expenses

- a. Actual expenses for telephone services, data and internet services, faxes, remote computer connections, printing, Wi-Fi access, and other necessary resources used for conducting official business may be reimbursed. Any miscellaneous fees used for non- County business will not be reimbursed.

C. Unauthorized Expenses .

The following expenses are not eligible for reimbursement under any circumstances:

- i. Alcoholic beverages,
- ii. Cosmetic items,
- iii. Entertainment,
- iv. Laundry/Dry cleaning,
- v. Room service (except charges for meals, which will be considered an authorized expense up to the allowable maximums in Section VII (B)(iv),
- vi. Parking/speeding tickets or other moving violations,

- vii. Valet parking: If no other options are available, valet parking may be reimbursed,
- viii. Personal telephone calls or internet usage,
- ix. Personal miscellaneous expenses,
- x. Private vehicle repairs,
- xi. Travel insurance expenses – air, rental car etc.,
- xii. Spouse/dependent travel costs,
- xiii. Meal costs exceeding the maximum per day amount,
- xiv. In-flight movies, hotel room movies and video games,
- xv. Lost and overweight baggage,
- xvi. Medical expenses,
- xvii. Credit card finance charges,
- xviii. Vacation or extended stay expenses related to personal days before, during or after County travel. NOTE: Additional expenses related to “beyond-your-control” events will be handled on a case by case basis), and
- xix. Political expenses.

SECTION VIII
Exceptions, Amendments, & Ethics

~~A.~~ Exceptions: This policy is not intended to address every issue, exception or contingency that may arise in the course of travel. Upon written request submitted to the Fiscal Officer, by the employee, the Fiscal Officer, County Executive or designee may grant exception to this policy at his or her discretion. Notwithstanding the limitations in this policy, if the County Sheriff determines the use of county owned vehicles is necessary for the security of County officials, employees, or the public, the County Sherriff may authorize the use of vehicles for such purpose.

~~B.A.~~ Ethics: No employee or official of Cuyahoga County shall solicit or receive travel expenses from a party that is regulated by, or doing or seeking to do business with, the particular department involved.

~~C.B.~~ Submission of false reimbursement claims may result in disciplinary action.

EXHIBITS

EXHIBIT 1 – VOUCHER

EXHIBIT 2 – COUNTY FLEET VEHICLE REQUEST FORM

EXHIBIT 3 – COUNTY TAX EXEMPT FORM

EXHIBIT 4 – PREMIUM TRAVEL AREAS

EXHIBIT 5 – IRS.GOV – STANDARD MILEAGE RATE CHART

EXHIBIT 6 – TRAVEL AUTHORIZATION FORM

EXHIBIT 7 – ANTICIPATED TRAVEL EXPENSE REPORT FORM

EXHIBIT 8 – TRAVEL EXPENSE REPORT FORM

EXHIBIT 9 – MILEAGE REPORT FORM

EXHIBIT 10 – EMPLOYEE REIMBURSEMENT VOUCHER

EXHIBIT 11 – MULTIPLE EMPLOYEE VOUCHER

OFFICE VOUCHER



F

Department Approval

Dept. Name _____ Phone Ext. _____

Date Filled _____

Received By _____

Purpose _____

Purpose _____

OF1600877

DOCUMENT NUMBER

VENDOR NUMBER

Y/N

LINES

DOC. SUFFIX NO.	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	GRANT DETAIL	PROJECT	PROJECT DETAIL
01	Description							
02	Description							
03	Description							
04	Description							
05	Description							
06	Description							

EXHIBIT 1

FORM 001-126
3/18/17/208



VEHICLE REQUEST FORM
FLEET SERVICES
 4000 Brookpark Rd.
 Phone (216) 661-2800 • Fax (216) 661-5520

Please fill out completely
 Requesting person, please fill out top section and have Dept. Supervisor fill/sign 2nd section.

**DRIVER'S
 INFORMATION**

Department Requesting Use of Vehicle(s) _____ Driver(s) _____

Destination _____ Contact No. _____

Pick-up Date _____ Time _____ Return Date _____ Time _____

TYPE OF VEHICLE NEEDED:

Sedan 7 Pass. Van w/seats

Cargo Van Mini Van w/one seat removed

15 Pass. Van Mini Van w/both seats removed

Signature _____ Contact No. _____ Index Code _____

Chargeback rates to Department \$.521

FLEET SERVICES Approved Disapproved.
 USE ONLY

Reason for disapproving request _____

Signature _____

HOURS OF OPERATION ARE 7:00 A.M. TO 4:00 P.M.
VEHICLES MUST BE RETURNED/PICKED-UP BY 4:00 P.M.
COUNTY GARAGE DOES NOT PROVIDE PARKING OR PICK-UP AND DROP-OFF SERVICES TO CUSTOMERS

EXHIBIT 2

Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

(vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Cuyahoga County identified as tax exempt (No. 29 Political Sub-Division State of Ohio)
Cuyahoga County Federal I.D. No. 34-6000-817.

Purchaser must state a valid reason for claiming exception or exemption.

Cuyahoga County

Purchaser's name

2079 E. 9 Street

Street address

Cleveland, Ohio 44115

City, state, ZIP code

Signature

Purchasing Administrator

Title

Date signed

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.

Exhibit 4

List of Premium Price Locations

State of California

Washington, DC

Chicago, IL

State of Florida

Boston, MA

Las Vegas, NV

State of New York

Philadelphia, PA

State of Texas

State of Arizona

New Orleans, LA

Baltimore, MD

Atlanta, GA

EXHIBIT 5

[Home](#) > [Tax Pros](#) > [Standard Mileage Rates](#)

Standard Mileage Rates

English

[Enrolled Agents](#)

[Annual Filing Season Program Participants](#)

[Enrolled Retirement Plan Agents](#)

[Certified Professional Employer Organizations \(CPEO\)](#)

[Enrolled Actuaries](#)

[E-File Providers](#)

[Modernized e-File](#)

The following table summarizes the optional standard mileage rates for employees, self-employed individuals, or other taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes.

Period	Rates in cents per mile			Source
	Business	Charity	Medical Moving	
2017	53.5	14	17	IR-2016-169
2016	54	14	19	IR-2015-137
2015	57.5	14	23	IR-2014-114
2014	56	14	23.5	IR-2013-95
2013	56.5	14	24	IR-2012-90
2012	55.5	14	23	IRB-2012-02
July 1 - Dec. 31, 2011	55.5	14	23.5	IR-2011-69
Jan. 1 - June 30, 2011	51	14	19	IR-2010-119
2010	50	14	16.5	IR-2009-111
2009	55	14	24	IR-2008-131
July 1 - Dec. 31, 2008	58.5	14	27	IR-2008-82
Jan. 1 - June 30, 2008	50.5	14	19	IR-2007-192
2007	48.5	14	20	IR-2006-168
2006	44.5	14	18	IR-2005-138
2005	40.5	14	15	IR-2004-139 Pub. L. 109-73 IR-2005-99
2004	37.5	14	14	IR-2003-121
2003	36	14	12	Rev. Proc. 2002-61
2002	36.5	14	13	Rev. Proc. 2001-54



Travel Authorization Form

EMPLOYEE NAME	TRAVELER TITLE	EMPLOYEE/VENDOR NUMBER	REQUEST DATE	TA
DEPARTMENT	DIVISION	TA REQUEST PREPARER NAME	TA REQUEST PREPARER PHONE NO.	
Summary of proposed trip including city and state:				
INCLUSIVE DEPARTURE/RETURN		INCLUSIVE ATTENDANCE DATES		# GOING FROM DIVISION
FROM	TO	FROM	TO	ESTIMATED COST
COMPLETE TITLE OF EVENT				
COMPLETE NAME OF GROUP SPONSORING EVENT				
Explanation of request. Explain purpose and justification. If more than one person is traveling, indicate why. Attach a copy of agenda, course description or invitation.				

I hereby certify that the requested travel complies with the Cuyahoga County's travel policy

CHIEF EXECUTIVE OR DESIGNEE IF TRAVEL GREATER THAN \$1,000	DATE
OFFICE OF BUDGET AND MANAGEMENT (IF NECESSARY)	DATE
DEPARTMENT DIRECTOR	DATE
DIRECTOR OF FINANCE (IF NECESSARY)	DATE

CHART OF ACCOUNTS

ACCOUNT	FUND CODE	ORIG CODE	PROGRAM	SUB CLASS	PROJECT GRANT	BUDGET YEAR	AMOUNT	PC UNIT	ACTIVITY	RESTYPE	RES CAT	RES SUBCAT



Anticipated Travel Expense Report

EMPLOYEE NAME	PHONE NUMBER	TRAVEL PURPOSE	DESTINATION
EXPENSE DETAIL			
MONTH & DATES COVERED			
LODGING (Excluding Meals)			
BREAKFAST			\$0.00
LUNCH			\$0.00
DINNER			\$0.00
SUBTOTAL MEALS	\$0.00	\$0.00	\$0.00
REGISTRATION			
AIRFARE			
CAR RENTAL			
TAXI, BUS, TRAIN, TOLLS, ETC.			
NUMBER OF MILES DRIVEN			
REIMBURSEMENT RATE PER MILE			
MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$0.00
TELEPHONE AND POSTAGE			
OTHER EXPENSES (Itemize)			
TOTALS	\$0.00	\$0.00	\$0.00

FUNDING SOURCE:

EXHIBIT 7



Travel Expense Report

DOCUMENT REFERENCE NO. TA

EMPLOYEE NAME	SUBMISSION DATE	TRAVEL PURPOSE <input type="checkbox"/> TRAINING <input type="checkbox"/> NON-TRAINING	DEPARTMENT	DESTINATION
---------------	-----------------	---	------------	-------------

EXPENSE DETAIL	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
MONTH & DATES COVERED								
LODGING (Excluding Meals)								\$0.00
BREAKFAST								\$0.00
LUNCH								\$0.00
DINNER								\$0.00
SUBTOTAL MEALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REGISTRATION								\$0.00
AIRFARE								\$0.00
CAR RENTAL								\$0.00
PARKING, TAXI, BUS, TRAIN, TOLLS, ETC.								\$0.00
NUMBER OF MILES DRIVEN								\$0.00
REIMBURSEMENT RATE PER MILE								\$0.00
MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TELEPHONE AND POSTAGE								\$0.00
OTHER EXPENSES (Itemize)								\$0.00
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Advances Received (Warrant # _____)								
If total is in parentheses, this is amount due County. If total is not in parentheses, this is the amount due employee. TOTAL								\$0.00
County paid expenses (registration, airfare, etc.)								COUNTY PREPAID AMOUNT

ATTACH ALL ORIGINAL RECEIPTS TO THIS FORM			
TRAVELER'S CERTIFICATE: I certify that the expenses identified in this report are limited to those which I actually incurred on County business and that these expenses meet the requirements of the County Travel Policy or applicable collective bargaining contract. In the event that I am driving a privately owned motor vehicle on County business, I also certify that I am insured under a policy of liability insurance meeting the requirements as described in the County Travel Policy.	APPROVED EXECUTIVE OR DESIGNEE	DATE	EXHIBIT 8
SIGNATURE	APPROVED DIRECTOR	DATE	
	PROCESSED ACCOUNTS PAYABLE	DATE	



Mileage Report

DEPARTMENT	CAR OWNER NAME	LICENSE NUMBER	MONTH	YEAR	INSURED BY
DATE	POINTS OF TRAVEL FROM TO	METER READING START FINISH	PURPOSE OF TRIP	TOTAL MILES	
			TOTAL	0	

EXHIBIT 9

I hereby swear that the above information is true and correct.

EMPLOYEE SIGNATURE	DATE	COMMISSIONER APPROVAL	DATE
--------------------	------	-----------------------	------



EMPLOYEE REIMBURSEMENT VOUCHER

Department Approval _____ Phone Ext. _____

Dept. Name _____

Date Filed _____

Received By _____

F

Payee _____

Purpose _____

DOCUMENT NUMBER		VENDOR NUMBER		DOCUMENT AMOUNT		Y/N	# LINES	
DOC. SUFFIX NO.	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	GRANT DETAIL	PROJECT	PROJECT DETAIL
EV	1700732							
01	Description							
02	Description							
03	Description							
04	Description							
05	Description							
06	Description							

EXHIBIT 10

FORM IT 11-14
01/02/20



MULTIPLE EMPLOYEE VOUCHER

NAME		ER 1702231		DOCUMENT NUMBER		VENDOR NUMBER		USER CODE		GRANT		GRANT DETAIL		PROJECT		PROJECT DETAIL		DOCUMENT AMOUNT		Y	01	# LINES
-------------	--	-------------------	--	-----------------	--	---------------	--	-----------	--	-------	--	--------------	--	---------	--	----------------	--	-----------------	--	---	----	---------

DOC. SUFFIX NO.	01	TRANSACTION AMOUNT		INDEX CODE		SUB OBJECT		USER CODE		GRANT		GRANT DETAIL		PROJECT		PROJECT DETAIL		DOCUMENT AMOUNT			
Description																					

NAME		ER 1702232		DOCUMENT NUMBER		VENDOR NUMBER		USER CODE		GRANT		GRANT DETAIL		PROJECT		PROJECT DETAIL		DOCUMENT AMOUNT		Y	01	# LINES
-------------	--	-------------------	--	-----------------	--	---------------	--	-----------	--	-------	--	--------------	--	---------	--	----------------	--	-----------------	--	---	----	---------

DOC. SUFFIX NO.	01	TRANSACTION AMOUNT		INDEX CODE		SUB OBJECT		USER CODE		GRANT		GRANT DETAIL		PROJECT		PROJECT DETAIL		DOCUMENT AMOUNT			
Description																					

NAME		ER 1702233		DOCUMENT NUMBER		VENDOR NUMBER		USER CODE		GRANT		GRANT DETAIL		PROJECT		PROJECT DETAIL		DOCUMENT AMOUNT		Y	01	# LINES
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Department Approval _____ Date _____ Dept. Name _____ Phone Ext. _____

EXHIBIT 11

FORM 01/11/06
3/11/12/08
6-10-08

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0002

<p>Sponsored by: County Executive Budish/Department of Consumer Affairs</p> <p>Co-sponsored by: Councilmembers Simon, Brown, Jones, Miller and Brady</p>	<p>An Ordinance enacting Title 13, Chapter 1301 of the Cuyahoga County Code to establish the Cuyahoga County Consumer Protection Code; amending Section 202.16(A)(7) of the Cuyahoga County Code to clarify the duties and responsibilities of the Department of Consumer Affairs/Division of Consumer Protection.</p>
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WHEREAS, Council deems it necessary to adopt regulations governing the County's Department of Consumer Affairs; and

WHEREAS, the need to promote honest and fair business practices; and the protection of the citizens of and visitors to Cuyahoga County from unfair and deceptive practices and acts are in the best interest of the public;

WHEREAS, the public health, safety and welfare of the residents of the County will best be served by enacting a Cuyahoga County Consumer Protection Code that provides for enforcement by the Department of Consumer Affairs through many means.

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

SECTION 1. Title 13, Chapter 1301 of the Cuyahoga County Code is hereby enacted as follows:

Title 13: Commercial Regulation

Chapter 1301 Consumer Protection

Section 1301.01: Definitions

As used in the Chapter 1301:

- (A) "Appliances" shall mean any device or instrument operated by electricity, gas or otherwise, and designed for personal, family or household purposes.
- (B) "Assurance of Voluntary Compliance" shall mean a written agreement resolving or otherwise disposing of issues raised by a Complaint and which is entered into by the parties and the Director.

- (C) “Complaint” shall mean any written statement that alleges a violation of this Chapter, Chapter 1302, the Ohio Revised Code, including sections 1345.02 and 1345.03, the Ohio Administrative Code, and other applicable consumer protection laws as amended.
- (D) “Consumer” shall mean a person who engages in a consumer transaction with a supplier.
- (E) “Consumer Goods” shall mean goods purchased, leased, or rented primarily for personal, family, or household purposes, including courses of instruction or training regardless of the purpose for which they are taken.
- (F) “Credit and Debits” shall mean credit or debits which are primarily for personal, family, or household use.
- (G) “Consumer Transaction” shall mean a sale, lease, assignment, award by chance, or other transfer of an item of goods, a service, a franchise, or an intangible, to an individual for purposes that are primarily personal, family, or household, or solicitation to supply any of these things. Consumer Transaction does not include transactions between persons defined in section 4905.03 and 5725.01 of the Ohio Revised Code, and their customers, except for transactions involving a loan made pursuant to sections 1321.35 through 1321.48 of the Ohio Revised Code and transactions in connection with residential mortgages between loan officers, mortgage brokers, or nonbank mortgage lenders and their customers; transactions involving a home construction service contract as defined in section 4722.01 of the Ohio Revised Code; transactions between certified public accountants or public accountants and their clients; transactions between attorneys, physicians, or dentists and their clients or patients; and transactions between veterinarians and their patients that pertain to medical treatment but not ancillary services.
- (H) “Days” shall mean calendar days.
- (I) “Department” shall mean the Cuyahoga County Department of Consumer Affairs.
- (J) “Director” shall mean the Director of the Cuyahoga County Department of Consumer Affairs.
- (K) “Knowledge” shall mean actual awareness, but such actual awareness may be inferred where objective manifestations indicate that the individual involved acted with such awareness.
- (L) “Mediation” shall mean informal negotiations between the Consumer, the Supplier, and the Director.

- (M) “Person” shall mean any individual, corporation, government, governmental subdivision or agency, business trust, estate, trust partnership, association, cooperative, or other legal entity.
- (N) “Services” shall mean and includes, but is not limited to, work, labor, consumer transactions, privileges, and all other accommodations which are primarily for personal, family, or household purposes.
- (O) “Supplier” shall mean a seller, lessor, assignor, franchisor, or other person engaged in the business of effecting or soliciting consumer transactions, whether or not the person deals directly with the consumer. If the consumer transaction is in connection with a residential mortgage, “supplier” does not include assignee or purchaser of the loan for value, except as otherwise provided in section 1345.091 of the Ohio Revised Code. For purposes of this section, in a consumer transaction in connection with a residential mortgage, “seller” means a loan officer, mortgage broker, or nonbank mortgage lender.
- (P) “Unconscionable consumer sales acts or practices” shall mean practices in connection with a consumer transaction which unfairly takes advantage of the lack of knowledge, ability, experience, or capacity, of a consumer, or results in a gross disparity between the value received by a consumer and the price paid to the consumer’s detriment. Unconscionable consumer sales acts or practices include, but are not limited to, those practices defined by this Chapter, Chapter 1302 of this Code, the Ohio Revised Code, Chapter 1345 of the Ohio Revised Code including section 1345.03, the Ohio Administrative Code, and other applicable consumer protection laws, as amended.
- (Q) “Unfair or Deceptive Practices” shall mean any unfair or deceptive consumer trade practice in the sale or any false, falsely disparaging, or misleading oral or written statement, visual description or other misrepresentation of any kind made in the conduct of any consumer transaction; the collection of consumer debts; the offering of sale, lease, rental or loan of consumer goods or services; the offering for sale of products by weight, count or measure. Unfair or deceptive practices include, but are not limited to, those practices defined by this Chapter, Chapter 1302 of this Code, the Ohio Revised Code, Chapter 1345 of the Ohio Revised Code including section 1345.02, the Ohio Administrative Code, and other applicable consumer protection laws, as amended.

Section 1301.02: Unfair and Deceptive Practices Prohibited

No supplier shall engage in any unfair or deceptive practice as defined in Section 1301.01 (Q), including but not limited to, using in any manner the name, logo, and/or seal of any governmental entity, or purport to the consumer that it has the authority of any governmental entity, including Cuyahoga County, without authorization. Such an unfair or deceptive practice violates this Chapter whether it occurs before, during, or after the transaction.

Without limiting the scope of an unfair or deceptive practice, the act or practice of a supplier in representing any of the following is deceptive:

- (A) That the subject of a consumer transaction has sponsorship, approval, performance characteristics, accessories, uses, or benefits that it does not have;
- (B) That the subject of a consumer transaction is of a particular standard, quality, grade, style, prescription, or model, if it is not;
- (C) That the subject of a consumer transaction is new, or unused, if it is not;
- (D) That the subject of a consumer transaction is available to the consumer for a reason that does not exist;
- (E) That the subject of a consumer transaction has been supplied in accordance with a previous representation, if it has not, except that the act of a supplier in furnishing similar merchandise of equal or greater value as a good faith substitute as determined by Chapter 1345 of the Ohio Revised Code and does not violate this section;
- (F) That the subject of a consumer transaction will be supplied in greater quantity than the supplier intends;
- (G) That replacement or repair is needed, if it is not;
- (H) That a specific price advantage exists, if it does not;
- (I) That the supplier has a sponsorship, approval, or affiliation that the supplier does not have;
- (J) That a consumer transaction involves or does not involve a warranty, a disclaimer of warranties or other rights, remedies, or obligations if the representation is false.

Whoever violates any provisions of this Section may be subject to the remedies provided in Section 1301.08. Each violation shall constitute a separate offense.

Section 1301.03: Unconscionable Consumer Sales Acts or Practices Prohibited

No supplier shall engage in any unconscionable consumer sales act or practice as defined in Section 1301.01 (P). Such an unconscionable sales act or practice violates this Chapter whether it occurs before, during, or after the transaction.

In determining whether an act or practice is unconscionable, the following circumstances shall be taken into consideration:

- (A) Whether the supplier has knowingly taken advantage of the inability of the consumer reasonably to protect the consumer's interests because of the consumer's physical or mental infirmities, ignorance, illiteracy, or inability to understand the language of an agreement;
- (B) Whether the supplier knew at the time the consumer transaction was entered into that the price was substantially in excess of the price at which similar property or services were readily obtainable in similar consumer transactions with consumers;
- (C) Whether the supplier knew at the time the consumer transaction was entered into of the inability of the consumer to receive a substantial benefit from the subject of the consumer transaction;
- (D) Whether the supplier knew at the time the consumer transaction was entered into that there was no reasonable probability of payment of the obligation in full by the consumer;
- (E) Whether the supplier required the consumer to enter into a consumer transaction on terms the supplier knew were substantially one-sided in favor of the supplier;
- (F) Whether the supplier knowingly made a misleading statement or opinion on which the consumer was likely to rely to the consumer's detriment;
- (G) Whether the supplier has, without justification, refused to make a refund in cash or by check for a returned item that was purchased with cash or check, unless the supplier had conspicuously posted in the establishment at the time of the sale a sign stating the supplier's refund policy.

Whoever violates any provisions of this Section may be subject to the remedies provided in Section 1301.08. Each violation shall be a separate offense.

Section 1301.04: Jurisdiction

The Department shall have jurisdiction over all consumer transactions which take place within Cuyahoga County, regardless of the residence of any of the persons directly or indirectly affected by such transaction. For purposes of online and/or telephone consumer transactions, the location of the consumer or the supplier within Cuyahoga County at the time of the transaction shall establish jurisdiction.

Section 1301.05: Filing Consumer Complaints

Any consumer who feels they have been subjected to unfair or deceptive practices or unconscionable consumer sales acts or practices may at any time within two years from the date of the alleged violation or within a reasonable time after the consumer discovers or should have discovered the violation, whichever is later, file a complaint in writing with the Cuyahoga County Department of Consumer Affairs. Filing a complaint

pursuant to this Chapter does not toll the statute of limitations in any other action before another entity or court. The complaint should state enough details of the incident so as to allow the Department to investigate the circumstances surrounding the incident, the complaint should state the name and address of the person alleged to have committed the violation, the details of the violation, and any other information the Department deems necessary.

Section 1301.06: Enforcement Procedures

(A) In enforcing this Chapter, the Director may:

1. Investigate a violation or a complaint;
2. Attempt dispute resolution, including mediation with the parties;
3. Refer a complaint or a violation to the County Prosecutor, Ohio Attorney General, Federal Trade Commission, Consumer Financial Protection Bureau, or other appropriate agencies with jurisdiction over the complaint; or
4. Enforce violations of this Chapter through civil actions.

(B) When the Director finds that any violation is causing or will cause immediate, substantial, and irreparable injury, or it is otherwise in the public interest, the Director may take immediate enforcement action, including issuing a Cease and Desist Order, obtaining a Written Assurance of Voluntary Compliance or entering into a settlement/mediation agreement prohibiting the alleged violator from engaging in an unfair or deceptive practice or unconscionable consumer sales act or practice. Any settlement shall be in writing and made a matter of public record.

(C) The Director may bring a civil action in the Cuyahoga County Court of Common Pleas or any court of competent jurisdiction to enforce a Cease and Desist Order, a Written Assurance of Voluntary Compliance and/or Settlement/Mediation Agreement, and also to enjoin any violation of this Chapter or Chapter 1302 or enforce any order or decision issued under this Chapter or Chapter 1302.

(D) The Director, upon approval of the Director of Law or his/her designee, shall have the power to compel via notification the attendance of witnesses and to require the production by them of books, papers, documents, and other materials relevant to any case under investigation.

Section 1301.07: Investigations by Director of Consumer Affairs

(A) If, by the Director's or the Director's designee's own inquiries or, as a result of complaints, the Director has reason to believe that a person has engaged or is engaging in an act or practice that violates this Chapter, he/she may investigate.

- (B) For this purpose, the Director upon approval of the Director of Law or his/her designee, may administer oaths, compel witnesses to attend an investigatory hearing, adduce evidence, and require the production of relevant matter.
- (C) Within twenty days after a a notice to attend has been delivered via certified mail, return receipt requested, a person noticed under this section may file a motion to extend the date for appearance, stating good cause for the request.
- (D) A person compelled to attend under this section shall comply with the terms of the notice, unless the parties agree to modify the terms of the notice or unless the Director has modified or withdrawn the notice.

If a person fails without lawful excuse to obey a notice to appear or to produce relevant matter, the Director may file a complaint in the Cuyahoga County Court of Common Pleas or a court of competent jurisdiction for violations of this Chapter.

- (E) The procedures available to the Director under this section are cumulative and concurrent, and the exercise of one procedure by the Director does not preclude or require the exercise of any other procedure.

Section 1301.08: Director of Consumer Affairs Remedies

- (A) If the Director finds a violation, the Director may order the supplier to:
 - (1) cease and desist committing the violation;
 - (2) provide restitution to the consumer;
 - (3) pay any costs of investigation or related activities of the Department;
 - (4) pay a civil penalty as set forth in this Section; or
 - (5) take any other action that would:
 - (a) assist the public in obtaining relief;
 - (b) prevent future violations; or
 - (c) otherwise make the consumer whole.
- (B) If the Director, by the Director's or the Director's designee's own inquiries, or as a result of complaints, has reasonable cause to believe that a supplier has engaged or is engaging in a practice that violates this Chapter, and that the action would be in the public interest, the Director may bring any of the following:

- (1) An action to obtain a declaratory judgment that the act or practice violates this Chapter;
 - (2) (a) An action, with notice as required by Civil Rule 65, to obtain a temporary restraining order, preliminary injunction, or permanent injunction to restrain the act or practice. If the Director shows by a preponderance of the evidence that the supplier has violated this Chapter, the court may issue a temporary restraining order, preliminary injunction, or permanent injunction to restrain and prevent the act or practice.

(b) On motion of the Director, or on its own motion, the court may impose a civil penalty of not more than five thousand dollars for each day of violation of a temporary restraining order, preliminary injunction, or permanent injunction issued under this section, if the supplier received notice of the action.
- (C) On motion of the Director and without bond, in the Director's action under this section, the court may make appropriate orders, including appointment of a referee or a receiver, for sequestration of assets, to reimburse consumers found to have been damaged, to carry out a transaction in accordance with a consumer's reasonable expectations, to strike or limit the application of unconscionable clauses of contracts so as to avoid an unconscionable result, or to grant other appropriate relief. The court may assess the expenses of a referee or receiver against the supplier.
- (D) In addition to the other remedies provided in this section, if a violation is an act or practice that was declared to be unfair, deceptive, or unconscionable by rule adopted pursuant to division (B)(2) of section 1345.05 of the Revised Code before the consumer transaction on which the action is based occurred or an act or practice that was determined by a court of this state to violate section 1345.02, 1345.03, or 1345.031 of the Revised Code and committed after the decision containing the court's determination was made available for public inspection pursuant to division (A)(3) of section 1345.05 of the Revised Code, the Director may request and the court may impose a civil penalty of not more than twenty-five thousand dollars against the supplier.
- (E) If a court determines that provision has been made for reimbursement or other appropriate corrective action, insofar as practicable, with respect to all consumers damaged by a violation, or in any other appropriate case, the Director, with court approval, may terminate enforcement proceedings brought by the Director upon acceptance of an assurance from the supplier of voluntary compliance with this Chapter, with respect to the alleged violation. The assurance shall be filed with the court and entered as a consent judgment. Disregard of the terms of a consent judgment entered upon an assurance shall be treated as a violation of an injunction issued under this section.

- (F) Violation of a cease and desist order, a written assurance of voluntary compliance, and/or mediated settlement agreement entered into pursuant to this section shall be treated as a violation of this Chapter and enforced pursuant to this Section.
- (G) A violation of this Chapter shall be punishable by the payment of a civil penalty in the sum of not less than one thousand (\$1000.00) dollars, nor more than five thousand (\$5000.00) dollars, to be recovered in a civil action.
- (H) Civil penalties ordered pursuant to divisions (B), (D), and (G) of this section shall be paid to the Cuyahoga County Treasurer;
- (I) The remedies available to the Director under this section are cumulative and concurrent, and the exercise of one remedy by the Director does not preclude or require the exercise of any other remedy. The Director is not required to use any procedure set forth in Section 1301.07 prior to the exercise of any remedy set forth in this section.

Section 1301.09: Other Rights and Remedies

Nothing herein shall prevent any person from exercising any right or seeking any private remedy or redress to which one might otherwise be entitled, or from filing any complaint with any other agency or court.

Section 1301.10: Applicability

Nothing in the Chapter shall be construed to exempt compliance with state and federal laws related to consumer protection. Violation of these laws may be prosecuted as applicable.

Section 1301.11: Severability

This Chapter and each article and section thereunder, are hereby declared to be independent and, notwithstanding any other evidence of legislative intent, it is hereby declared to be controlling legislative intent that if any provisions of said article and/or section, or the application thereof to any person or circumstance is held to be invalid, the invalidity shall not affect other articles and/or sections of this Chapter, and it is hereby declared that such articles and sections would have been passed independently of such article and/or section so known to be invalid.

SECTION 2. Section 202.16(A)(7) of the Cuyahoga County Code is hereby amended as follows (additions are bolded and underlined, deletions are stricken):

- 7. The duties and responsibilities of the Division of Consumer Protection shall include:
 - a. **Protecting and promoting the welfare of County consumers;**

- b. Promoting consumer/financial literacy and asset building in Cuyahoga County;
- c. Receiving and investigating complaints and initiating its own investigation of alleged violations of consumer protection or weights and measures laws as provided by Cuyahoga County or ~~Investigating alleged violations of laws relating to Weights and Measures as provided by the Ohio Revised Code,~~ the Ohio Administrative Code, and other applicable consumer laws as amended, ~~and~~ or referring such violations to the Cuyahoga County Prosecutor, Ohio Attorney General, or other agencies if appropriate;
- d. Educating consumers and businesses about laws related to consumer protection;
- e. Mediating disputes between consumers and businesses related to consumer protection complaints ~~about laws related to consumer protection;~~
- f. Collaborating with businesses, non-profit organizations and government agencies on programs related to consumer affairs issues;
- g. Advising, when requested, the County Executive and the County Council on policies and programs related to consumer protection; and
- h. Such other duties and responsibilities as provided by Ordinance of Cuyahoga County.

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: February 13, 2018

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: April 4, 2018

Committee Report/Second Reading: April 10, 2018

Journal CC030

April 24, 2018

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0003

<p>Sponsored by: County Executive Budish/Department of Consumer Affairs</p> <p>Co-sponsored by: Councilmembers Simon, Brown, Jones, Miller and Brady</p>	<p>An Ordinance enacting Title 13, Chapter 1302 of the Cuyahoga County Code to establish the Cuyahoga County Weights and Measures Code.</p>
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WHEREAS, County Council deems it necessary to adopt the regulations governing the County's Department of Consumer Affairs, Division of Weights and Measures; and

WHEREAS, the need to promote honest and fair business practices; and the protection of the citizens of and visitors to Cuyahoga County from unfair and deceptive practices and acts is in the best interest of the public; and

WHEREAS, the public health, safety and welfare of the residents of the County will best be served by enacting a Cuyahoga County Weights and Measures Code that provides for enforcement by the Department of Consumer Affairs through many means.

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

SECTION 1. Title 13, Chapter 1302 of the Cuyahoga County Code is hereby enacted as follows:

Title 13: Commercial Regulation

Chapter 1302 Weights and Measures

Section 1302.01: Definitions

As used in Chapter 1302:

- (A) "Correct" shall mean conformance to all applicable requirements of this Chapter.
- (B) "Department" shall mean the Cuyahoga County Department of Consumer Affairs.
- (C) "Director" shall mean the Director of the Department of Consumer Affairs.

- (D) “Package” shall mean any commodity enclosed in a container or wrapped in any manner in advance of wholesale or retail sale. An individual item or lot of any commodity on which there is marked a selling price based on an established price per unit of weight or of measure shall be considered a package or packages.
- (E) “Person” shall mean any individual, corporation, government, governmental subdivision or agency, business trust, estate, trust partnership, association, cooperative, or other legal entity.
- (F) “Primary standards” means the physical standards of the state that serve as the legal reference from which all other standards and weights and measures are derived.
- (G) “Secondary standards” means the physical standards that are traceable to the primary standards through comparisons, using acceptable laboratory procedures, and used in the enforcement of weights and measures laws and rules.
- (H) “Sale from Bulk” shall mean the sale of commodities when the quantity is determined at the time of the sale.
- (I) “Seal” shall mean any official tag, seal, wire, or mark of the Cuyahoga County Department of Consumer Affairs, Weights and Measures Division, indicating a device has been inspected.
- (J) “Sealer” shall mean the Cuyahoga County Fiscal Officer. When in this Chapter the words “Sealer” are used, they shall mean the Fiscal Officer, or any of his or her delegates duly authorized to perform the duties of such officer.
- (K) “Short-weight Packages” shall mean any “standard pack” or “pre-pack commodity” whose net contents is not equal to or exceed the labeled or advertised quantity at the retail outlet.
- (L) “Weight” means as used in connection with any commodity or service net weights. “Net weight” means the weight of a commodity, excluding any materials, substances, or items not considered to be a part of the commodity. Materials, substances, or items not considered to be part of the commodity include, but are not limited to, containers, conveyances, bags, wrappers, packaging materials, labels, individual piece coverings, decorative accompaniments, and coupons.
- (M) “Weight(s) and/or Measure(s)” shall mean all weights and measures of every kind, instruments and devices for weighing and measuring, and any appliance and accessories associated with any or all such instruments and devices.

Section 1302.02: Filing Consumer Complaints

The obligations and prohibitions in this Chapter shall supplement and be consistent with any and all State, rules, regulations, and procedures governing weights and measures. Any person who feels they have been subjected to unfair or deceptive practices or

unconscionable consumer sales acts or practices directly related to any violation of this Chapter, the Ohio Revised Code, or the Ohio Administrative Code related to weights and measures laws may file a complaint in writing with the Cuyahoga County Department of Consumer Affairs. The complaint should be filed at any time within two (2) years from the date of the alleged violation or within a reasonable time after the consumer discovers or should have discovered the violation, whichever is later. Filing a complaint pursuant to this Chapter does not toll the statute of limitations for any other action before another entity or court. The complaint should state enough details of the incident to allow the Department to investigate the circumstances surrounding the incident, and at a minimum, the complaint should state the name and address of the person alleged to have committed the violation, the details of the violation, and any other information the Department deems necessary.

Section 1302.03: Standards for Weights and Measures

(A) The systems of weights and measures.

The definitions of basic units of weight and measure, the tables of weights and measures, and weights and measures equivalents as published by the National Institute of Standards and Technology are recognized and adopted by the Department and shall govern weighing and measuring equipment and transactions in the county.

(B) Technical requirements for weighing and measuring devices.

The specifications, tolerances, and other technical requirements for commercial, law enforcement, data gathering, and other weighing and measuring devices as adopted by the National Conference on Weights and Measures and published in the National Institute of Standards and Technology Handbook 44, Specifications, Tolerances, and Other Technical Requirements for Weighing and Measuring Devices,” and supplements thereto or revisions thereof, shall apply to weighing and measuring devices in the county, except insofar as modified or rejected by applicable provisions of the Ohio Revised Code or Ohio Administrative Code.

(C) Information required on packages.

Except as otherwise provided in this Chapter or by regulation promulgated pursuant hereto, any package kept for the purpose of sale or offered or exposed for sale shall bear on the outside of the package a definite, plain, and conspicuous declaration of:

- (1) The identity of the commodity in the package, unless the same can easily be identified through the wrapper or container.
- (2) The net quantity of the contents in terms of weight, measure or count.
- (3) The name and place of business of the manufacturer, packer or distributor, in the case of any package kept, offered or exposed for sale or sold in any place other than on the premises where packed.

(D) Declarations of unit price on random weight packages.

In addition to the declarations required in Section 1302.05(I) of this Chapter, any package being one of a lot containing random weights of the same commodity and bearing the total selling price of the package shall bear on the outside of the package a plain and conspicuous declaration of the price per single unit of weight.

(E) Advertising packages for sale.

Whenever a packaged commodity is advertised in any manner with the retail price stated, there shall be closely and conspicuously associated with the retail price a declaration of quantity as is required by law or regulations to appear on the package. Where a dual declaration is required, the declaration that sets forth the quantity in terms of the smaller unit of weight or measure need appear in the advertisement.

(F) Prohibitions.

No person shall:

- (1) Use or have in possession for use in commerce any incorrect weight or measure.
- (2) Remove any seal from any weight or measure device without specific written authorization from the proper authority.
- (3) Hinder or obstruct any Weights and Measures' official in the performance of his or her duties.
- (4) Sell, offer or expose, use or keep to be used, any weight or measure for weighing or measuring any article bought, sold, offered or exposed for sale, which is liable to indicate false or inaccurate weight or measure, or which does not conform to the standard established by law.
- (5) Sell, offer or expose any weight or measure for weighing or measuring of products for sale without said weight and measure having been tested, marked and sealed by weights and measures official.
- (6) Misrepresent the price of any commodity or service, sold, offered, exposed or advertised for sale by weight, measure or count, or represent the price in any manner calculated or tending to mislead or in any way deceive a person.

Section 1302.04: Duty of Testing and Sealing

(A) When necessary for the enforcement of this Chapter, the Sealer is hereby:

- (1) Authorized to enter any commercial premises during normal business hours, except in the event such premises are not open to the public.
- (2) Empowered to issue violations and condemned orders with respect to any weights and measures commercially used, and issue violations and off sale orders with respect to any packaged commodities or bulk commodities, kept, offered or exposed for sale.
- (3) Empowered to seize, for use as evidence, without formal warrant, any incorrect or unapproved weight, measure, package or commodity found to be used, retained, offered or exposed for sale or sold in violation of the provisions of this Chapter.
- (4) With respect to the enforcement of this Chapter, the Sealer is hereby vested with the authority and is to investigate any commercial vendors within the county found to possess weighing and/or measuring devices which are in violation of this Chapter.

Section 1302.05: Equipment

- (A) Suitability of equipment.

Commercial equipment shall be suitable for the service in which it is used with respect to elements of its design, including but not limited to its weighing capacity (for weighing devices), its computing capability (for computing devices), its rate of flow (for liquid measuring devices), the character, number size, and location of its indicating or recording elements, and the value of its smallest unit and unit prices.

- (B) Accessibility for testing purposes.

A device shall be so located or such facilities for normal access thereto shall be provided to permit inspecting and testing the device; inspecting and applying security seals to the device, and readily bringing the testing equipment of the Weights and Measures official to the device by customary means and in the amount and size deemed necessary by such official for the proper conduct of the test. Otherwise, it shall be the responsibility of the device owner or operator to supply such special facilities, including such labor as may be needed to inspect, test, and seal the device, and to transport the testing equipment to and from the device, as required by the Weights and Measures official.

- (C) Method of operation.

Equipment shall be operated only in the manner that is obviously indicated by its construction or that is indicated by instructions on the equipment.

- (D) Installation.

A device shall be installed in accordance with the manufacturer's instructions, including any instructions marked on the device. A device installed in a fixed location shall be so that neither its operation nor its performance will be adversely affected by any characteristic of the foundation, supports, or any other detail of the installation.

(E) Position of equipment.

A device or system equipped with a primary indicating element and used in direct sales, except for prescription scales, shall be positioned so that its indications may be accurately read and the weighing or measuring operation may be observed from some reasonable "customer" and "operator" position. The permissible distance between the equipment and a reasonable customer and operator position shall be determined in each case upon the basis of the individual circumstances, particularly the size and character of the indicating element.

(F) Maintenance of equipment.

All equipment in service and all mechanisms and devices attached thereto or used in connection therewith shall be continuously maintained in proper operating condition throughout the period of such service. Equipment in service at a single place of business found to be in error predominantly in a direction favorable to the device user shall not be considered "maintained in a proper operating condition."

(G) Requirements for the method of sale of commodities.

The Uniformed Regulation for the Method of Sale of Commodities as adopted by the National Conference on Weights and Measures and published in National Institute of Standards and Technology Handbook 130, "Uniform Laws and Regulations," and supplements thereto or revisions thereof, shall apply to the method of sale of commodities in the county, except insofar as modified or rejected by applicable provisions of the Ohio Revised Code or Ohio Administrative Code.

(H) Requirements for packaging and labeling.

The Uniform Packaging and Labeling Regulation as adopted by the National Conference on Weights and Measures and published in the National Institute of Standards and Technology Handbook 130, "Uniform Laws and Regulations," and supplements thereto or revisions thereof, shall apply to packaging and labeling in the county, except insofar as modified or rejected by regulation.

(I) Requirements for price verification.

The Examination Procedures for Price Verification as adopted by the National Conference on Weights and Measures and published in the National Institute of Standards and Technology Handbook 130, "Uniform Laws and Regulations," and

supplements thereto or revisions thereof, shall apply to price verification in the county, except insofar as modified or rejected by regulation.

(J) Itinerant vendor.

All itinerant vendors using a weighing or measuring device in the county shall have that device inspected and tested by the Weights and Measures officials at the point of sale.

(K) Obstructing county weights and measures inspector prohibited.

No person shall obstruct or hinder County Weights and Measures inspectors in the performance of any of the duties imposed upon him or her by the provisions of this Chapter.

Section 1302.06: Deceptive Practices Prohibited

No person shall do any of the following:

- (A) Sell, offer, or expose for sale less than the quantity he represents;
- (B) Take any more than the quantity he represents when, as a buyer, he furnishes the weight or measure by means of which the quantity is determined;
- (C) Represent the quantity he sells or offers or exposes for sale in any manner tending to mislead or in any way to deceive.

Section 1302.07: Remedies

- (A) Upon finding a violation of this Chapter, the Director shall expeditiously cause the same to be corrected or where there is evidence of intent to defraud commence a civil action in the name of the county to recover a civil penalty in the amounts prescribed. In lieu of instituting or continuing a cause of action for recovery of such civil penalty may be released, settled or compromised by the Director.
- (B) Seek injunctive relief as a means of enforcing this Chapter. Said injunctive relief may include, but is not limited to, an Assurance of Voluntary Compliance prohibiting the alleged violator from engaging in an unfair or deceptive practice; stipulation for payment of penalty and/or investigative costs. Any settlement shall be in writing and made a matter of public record.
- (C) Violation of an assurance entered pursuant to this section shall be treated as a violation of this Chapter and shall be subject to all the penalties provided therefor.
- (D) In enforcing this Chapter, the Director shall be subject to the jurisdiction, investigation, and enforcement provisions and procedures in Chapter 1301 of the

Cuyahoga County Code, as long as it does not conflict with any other weights and measures laws enacted by other political subdivisions within the County.

- (E) A violation of any provision of this Chapter shall be punishable by a payment of a civil penalty in the sum of not less than fifty dollars (\$50.00) or more than five hundred dollars (\$500.00). Subsequent violations shall be punishable by a payment of a civil penalty of not less than one hundred dollars (\$100.00) or more than one thousand dollars (\$1,000.00).

Section 1302.08: Price Refunds; Price Information

- (A) A person who uses an electronic scanner to record the price of a commodity or thing and who sells the commodity or thing at a price higher than the posted or advertised price of that commodity or thing at least shall refund to a person who purchases the commodity or thing the difference between the posted or advertised price of the commodity or thing and the price charged at the time of sale.
- (B) A person who sells a commodity or thing and who uses an electronic scanner to record the price of that commodity or thing shall display, in a conspicuous manner, a sign stating the requirement of this section.
- (C) Whoever violates any provisions of this Section may be subject to penalties provided in Section 1302.07.

Section 1302.09: Sales of Petroleum Products

- (A) Definition.

For the purpose of this Chapter, “petroleum products” includes all liquid products having a predominant content of derivatives of petroleum and customarily used in motor vehicles.

- (B) Posting of petroleum product prices.

Street signage is not required. However, when street signage is used, the sign shall match the product price at which the product is displayed. The signs must be visible to the motorist before entering the station to purchase fuel. The conditions applicable to the sale of the fuel at the advertised price must also be on the advertising sign (i.e., full service or self-service and cash price or credit price). The total size of the figures indicating a fractional or decimal number which is part of the price shall be at least forty percent the size of the largest figure in the whole number accompanying said fractional or decimal number.

- (C) Retail dispenser labeling.

All retail dispensing devices must identify conspicuously the type and price of product, the particular grade of the product, and the applicable automotive fuel rating.

(D) Prohibited advertising practices.

No person shall advertise in and about the premises where the petroleum product is sold, whether by display, sign or otherwise, the sale of petroleum products to be sold or delivered by means of a device of the computing type at a price less than that for which said computing device has been set.

(E) Penalties.

Whoever violates any provisions of this Section may be subject to penalties provided in Section 1302.07.

SECTION 2. 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:

_____ Date
County Council President

_____ Date
County Executive

_____ Date
Clerk of Council

First Reading/Referred to Committee: February 13, 2018
Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: April 4, 2018

Committee Report/Second Reading: April 10, 2018

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April 24, 2018