



**AGENDA**  
**CUYAHOGA COUNTY COUNCIL REGULAR MEETING**  
**TUESDAY, DECEMBER 11, 2018**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> 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) November 27, 2018 Committee of the Whole Meeting [See Page 18]
  - b) November 27, 2018 Regular Meeting [See Page 20]
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
  - a) **CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**
    - 1) R2018-0260: A Resolution approving the expiration and retention of pending legislation in accordance with County Council Rule 11F, and declaring the necessity that this Resolution become immediately effective. [See Page 46]

Sponsor: Council President Brady/Clerk of Council

- 2) R2018-0261: A Resolution approving the Charter of County of Cuyahoga, Ohio, as amended through 11/6/2018; and declaring the necessity that this Resolution become immediately effective. [See Page 49]

Sponsors: Council President Brady/Clerk of Council and Director of Law

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

- 1) R2018-0241: 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 96]

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

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

**c) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) O2018-0013: An Ordinance amending Section 204.01 of the Cuyahoga County Code to require county agencies to provide a response to recommendations issued as part of an investigation of the Agency of Inspector General and to update the County Code in accordance with the adoption of Article XV of the County Charter; and declaring the necessity that this Ordinance become immediately effective. [See Page 164]

Sponsors: Councilmembers Baker and Miller

**10. LEGISLATION INTRODUCED BY EXECUTIVE**

**a) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) R2018-0262: 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, to meet the budgetary needs of various County departments, offices and agencies; amending Resolution Nos. R2018-0113 dated 5/29/2018, R2018-0133 dated 6/26/2018, R2018-0190 dated 9/25/2018, R2018-0198 dated 10/10/2018 and R2018-0242 dated 11/27/2018 to reconcile appropriations for 2018; and declaring the necessity that this Resolution become immediately effective. [See Page 172]

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

- 2) R2018-0263: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Fraternal Order of Police, Ohio Labor Council, Inc., representing approximately 20 employees in the classification of Corrections Officer Sergeant 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. [See Page 205]

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

- 3) R2018-0264: A Resolution approving a proposed settlement in the matter of State ex rel. James Connell, et. al. vs. City of North Olmsted, et. al., Cuyahoga County Common Pleas Court Case No. CV-15-848055; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective. [See Page 208]

Sponsors: County Executive Budish on behalf of Cuyahoga County Office of the Prosecuting Attorney

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

- 1) R2018-0265: A Resolution authorizing a revenue generating Utility Agreement with City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm sewers and sanitary sewers located in County Sewer District No. 17 for the period 1/1/2019 - 12/31/2019; 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 212]

Sponsor: County Executive Budish/Department of Public Works

- 2) R2018-0266: A Resolution designating eligible institutions as public depositories of active and interim funds of Cuyahoga County; authorizing various bank depository agreements for deposits of said public funds, each in the deposit limit amount not-to-exceed \$200,000,000.00, for the period 11/1/2018 - 8/23/2021, in accordance with the Uniform Depository Act of Ohio; authorizing the County Executive and/or County Treasurer to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 216]

- i) Chemical Bank
- ii) The Huntington National Bank
- iii) JPMorgan Chase Bank, N.A.

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

**c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING**

- 1) R2018-0236: A Resolution authorizing an amendment to Contract No. CE1800178-01 with Schwarz Uniform Corporation for Correction Officer, Corporal and Sergeant uniforms for the period 3/19/2018 - 3/18/2021 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$570,000.00; 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. [See Page 221]

Sponsor: County Executive Budish/County Sheriff

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

- 2) R2018-0238: A Resolution authorizing an amendment to Contract No. CE1700241-01 with Child Care Resource Center of Cuyahoga County dba Starting Point for Out-of-School Time Services for Youth for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,645,000.00; 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.[See Page 223]

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council

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

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

- 1) R2018-0244: A Resolution authorizing an amendment to a Qualified Management Agreement with Hilton Management LLC relating to management of a Convention Center Hotel to change the scope of services in part to pay for maintenance of the connector tunnel between Hilton Hotel and Huntington Park Garage for the period 5/1/2018 - 5/31/2031 and for additional funds in the amount not-to-exceed \$1,061,000.00; authorizing an addendum to the Qualified Management Agreement to confirm the opening date of the hotel as 6/1/2016; authorizing the County Executive to execute the amendment, addendum and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 226]

Sponsor: County Executive Budish/Department of Public Works

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

- 2) R2018-0245: A Resolution authorizing an amendment to Contract No. CE1800242-01 with Whiting-Turner Contracting Company for design-build services for the Maintenance Yard Consolidation Project for additional funds in the amount not-to-exceed \$12,690,000.00; 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. [See Page 229]

Sponsor: County Executive Budish/Department of Public Works

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

- 3) R2018-0246: A Resolution making an award on RQ43803 to Perk Company, Inc. in the amount not-to-exceed \$4,499,104.25 for resurfacing Cedar Road from South Green Road to Interstate 271 in the Cities of South Euclid, Beachwood, Lyndhurst and University 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 232]

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

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

- 4) R2018-0247: A Resolution authorizing the County Executive to accept dedication of land for Sweet Gum Trail in Schady Reserve Subdivision (Phase 4), 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 Schady Reserve Subdivision (Phase 4) 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 234]

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

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

- 5) R2018-0248: A Resolution authorizing a Tax Certificate Sale/Purchase Agreement with FIG as Custodian for FIG OH18, LLC and Secured Party, as purchaser, and Finch Investment Group, LLC, as servicer, in the amount not-to-exceed \$12,000,000.00 for the sale of tax lien certificates; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 237]

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

Committee Assignment and Chair: Community Development – Jones

- 6) R2018-0249: A Resolution authorizing an amendment to Contract No. CE1600270-01 with Hylant Group, Inc. for insurance brokerage and risk management services for the period 1/1/2017 - 12/31/2018 to exercise an option to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,447,446.00; 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. [Pending Committee Recommendation] [See Page 240]

Sponsor: County Executive Budish/Department of Law/Division of Risk Management

Committee Assignment and Chair: Finance & Budgeting – Miller

- 7) R2018-0250: A Resolution authorizing a Purchase and Sale Agreement with Cuyahoga County Board of Developmental Disabilities in the amount of \$1.00 for the purchase of two vacant parcels known as Permanent Parcel Nos. 673-27-049

and 673-27-050 located in the City of East Cleveland; authorizing the County Executive to execute the purchase agreement, quitclaim deed and all other documents related to this conveyance and consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 242]

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Development Disabilities

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

- 8) R2018-0251: A Resolution making an award on RQ43173 to OnSolve Intermediate Holding Company, Inc. in the amount not-to-exceed \$588,000.00 for a Mass Notification System for the period 12/12/2018 - 12/11/2023; 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 245]

Sponsor: County Executive Budish/Department of Public Safety and Justice Services

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

- 9) R2018-0252: A Resolution authorizing an amendment to Contract No. CE1500307-01 with Mid-West Presort Mailing Services, Inc. for electronic certified mail services for the period 10/1/2015 - 9/30/2018 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,000,000.00; 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. [See Page 248]

Sponsor: County Executive Budish/Clerk of Courts

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

10) R2018-0253: A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018, to authorize an exemption with regard to Homes for Kids of Ohio, Inc. in accordance with Cuyahoga County Code Section 501.12(B)(10), to add a new provider Homes for Kids of Ohio, Inc. for the period 10/1/2018 - 12/31/2018, to change the scope of services, effective 10/1/2018, and for additional funds in the total amount not-to-exceed \$7,069,870.00; 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 250]

i) Previously approved providers:

- a. Adelphoi Village, Inc.
- b. Applewood Centers, Inc.
- c. Artis's Tender Love & Care, Inc.
- d. The Bair Foundation
- e. Beech Brook
- f. Bellefaire Jewish Children's Bureau
- g. BHC Belmont Pines Hospital, Inc.
- h. BHC Fox Run Hospital, Inc.
- i. Caring for Kids, Inc.
- j. Carrington Youth Academy LLC
- k. Catholic Charities Corporation
- l. Christian Children's Home of Ohio, Inc.
- m. The Cleveland Christian Home Incorporated
- n. Cornell Abraxas Group, Inc.
- o. Detroit Behavioral Institute, Inc.
- p. The Glen Mills Schools
- q. House of New Hope
- r. In Focus of Cleveland, Inc.
- s. Keystone Richland Center LLC
- t. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- u. Lutheran Metropolitan Ministry
- v. National Youth Advocate Program, Inc.
- w. New Beginnings Residential Treatment Center, LLC

- x. New Directions, Inc.
- y. OhioGuidestone
- z. Ohio Mentor, Inc.
- aa. Pathway Caring for Children
- bb. Pressley Ridge
- cc. Quality Care Residential Homes, Inc.
- dd. Reach Counseling Services
- ee. Rite of Passage, Inc.
- ff. Specialized Alternatives for Families and Youth of Ohio, Inc.
- gg. Tri-State Youth Authority, Inc.
- hh. The Twelve of Ohio, Inc.
- ii. The Village Network
- jj. Gracehaven, Inc.
- kk. Lighthouse Youth Services, Inc.
- ll. RTC Resource Acquisition Corporation
- mm. ENA, Inc. dba Necco Center

ii) New provider:

- a. Homes for Kids of Ohio, Inc.

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

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

- 11) R2018-0254: A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019, to authorize an exemption with regard to Youth for Tomorrow – New Life Center, Inc. and Multi County Juvenile Attention System in accordance with Cuyahoga County Code Section 501.12(B)(10), to add various new providers and for additional funds in the total amount not-to-exceed \$46,200,000.00; 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: [See Page 255]

i) Previously approved providers:

- a. Adelphoi Village, Inc.
- b. Applewood Centers, Inc.
- c. Artis's Tender Love & Care, Inc.
- d. The Bair Foundation
- e. Beech Brook
- f. Bellefaire Jewish Children's Bureau
- g. BHC Belmont Pines Hospital, Inc.
- h. BHC Fox Run Hospital, Inc.
- i. Caring for Kids, Inc.
- j. Carrington Youth Academy LLC
- k. Catholic Charities Corporation
- l. Christian Children's Home of Ohio, Inc.
- m. The Cleveland Christian Home Incorporated
- n. Cornell Abraxas Group, Inc.
- o. Detroit Behavioral Institute, Inc.
- p. The Glen Mills Schools
- q. House of New Hope
- r. In Focus of Cleveland, Inc.
- s. Keystone Richland Center LLC
- t. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- u. Lutheran Metropolitan Ministry
- v. National Youth Advocate Program, Inc.
- w. New Beginnings Residential Treatment Center, LLC
- x. New Directions, Inc.
- y. OhioGuidestone
- z. Ohio Mentor, Inc.
- aa. Pathway Caring for Children
- bb. Pressley Ridge
- cc. Quality Care Residential Homes, Inc.
- dd. Reach Counseling Services
- ee. Rite of Passage, Inc.
- ff. Specialized Alternatives for Families and Youth of Ohio, Inc.
- gg. Tri-State Youth Authority, Inc.
- hh. The Twelve of Ohio, Inc.
- ii. The Village Network
- jj. Gracehaven, Inc.
- kk. Lighthouse Youth Services, Inc.
- ll. RTC Resource Acquisition Corporation
- mm. ENA, Inc. dba Necco Center
- nn. Homes for Kids of Ohio, Inc.

ii) New providers:

- a. Multi County Juvenile Attention System
- b. Youth for Tomorrow – New Life Center, Inc.

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

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

- 12) R2018-0255: A Resolution making awards on RQ42589 to various providers, in the total amount not-to-exceed \$3,500,000.00, for Family Centered Support Services for At-Risk Children and Families for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 260]

- i) Applewood Centers, Inc.
- ii) Beech Brook
- iii) Bellefaire Jewish Children’s Bureau
- iv) Catholic Charities Corporation
- v) The Cleveland Christian Home Inc.
- vi) Mental Health Services for Homeless Persons, Inc. dba FrontLine Service
- vii) OhioGuidestone
- viii) Ohio Mentor, Inc.
- ix) Pressley Ridge
- x) Specialized Alternative for Families and Youth of Ohio, Inc.

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

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

- 13) R2018-0256: A Resolution making awards on RQ42490 to various municipalities and providers, in the total amount not-to-exceed \$1,741,596.00, for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the



Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 263]

- i) City of Bedford Heights for Transportation services.
- ii) City of Berea for Adult Development services.
- iii) City of Euclid for Congregate Meals and Transportation services.
- iv) City of Lakewood for Congregate Meals and Transportation services.
- v) City of Maple Heights for Congregate Meals and Transportation services.
- vi) City of Olmsted Falls for Adult Development services.
- vii) City of Parma Heights for Congregate Meals and Transportation services.
- viii) City of Solon for Adult Development services.
- ix) City of Strongsville for Adult Development and Transportation services.
- x) Catholic Charities Corporation on behalf of Fatima Family Center for Adult Development services.
- xi) Catholic Charities Corporation on behalf of Hispanic Senior Center for Adult Development and Transportation services.
- xii) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center for Adult Development and Transportation services.
- xiii) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center for Adult Development services.
- xiv) Community Partnership on Aging for Congregate Meals and Transportation services.
- xv) The East End Neighborhood House Association for Adult Development, Congregate Meals and Transportation services.
- xvi) Eldercare Services Institute, LLC for Adult Day services.
- xvii) Eliza Bryant Village for Adult Day and Transportation services.
- xviii) The Harvard Community Services Center for Adult Development, Congregate Meals and Transportation services.

- xix) The Mandel Jewish Community Center of Cleveland for Adult Development, Congregate Meals and Transportation services.
- xx) Murtis Taylor Human Services System for Adult Development, Congregate Meals and Transportation services.
- xxi) The Phillis Wheatley Association of Cleveland, Ohio for Congregate Meals services.
- xxii) Rose Centers for Aging Well, LLC for Adult Development, Congregate Meals and Transportation services.
- xxiii) The Salvation Army for Adult Development, Congregate Meals and Transportation services.
- xxiv) Senior Citizen Resources, Inc. for Adult Development, Congregate Meals and Transportation services.
- xxv) University Settlement, Incorporated for Adult Development, Congregate Meals and Transportation services.
- xxvi) West Side Community House for Adult Development, Congregate Meals and Transportation services.

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

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

- 14) R2018-0257: A Resolution authorizing amendments to agreements and a contract with various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 268]

- i) Agreements:
  - a. No. AG1700112-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$70,000.00 for

the Prevent Premature Fatherhood Program.

- b. No. AG1700113-01 with The MetroHealth System in the amount not-to-exceed \$44,000.00 for the Boot Camp for New Dads Program.

ii) Contract:

- a. No. CE1700349-01 with Towards Employment Incorporated in the amount not-to-exceed \$484,330.00 for the Network 4 Success Fatherhood Program.

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

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

- 15) R2018-0258: A Resolution authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services for emergency food purchases for Cuyahoga County residents for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 271]

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

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

- 16) R2018-0259: A Resolution authorizing an amendment to Contract No. CE1700066-01 with Lutheran Metropolitan Ministry for emergency shelter services for single adults at the Men's Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, for the period 5/1/2017 - 12/31/2019 for additional funds in the amount not-to-exceed \$2,081,638.00; 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 273]

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

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

**e) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION**

- 1) R2018-0234: A Resolution authorizing a sole source contract with Manatron, Inc. in the amount not-to-exceed \$593,589.00 for support and maintenance services for the Manatron Visual Property Tax System and Sigma CAMA Software System for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.[See Page 276]

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

**11. MISCELLANEOUS COMMITTEE REPORTS**

**12. MISCELLANEOUS BUSINESS**

**13. ADJOURNMENT**

NEXT MEETINGS

COMMITTEE OF THE WHOLE/WORK SESSION: THURSDAY, DECEMBER 13, 2018  
10:30 AM / COUNCIL CHAMBERS

SPECIAL MEETING (YEAR-END FISCAL ITEMS ONLY): THURSDAY, DECEMBER 20, 2018  
10:30 AM / COUNCIL CHAMBERS

SWEARING-IN CEREMONY: WEDNESDAY, JANUARY 2, 2019  
1:00 PM / COUNCIL CHAMBERS

ORGANIZATIONAL MEETING: WEDNESDAY, JANUARY 2, 2019  
1:15 PM / COUNCIL CHAMBERS

COMMITTEE OF THE WHOLE MEETING:

TUESDAY, JANUARY 8, 2019  
TBD / COUNCIL CHAMBERS  
[Pending approval of Resolution  
No. R2019-0001]

REGULAR MEETING:

TUESDAY, JANUARY 8, 2019  
5:00 PM / COUNCIL CHAMBERS  
[Pending approval of Resolution  
No. R2019-0001]

*\*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 5<sup>th</sup> 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, NOVEMBER 27, 2018  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
3:00 PM

### 1. CALL TO ORDER

**Council President Brady called the meeting to order at 3:03 p.m.**

### 2. ROLL CALL

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

### 3. PUBLIC COMMENT

**Ms. Loh addressed Council regarding conditions at the women's shelter.**

### 4. ITEM REFERRED TO COMMITTEE / CONFIRMATION HEARING:

- a) R2018-0230: A Resolution confirming the County Executive's appointment of Shane Alex Pellom, upon his taking the oath of office, as Director of the Department of Public Safety and Justice Services; and declaring the necessity that this Resolution become immediately effective.

**Council President Brady made a brief statement regarding the confirmation hearing process.**

**Ms. Brandy Carney, Chief Safety and Protection Officer, made opening remarks and then introduced Mr. Alex Pellom, County Executive Budish's nominee for the position of Director of the Department of Public Safety and Justice Services. Mr. Pellom was then called upon to deliver an opening statement. He provided background into his education, experience and qualifications for the position.**

**Councilmembers asked questions of Mr. Pellom pertaining to his experience and expertise which he answered accordingly.**

**On a motion by Mr. Schron with a second by Mr. Gallagher, Resolution No. R2018-0230 was considered and approved by unanimous roll-call vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**5. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**6. ADJOURNMENT**

**With no further business to discuss, Council President Brady adjourned the meeting at 4:12 p.m., without objection.**



## **MINUTES**

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING  
TUESDAY, NOVEMBER 27, 2018  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
5:00 PM**

**1. CALL TO ORDER**

**Council President Brady called the meeting to order at 5:01 p.m.**

**2. ROLL CALL**

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

**3. PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance was recited.**

**4. SILENT MEDITATION**

**The was no moment of silent meditation.**

**5. PUBLIC COMMENT**

**Mr. William Tarter addressed Council regarding the Fatherhood Initiative.**

**Ms. Loh addressed Council regarding conditions at the women's shelter.**

**The Honorable Richard Dell'Aquila, Mayor of the City of Seven Hills, and The Honorable Randolph Greenwald, Ward 4 Councilman of the City of Seven Hills, addressed Council regarding consideration for inclusion of McCreary Road in the 2019 county/municipality shared road resurfacing program.**



6. APPROVAL OF MINUTES

- a) November 13, 2018 Committee of the Whole Meeting
- b) November 13, 2018 Regular Meeting
- c) November 15, 2018 Committee of the Whole Meeting

**A motion was made by Ms. Brown, seconded by Mr. Schron and approved by unanimous vote to approve the minutes of the November 13, 2018 Committee of the Whole and Regular meetings and the November 15, 2018 Committee of the Whole 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 the Blockland Solutions Conference will be held in Cleveland on December 1-4, 2018 at the Huntington Convention Center.**

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2018-0241: 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. R2018-0241 to the Human Resources, Appointments & Equity Committee.**

- b) 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 Rules 9D and 12A and to place on final passage Resolution No. R2018-0224.**

- 1) R2018-0224: A Resolution approving The MetroHealth System Year 2019 Budget, in accordance with Ohio Revised Code Section 339.06(D), with the understanding that the allocation of County funds to the System has been made through adoption of the 2018/2019 Biennial Operating Budget and Capital Improvements Program for 2019; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Brady on behalf of The MetroHealth System

**Dr. Akram Boutros, President and CEO of The MetroHealth System, addressed Council regarding MetroHealth's 2019 budget.**

**On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2018-0224 was then considered and adopted by unanimous vote.**

- 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. R2018-0225.**

- 1) R2018-0225: A Resolution approving The MetroHealth System's policies and procedures to participate in one or more joint purchasing associations for the purpose of acquiring supplies, equipment and services provided through joint purchasing arrangements in order to achieve beneficial purchasing arrangements for the year 2019, in accordance with Ohio Revised Code Section 339.05; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Tuma on behalf of The MetroHealth System

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

**On a motion by Mr. Schron with a second by Ms. Brown, Resolution No. R2018-0225 was considered and adopted by unanimous vote.**

- d) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2018-0210: A Resolution authorizing a Community Development Fund grant in the amount of \$150,000.00 to Cleveland Cultural Gardens Federation for the benefit of the Centennial Peace Plaza Project, located in Rockefeller Park in the City of Cleveland; authorizing County Council Staff to prepare all documents to effectuate said grant; and authorizing the County Executive to execute all documents consistent with said grant and this Resolution.

Sponsors: Councilmembers Houser and Simon

**On a motion by Mr. Jones with a second by Mr. Brady, Resolution No. R2018-0210 was considered and adopted by majority vote, with Ms. Conwell abstaining from the vote.**

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

- 1) O2018-0012: An Ordinance amending Section 704.01 of the Cuyahoga County Code to reauthorize the designation of the Additional DTAC Fee through 12/31/2019, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Brady, Jones, Simon and Miller

**On a motion by Mr. Miller with a second by Ms. Conwell, Ordinance No. O2018-0012 was considered and adopted by majority vote, with Ms. Stephens recusing herself from the vote.**

#### 10. LEGISLATION INTRODUCED BY EXECUTIVE

- a) CONSIDERATION OF RESOLUTIONS 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 Nos. R2018-0242 and R2018-0243.**

- 1) R2018-0242: 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, to meet the budgetary needs of various County departments, offices and

agencies; and declaring the necessity that this Resolution become immediately effective.

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

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2018-0242 was considered and adopted by unanimous vote.**

- 2) R2018-0243: A Resolution amending Resolution No. R2018-0048 dated 3/27/2018, which authorized an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$2,000,000.00 for the benefit of the Church and State Mixed-use Project, by changing the name of the borrower from Project 29 Partners, LLC to Project 29 Partners, LLC; Michael Panzica; Graham Veysey; and Brent Zimmerman, jointly and severally, and by changing the address of the Project from 2850 Detroit Avenue in the City of Cleveland to 2861 Detroit Avenue in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Development

**On a motion by Mr. Schron with a second by Mr. Miller, Resolution No. R2018-0243 was considered and adopted by unanimous vote.**

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

- 1) R2018-0244: A Resolution authorizing an amendment to a Qualified Management Agreement with Hilton Management LLC relating to management of a Convention Center Hotel to change the scope of services in part to pay for maintenance of the connector tunnel between Hilton Hotel and Huntington Park Garage for the period 5/1/2018 - 5/31/2031 and for additional funds in the amount not-to-exceed \$1,061,000.00; authorizing an addendum to the Qualified Management Agreement to confirm the opening date of the hotel as 6/1/2016; authorizing the County Executive to execute the amendment, addendum 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. R2018-0244 to the Public Works, Procurement & Contracting Committee.**

- 2) R2018-0245: A Resolution authorizing an amendment to Contract No. CE1800242-01 with Whiting-Turner Contracting Company for design-build services for the Maintenance Yard Consolidation Project for additional funds in the amount not-to-exceed \$12,690,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

**Council President Brady referred Resolution No. R2018-0245 to the Public Works, Procurement & Contracting Committee.**

- 3) R2018-0246: A Resolution making an award on RQ43803 to Perk Company, Inc. in the amount not-to-exceed \$4,499,104.25 for resurfacing Cedar Road from South Green Road to Interstate 271 in the Cities of South Euclid, Beachwood, Lyndhurst and University 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.

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

**Council President Brady referred Resolution No. R2018-0246 to the Public Works, Procurement & Contracting Committee.**

- 4) R2018-0247: A Resolution authorizing the County Executive to accept dedication of land for Sweet Gum Trail in Schady Reserve Subdivision (Phase 4), 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 Schady Reserve Subdivision (Phase 4) 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.

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

**Council President Brady referred Resolution No. R2018-0247 to the Public Works, Procurement & Contracting Committee.**

- 5) R2018-0248: A Resolution authorizing a contract with Finch Investment Group, LLC, as purchaser and servicer, in the amount not-to-exceed \$12,000,000.00 for the sale of tax lien certificates; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

**Council President Brady referred Resolution No. R2018-0248 to the Community Development Committee.**

- 6) R2018-0249: A Resolution authorizing an amendment to Contract No. CE1600270-01 with Hylant Group, Inc. for insurance brokerage and risk management services for the period 1/1/2017 - 12/31/2018 to exercise an option to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,447,446.00; 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 Law/Division of Risk Management

**Council President Brady referred Resolution No. R2018-0249 to the Finance & Budgeting Committee.**

- 7) R2018-0250: A Resolution authorizing a Purchase and Sale Agreement with Cuyahoga County Board of Developmental Disabilities in the amount of \$1.00 for the purchase of two

vacant parcels known as Permanent Parcel Nos. 673-27-049 and 673-27-050 located in the City of East Cleveland; authorizing the County Executive to execute the purchase agreement, quitclaim deed and all other documents related to this conveyance and consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Development Disabilities

**Council President Brady referred Resolution No. R2018-0250 to the Public Works, Procurement & Contracting Committee.**

- 8) R2018-0251: A Resolution making an award on RQ43173 to OnSolve Intermediate Holding Company, Inc. in the amount not-to-exceed \$588,000.00 for a Mass Notification System for the period 12/12/2018 - 12/11/2023; 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 Safety and Justice Services

**Council President Brady referred Resolution No. R2018-0251 to the Public Safety & Justice Affairs Committee.**

- 9) R2018-0252: A Resolution authorizing an amendment to Contract No. CE1500307-01 with Mid-West Presort Mailing Services, Inc. for electronic certified mail services for the period 10/1/2015 - 9/30/2018 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,000,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Clerk of Courts

**Council President Brady referred Resolution No. R2018-0252 to the Public Safety & Justice Affairs Committee.**

10) R2018-0253: A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018, to authorize an exemption with regard to Homes for Kids of Ohio, Inc. in accordance with Cuyahoga County Code Section 501.12(B)(10), to add a new provider Homes for Kids of Ohio, Inc. for the period 10/1/2018 - 12/31/2018, to change the scope of services, effective 10/1/2018, and for additional funds in the total amount not-to-exceed \$7,069,870.00; 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) Previously approved providers:

- a. Adelphoi Village, Inc.
- b. Applewood Centers, Inc.
- c. Artis's Tender Love & Care, Inc.
- d. The Bair Foundation
- e. Beech Brook
- f. Bellefaire Jewish Children's Bureau
- g. BHC Belmont Pines Hospital, Inc.
- h. BHC Fox Run Hospital, Inc.
- i. Caring for Kids, Inc.
- j. Carrington Youth Academy LLC
- k. Catholic Charities Corporation
- l. Christian Children's Home of Ohio, Inc.
- m. The Cleveland Christian Home Incorporated
- n. Cornell Abraxas Group, Inc.
- o. Detroit Behavioral Institute, Inc.
- p. The Glen Mills Schools
- q. House of New Hope
- r. In Focus of Cleveland, Inc.
- s. Keystone Richland Center LLC
- t. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- u. Lutheran Metropolitan Ministry
- v. National Youth Advocate Program, Inc.
- w. New Beginnings Residential Treatment Center, LLC
- x. New Directions, Inc.
- y. OhioGuidestone
- z. Ohio Mentor, Inc.



- aa. Pathway Caring for Children
- bb. Pressley Ridge
- cc. Quality Care Residential Homes, Inc.
- dd. Reach Counseling Services
- ee. Rite of Passage, Inc.
- ff. Specialized Alternatives for Families and Youth of Ohio, Inc.
- gg. Tri-State Youth Authority, Inc.
- hh. The Twelve of Ohio, Inc.
- ii. The Village Network
- jj. Gracehaven, Inc.
- kk. Lighthouse Youth Services, Inc.
- ll. RTC Resource Acquisition Corporation
- mm. ENA, Inc. dba Necco Center

ii) New provider:

- a. Homes for Kids of Ohio, Inc.

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

**Council President Brady referred Resolution No. R2018-0253 to the Health, Human Services & Aging Committee.**

- 11) R2018-0254: A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019, to authorize an exemption with regard to Youth for Tomorrow – New Life Center, Inc. and Multi County Juvenile Attention System in accordance with Cuyahoga County Code Section 501.12(B)(10), to add various new providers and for additional funds in the total amount not-to-exceed \$46,200,000.00; 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) Previously approved providers:

- a. Adelphoi Village, Inc.
- b. Applewood Centers, Inc.
- c. Artis’s Tender Love & Care, Inc.
- d. The Bair Foundation

- e. Beech Brook
- f. Bellefaire Jewish Children's Bureau
- g. BHC Belmont Pines Hospital, Inc.
- h. BHC Fox Run Hospital, Inc.
- i. Caring for Kids, Inc.
- j. Carrington Youth Academy LLC
- k. Catholic Charities Corporation
- l. Christian Children's Home of Ohio, Inc.
- m. The Cleveland Christian Home Incorporated
- n. Cornell Abraxas Group, Inc.
- o. Detroit Behavioral Institute, Inc.
- p. The Glen Mills Schools
- q. House of New Hope
- r. In Focus of Cleveland, Inc.
- s. Keystone Richland Center LLC
- t. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- u. Lutheran Metropolitan Ministry
- v. National Youth Advocate Program, Inc.
- w. New Beginnings Residential Treatment Center, LLC
- x. New Directions, Inc.
- y. OhioGuidestone
- z. Ohio Mentor, Inc.
- aa. Pathway Caring for Children
- bb. Pressley Ridge
- cc. Quality Care Residential Homes, Inc.
- dd. Reach Counseling Services
- ee. Rite of Passage, Inc.
- ff. Specialized Alternatives for Families and Youth of Ohio, Inc.
- gg. Tri-State Youth Authority, Inc.
- hh. The Twelve of Ohio, Inc.
- ii. The Village Network
- jj. Gracehaven, Inc.
- kk. Lighthouse Youth Services, Inc.
- ll. RTC Resource Acquisition Corporation
- mm. ENA, Inc. dba Necco Center
- nn. Homes for Kids of Ohio, Inc.

ii) New providers:

- a. Multi County Juvenile Attention System

- b. Youth for Tomorrow – New Life Center, Inc.

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

**Council President Brady referred Resolution No. R2018-0254 to the Health, Human Services & Aging Committee.**

- 12) R2018-0255: A Resolution making awards on RQ42589 to various providers, in the total amount not-to-exceed \$3,500,000.00, for Family Centered Support Services for At-Risk Children and Families for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Applewood Centers, Inc.
- ii) Beech Brook
- iii) Bellefaire Jewish Children’s Bureau
- iv) Catholic Charities Corporation
- v) The Cleveland Christian Home Inc.
- vi) Mental Health Services for Homeless Persons, Inc. dba FrontLine Service
- vii) OhioGuidestone
- viii) Ohio Mentor, Inc.
- ix) Pressley Ridge
- x) Specialized Alternative for Families and Youth of Ohio, Inc.

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

**Council President Brady referred Resolution No. R2018-0255 to the Health, Human Services & Aging Committee.**

- 13) R2018-0256: A Resolution making awards on RQ42490 to various municipalities and providers, in the total amount not-to-exceed \$1,741,596.00, for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) City of Bedford Heights for Transportation services.
- ii) City of Berea for Adult Development and Transportation services.
- iii) City of Euclid for Congregate Meals and Transportation services.
- iv) City of Lakewood for Congregate Meals and Transportation services.
- v) City of Maple Heights for Congregate Meals and Transportation services.
- vi) City of Olmsted Falls for Adult Development services.
- vii) City of Parma Heights for Congregate Meals and Transportation services.
- viii) City of Solon for Adult Development services.
- ix) City of Strongsville for Adult Development and Transportation services.
- x) Catholic Charities Corporation on behalf of Fatima Family Center for Adult Development services.
- xi) Catholic Charities Corporation on behalf of Hispanic Senior Center for Adult Development and Transportation services.
- xii) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center for Adult Development and Transportation services.
- xiii) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center for Adult Development services.
- xiv) Community Partnership on Aging for Congregate Meals and Transportation services.
- xv) The East End Neighborhood House Association for Adult Development, Congregate Meals and Transportation services.
- xvi) Eldercare Services Institute, LLC for Adult Day services.
- xvii) Eliza Bryant Village for Adult Day and Transportation services.
- xviii) The Harvard Community Services Center for Adult Development, Congregate Meals and Transportation services.
- xix) The Mandel Jewish Community Center of Cleveland for Adult Development, Congregate Meals and Transportation services.

- xx) Murtis Taylor Human Services System for Adult Development, Congregate Meals and Transportation services.
- xxi) The Phillis Wheatley Association of Cleveland, Ohio for Congregate Meals services.
- xxii) Rose Centers for Aging Well, LLC for Adult Development, Congregate Meals and Transportation services.
- xxiii) The Salvation Army for Adult Development, Congregate Meals and Transportation services.
- xxiv) Senior Citizen Resources, Inc. for Adult Development, Congregate Meals and Transportation services.
- xxv) University Settlement, Incorporated for Adult Development, Congregate Meals and Transportation services.
- xxvi) West Side Community House for Adult Development, Congregate Meals and Transportation services.

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

**Council President Brady referred Resolution No. R2018-0256 to the Health, Human Services & Aging Committee.**

- 14) R2018-0257: A Resolution authorizing amendments to agreements and a contract with various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Agreements:
  - a. No. AG1700112-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$70,000.00 for the Prevent Premature Fatherhood Program.

- b. No. AG1700113-01 with The MetroHealth System in the amount not-to-exceed \$44,000.00 for the Boot Camp for New Dads Program.

ii) Contract:

- a. No. CE1700349-01 with Towards Employment Incorporated in the amount not-to-exceed \$484,330.00 for the Network 4 Success Fatherhood Program.

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

**Council President Brady referred Resolution No. R2018-0257 to the Health, Human Services & Aging Committee.**

- 15) R2018-0258: A Resolution authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services for emergency food purchases for Cuyahoga County residents for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Brady referred Resolution No. R2018-0258 to the Health, Human Services & Aging Committee.**

- 16) R2018-0259: A Resolution authorizing an amendment to Contract No. CE1700066-01 with Lutheran Metropolitan Ministry for emergency shelter services for single adults at the Men's Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, for the period 5/1/2017 - 12/31/2019 for additional funds in the amount not-to-exceed \$2,081,638.00; 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 Health and Human Services/Division of Community Initiatives/Office of Homeless Services

**Council President Brady referred Resolution No. R2018-0259 to the Health, Human Services & Aging Committee.**

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

- 1) R2018-0234: A Resolution authorizing a sole source contract with Manatron, Inc. in the amount not-to-exceed \$593,589.00 for support and maintenance services for the Manatron Visual Property Tax System and Sigma CAMA Software System for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

Committee Assignment and Chair: Finance & Budgeting – Miller

**Clerk Schmotzer read Resolution No. R2018-0234 into the record.**

**This item will move to the December 11, 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. R2018-0216, R2018-0219, R2018-0220, R2018-0221, R2018-0222, R2018-0223, R2018-0230, R2018-0231, R2018-0232, R2018-0233, R2018-0235, R2018-0237, R2018-0239, R2018-0240 and R2018-0218.**

- 1) R2018-0216: A Resolution authorizing an amendment to an agreement with Five Star Aviation, LLC for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26500 Curtiss-Wright Parkway, Highland Heights, for the period 8/13/1993 - 8/12/2018 to exercise an option to extend the time period to 8/12/2033, to change the terms,

effective 8/13/2018, and for additional revenue in the amount not-to-exceed \$1,034,531.25; 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

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

**On a motion by Mr. Schron with a second by Mr. Tuma, Resolution No. R2018-0216 was considered and adopted by unanimous vote.**

- 2) R2018-0219: A Resolution authorizing an amendment to Contract No. CE1600077-01 with Youth Opportunities Unlimited for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 - 12/31/2018 to extend the time period to 3/31/2019, to change the scope of services, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$1,293,827.00; 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.

Sponsors: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

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

**On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2018-0219 was considered and adopted by unanimous vote.**

- 3) R2018-0220: A Resolution authorizing an amendment to Contract No. CE1600093-01 with Catholic Charities Corporation for pre-employment screening services for Ohio Works First applicants for the period 7/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$522,274.00; 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.



Sponsors: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

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

**On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2018-0220 was considered and adopted by unanimous vote.**

4) R2018-0221: A Resolution authorizing an amendment to a Master Contract, which includes Nos. CE1700245-01 - CE1700265-01, with various providers for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2018 - 12/31/2018 to exercise an option to extend the time period to 12/31/2019 and for additional funds in the total amount not-to-exceed \$2,860,766.00; 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) A-1 Health Care, Inc.
- ii) ABC International Services, Inc.
- iii) Buckeye Homecare Services, Inc.
- iv) Casleo Corporation
- v) Critical Signal Technologies, Inc.
- vi) Family & Community Services, Inc.
- vii) First Choice Medical Staffing, Inc.
- viii) Geocare Inc.
- ix) Home Care Relief Inc.
- x) Priority Home Health Care, Inc.
- xi) Renaissance Home Health Care
- xii) Rose Centers for Aging Well, LLC
- xiii) RX Home Healthcare Inc.
- xiv) Senior Transportation Connection
- xv) Solutions Premier Training Services
- xvi) The Benjamin Rose Institute
- xvii) TOBI Transportation LLC
- xviii) Transport Assistance, Inc.
- xix) U First Homecare Services, Inc.
- xx) Visiting Nurse Association Healthcare Partners of Ohio
- xxi) Xcel Healthcare Providers Inc.

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

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

**On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2018-0221 was considered and adopted by unanimous vote.**

- 5) R2018-0222: A Resolution authorizing an amendment to Contract No. CE1700229-01 with Mental Health Services for Homeless Persons, Inc. dba FrontLine Service for coordinated intake and assessment services for homeless individuals and families for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$600,000.00; 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.

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

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

**On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2018-0222 was considered and adopted by unanimous vote.**

- 6) R2018-0223: A Resolution authorizing an amendment to Contract No. CE1700230-01 with Emerald Development and Economic Network, Inc. for the Rapid Re-housing Program for homeless individuals and families for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,677,615.00; 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.

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

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

**On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2018-0223 was considered and adopted by unanimous vote.**

- 7) R2018-0230: A Resolution confirming the County Executive’s appointment of Shane Alex Pellom, upon his taking the oath of office, as Director of the Department of Public Safety and Justice Services; and declaring the necessity that this Resolution become immediately effective. [Pending Committee Recommendation]

Sponsor: County Executive Budish

Committee Assignment and Chair: Committee of the Whole – Brady

**On a motion by Mr. Schron with a second by Mr. Brady, Resolution No. R2018-0230 was considered and adopted by unanimous vote.**

- 8) R2018-0231: A Resolution authorizing an amendment to an agreement with CGF Realty LLC (formerly BSREP II Multifamily LLC) for lease of land and a facility located at 1 AEC Parkway, Richmond Heights, for the period 10/16/1990 - 10/15/2025 to extend the time period to 10/15/2068, to change the terms, effective 11/16/2018, and for additional revenue in the amount not-to-exceed \$967,903.87; 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

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

**On a motion by Mr. Tuma with a second by Mr. Brady, Resolution No. R2018-0231 was considered and adopted by unanimous vote.**

- 9) R2018-0232: A Resolution authorizing an amendment to an agreement with Progressive Casualty Insurance Company for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26340 Curtiss-Wright Parkway,

Richmond Heights, for the period 10/1/2006 - 9/30/2011 to exercise options to extend the time period to 9/30/2021 and for additional revenue in the amount not-to-exceed \$960,574.40; 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

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

**On a motion by Mr. Tuma with a second by Mr. Brady, Resolution No. R2018-0232 was considered and adopted by unanimous vote.**

- 10) R2018-0233: A Resolution authorizing a First Amendment to Contract No. CE1300539-02 with Sparky Plaza, LLC (formerly Cherandon Plaza, LLC) for lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2013 - 11/30/2018 to exercise an option to extend the time period to 11/30/2023 and for additional funds in the amount not-to-exceed \$414,800.40; 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 on behalf of Fiscal Officer

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

**On a motion by Mr. Tuma with a second by Mr. Schron, Resolution No. R2018-0233 was considered and adopted by unanimous vote.**

- 11) R2018-0235: A Resolution authorizing amendments to various contracts in connection with a master services agreement with KeyBank National Association for various program services for the period 5/1/2014 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and

declaring the necessity that this Resolution become immediately effective:

- i) Nos. CE1400155-01 and CE1400156-01 in the total amount not-to-exceed \$250,000.00 for Corporate Credit Card Program services for duty-related travel.
- ii) Nos. CE1400157-01 and CE1500263-01 in the total amount not-to-exceed \$129,300.00 for Procurement Card Program services.
- iii) No. CE1500283-01 in the amount not-to-exceed \$230,000.00 for Commercial Fleet Card Program services.

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

Committee Assignment and Chair: Finance & Budgeting – Miller

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2018-0235 was considered and adopted by unanimous vote.**

- 12) R2018-0237: A Resolution authorizing amendments to contracts with various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
- i) No. CE1700341-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$100,000.00 for the Rising Above Program.
  - ii) No. CE1700342-01 with The Children’s Museum of Cleveland in the amount not-to-exceed \$30,000.00 for the Dad’s Count Program.
  - iii) No. CE1700343-01 with The Center for Families and Children in the amount not-to-exceed

\$83,000.00 for the Families and Fathers Together Program.

- iv) No. CE1700344-01 with JDC Advertising in the amount not-to-exceed \$70,000.00 for a Public Awareness Campaign.
- v) No. CE1700345-01 with Domestic Violence & Child Advocacy Center in the not-to-exceed \$123,000.00 for the Supervised Visitation Program.
- vi) No. CE1700346-01 with University Settlement, Incorporated in the amount not-to-exceed \$52,000.00 for the Healthy Fathering Program.
- vii) No. CE1700347-01 with Murtis Taylor Human Services System in the amount not-to-exceed \$60,000.00 for the Strong Fathers Program.
- viii) No. CE1700348-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$100,000.00 for the Jobs for Dads Program.

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

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

**On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2018-0237 was considered and adopted by unanimous vote.**

- 13) R2018-0239: A Resolution authorizing an amendment to Contract No. CE1700281-01 with Mental Health Services for Homeless Persons, Inc. dba FrontLine Service for temporary housing for single adults and youth for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,422,993.00; 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 Health and Human Services/Division of Community Initiatives/Office of Homeless Services

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

**On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2018-0239 was considered and adopted by unanimous vote.**

- 14) R2018-0240: A Resolution authorizing an amendment to Contract No. CE1800167-01 with Young Women’s Christian Association of Greater Cleveland, Ohio (YWCA) 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 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$2,850,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

**On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2018-0240 was considered and adopted by unanimous vote.**

e) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2018-0218: A Resolution authorizing amendments to an agreement and contracts with various providers for various programs and services for youth in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2016 - 6/30/2019 for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Agreement:
  - a. No. AG1600217-01 with Cuyahoga Community College District for In-School and Out-of-School Youth Programs in the amount not-to-exceed \$488,708.00.
  
- ii) Contracts:
  - a. No. CE1600287-01 with Linking Employment Abilities and Potential for the In-School Youth Program in the amount not-to-exceed \$75,000.00.
  
  - b. No. CE1600290-01 with Youth Opportunities Unlimited for the Youth Resource Center in the amount not-to-exceed \$340,000.00.
  
  - c. No. CE1600289-01 with Towards Employment, Inc. for the Out-of-School Youth Program, Youth Resource Center and Social Program Administrator support in the amount not-to-exceed \$876,241.00.

Sponsors: County Executive Budish/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Councilmember Houser

**On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2018-0218 was considered and adopted by unanimous vote.**

11. MISCELLANEOUS COMMITTEE REPORTS

**Mr. Jones reported that the Community Development Committee will meet on Monday, December 3, 2018 at 10:00 a.m.**

**Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, December 4, 2018 at 10:00 a.m.**

**Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, December 4, 2018 at 1:00 p.m.**



**Mr. Miller reported that the Finance & Budgeting Committee will meet on Wednesday, December 5, 2018 at 9:30 a.m.**

**Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, December 5, 2018 at 10:00 a.m.**

**Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, December 5, 2018 at 1:00 p.m.**

**Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, December 5, 2018 at 3:00 p.m.**

**12. MISCELLANEOUS BUSINESS**

**Council President Brady welcomed newly-elected Councilmember Cheryl Stephens to the Cuyahoga County Council.**

**13. ADJOURNMENT**

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0260

Sponsored by: <b>Council President Brady/Clerk of Council</b>	<b>A Resolution</b> approving the expiration and retention of pending legislation in accordance with County Council Rule 11F, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, County Council Rule 11F(1) requires that, prior to the end of each year in which a General Election for Members of Council takes place, the Council shall consider a Resolution, providing that legislation introduced prior to July 1 of that year and not adopted shall expire, such Resolution to be used to decide which items of legislation set to expire shall expire; and

WHEREAS, at least two weeks prior to the consideration of that Resolution, the Clerk of Council is to provide each Member a list of legislation sponsored by that Member that is set to expire, thereby allowing the Member to request retention of the legislation for further consideration; and

WHEREAS, the Clerk of Council provided each Councilmember a list of legislation sponsored by that Councilmember that is set to expire; and

WHEREAS, Councilmembers notified the Clerk of Council requesting to retain certain legislation that is set to expire; and

WHEREAS, it is necessary that this Resolution become immediately effective in order to provide for the usual, daily operation of the County Council.

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

**SECTION 1.** That the County Council hereby approves expiration of the following pending legislation:

- a) R2017-0073: A Resolution urging State Legislators to take immediate action as part of the Biennial Budget process to protect counties and transit authorities against the Loss of Medicaid Managed Care Organization Sales Tax Revenue, and declaring the necessity that this Resolution become immediately effective.
- b) R2018-0179: A Resolution confirming the County Executive's appointment of Fred M. DeGrandis to serve on The MetroHealth System Board of

Trustees for an unexpired term ending 2/18/2021, and declaring the necessity that this Resolution become immediately effective.

- c) O2014-0036: An Ordinance amending Section 804.01 of the Cuyahoga County Code by adding a new Section 804.01(D) to establish a post-secondary, small business internship component to the Educational Assistance Program and renumbering subsequent sections.
- d) O2015-0017: An Ordinance amending Chapter 709 of the Cuyahoga County Code to establish a competitive review process for the award of Casino Revenue Fund loans; enacting Section 207.05 creating the Casino Revenue Development Committee; and declaring the necessity that this Ordinance become immediately effective.
- e) O2016-0001: An Ordinance amending Chapters 802 and 709 of the Cuyahoga County Code regarding the Casino Revenue Fund and Job Creation Fund for consistency with the 2016/2017 Biennial Operating Budget and Capital Improvements Program; and declaring the necessity that this Ordinance become immediately effective.
- f) O2017-0002: An Ordinance amending Section 501.15 of the Cuyahoga County Code to require entities contracting with the County to provide preschool, daycare, or out-of-school time services for children to prohibit firearms in facilities used for such services; and declaring the necessity that this Ordinance become immediately effective.
- g) O2017-0005: An Ordinance amending Section 303.05 of the Cuyahoga County Code to establish the process for promotional appointments.
- h) O2017-0007: An Ordinance amending Section 302.01 of the Cuyahoga County Code and amending the Cuyahoga County Human Resources Personnel Policies and Procedures Manual to repeal Paragraph 1.03, "Disclaimer/ Reservation of Rights"; and declaring the necessity that this Ordinance become immediately effective.

**SECTION 2.** That the County Council hereby approves retention of the following pending legislation:

- a) R2018-0007: A Resolution making an award on RQ40411 to Project Management Consultants LLC in the amount not-to-exceed \$800,000.00 for owner's representative services in connection with the Justice Center Complex Project for the period 2/1/2018 - 1/31/2020; 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.

- b) O2017-0006: An Ordinance enacting Chapter 721 of the Cuyahoga County Code to authorize a Carryout Bag Fee for Environmental Remediation.
- c) O2017-0008: An Ordinance amending Section 202.12 of the Cuyahoga County Code to modify the divisions and sections of the Department of Public Safety and Justice Services, and declaring the necessity that this Ordinance become immediately effective.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_
  
Date

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

\_\_\_\_\_
  
Date

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0261

Sponsored by: <b>Council President Brady/Clerk of Council and Director of Law</b>	<b>A Resolution</b> approving the Charter of County of Cuyahoga, Ohio, as amended through 11/6/2018; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Section 12.10 of the Cuyahoga County Charter, proposed Charter amendments were submitted to the electors of the County of Cuyahoga on November 6, 2018; and,

WHEREAS, on November 27, 2018, the Board of Elections of Cuyahoga County issued the official Certificates of Result of Election on Question or Issue, in which the proposed Charter amendments were approved based on the votes of the electors of the County; and,

WHEREAS, pursuant to the County Charter, Section 12.11, “Following any election at which any amendment to this Charter is adopted, the Clerk of Council, with the approval of the Council and the Director of Law, may prior to any reprinting of this Charter, make such changes therein, including the numbers, titles and arrangement of articles and sections hereof, as may be necessary or desirable to maintain or assure the logical and consistent ordering thereof, but no such change shall in any way affect the substance or meaning of this Charter or any part thereof or amendment thereto. The Clerk of Council may, at any time, with the approval of the Council, correct typographical errors appearing in this Charter, but no such change shall in any way affect the substance or meaning of this Charter or any part thereof or amendment thereto;” and,

WHEREAS, the Clerk of Council of the County of Cuyahoga certified the incorporation of amendments approved by the electors; and,

WHEREAS, the Director of Law approved the amendments as incorporated by the Clerk of Council; and,

WHEREAS, Exhibit A constitutes the Cuyahoga County Charter with the amendments as approved by the electors; and,

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

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

**SECTION 1.** That the Cuyahoga County Council approves the attached Exhibit A as the official Cuyahoga County Charter as amended through November 6, 2018.

**SECTION 2.** That the Clerk of Council be, and she is, hereby instructed to transmit a copy of this Resolution with the attached Exhibit A to the Board of Elections of Cuyahoga County and the Ohio Secretary of State.

**SECTION 3.** That the Clerk of Council is hereby directed to reprint the herein approved Cuyahoga County Charter as amended through November 6, 2018 and to publish it on the County's website.

**SECTION 4.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County entities. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Council President.

**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

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

\_\_\_\_\_  
Date

Journal CC032  
December 11, 2018



# CHARTER OF COUNTY OF CUYAHOGA, OHIO

APPROVED BY THE ELECTORS  
ON NOVEMBER 3, 2009 AND  
EFFECTIVE JANUARY 1, 2010

AS AMENDED THROUGH  
NOVEMBER 6, 2018

# CHARTER OF CUYAHOGA COUNTY

We, the people of Cuyahoga County, Ohio, desire a reformed County Government to significantly improve the County's economic competitiveness. With it, the taxpayers of Cuyahoga County can have: (1) focused, effective and accountable leadership; (2) job creation and economic growth as a fundamental government purpose, thereby helping the County do a better job of creating and retaining jobs and ensuring necessary and essential health and human services; (3) collaborative leadership with Cleveland, suburbs and others within the public and private sectors; (4) an improved focus on equity for all our communities and citizens; (5) long-term regional and global competitiveness; and (6) significant taxpayer savings by streamlining and eliminating unnecessary elected offices.

Desiring to secure for ourselves and for our successors the benefits of self-determination as to local matters that are afforded by the assumption of home rule powers for this County and the establishment of a county government that provides for the separation of administrative and legislative powers and for a more representative and accountable form of governance for this County, We, the people, adopt this Charter of Cuyahoga County.



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## **ARTICLE I--CORPORATE POWERS, RIGHTS AND PRIVILEGES**

### **SECTION 1.01 NAME, BOUNDARIES AND POWERS.**

The County of Cuyahoga, as its limits now are, or hereafter may be, shall be a body politic and corporate by the name of County of Cuyahoga with all the rights granted by this Charter and by general law.

The County is responsible within its boundaries for the exercise of all powers vested in and the performance of all duties imposed upon counties and county officers by law. In addition, the County may exercise all powers specifically conferred by this Charter or incidental to powers specifically conferred by this Charter and all other powers that the Constitution and laws of Ohio now or hereafter grant to counties to exercise or do not prohibit counties from exercising, including the concurrent exercise by the County of all or any powers vested in municipalities by the Ohio Constitution or by general law.

All such powers shall be exercised and enforced in the manner prescribed by this Charter, or, when not prescribed herein, in such manner as may be provided by ordinance or resolution of the Council. When not prescribed by the Charter or amendments hereto or by ordinance or resolution, such powers shall be exercised in the manner prescribed by general law.

[Effective January 1, 2010]

### **SECTION 1.02 POWERS LIMITED.**

This Charter does not empower the County to exercise exclusively any municipal powers nor to provide for the succession by the County to any property or obligation of any municipality or township without the consent of the legislative authority of such municipality or township. In case of conflict between the exercise of powers granted by this Charter and the exercise of powers by municipalities or townships granted by the Constitution or general law, the exercise of powers by the municipality or township shall prevail. The County shall have power to levy only those taxes that counties are by general law authorized to levy.

[Effective January 1, 2010]

### **SECTION 1.03 CONSTRUCTION.**

The powers of the County under this Charter shall be construed liberally in favor of the County, and the specific mention of particular powers in this Charter shall

not be construed as limiting in any way the general powers granted under this Charter. The rules for statutory construction contained in the Ohio Revised Code shall govern the interpretation of the provisions of this Charter.

[Effective January 1, 2010]

## **ARTICLE II--ELECTED COUNTY EXECUTIVE**

### **SECTION 2.01 COUNTY EXECUTIVE.**

The County Executive shall be the chief executive officer of the County. The County Executive shall first be elected at the 2010 general election and shall hold office for a term of four years commencing on the first day of January 2011. Any candidate for election as County Executive shall have been an elector of the County for at least two years immediately prior to filing of the declaration of candidacy, shall be nominated and elected in the manner provided for county officers by general law and this Charter and during the entire term of office shall remain an elector of the County. The County Executive shall not, except as authorized by the Council, hold or accept other employment or public office.

[Effective January 1, 2010; Article II, Section 2.01 amended by the electors on November 4, 2014]

### **SECTION 2.02 COMPENSATION.**

The initial salary of the County Executive shall be one hundred seventy-five thousand dollars per year. The salary may be changed by ordinance at any time before a primary election for the office of County Executive, but no change shall be effective until the commencement of the ensuing term.

[Effective January 1, 2010]

### **SECTION 2.03 POWERS AND DUTIES.**

The County Executive shall have all the powers and duties of an administrative nature under this Charter and such powers and duties of an administrative nature, except as otherwise provided herein, as are vested in or imposed upon boards of county commissioners by general law. Such powers and duties include, but are not limited to, the following:

(1) To appoint, suspend, discipline and remove all County personnel, including those appointive officers provided for in Article V hereof and except those who, as provided by general law, are under the jurisdiction of officers, boards, agencies, commissions and authorities of the County other than the board of county commissioners, and except those who are appointed by the Council pursuant to Section 3.09(1) of this Charter or by the Prosecuting Attorney.

(2) To appoint, subject to the confirmation by the Council, and remove County directors and officers and members of boards, agencies, commissions and authorities as are or may hereafter be created by or pursuant to this Charter, and such officers and members of boards, agencies, commissions and authorities as are provided by general law to be appointed by boards of county commissioners. If the Council shall fail to act on the question of such an appointment by the County Executive within sixty days of the date that the County Executive submits such appointment to the Council for its consideration, that appointment shall be deemed confirmed without further action by the Council. The County Executive and the Council shall use good faith efforts to reflect the diversity of the people of the County in appointing such officers and members.

The County Executive may appoint interim officers to serve as any departmental director, as Inspector General, or in any position outlined in Article V of this Charter without confirmation by the Council for a period not to exceed 120 days. An interim appointment may continue beyond 120 days by extension or reappointment or another person may be successively appointed to the same position on an interim basis only if confirmed by the Council prior to the expiration of the initial interim appointment.

(3) To advocate for the interests of the County with other levels of government and to advocate for and promote cooperation and collaboration with other political subdivisions.

(4) To approve or veto any ordinance or resolution as provided in Section 3.10 of this Charter.

(5) To serve, in person or by his or her delegate, as a member of the County Budget Commission and of the County Board of Revision.

(6) To execute contracts, conveyances and evidences of indebtedness on behalf of the County.

(7) To attend meetings of the Council and take part in the discussion of all matters before the Council.

(8) To introduce ordinances and resolutions for consideration by the Council and otherwise to make recommendations for actions to be taken by the County.

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

- (a) A statement of estimated revenues from all sources, including fund balances from the preceding biennium;
- (b) A statement of proposed expenditures, shown by department, office, agency, authority, board and commission, and by activity, character and object;
- (c) A schedule of estimated revenues and proposed expenditures for each County department, office, agency, authority, board and commission, on a monthly basis; and
- (d) A summary of the contents of the proposed operating budget.

(10) To submit to the Council prior to the beginning of each biennium a capital improvements program, which shall contain at least the following:

- (a) The capital improvements scheduled for, or proposed to be undertaken within that biennium, along with the estimated cost of each improvement and the proposed or established method of financing;
- (b) A summary of the detailed contents of the program for the current biennium; and
- (c) The capital improvements projected for the five years next succeeding the current biennium.

(11) To submit a written message to the Council accompanying the proposed operating budget and capital improvements program explaining the budget both in fiscal terms and in terms of work to be done, outlining the proposed financial policies of the County for the current biennium and describing the important features of the budget. The message shall include any proposals for major changes in financial policies and in expenditures, appropriations and revenues as compared

with the preceding biennium and the reasons for such proposals, and an itemization and explanation of each proposed capital improvement.

(12) To conduct collective bargaining with any recognized employee bargaining unit, administer uniform personnel procedures for all County employees, and to provide quarterly reports to the Personnel Review Commission regarding the County's collective bargaining strategies and approved contracts.

(13) To submit to the Council annually a five-year financial forecast for the general operating funds of the County.

(14) To employ and supervise such number of deputies, assistants and employees as shall be reasonably necessary to assist the County Executive in carrying out the duties of the office.

[Effective January 1, 2010; Article II, Sections 2.03(9), (10) and (11) amended by the electors on November 6, 2012; Article II, Sections 2.03(2) and (12) amended by the electors on November 5, 2013]

#### **SECTION 2.04 VACANCY.**

In the event the office of the County Executive becomes vacant by reason of death, resignation, removal from office, failure to remain an elector of the County or for any other reason, the President of Council shall succeed to the office of County Executive on an interim basis. If a vacancy occurs in the first or second year of a four-year term, the interim succession shall be for a period until the next countywide general election, at which time the position shall be filled for the remainder of the principal term. If a vacancy occurs in the third or fourth year of a four-year term, the interim succession shall extend until the next countywide general election, at which time the position shall be filled for the next four-year term. The interim succession of the President of Council to the office of County Executive as provided herein shall create a vacancy in the membership of County Council and in the position of President of Council. Upon the occurrence of a vacancy in the position of President of Council, the Vice-President of Council shall assume the position of President, and the Council shall elect a member to serve as Vice-President. The Council seat vacated by the former Council president shall be filled in the manner described herein.

[Effective January 1, 2010]

**SECTION 2.05 INVESTIGATIONS BY COUNTY EXECUTIVE.**

The County Executive may, at any time and without notice, cause the administrative affairs or the official acts and conduct of any official or employee of any County office, department or agency over which the Executive has authority to be examined. The County Executive, or any person appointed by the Executive to conduct such an examination, shall have the same power to take testimony, administer oaths and compel the attendance of witnesses and the production of papers, books and evidence and refer witnesses to the Prosecuting Attorney to be punished for contempt as is conferred upon Council by this Charter. Subpoenas may not be issued pursuant to this section except by resolution adopted by a two-thirds vote of Council.

[Effective January 1, 2010]

**ARTICLE III--THE COUNCIL**

**SECTION 3.01 ELECTION.**

The Council shall be the legislative authority and taxing authority of the County and a co-equal branch of the County government with the executive branch. It shall consist of eleven members, who shall be nominated and elected as provided in this Charter and in the manner provided by general law for county officers. During their terms in office, Council members shall remain electors of the County and shall not hold or accept any other County office or be employed by the County and shall serve in a part-time capacity.

[Effective January 1, 2010]

**SECTION 3.02 TERM OF OFFICE.**

At the general election in 2010, the members of the Council shall be elected, one member from each of the eleven districts, six of such members for four-year terms and five of such members for two-year terms. Beginning with the 2012 general election, the term for each member of Council shall be four years. The term of office for all Council members shall begin on January 1 next following their election.

[Effective January 1, 2010]

### **SECTION 3.03 RESIDENCY REQUIREMENT.**

A Council candidate shall have been an elector of the County for at least two years immediately prior to filing of a declaration of candidacy or appointment to fill a vacancy and shall also have been a resident of the district he or she wishes to serve for at least thirty days immediately prior to filing of candidacy or appointment to fill a vacancy. Once elected or appointed, Council members shall reside within their respective districts during the tenure of their terms; however, a Council member shall not be disqualified from serving the full term to which the member has been elected due to redistricting.

[Effective January 1, 2010; Article III, Section 3.03 amended by the electors on November 4, 2014]

### **SECTION 3.04 COUNCIL DISTRICTS.**

(1) **Initial Districts.** The eleven districts from which the members of the Council shall be elected at the November 2, 2010 general election are described in detail in Appendix A, which is attached to this Charter and made a part hereof.

(2) **Redistricting.** Immediately following each decennial Federal census commencing with the census of 2010, the Council shall appoint five electors of the County, not more than three of whom shall be members of the same political party and none of whom shall hold public office or be an officer of a political party, who shall constitute a Council Districting Commission. The Commission shall, not later than one hundred twenty days following its appointment, prepare and certify to the Board of Elections of Cuyahoga County a detailed apportionment of the Council districts in accordance with the principles provided for in this section. The County Executive shall provide for the Commission such facilities and assistance as shall be required for the Commission to carry out its duties as provided for herein. That apportionment shall be completed by the same date as the apportionment for the Ohio General Assembly and shall be effective for the first regular County election thereafter.

(3) **Principles for Establishing District Boundaries.** All districts shall be of substantially equal population, compact and composed of contiguous territory and formed by combining existing areas of governmental units, giving preference, in the order named, to townships, municipalities and city wards and precincts. Precincts shall not be divided for the purpose of creating Council districts. To the degree allowable by federal and state law, consideration will be given to district boundaries that broaden the opportunities for historically under-represented and



minority communities to elect representatives to the Council. The Council may establish additional criteria for the Council Districting Commission to use for the purpose of drawing district boundaries, in order to achieve a government that is effective, efficient, and at the same time, accountable, responsive, and fairly representative, as long as such criteria do not conflict with the Constitution of the United States of America, the Constitution of the State of Ohio and applicable federal or state law.

[Effective January 1, 2010]

**SECTION 3.05 COUNCIL VACANCIES.**

When a vacancy occurs in a Council position, precinct committee members of the same political party and from the same district as the vacating member shall choose a replacement within thirty days of the occurrence of the vacancy. If the precinct committee members fail to make the appointment in the allotted time, the Council shall have thirty days to make the appointment. If the Council fails to make the appointment, the County Executive shall make the appointment.

[Effective January 1, 2010]

**SECTION 3.06 COUNCIL VACANCIES; NO PARTY AFFILIATION.**

When a vacancy occurs in a Council position and the person vacating the position was not a member of a political party with precinct committee members, the Council shall choose a replacement within thirty days of the occurrence of the vacancy. If Council fails to appoint a replacement within thirty days, the County Executive shall make the appointment.

[Effective January 1, 2010]

**SECTION 3.07 VACANCIES; LENGTH OF APPOINTMENT.**

If a vacancy occurs in the first or second year of a four-year term, the interim appointment shall be for a period until the next countywide general election, at which time the position shall be filled for the remainder of the unexpired term. If a vacancy occurs in the third or fourth year of a four-year term, the interim appointment shall extend until the next countywide general election, at which time the position shall be filled for the next four-year term.

[Effective January 1, 2010]

### **SECTION 3.08 COMPENSATION.**

The initial salary of each Council member shall be forty-five thousand dollars per year. The initial salary of the President of Council shall be fifty-five thousand dollars per year. Those salaries may be changed by ordinance at any time before a primary election for members of the Council, but no change shall be effective until the commencement of the ensuing term. Council members shall be entitled to reimbursement for reasonable and necessary expenses incurred by them in the exercise of their duties.

No former member of Council shall hold any compensated appointive office or employment with the County until one year after the expiration of the term for which the member was elected.

[Effective January 1, 2010]

### **SECTION 3.09 POWERS AND DUTIES OF THE COUNCIL.**

The legislative power of the County, including the power to introduce, enact and amend ordinances and resolutions relating to all matters within the legislative power of the County, is vested in the Council. All powers of the Council shall be exercised by ordinance or resolution and shall include, but not be limited to, the following:

- (1) To appoint and provide for the compensation and duties of the Clerk of Council and such other assistants for the Council as a whole as the Council determines to be necessary for the efficient performance of its duties.
- (2) To establish departments, and divisions and sections within departments, under the supervision of the County Executive, and such boards, agencies, commissions, and authorities, in addition to or as part of those provided for in this Charter, as the Council determines to be necessary for the efficient administration of the County.
- (3) To establish procedures under which the County Executive may employ experts and consultants in connection with the administration of the affairs of the County.
- (4) To establish procedures governing the making of County contracts and the purchasing of County supplies and equipment pursuant to competitive bidding.

(5) To adopt and amend the County's annual tax budget, biennial operating budget and biennial capital improvements program and to make appropriations for the County. Council shall determine by ordinance the beginning and end dates of the biennium.

(6) To determine which officers and employees shall give bond and to fix the amount and form thereof.

(7) To provide for the acquisition, construction, maintenance, administration, rental, and leasing of property, including buildings and other public improvements.

(8) To cooperate or join by contract with any municipality, county, state or political subdivision or agency thereof, for the planning, development, construction, acquisition or operation of any public improvement or facility, or for providing a common service, and to provide the terms upon which the County shall perform any of the services and functions of any other county or any municipality or other political subdivision. In furtherance of such intergovernmental cooperation, the Council may provide for grants or loans to other political subdivisions and public agencies.

(9) To provide for the procedure for making public improvements and levying assessments for such improvements.

(10) To require, as necessary, the attendance of any County employee or officer at Council meetings to provide information as may be requested. Except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the County Executive. Neither the Council, nor any member thereof, shall give orders to any of the subordinates of the County Executive either in public or in private.

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

(12) To establish by ordinance a code of ethics, which shall be in addition to, and not inconsistent with, general law on the subject, which shall guide and inform County officers and employees in the performance of their official duties in a manner that will represent high standards of professionalism and loyalty to the residents of the County and that will avoid conflicts of interest, self-dealing and other violations of the public trust.

No public money of, or under the control of, the County, from whatever source derived, shall be subject to appropriation, application or distribution at the order or direction of any individual member of the Council.

[Effective January 1, 2010; Article III, Section 3.09(5) amended by the electors on November 6, 2012]

### **SECTION 3.10 ORGANIZATION, RULES AND PROCEDURES.**

(1) **Council Officers.** On the first business day of each year following a regular election for members of the Council, the Council shall meet for the purpose of organization and shall elect one of its members as President and one other member as Vice-President each to serve until the election of their successors at the next succeeding organizational meeting. The President shall preside at all meetings of the Council. The Vice President shall preside in case of the absence or disability of the President. The presiding officer shall be entitled to vote on all matters.

(2) **Rules and Records.** The Council shall determine its own rules and order of business. The Clerk of Council shall keep and make available for public inspection at all reasonable times a record of proceedings of the Council in which the vote of each member voting on an ordinance or resolution shall be recorded.

(3) **Written Resolutions and Ordinances.** All legislative action of a general and permanent nature shall be by resolution or ordinance introduced in written or printed form. Each resolution and ordinance shall contain no more than one subject, and that subject shall be clearly expressed in its title.

(4) **Required Readings.** No ordinance or resolution shall be passed or adopted until it has been read, either in full or by title alone, at three different regular Council meetings. The requirement of three readings may be dispensed with by a vote of at least seven members of the Council.

**(5) Adoption by Council.** No action of the Council shall be valid or binding unless adopted by an affirmative vote of at least a majority of the members of the Council. Each adopted ordinance or resolution shall be signed by the presiding officer and promptly presented by the Clerk of Council to the County Executive for approval or disapproval. Notwithstanding the foregoing, the following actions shall be finally approved or disapproved upon action by Council, without presentation to the County Executive for approval or disapproval:

- (a) Adoption or amendment of the rules and order of business of the Council;
- (b) Adoption of the schedule of Council meetings, creation of committees, and other actions relating to the internal operations of the Council;
- (c) Adopting an organizational structure for the Council office, consistent with the County's operating budget;
- (d) Hiring and setting compensation for employees of the Council office, consistent with the County's operating budget;
- (e) Approval of contracts or amendments to contracts not to exceed \$100,000 for services for the Council office, consistent with the County's operating budget;
- (f) Confirmation of appointments recommended by the County Executive;
- (g) Making of appointments designated in this Charter to be made by Council;
- (h) Adoption of resolutions to require the attendance of any County employee or officer at Council meetings;
- (i) Adoption of resolutions to compel the attendance of witnesses, issue subpoenas, or refer matters to the Prosecuting Attorney in accordance with Article III, Section 3.12; and
- (j) Submission of proposed amendments to this Charter to the electors of Cuyahoga County.

**(6) Approval or Disapproval by County Executive.** The County Executive may approve or disapprove the whole or any item of an ordinance or resolution appropriating money, but otherwise the approval or disapproval shall be addressed to the entire ordinance or resolution. If the County Executive approves a measure approved by Council and presented to him or her by the Clerk of Council, the resolution or ordinance shall be signed by the County Executive and returned to the Clerk of Council within ten days after its passage or adoption. If the County Executive does not approve a measure so presented, the County Executive shall return the measure to the Council with his or her written objections within said ten days. Such written objections shall be entered in full in the record of proceedings of the Council. If the County Executive does not return a measure

approved by Council and presented to him or her by the Clerk of Council within said ten-day period following its adoption, the measure shall take effect in the same manner as if the County Executive had signed it.

(7) **Reconsideration.** When the County Executive has disapproved an ordinance or resolution, or a part or item thereof, as herein provided, the Council may, not later than its second regular meeting following such disapproval, proceed to reconsider the disapproved measure. If, upon reconsideration, the measure is approved by at least eight members of Council, it shall then take effect as if it had received the approval of the County Executive.

(8) **Effective Dates of Legislation.** Each ordinance or resolution shall take effect in the manner and at the time provided by general law for ordinances or resolutions of cities. Unless a later time is specified therein, each measure designated to become immediately effective shall take effect upon signature by the County Executive, upon the expiration of the time during which it may be disapproved, or upon its passage after disapproval by the County Executive, as the case may be. Each measure designated to become immediately effective shall contain a statement of the necessity for such action and shall require the affirmative vote of at least eight members of the Council for enactment.

(9) **Publication of Ordinances and Resolutions.** Council shall provide by rule for the procedure for giving notice of the adoption by the Council of ordinances and resolutions of a general and permanent nature. Such method or methods for giving notice shall be such as to enable any interested resident of the County to have prompt access to the text of such legislation.

[Effective January 1, 2010; Article III, Section 3.10(5) amended by the electors on November 5, 2013]

### **SECTION 3.11 INITIATIVE AND REFERENDUM.**

The right of initiative and referendum is reserved to the people of the County on all matters that the County may now or hereafter be authorized to control by legislative action, provided that any ordinance or resolution enacted for the following purposes shall not be subject to referendum:

- (a) That appropriates money for any lawful purpose;
- (b) That creates, revises or abolishes departments or provides regulations for their government;

- (c) That authorizes the appointment of employees in any of the departments;
- (d) That authorizes, or that otherwise affects, the issuance of bonds, notes or other debt instruments of the County;
- (e) That authorizes a contract for a public improvement or an expenditure of money which contract is to be made or expenditure is to be made, in whole or in part, from the proceeds of bonds, notes or other debt instruments of the County; and
- (f) That provides for the payment of operating expenses of the County.

The provisions of general law relating to such right applicable to municipalities in effect at the time of the adoption of this Charter shall govern the exercise of such right hereunder, provided that all powers and duties respecting initiative or referendum petitions imposed upon city auditors or village clerks by general law shall be exercised by the Clerk of Council.

[Effective January 1, 2010]

### **SECTION 3.12 INVESTIGATIONS BY COUNCIL.**

The Council or any committee of Council may investigate the financial transactions of any office, department or agency of County government and the official acts and conduct of any County official relating to any matter upon which Council is authorized to act. In conducting such investigations, the Council or any such committee may administer oaths and may, by resolution adopted by vote of at least eight members of Council or of the committee of Council, compel the attendance of witnesses and the production of books, papers and other evidence through the issuance of subpoenas. Subpoenas shall be signed by either the President of Council or the chair of the Council committee seeking a witness's testimony or the production of evidence and shall be served and executed by an officer authorized by law to serve subpoenas and other legal process. In the matter of compelling the attendance of witnesses and the production of evidence, the majority vote of Council, if any, shall take precedence over the vote of a Council committee. If any duly-subpoenaed witness refuses to testify to any facts within the witness's knowledge, or to produce any paper, books, or other evidence in the witness's possession or in the witness's control relating to the matter under inquiry before the Council or any such committee, the Council may refer the matter to the Prosecuting Attorney for the Prosecuting Attorney to cause the witness to be punished as for contempt.

[Effective January 1, 2010]

## **ARTICLE IV--ELECTED PROSECUTING ATTORNEY**

### **SECTION 4.01 PROSECUTING ATTORNEY: ELECTION, DUTIES AND QUALIFICATIONS.**

The Prosecuting Attorney shall be elected, and the duties of that office, and the compensation therefor, including provision for the employment of outside counsel, shall continue to be determined in the manner provided by general law.

[Effective January 1, 2010]

## **ARTICLE V--APPOINTED OFFICERS**

### **SECTION 5.01 APPOINTMENT; CONFIRMATION BY COUNCIL.**

Each of the officers provided for in this Article V shall be appointed by the County Executive, subject to confirmation by Council, and shall serve at the pleasure of the County Executive.

[Effective January 1, 2010]

### **SECTION 5.02 FISCAL OFFICER: POWERS, DUTIES AND QUALIFICATIONS.**

(1) **Powers and Duties.** The Fiscal Officer shall exercise all powers and perform all duties now or hereafter vested in or imposed by general law upon county auditors and county recorders and the powers and duties of clerks of the court of common pleas other than those powers and duties related to serving the operation of the courts, and such other powers and duties not inconsistent therewith as provided herein or by ordinance. The Fiscal Officer shall prepare and maintain the tax maps for the County.

(2) **Boards, Commissions and Committees.** The Fiscal Officer, or his or her designee, shall serve in the place of the county auditor or the county recorder on every board, commission, committee, or any other body upon which a county auditor or county recorder is required or authorized to serve by general law.



(3) **Qualifications.** The Fiscal Officer shall be a certified public accountant and shall have had at least five years' experience in the management of financial matters of political subdivisions.

[Effective January 1, 2010]

**SECTION 5.03 MEDICAL EXAMINER: POWERS, DUTIES, AND QUALIFICATIONS.**

All powers now or hereafter vested in or imposed upon county coroners by general law shall be exercised by the Medical Examiner. The Medical Examiner shall also have such powers and duties as shall be established by ordinance that are not inconsistent with those provided by general law for county coroners. The Medical Examiner shall be a licensed physician, shall have specialized training in forensic medicine and pathology, and shall have final authority as to determinations concerning medical matters within his or her responsibility. The Medical Examiner may appoint deputies to the Medical Examiner, who shall be designated Deputy Medical Examiners and one of whom may be designated the Chief Deputy Medical Examiner.

[Effective January 1, 2010]

**SECTION 5.04 CLERK OF COURTS: POWERS AND DUTIES.**

All powers and duties now or hereafter vested in or imposed by general law upon the office of clerk of the court of common pleas relating to serving the operation of the courts shall be exercised and carried out by the appointed Clerk of Courts. The Clerk of Courts shall also have such powers and duties as shall be established by this Charter or by ordinance that are not inconsistent with those provided by general law for the office of clerk of the court of common pleas.

[Effective January 1, 2010]

**SECTION 5.05 DIRECTOR OF PUBLIC WORKS: POWERS, DUTIES AND QUALIFICATIONS.**

All powers now or hereafter vested in or imposed upon county engineers and county sanitary engineers by general law shall be exercised and carried out by or at the direction of the Director of Public Works. The Director of Public Works shall also have such powers and duties as shall be established by ordinance that are not inconsistent with those provided by general law. In the event that the Director of Public Works is not a professional engineer and a registered surveyor licensed by

the State of Ohio, the Director of Public Works shall employ one or more deputies or assistants who together or separately possess both of those qualifications.

[Effective January 1, 2010]

**SECTION 5.06 DIRECTOR OF LAW: POWERS, DUTIES AND QUALIFICATIONS.**

The Director of Law shall be the legal advisor to and representative of the County Executive and County Council. The Director of Law shall be an attorney at law in good standing in the State of Ohio and shall have had at least five years' experience in advising or representing political subdivisions in Ohio.

[Effective January 1, 2010]

**SECTION 5.07 COUNTY TREASURER: POWERS, DUTIES AND QUALIFICATIONS.**

All powers and duties now or hereafter vested in or imposed upon county treasurers by general law shall be carried out by the appointed County Treasurer. The County Treasurer shall also have such powers and duties as shall be established by ordinance that are not inconsistent with those provided by general law. The County Treasurer shall have had at least five years' experience in the management of financial matters for political subdivisions.

[Effective January 1, 2010]

**SECTION 5.08 SHERIFF: POWERS, DUTIES AND QUALIFICATIONS.**

All powers and duties now or hereafter vested in or imposed upon county sheriffs by general law shall be carried out by the appointed Sheriff. The Sheriff shall possess and continue to maintain the qualifications provided by general law for the office of county sheriff and in addition shall have had at least five years' experience in law enforcement or in correctional facilities management.

[Effective January 1, 2010]

## **ARTICLE VI--BOARDS AND COMMISSIONS**

### **SECTION 6.01 BUDGET COMMISSION.**

The Budget Commission shall consist of the County Executive, the Fiscal Officer and the Prosecuting Attorney. Members of the Budget Commission may appoint deputies to serve on their behalf. The Budget Commission shall exercise all powers and perform all duties of a county budget commission as prescribed by general law.

[Effective January 1, 2010]

### **SECTION 6.02 BOARD OF REVISION.**

(1) The County shall have a single Board of Revision, consisting of three members, which shall perform all powers and duties of county boards of revision under general law and such other powers and duties not inconsistent therewith as provided herein or by ordinance. As of the effective date of this provision, the Board shall consist of the County Executive, one appointee of the Council President, and, at the choice of the County Executive, either the Fiscal Officer or Treasurer.

- (a) At the choice of the Council President, the Council President's appointee may either be a member of Council or any other elector of the County. The term of the Council President's first appointee shall be from the effective date of this provision until January 4, 2016. The term of subsequent appointees shall be for a period of two years commencing on the fifth day of January and every two years thereafter.
  - (b) If a vacancy occurs in the Council President's appointee position, the Council President shall appoint a new member to complete the unexpired term.
  - (c) The Council President's appointee shall not belong to the same political party as the County Executive at the time of the appointment.
- (2) The Board shall elect a chairperson, a secretary, and other officers as it deems appropriate at its organizational meetings.

(3) The Board shall have the power to set the hearing schedule for matters before it, and to make and amend its own internal operating rules, procedures, and regulations.

(4) The Board may employ administrative staff, including an administrator, as it deems necessary, to assist it in the performance of its powers and duties. All employees of the Board shall be unclassified employees.

(5) The Board shall employ or otherwise engage individuals to serve on one or more three-member hearing panels to hear complaints as to the value of real property and to perform other duties assigned to them by the Board. The individuals serving on hearing panels shall be electors of the County; shall serve at the pleasure of the Board; and shall abide by the Board's hearing schedule, rules, procedures, and regulations in performing their duties.

(6) The Board shall establish merit qualifications for the individuals serving on hearing panels as it deems necessary for them to perform their duties. In establishing the merit qualifications, the Board shall strive to employ or otherwise engage highly qualified individuals to elevate the citizens' trust in the system.

(7) The Board may not itself hear complaints related to the valuation of real property, and no member of the Board may serve on any of the hearing panels. The decisions of the hearing panels relating to real property valuation complaints shall constitute the final decisions of the Board and shall not be subject to further review by the Board itself.

(8) No member of the Board or any of the hearing panels may have any ex parte communications with any party, elected officials, county employees, or any other person regarding the merits of a pending matter before the panel. The Board shall enact and publish additional rules, procedures, or regulations to ensure that the system is administered fairly, including rules, procedures, or regulations governing conflicts of interest.

(9) The Board may utilize any boards of revision or hearing panels in existence as of the effective date of this provision as hearing panels to avoid any interruption of services.

[Effective January 1, 2010; Article VI, Section 6.02 amended by the electors on November 5, 2013]

**SECTION 6.03 OTHER BOARDS AND COMMISSIONS.**

Any board or commission of the County and any joint board or commission in which the County is a participant that is in existence when this Charter becomes effective, but not provided for in this Charter, shall continue to exist until reorganized or discontinued by action of Council, unless its continuance is required by general law.

[Effective January 1, 2010]

**SECTION 6.04 SPECIAL BOARDS AND COMMISSIONS.**

When 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.

[Effective January 1, 2010]

**ARTICLE VII--ECONOMIC DEVELOPMENT**

**SECTION 7.01 COUNTY ECONOMIC DEVELOPMENT.**

The County shall have as a primary responsibility the promotion and enhancement of the economic well-being and prosperity of the County and all of its residents. In furtherance of that purpose, the County shall, as authorized by the Constitution of Ohio, general law, and this Charter and enactments pursuant thereto, develop and implement policies, programs and activities for the expansion and enhancement of economic activity in the County so as to create and preserve jobs and employment opportunities for and available to residents of the County. In furtherance of this purpose, the County shall appropriate money and enter into agreements and otherwise cooperate with officers, agencies, and instrumentalities of the United States of America, the State of Ohio, with other political subdivisions, and with public and private persons, firms and corporations, foundations, and individuals and institutions, and may accept and make gifts, grants, and loans and other economic incentives.

[Effective January 1, 2010]

**SECTION 7.02 DEPARTMENT OF DEVELOPMENT.**

There shall be a Department of Development, under the direction of the Director of Development, which shall develop, direct and implement programs and activities for carrying out the purposes of this Article VII.

The Department of Development shall coordinate the programs and activities of the officers, departments, agencies, boards and commissions of the County that relate to economic development, including identification of the causes of unemployment and economic underdevelopment among segments of the population and within communities in the County and the development of programs and activities to remedy such conditions.

[Effective January 1, 2010]

**SECTION 7.03 DIRECTOR OF DEVELOPMENT: APPOINTMENT AND QUALIFICATIONS.**

The Director of Development shall be appointed by the County Executive, subject to confirmation by the Council, and shall report to and serve at the pleasure of, the County Executive. The Director of Development shall have had a demonstrated record of experience and accomplishment, in the public or private sector, or both, in economic development matters.

[Effective January 1, 2010]

**SECTION 7.04 ECONOMIC DEVELOPMENT COMMISSION.**

There shall be an Economic Development Commission the members of which shall be selected and qualified as follows: One member shall be selected by each of the following: the County Executive; the Council; the mayor of the city of Cleveland; the Cleveland-Cuyahoga Port Authority; the Cuyahoga County Mayors and Managers Association, the Greater Cleveland Partnership, or their respective successors; the Executive Secretary of the North Shore Federation of Labor, or similar officer of a successor organization. One member shall be selected collectively by the nonprofit and educational organizations that are engaged in the promotion of economic development of the County, as shall be designated by the Council. Those members shall select one additional member.

Membership on the Economic Development Commission shall not constitute the holding of office or employment with the County. The members shall serve without compensation, but may be reimbursed for reasonable and necessary expenses

incurred in the performance of their duties. Any vacancy in the membership of the Economic Development Commission shall be filled in the same manner as that of the person whose position has been vacated.

The Economic Development Commission shall adopt its own rules and bylaws for its organization and procedures. It shall meet at least quarterly and shall be provided with such facilities and staff assistance as shall be necessary for the Economic Development Commission to carry out its duties. The County Executive and the Director of Development shall keep the Economic Development Commission informed of current and anticipated economic development activities and opportunities, except as necessary to preserve confidentiality of such matters as business plans and trade secrets of private parties.

[Effective January 1, 2010]

#### **SECTION 7.05 ECONOMIC DEVELOPMENT PLAN.**

The Director of Development, in conjunction with the County Executive and in consultation with the Economic Development Commission, shall prepare and present to the Council by the first day of June of each year a proposed five-year economic development plan for the County, for actions to be carried out by the County itself, and in cooperation with other public and private agencies and organizations, for the purpose of enhancing the prosperity and well-being of the County and its residents and communities. If the Council shall fail to adopt the proposed plan, with such changes as the Council shall deem advisable, within sixty days of its presentation to the Council, the plan shall be deemed to be adopted. The economic development plan shall be reviewed and revised annually in accordance with the foregoing procedures.

[Effective January 1, 2010]

### **ARTICLE VIII--HEALTH AND HUMAN SERVICES**

#### **SECTION 8.01 DEPARTMENT OF HEALTH AND HUMAN SERVICES.**

There shall be a Department of Health and Human Services, which shall administer all programs and activities for which the County has or has assumed responsibility for the protection and enhancement of the health, education and well-being of County residents and that are not assigned by general law to other boards, agencies or officials, and shall coordinate its activities and cooperate with

such other boards, agencies and officers in order to avoid duplication of services and activities. The Council shall provide by ordinance for such deputies and assistants to the Director of Health and Human Services as shall be conducive to the efficient performance of the duties of the Department of Health and Human Services.

[Effective January 1, 2010]

**SECTION 8.02 DIRECTOR OF HEALTH AND HUMAN SERVICES:  
APPOINTMENT, DUTIES AND QUALIFICATIONS.**

The Director of Health and Human Services shall be appointed by the County Executive, subject to confirmation by the Council, and shall be the head of the Department of Health and Human Services. The person so appointed shall have had at least five years' experience in an upper-level managerial position, in either the public or the private sector, with responsibility for the provision of human services of the kind provided for in this Article VIII.

[Effective January 1, 2010]

**ARTICLE IX--COUNTY EMPLOYMENT PRACTICES**

**SECTION 9.01 PERSONNEL REVIEW COMMISSION.**

There shall be a Personnel Review Commission. The Council shall appoint the members of the Personnel Review Commission, consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations. No more than two of the three members of the Personnel Review Commission shall be members of the same political party. The Personnel Review Commission is authorized to employ persons in the service of the County. The Personnel Review Commission shall be responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness. The County's human resources policies and systems, including ethics policies for County employees, shall be established by ordinance and shall be administered in such manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity/expression, disability, age or ancestry.



The Personnel Review Commission shall submit a recommendation regarding any ordinance concerning County personnel policies prior to passage by County Council. In the event the Personnel Review Commission does not endorse an ordinance, the Personnel Review Commission may provide a Statement of Non-Endorsement to the County Council.

The term of office of each member of the Personnel Review Commission shall be six years. The terms shall be staggered so that no term expires within less than two years of the expiration of any other term. The Council shall fill a vacancy occurring for an unexpired term in the same manner as a regular appointment.

The members of the Personnel Review Commission serving as of the effective date of this provision may serve until their existing term expires and may be subject to reappointment by Council.

No member of the Personnel Review Commission shall hold any other public office or public employment with the County. The Council shall establish a per diem compensation for the members of the Personnel Review Commission.

The Council may remove any member of the Personnel Review Commission for inefficiency, neglect of duty or malfeasance in office after notice and public hearing before the Council, provided that two-thirds of the members of the Council concur.

[Effective January 1, 2010; Article IX, Section 9.01 amended by the electors on November 5, 2013; Article IX, Section 9.01 amended by the electors on November 6, 2018]

## **SECTION 9.02 AUTHORITY OF PERSONNEL REVIEW COMMISSION.**

The Personnel Review Commission shall have:

- (1) Responsibility for the resolution or disposition of all personnel matters, with authority to appoint hearing officers to hear all employee appeals previously under the jurisdiction of the State Personnel Board of Review, including those of classified employees who work for the County Executive, Prosecuting Attorney, County Planning Commission, and the County Public Defender.
- (2) Responsibility for reviewing and auditing compliance with federal, state and local laws regarding personnel matters within the County Executive's organization and departments. This responsibility shall include the authority to submit reports

and recommendations to the County Executive and County Council on issues of compliance.

(3) For the County Executive's organization and departments, authority to review, audit, report and make recommendations regarding the following:

- Pay equity for like positions;
- Standardization of benefits;
- Approval of qualifications;
- Consistent discipline;
- Training of management in personnel practices;
- Training of employees in job functions; and
- Consistent administration of performance management system.

(4) Responsibility for creation of rules and policies related to the Personnel Review Commission's authority set forth in this Charter in accordance with the human resources policies established by ordinance.

(5) Sole responsibility for civil service testing for initial and promotional appointments within the classified service of the County in cooperation with the Department of Human Resources.

(6) Such other functions as may be deemed necessary by the Council for the Personnel Review Commission to carry out its mission and purpose.

[Effective January 1, 2010; Article IX, Section 9.02 amended by the electors on November 5, 2013; Article IX, Section 9.02 amended by the electors on November 6, 2018]

### **SECTION 9.03 CLASSIFICATION.**

(1) The Personnel Review Commission shall administer a clear, countywide classification and salary administration system for classified employees of the charter government, and pay ranges for each classification that are adopted by Council resolution. A change to the pay range assigned to a classification may not be enacted until an analysis of the budgetary impact has been conducted. The PRC in collaboration with the Human Resources Department will conduct the budgetary impact analysis.

(2) The unclassified service shall include those employees who are unclassified pursuant to general law and Council ordinance.

[Effective January 1, 2010; Article IX, Section 9.03 amended by the electors on November 5, 2013; Article IX, Section 9.03 amended by the electors on November 6, 2018]

**SECTION 9.04 APPOINTING AUTHORITIES.**

The County Executive and the officers, offices, agencies, departments, boards and commissions and other public bodies, who under this Charter or under general law are authorized to employ persons in the service of the County, shall be appointing authorities. Persons interested in employment with the County shall make application to the Department of Human Resources. No appointing authority shall appoint a person to fill a vacancy in the classified service who does not meet the qualifications for that position approved by the Personnel Review Commission. All Appointing Authorities shall strive in making appointments in both the classified and the unclassified service to ensure that the diversity of the population of the County is reflected in the persons who are employed by the County.

[Effective January 1, 2010; Article IX, Section 9.04 amended by the electors on November 5, 2013]

**SECTION 9.05 DEPARTMENT OF HUMAN RESOURCES.**

There shall be a Department of Human Resources, which shall report to the County Executive and be responsible for management of all personnel matters for employees of the County Executive.

[Effective January 1, 2010; Article IX, Section 9.05 amended by the electors on November 5, 2013; Article IX, Section 9.05 amended by the electors on November 6, 2018]

**SECTION 9.06 DIRECTOR OF HUMAN RESOURCES: POWERS, DUTIES AND QUALIFICATIONS.**

The Director of Human Resources shall be appointed by the Executive, subject to confirmation by Council, and shall serve at the pleasure of the County Executive. The Director of Human Resources shall manage employment matters for employees of the County Executive including, but not limited to, recruitment, hiring, firing, discipline, layoffs, training, benefits, time and attendance, HR compliance, drafting policies and procedures, and individual compensation decisions within the framework of the classification and salary administration system and/or any rules established by ordinance. The Director shall be

responsible for offering support to the Law Department on all labor and employment matters. The Director of Human Resources shall have a minimum of five years of experience advising or working in the public sector, experience in employment related matters, management experience or related relevant experience.

[Effective January 1, 2010; Article IX, Section 9.06 amended by the electors on November 5, 2013; Article IX, Section 9.06 amended by the electors on November 6, 2018]

## **ARTICLE X--PURCHASING**

### **SECTION 10.01 DEPARTMENT OF PURCHASING.**

There shall be a Department of Purchasing under the direction of the County Executive, which shall be responsible, except as otherwise provided by this Charter or by ordinance, and to the extent permitted by the Ohio Constitution, for the purchase of goods and services required by all offices, officers, agencies, departments, boards, commissions or other public bodies, other than separate political subdivisions, that are supported in whole or in part from taxes levied, or other financial assistance provided by the County.

[Effective January 1, 2010]

## **ARTICLE XI--INTERNAL AUDITING**

### **SECTION 11.01 COUNTY AUDIT COMMITTEE.**

The County Audit Committee shall provide internal auditing to assist the County Executive, Fiscal Officer, the Council, and other county officers and departments, institutions, boards, commissions, authorities, organizations, and agencies of the County government funded in whole or in part by County funds in providing taxpayers of the County with efficient and effective services. To ensure the independence of the auditing function the County Audit Committee shall consist of the President of Council or a member of Council appointed by the President of Council and four residents of the County with experience in the field of auditing, accounting, government operations, or financial reporting who shall be appointed by the County Executive and confirmed by Council for staggered four year terms ending at the end of each calendar year. The County Executive and Fiscal Officer

shall serve as non-voting, ex officio members. The County Audit Committee shall elect a chairperson at the first regular meeting in each calendar year. Upon a vacancy of an appointed position on the County Audit Committee, the County Executive shall appoint a replacement to fill the incomplete term, subject to confirmation by Council. An appointed member of the County Audit Committee may be removed by a vote of a majority of the County Audit Committee, subject to the approval of County Council. The County Audit Committee shall meet at least quarterly and shall oversee internal and external audits.

[Effective January 1, 2010; Article XI, Section 11.01 amended by the electors on November 6, 2012; Article XI, Section 11.01 amended by the electors on November 3, 2015]

**SECTION 11.02 DEPARTMENT OF INTERNAL AUDITING.**

There shall be a Department of Internal Auditing, which shall serve under the direction of, and perform such functions on behalf of, the County Audit Committee as the Committee shall prescribe.

[Effective January 1, 2010]

**SECTION 11.03 DIRECTOR OF INTERNAL AUDITING: APPOINTMENT, DUTIES AND QUALIFICATIONS.**

The Director of Internal Auditing shall be the head of the Department of Internal Auditing. The Director of Internal Auditing shall be a Certified Internal Auditor or member of the Institute of Internal Auditors or a similar successor organization and shall be subject to, and follow at all times, the Code of Ethics for Certified Internal Auditors or a similarly recognized code of ethics established by the Institute of Internal Auditors or a similar successor organization. The County Audit Committee shall recommend to the Council one or more candidates for appointment as the Director of Internal Auditing. The Council shall make the appointment, which shall be for a term that expires on June 30, 2016. Thereafter, the term of the Director of Internal Auditing shall be for four years commencing on July 1, 2016, with subsequent terms commencing every four years on the first day of July. In the case of a vacancy prior to the end of the appointed term of the Director of Internal Auditing, the County Audit Committee shall recommend to the Council one or more candidates for appointment as Director of Internal Auditing to fill the incomplete terms. The Director of Internal Auditing may be dismissed by the Council for cause, following a hearing at which the Director of Internal Auditing shall have had the opportunity to be represented by counsel and to

present his or her case for retention in office. The Director of Internal Auditing shall interview and make recommendations for the hiring of staff for the Department of Internal Auditing to the County Audit Committee, which shall approve or reject such recommendations.

[Effective January 1, 2010; Article XI, Section 11.03 amended by the electors on November 6, 2012]

**SECTION 11.04 AUTHORITY OF DEPARTMENT OF INTERNAL AUDITING.**

The Department of Internal Auditing shall:

- (1) Prepare its annual budget and the work program for the Department of Internal Auditing;
- (2) Develop a schedule of department audit fees, which may be billed to each department as it is audited;
- (3) Guide the internal audit process through employment of:
  - (a) Government Auditing Standards, United States General Accounting Office developed by the Comptroller General of the United States; and/or
  - (b) Professional Standards of the Institute of Internal Auditors, American Institute of Certified Public Accountants, generally accepted auditing standards or generally accepted successor to such standards;
- (4) Prepare a preliminary financial and performance auditing report for the department being audited; and
- (5) Perform any other duties or responsibilities prescribed by the County Audit Committee.

[Effective January 1, 2010; Article XI, Section 11.04 amended by the electors on November 6, 2018]

## **ARTICLE XII--GENERAL PROVISIONS**

### **SECTION 12.01 EFFECTIVE DATE OF CHARTER.**

The effective date of this Charter shall be January 1, 2010 except as otherwise provided herein with respect to particular officers, offices or functions.

[Effective January 1, 2010]

### **SECTION 12.02 REMOVAL OF ELECTED OFFICIALS BY RECALL.**

The County Executive, a member of the Council, and any other elected County officer may be removed from office by recall. The procedure to effect such removal shall be as follows:

(1) A petition signed by qualified electors demanding the election of a successor to the person sought to be removed shall contain a general statement, in not more than two hundred words, of the grounds upon which removal is sought. In seeking removal of the County Executive, the Prosecuting Attorney, or a member of Council, such petition must be signed by qualified electors of the County equal in number to at least ten percent of the number of votes cast for the office of County Executive at the next preceding County election. In seeking removal of a member of Council, such petition must be signed by qualified electors of that member's district equal in number to at least twenty percent of the number of votes cast in that district for the office of County Executive at the next preceding County election for that office.

(2) Petition papers shall be procured only from the Clerk of Council, who shall keep a sufficient number on file for the use as provided by this section. Prior to the issuance of such petition papers, an affidavit shall be made by one or more qualified electors of the County and filed with the Clerk of Council, stating the name and office of the official sought to be removed. The Clerk of Council, upon issuing any such petition paper, shall enter in a record to be kept in his or her office the name of the elector to whom the petition paper was issued, the date of such issuance and the number of papers issued. The Clerk of Council shall certify upon each petition paper the name of the elector to whom it was issued and the date of issuance. No petition paper so issued shall be accepted as part of a petition unless it bears the certificate of the Clerk of Council and unless it is filed as provided in this section.

(3) The petition shall be addressed to the Council. With each signature shall be stated the place of residence of the signer, giving the street and number and ward and precinct. The signatures need not all be on one paper. One of the circulators of every such paper shall sign an affidavit stating that each signature on the paper is the genuine signature of the person whose name it purports to be. All such papers for the removal of any one official shall be fastened together and be filed as one instrument within thirty days after the filing with the Clerk of Council of the affidavit stating the name and office of the official sought to be removed. The Clerk of Council, within ten days after the filing of such petitions, shall determine the sufficiency of such petition and attach a certificate showing the result of his or her examination. The petition shall contain the name of a person designated to receive the petition in the case it is returned by the Clerk of Council for insufficiency. If the Clerk of Council shall certify that the petition is insufficient, he or she shall set forth in the certificate the particulars in which the petition is defective, and shall return a copy of the certificate to the person designated in such petition to receive it.

(4) A recall petition so returned may be amended at any time within twenty days after the certification of insufficiency by the Clerk of Council, by filing a supplementary petition upon additional petition papers, issued, signed and filed as provided in this section for the original petition. The Clerk of Council shall, within ten days after such amended petition is filed, make an examination of the amended petition and if his or her certificate shall show the same to be still insufficient, he or she shall return it to the person designated in such petition to receive it, without prejudice, however, to the filing of a new petition.

(5) If the Clerk of Council shall determine that the petition or amended petition is sufficient, he or she shall at once submit the petition with his or her certificate to the Council and forthwith notify the official sought to be recalled of such action. If the official whose removal is sought shall not resign within five days after such notice, the Council shall thereupon by order fix a day for holding a recall election. Such election shall be held not less than forty nor more than sixty days after the petition has been submitted to the Council by the Clerk of Council. If possible, the recall election shall take place at the time of any county general, primary or special election that is to be held within such period.

(6) The Clerk of Council shall transmit a duly certified copy of such order to the Cuyahoga County Board of Elections or to any successor officer or agency having responsibility for the conduct of elections in the County. The election authorities



shall publish notice and make all arrangements necessary for holding an election. The election shall be conducted and the result returned and declared in all respects, as are the results of County general elections.

(7) Each ballot at such election shall have printed upon it the following question: “Shall (name of person) be removed from the office of (name of office) by recall?” Immediately beside said propositions shall be a space where electors may vote for or against such proposition.

(8) If a majority of the votes cast on the question of recalling an elected official shall be against the recall, the elected official shall continue in office for the remainder of his or her unexpired term but subject to recall as before. If a majority of such votes were for the recall, the elected official shall be deemed removed from office upon the announcement of the official result of the election.

(9) When a person is removed from office by recall, the vacancy will be filled in accordance with the provisions of this Charter and general law.

[Effective January 1, 2010]

**SECTION 12.03 FORFEITURE OF OFFICE.**

A County elected official shall forfeit that office if the officer

(1) Lacks at any time during the term of office any qualification for the office prescribed by this Charter or by general law to the extent applicable under this Charter;

(2) Knowingly violates any express prohibition of this Charter, including Section 12.04 hereof;

(3) Is convicted of any felony or of any crime involving moral turpitude; or

(4) In the case of a member of Council, fails to attend three consecutive regular meetings of the Council without being excused by the Council.

[Effective January 1, 2010]

**SECTION 12.04 REPORTING OF OFFERS TO INFLUENCE OFFICIAL ACTION.**

Any elected or appointed County officer who receives or who has specific and personal knowledge of any offer by any person of anything of value to be given to a County officer or employee for the purpose of influencing such officer or employee in the performance of such officer's or employee's official duties shall promptly report the matter to a law enforcement officer or agency believed by the reporting officer or employee to have jurisdiction or responsibility concerning the matter. Such officer or employee shall fully cooperate in any investigation of and any resulting prosecution or action relating to the matter.

[Effective January 1, 2010]

**SECTION 12.05 MEETINGS OF GOVERNMENTAL BODIES TO BE PUBLIC.**

All meetings of the Council and any committee, board, commission, agency or authority of the County, as well as any similar body created by this Charter or by the Council, shall be open to the public as provided by general law.

[Effective January 1, 2010]

**SECTION 12.06 RECORDS OF GOVERNMENTAL BODIES TO BE PUBLIC.**

Records of the County shall be open to the public as provided by general law.

[Effective January 1, 2010]

**SECTION 12.07 EQUAL OPPORTUNITY.**

It shall be the policy of the County that

- (1) All officers and members of boards, agencies, commissions and authorities appointed by the County Executive, the Council or other County elected officials;
- (2) All members of each Charter Review Commission; and
- (3) All County employees shall be appointed, employed, promoted, and compensated without regard to their race, color, religion, sex, national origin, sexual orientation, disability, age, or ancestry.

[Effective January 1, 2010]

## **SECTION 12.08 EMPLOYEE RIGHTS.**

Employees of the County and its offices, agencies and departments shall have the right to organize and to engage in collective bargaining as provided by general law. Wages paid under construction contracts entered into by the County and its offices, agencies and departments shall be paid in accordance with general laws pertaining to payment of prevailing wages.

[Effective January 1, 2010]

## **SECTION 12.09 CHARTER REVIEW COMMISSION.**

Following the appointment of the initial Charter Review Commission in 2012, commencing in 2017, and at intervals of ten years thereafter, the County Executive shall before the first day of June appoint a Charter Review Commission. Charter Review Commission appointments shall be subject to Council confirmation. The Charter Review Commission shall consist of nine electors of the County, no more than five of whom may be of the same political party, and no more than two of whom may be an officer or employee of the County. Appointment to the Charter Review Commission shall be for a term of one year commencing on the first day of September in the year in which the appointment is made. Members of the Charter Review Commission shall serve without pay and shall serve on no more than three consecutive Charter Review Commissions, unless such service is within a ten-year period. The Council shall establish rules and procedures for the operation of the Charter Review Commission and the County Executive shall provide the Commission necessary staff services.

The initial Charter Review Commission shall include in its deliberations consideration of changes in this Charter for the purpose of providing more effective representation of indigent defendants, for adequate funding and support for the operation of the office of the County public defender, and for the appropriate method for selection of the County public defender.

The Charter Review Commission may propose to the Council such amendments to this Charter as it shall deem appropriate. The final report of each Charter Review Commission, which shall include all proposed charter amendments and a summary of the Commission's activities, shall be transmitted to the Council for consideration by the first day of July following the formation of the Charter Review Commission. The Council shall vote within sixty days after the proposals are received on whether or not to submit the proposals to the electors at the next general election held more than sixty days after its vote on the proposed amendments.

[Effective January 1, 2010; Article XII, Section 12.09 amended by the electors on November 4, 2014]

**SECTION 12.10 CHARTER AMENDMENTS.**

Proposed amendments to this Charter shall be submitted to the electors of the County in the manner provided for by the Ohio Constitution.

[Effective January 1, 2010]

**SECTION 12.11 REARRANGEMENT, REPRINTING OF, AND CORRECTION OF TYPOGRAPHICAL ERRORS IN THE CHARTER.**

Following any election at which any amendment to this Charter is adopted, the Clerk of Council, with the approval of the Council and the Director of Law, may prior to any reprinting of this Charter, make such changes therein, including the numbers, titles and arrangement of articles and sections hereof, as may be necessary or desirable to maintain or assure the logical and consistent ordering thereof, but no such change shall in any way affect the substance or meaning of this Charter or any part thereof or amendment thereto. The Clerk of Council may, at any time, with the approval of the Council, correct typographical errors appearing in this Charter, but no such change shall in any way affect the substance or meaning of this Charter or any part thereof or amendment thereto.

[Effective January 1, 2010]

**SECTION 12.12 SEVERABILITY.**

The various provisions of this Charter are intended to be severable, and the invalidity of one or more of such provisions shall not affect the validity of the remaining provisions.

[Effective January 1, 2010]

**ARTICLE XIII--TRANSITION TO CHARTER GOVERNMENT**

**SECTION 13.01 OFFICES ABOLISHED.**

As of the date when any officer elected or appointed pursuant to this Charter assumes an office that succeeds to the powers and duties of a predecessor office,

the corresponding predecessor office is abolished, and the duties of those officers shall be assumed by the respective officers as provided herein.

[Effective January 1, 2010]

**SECTION 13.02 INITIAL ELECTION OF COUNTY OFFICERS.**

No primary election shall be held in 2010 for any elected office that is abolished pursuant to this Charter. The primary election for the nomination of County officials to be elected at the November 2010 general election shall be held on the first Tuesday after the first Monday in September 2010. That primary election shall be conducted in the manner provided by general law for primary elections for the nomination of county elected officials, provided that filing deadlines and other matters of time relating to a primary election, including those relating to declarations of candidacy for nonpartisan candidates, shall be adjusted as necessary relative to the primary date provided for in this section. The initial terms of the six members elected from Council Districts 1, 3, 5, 7, 9, and 11 shall be for four years, and the initial terms for the members elected from Districts 2, 4, 6, 8, and 10 shall be for two years.

[Effective January 1, 2010]

**SECTION 13.03 OFFICERS AND EMPLOYEES.**

(1) **Rights and Privileges Preserved.** Nothing in this Charter except as otherwise specifically provided shall affect or impair the rights or privileges of persons who are County officers or employees at the time of its adoption.

(2) **Continuance of Office or Employment.** Except as specifically provided by this Charter, if at the time this Charter takes effect a County administrative officer or employee holds any office or position that is or can be abolished by or under this Charter, he or she shall continue in such position until the taking effect of some specific provision under this Charter directing that he or she vacate the office or position.

(3) **Human Resource System.** An employee holding a County position at the time this Charter takes full effect who was serving in that same or a comparable position at the time of its adoption shall not be subject to competitive examination as a condition of continuing in the same position, but in all other respects shall be subject to the provision of this Charter and ordinances and regulations enacted pursuant to this Charter relating to the human resource system.

[Effective January 1, 2010]

**SECTION 13.04 DEPARTMENTS, OFFICES AND AGENCIES.**

(1) **Transfer of Powers.** If a County department, office or agency is abolished by this Charter, or if a portion of the powers and duties of a department, office or agency is transferred hereby to another department, office or agency, such powers and duties shall be transferred to the County department, office or agency designated in this Charter, or, if this Charter makes no provision therefor, as designated by ordinance.

(2) **Property and Records.** All property, records and equipment of any department, office or agency in existence when this Charter becomes effective shall be transferred to any department, office or agency that assumes its powers and duties as provided herein, but, in the event that the powers or duties are to be discontinued or divided between such entities or in the event that any conflict arises regarding any such transfer, such property, records or equipment shall be transferred to the department, office or agency designated by the Council in accordance with this Charter.

[Effective January 1, 2010]

**SECTION 13.05 PENDING MATTERS.**

All rights, claims, orders, contracts and legal administrative proceedings shall continue except as modified pursuant to this Charter, and in each case shall be maintained, carried out or dealt with by the County department, office or agency as shall be appropriate under this Charter.

[Effective January 1, 2010]

**SECTION 13.06 LAWS IN FORCE.**

All County resolutions, orders and regulations that are in force when this Charter becomes fully effective are repealed to the extent that they are inconsistent or interfere with the effective operation of this Charter or of ordinances or resolutions enacted pursuant hereto. To the extent that general law permits, all laws relating to or affecting the County or its officers, agencies, departments or employees that are in force when this Charter becomes fully effective are superseded to the extent that they are inconsistent or interfere with the effective operation of this Charter or of ordinances or resolutions enacted pursuant hereto.

[Effective January 1, 2010]

### **SECTION 13.07 TRANSITION ADVISORY GROUP.**

The Board of County Commissioners, not later than March 2010, shall designate three senior administrative officials of the County to act as a Transition Advisory Group, which shall develop recommendations for the orderly and efficient transition to the operation of the County government under the provisions of this Charter and shall work with the newly elected County officials. The Board of County Commissioners shall provide necessary facilities and support for the Transition Advisory Group and shall make provision in the budget of the County for the salaries of the elected officers who are to take office in January 2011 and for such other matters as shall be necessary and practicable to provide for the transition. All County officials and employees shall cooperate with the Transition Advisory Group by providing such information and documents as the Transition Advisory Group shall request in connection with the performance of its duties under this section and shall use their best efforts to assist the newly elected County officials and their designees and representatives in implementing the transition.

[Effective January 1, 2010]

## **ARTICLE XIV--CITIZENS' VOTING RIGHTS**

### **SECTION 14.01 FUNDAMENTAL RIGHT.**

The right to vote shall be a fundamental right in Cuyahoga County, and elections in the County shall be free and open.

[Effective December 24, 2014; Article XIV, Section 14.01 added by the electors on November 4, 2014]

### **SECTION 14.02 VOTING PROTECTION AND PROMOTION.**

The County shall have the right to enforce the provisions of this Article, including, but not limited to, the institution of legal action through the Law Department to protect the right to vote and access to the ballot and to undertake measures to promote voter registration and participation, including, but not limited to, promotion of early voting by the County's citizens.

[Effective December 24, 2014; Article XIV, Section 14.02 added by the electors on November 4, 2014]

## **ARTICLE XV—AGENCY OF INSPECTOR GENERAL**

### **SECTION 15.01 AGENCY OF INSPECTOR GENERAL.**

(1) **Powers and Duties.** The Inspector General shall serve as the County's chief ethics officer and shall direct the Agency of Inspector General. The County Executive and the County Council shall appropriate funding for the Agency's operations, fairly allocated through the regular budget process based on available resources. The Council may, by ordinance, further delineate the powers, duties, and responsibilities of the Agency of Inspector General, consistent with this Article XV.

(2) **Jurisdiction.** To the maximum extent permitted under the Constitution of the State of Ohio and this Charter, the authority of the Agency of Inspector General to investigate possible ethical violations in the conduct of County business shall extend to any employee, official, or appointee of the County and any person or entity doing business with the County.

(3) **Qualifications.** The Inspector General shall hold a juris doctor degree from an accredited institution of higher learning and shall have at least five years' experience as an inspector general, certified public accountant, auditor, licensed attorney, law enforcement officer, or other investigative officer involving supervisory or managerial experience.

(4) **Appointment and Term.** The Inspector General shall be appointed by the County Executive, subject to confirmation by Council, for a term of four years. The term of the incumbent Inspector General shall expire on December 31, 2020. Each subsequent Inspector General shall be appointed or reappointed for a term commencing on January 1, 2021, and every four years thereafter. Reappointments shall be subject to Council confirmation.

(5) **Removal.** During the term of appointment, the Inspector General may be removed from office only for cause by resolution receiving the affirmative vote of at least eight members of the Council. The Council shall not vote on the question of the removal of the Inspector General until the Council has provided the Inspector General the opportunity to be heard and to present his or her case for retention in



office. The Council may enter executive session to discuss the question of removal as provided by general law; provided the Council holds at least one public hearing where the Inspector General and the public have an opportunity to be heard.

(6) **Vacancy.** In the event of a vacancy prior to the expiration of the Inspector General's term, the County Executive shall appoint a successor to complete the unexpired term, subject to confirmation by Council. In the event a vacancy occurs less than two years prior to the expiration of the Inspector General's four-year term, the County Executive may appoint an Inspector General to complete the unexpired term and serve a subsequent four-year term, subject to confirmation by Council.

(7) **Access to County Information.** The Inspector General shall have the right to obtain full and unrestricted access to all records, reports, plans, projections, matters, contracts, memoranda, correspondence, and any other materials, including electronic data, of Cuyahoga County, relevant to any inquiry or investigation undertaken pursuant to this Article XV, except as may be legally limited, such as through attorney-client privilege or provisions of the Health Insurance Portability and Accountability Act (HIPAA).

(8) **Subpoena Power.** The Inspector General shall have authority to subpoena witnesses, administer oaths or affirmations, take testimony and compel the production of such books, papers, records and documents, including electronic data as is deemed to be relevant to any inquiry or investigation undertaken pursuant to this Article XV.

[Effective December 27, 2018; Article XV, Section 15.01 added by the electors on November 6, 2018]

## APPENDIX A INITIAL COUNCIL DISTRICTS

**District 1:** The cities of Bay Village, Fairview Park, North Olmsted, Rocky River, and Westlake, and Olmsted Township, all except Precinct D

**District 2:** The cities of Brook Park, Lakewood, and city of Cleveland Wards 18 and 19

**District 3:** The city of Cleveland, Wards 13, 14, 15, 16, and 17

**District 4:** The cities of Brooklyn, Parma, Parma Heights, Seven Hills, and the village of Linndale

**District 5:** The cities of Berea, Middleburg Heights, North Royalton, Olmsted Falls, and Strongsville, and Olmsted Township Precinct D

**District 6:** The cities of Brecksville, Broadview Heights, Highland Heights, Independence, Mayfield Heights, Pepper Pike, and Solon, and villages of Bentleyville, Brooklyn Heights, Chagrin Falls, Cuyahoga Heights, Gates Mills, Glenwillow, Hunting Valley, Mayfield, Moreland Hills, Newburgh Heights, Oakwood, Valley View, and Walton Hills, and Chagrin Falls Township.

**District 7:** The city of Cleveland Wards 3, 7, 8, 9, and 12.

**District 8:** The city of Cleveland Wards 2, 5, and 6, and the cities of Garfield Heights and Maple Heights

**District 9:** The cities of Bedford, Bedford Heights, Cleveland Wards 1 and 4, Shaker Heights, and Warrensville Heights, and the villages of Highland Hills, North Randall, Orange, and Woodmere

**District 10:** The cities of Cleveland Wards 10 and 11, East Cleveland and Cleveland Heights, and the village of Bratenahl

**District 11:** The cities of Beachwood, Euclid, Lyndhurst, Richmond Heights, South Euclid, and University Heights

*All Cleveland wards are as established by Ordinance No. 370-09 and Ordinance No. 417-09 enacted by the Cleveland City Council on March 23, 2009, and March 30, 2009, respectively.*

[Effective January 1, 2010]


CERTIFICATION OF NOVEMBER 6, 2018 CHARTER AMENDMENTS

I, Jeanne M. Schmotzer, Clerk of Council of the County of Cuyahoga, Ohio, do hereby certify that, pursuant to Section 12.11 of the Charter, I have incorporated amendments approved by the electors on November 6, 2018.

  
\_\_\_\_\_  
Jeanne M. Schmotzer, Clerk of  
Council

12/6/2018  
\_\_\_\_\_  
Date

I, Robert J. Triozzi, Director of Law of the County of Cuyahoga, Ohio, do hereby approve the amendments as incorporated by the Clerk of Council, pursuant to Section 12.11 of the Charter.

  
\_\_\_\_\_  
Robert J. Triozzi, Director of Law

12/6/2018  
\_\_\_\_\_  
Date

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0241

Sponsored by: <b>Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> 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 November 7, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through X) and recommended 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:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed New Classifications:

- Exhibit A: Class Title: *Administrative Assistant*  
Number: 1011122  
Pay Grade: 4A/Non-Exempt
- Exhibit B: Class Title: *Administrative Associate*  
Number: 1011121  
Pay Grade: 2A/Non-Exempt
- Exhibit C: Class Title: *Administrative Supervisor*  
Number: 1011124  
Pay Grade: 7A/Non-Exempt
- Exhibit D: Class Title: *Forensic Scientist 1- Drug Chemistry*  
Number: 1071251  
Pay Grade: 10A/Exempt
- Exhibit E: Class Title: *Forensic Scientist 3- Trace Evidence*  
Number: 1071263  
Pay Grade: 13A/Exempt
- Exhibit F: Class Title: *Senior Administrative Assistant*  
Number: 1011123  
Pay Grade: 5A/Non-Exempt

Proposed Revised Classifications:

- Exhibit G: Class Title: *Administrative Officer*  
Class Number: 1052121  
Pay Grade: 11A/Exempt (No Change)  
\* PRC routine maintenance. Classification last revised in 2012.  
The specification was updated into the new format, but no substantive changes were made.
- Exhibit H: Class Title: *Forensic Scientist 1- Fingerprint*  
Class Number: 1071231  
Pay Grade: 10A/Exempt (No Change)  
\* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
- Exhibit I: Class Title: *Forensic scientist 2- Drug Chemistry*  
Class Number: 1071251  
Pay Grade: 11A/Exempt (No Change)

\* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Exhibit J: Class Title: *Forensic Scientist 2- Fingerprint*  
Class Number: 1071232  
Pay Grade: 11A/Exempt (No Change)  
\* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Exhibit K: Class Title: *Forensic Scientist 3- Drug Chemistry*  
Class Number: 1071252  
Pay Grade: 13A/Exempt  
\* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Exhibit L: Class Title: *Forensic Scientist 3- Fingerprint*  
Class Number: 1071233  
Pay Grade: 13A/Exempt  
\* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Exhibit M: Class Title: *Hotel/Motel Audit Supervisor*  
Class Number: 1055134  
Pay Grade: 11A/Exempt  
\* Department requested revisions to the specification. The title has changed to manager instead of supervisor. The Job number has changed to 1055141 instead of 1055134. The pay grade increased from 10A to 11A.

Exhibit N: Class Title: *Senior Administrative Officer*  
Class Number: 1052122  
Pay Grade: 13A/Exempt (No Change)  
\* PRC routine maintenance. Classification last revised in 2012. The specification was updated into the new format, but no substantive changes were made.

Proposed Deleted Classifications:

Exhibit O: Class Title: *Dietitian*  
Class Number: 1031222  
Pay Grade: 11A/Exempt

- Exhibit P: Class Title: *Legal Clerk 1*  
Class Number: 1013411  
Pay Grade: 2A/Non-Exempt
- Exhibit Q: Class Title: *Legal Clerk 2*  
Class Number: 1013412  
Pay Grade: 3A/Non-Exempt
- Exhibit R: Class Title: *Permit Clerk*  
Class Number: 1011131  
Pay Grade: 3A/Non-Exempt
- Exhibit S: Class Title: *Process Server*  
Class Number: 1025101  
Pay Grade: 3A/Non-Exempt
- Exhibit T: Class Title: *Registered Nurse*  
Class Number: 1054111  
Pay Grade: 8A/Non-Exempt
- Exhibit U: Class Title: *Senior Case Control Supervisor*  
Class Number: 1014414  
Pay Grade: 14A/Exempt
- Exhibit V: Class Title: *Senior Data Processor Supervisor*  
Class Number: 1011215  
Pay Grade: 10A/Exempt
- Exhibit W: Class Title: *Social Services Clinical Coordinator*  
Class Number: 1056241  
Pay Grade: 11A/Exempt
- Exhibit X: Class Title: *Word Processor*  
Class Number: 1011511  
Pay Grade: 2A/Non-Exempt

**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: November 27, 2018  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrative Assistant	<b>Class Number:</b>	1011122
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	4A
<b>Dept:</b>	All departments		

Exhibit A

## Classification Function

The purpose of this classification is to assist a County unit or department by providing support with administrative functions.

## Distinguishing Characteristics

This is an entry-level administrative position that is responsible for performing administrative duties to provide support to County department or unit. This classification works under direct supervision and within a well-defined framework of policies, procedures, and regulations. This class is distinguished from the Clerk by its increased responsibility and ability to work independently as well as a broader range of more complex administrative tasks.

## 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%

• Assists a County unit or department with administrative functions; communicates administrator or manager's decisions to employees; monitors and coordinates assigned department activities; composes responses to correspondence and requests for information; gathers information and statistics and prepares reports for department's use; schedules and coordinates meetings; prepares agendas; attends meetings to record minutes; maintains confidentiality.
- 25% +/- 10%

• Prepares various documents and copies of documents supporting office activities using standard office equipment; prepares and edits various technical and non-technical documents using word processing, spreadsheet, database, or presentation software; researches and gathers information and compiles routine and non-routine reports;; submits letters for proofreading and signature; sets up and maintains files of correspondence and documents.
- 10% +/- 5%

• Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.



25% +/- 10%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; maintains office storage supplies.

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

- High School Diploma and two (2) year of administrative support experience; 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, copier, printer, telephone, and fax machine.

**Mathematical Ability**

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

**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 billing invoices, work orders, project estimates, project specifications, receipts, spreadsheets, address changes, applications, memos, drafts of documents, resolutions, contracts, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manual including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, work orders, project specifications, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with supervisor, management, coworkers, director, vendors, elected officials, other County employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrative Associate	<b>Class Number:</b>	1011121
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	2A
<b>Dept:</b>	All departments		

Exhibit B

## Classification Function

The purpose of this classification is to provide routine clerical assistance to the assigned County department.

## Distinguishing Characteristics

This is an entry level administrative position that is responsible for performing routine clerical duties to provide support to a County department. This classification works under close direct supervision and within a well-defined framework of policies, procedures, and 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.**

- 25% +/- 10%
- Prepares routine documents and copies of documents supporting office activities using standard office equipment; prepares and edits various non-technical and routine documents using word processing, spreadsheet, database, or presentation software; performs data entry; gathers information and compiles routine reports; duplicates and collates documents; distributes documents to appropriate parties.
  
- 25% +/- 10%
- Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.
  
- 25% +/- 10%
- Completes routine clerical tasks as associated with agency services and programs; issues permits and licenses; assists customers with completing forms and applications; accepts applications; performs money transactions; collects fees; issues receipts; checks materials in or out.
  
- 25% +/- 10%
- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; maintains office storage supplies.

Last Modified:



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

- High School Diploma; 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, copier, printer, telephone, and fax machine.

#### **Mathematical Ability**

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

#### **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 billing invoices, deposit slips, receipts, basic spreadsheets, warrants, court orders, address changes, applications, memos, routine correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, routine correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with supervisor, management, coworkers, vendors, other County employees, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrative Supervisor	<b>Class Number:</b>	1011124
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	All departments		

Exhibit C

## Classification Function

The purpose of this classification is to supervise office personnel performing clerical and administrative functions and to organize and coordinate office operations and procedures to ensure effectiveness and efficiency.

## Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising clerical office personnel and facilitating the efficient functioning of an office through performance of a range of administrative and supervisory tasks. The employee exercises discretion in applying policies and procedures to resolve 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%
- Directly supervises clerical support staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
  
- 30% +/- 10%
- Organizes and coordinates day-to-day office operations and procedures; participates in and ensures completion of departmental and workgroup goals and objectives; evaluates efficiency of office work flow; determines strategies to resolve issues, enhance processes, and increase work flow efficiency; develops and implements office policies and procedures for clerical functions of office; receives and reviews recommendations for procedure changes; communicates procedures to employees.
  
- 10% +/- 5%
- Performs and manages data entry, data processing, and record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

## **Administrative Supervisor**

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; serves as liaison with other agencies, organizations, and groups; receives and responds to requests for information from various agencies; keeps informed of provisions of labor-management agreements and their effects on departmental operations; handles clients' complaints and queries; purchases office storage supplies and equipment.

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

- High School Diploma and five (5) years of administrative support experience; 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.

#### **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.

#### **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 billing invoices, work orders, receipts, spreadsheets, daily and monthly logs and reports, client case records, union contracts, applications, memos, union contracts, summary reports, records requests, time sheets, performance appraisals, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, department policies and procedures manuals, and clerical procedures guidelines.

- Ability to prepare receipts, memos, daily and monthly logs and reports, meeting agendas, spreadsheets, status reports, data forms, purchase orders, timesheets, performance appraisals, 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 communicate effectively with supervisor, management, coworkers, director, vendors, providers, consultants, internal and external agencies, clients, elected officials, other County employees, and the general public

**Environmental Adaptability**

- Work is typically performed in an office environment.

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



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 1 – Drug Chemistry	<b>Class Number:</b>	1071251
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Medical Examiner's Office		

EXHIBIT D

## Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of drug evidence.

## Distinguishing Characteristics

This is an entry-level classification responsible for assisting **with** recognition, collection, and analysis of drug evidence. Positions in this class are expected to **successfully** complete a training program and then independently perform duties using **standard methods and techniques**. Employees receive close instruction and assistance but are expected to become **fully aware of established** departmental policies and procedures, federal/state guidelines, and accreditation standards.

## Essential Job Functions

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

- 40% +/- 10%
- Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.
  
- 40% +/- 10%
- Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis; records observations; reviews, analyzes, and compiles instrument data; enters analytical results into the computer database; compiles case records.
  
- 15% +/- 5%
- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.
  
- 5% +/- 2%
- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

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

- Bachelor's degree in a chemical, physical, forensic, or biological science; or related field.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

#### **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 chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

### Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 3 – Trace Evidence	<b>Class Number:</b>	1071263
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Medical Examiner's Office		

*Exhibit E*

### Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of trace evidence collected in house, submitted by outside agencies, or collected from crime scenes; to produce trace evidence reports for analyses performed, and to testify in courts of law as to the results of trace evidence examinations.

### Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of trace evidence collected in house, collected from crime scenes, and submitted by outside agencies. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

### 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%
- Examines trace evidence collected at crime scenes, from autopsies, as well as items submitted from outside agencies; applies instrumental, physical, and chemical techniques in the examination of trace evidence sub-disciplines including gunshot residue, weapons, fibers, paint, tape, hair, bloodstain patterns, impressions, muzzle to target distance determinations, serological evidence, and general chemical unknowns; conducts physical match examinations, tape examinations, serological analysis, and microscopic examinations.
- 20% +/- 10%
- Documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence scientists.
- 15% +/- 10%
- Serves as lead worker in trace evidence unit; fills in for supervisor during absences; implements and monitors Quality Assurance (QA) program within the unit; designs and implements validation studies for new procedures and technologies within the unit; provides training and assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring trace evidence unit maintains compliance with applicable accreditation requirements; assists with investigating technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues.



10% +/- 5%

- Prepares and analyzes trace evidence samples on scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, fluorescence microscopes, scanning electron microscope with energy dispersive X-ray detection, Fourier Transform infrared spectrometer, and microspectrophotometer; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.

10% +/- 5%

- Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; performs crime scene visits to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.

10% +/- 5%

- Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation and/or research projects; assists with providing training to new employees, interns, and visitors as directed; gives lectures and presentations to interns, guests, and death scene investigation classes; testifies in court of law as an expert witness; communicates results of trace evidence examinations to ME staff, law enforcement, and attorneys.

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

- Bachelor's Degree in a chemical, physical, forensic, or biological science, or related field and five (5) years of laboratory experience performing forensic evidence analysis; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

### **Mathematical Ability**

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

### **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 qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, trace evidence unit manual updates, trace evidence procedures, quality assurance documents, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Administrative Assistant	<b>Class Number:</b>	1011123
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5A
<b>Dept:</b>	All departments		

Exhibit F

## Classification Function

The purpose of this classification is to coordinate the work of clerical support staff and to assist higher level administrators or managers by providing support with administrative functions.

## Distinguishing Characteristics

This is a journey-level administrative position. Employees in this class may serve as a lead worker of lower-level administrative or office support staff. This classification works under general supervision and within a well-defined framework of policies and procedures but with increased independence and responsibility. This class is distinguished from the Administrative Assistant by its lead worker function and a wider variety of diverse and complex administrative tasks.

## Essential Job Functions

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

- 30% +/- 10%
- Assists higher level administrator, director, department, and/or division with administrative functions; coordinates and monitors assigned department/division activities; composes responses to correspondence and requests for information; researches and evaluates information and prepares reports for administrator or department's/division's use; provides recommendations based on research to assist administrator or department/division; schedules and coordinates meetings; prepares agendas; attends meetings to record minutes; maintains confidentiality.
- 20% +/- 10%
- Performs higher-level administrative duties to support business functions of office; organizes conferences and meetings; maintains office calendar; serves as liaison with various offices and departments; researches and prepares data for budget inclusion; monitors spending and maintains fiscal and budget records; processes financial documents and bills for payment; prepares contracts and vendor paperwork.
- 10% +/- 5%
- Prepares various documents and copies of documents supporting office activities using standard office equipment; prepares and edits various technical and non-technical documents using word processing, spreadsheet, database, or presentation software; researches and gathers information and compiles routine and non-routine reports;; submits letters for proofreading and signature; sets up and maintains files of correspondence and documents.
- 10% +/- 5%
- Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

Proposed DATE

10% +/- 5%

- Acts as lead worker over lower-level administrative or office support staff; coordinates, assigns, and prioritizes the work of clerical support staff; provides training and instruction to lower level staff; ensures work is performed according to established standards; responds to employee problems as necessary.

20% +/- 10%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; purchases office storage supplies and equipment.

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

- High School Diploma and three (3) years of administrative support experience; 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, copier, printer, telephone, and fax machine.

#### **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 and calculate decimals and percentages.

#### **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 billing invoices, work orders, project estimates, project specifications, receipts, spreadsheets, budget reports, address changes, applications, memos, drafts of documents, resolutions, requests for proposals, contracts, correspondence, and other reports and records.



## Senior Administrative Assistant

- Ability to comprehend a variety of reference books and manual including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, work orders, project specifications, purchasing documents, 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 review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to communicate effectively with supervisor, management, coworkers, director, vendors, elected officials, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrative Officer	<b>Class Number:</b>	1052121
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	All departments		

*Exhibit G*

### Classification Function

The purpose of this classification is to assist higher level administrator (deputy director, social program administrator, senior administrative officer, or superintendent) plan, direct, and coordinate a division or sub-division with a budget of \$15 million or less.

### Distinguishing Characteristics

This is supervisory level classification with responsibility for assisting higher level administrator plan, direct, and coordinate a division or sub-division with a budget of \$15 million or less. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements.

### Essential Job Functions

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

- 40% +/- 10%
- Assists higher level administrator (deputy director, social program administrator, senior administrative officer, or superintendent) plan, direct, and coordinate a division, sub-division, or program with a budget of \$15 million or less; establishes and implements procedures for division, sub-division, or program consistent with current policy; interprets laws, rules, and regulations related to division, sub-division, or program activities; assures that all activities are within relevant statutes and regulations; assists with the development of department policies; assists with budget preparation and approves and recommends budget expenditures; prepares necessary county, state, and federal reports; processes financial documents.
- 40% +/- 10%
- Supervises subordinate staff; assigns and prioritizes work; evaluates employee performance; provides training and instruction to staff; reviews and approves employee leave requests; ensures work is performed according to established standards; recommends employee selection, transfer and discipline.
- 20% +/- 10%
- Functions as administrator's liaison to other County departments, divisions, and public and private entities; responds to written inquiries and complaints; prepares and delivers speeches regarding division activities.

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

- Bachelor's degree in business administration, management, or related field with three (3) years of administrative experience; or an equivalent combination of education, training, and experience.

### Additional Requirements for all levels

- No special license or certification is required.

Proposed DATE



## **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.
- Ability to solve and act on employee problems.
- 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.

### **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 annual reports, budgetary reports, public hearing notices, budgetary forms, employee performance evaluations, trip/travel reports, invoices, drafts of documents, letters, memoranda, permit applications, grant applications, contracts, Board resolutions, requests for proposal, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Register, software manuals and computer manuals.
- Ability to prepare employee performance evaluations, attendance reports, payroll documents, vouchers, supplies inventory, purchasing documents, letters, memoranda, Board Actions or Resolutions, 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with the director, department managers, other County employees, service providers and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 1 - Fingerprint	<b>Class Number:</b>	1071231
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Medical Examiner's Office		

Exhibit H

## Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of fingerprint evidence and the identification of individuals.

## Distinguishing Characteristics

This is an entry-level classification responsible for assisting with recognition, collection, and analysis of fingerprint evidence and the identification of individuals. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

## Essential Job Functions

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

- 45% +/- 10%
  - Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on ten-print cards; scans ten-print cards into the Automated Fingerprint Identification System (AFIS); maintains documentation per the laboratory policies and procedures.
- 30% +/- 10%
  - Prepares and analyzes fingerprint evidence for testing; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; records analytical results; compiles case records; releases fingerprint information to law enforcement agencies in a timely manner.
- 15% +/- 5%
  - Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies and procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
  - Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

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

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field.



### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **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 fingerprint case files, digital images of impressions, AFIS candidate lists, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare logs, forms, training set records, competency test records, fingerprint lab case records, known cards, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

**Environmental Adaptability**

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 2 – Drug Chemistry	<b>Class Number:</b>	1071252
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Medical Examiner's Office		

Exhibit I

### Classification Function

The purpose of this classification is to recognize, collect, and analyze drug evidence; to produce drug chemistry reports for analyses performed; and to testify in the court of law as to the results of the drug chemistry examinations.

### Distinguishing Characteristics

This is a journey-level classification responsible for the collection and analysis of drug evidence. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

### 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%
  - Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis.
- 25% +/- 10%
  - Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.
- 15% +/- 5%
  - Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
  - Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.



10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed;

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

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and two (2) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

#### **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 chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Drug Codes, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

## Forensic Scientist 2 – Drug Chemistry

- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 2 – Fingerprints	<b>Class Number:</b>	1071232
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Medical Examiner's Office		

Exhibit J

## Classification Function

The purpose of this classification is to recognize, collect, and analyze fingerprint evidence; to produce fingerprint analysis reports; and to testify in the court of law as to the results of the fingerprint evidence.

## Distinguishing Characteristics

This is a journey-level classification responsible for the collection, identification, and analysis of fingerprint evidence. Incumbents establish and maintain quality control and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

## Essential Job Functions

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

45% +/- 10%

- Prepares and analyzes fingerprint evidence; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates prints and conducts comparisons of questioned prints to known standards; maintains logs and records of examinations performed.

15% +/- 5%

- Documents and records observations and results of fingerprint analysis; analyzes and compiles data; compiles case files and generates fingerprint final reports; provides opinion and interpretation of results; performs administrative and technical review of data, fingerprint case files, and reports generated by other scientists; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; releases fingerprint information to law enforcement agencies in a timely manner; testifies in court as an expert witness.

15% +/- 5%

- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies and procedures; performs safety checks in accordance with unit laboratory safety program procedures.

10% +/- 5%

- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; enters and reviews prints from the Automated Fingerprint Identification System (AFIS); logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on known cards; maintains documentation per the laboratory policies and procedures.



- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed.

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

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field and two (2) years of laboratory experience performing latent print examination; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **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 fingerprint case files, digital images of impressions, AFIS candidate list, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.

## Forensic Scientist 2 – Fingerprints

- Ability to prepare logs, forms, known cards, fingerprint laboratory case files, fingerprint laboratory examination reports, presentations, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

### Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 3 – Drug Chemistry	<b>Class Number:</b>	1071253
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Medical Examiner's Office		

Exhibit K

## Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of drug evidence; to produce drug evidence reports for analyses performed, and to testify in court as to the results of drug chemistry analysis.

## Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of drug evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

## 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%
- Serves as lead worker in the drug chemistry unit; fills in for supervisor during absences; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring drug chemistry unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment/instrumentation/analytical methods.
- 25% +/- 10%
- Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.
- 15% +/- 5%
- Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis.
- 5% +/- 2%
- Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.



5% +/- 2%

- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; transfers and maintains evidence in storage; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS, and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

10% +/- 5%

Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed;

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

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and five (5) years of forensic drug chemistry experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

#### **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.
- Ability to solve and act on employee problems.

#### **Mathematical Ability**

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

### 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 chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Drug Codes, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

### Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 3 – Fingerprints	<b>Class Number:</b>	1071233
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Medical Examiner's Office		

Exhibit L

### Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of fingerprint evidence; to produce fingerprint evidence reports for analyses performed; and to testify in court as to the results of fingerprint analysis.

### Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of fingerprint evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

### 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%
- Serves as lead worker in the fingerprint unit; fills in for supervisor during absences; reviews data, casework, and reports produced by other Fingerprint Forensic Scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring fingerprint unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment/instrumentation/analytical methods.
- 15% +/- 5%
- Prepares and analyzes fingerprint evidence; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates prints and conducts comparisons of questioned prints to known standards; maintains logs and records of examinations performed.
- 15% +/- 5%
- Documents and records observations and results of fingerprint analysis; analyzes and compiles data; compiles case files and generates fingerprint final reports; provides opinion and interpretation of results; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; releases fingerprint information to law enforcement agencies in a timely manner; testifies in court as an expert witness.



10% +/- 5%

- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; enters and reviews prints from the Automated Fingerprint Identification System (AFIS); logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on ten-print cards; maintains documentation per the laboratory policies and procedures.

10% +/- 5%

- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed.

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

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field and five (5) years of laboratory experience performing latent print examination; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

#### **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.
- Ability to solve and act on employee problems.

### **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 fingerprint case files, digital images of impressions, AFIS candidate list, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare logs, forms, known cards, fingerprint laboratory case files, fingerprint laboratory examination reports, presentations, fingerprint laboratory manual/procedures drafts, quality assurance documents, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Hotel/Motel Audit Manager	<b>Class Number:</b>	1055141
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Fiscal Office - Auditor		

*Exhibit M*

### Classification Function

The purpose of this classification is to manage and oversee the performance of the day-to-day functions of County Hotel/Motel Bed Tax unit in the Fiscal Office in the collection, balancing, and distribution of bed tax returns and revenues; this classification oversees staff in conducting of audits, reviewing tax returns, collecting payments, and distributing bed taxes resulting from audits.

### Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County Hotel/Motel Bed Tax unit in the Accounting Division of the Fiscal Office. This class works under direction from the Controller, and is responsible for ensuring timely and accurate hotel bed tax collection, balancing, and distribution.

### 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%

- Supervises lower level employees; 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; develops unit work plans and work performance standards; monitors unit work performance; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Reviews file folders for late filings, contract payments, or non-payment of audits to be submitted to the County Prosecutor for filing; consults with the prosecutor's office or Law Department in issues related to liens, contracts, administrative appeals, OCR's and outstanding court cases; prepares invoices and letters for late filings and letters for outstanding returns; determines if final reassessment of audit findings should be altered based on hotel representatives' arguments and additional documentation during an appeal; attains all documentation for a Praeipce (a document that commands a defendant to appear and show cause why an act or thing should not be done) when a hotel files an administrative appeal in court.

10% +/- 10%

- Oversees the monthly hotel tax return process; enters hotel audit and invoice payments; files and organizes documentation as it relates to hotel liens and contracts; balances revenue collections using the Financial Accounting Management Information System (FAMIS); distributes all monthly hotel tax audit revenue collections according to the Ohio Code of Regulations (OCR).

10% +/- 5%

- Communicates with vendors and hotel representatives to provide information regarding the OCR.

10% +/- 5%

- Re-Updates Bed Tax Program with hotel information and all spreadsheets relating to hotel audits and revenue collections; researches for establishments doing business as an entity with sleeping accommodations for transient guess without notifying the Fiscal Office.



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

Bachelor's degree in accounting, business administration, or a related field with five (5) years experience in bookkeeping, accounting or a related field; or any equivalent combination of education, training, and experience.

### **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 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.
- 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 tax returns, return verification reports, outstanding return reports, revenue receipt reports, distribution reports, invoices, deposit forms, checks, FAMIS reports, and a variety of other reports, communications, and forms.
- Ability to comprehend a variety of reference books and manuals including the OCR, Code of Regulations, Policy Handbook, related websites, program manuals and procedures, forms and checklists.
- Ability to prepare memos, forms, transmittals, worksheets, performance reviews, correspondence, contracts, hotel tax reports, charts, spreadsheet, procedure manuals, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

### **Hotel/Motel Audit Manager**

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting, regulatory and legal terminology and language.
- Ability to communicate with staff, hotel representatives, County Prosecutor's Office, Law Department, the media, the general public, and other County Employees..

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Administrative Officer	<b>Class Number:</b>	1052122
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Dept:</b>	All departments		

Exhibit N

## Classification Function

The purpose of this classification to assist a director, deputy director, or social program administrator plan, direct, and coordinate a division, sub-division, or program with a budget greater than \$30 million.

## Distinguishing Characteristics

This is supervisory level classification with responsibility for assisting a director, deputy director, or social program administrator plan, direct, and coordinate a division or sub-division with a budget greater than \$30 million. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements.

## Essential Job Functions

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

- 40% +/- 10%
- Assists director, deputy director, or social program administrator plan, direct, and coordinate a division, sub-division, or program with a budget greater than \$ 30 million; develops and implements policies and procedures for division, sub-division, or program; interprets laws, rules, and regulations related to division, sub-division, or program activities; assures that all activities are within relevant statutes and regulations; recommends and assists with the development of department policies; prepares budget and approves and recommends budget expenditures; prepares necessary county, state, and federal reports; processes financial documents.
- 40% +/- 10%
- Supervises subordinate staff; assigns and prioritizes work; evaluates employee performance; provides training and instruction to staff; reviews and approves employee leave requests; ensures work is performed according to established standards; recommends employee selection, transfer, and discipline.
- 20% +/- 10%
- Functions as director's, deputy director's, or social program administrator's liaison to other County departments, divisions, and public and private entities; responds to written inquiries and complaints; prepares and delivers speeches regarding division activities.

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

- Bachelor's degree in business administration or related field with nine (9) years of administrative experience; or an equivalent combination of education, training, and experience.

## Additional Requirements for all levels

- No special license or certification is required.

Proposed DATE



## **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.
- Ability to solve and act on employee problems.
- 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, calculate decimals and percentages and apply the principles of descriptive 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 contracts, purchase orders, blueprints, job applications, statistical reports, budget reports, personnel actions, grant applications, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, State guidelines, technical periodicals, and Federal regulations.
- Ability to prepare Board of County Commissioners actions, correspondence, budgets, performance appraisals, contracts, memos, statistical reports, 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, and to follow instructions.
- Ability to use and interpret legal and governmental business terminology and language.
- Ability to communicate effectively with clients, subordinates, supervisors, contractors, elected officials, other County and State personnel, consultants and the general public.



### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Dietitian	<b>Class Number:</b>	1031222
		<b>Pay Grade:</b>	11

**Departments:** Human Services/Senior & Adult, only

EXhibit O

## Classification Function

The purpose of this classification is to manage and direct dietary services for County institution and supervises food service supervisor and clerical support personnel assigned to dietary services.

## Essential Job Functions

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

- Manages and directs dietary services for County institution (e.g.- plans and monitors special dietary needs and treatment plans; maintains standards of safety and sanitation in accordance with State and Federal regulations; develops and issues dietary policies and procedures; conducts quality assurance testing and prepares related documentation).
- Supervises food service supervisor and clerical support personnel assigned to dietary services (e.g.- plans and coordinates work of dietary department; assigns and reviews work maintaining work standards; provides instruction to employees; responds to employee problems; recommends employees for selection, transfer, promotion, discipline, discharge and salary increase; develops bi-weekly work schedules; prepares bi-weekly payroll records).
- Plans and monitors regular and special diets to comply with clinical orders, treatment plans and State and Federal regulations (e.g.- writes regular and therapeutic diets; ensures diets are prepared according to clinical orders; assesses and counsels patients in their dietary program; documents patient charts).
- Coordinates food service operations (e.g.- order food, supplies and equipment for Dietary Department; write specifications for all food and supplies; maintains adequate inventory of all food and supplies).

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

Must be registered dietitian licensed by the Ohio Board of Dietetics. American Dietary Association registration required. Three years of institutional dietetics experience.

### Additional Requirements

Annual renewal of license and registration 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 calculator.
- Ability to utilize weight scales and other measuring tools in portioning of food.
- Ability to utilize kitchen equipment including food processor, steamers and ovens in the preparation of food.

**Supervisory Responsibilities**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including purchase orders, invoices, employee leave requests, payroll records and reports, employment applications, patient records and charts, laboratory reports, admission information, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ross Medical Nutrition System manual, Food Medication Interactions manual, medical reference books, dietary manuals, Institutional Meat Purchasing Specification Manual, computer manuals, and personnel policy manuals.
- Ability to prepare purchase orders, work schedules, performance evaluations, attendance reports, nutritional assessments, Plan of Care, resident weight charts, progress notes, menus, recipes 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 counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret clinical dietetics terminology and language.
- Ability to communicate with dietary employees, administrator, residents, family members, other nursing home staff, and others.

**Environmental Adaptability**

- Work is typically performed in a food service/kitchen environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Legal Clerk 1	<b>Class Number:</b>	1013411
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	2
<b>Dept:</b>	Clerk of Courts		

Exhibit P

### Classification Function

The purpose of this classification is to perform general and routine clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents and providing general information and assistance to County Court staff, attorneys, and the public.

### Distinguishing Characteristics

This is an entry-level clerical classification. Employees at this level work under a well-defined framework of policies and procedures. They receive occasional instruction or assistance as new or unusual situations arise and are expected to become fully aware of operating procedures and policies of the work unit.

### Essential Job Functions

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

40% +/- 10%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews, verifies, and records required information; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention; may prepare, validate, and scan files for digital imaging.

30% +/- 10%

Types, enters, proofreads and processes a variety of documents and data; enters court-related information into department databases; verifies information for accuracy and completeness; updates database information and purges old data as appropriate; makes copies and distributes to appropriate parties.

20% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides basic information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes incoming and outgoing mail; retrieves, sorts and delivers incoming mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems; maintains related documentation.

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

High school diploma or GED with two (2) years of previous experience in clerical, reception or similar work; experience in a legal environment preferred; or an equivalent combination of education, training, and experience.

**Additional Requirements**

No licenses or corticated required.

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

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

**Supervisory Responsibilities**

No supervisory requirements.

**Mathematical Ability**

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; and ability to utilize principles of fractions.

**Language Ability & Interpersonal Communication**

- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, forfeitures, foreclosures, rulings, motions, subpoenas, praecipes, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, employees and managers of other departments, and the general public.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Legal Clerk 2	<b>Class Number:</b>	1013412
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	3
<b>Dept:</b>	Clerk of Courts		

Exhibit Q

### Classification Function

The purpose of this classification is to perform routine and specialized clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents, imaging documents, and providing general information and assistance to County Court staff, attorneys, and the public.

### Distinguishing Characteristics

This is a journey level clerical classification. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the work unit and be able to perform duties that are more specialized or complex in nature.

### Essential Job Functions

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

30% +/- 10%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews and verifies required information; stamps, records and/or certifies documents; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

20% +/- 10%

Types, enters, proofreads and processes a variety of court-related documents and data; enters information into department databases; verifies information for accuracy and completeness; corrects errors as necessary; updates database information and purges old data as appropriate; logs and certifies work activities; makes certified copies and forwards to appropriate parties.

20% +/- 10%

Processes court records and documents for digital imaging; sorts and prepares documents; validates documents; reviews documents for completeness and accuracy; locates missing documents and corrects any errors; scans documents into digital imaging system.

20% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes incoming and outgoing mail; retrieves, sorts and delivers incoming mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems. Maintains related documentation.



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

High school diploma or GED with three (3) years related experience including one (1) year as Legal Clerk I; or an equivalent combination of education, training, and experience.

**Additional Requirements**

No licenses or corticated required.

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

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

**Supervisory Responsibilities**

No supervisory requirements.

**Mathematical Ability**

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; and ability to interpret graphs.

**Language Ability & Interpersonal Communication**

- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, indictments, plea agreements, sentencing documents, forfeitures, foreclosures, rulings, motions, dockets, appeals, subpoenas, praecipes, court dockets, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, police officers, employees and managers of other departments, and the general public.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Permit Clerk	<b>Class Number:</b>	1011131
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	3
<b>Dept:</b>	Public Works		

*Exhibit R*

### Classification Function

The purpose of this classification is to issue sewer connection permits and sewer builder's licenses and to receive and process related payments and fees.

### Distinguishing Characteristics

This is an entry level classification responsible for issuing sewer connection permits and sewer builder's licenses, receiving and processing related payments and fees, and maintaining files and records. This classification works under a framework of defined procedures and regulations. The incumbent ensures that 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.**

50% +/- 10%

- Receives payments for permits, inspection fees, sewer license registrations, and other fees; receives, records, and deposits cash, checks, or other forms of payment; verifies and balances receipts; sends cash, checks, or other forms of payment to banks; sends all receipts, check copies, and additional information to county fiscal department and other departments.

30% +/- 10%

- Issues sewer connection permits and sewer builder's licenses; researches, records, and writes sewer connection permits and sewer builder's licenses; mails out yearly registration renewals; collects references and other required documentation; reviews forms for accuracy; updates records and insurance documentation.

20% +/- 10%

- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings and trainings; prepares project, inspector, and city files and maintains records; provides state auditor with any records necessary for yearly audit; prepares monthly program activity report; provides information to the public regarding fees, contractor information, and construction projects.

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

- High school diploma or equivalent and one (1) year of clerical experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Effective: 1999  
Revised: 7/26/2017



### **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 and calculate decimals and percentages.

#### **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 license applications, sewer plans, bond document for license, certificates of insurance, check registers, deposit slips, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Occupational Health and Safety Administration (OSHA) standards, and related county and city rules and regulations.
- Ability to prepare sewer permits, permit reports, license agreements, receipts, activity reports, letters, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to communicate with the supervisor, contractors, outside agencies, other County employees and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Process Server	<b>Class Number:</b>	1025101
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	3
<b>Dept:</b>	Sheriff's Department		

Exhibit S

### Classification Function

The purpose of this classification is to deliver legal documents of the Cuyahoga County Common Pleas Court System.

### Distinguishing Characteristics

This is an entry/journey-level clerical classification with responsibility for serving legal documents for the court system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Assignments are limited in scope, contain routine tasks, and are performed within a framework established by higher level employees.

### Essential Job Functions

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

- 70% +/- 10%
- Performs work related to the serving of legal documents from the courts; review daily documents to gain such information as names, addresses, mileage and routes; drives to each address and hand delivers documents to a person of suitable age or posts document at address; documents how papers were served, times, dates, locations, and mileage; returns to the same location the next day, if needed in order to serve the document.
- 10% +/- 5%
- Performs back-up for other Process Servers, when necessary.
- 10% +/- 5%
- Responds to inquiries regarding completed service or status of on-going attempts.
- 10% +/- 5%
- Testifies in court when ordered regarding the results of the service.

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

High school diploma or GED and one (1) year administrative or related experience; or any equivalent combination of education, training, and experience.

### Additional Requirements

Ohio State Drivers license.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to drive a motor vehicle.

#### Supervisory Responsibilities



No supervisory requirements.

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including instructions for special service of subpoenas.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals.
- Ability to prepare duty sheets, log books, document returns and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal terminology and language.
- Ability to communicate with supervisors, co-workers, clients and subjects being served.

### **Environmental Adaptability**

- Work is typically performed outdoors, subject to heat, cold and traffic.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Registered Nurse	<b>Class Number:</b>	1054111
		<b>Pay Grade:</b>	8

<b>Departments:</b>	Human Services/Senior and Adult Services, Justice Affairs.only		<i>Exhibit T</i>
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## Classification Function

The purpose of this classification is to coordinate patient care given on floor or unit of County Nursing Home or patients residing at the Youth Detention Center, and to function as lead worker over licensed practical nurses (LPN) and nurses aides.

## 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 nursing activities for floor or unit of County Nursing Home, or patients residing in their own homes (e.g.- makes rounds of patients with registered nurse (RN) from previous and following shifts; obtains information on each patient's status from registered nurse from previous shift; gives report to registered nurse from following shift; conducts drug counts with registered nurse from previous and following shifts; obtains shift staffing list from nursing director; checks calendar for scheduled patient appointments for the shift; coordinates meal service).
- Functions as lead worker over licensed practical nurses, nurses aides, or home health aides (e.g.- assigns work and reviews completed work assignments; provides job training and instruction; provides information to supervisor in evaluation of employee performance).
- Provides nursing services to residents of County Nursing Home and patients residing in their own homes (e.g.- passes medications as ordered by physicians; administers various treatments as ordered by physician; admits and assesses new patients; prepares resident's minimum data set (MDS); attends plan of care meetings; notifies physicians if patient's condition changes and takes new medical orders, if necessary; makes rounds of residents with physicians).
- Prepares reports and records of nursing activities (e.g.- updates patients charts; transcribes medical orders to chart; prepares shift reports; prepares medication orders; receives lab results and enters results in resident chart).

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

Must be licensed as registered nurse by the Ohio Board of Nursing.

### Additional Requirements

Biennial renewal of license required.

## Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

### Physical Requirements

- Ability to operate medical equipment including intravenous pumps, G-tube pumps, suction machine, sphygmomanometer, stethoscope, thermometer and other diagnostic instruments and equipment.
- Ability to push and pull in the movement or treatment of patients; ability to lift and carry medical equipment and supplies.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to respond to employee problems.

**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 X-ray reports, lab reports, clinic reports, nursing office reports, daily reports, incident reports, resident's MDS, resident's plan of care, weekly charting, dietary reports, medical orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including medical books and desk references, lab referral reference and policies and procedures manuals.
- Ability to prepare nursing office reports, patient care cards, staff assignment sheets, patient records and charts, medication discontinuation forms, lab and X-ray requisitions, social service referrals, occupational and physical therapy referrals, dietary, maintenance and housekeeping requests, 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 medical terminology and language.
- Ability to communicate with supervisors, physicians, residents, nurse's aides, home health aides, licensed practical nurses, other nursing home staff and family members of residents.

**Environmental Adaptability**

- Work is typically performed in an institutional health care 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

<b>Class Title:</b>	Senior Case Control Supervisor	<b>Class Number:</b>	1014414
		<b>Pay Grade:</b>	14

<b>Departments:</b>	Human Services, only	exhibit u
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## Classification Function

The purpose of this classification is to manage and supervise units comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs.

## Essential Job Functions

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

- Manages units comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- develops and implements operational policies and procedures for quality assurance program; determines when system modifications are required; works with state regarding compliance and interpretation of state and federal regulations; coordinates random sampling and continuous monitoring throughout department to ensure that divisions are in compliance prior to state and federal audits; monitors unit budget expenditures).
- Supervises units of comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- organizes work and distributes work to employees; reviews completed work assignments; oversees unit work plans and work performance standards; provides job training and instruction to staff; evaluates employee performance; reviews employee leave requests and monitors employee use of leave time; recommends and implements employee disciplinary procedures; reviews and processes payroll documents).
- Conducts quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- reviews income maintenance case records; interviews clients and gather information; describes and explains objective to client; analyzes and evaluates case information to determine if corrective action is needed; develops and implements corrective action plans as required).
- Performs administrative duties (e.g. - completes quality assurance reports; prepares related correspondence and memoranda; attends meetings, conferences, workshops, committee meetings, etc.).

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

Bachelor's degree in social work administration or related field with five years of public assistance 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**

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

**Supervisory Responsibilities**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including time sheets, leave requests, quality assurance reports, entitlement case records, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, public assistance manual, food stamp manual, CRIS-E Manual, computer manuals and federal standards.
- Ability to prepare payroll documents, employee performance appraisals, quality assurance reports, corrective action plans, statistical reports, monthly reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret public assistance and legal terminology and language.
- Ability to communicate effectively with director, administrators, supervisors, employees, clients and their families, bank personnel, school personnel, 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

<b>Class Title:</b>	Senior Data Processor Supervisor	<b>Class Number:</b>	1011215
		<b>Pay Grade:</b>	10

<b>Departments:</b>	All departments	Exhibit V
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## Classification Function

The purpose of this classification is to manage data entry and data processing activities and to supervise lower level data processor supervisors.

## 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 data entry and data processing activities and supervises lower level data processor supervisors (e.g.- ensures compliance with all applicable rules and regulations; plans staffing requirements and recommends hire, promotion, transfer and discipline; evaluates employee performance; completes payroll records; ensures daily operations and work standards of data entry and data processing are maintained; prepares budget requests and cost analysis for overtime projects in department; performs liaison function for data entry/data processing issues).
- Coordinates and prioritizes incoming work for data entry/data processing (e.g.- establishes deadlines to ensure that customers are not adversely affected). Recommends system design program enhancements (e.g.- evaluates current efficiency; justifies feasibility and costs of proposed changes; documents unusual problems with data processing systems).
- Enters verified information into data base via mainframe computer terminal or personal computer (e.g.- integrates information into system language; enters address changes, child support order information and lump sum calculations forms). Verifies work of previous day (e.g.- checks data against data base information entered; corrects data base as appropriate). Produces reports of data base information as requested (e.g.- examines report request; prints report from data base information; distributes reports to appropriate office).

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

Associate's degree in business with three years of data processing experience including one year of supervisory experience; or any equivalent combination of training and experience.

### Additional Requirements

No special license or certification is required.

## Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

### Physical Requirements

- Ability to operate a variety of automated office machines including computer terminal, printer, adding machine, calculator and copier.
- Ability to perform data entry/data processing activities with high degree of accuracy.

**Supervisory Responsibilities**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including data forms, screen print-outs, daily log sheets, court orders, data processing system reports, payroll records and other reports and records.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, personnel policy manuals, computer terminal manual, printer manual, data processing system manual, green guide, Haines directory and post office directory.
- Ability to prepare incoming week report, daily report, quarterly report, payroll records, data forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and direct others, to supervise, counsel, convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret computer operations terminology and language.
- Ability to communicate with supervisor, data processing/data entry employees, personnel department and 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

<b>Class Title:</b>	Social Services Clinical Coordinator	<b>Class Number:</b>	1056241
		<b>Pay Grade:</b>	11

<b>Departments:</b>	Justice Affairs, only	<b>Exhibit W</b>
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## Classification Function

The purpose of this classification is to supervise a unit of social service specialists providing advocacy and direct services to victims of felony and misdemeanor crimes.

## Essential Job Functions

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

- Supervises a unit of social service specialists providing advocacy and direct services to victims of felony and misdemeanor crimes (e.g.- assigns cases to social service specialists and monitors cases; reviews and evaluates cases and provides advise and feedback; provides job training and instruction to staff; responds to employee problems and issues; recommends and implements disciplinary actions; formally evaluates performance; conducts staff meetings to keep employces informed of changes in policies, procedures, programs or techniques; interviews applicants and makes recommendations for selection).
- Provides comprehensive clinical services to victims of felony and misdemeanor crime (c.g.- conducts crisis intervention and short-term therapy with children, adolescents and adults; provides immediate emergency psychological assessments, stabilization and crisis response for department, Justice Center, Domestic Relations Court and Juvenile Court).
- Provides advocacy and direct services directly to clients (e.g.- maintains small caseload of difficult or complex cases; provides direct services to clients and families in crisis or emergency situations; provides emergency coverage due to absence of regular social services worker).
- Consults with various individuals on witness/victim issues (e.g.- advises agency managers of service needs and makes recommendations for new programs and priorities; assists in the planning and development of service programs or policies; evaluates methods of delivery of programs and recommends more effective delivery systems; assists treatment team in implementing programs; coordinates services with other agency or institutional units; coordinates services with community and local agencies to promote activities and develop resources; establishes and maintains contact with community agencies, judges, courts, social service agencies, legal and medical professionals, and shelters; prepares and delivers speeches and training programs).

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

Master's degree in social work with three years of social services experience; or any equivalent combination of training and experience.

### Additional Requirements

Must hold License of Independent Social Worker (LISW) or License of Professional Clinical Counselor (LPCC) 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 computer, printer, typewriter, copier, and telephone.

**Supervisory Responsibilities**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including legal documents, court files, diagnostic reports, client files, payroll documents, time sheets, performance evaluations, expense reports, grant applications, budget requests and other reports and records.
- Ability to comprehend a variety of reference books and manuals including diagnostic manuals, annual and semi-annual crime reports, medical references, professional journals and publications, personnel policy manuals, and Ohio Revised Code.
- Ability to prepare weekly, monthly and annual statistical reports, payroll documents, performance evaluations, client records, training materials, resource and referral lists, diagnostic reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret counseling, legal and medical terminology and language.
- Ability to communicate effectively with clients, employees, interns, volunteers, court personnel, attorneys, physicians, social workers, law enforcement personnel, other County employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Word Processor	<b>Class Number:</b>	1011511
		<b>Pay Grade:</b>	2

<b>Departments:</b>	All departments	<i>Exhibit X</i>
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### Classification Function

The purpose of this classification is to produce printed copy of documents from rough draft or dictation using computerized word processing equipment. This classification differs from the Senior Clerk classification (11112) in that work is focused on word processing functions the majority of time and occasionally involves the other clerical functions listed below.

### 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.**

- Produces printed copies of documents from rough draft or dictation using computerized word processing software (e.g.- sets up document format selecting font and type size; enters document content; edits document by reading or using software editing functions; prepares printed copy of document; produces merged documents; records and runs macros; saves document to computer or floppy disk; prepares taped or disk back-up of document files).
- Performs routine clerical functions to assist other clerical staff (e.g.- answers telephone; directs visitors and callers; records messages; files documents; schedules appointments).

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

High school diploma or equivalent and five months of computerized word processing experience; or any equivalent combination of training and experience.

#### Additional Requirements

No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including computer terminal, word processing equipment, printer, calculator, copier, telephone and fax machine.

#### 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 correspondence, letters, proposals, forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code and County Employee Handbook.

- Ability to prepare correspondence, forms, reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with other supervisors, managers, other County employees and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# County Council of Cuyahoga County, Ohio

## Ordinance No. O2018-0013

Sponsored by: <b>Councilmembers Baker and Miller</b>	<b>An Ordinance</b> amending Section 204.01 of the Cuyahoga County Code to require county agencies to provide a response to recommendations issued as part of an investigation of the Agency of Inspector General and to update the County Code in accordance with the adoption of Article XV of the County Charter; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Agency of Inspector General was originally established by Cuyahoga County Council in 2011 pursuant to Ordinance No. O2011-0004, as amended and codified in Sections 204.01 and 407.01 of the Cuyahoga County Code; and

WHEREAS, Cuyahoga County Council unanimously referred to the ballot a charter amendment to formally incorporate the Agency of Inspector General into the Cuyahoga County Charter, which was approved by the county electors with the passage of Issue 12 at the November 6, 2018 general election; and

WHEREAS, the Inspector General is the chief ethics officer of Cuyahoga County and is charged with the responsibility of investigating and enforcing the ethics laws of Cuyahoga County as enacted in Title 4 of the Cuyahoga County Code; 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 204.01 of the Cuyahoga County Code is hereby amended to read as follows (additions are underlined, deletions are stricken):

**Section 204.01 Agency of the Inspector General**

A. Definitions As used in Section 204.01 of the Cuyahoga County Code:

1. “Agency” shall refer to the Agency of the Cuyahoga County Inspector General established herein.

2. “Cause” for purposes of removal for cause shall have the same meaning as legitimate cause under Ohio’s civil service law.

3. “Employee” / “Employees” shall mean County employees who operate within the County government established by the Cuyahoga County Charter.

**4. “Investigation” means an examination, review, inquiry, study, inspection, analysis, probe, or appraisal.**

45. “Public Official” / “Public Officials” shall mean the public officials of the Cuyahoga County government established by the Cuyahoga County Charter.

56. “County Contracts” shall mean all contracts to which the County is a party, excluding collective bargaining contracts and contracts with any other governmental entity.

B. The Cuyahoga County Inspector General Agency.

1. Establishment. There is hereby established the Agency of Inspector General to be known as the “Cuyahoga County Inspector General.”

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

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

a. The Inspector General shall serve as the County’s chief ethics officer and is charged with the responsibility of investigating and enforcing Title 4 of the County Code in accordance with the terms of said Title. In so doing, the Inspector General shall cooperate with the County’s Personnel Review Commission. The Inspector General shall not interfere with the authority of the Personnel Review Commission to ensure “compliance with ethics resolutions or ordinances as passed by the Council” under Section 9.02(3) of the County Charter.



b. The Inspector General shall establish a “hotline” and web site to receive complaints from either anonymous or identified persons, and s/he shall investigate all complaints, tips, and any other filings and submittals received by the Agency regardless of the format or forum through which such information or documents are received. Without regard to how such documents are received by the Agency, all documents prepared or received by the Agency, including, without limitation, all complaints, tips, and any other filings and submittals received by it shall be considered part of the Inspector General’s investigative files, **provided however, the Inspector General may take steps to preserve the anonymity of complainants or sources.**

c. The Inspector General shall have the powers and rights to investigate all county contracts subject to the limitations set forth in Section 204.01(B)(4) of this Chapter.

d. If an investigation reveals reasonable grounds to believe that a violation of any state, federal, or local law, rule, regulation, or policy has taken place, the Inspector General shall notify the appropriate civil, criminal, or administrative agencies in charge with enforcement of said violation. If an investigation reveals reasonable grounds to believe that a violation of a rule, regulation, or policy governing a County employee has taken place, the Inspector General shall notify the employee’s appointing authority and the applicable Department of Human Resources.

**e. All agencies or departments under investigation by the Inspector General shall be required to provide a written response to any investigation in which the Inspector General recommends the agency or department take a particular action. Prior to completing an investigation, the Inspector General may provide an opportunity for the agency or department under investigation to submit a response for inclusion in the Inspector General’s report or recommendations. If the Inspector General declines to provide such an opportunity, the agency or department under investigation shall provide a written response to the Inspector General within thirty days following the publication of an investigative report. Such response shall be in writing and shall indicate whether the agency or department agrees or disagrees with individual recommendations.**

**i. If the agency or department agrees with a particular recommendation made by the Inspector General, the agency or department shall specify what remedial actions, if any, will be taken.**

**ii. If the agency or department disagrees with a particular recommendation made by the Inspector General, the response shall include a rationale for its disagreement.**

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

**g. The Inspector General shall have the authority to issue subpoenas in accordance with Article XV of the County Charter.**

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

4. Limitations on the Inspector General's Investigative Powers and Duties.

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

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

c. Effect on Contracts. The enactment of this Code shall not be interpreted to interfere with or change the terms of any contracts with the County in place at the time of its enactment. All contracts and contract amendments entered into on or after the effective date of this Chapter, however, shall be subject to the requirements of this Chapter. In addition to the County's powers to enforce

this Code under its home rule powers, this Chapter, including all obligations by contractors, shall be considered a material term of all contracts or contract amendments entered with the County on or after the effective date of this Chapter, and all contractors shall comply with its requirements as a material term of their contracts with the County. All Inspector General inspections or investigations of a contractor shall specifically relate to a contract with the County.

d. Relationship with Inspector General. The Inspector General shall cooperate with the Department of Internal Auditing to avoid duplication of effort and to share information, so long as such sharing does not compromise an ongoing investigation. At the request of the Inspector General and with the approval of the Internal Auditor, the Department of Internal Auditing may provide services to the Inspector General for a specific investigation. The Inspector General shall not interfere with the authority of the Internal Audit Department to conduct audits pursuant to the Charter, any applicable ordinances, and any rules established by the Internal Audit Committee.

5. Inspector General's Budget. **The Inspector General's budget shall be approved as part of the county's biennial budget process in accordance with Article XV of the County Charter. Nothing contained herein shall be construed to prohibit the Inspector General from transmitting to the Council supplemental budget requests, which shall be reviewed and considered in the normal budgetary process.**

~~a. Initial Budget. Through the remainder of the year 2011, the Inspector General's budget shall be \$375,000.00.~~

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

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

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

C. Selection, Term, Qualifications, and Removal of Inspector General.

~~1. Incumbent Inspector General. Without regard to the appointment requirements of Section 204.01(C)(2) herein, and subject to the removal provisions of Section 204.01(D) herein, the incumbent Inspector General, Nailah Byrd, shall have the right to continue to serve as the County's first Inspector General without confirmation of Council until June 30, 2016.~~

~~21. Appointment of Inspector General. The Inspector General shall be appointed by the County Executive for a term of five **four** years subject to confirmation by Council **in accordance with Article XV of the County Charter**. In the case of a vacancy in the position of Inspector General, the Executive shall appoint a successor Inspector General, subject to the confirmation of Council, to the term of the Inspector General. The Executive may appoint, with the approval of the President of Council, an Interim Inspector General for a period not to exceed 90 days.~~

~~32. Term of Office of Inspector General. The term of the Inspector General shall be **fixed in accordance with Article XV of the County Charter** for five years.~~

~~43. Qualifications of Inspector General. **The qualifications of the Inspector General are specified in Article XV of the County Charter**. In appointing and confirming the Inspector General, the Executive and the Council shall exercise good faith efforts to seek highly qualified candidates who have demonstrated the ability to work with local, state, and federal law enforcement agencies and who have audit-related skills and professional certifications in relevant fields. The selected Inspector General shall have the following minimum qualifications:~~

~~a. A juris doctorate degree from an accredited institution of higher learning; and,~~

~~b. At least ten years' experience in any one or a combination of the following fields:~~

~~i. as a federal, state, or local law enforcement agent/official;~~

~~ii. as a licensed attorney;~~

~~iii. as an inspector general, certified public accountant, or internal auditor; or~~

~~iv. as a person with escalating supervisory and managerial experience in an investigative public agency similar to an inspector general's agency.~~

D. Removal. The Inspector General may only be removed from office for cause **in accordance with Article XV of the County Charter**. ~~Either the Executive or Council may initiate the process to remove the Inspector General by resolution~~

~~before Council. To effectuate such removal, the resolution must receive the affirmative vote of at least eight members of Council.~~

~~E. Abolition of the Office. The Agency of the Inspector General shall only be abolished upon the affirmative vote of at least eight members of Council and executed by the Executive.~~

F. No Classified Positions. Nothing in this Chapter, including the removal procedures, is intended to make the position of Inspector General or any of its employees a classified employee of the County.

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

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

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

Yeas:

Nays:

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

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

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

\_\_\_\_\_  
Date

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0262

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> 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, to meet the budgetary needs of various County departments, offices and agencies; amending Resolution Nos. R2018-0113 dated 5/29/2018, R2018-0133 dated 6/26/2018, R2018-0190 dated 9/25/2018, R2018-0198 dated 10/10/2018 and R2018-0242 dated 11/27/2018 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, 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. 24A301 – Children & Family Services **BA1801567**  
CF135467 – Administrative Services - CFS  
Other Expenses \$ 3,656,148.38

Additional Appropriation is being requested to cover the 2015-2017 Indirect Costs Reconciliation, 2018 Indirect Costs, and 2018 Security charge. Funding comes the Health and Human Services Levy.

B. 61A608 – Central Security Serv - Sheriff **BA1801568**  
SH352005 – Bldg Security Svcs – OPBA - Officers  
Other Expenses \$ 1,330,541.93

Additional appropriation is being requested to cover the 2018-2017 Indirect Costs reconciliation, 2018 Indirect Costs, the space maintenance reconciliation and current year charges. Funding comes from charges to user agencies for security at county owned and operated buildings.

C. 67A100 – Workers’ Compensation Administration **BA1801569**  
HR498006 – Workers’ Compensation Administration  
Other Expenses \$ 235,008.00

Additional appropriation is being requested to cover the 2015-2017 Indirect Cost reconciliation and 2018 Headquarters space maintenance allocation. Funding comes from charges to user agencies based on claims experience.

D. 24A435 – Cuyahoga Tapestry System of Care (CTSOC) **BA1801581**  
CF135004 – DCFS – Cuy Tapestry System of Care  
Personal Services \$ (482,155.00)  
Other Expenses \$ (3,302,642.89)

A reduction in appropriation is being requested to close the old Tapestry index. Appropriation have been set up in the new index. Funding comes the Health and Human Services Levy.

E. 61A608 – Central Security Serv – Sheriff **BA1801583**  
SH352005 – Bldg Security Svcs-OPBA-Officers  
Personal Services \$ 15,000.00

61A608 – Central Security Serv – Sheriff  
SH352013 – Bldg Security Svcs-OPBA-Sergeants  
Personal Services \$ 37,000.00

61A608 – Central Security Serv – Sheriff  
SH352039 – Bldg Security Svcs-Crt Security Monitors  
Personal Services \$ 30,000.00

An appropriation increase is being requested for the Sheriff's Protective Services division to cover year end payroll due to an increase in Overtime. Funding comes from charges to user agencies for building security at county owned and occupied property.

F.	21A111 – Litter Prevention 1993		<b>BA1803131</b>
	CP756973 – Litter Prevention 1993		
	Personal Services	\$	(36,192.00)
	Capital Outlays	\$	(1,388.00)
	21A122 – Golden Spruce Awards		
	CP756916 – Golden Spruce Awards		
	Other Expenses	\$	(10,052.40)
	21A112 – Litter Prevention & Recycling		
	CP756593 – Litter Prevention & Recycling		
	Other Expenses	\$	(10,536.16)
	Capital Outlays	\$	(180.00)

The appropriation reduction would remove appropriations from Planning Commission grants that were received prior to 1996. The remaining cash in these grants were transferred as requested on document JT1803129 (approved R2018-0229), and no cash remains in these grants.

G.	01A001 – General Fund		<b>BA1803135</b>
	PC400051 – Probate Court		
	Other Expenses	\$	80,000.00
	24A601 – Senior and Adult Services		
	SA138321 – Administrative Services - SAS		
	Other Expenses	\$	1,500,000.00

The appropriation increases would cover controlled services internal chargebacks. The Probate Court deficit was caused by prior year space maintenance reconciliations and is funded through the General Fund. The HHS Division of Senior & Adult Services deficit was caused by multiple years of indirect services reconciliations and an increase in security chargebacks and is funded through the Health and Human Services levy.

H.	40A063 – G/O Bonds-Yr___Future		<b>BA1803152</b>
	CC761924 – H.B. 300 Energy Program		
	Capital Outlays	\$	684,923.48
	40A068 – Cap Prj Future Yr Debt Issue		
	CC762708 – Fairgrounds Improvements		
	Personal Services	\$	8,248.76
	Other Expenses	\$	7,545.29
	Capital Outlays	\$	180,553.00

This appropriation would bring appropriation to zero to clear completed capital projects. The appropriation reductions to clear out these projects were duplicated (documents BA1803125 and BA1803126 on the November 13 fiscal agenda), and this appropriation increase would bring the appropriation to zero. There is no cash remaining in the projects.

I.	01A001 – General Fund		<b>BA1803154</b>
	SU515346 – General Fund Operating Subsidies		
	Other Expenses	\$	100,000.00

The Print Shop within Public Works facilities does not have enough revenues to cover its expenses. This General Fund subsidy would provide the funds to cover expenses. The cash transfer of this subsidy is requested on this same fiscal agenda in document JT1803155. Funding comes from the General Fund.

J.	54A500 – Sanitary Engineer		<b>BA1803163</b>
	DV540104 – Sewer Dist #1 – Parma Hts/Brooklyn		
	Other Expenses	\$	2,340,002.00
	54A512 – City of Parma Sewer Dist 1A		
	ST500561 – Sewer District #1A – Parma City		
	Other Expenses	\$	4,008,852.00
	54A501 – Sewer District #2		
	DV540203 – Sewer Dist #2 – Brooklyn Hts/Seven Hills		
	Other Expenses	\$	238,249.00
	54A502 – Sewer District #3		
	DV540302 – Sewer Dist #3		
	Other Expenses	\$	5,135,006.00
	54A503 – Sewer District #5		
	DV540401 – Sewer Dist #5		
	Other Expenses	\$	1,222,147.00
	54A504 – Sewer District #8		
	DV540500 – Sewer Dist #8 – Middleburg Hts.		
	Other Expenses	\$	1,189,178.00
	54A505 – Sewer District #9		
	DV540609 – Sewer Dist #9 – Garfield/Maple		
	Other Expenses	\$	2,761,612.00
	54A506 – Sewer District #13		
	DV540708 – Sewer Dist #13 – Brecksville/Broadview		
	Other Expenses	\$	2,123,178.00
	54A507 – Sewer District #14		
	DV540807 – Sewer Dist #14 – Olmsted Township		
	Other Expenses	\$	967,002.00
	54A520 – Sewer District 17 – Cleveland Hts.		
	ST540062 – Sewer Dist 17 – Cleveland Hts.		
	Other Expenses	\$	22,307.00

54A521 – Sewer District #18 – Oakwood Village ST540070 – Sewer Dist 18 – Oakwood Village Other Expenses	\$	275,907.00
54A508 – Sewer District #20 DV540906 – Sewer Dist #20 – Bedford/Walton Hills Other Expenses	\$	99,400.00
54A517 – Woodmere Sewer District DV541409 – Sewer Dist #21 – Woodmere Other Expenses	\$	4,924.00
54A523 – Newburgh Hts. Sewer District #22 DV541201 – Sewer Dist #22 – Newburgh Hts Other Expenses	\$	255,155.00
54A518 – Sewer District 24 – East Cleveland ST540427 – Sewer District 24 – East Cleveland Other Expenses	\$	717,912.00
54A515 – San Eng Misc Revenue DV541300 – San Eng Misc Revenue Other Expenses	\$	98,081.00
54A519 – Sewer District 3A – Shaker Heights ST540674 – Sewer District 3A – Shaker Heights Other Expenses	\$	312,500.00
54A524 – Sewer District 6 – Fairview Park ST541185 – Sewer District 6– Fairview Park Other Expenses	\$	16,577.00

The Sanitary Engineer is planning to transfer cash from each individual sewer district fund account to reimburse the Sanitary Engineer operating, capital, and debt service accounts for expenditures incurred between October 1, 2017 and September 30, 2018. The cash transfers are requested on the same fiscal agenda on document JT1803164. There is sufficient cash in each district account fund, and the transfers which cover one year of expenditures average 34% of the cash balance in each fund.

K. 30A924 – Sales Tax Bonds		<b>BA1809189</b>
DS039915 – 2015 Sales Tax Bonds Other Expenses	\$	2,000.00

Office of Budget and Management requests appropriation to make payment of trustee fees for the 2015 Sales Tax Bonds issued for Public Square. Bond debt service is paid by Tax Increment Financing on the Higbee building. Funding source is General Fund via subsidy.

L. 30A931 – 2013A Steelyard Commons Debt Service		<b>BA1809190</b>
DS039040 – 2013A Steelyard Commons Debt Service Other Expenses	\$	287,678.76

30A933 – 2013B Westin Hotel Debt Service		
DS039065 – 2013B Westin Hotel Debt Service		
Other Expenses	\$	141,116.25

Office of Budget and Management requests appropriation for Series 2013B Economic Development Bonds - Steelyard Commons and Westin Hotel debt service. An accounting system limitation prevented the ability to accurately reflect revenues and expenditures. This appropriation is required to transition 2018 expenses to new indexes and subfunds. Subsequent corrections and adjustments will be made to decrease appropriation in the discontinued indexes and subfunds used previously. Funding source is TIF on project properties paid to County by the City of Cleveland.

M. 21A180 – The S.P.A.R.K. Project		<b>BA1809191</b>
EC720995 – The S.P.A.R.K. Project		
Other Expenses	\$	62,500.00

Office of Early Childhood-Invest in Children requests to appropriate The Cleveland Foundation grant for the Spark Program in East Cleveland from November 1, 2018 to December 31, 2018. Cleveland Foundation grant award amount is \$125,000 from November 1, 2018 - October 31, 2019 split to \$62,500 for 2018 and \$62,500 for 2019. Grant funds were received in the amount of \$62,500.

N. 40A055 – 93-Jail 2 Bond Issue Proceeds		<b>BA1809192</b>
CC761064 – 93-Jail 2 Bond Iss. Proceeds		
Other Expenses	\$	350,454.43

40A069 – Capital Projects		
CC767640 – 08 Bond Anticipation Notes – Interest Earn		
Other Expenses	\$	482,789.14

40A069 – Capital Projects		
CC768143 – 2012 LTGO Bonds – Interest Earnings		
Other Expenses	\$	96,405.39

40A069 – Capital Projects		
CC768630 – 2014 Str Bonds – Interest Earnings		
Other Expenses	\$	607,737.10

The Office of Budget and Management requests appropriation in various bond and interest proceeds capital projects to move make cash transfer and close out existing projects. Three General Obligation, 1993, 2008, 2012, issues are to be closed into the County General Obligation Bond Retirement Fund and the 2014 Sales Tax Bond issue is to be closed into the Enterprise Resource Planning Project. These transfers are within the authorization and purpose of each respective bond issue. Funding source is, 1993 General Obligation Bonds, 2008 Bond Anticipation Notes, 2012 General Obligation Bonds, and 2014 Sales Tax Revenue Bond.

O. 01A001 – General Fund		<b>BA1810818</b>
JC375055 – Juv Crt – Child Support		
Personal Services	\$	640,000.00



An appropriation increase for Juvenile Court Child Support Personnel Salary and Benefits. This is in anticipation for partial expense adjustments that will be completed before the end of the year, moving costs from other Juvenile Court departments to Child Support, which are eligible for IV-D reimbursement. When the payroll expenses transfer, appropriation in the other budgets will be reduced.

P. 21A854 – DNA Backlog Reduction Prog **BA1812202**  
 CR714790 – 19/20 DNA Backlog Reduction Program  
 Other Expenses \$ 276,257.00

Medical Examiner (via Public Safety & Justice Services) is requesting new appropriation in the amount of \$276,257.00. This is for the purposes of setting up the FY18 DNA Backlog Reduction Program grant establishing a new index code. Funding is provided through the US Department of Justice through the Office of Justice Programs and the National Institute of Justice. Approval to accept the award was granted on 10/9/18, Approval No. BC2018-684, Award #2018-DN-BX-0092. This is for the period of 1/1/19 through 12/31/20 with no cash match needed. Prior grant had a total award of \$276,361.00 and is currently 63% expended, with no funds returned as of 11/16/18. (Federal CFDA #: 16.741).

Q. 21A195 – Specialized Docket – Veterans Court **BA1812208**  
 CO760132 – Specialized Docket – Veterans Court FY2019  
 Personal Services \$ 30,000.00

Common Pleas Court is requesting an appropriation increase for \$30,000.00. This is to support the setup of appropriations for the Specialized Docket-Veteran Court FY19 Grant Index Code. Funding is provided by the Cuyahoga County Alcohol, Drug Addiction, and Mental Health Services (ADAMHS) Board for the period of 7/1/18 through 6/30/19. Current version of this grant was awarded for \$30,000 and has a current balance of \$0 with 100% expended.

R. 21A276 – Specialized Docket – Recovery Court **BA1812209**  
 CO760157 – Specialized Docket – Recovery Court FY2019  
 Personal Services \$ 50,000.00

Common Pleas Court is requesting an appropriation increase for \$50,000.00. This is to support the setup of appropriations for the Specialized Docket-Recovery Court FY19 Grant Index Code. Funding is provided by the Cuyahoga County Alcohol, Drug Addiction, and Mental Health Services (ADAMHS) Board for the period of 7/1/18 through 6/30/19. Current version of this grant was awarded for \$50,000 and has a current balance of \$9,054 with 82% expended.

S. 21A200 – Specialized Docket – Adult Drug Court **BA1812210**  
 CO760140 – Specialized Docket – Adult Drug Court FY2019  
 Personal Services \$ 40,000.00

Common Pleas Court is requesting an appropriation increase for \$40,000.00. This is to support the setup of appropriations for the Specialized Docket-Adult Drug Court FY19 Grant Index Code. Funding is provided by the Cuyahoga County Alcohol, Drug Addiction, and Mental Health Services (ADAMHS) Board for the period of 7/1/18 through 6/30/19. Current version of this grant was awarded for \$40,000 and has a current balance of \$3,064 with 92% expended.

T.	01A001 – General Fund		<b>BA1812212</b>
	SU515346 – General Fund Operating Subsidies		
	Other Expenses	\$	1,568,000.00

Office of Budget Management is requesting an appropriation increase for \$1,568,000.00. This is to provide the remaining amount of the budgeted General Fund subsidy to the Medical Examiner's Regional Forensic Science Lab account (to be completed with JT1812130). The total budget for the subsidy in 2018 is \$4,441,134.00, accounting for the understated subsidy amount during the budget process and corrected after revenue from AFIS originally projected in this account not expecting to be realized in 2018. Funding is provided by the General Fund, covering the period January 1, 2018 through December 31, 2018.

U.	21A070 – Common Pleas Grants - NOC		<b>BA1812216</b>
	CO759621 – SAMHSA Human Traffic/Trauma MH FY17		
	Personal Services	\$	111,973.00
	Other Expenses	\$	213,027.00

Common Pleas Court is requesting an appropriation increase of \$325,000.00. This request is necessary to support Year 2 of the Substance Abuse Mental Health Services Administration Human Trafficking Grant index code. Funding is provided by the US Department of Health and Human Services (via the Substance Abuse and Mental Health Services Administration for the period of 9/30/18 through 9/29/19 with an option to extend to 2023. The first year of this grant was also awarded for \$325,000.00 and to date has been 81% expended.

V.	01A001 – General Fund		<b>BA1812218</b>
	HC019018 – Personnel Review Commission		
	Other Expenses	\$	190,318.00

Office of Budget Management (on behalf of the Personnel Review Commission) is requesting an appropriation increase for \$190,318.00. This is to provide support for the 2017 Space Reconciliation and 2018 Space Charges for the agency to be completed. Funding is provided by the General Fund.

W.	01A001 – General Fund		<b>BA1812219</b>
	CO380121 – Common Pleas – Judicial/General		
	Other Expenses	\$	1,929,168.00

Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation increase for \$1,929,168.00. This is to provide support for the 2018 Space Charges for the Court to be completed and processed. Funding is provided by the General Fund.

X.	40A069 – Capital Projects		<b>BA1815170</b>
	CC769588 – County Airport Water Main Repair		
	Other Expenses	\$	19,868.19

To setup a new project for the emergency repairs to the Cuyahoga County Airport Water Main Break. Total costs of the project is \$19,868.19. Funding comes from the General Fund Capital Improvement Subsidy and is on the 2018 Approved CIP.

Y.	40A099 – Maintenance Projects		<b>BA1815176</b>
	CC769547 – JC Jail I Generator Repair		
	Personal Services	\$	13,808.92

To increase appropriations for the JC Backup Generator Project for trade payroll expenses though the third quarter of 2018. This project was set up in July 2018 with total estimated costs around \$156,000. Year to Date actual costs are \$27,279 before the salary transfers. Funding comes from the General Fund Capital Improvement Subsidy.

Z.	40A069 – Capital Projects		<b>BA1815180</b>
	CC769216 – HHS Fit Study		
	Personal Services	\$	(15,000.00)

Reduce Appropriations in the HHS Fit Study Project in the personnel lines. Salary and Fringe Appropriations are requested by Public Works for their Capital Projects with the idea that Public Works would transfer salary expenses from the Operation Account into these Projects. However, these transfers are not being done in a timely manner, therefore appropriations are over estimated. Once actual costs are calculated and are ready to be transferred, appropriations will be requested. This project was set up in March 2017 where 27% of the project has been expended to date, and none of the expenses are related to salary or fringes. This project is funded by the General Fund Capital Improvement Subsidy.

AA.	40A069 – Capital Projects		<b>BA1815185</b>
	CC769315 – Old Courthouse HVAC/Chiller Project		
	Personal Services	\$	(5,753.00)

Reduce appropriations in the Old Courthouse HVAC/Chiller Repair Project in the personnel lines. Salary and Fringe Appropriations are requested by Public Works for their Capital Projects with the idea that Public Works would transfer salary expenses from the Operation Account into these Projects. However, these transfers are not being done in a timely manner, therefore appropriations are over estimated. This project was set up in August 2017 where 69% of the project has been expended to date, and none of the expenses are related to salary or fringes. This project is funded by the General Fund Capital Improvement Subsidy.

AB.	20A304 – Dick Goddard’s Best Friend Fund - SR		<b>BA1815186</b>
	DK050096 – Dick Goddard’s Best Friend Fund - SR		
	Other Expenses	\$	45,000.00

To increase appropriations in the Dick Goddard's Best Friend Special Revenue Fund to certify an additional \$45,000 for medical expenses under contract CE1500345. Funding comes from private donations and currently has a cash balance of \$219,447.00.

AC.	22A015 – Ohio Housing Finance Grant 15’		<b>BA1815187</b>
	HS151605 – Ohio Housing Finance Grant 15’		
	Personal Services	\$	(16,375.72)

Reduce appropriations in the Ohio Housing Finance Grant, for the Men's Shelter Project, in the personnel lines. Salary and Fringe Appropriations are requested by Public Works for their Capital Projects with the idea that Public Works would transfer salary expenses from the Operation Account into these Projects. However, these transfers are not being done in a timely manner, therefore appropriations are over estimated. This project was set up in August 2015

where 98% of the project has been expended to date, and 53% of the salary or fringes appropriations have been expended. This project is funded by an Ohio Housing Grant.

AD. 40A069 – Capital Projects **BA1815189**  
CC768994 – Courthouse Sq. Cooling Tower Refurbish  
Personal Services \$ (26,000.00)

Reduce Appropriations in the Courthouse Square Cooling Tower Refurbish Project in the personnel lines. Salary and Fringe Appropriations are requested by Public Works for their Capital Projects with the idea that Public Works would transfer salary expenses from the Operation Account into these Projects. However, these transfers are not being done in a timely manner, therefore appropriations are over estimated. This project was set up in June 2016 and although no expenses of the project has been expended to date, there is a procurement item awaiting for bids to come back. This project is funded by the General Fund Capital Improvement Subsidy.

AE. 40A069 – Capital Projects **BA1815190**  
CC766782 – Soldiers and Sailors Restoration 2005  
Personal Services \$ (164,397.98)

Reduce Appropriations in the Soldiers and Sailors Restoration Project in the personnel lines. Salary and Fringe Appropriations are requested by Public Works for their Capital Projects with the idea that Public Works would transfer salary expenses from the Operation Account into these Projects. However, these transfers are not being done in a timely manner, therefore appropriations are over estimated. This project was set up in June 2017 where 10% of the total project has been expended to date, and 4% of the appropriations of salaries and fringes have been expended. This project is funded by the General Fund Capital Improvement Subsidy.

AF. 40A069 – Capital Projects **BA1815191**  
CC769067 – JEH Fire Alarm System Upgrade  
Personal Services \$ (222,648.39)

Reduce Appropriations in the Jane Edna Hunter Alarm System Upgrade Project in the personnel lines. Salary and Fringe Appropriations are requested by Public Works for their Capital Projects with the idea that Public Works would transfer salary expenses from the Operation Account into these Projects. However, these transfers are not being done in a timely manner, therefore appropriations are over estimated. This project was set up in October 2016 where 20% of the total project has been expended to date, and none of the appropriations for salaries and fringes have been expended. This project is funded by the General Fund Capital Improvement Subsidy.

AG. 20A340 – Tax Certificate Administration **BA1815208**  
TS160135 – Treasury - Tax Certificate Administration  
Other Expenses \$ 41,000.00

Increase appropriations to cover indirect costs. Funding for this department comes from part of the collection of taxes. Current cash balance is \$663,602.00.

AH. 40A069 – Capital Projects **BA1815212**  
CC768374 – Courts Tower Sealant Replacement  
Personal Services \$ (87,078.26)

Reduce appropriations in the Court Towers Sealant Project in the personnel lines. Salary and Fringe Appropriations are requested by Public Works for their Capital Projects with the idea that Public Works would transfer salary expenses from the Operation Account into these Projects. However, these transfers are not being done in a timely manner, therefore appropriations are over estimated. This project was set up in February 2014 where 11% of the total project has been expended to date, and 6% of the appropriations of salaries and fringes have been expended. This project is funded by the General Fund Capital Improvement Subsidy.

AI. 40A069 – Capital Projects	<b>BA1815214</b>
CC768895 – Men’s Shelter Reconstruction	
Personal Services	\$ (185,206.10)

Reduce Appropriations in the Men's Shelter Reconstruction Project in the personnel lines. Salary and Fringe Appropriations are requested by Public Works for their Capital Projects with the idea that Public Works would transfer salary expenses from the Operation Account into these Projects. However, these transfers are not being done in a timely manner, therefore appropriations are over estimated. This project was set up in March 2016 where 28% of the total project has been expended to date, and 24% of the appropriations of salaries and fringes have been expended. This project is funded by the General Fund Capital Improvement Subsidy.

AJ. 40A069 – Capital Projects	<b>BA1815215</b>
CC769257 – Animal Shelter HVAC Repair/Replacement	
Personal Services	\$ (77,409.24)

Reduce appropriations in the Animal Shelter Repair/Replacement Project in the personnel lines. Salary and Fringe Appropriations are requested by Public Works for their Capital Projects with the idea that Public Works would transfer salary expenses from the Operation Account into these Projects. However, these transfers are not being done in a timely manner, therefore appropriations are over estimated. This project was set up in May 2017 where 47% of the total project has been expended to date, and 33% of the appropriations of salaries and fringes have been expended. This project is funded by the General Fund Capital Improvement Subsidy.

AK. 40A069 – Capital Projects	<b>BA1815216</b>
CC768242 – New Archives/Storage Building	
Personal Services	\$ (68,761.10)

Reduce appropriations in the New Archives/Storage Building Project in the personnel lines. Salary and Fringe Appropriations are requested by Public Works for their Capital Projects with the idea that Public Works would transfer salary expenses from the Operation Account into these Projects. However, these transfers are not being done in a timely manner, therefore appropriations are over estimated. This project was set up in June 2013 where 96% of the total project has been expended to date, and 63% of the appropriations of salaries and fringes have been expended. This project is funded by the General Fund Capital Improvement Subsidy.

AL. 20A600 – Cuyahoga County Enforcement Agency	<b>BA1813638</b>
SE496000 – Child Support Enforc Agency	
Other Expenses	\$ 1,201,692.10

Requesting an appropriation increase to cover Indirect Costs, per the 2015-2017 Reconciliation and a deficit in Security Costs for 2018. These expenses are funded by Title IV-D Funds, 99.8%, and the Health and Human Services Levy 0.2%.

AM. 20A600 – Cuyahoga County Enforcement Agency	<b>BA1813639</b>
SE496018 – Fatherhood Initiative	
Other Expenses	\$ 43,321.00

Requesting an appropriation increase to cover Indirect Costs, per the 2015-2017 Reconciliation. This expense is covered by the Health and Human Services Levy.

AN. 20A820 – Delinquent R E Tax Assmt-Prosecutor	<b>BA1813641</b>
PR495572 – Delinquent R E Tax/Assmt-Prosecutor	
Other Expenses	\$ 211,497.00

Requesting an appropriation increase to cover Indirect Cost, per 2015-2017 Reconciliation and to cover Security Costs through 2018. These expenses are funded by delinquent taxes.

AO. 01A001 – General Fund	<b>BA1813643</b>
DR391052 – Domestic Relations	
Other Expenses	\$ 306,084.00

Requesting an appropriation increase to cover Space Maintenance expenses, per the 2017 Reconciliation and Security Costs through 2018. These expenses are covered by the General Fund.

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

<b><u>Fund Nos./Budget Accounts</u></b>	<b><u>Journal Nos.</u></b>
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A. FROM: 01A001 – General Fund	<b>BA1801580</b>
SH350470 – Jail Operations - Sheriff	
Other Expenses	\$ 120,000.00

TO: 01A001 – General Fund	
SH350272 – Law Enforcement - Sheriff	
Other Expenses	\$ 120,000.00

A transfer in appropriation is being requested between Sheriff Department indexes to allow year end expenses within the Law Enforcement division to post. Funding comes from the General Fund.

B. FROM: 24A301 – Children & Family Services	<b>BA1801582</b>
CF135509 – Direct Services	
Personal Services	\$ 90,000.00

TO: 24A301 – Children & Family Services	
CF135541 – Multi-Systemic Therapy (MST) Unit	
Personal Services	\$ 30,000.00



24A301 – Children & Family Services  
 CF135582 – Permanent Custody Adoptions  
 Personal Services \$ 35,000.00

24A301 – Children & Family Services  
 CF135483 – Training  
 Personal Services \$ 25,000.00

A transfer in appropriation is being requested to cover year-end payroll in various Children and Family indexes. Funding comes from the Health and Human Services Levy.

C. FROM: 68A100 – Hospitalization-Self Insurance Fund **BA1801584**  
 HR499053 – Benefits Administration  
 Other Expenses \$ 10,000.00

TO: 68A100 – Hospitalization-Self Insurance Fund  
 HR499053 – Benefits Administration  
 Personal Services \$ 10,000.00

A transfer in appropriation from other expense to salaries is being requested to cover year-end payroll expenses. Funding comes from charges to user agencies and employees for health insurance premiums.

D. FROM: 61A607 – Centralized Custodial Services **BA1803153**  
 CT577411 – Central Services - Other Services  
 Other Expenses \$ 700,000.00

TO: 61A607 – Centralized Custodial Services  
 CT571000 – B&G - Administration  
 Personal Services \$ 300,000.00

61A607 – Centralized Custodial Services  
 CT577379 – Custodial Svcs  
 Personal Services \$ 400,000.00

The budget transfers within the Custodial Fund would cover payroll deficits. The payroll deficits in Central Services Administration result from payroll allocations charged by the Public Works Road & Bridge division. The deficits in Custodial Services result from expenses exceeding the budget. Funding comes from space maintenance charges to agencies.

E. FROM: 54A100 – Sanitary Engineer **BA1803157**  
 ST540252 – Sanitary Engineer Administration  
 Capital Outlays \$ 1,000,000.00

TO: 54A100 – Sanitary Engineer  
 ST540252 – Sanitary Engineer Administration  
 Personal Services \$ 1,000,000.00

The transfer in appropriation would cover a projected payroll deficit caused by allocations from Public Works Road & Bridge fund. Funding comes from fees paid by municipalities in sewer districts.

F.	FROM: 61A607 – Centralized Custodial Services		<b>BA1803160</b>
	CT577411 – Central Services – Other Services		
	Other Expenses	\$	875,000.00
	TO: 61A607 – Centralized Custodial Services		
	CT577395 – Trades Services		
	Personal Services	\$	875,000.00

The budget transfers within the Custodial Fund would cover payroll deficits in the Public Works Trades Services budget. The payroll deficit results from payroll expenses for hours worked on capital projects where those payroll expenses have not been moved to those project budgets. Appropriation decreases from capital projects are requested on this same fiscal agenda. The transfer uses a surplus from a reconciliation credit for prior year indirect services chargebacks. Funding comes from space maintenance charges to agencies.

G.	FROM: 01A001 – General Fund		<b>BA1810813</b>
	JC372052 – Juv Ctr - Judges		
	Other Expenses	\$	825,000.00
	TO: 01A001 – General Fund		
	JC370056 – Juv Ctr – Detention Home		
	Personal Services	\$	825,000.00

An appropriation transfer between Juvenile Court General Fund departments to cover end of year personnel deficits due to overtime costs in the Detention Center.

H.	FROM: 20A811 – JC Detention and Probation Services		<b>BA1810820</b>
	JC107524 – JC Detention Services		
	Personal Services	\$	15,000.00
	20A811 – JC Detention and Probation Services		
	JC107516 – JC Probation Services		
	Other Expenses	\$	95,000.00
	TO: 20A811 – JC Detention and Probation Services		
	JC107532 – JC Legal Services		
	Personal Services	\$	15,000.00
	Other Expenses	\$	95,000.00

An appropriation transfer to cover salary, benefits and other expenditures within Juvenile Court's Legal Services Index. Current appropriations are sufficient for these expenses.

I.	FROM: 40A055 – 93-Jail 2 Bond Issue Proceeds		<b>BA1815174</b>
	CC766881 – Jails I & II Facility Improvement Prjs		
	Personal Services	\$	17,706.51

TO: 40A055 – 93-Jail 2 Bond Issue Proceeds  
 CC766881 – Jails I & II Facility Improvement Prjs  
 Other Expenses \$ 17,706.51

To transfer appropriations in preparation to close out the project. This project was set up in 2006 where 96.7% of the project was expended. This project was funded by the sale of bonds and has a remaining cash balance of \$19,326.83, which will be transferred to a current Jail Project.

J. FROM: 01A001 – General Fund **BA1813656**  
 JA302232 – Fusion Center  
 Other Expenses \$ 22,000.00

TO: 01A001 – General Fund  
 JA302232 – Fusion Center  
 Personal Services \$ 22,000.00

Requesting an appropriation transfer to cover the deficit in salaries and fringes due to an equity pay adjustment and staff hired at higher rate than initially budgeted. The funding source is the General Fund.

K. FROM: 20A814 – Wireless 9-1-1 Government Assistance **BA1813657**  
 JA106773 – Wireless 9-1-1 Government Assistance  
 Other Expenses \$ 15,000.00

TO: 20A814 — Wireless 9-1-1 Government Assistance  
 JA106773 – Wireless 9-1-1 Government Assistance  
 Personal Services \$ 15,000.00

This transfer is to cover salaries and benefits for staff through the end of 2018. This transfer includes the costs associated with the holiday pay and overtime as well as cover projected shortfall in benefits. The expense is funded by the Government Assistance Fund, 93.9% and Communications Services Revenue through Olmsted Falls, 6.1%.

L. FROM: 40A069 – Capital Projects **BA1815178**  
 CC768911 – JEH Electrical Sys. Back-up Upgrades  
 Capital Outlays \$ 32,642.58

TO: 40A069 – Capital Projects  
 CC768911 – JEH Electrical Sys. Back-up Upgrades  
 Personal Services \$ 32,642.58

To transfer appropriations to cover the salary and fringes through the third quarter of 2018 for the JEH Electrical System Upgrade Project. This project was set up in 2016 where 76% of the project has been expended before the salary expense transfers and is funded by the General Fund Capital Improvement Subsidy.

M. FROM: 40A069 – Capital Projects **BA1815184**  
 CC768390 – JC Perimeter Sec., Keying & ADA Parking  
 Other Expenses \$ 9,400.00

TO: 40A069 – Capital Projects  
 CC768390 – JC Perimeter Sec., Keying & ADA Parking  
 Personal Services \$ 9,400.00

To transfer appropriations to cover the salaries through the third quarter of 2018 for the Justice Center Perimeter Project. This project was set up in 2014 where 82% of the project has been expended to date, before the salary expense transfers, and is funded by the General Fund Capital Improvement Subsidy.

N. FROM: 40A069 – Capital Projects **BA1815206**  
 CC769331 – City Police H.Q. Build-Out  
 Capital Outlays \$ 225,000.00

TO: 40A069 – Capital Projects  
 CC769331 – City Police H.Q. Build-Out  
 Personal Services \$ 225,000.00

To transfer appropriations to cover the salaries through the third quarter of 2018 for the Police Headquarters Buildout Project. This project was set up in 2017 where 91% of the project has been expended to date, before the salary expense transfers, and is funded by the General Fund Capital Improvement Subsidy.

O. FROM: 40A069 – Capital Projects **BA1815207**  
 CC769539 – JC Regionalization Conversion  
 Capital Outlays \$ 150,000.00

TO: 40A069 – Capital Projects  
 CC769539 – JC Regionalization Conversion  
 Personal Services \$ 150,000.00

To transfer appropriations to cover the salaries through the third quarter of 2018 for the Justice Center Regionalization Project. This project was set up in 2018 where 49% of the project has been expended to date, before the salary expense transfers, and is funded by the General Fund Capital Improvement Subsidy.

P. FROM: 01A001 – General Fund **BA1813642**  
 PR191056 – Prosecutor-General Office  
 Other Expenses \$ 95,596.00

TO: 01A001 – General Fund  
 PR194720 – Prosecutor – Children & Family Serv  
 Other Expenses \$ 95,596.00

Requesting an appropriation transfer to cover Indirect Costs, per the 2015-2017 Reconciliation, and Security Costs through 2018. These expenses are funded by the General Fund.

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

**Fund Nos./Budget Accounts**

**Journal Nos.**

A.	FROM: 24A435 – Cuyahoga Tapestry System of Care (CTSOC)	<b>JT1801507</b>
	CF135004 – DCFS - Cuy Tapestry System of Care	
	Transfer Out	\$ 407,730.46
	TO: 20A303 – Children Services Fund	
	CF134049 – Purchased Congregate & Foster Care	
	Revenue Transfer	\$ 407,730.46

A cash transfer is being requested to allow for closing of the old Tapestry index code subfund. Funding comes from the Health and Human Services Levy.

B.	FROM: 01A001 – General Fund	<b>JT1803155</b>
	SU515346 – General Fund Operating Subsidies	
	Transfer Out	\$ 100,000.00
	TO: 64A606 – Fast Copier	
	CT577551 – Fast Copy	
	Revenue Transfer	\$ 100,000.00

This subsidy from the General Fund would provide the Print Shop the cash to cover the difference between expenses and revenues. The Print Shop is in the process of outsourcing some of its print services, which will include upfront expenses to hire a vendor which Information Technology staff anticipate will eventually decrease printing expenditures and avoid expensive equipment replacement. The appropriation increase in the General Fund is requested on this same fiscal agenda in document BA1803154. The Print Shop receives revenues through chargebacks to agencies for print services.

C.	FROM: 26A650 – \$5.00 Road Capital Improvements	<b>JT1803156</b>
	CE418053 – Cty Eng - \$5 Lic Tax Fund	
	Transfer Out	\$ 2,559.02
	TO: 40A526 – ODOT-LPA	
	CE785006 – ODOT-LPA	
	Revenue Transfer	\$ 2,559.02

Transfer cash for the County’s share (20%) of salaries moved into Walling Road Project. These salaries were already reimbursed by ODOT at 80%. Funding comes from license tax fees. As of October 31, the cash balance in this fund was \$8,506,569.

D.	FROM: 54A500 – Sewer District #1	<b>JT1803164</b>
	DV540104 – Sewer Dist #1 – Parma Hts/Brooklyn	
	Transfer Out	\$ 2,340,002.00
	54A512 – City of Parma Sewer Dist 1A	
	ST500561 – Sewer District #1A – Parma City	
	Transfer Out	\$ 4,008,852.00

54A501 – Sewer District #2 DV540203 – Sewer Dist #2 – Brooklyn Hts/Seven Hills Transfer Out	\$	238,249.00
54A502 – Sewer District #3 DV540302 – Sewer Dist #3 Transfer Out	\$	5,135,006.00
54A503 – Sewer District #5 DV540401 – Sewer Dist #5 Transfer Out	\$	1,222,147.00
54A504 – Sewer District #8 DV540500 – Sewer Dist #8 – Middleburg Hts Transfer Out	\$	1,189,178.00
54A505 – Sewer District #9 DV540609 – Sewer Dist #9 – Garfield/Maple Transfer Out	\$	2,761,612.00
54A506 – Sewer District #13 DV540708 – Sewer Dist #13 – Brecksville/Broadview Transfer Out	\$	2,123,178.00
54A507 – Sewer District #14 DV540807 – Sewer Dist #14 – Olmsted Township Transfer Out	\$	967,002.00
54A520 – Sewer District 17 – Cleveland Hts. ST540062 – Sewer District 17 – Cleveland Hts. Transfer Out	\$	22,307.00
54A521 – Sewer District 18 – Oakwood Village ST540070 – Sewer District 18 – Oakwood Village Transfer Out	\$	275,907.00
54A508 – Sewer District 20 DV540906 – Sewer Dist #20 – Bedford/Walton Hills Transfer Out	\$	99,400.00
54A517 – Woodmere Sewer District DV541409 – Sewer District #21 – Woodmere Transfer Out	\$	4,924.00
54A523 – Newburgh Hts. Sewer District #22 DV541201 – Sewer Dist #22 – Newburgh Hts Transfer Out	\$	255,155.00
54A518 – Sewer District 24 – East Cleveland ST540427 – Sewer District 24 – East Cleveland Transfer Out	\$	717,912.00



54A515 – San Eng Misc Revenue  
 DV541300 – San Eng Misc Revenue  
 Transfer Out \$ 98,081.00

54A519 – Sewer District 3A – Shaker Heights  
 ST540674 – Sewer District 3A – Shaker Heights  
 Transfer Out \$ 312,500.00

54A524 – Sewer District 6 – Fairview Park  
 ST541185 – Sewer District 6 – Fairview Park  
 Transfer Out \$ 16,577.00

TO: 54A100 – Sanitary Engineer  
 ST540252 – Sanitary Engineer Administration  
 Revenue Transfer \$ 17,436,181.00

54A100 – Sanitary Engineer  
 ST540583 – San. Eng. – Debt Services  
 Revenue Transfer \$ 1,285,917.00

54P513 – San Eng Emergency Repair Fund  
 DV755645 – Emergency Repair Fund  
 Revenue Transfer \$ 2,967,810.00

54A502 – Sewer District #3  
 DV540302 – Sewer Dist #3  
 Revenue Transfer \$ 98,081.00

The Sanitary Engineer is planning to transfer cash from each individual sewer district fund account to reimburse the Sanitary Engineer operating, capital, and debt service accounts for expenditures incurred between October 1, 2017 and September 30, 2018. The appropriations requests for these cash transfers are requested on the same fiscal agenda on document BA1803163. There is sufficient cash in each district account fund, and the transfers which cover one year of expenditures average 34% of the cash balance in each fund.

E. FROM: 40A055 – 93-Jail 2 Bond Issue Proceeds **JT1809193**  
 CC761064 – 93-Jail 2 Bond Issue Proceeds  
 Transfer Out \$ 350,454.43

40A069 – Capital Projects  
 CC767640 – 08 Bond Anticipation Notes – Interest Earn  
 Transfer Out \$ 482,789.14

40A069 – Capital Projects  
 CC768143 – 2012 LTGO Bonds – Interest Earnings  
 Transfer Out \$ 96,405.39

40A069 – Capital Projects  
 CC768630 – 2014 Str Bonds – Interest Earnings  
 Transfer Out \$ 607,737.10

TO:	30A900 – Bond Debt		
	DS390990 – Debt Serv – Bond Retir-Genrl		
	Revenue Transfer	\$	929,648.96
	40A069 – Capital Projects		
	IT768333 – Enterprise Resource Planning - ERP		
	Revenue Transfer	\$	607,737.10

The Office of Budget and Management requests operating transfer from various bond and interest proceeds capital projects to General Obligation Bond Retirement and Enterprise Resource Planning System. These transfers will close the bond projects and remove remaining cash balances. Three General Obligation, 1993, 2008, 2012, issues are to be closed into the County General Obligation Bond Retirement Fund and the 2014 Sales Tax Bond issue is to be closed into the Enterprise Resource Planning Project. These transfers are within the authorization and purpose of each respective bond issue. Funding source is, 1993 General Obligation Bonds, 2008 Bond Anticipation Notes accrued interest, 2012 General Obligation Bonds accrued interest, and 2014 Sales Tax Revenue Bonds accrued interest.

F.	FROM: 01A001 – General Fund			<b>JT1812130</b>
	SU515346 – General Fund Operating Subsidies			
	Transfer Out	\$	1,568,000.00	
	TO: 20A076 – Cuy Co Reg Forensic Science Lab SR			
	CR180265 – Cuy Co Reg Forensic Science Lab SR			
	Revenue Transfer	\$	1,568,000.00	

Office of Budget Management is requesting an operating transfer for \$1,568,000.00. This is to provide the remaining amount of the budgeted General Fund subsidy to the Medical Examiner's Regional Forensic Science Lab account. The total budget for the subsidy in 2018 is \$4,441,134.00, accounting for the understated subsidy amount during the budget process and corrected after revenue from AFIS originally projected in this account not expecting to be realized in 2018. Funding is provided by the General Fund, covering the period January 1, 2018 through December 31, 2018.

G.	FROM: 20D445 – Development Revolving Loan Fund			<b>JT1812213</b>
	DV520692 – Development - Revolving Loan Fund			
	Transfer Out	\$	1,250,000.00	
	TO: 01A001 – General Fund			
	ND508515 – Non-Departmental Revenue GF			
	Revenue Transfer	\$	1,250,000.00	

Office of Budget Management (on behalf for the Department of Development) is requesting a cash transfer of \$1,250,000.00 from the Development Revolving Loan Fund to Non-Departmental Revenue General Fund. This is to satisfy the remaining 50% of the 2018 Budget Requirement of the scheduled Revolving Loan Fund transfer into the General Fund. Current cash balance of the Development Revolving Loan Fund is \$2.89 million as of 30-Nov-18.

H.	FROM: 29A392 – Health & Human Services Levy 3.9	<b>JT1813650</b>
	SU515338 – Health & Human Serv. Levy 3.9 Subsidies	
	Transfer Out	\$ 2,660.00
	TO: 20A824 – Family Justice Ctr	
	JA107441 – Family Justice Center	
	Revenue Transfer	\$ 2,660.00

A cash transfer is being requested for the Family Justice Center. Revenue for the year is \$354,825.60 and the projected expenses are \$357,485.60 which will cause a negative variance in cash of \$2,660. The funding for this request comes from the Health and Human Services Levy 3.9.

I.	FROM: 29A392 – Health & Human Services Levy 3.9	<b>JT1813651</b>
	SU515338 – Health & Human Serv. Levy 3.9 Subsidies	
	Transfer Out	\$ 1,202,537.94
	TO: 20A809 – Witness Victim HHS	
	JA107425 – Witness Victim HHS	
	Revenue Transfer	\$ 1,202,537.94

A cash transfer is being requested for the Witness Victim HHS. At the beginning of the year Witness Victim had a cash balance of \$105,245.56 and a budgeted subsidy of \$1,918,925 of which \$959,462.50 was received in the beginning of the year. Currently, the total revenue is \$1,064,908.56 and the projected expenses are \$2,267,246 which will leave Witness Victim with a negative variance of \$1,202,537.94. The funding for this request comes from the Health and Human Services Levy 3.9.

J.	FROM: 29A391 – Health & Human Services Levy 4.8	<b>JT1813652</b>
	SU515320 – Health & Human Serv. Levy 4.8 Subsidies	
	Transfer Out	\$ 206,905.53
	TO: 20A600 – Cuyahoga Support Enforcement Agency	
	SE496018 – Fatherhood Initiative	
	Revenue Transfer	\$ 206,905.53

A cash transfer is being requested for the Fatherhood Initiative. Revenue for Fatherhood Initiative this year is currently \$1,218,981.97 and the projected expenses are \$1,425,887 which will leave a negative variance of \$206,905.53. The funding for this comes from the Health and Human Services Levy 4.8 .

K.	FROM: 29A391 – Health & Human Services Levy 4.8	<b>JT1813653</b>
	SU515320 – Health & Human Serv. Levy 4.8 Subsidies	
	Transfer Out	\$ 3,690,644.50
	TO: 24A510 – Work & Training Admin	
	WT137109 – Admin Services – General Manager	
	Revenue Transfer	\$ 3,690,644.50

A cash transfer is being requested for Jobs and Family Services. Subsidy is being requested for their second half of the required mandated share which was budgeted this year at \$7,381,289. Funding comes from the Health and Human Services Levy 4.8.

L.	FROM: 29A392 – Health & Human Services Levy 3.9 SU515338 – Health & Human Serv. Levy 3.9 Subsidies Transfer Out	\$ 178,878.54	<b>JT1813654</b>
	TO: 20A600 – Cuyahoga Support Enforcement Agency SE496000 – Child Support Enforc Agency Revenue Transfer	\$ 178,878.54	

A cash transfer is being requested for the Child Support Enforcement Agency. The budgeted fixed subsidy for the Child Support Enforcement Agency was \$9,355,542 in which was received in the beginning of the year. In total their projected revenue is \$45,516,158.46 and the projected expenses are \$45,695,037 which will leave CSEA with a negative variance of \$178,878.54. The funding for this comes from the Health and Human Services Levy 3.9.

M.	FROM: 01A001 – General Fund SU514141 – Capital Improv. G/F Subsidy Transfer Out	\$ 14,816,535.05	<b>JT1815175</b>
	TO: 40A069 – Capital Projects CC769331 – City Police H.Q. Build-out Revenue Transfer	\$ 2,174,272.15	
	40A069 – Capital Projects CC769380 – RTA Harvard Gar. Buildout/Consolidation Revenue Transfer	\$ 4,500,000.00	
	40A069 – Capital Projects CC769539 – JC Regionalization Conversion Revenue Transfer	\$ 2,000,000.00	
	40A069 – Capital Projects IT768333 – Enterprise Resource Planning - ERP Revenue Transfer	\$ 6,142,262.90	

To transfer cash to the cover the 2018 expenses of the Police Headquarter Buildout Project, Harvard Garage Buildout Project, Justice Center Regionalization Project and the ERP Project. All the projects came from the General Fund Reserves and are now on the revised 2018 CIP.

N.	FROM: 40A055 – 93-Jail 2 Bond Issue Proceeds CC766881 – Jails I & II Facility Improvement Prjs Transfer Out	\$ 19,326.83	<b>JT1815177</b>
	TO: 40A099 – Maintenance Projects CC769547 – JC Jail I Generator Repair Revenue Transfer	\$ 19,362.83	

Cash transfer from the Jail 1 and 2 Facility Improvements Project to the Justice Center Jail 1 Generator Repair Project. The Jail 1& 2 Facility improvement project was set up in 2006 where 96.7% was expended and was funded by the sale of bonds. The Justice Center Jail 1 Generator repair project was set up in July 2018 and is estimated to cost \$156,000 with 2% of the project expended to date.

O. FROM: 01A001 – General Fund		<b>JT1815211</b>
SU514141 – Capital Improv. G/F Subsidy		
Transfer Out	\$	185,284.85
TO: 40A069 – Capital Projects		
CC768390 – JC Perimeter Sec., Keying & ADA Parking		
Revenue Transfer	\$	49,875.53
40A069 – Capital Projects		
CC768374 – Courts Tower Sealant Replacement		
Revenue Transfer	\$	12,068.76
40A069 – Capital Projects		
CC769166 – Admin. Building Projects		
Revenue Transfer	\$	5,805.04
40A069 – Capital Projects		
CC769257 – Animal Shelter HVAC Repair/Replacement		
Revenue Transfer	\$	12,629.08
40A069 – Capital Projects		
CC769307 – JC Emergency Utility Repairs Project		
Revenue Transfer	\$	2,395.76
40A069 – Capital Projects		
CC769414 – RPA Land Acquisition at County Airport		
Revenue Transfer	\$	4,465.00
40A069 – Capital Projects		
CC769430 –Medical Examiner Plumbing & Sys. Repairs		
Revenue Transfer	\$	90,000.00
40A099 – Maintenance Projects		
CC769547 – JC Jail I Generator Repair		
Revenue Transfer	\$	7,915.83
40A069 – Capital Projects		
CC769562 –Old Courthouse Courtroom Renovation		
Revenue Transfer	\$	129.85

Cash transfer into the JC Perimeter Sec., Keying & ADA Parking, Court Tower Sealant Replacement, Admin. Building Projects, Animal Shelter HVAC, JC Emergency Utility Repairs Project, RPA Land acquisition at County Airport, Medical Examiner Plumbing & Sys. Repairs,

JJC Jail I Generator Repair, and Old Courthouse Courtroom Renovation to cover current expenses.

**SECTION 4.** That certain items approved in Resolution Nos. R2018-0113 dated 5/29/2018, R2018-0133 dated 6/26/2018, R2018-0190 dated 9/25/2018, R2018-0198 dated 10/10/2018 and R2018-0242 dated 11/27/2018 be corrected and/or rescinded as follows to reconcile appropriations for 2018 in the County’s financial system:

**Resolution No. R2018-0113 dated 5/29/2018:**

**Original Item to be Rescinded – Section 1**

<b><u>Fund Nos./Budget Accounts</u></b>	<b><u>Journal Nos.</u></b>
K. 30A916 – DS – Series ’13 Econ. Dev. Revenue Bonds	<b>BA1809074</b>
DS039230 – 2013 A & B Economic Dev Bonds DS	
Other Expenses	\$ 1,057,356.31

Appropriation increase to setup new index for 2013 Economic Development Bonds Steelyard Commons and Westin Hotel. This is necessary to allow accurate recording and reporting of each issue separate reserve components. This includes the appropriation necessary for 2018 debt service payments to trustee, Westin Hotel County Reserve and refund of excess TIF to City of Cleveland.

**Resolution No. R2018-0113 dated 5/29/2018:**

**Original Item to be Rescinded – Section 1**

<b><u>Fund Nos./Budget Accounts</u></b>	<b><u>Journal Nos.</u></b>
L. 30A916 – DS – Series ’13 Econ. Dev. Revenue Bonds	<b>BA1809075</b>
DS039206 – Series 2013B – Westin Hotel Debt Service	
Other Expenses	\$ (402,233.00)
30A916 – DS – Series ’13 Econ. Dev. Revenue Bonds	
DS039198 – Series 2013A Steelyard Commons Debt S.F.	
Other Expenses	\$ (297,679.00)

Reduction of appropriation after completion of change over to new debt service index and represents the close out of the original indexes. The new index allows for precise tracking, recording and reporting of all debt service components for Steelyard Commons and Westin Hotel bonds.

**Resolution No. R2018-0133 dated 6/26/2018:**

**Original Item to be Rescinded – Section 1**

<b><u>Fund Nos./Budget Accounts</u></b>	<b><u>Journal Nos.</u></b>
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W. 30A916 – DS-Series 13 Econ Dev Revenue Bonds			<b>BA1809097</b>
DS039230 – 2013 A & B Economic Dev Bonds DS			
Other Expenses	\$	(214,641.00)	

Office of Budget and Management requests appropriation reduction for the 2013 Economic Development Bonds. As part of a consolidation of index for reporting the A & B bond reserves, appropriation was requested to make transfer of bond reserve funds. This was instead accomplished through revenue transfers requiring no appropriation or cash transfers and the appropriation is no longer necessary.

**Resolution No. R2018-0190 dated 9/25/2018:**

**Original Item to be Corrected – Section 3**

<b><u>Fund Nos./Budget Accounts</u></b>			<b><u>Journal Nos.</u></b>
A. FROM: 26A650 – \$5.00 Road Capital Improvements			<b>JT1803095</b>
CE418053 – Cny Eng - \$5 Lic Tax Fund			
Transfer Out	\$	1,193,560.18	
26A651 – \$7.50 R & B Registration Tax			
CE418053 – \$7.50 Lic Tx Fnd Cap Imp			
Transfer Out	\$	586,326.80	
TO: 40A526 – ODOT - LPA			
CE785006 – ODOT - LPA			
Revenue Transfer	\$	1,193,560.18	
40A524 – Oh Dpt of Pub Wrks Integrating Committee			
CE785402 – West 41 <sup>st</sup> Bridge			
Revenue Transfer	\$	586,326.80	

The cash transfer would provide sufficient funds to avoid a negative cash balance during the time between expenditures occur and reimbursements are received from the State of Ohio. Funding comes from the County motor vehicle gas tax. The cash balances in the \$5 fund and the \$7.50 fund were \$10,013,941 and \$14,879,904 respectively as of August 31, 2018.

**Corrected Item – Section 3**

<b><u>Fund Nos./Budget Accounts</u></b>			<b><u>Journal Nos.</u></b>
A. FROM: 26A650 – \$5.00 Road Capital Improvements			<b>JT1803095</b>
CE418053 – Cny Eng - \$5 Lic Tax Fund			
Transfer Out	\$	1,193,560.18	
26A651 – \$7.50 R & B Registration Tax			
CE417477 – \$7.50 Lic Tx Fnd Cap Imp			
Transfer Out	\$	586,326.80	

TO: 40A526 – ODOT - LPA		
CE785006 – ODOT - LPA		
Revenue Transfer	\$	1,193,560.18
40A524 – Oh Dpt of Pub Wrks Integrating Committee		
CE785402 – West 41 <sup>st</sup> Bridge		
Revenue Transfer	\$	586,326.80

The cash transfer would provide sufficient funds to avoid a negative cash balance during the time between expenditures occur and reimbursements are received from the State of Ohio. Funding comes from the County motor vehicle gas tax. The cash balances in the \$5 fund and the \$7.50 fund were \$10,013,941 and \$14,879,904 respectively as of August 31, 2018.

**Resolution No. R2018-0198 dated 10/10/2018:**

**Original Item to be Rescinded – Section 1**

<b><u>Fund Nos./Budget Accounts</u></b>		<b><u>Journal Nos.</u></b>
D. 30A916 – DS – Series '13 Econ. Dev. Revenue Bonds		<b>BA1809140</b>
DS039230 – 2013 A & B Economic Dev Bonds DS		
Other Expenses	\$	65,499.18

Office of Budget and Management requests additional appropriation to make refund payment to the City of Cleveland for excess Tax Increment Financing payments made toward the Westin Hotel 2013 Economic Development bonds debt service. City of Cleveland pays 125% of annual debt service, after debt service obligation is fulfilled, half of the remaining excess is contributed to the Westin Hotel County Reserve Fund, any other remaining amount is returned to the City of Cleveland. The structure of TIF payment and reserves ensures funding is available to make debt service obligations in the instance the TIF revenue generated is reduced. The refunded amount, \$218,303.23 is cumulative total since bond issuance and no previous refunds of excess TIF were made. Westin Hotel Bond County Reserve balance as of 9/24/2018, \$204,641.02.

**Resolution No. R2018-0242 dated 11/27/2018:**

**Original Item to be Corrected – Section 1**

<b><u>Fund Nos./Budget Accounts</u></b>		<b><u>Journal Nos.</u></b>
P. 21A408 – VOCA Safe Harbor		<b>BA1810802</b>
JC759159 – VOCA Safe Harbor		
Personal Services	\$	79,526.69
Other Expenses	\$	205,392.69

An appropriation increase request for the VOCA Safe Harbor Grant for FY2019, October 1, 2018 to September 30, 2019. Grant funds are passed through the Ohio Attorney General, from the U.S. Department of Justice, grant #2019-VOCA-132131126; VOCA CFDA Number 16.575. There is a cash match of \$79,526.69, please see JT1810804 also on the November 27th Fiscal Agenda.

**Corrected Item – Section 1**

**Fund Nos./Budget Accounts**

**Journal Nos.**

P.	21A408 – VOCA Safe Harbor			<b>BA1810824</b>
	JC759159 – VOCA Safe Harbor			
	Personal Services	\$	79,526.69	
	Other Expenses	\$	205,392.69	

An appropriation increase request for the VOCA Safe Harbor Grant for FY2019, October 1, 2018 to September 30, 2019. Grant funds are passed through the Ohio Attorney General, from the U.S. Department of Justice, grant #2019-VOCA-132131126; VOCA CFDA Number 16.575. There is a cash match of \$79,526.69, please see JT1810804 also on the November 27th Fiscal Agenda.

**Resolution No. R2018-0242 dated 11/27/2018:**

**Original Item to be Corrected – Section 1**

**Fund Nos./Budget Accounts**

**Journal Nos.**

W.	21A173 – SAMHSA VTC			<b>BA1812192</b>
	CO760116 – SAMHSA VTC FY2019			
	Personal Services	\$	195,523.00	
	Other Expenses	\$	204,477.00	

Common Pleas Court is requesting an appropriation increase for \$400,000.00. This is to support the setup of appropriations for the SAMHSA Veterans Treatment Court Grant Index Code. Funding is provided by the US Department of Health and Human Services for the period of 9/30/18 through 9/29/21. Grant is awarded for three years (at \$400,000/yr), plus two optional periods, however the same index code will be used and each year appropriated separately. Current version of this grant was awarded for \$975,000 and has a current balance of \$207,170 with 79% expended.

**Corrected Item – Section 1**

**Fund Nos./Budget Accounts**

**Journal Nos.**

W.	21A102 – SAMHSA Veterans Treatment Court			<b>BA1812192</b>
	CO760116 – SAMHSA Veterans Treatment Court 2018-23			
	Personal Services	\$	195,523.00	
	Other Expenses	\$	204,477.00	

Common Pleas Court is requesting an appropriation increase for \$400,000.00. This is to support the setup of appropriations for the SAMHSA Veterans Treatment Court Grant Index Code. Funding is provided by the US Department of Health and Human Services for the period of 9/30/18 through 9/29/21. Grant is awarded for three years (at \$400,000/yr), plus two optional periods, however the same index code will be used and each year appropriated separately. Current version of this grant was awarded for \$975,000 and has a current balance of \$207,170 with 79% expended.

**Resolution No. R2018-0242 dated 11/27/2018:**

**Original Item to be Corrected – Section 2**

<b><u>Fund Nos./Budget Accounts</u></b>		<b><u>Journal Nos.</u></b>
E. FROM: 01A001 – General Fund		<b>BA1809178</b>
BE473050 – Primary Election		
Other Expenses	\$ 120,047.00	
TO: 01A001 – General Fund		
BE474064 – Election Administration		
Other Expenses	\$ 120,047.00	

The Office of Budget and Management requests appropriation transfer from Board of Elections Primary to Administration for space charges incurred during 2018. Funding source is General Fund.

**Corrected Item – Section 2**

<b><u>Fund Nos./Budget Accounts</u></b>		<b><u>Journal Nos.</u></b>
E. FROM: 01A001 – General Fund		<b>BA1809178</b>
BE472050 – Primary Election		
Other Expenses	\$ 120,047.00	
TO: 01A001 – General Fund		
BE474064 – Election Administration		
Other Expenses	\$ 120,047.00	

The Office of Budget and Management requests appropriation transfer from Board of Elections Primary to Administration for space charges incurred during 2018. Funding source is General Fund.

**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 CC032  
December 11, 2018



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: December 4, 2018  
RE: Fiscal Agenda – 12-11-2018

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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 **December 11, 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:

- Requests to increase and transfer appropriation as appropriate to allow “controlled” charges, which include space maintenance, security, and indirect, to post. As discussed in the 3<sup>rd</sup> Quarter Update, indirect charges are high this year because they include a reconciliation of the estimated charges that posted in 2015, 2016, and 2017. Combined, the indirect cost plan will generate \$19 million in revenue to the General Fund in 2018; the annual cost (excluding the multiple reconciliations) is projected to total \$16 million. As previously communicated, the County switched vendors to assist in the preparation of the Indirect Cost Allocation Plan in 2017. The model that has been developed with the assistance of the new vendor is one that the County can maintain in-house in future years, which will reduce expenditures in OBM’s budget as an annual contract will no longer be needed. The 2016 Plan (based on 2015 Actuals) prepared by the previous vendor generated approximately \$15 million in revenue to the General Fund. The new plan, again, is estimated to generate \$16 million, a 7% increase.
- Request to decrease appropriation to the Tapestry System of Care subfund, which captured the cost of the Tapestry program that is embedded in HHS/Children and Family Services. This program began as a grant-funded pilot, which was why it originally had a separate fund. The program “transferred” to Children and Family Services in 2012 and Council approved the consolidation of Tapestry into DCFS’ operating funds on a previous fiscal agenda; the items on this agenda are the last steps to properly close the fund and include transferring the remaining cash in the subfund to the DCFS operating fund and to reduce all remaining appropriation.
- Request to increase appropriation totaling \$82,000 to the Division of Protective Services (building security) to cover projected payroll expenditures through the end of the year. The increase over budget reflects an increase in overtime earnings worked in this division; this has been reflected in the projections throughout the year.
- Request to increase the budget for General Fund subsidies in order to transfer \$100,000 in General Fund reserves to the Print Shop budget in order to avoid a negative cash balance. Revenue generated in 2018 was insufficient to cover projected expenditures, as it was in 2017 too. The subsidy is needed to avoid an audit citation.
- Request to increase appropriation to old bond accounts and transfer remaining cash so that they



can be properly closed. These accounts had received interest earnings on bond proceeds, the use of which is restricted by the bond indentures. Having fully researched them, OBM recommends transferring the cash as indicated on the fiscal agenda. These transfers offset General Fund contribution to General Obligation debt service and capital projects (ERP). Please note that the impact of the transfer to the General Obligation bonds will not be realized until 2020 when the County can next reallocate its inside millage (1.45 mills) between the General Fund and the General Obligation Bond Retirement Fund.

- Request to increase appropriation to support the subsidy needed to balance the Regional Crime Lab Fund in 2018. As reported in all three quarterly reports, the budgeted amount was low due to an OBM error. The subsidy projections, however, were correct, so this increase does not impact the projections for the General Fund.
- Requests to increase and decrease appropriation in various capital project accounts. The projects being appropriated are on the 2018 CIP. Inactive projects are being closed as a result of OBM's routine review of all Capital Improvements Plan (CIP) projects.
- Request to decrease appropriation in various capital projects budgeted in anticipation of the transfer of payroll expenses related to the trades employees working on those projects. These transfers are not being processed timely, causing a projected deficit in the budget for the trades. Due to the Department's inability to process the transfers as expected, OBM requests to increase appropriation to the trades operating budget and decrease appropriation to the capital projects to ensure that enough appropriation exists to cover payroll expenses through the end of the year as required by law. It will be incumbent on the Department to properly track through other means the hours worked on each project.
- Request to reallocate appropriation within the Centralized Custodial Fund to support an increase in payroll costs over what was anticipated in the budget because payroll expenses were not transferred to capital projects as expected and because the transfer of payroll expenses from the Road & Bridge/Sanitary Funds is more than what was included in the budget. This will increase the space maintenance charge to all agencies and departments, which will be reflected in the reconciliation of 2018 charges that will post next year.
- Request to transfer budgeted subsidies from the Health and Human Services Levy Fund to various operating funds to support projected expenditures.

Additionally, this item seeks to correct items previously approved by Council, including:

- A cash transfer within the Road & Bridge program. **The index code name – not the code – was incorrect.**
- An increase in appropriation for the VOCA Safe Harbor grant. **The document number on the originally approved item was incorrect.**
- An increase in appropriation for the Veterans Treatment Court grant. **The subfund on the originally approved item was incorrect.**
- A transfer of appropriation within the Board of Elections' budget. **The index code on the originally approved item was incorrect.**

I apologize for the confusion caused by these errors and necessary corrections; there is no excuse.

Finally, this agenda includes a request to rescind four items previously approved by Council. These four items relate to the 2013 Economic Development Bonds (Steelyard Commons and Westin Hotel) and rescinding is necessary to resolve accounting and reporting system limitations. Previous attempt to separate bond reserves, as required within Developer and Tax Increment Financing Agreements, resulted in unforeseen inconsistencies and irreconcilable errors as a result of these limitations. The systematic limitation cannot be resolved and requires rescinding previously approved items to allow for alternative corrective measures as submitted within this fiscal agenda (Section I - Item L).

As always, if you have any questions or need additional information, please do not hesitate to contact me at either 216-443-8191 or [mkeenan@cuyahogacounty.us](mailto:mkeenan@cuyahogacounty.us), I am always happy to discuss in more detail.

**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	\$445,000.00	Grant – No General/HHS Levy Fund Impact
Common Pleas Court	\$1,929,168.00	General Fund
Domestic Relations Court	\$306,084.00	General Fund
Fiscal Office/OBM/Debt Service	\$1,968,181.07	Special Revenue – General Fund Impact
Fiscal Office/Treasury	\$41,000.00	Special Revenue – No General/HHS Levy Fund Impact
HHS/Children & Family Services	\$128,649.51	Special Revenue – HHS Levy Fund Impact
HHS/Early Childhood	\$62,500.00	Grant – No General/HHS Levy Fund Impact
HHS/Child Support Services	\$1,245,013.10	Special Revenue – HHS Levy Fund Impact
HHS/Senior & Adult Services	\$1,500,000.00	Special Revenue – HHS Levy Fund Impact
Human Resources/Workers Compensation	\$235,008.00	Special Revenue – No General/HHS Levy Fund Impact
Juvenile Court	\$640,000.00	General Fund
Medical Examiner	\$276,257.00	Grant – No General/HHS Levy Fund Impact
Personnel Review Commission	\$190,318.00	General Fund
Planning Commission	\$58,348.56	Grant – No General/HHS Levy Fund Impact
Probate Court	\$80,000.00	General Fund
Public Works/Animal Shelter	\$45,000.00	Grant – No General/HHS Levy Fund Impact
Public Works/Capital Projects	\$46,317.85	Special Revenue – No General Fund Impact
Public Works/Sanitary	\$21,787,989.00	Special Revenue – No General/HHS Levy Fund Impact
Prosecutor’s Office	\$211,497.00	Special Revenue – No General/HHS Levy Fund Impact
Sheriff’s Office/Security	\$1,412,541.93	Special Revenue – General and HHS Levy Fund Impact
Subsidies	\$1,668,000.00	General Fund

**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
HHS/Children & Family Services	\$90,000.00	Special Revenue – HHS Levy Fund Impact
Human Resources/Benefits	\$10,000.00	Special Revenue – General & HHS Levy Fund Impact
Juvenile Court	\$825,000.00	General Fund
Juvenile Court	\$110,000.00	Special Revenue – HHS Levy Fund Impact
Public Safety	\$15,000.00	Special Revenue – No General/HHS Levy Fund Impact
Public Safety	\$22,000.00	General Fund
Public Works/Capital Projects	\$434,749.09	Special Revenue – General Fund Impact
Public Works/Facilities	\$1,575,000.00	Special Revenue – General & HHS Levy Fund Impact
Public Works/Sanitary	\$1,000,000.00	Special Revenue – No General/HHS Levy Fund Impact
Prosecutor’s Office	\$95,596.00	General Fund
Sheriff’s Office	\$120,000.00	General Fund

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

Department	Amount Transferred	Funding Source
Development	\$1,250,000.00	Special Revenue – General Fund Impact
Fiscal Office/OBM/Debt Service	\$1,537,386.06	Special Revenue – General Fund Impact
HHS/Children & Family Services	\$407,730.46	Special Revenue Fund/HHS Levy Fund Impact
Public Works/Capital Projects	\$19,362.83	
Public Works/Road & Bridge	\$2,559.02	Special Revenue – No General/HHS Levy Fund Impact
Public Works/Sanitary	\$21,787,989	Special Revenue – No General/HHS Levy Fund Impact
Subsidies	\$16,669,819.90	General Fund
Subsidies	\$5,281,626.51	HHS Levy Fund

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0263

<p>Sponsored by: <b>County Executive Budish/Department of Law and County Sheriff</b></p>	<p><b>A Resolution</b> approving a Collective Bargaining Agreement between Cuyahoga County and Fraternal Order of Police, Ohio Labor Council, Inc., representing approximately 20 employees in the classification of Corrections Officer Sergeant 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.</p>
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WHEREAS, the Cuyahoga County Department of Law has been engaged in negotiations with the Fraternal Order of Police, Ohio Labor Council, Inc., Corrections Officer Sergeants, in an effort to negotiate a new successor collective bargaining agreement (“CBA”) that includes approximately 20 employees in the Cuyahoga County Sheriff’s Department; and,

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

WHEREAS, on or about November 20, 2018, the members of the bargaining unit met and voted to ratify the proposed successor collective bargaining agreement in full; and,

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within thirty days of the date on which the parties finalize the agreement, unless otherwise specified or if the legislative body is not in session at the time, then within fourteen (14) days after it convenes; and,

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved

if the legislative body fails to act within thirty (30) days after the public employer submits the agreement; and,

WHEREAS, the Department of Law, the Sheriff's Department, and the County Executive are recommending that Council approve the proposed Collective Bargaining Agreement; and,

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

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

**SECTION 1.** The Cuyahoga County Council hereby approves a Collective Bargaining Agreement between Cuyahoga County and Fraternal Order of Police, Ohio Labor Council, Inc., representing approximately 20 employees in the classification of Corrections Officer Sergeant at the Sheriff's Department for the period 1/1/2018 - 12/31/2020, and authorizes the County Executive to execute all documents consistent with this Resolution.

**SECTION 2.** Funds necessary to implement the CBA between the County and Fraternal Order of Police, Ohio Labor Council, Inc., Corrections Officer Sergeants, shall be budgeted and appropriated.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Journal CC032  
December 11, 2018



# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0264

Sponsored by: <b>County Executive Budish on behalf of Cuyahoga County Office of the Prosecuting Attorney</b>	<b>A Resolution</b> approving a proposed settlement in the matter of <i>State ex rel. James Connell, et. al. vs. City of North Olmsted, et. al.</i> , Cuyahoga County Common Pleas Court Case No. CV-15-848055; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, James Connell, Rose Connell, Jeffrey Liskay, Rebecca Liskay, Jeffrey Campbell, and Elizabeth Campbell, as representatives of a potential class of plaintiffs, filed a civil action docketed as State ex rel. James Connell, et. al. vs. City of North Olmsted, et. al., Cuyahoga County Common Pleas Court Case No. CV-15-848055; and

WHEREAS, James Connell, Rose Connell, Jeffrey Liskay, Rebecca Liskay, Jeffrey Campbell, and Elizabeth Campbell, as representatives of a potential class of plaintiffs, and the County of Cuyahoga, for and on behalf of the Cuyahoga County Executive and the Cuyahoga County Sanitary Engineer wish to fully and completely resolve with finality any and all alleged claims of whatever kind or nature that James Connell, Rose Connell, Jeffrey Liskay, Rebecca Liskay, Jeffrey Campbell, and Elizabeth Campbell, as representatives of a potential class of plaintiffs, have, had, or may have against the Cuyahoga County Executive and the Cuyahoga County Sanitary Engineer; and

WHEREAS, the parties hereto have reached a Settlement Agreement that, if performed, will fully settle and resolve the Matter; and

WHEREAS, Council, having been briefed about the facts and the history of the case, approves of the proposed settlement.

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

**SECTION 1.** The County Council hereby approves the Settlement Agreement with the Plaintiffs in the amount of One Hundred and Twenty-Five Thousand Dollars (\$125,000.00), inclusive of all costs and attorneys' fees.

**SECTION 2.** The County Executive (or his authorized designee) is hereby authorized to execute a settlement agreement and any other documents to effectuate the settlement in accordance with this Resolution.

**SECTION 3.** If any specific appropriation is necessary to effectuate this settlement, such appropriation is approved, and the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Journal CC032  
December 11, 2018



**Michael C. O'Malley**  
CUYAHOGA COUNTY PROSECUTOR

TO: Armond D. Budish, Cuyahoga County Executive  
Dan Brady, President  
Cuyahoga County Council

FROM: Brendan R. Doyle, Assistant Prosecuting  
Attorney Dale F. Pelsozy, Assistant  
Prosecuting Attorney Cuyahoga County  
Prosecutor's Office

CC: Robert Triozzi, County Law  
Director Michael C. O'Malley,  
Prosecuting Attorney Michael W.  
King, Special Counsel

DATE: December 4, 2018

RE: *State ex rel. James Connell v. City of North Olmsted, et al.*, CV-15-  
848055

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This case is a proposed class action lawsuit regarding basement floodings that occurred in the City of North Olmsted and Olmsted Township from three major rain events on February 28, 2011, July 19, 2011, and May 12, 2014. The Defendants in the case are the City of North Olmsted, Olmsted Township, and Cuyahoga County. The case was originally before Judge Michael Astrab and is now before Judge Michael P. Shaughnessy. Counsel for Cuyahoga County is recommending a settlement in the amount of \$125,000.

**OFFICE OF THE PROSECUTING ATTORNEY**  
The Justice Center • Courts Tower • 1200 Ontario Street • Cleveland, Ohio 44113  
(216) 443-7785 • Fax (216) 443-7602

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0265

Sponsored by: <b>County Executive Budish/Department of Public Works</b>	<b>A Resolution</b> authorizing a revenue generating Utility Agreement with City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm sewers and sanitary sewers located in County Sewer District No. 17 for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended a revenue generating Utility Agreement with City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm sewers and sanitary sewers located in County Sewer District No. 17 for the period 1/1/2019 - 12/31/2019; and

WHEREAS, the City of Cleveland Heights desires to retain Cuyahoga County to perform certain services for the City of Cleveland Heights to aid with the maintenance and repair of storm and sanitary sewers located in County Sewer District No. 17; and

WHEREAS, pursuant to R.C. §307.15, a county may contract with any municipal corporation to render any service, on behalf of the municipal corporation; and

WHEREAS, this project is located in County Council District No. 10; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical sewer maintenance and repair services can be provided by Cuyahoga County for the City of Cleveland Heights' sewer system.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a revenue generating Utility Agreement with City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm sewers and sanitary sewers located in County Sewer District No. 17 for the period 1/1/2019 - 12/31/2019.



Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



**Item No. 3**

Department of Public Works is requesting approval of the Sewer Maintenance Agreement between the City of Cleveland Heights and the County of Cuyahoga pursuant to the authority of Cleveland Heights Resolution No. 122-2018 passed by Cleveland Heights City Council on November 19, 2018 in the amount not-to-exceed \$600,000 in 2019. This Sewer Maintenance Agreement is an update to the previous Cleveland Heights Sewer Maintenance Agreement (BC2018-447 for \$300K)

The primary goal is for the County to continue to assist with sanitary and storm sewer maintenance with the City of Cleveland Heights. This is a direct bill agreement.

The location of the project is Cleveland Heights

The project is located in Council District 10.

**Procurement**

Identify the original procurement method on contract/purchase

This is an update to the 2018 Sewer Maintenance Agreement with Cleveland Heights (BC2018-447 for \$300K)

**Contractor and Project Information**

The address is:

City of Cleveland Heights

40 Severance Circle

Cleveland Heights, Ohio 44118

Council District

**Funding**

This is a Revenue Generating Agreement

The schedule of payments is by direct bill quarterly invoice.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0266

Sponsored by: <b>County Executive Budish/Fiscal Officer/County Treasurer</b>	<b>A Resolution</b> designating eligible institutions as public depositories of active and interim funds of Cuyahoga County; authorizing various bank depository agreements for deposits of said public funds, each in the deposit limit amount not-to-exceed \$200,000,000.00, for the period 11/1/2018 - 8/23/2021, in accordance with the Uniform Depository Act of Ohio; authorizing the County Executive and/or County Treasurer to execute the agreements 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/Fiscal Officer/County Treasurer has recommended designating eligible institutions as public depositories of active and interim funds of Cuyahoga County and authorizing various bank depository agreements for deposits of said public funds, each in the deposit limit amount not-to-exceed \$200,000,000.00, for the period 11/1/2018 - 8/23/2021, in accordance with the Uniform Depository Act of Ohio, as follows:

- i) Chemical Bank
- ii) The Huntington National Bank
- iii) JPMorgan Chase Bank, N.A.; and

WHEREAS, the primary goal of this project is to designate eligible institutions as public depositories of active and interim funds of Cuyahoga County and to enter into various bank depository agreements for said deposits of public funds, in accordance to the Uniform Depository Act of Ohio; and

WHEREAS, payment of any fees to the various institutions is not anticipated at this time; however, if during the term of the bank depository agreements the payment of fees becomes necessary, a request will be made to the County Council and will be funded by the General Fund.

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 designates eligible institutions as public depositories of active and interim funds of Cuyahoga County and authorizes various bank depository agreements for deposits of said public funds, each in the deposit limit amount not-to-exceed \$200,000,000.00, for the period 11/1/2018 - 8/23/2021, in accordance with the Uniform Depository Act of Ohio, as follows:

- i) Chemical Bank
- ii) The Huntington National Bank
- iii) JPMorgan Chase Bank, N.A.

**SECTION 2.** To the extent an exemption for anything herein is needed, it is hereby granted.

**SECTION 3.** That the County Executive and/or County Treasurer is authorized to execute the agreements and all other documents consistent with this Resolution.

**SECTION 4.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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 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\_\_

**Item No. 1**

Office of the County Treasurer; No req # 2018 Treasury;  
Depository agreements Amendment

Scope of Work Summary

Treasury is requesting approval of adding 3 additional banks (Chemical Bank, Huntington Bank and JP Morgan Chase Bank) to the current list of eligible depository institutions for Cuyahoga County at no additional cost.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.  
R2018-0109

Describe the exact services being provided. Pursuant to ORC 135.12, the Cuyahoga County Treasury is requesting to increase the banking relationships by adding 3 additional financial institutions as depositories. The banks are Chemical bank, Huntington bank and JP Morgan chase bank. The time period will be from 11/1/18 to 8/23/21. No additional dollars are being requested for this service. The maximum deposit amounts will be \$200,000,000.00 for each institution. This item is to become effective 11/1/18 however no services have been used. The addition of these 3 financial institutions is a pro-active measure to prepare for future needs.

The project is mandated by ORC 135.12

Procurement

There was no formal procurement process for this item. ORC 135 defines eligible depository institutions and requires that the Counties use those that meet the specified criteria. The banks selected met this criteria, were the larger institutions in the State of Ohio and were previously depository institutions for Cuyahoga County.

The (above procurement method) was closed on (date). *(When applicable)* There is an SBE or DBE participation/goal (list the % of both).

Contractor and Project Information:

JP Morgan Chase Bank N.A.  
1111 Polaris Parkway  
Columbus, Ohio 43240

The Huntington National Bank  
41 South High Street, HC0910  
Columbus, OH 43215

Chemical Bank  
235 E. Main Street, P O Box 569  
Midland, MI 48640

Project Status and Planning

The project is perpetual for the County. Depository services will always be required however, the depository institutions can change based on need.

The project is on a critical action path because the anticipated start date was 11/1/18. No services have been utilized.

The project's term has already begun. Effective dates 11/1/18-8/32/21. The submission is late because the initial submission identified the incorrect process type, so the item had to be resubmitted in the OnBase system.

#### Funding

The project is funded 100% by the Treasury General Fund.

N/A Please reference the alternate procurement process and the Board of Control Approval Number for exemptions from aggregation on various requisitions to reimburse employers for employee wage and training expenses; to authorize payments to various providers for family centered services and support wraparound program services, or to make award recommendations to various providers for toxicology services.

Pursuant to ORC 135.12, the Cuyahoga County Treasury is requesting to increase the banking relationships by adding 3 additional financial institutions as depositories. The banks are Chemical bank, Huntington bank and JP Morgan chase bank. The time period will be from 11/1/18 to 8/23/21. No additional dollars are being requested for this service at this time. The maximum deposit amounts will be \$200,000,000.00 for each institution. This item is to become effective 11/1/18 however no services have been used. The addition of these 3 financial institutions is a pro-active measure to prepare for future needs.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0236

Sponsored by: <b>County Executive Budish/County Sheriff</b>	<b>A Resolution</b> authorizing an amendment to Contract No. CE1800178-01 with Schwarz Uniform Corporation for Correction Officer, Corporal and Sergeant uniforms for the period 3/19/2018 - 3/18/2021 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$570,000.00; 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.
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WHEREAS, the County Executive/County Sheriff has recommended an amendment to Contract No. CE1800178-01 with Schwarz Uniform Corporation for Correction Officer, Corporal and Sergeant uniforms for the period 3/19/2018 - 3/18/2021 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$570,000.00; and

WHEREAS, the primary goal of this project is complying with bargaining unit contracts to supply uniforms; and

WHEREAS, this project is funded by General Fund-Jail Commodities; 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. CE1800178-01 with Schwarz Uniform Corporation for Correction Officer, Corporal and Sergeant uniforms for the period 3/19/2018 - 3/18/2021 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$570,000.00.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: November 13, 2018

Committee(s) Assigned: Public Safety & Justice Affairs

Committee Report/Second Reading: December 11, 2018

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0238

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. CE1700241-01 with Child Care Resource Center of Cuyahoga County dba Starting Point for Out-of-School Time Services for Youth for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,645,000.00; 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.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Family and Children First Council has recommended an amendment to Contract No. CE1700241-01 with Child Care Resource Center of Cuyahoga County dba Starting Point for Out-of-School Time Services for Youth for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,645,000.00; and,

WHEREAS, the primary goals of this project are to continue to: (a) serve as the lead agency for out-of-school time services for school-age children in Cuyahoga County, including managing after school and summer programming; (b) provide professional development for youth-serving staff to promote positive youth development, improve school performance and prepare youth for careers and stable adulthood; and (c) ensure health and well-being of children and youth in Cuyahoga County; and

WHEREAS, the project is funded 100% by the Health and Human Services Levy fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1700241-01 with Child Care Resource Center of Cuyahoga County dba Starting Point for Out-of-School Time Services for Youth for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,645,000.00.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: November 13, 2018  
Committee(s) Assigned: Education, Environment & Sustainability

Committee Report/Second Reading: December 11, 2018

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0244

<p>Sponsored by: <b>County Executive Budish/Department of Public Works</b></p>	<p><b>A Resolution</b> authorizing an amendment to a Qualified Management Agreement with Hilton Management LLC relating to management of a Convention Center Hotel to change the scope of services in part to pay for maintenance of the connector tunnel between Hilton Hotel and Huntington Park Garage for the period 5/1/2018 - 5/31/2031 and for additional funds in the amount not-to-exceed \$1,061,000.00; authorizing an addendum to the Qualified Management Agreement to confirm the opening date of the hotel as 6/1/2016; authorizing the County Executive to execute the amendment, addendum 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 a Qualified Management Agreement with Hilton Management LLC relating to management of a Convention Center Hotel to change the scope of services in part to pay for maintenance of the connector tunnel between Hilton Hotel and Huntington Park Garage for the period 5/1/2018 - 5/31/2031 and for additional funds in the amount not-to-exceed \$1,061,000.00; authorizing an addendum to the Qualified Management Agreement to confirm the opening date of the hotel as 6/1/2016; 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 a Qualified Management Agreement with Hilton Management LLC relating to management of a Convention Center Hotel to change the scope of services in part to pay for maintenance of the connector tunnel between Hilton Hotel and Huntington Park Garage for the period 5/1/2018 - 5/31/2031 and for additional funds

in the amount not-to-exceed \$1,061,000.00; authorizing an addendum to the Qualified Management Agreement to confirm the opening date of the hotel as 6/1/2016.

**SECTION 2.** That the County Executive, Fiscal Officer or designee is authorized to execute the amendment and all other documents consistent with this Resolution. That the County Executive, Fiscal Officer 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, and all related documents and, (ii) all other and further documents, instruments, certificates, agreements, amendments, assignments, subleases, consents, affidavits, certifications, disbursement authorizations, settlement statements, closing statements, proration statements, escrow agreements, escrow instructions, and notices, and (iii) amendments, modifications and supplements to any of the foregoing, that the County Executive, Fiscal Officer or designee may deem necessary or advisable in connection with the consummation of the transactions contemplated hereby, (b) the County Executive, Fiscal Officer or designee may agree to such payments, prorations, credits, deposits, holdbacks, escrows, approval of budgets related to the hotel/tunnel/convention center and related facilities and other arrangements as may be necessary or advisable in connection therewith to facilitate and/or consummate such transactions.

**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: November 27, 2018  
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC032  
December 11, 2018



# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0245

Sponsored by: <b>County Executive Budish/Department of Public Works</b>	<b>A Resolution</b> authorizing an amendment to Contract No. CE1800242-01 with Whiting-Turner Contracting Company for design-build services for the Maintenance Yard Consolidation Project for additional funds in the amount not-to-exceed \$12,690,000.00; 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.
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WHEREAS, the County Executive/Department of Public Works has recommended an amendment to Contract No. CE1800242-01 with Whiting-Turner Contracting Company for design-build services for the Maintenance Yard Consolidation Project for additional funds in the amount not-to-exceed \$12,690,000.00; and

WHEREAS, the primary goal of this project is design-build services for the improvements and buildout for the Maintenance Yard Consolidation Project at the existing RTA Harvard Avenue Facility, located at 2501 Harvard Avenue in the Village of Newburgh Heights, located in Council District 8 and to properly maintain the County's infrastructure; and

WHEREAS, the anticipated start completion dates are 3/31/2018 – 12/31/2019; and

WHEREAS, this amendment will be funded as follows: a) General Fund Reserve to be repaid over a 15-year term by the Sanitary Sewer Fund (estimated 70%), b) Road and Bridge Fund (estimated 20%), and c) Fleet Services (estimated 10%-General Fund); and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1800242-01 with Whiting-Turner Contracting Company for design-build services for the Maintenance Yard Consolidation Project for additional funds in the amount not-to-exceed \$12,690,000.00.

**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: November 27, 2018  
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC032  
December 11, 2018

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0246

Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> making an award on RQ43803 to Perk Company, Inc. in the amount not-to-exceed \$4,499,104.25 for resurfacing Cedar Road from South Green Road to Interstate 271 in the Cities of South Euclid, Beachwood, Lyndhurst and University 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.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ43803 to Perk Company, Inc. in the amount not-to-exceed \$4,499,104.25 for resurfacing Cedar Road from South Green Road to Interstate 271 in the Cities of South Euclid, Beachwood, Lyndhurst and University Heights; and

WHEREAS, the anticipated start-completion dates are 4/1/2019 - 6/26/2020; and

WHEREAS, the project is funded by Federal Local Project Administration; 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 RQ43803 to Perk Company, Inc. in the amount not-to-exceed \$4,499,104.25 for resurfacing Cedar Road from South Green Road to Interstate 271 in the Cities of South Euclid, Beachwood, Lyndhurst and University 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 and the reasons set forth in the preamble.

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

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

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

Yeas:

Nays:

County Council President	Date
County Executive	Date
Clerk of Council	Date

First Reading/Referred to Committee: November 27, 2018  
 Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC032  
 December 11, 2018

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0247

<p>Sponsored by: <b>County Executive Budish on behalf of Cuyahoga County Planning Commission</b></p>	<p><b>A Resolution</b> authorizing the County Executive to accept dedication of land for Sweet Gum Trail in Schady Reserve Subdivision (Phase 4), 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 Schady Reserve Subdivision (Phase 4) 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 Schady Reserve Phase 4 on November 8, 2018; and

WHEREAS, pursuant to the above regulations, acceptance of the dedication of land for Sweet Gum Trail in Schady Reserve Subdivision (Phase 4) 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 Schady Reserve Subdivision (Phase 4).

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 Sweet Gum Trail in Schady Reserve Subdivision (Phase 4) as a public street (60 feet total) with established setback lines, rights-of-way, and easements; to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Schady Reserve Subdivision (Phase 4) 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 and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:



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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: November 27, 2018  
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC032  
December 11, 2018

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0248

<p>Sponsored by: <b>County Executive Budish/Fiscal Officer/County Treasurer</b></p>	<p><b>A Resolution</b> authorizing a Tax Certificate Sale/Purchase Agreement with FIG as Custodian for FIG OH18, LLC and Secured Party, as purchaser, and Finch Investment Group, LLC, as servicer, in the amount not-to-exceed \$12,000,000.00 for the sale of tax lien certificates; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Ohio Revised Code Section 5721.33 authorizes the County to negotiate the sale and transfer of tax certificates; and,

WHEREAS, the County Executive, through the County Treasurer, is recommending a Tax Certificate Sale/Purchase Agreement with FIG as Custodian for FIG OH18, LLC and Secured Party, as purchaser, and Finch Investment Group, LLC, as servicer, in the amount not-to-exceed \$12,000,000.00 for the sale of tax lien certificates; 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 agency.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a Tax Certificate Sale/Purchase Agreement with FIG as Custodian for FIG OH18, LLC and Secured Party, as purchaser, and Finch Investment Group, LLC, as servicer, in the amount not-to-exceed \$12,000,000.00 for the sale of tax lien certificates.

**SECTION 2.** That the County Executive and County Treasurer are authorized to execute the contract and all other documents consistent with this Resolution.

**SECTION 3.** Bids were solicited via the National Tax Lien Association website. To the extent an exemption from competitive bidding is needed, it is hereby granted.

**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: November 27, 2018

Committee Assigned: Community Development

Legislation Substituted in Committee: December 3, 2018

Journal CC032  
December 11, 2018

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0249

Sponsored by: <b>County Executive Budish/Department of Law/Division of Risk Management</b>	<b>A Resolution</b> authorizing an amendment to Contract No. CE1600270-01 with Hylant Group, Inc. for insurance brokerage and risk management services for the period 1/1/2017 - 12/31/2018 to exercise an option to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,447,446.00; 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 Law/Division of Risk Management has recommended an amendment to Contract No. CE1600270-01 with Hylant Group, Inc. for insurance brokerage and risk management services for the period 1/1/2017 - 12/31/2018 to exercise an option to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,447,446.00; and

WHEREAS, the primary goal of this project is to continue to provide expert risk management and brokerage services; and

WHEREAS, the project is funded with the General Fund and Health and Human Service Levy Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1600270-01 with Hylant Group, Inc. for insurance brokerage and risk management services for the period 1/1/2017 - 12/31/2018 to exercise an option to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,447,446.00.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0250

<p>Sponsored by: <b>County Executive Budish on behalf of Cuyahoga County Board of Developmental Disabilities</b></p>	<p><b>A Resolution</b> authorizing a Purchase and Sale Agreement with Cuyahoga County Board of Developmental Disabilities in the amount of \$1.00 for the purchase of two vacant parcels known as Permanent Parcel Nos. 673-27-049 and 673-27-050 located in the City of East Cleveland; authorizing the County Executive to execute the purchase agreement, quitclaim deed and all other documents related to this conveyance and consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive has recommended a Purchase and Sale Agreement with Cuyahoga County Board of Developmental Disabilities in the amount of \$1.00 for the purchase of two vacant parcels known as Permanent Parcel Nos. 673-27-049 and 673-27-050 located in the City of East Cleveland, Ohio; and

WHEREAS, all documents necessary to complete this conveyance shall be placed with Cuyahoga County and the quitclaim deed shall be recorded on or about but not after February 25, 2019; and

WHEREAS, County Council has determined that entering into the proposed purchase agreement and authorizing the quitclaim deed is in the best interest of the County; 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 Purchase and Sale Agreement with Cuyahoga County Board of Developmental Disabilities in the amount of \$1.00 for the purchase of two vacant parcels known as Permanent Parcel Nos. 673-27-049 and 673-27-050 located in the City of East Cleveland.



**SECTION 2.** That the County Executive is authorized to execute the purchase agreement, quitclaim deed and all other documents related to this conveyance and consistent with this Resolution.

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

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

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

Yeas:

Nays:

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

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

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

First Reading/Referred to Committee: November 27, 2018  
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC032  
December 11, 2018

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0251

Sponsored by: <b>County Executive Budish/Department of Public Safety and Justice Services</b>	<b>A Resolution</b> making an award on RQ43173 to OnSolve Intermediate Holding Company, Inc. in the amount not-to-exceed \$588,000.00 for a Mass Notification System for the period 12/12/2018 - 12/11/2023; 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 Safety and Justice Services has recommended an award on RQ43173 to OnSolve Intermediate Holding Company, Inc. in the amount not-to-exceed \$588,000.00 for a Mass Notification System for the period 12/12/2018 - 12/11/2023; and

WHEREAS, the primary goals of this project are to acquire a new hosted and supported mass notification system to expand the functionality, redundancy and throughput of the current alert program. The mass notification system is used to transmit warnings, alerts, recalls, notifications, emergency communications and administrative announcements over multiple pathways to County employees, residents and organizations, including the County government, municipal governments, multi-jurisdictional response teams, regional governmental bodies, public health organizations and non-governmental organizations; and

WHEREAS, this project is funded 100% General Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ43173 to OnSolve Intermediate Holding Company, Inc. in the amount not-to-exceed \$588,000.00 for a Mass Notification System for the period 12/12/2018 - 12/11/2023.

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

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

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

Yeas:

Nays:

County Council President	Date

County Executive	Date

Clerk of Council	Date

First Reading/Referred to Committee: November 27, 2018  
 Committee(s) Assigned: Public Safety & Justice Affairs

Journal CC032  
December 11, 2018

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0252

Sponsored by: <b>County Executive Budish/Clerk of Courts</b>	<b>A Resolution</b> authorizing an amendment to Contract No. CE1500307-01 with Mid-West Presort Mailing Services, Inc. for electronic certified mail services for the period 10/1/2015 - 9/30/2018 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,000,000.00; 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.
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WHEREAS, the County Executive/Clerk of Courts has recommended an amendment to Contract No. CE1500307-01 with Mid-West Presort Mailing Services, Inc. for electronic certified mail services for the period 10/1/2015 - 9/30/2018 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,000,000.00; and

WHEREAS, the primary goal of this project is to continue the processing and electronic return of certified mail receipts; and

WHEREAS, the project is funded with funds from the General Fund already appropriated to the Clerk of Courts for postage; 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. CE1500307-01 with Mid-West Presort Mailing Services, Inc. for electronic certified mail services for the period 10/1/2015 - 9/30/2018 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,000,000.00.





# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0253

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Division of Children and Family Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018, to authorize an exemption with regard to Homes for Kids of Ohio, Inc. in accordance with Cuyahoga County Code Section 501.12(B)(10), to add a new provider Homes for Kids of Ohio, Inc. for the period 10/1/2018 - 12/31/2018, to change the scope of services, effective 10/1/2018, and for additional funds in the total amount not-to-exceed \$7,069,870.00; 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, pursuant to Chapter 5153 of the Ohio Revised Code, the Division of Children and Family Services (“DCFS”) is responsible for the administration of child welfare in Cuyahoga County subject to the rules and standards of the Ohio Department of Jobs and Family Services (“ODJFS”); and

WHEREAS, the County Executive/Department of Health and Human Services/ Division of Children and Family Services has recommended an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018, to authorize an exemption with regard to Homes for Kids of Ohio, Inc. in accordance with Cuyahoga County Code Section 501.12(B)(10), to add a new provider Homes for Kids of Ohio, Inc. for the period 10/1/2018 - 12/31/2018, to change the scope of services, effective 10/1/2018, and for additional funds in the total amount not-to-exceed \$7,069,870.00 as follows:

- a) Previously approved providers:
  - i) Adelphoi Village, Inc.
  - ii) Applewood Centers, Inc.
  - iii) Artis’s Tender Love & Care, Inc.
  - iv) The Bair Foundation
  - v) Beech Brook

- vi) Bellefaire Jewish Children’s Bureau
- vii) BHC Belmont Pines Hospital, Inc.
- viii) BHC Fox Run Hospital, Inc.
- ix) Caring for Kids, Inc.
- x) Carrington Youth Academy LLC
- xi) Catholic Charities Corporation
- xii) Christian Children’s Home of Ohio, Inc.
- xiii) The Cleveland Christian Home Incorporated
- xiv) Cornell Abraxas Group, Inc.
- xv) Detroit Behavioral Institute, Inc.
- xvi) The Glen Mills Schools
- xvii) House of New Hope
- xviii) In Focus of Cleveland, Inc.
- xix) Keystone Richland Center LLC
- xx) Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- xxi) Lutheran Metropolitan Ministry
- xxii) National Youth Advocate Program, Inc.
- xxiii) New Beginnings Residential Treatment Center, LLC
- xxiv) New Directions, Inc.
- xxv) OhioGuidestone
- xxvi) Ohio Mentor, Inc.
- xxvii) Pathway Caring for Children
- xxviii) Pressley Ridge
- xxix) Quality Care Residential Homes, Inc.
- xxx) Reach Counseling Services
- xxxi) Rite of Passage, Inc.
- xxxii) Specialized Alternatives for Families and Youth of Ohio, Inc.
- xxxiii) Tri-State Youth Authority, Inc.
- xxxiv) The Twelve of Ohio, Inc.
- xxxv) The Village Network
- xxxvi) Gracehaven, Inc.
- xxxvii) Lighthouse Youth Services, Inc.
- xxxviii) RTC Resource Acquisition Corporation
- xxxix) ENA, Inc. dba Necco Center

b) New provider:

- i) Homes for Kids of Ohio, Inc.

WHEREAS, the purpose of this project is to provide quality therapeutic foster care, specialized foster care, group home care, independent living care, and residential care for children in the custody of DCFS so that they may experience stability, safety, and a sense of well-being while receiving out-of-home care; and

WHEREAS, the funding for this project is as follows: (a) 30% from Federal Funds Title IV-E and (b) 70% from Health and Human Services 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 a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018, to authorize an exemption with regard to Homes for Kids of Ohio, Inc. in accordance with Cuyahoga County Code Section 501.12(B)(10), to add a new provider Homes for Kids of Ohio, Inc. for the period 10/1/2018 - 12/31/2018, to change the scope of services, effective 10/1/2018, and for additional funds in the total amount not-to-exceed \$7,069,870.00 as follows:

a) Previously approved providers:

- i) Adelphoi Village, Inc.
- ii) Applewood Centers, Inc.
- iii) Artis's Tender Love & Care, Inc.
- iv) The Bair Foundation
- v) Beech Brook
- vi) Bellefaire Jewish Children's Bureau
- vii) BHC Belmont Pines Hospital, Inc.
- viii) BHC Fox Run Hospital, Inc.
- ix) Caring for Kids, Inc.
- x) Carrington Youth Academy LLC
- xi) Catholic Charities Corporation
- xii) Christian Children's Home of Ohio, Inc.
- xiii) The Cleveland Christian Home Incorporated
- xiv) Cornell Abraxas Group, Inc.
- xv) Detroit Behavioral Institute, Inc.
- xvi) The Glen Mills Schools
- xvii) House of New Hope
- xviii) In Focus of Cleveland, Inc.
- xix) Keystone Richland Center LLC
- xx) Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- xxi) Lutheran Metropolitan Ministry
- xxii) National Youth Advocate Program, Inc.
- xxiii) New Beginnings Residential Treatment Center, LLC
- xxiv) New Directions, Inc.
- xxv) OhioGuidestone
- xxvi) Ohio Mentor, Inc.
- xxvii) Pathway Caring for Children
- xxviii) Pressley Ridge
- xxix) Quality Care Residential Homes, Inc.

- xxx) Reach Counseling Services
- xxxii) Rite of Passage, Inc.
- xxxiii) Specialized Alternatives for Families and Youth of Ohio, Inc.
- xxxiv) Tri-State Youth Authority, Inc.
- xxxv) The Twelve of Ohio, Inc.
- xxxvi) The Village Network
- xxxvii) Gracehaven, Inc.
- xxxviii) Lighthouse Youth Services, Inc.
- xxxix) RTC Resource Acquisition Corporation
- ENNA, Inc. dba Necco Center

b) New provider:

- i) Homes for Kids of Ohio, Inc.

**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: November 27, 2018  
Committee(s) Assigned: Health, Human Services & Aging

Journal CC032  
December 11, 2018

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0254

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Division of Children and Family Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019, to authorize an exemption with regard to Youth for Tomorrow – New Life Center, Inc. and Multi County Juvenile Attention System in accordance with Cuyahoga County Code Section 501.12(B)(10), to add various new providers and for additional funds in the total amount not-to-exceed \$46,200,000.00; 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.</p>
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WHEREAS, pursuant to Chapter 5153 of the Ohio Revised Code, the Division of Children and Family Services (“DCFS”) is responsible for the administration of child welfare in Cuyahoga County subject to the rules and standards of the Ohio Department of Jobs and Family Services (“ODJFS”); and

WHEREAS, the County Executive/Department of Health and Human Services/ Division of Children and Family Services has recommended an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019, to authorize an exemption with regard to Youth for Tomorrow – New Life Center, Inc. and Multi County Juvenile Attention System in accordance with Cuyahoga County Code Section 501.12(B)(10), to add various new providers and for additional funds in the total amount not-to-exceed \$46,200,000.00 as follows:

- i) Previously approved providers:
  - a. Adelphoi Village, Inc.
  - b. Applewood Centers, Inc.
  - c. Artis’s Tender Love & Care, Inc.
  - d. The Bair Foundation
  - e. Beech Brook

- f. Bellefaire Jewish Children's Bureau
- g. BHC Belmont Pines Hospital, Inc.
- h. BHC Fox Run Hospital, Inc.
- i. Caring for Kids, Inc.
- j. Carrington Youth Academy LLC
- k. Catholic Charities Corporation
- l. Christian Children's Home of Ohio, Inc.
- m. The Cleveland Christian Home Incorporated
- n. Cornell Abraxas Group, Inc.
- o. Detroit Behavioral Institute, Inc.
- p. The Glen Mills Schools
- q. House of New Hope
- r. In Focus of Cleveland, Inc.
- s. Keystone Richland Center LLC
- t. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- u. Lutheran Metropolitan Ministry
- v. National Youth Advocate Program, Inc.
- w. New Beginnings Residential Treatment Center, LLC
- x. New Directions, Inc.
- y. OhioGuidestone
- z. Ohio Mentor, Inc.
- aa. Pathway Caring for Children
- bb. Pressley Ridge
- cc. Quality Care Residential Homes, Inc.
- dd. Reach Counseling Services
- ee. Rite of Passage, Inc.
- ff. Specialized Alternatives for Families and Youth of Ohio, Inc.
- gg. Tri-State Youth Authority, Inc.
- hh. The Twelve of Ohio, Inc.
- ii. The Village Network
- jj. Gracehaven, Inc.
- kk. Lighthouse Youth Services, Inc.
- ll. RTC Resource Acquisition Corporation
- mm. ENA, Inc. dba Necco Center
- nn. Homes for Kids of Ohio, Inc.

ii) New providers:

- a. Multi County Juvenile Attention System
- b. Youth for Tomorrow – New Life Center, Inc.

WHEREAS, the primary goal for this amendment is to continue to provide quality therapeutic foster care, specialized foster care, group home care, independent living care, and residential care for children in the custody of DCFS so that they may



experience stability, safety, and a sense of well-being while receiving out-of-home care; and

WHEREAS, the funding for this project is as follows: (a) 30% from Federal Funds Title IV-E and (b) 70% from Health and Human Services Levy Funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019, to authorize an exemption with regard to Youth for Tomorrow – New Life Center, Inc. and Multi County Juvenile Attention System in accordance with Cuyahoga County Code Section 501.12(B)(10), to add various new providers and for additional funds in the total amount not-to-exceed \$46,200,000.00 as follows:

- i) Previously approved providers:
  - a. Adelphoi Village, Inc.
  - b. Applewood Centers, Inc.
  - c. Artis’s Tender Love & Care, Inc.
  - d. The Bair Foundation
  - e. Beech Brook
  - f. Bellefaire Jewish Children’s Bureau
  - g. BHC Belmont Pines Hospital, Inc.
  - h. BHC Fox Run Hospital, Inc.
  - i. Caring for Kids, Inc.
  - j. Carrington Youth Academy LLC
  - k. Catholic Charities Corporation
  - l. Christian Children’s Home of Ohio, Inc.
  - m. The Cleveland Christian Home Incorporated
  - n. Cornell Abraxas Group, Inc.
  - o. Detroit Behavioral Institute, Inc.
  - p. The Glen Mills Schools
  - q. House of New Hope
  - r. In Focus of Cleveland, Inc.
  - s. Keystone Richland Center LLC
  - t. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
  - u. Lutheran Metropolitan Ministry
  - v. National Youth Advocate Program, Inc.

- w. New Beginnings Residential Treatment Center, LLC
- x. New Directions, Inc.
- y. OhioGuidestone
- z. Ohio Mentor, Inc.
- aa. Pathway Caring for Children
- bb. Pressley Ridge
- cc. Quality Care Residential Homes, Inc.
- dd. Reach Counseling Services
- ee. Rite of Passage, Inc.
- ff. Specialized Alternatives for Families and Youth of Ohio, Inc.
- gg. Tri-State Youth Authority, Inc.
- hh. The Twelve of Ohio, Inc.
- ii. The Village Network
- jj. Gracehaven, Inc.
- kk. Lighthouse Youth Services, Inc.
- ll. RTC Resource Acquisition Corporation
- mm. ENA, Inc. dba Necco Center
- nn. Homes for Kids of Ohio, Inc.

ii) New providers:

- a. Multi County Juvenile Attention System
- b. Youth for Tomorrow – New Life Center, Inc.

**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: November 27, 2018  
Committee(s) Assigned: Health, Human Services & Aging

Journal CC032  
December 11, 2018

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0255

Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Division of Children and Family Services</b>	<b>A Resolution</b> making awards on RQ42589 to various providers, in the total amount not-to-exceed \$3,500,000.00, for Family Centered Support Services for At-Risk Children and Families for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Children and Family Services has recommended awards on RQ42589 to various providers, in the total amount not-to-exceed \$3,500,000.00, for Family Centered Support Services for At-Risk Children and Families for the period 1/1/2019 - 12/31/2019 as follows:

- a. Applewood Centers, Inc.
- b. Beech Brook
- c. Bellefaire Jewish Children's Bureau
- d. Catholic Charities Corporation
- e. The Cleveland Christian Home Inc.
- f. Mental Health Services for Homeless Persons, Inc. dba FrontLine Service
- g. OhioGuidestone
- h. Ohio Mentor, Inc.
- i. Pressley Ridge
- j. Specialized Alternative for Families and Youth of Ohio, Inc.; and

WHEREAS, the primary goal of this project is to develop and deliver effective in-home services that can contribute to stabilizing and strengthening the family to prevent the need for out-of-home care whenever possible; and

WHEREAS, the funding for this project is as follows: (a) 70% Health and Human Service Levy funds and (b) 30% Federal Funds Title IV-E; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes awards on RQ42589 to various providers, in the total amount not-to-exceed \$3,500,000.00, for Family Centered Support Services for At-Risk Children and Families for the period 1/1/2019 - 12/31/2019 as follows:

- a. Applewood Centers, Inc.
- b. Beech Brook
- c. Bellefaire Jewish Children's Bureau
- d. Catholic Charities Corporation
- e. The Cleveland Christian Home Inc.
- f. Mental Health Services for Homeless Persons, Inc. dba FrontLine Service
- g. OhioGuidestone
- h. Ohio Mentor, Inc.
- i. Pressley Ridge
- j. Specialized Alternative for Families and Youth of Ohio, Inc.

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

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

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

Yeas:

Nays:

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

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

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

First Reading/Referred to Committee: November 27, 2018  
Committee(s) Assigned: Health, Human Services & Aging

Journal CC032  
December 11, 2018

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0256

<b>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services</b>	<b>A Resolution</b> making awards on RQ42490 to various municipalities and providers, in the total amount not-to-exceed \$1,741,596.00, for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Senior and Adult Services has recommended awards on RQ42490 to various municipalities and providers, in the total amount not-to-exceed \$1,741,596.00, for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2019 as follows:

- A) City of Bedford Heights for Transportation services;
- B) City of Berea for Adult Development services;
- C) City of Euclid for Congregate Meals and Transportation services;
- D) City of Lakewood for Congregate Meals and Transportation services;
- E) City of Maple Heights for Congregate Meals and Transportation services;
- F) City of Olmsted Falls for Adult Development services;
- G) City of Parma Heights for Congregate Meals and Transportation services;
- H) City of Solon for Adult Development services;
- I) City of Strongsville for Adult Development and Transportation services;
- J) Catholic Charities Corporation on behalf of Fatima Family Center for Adult Development services;

- K) Catholic Charities Corporation on behalf of Hispanic Senior Center for Adult Development and Transportation services;
- L) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center for Adult Development and Transportation services;
- M) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center for Adult Development services;
- N) Community Partnership on Aging for Congregate Meals and Transportation services;
- O) The East End Neighborhood House Association for Adult Development, Congregate Meals and Transportation services;
- P) Eldercare Services Institute, LLC for Adult Day services;
- Q) Eliza Bryant Village for Adult Day and Transportation services;
- R) The Harvard Community Services Center for Adult Development, Congregate Meals and Transportation services;
- S) The Mandel Jewish Community Center of Cleveland for Adult Development, Congregate Meals and Transportation services;
- T) Murtis Taylor Human Services System for Adult Development, Congregate Meals and Transportation services;
- U) The Phillis Wheatley Association of Cleveland, Ohio for Congregate Meals services;
- V) Rose Centers for Aging Well, LLC for Adult Development, Congregate Meals and Transportation services;
- W) The Salvation Army for Adult Development, Congregate Meals and Transportation services;
- X) Senior Citizen Resources, Inc. for Adult Development, Congregate Meals and Transportation services;
- Y) University Settlement, Incorporated for Adult Development, Congregate Meals and Transportation services;
- Z) West Side Community House for Adult Development, Congregate Meals and Transportation services; and



WHEREAS, the primary goal of this project is to provide programming at senior centers throughout Cuyahoga County; and

WHEREAS, this project is funded 100% by Health & Human Services Levy Funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes awards on RQ42490 to various municipalities and providers, in the total amount not-to-exceed \$1,741,596.00, for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2019 as follows:

- A) City of Bedford Heights for Transportation services;
- B) City of Berea for Adult Development services;
- C) City of Euclid for Congregate Meals and Transportation services;
- D) City of Lakewood for Congregate Meals and Transportation services;
- E) City of Maple Heights for Congregate Meals and Transportation services;
- F) City of Olmsted Falls for Adult Development services;
- G) City of Parma Heights for Congregate Meals and Transportation services;
- H) City of Solon for Adult Development services;
- I) City of Strongsville for Adult Development and Transportation services;
- J) Catholic Charities Corporation on behalf of Fatima Family Center for Adult Development services;
- K) Catholic Charities Corporation on behalf of Hispanic Senior Center for Adult Development and Transportation services;
- L) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center for Adult Development and Transportation services;

- M) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center for Adult Development services;
- N) Community Partnership on Aging for Congregate Meals and Transportation services;
- O) The East End Neighborhood House Association for Adult Development, Congregate Meals and Transportation services;
- P) Eldercare Services Institute, LLC for Adult Day services;
- Q) Eliza Bryant Village for Adult Day and Transportation services;
- R) The Harvard Community Services Center for Adult Development, Congregate Meals and Transportation services;
- S) The Mandel Jewish Community Center of Cleveland for Adult Development, Congregate Meals and Transportation services;
- T) Murtis Taylor Human Services System for Adult Development, Congregate Meals and Transportation services;
- U) The Phillis Wheatley Association of Cleveland, Ohio for Congregate Meals services;
- V) Rose Centers for Aging Well, LLC for Adult Development, Congregate Meals and Transportation services;
- W) The Salvation Army for Adult Development, Congregate Meals and Transportation services;
- X) Senior Citizen Resources, Inc. for Adult Development, Congregate Meals and Transportation services;
- Y) University Settlement, Incorporated for Adult Development, Congregate Meals and Transportation services; and
- Z) West Side Community House for Adult Development, Congregate Meals and Transportation services.

**SECTION 2.** That the County Executive is authorized to execute the Master Contract and all other documents consistent with said awards and this Resolution.

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



# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0257

Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</b>	<b>A Resolution</b> authorizing amendments to agreements and a contract with various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/ Cuyahoga Job and Family Services has recommended amendments to agreements and a contract with various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds as follows:

- a) Agreements:
  - i. No. AG1700112-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$70,000.00 for the Prevent Premature Fatherhood Program; and
  - ii. No. AG1700113-01 with The MetroHealth System in the amount not-to-exceed \$44,000.00 for the Boot Camp for New Dads Program; and
- b) Contract:
  - i. No. CE1700349-01 with Towards Employment Incorporated in the amount not-to-exceed \$484,330.00 for the Network 4 Success Fatherhood Program; and

WHEREAS, the goals of the Fatherhood Initiative amendments are to continue to: (1) promote public awareness of the importance of the role of a father, (2) provide access to public services to young men and fathers in order to educate them about fatherhood and responsibilities of being a father, and (3) fund fatherhood related programs at the county level; and

WHEREAS, the project is funded by (a) Health and Human Services Levy funds (\$93,500.00) and (b) Family Forward Demonstration funds (\$319,830.00); and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes amendments to agreements and a contract with various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds as follows:

- a) Agreements:
  - i. No. AG1700112-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$70,000.00 for the Prevent Premature Fatherhood Program; and
  - ii. No. AG1700113-01 with The MetroHealth System in the amount not-to-exceed \$44,000.00 for the Boot Camp for New Dads Program; and
- b) Contract:
  - i. No. CE1700349-01 with Towards Employment Incorporated in the amount not-to-exceed \$484,330.00 for the Network 4 Success Fatherhood Program.

**SECTION 2.** That the County Executive is authorized to execute the amendments 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.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0258

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Families Services</b></p>	<p><b>A Resolution</b> authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services for emergency food purchases for Cuyahoga County residents for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services has recommended a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services for emergency food purchases for Cuyahoga County residents for the period 1/1/2019 - 12/31/2019; and

WHEREAS, the primary goal of this project is to serve as fiscal agent to perform administrative duties related to the distribution, monitoring and oversight of Cuyahoga County funds to meet the emergency food needs of residents in the County; and

WHEREAS, the project is funded 100% by Health and Human Services Levy; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services for emergency food purchases for Cuyahoga County residents for the period 1/1/2019 - 12/31/2019.

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





# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0259

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. CE1700066-01 with Lutheran Metropolitan Ministry for emergency shelter services for single adults at the Men’s Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, for the period 5/1/2017 - 12/31/2019 for additional funds in the amount not-to-exceed \$2,081,638.00; 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 Health and Human Services/ Division of Community Initiatives/Office of Homeless Services has recommended an amendment to Contract No. CE1700066-01 with Lutheran Metropolitan Ministry for emergency shelter services for single adults at the Men’s Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, for the period 5/1/2017 - 12/31/2019 for additional funds in the amount not-to-exceed \$2,081,638.00; and

WHEREAS, the primary goal to this amendment is to continue to: (1) provide shelter to homeless clients, (2) reduce the length of stay at the shelter by providing clients with appropriate services in the community, and (3) implement a continuum of care goal of assisting clients to attain permanent housing as quickly as possible; and

WHEREAS, this project is funded 100% by the Health and Human Services levy; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1700066-01 with Lutheran Metropolitan Ministry for emergency shelter services for single adults at the Men’s Emergency Shelter, located



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# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0234

Sponsored by: <b>County Executive Budish/Fiscal Officer</b>	<b>A Resolution</b> authorizing a sole source contract with Manatron, Inc. in the amount not-to-exceed \$593,589.00 for support and maintenance services for the Manatron Visual Property Tax System and SIGMA CAMA Software System for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer has recommended a sole source contract with Manatron, Inc. in the amount not-to-exceed \$593,589.00 for support and maintenance services for the Manatron Visual Property Tax System and SIGMA CAMA Software System for the period 1/1/2019 - 12/31/2019; and

WHEREAS, the purpose of this project is to provide maintenance and support services on the Manatron Visual Property Tax System and SIGMA CAMA Software System and to properly maintain the County's infrastructure; and

WHEREAS, this project is funded 100% with the Real Estate Assessment Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a sole source contract with Manatron, Inc. in the amount not-to-exceed \$593,589.00 for support and maintenance services for the Manatron Visual Property Tax System and SIGMA CAMA Software System for the period 1/1/2019 - 12/31/2019.

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

