



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 25, 2020
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
 - a) February 11, 2020 Committee of the Whole Meeting (See Page 9)
 - b) February 11, 2020 Regular Meeting (See Page 11)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING**
 - 1) R2020-0040: A Resolution determining the services and programs that shall be provided and funded from the Veterans Services Fund in 2018; authorizing payments to various providers, in the total amount of \$413,635.00, for said

services and programs for the period ending 12/31/2020; authorizing the County Executive to negotiate and execute any necessary agreements, contracts or other documents for same; and declaring the necessity that this Resolution become immediately effective. (See Page 28)

Sponsors: Councilmembers Brady and Miller

Committee Assignment and Chair: Economic Development & Planning – Schron

b) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2020-0029: 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 32)

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2020-0051: A Resolution confirming the County Executive’s reappointment of The Honorable Michael S. Procuik to serve on the Cuyahoga County Planning Commission representing the Cuyahoga Region for the term 3/25/2020 - 3/24/2023, and declaring the necessity that this Resolution become immediately effective. (See Page 88)

Sponsor: County Executive Budish

- 2) R2020-0052: A Resolution confirming the County Executive’s reappointment of Terrence P. Joyce to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/4/2020 - 3/3/2023, and declaring the necessity that this Resolution become immediately effective. (See Page 92)

Sponsor: County Executive Budish

- 3) R2020-0053: A Resolution confirming the County Executive's reappointment of Sheryl King-Benford to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2020 - 12/31/2024, and declaring the necessity that this Resolution become immediately effective. (See Page 96)

Sponsor: County Executive Budish

- 4) R2020-0054: A Resolution confirming the County Executive's appointment of Salvatore Talarico to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2023, and declaring the necessity that this Resolution become immediately effective. (See Page 103)

Sponsor: County Executive Budish

- 5) R2020-0055: A Resolution authorizing a state contract with Great Lakes Petroleum in the amount not-to-exceed \$1,236,000.00 for the purchase of fuel for various County facilities for the period 4/1/2020 - 3/31/2022; 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 107)

Sponsor: County Executive Budish/Department of Public Works

- 6) R2020-0056: A Resolution declaring that public convenience and welfare requires striping Lake Avenue from Cove Avenue to Webb Road in the City of Lakewood; total estimated project cost \$240,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 111)

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

- 7) R2020-0057: A Resolution making an award on RQ45609 to KeyBank National Association in the amount not-to-exceed \$3,200,000.00 for banking and treasury services for the period 4/1/2020 - 3/31/2024; 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 116)

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

- 8) R2020-0058: A Resolution making an award on RQ43203 to CHN Housing Capital in the amount not-to-exceed \$679,461.00 for administration of the Down Payment Assistance Program in Cuyahoga Urban County Communities and City of Parma for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 132)

Sponsor: County Executive Budish/Department of Development

- 9) R2020-0059: A Resolution authorizing an amendment to Agreement No. AG1800155-01 with Educational Service Center of Northeast Ohio for fiscal agent services for the Families and Schools Together Program, FASTWORK activities and parent services for the period 1/1/2019 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$919,944.00; 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 140)

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

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

- 1) R2020-0047: A Resolution authorizing an Economic Development Special Large-Scale Leverage Incentive Grant in the amount not-to-exceed \$14,000,000.00 to The Sherwin-Williams Company for the benefit of the Headquarters Project to be located in the City of Cleveland and the Research and Development Facility Project to be located in the City of Brecksville; authorizing the County Executive and/or Director of Development to execute all documents consistent with said

grant and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 147)

Sponsors: County Executive Budish/Department of Development and Councilmembers Schron, Tuma, Baker, Simon and Stephens

Committee Assignment and Chair: Economic Development & Planning – Schron

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

- 1) R2020-0043: A Resolution declaring that public convenience and welfare requires rehabilitation of Lee Boulevard from Euclid Avenue to Forest Hills Boulevard in the City of East Cleveland; total estimated project cost \$1,801,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 150)

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

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

- 2) R2020-0044: A Resolution approving Right-of-Way Exhibit No. M-5042 for rehabilitation of St. Clair Avenue Bridge No. 04.44 over Doan Brook in the City of Cleveland; authorizing the County Executive through the Department of Public Works to acquire said necessary Right-of-Way; and declaring the necessity that this Resolution become immediately effective. (See Page 153)

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

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

- 3) R2020-0045: A Resolution making an award on RQ47681 to Ozanne Construction Company, Inc. in the amount not-to-exceed \$825,000.00 for design-build services for the Central Booking Project at the Cuyahoga County Justice Center; 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 156)

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

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

- 4) R2020-0048: A Resolution authorizing an amendment to Contract No. CE1700361-01 with University Hospitals Cleveland Medical Center dba University Hospitals Rainbow Babies and Children’s Hospital for health care and management services at the Juvenile Court Detention Center for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020, to change the scope of services and the terms, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$1,700,000.00; 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 158)

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

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

- 5) R2020-0049: A Resolution making an award on RQ45365 to The MetroHealth System in the amount not-to-exceed \$1,067,000.00 for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2020 - 12/31/2020; authorizing the County Executive to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 161)

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

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

- 6) R2020-0050: A Resolution making an award on RQ45811 to Bitfocus, Inc. in the amount not-to-exceed \$536,560.00 for implementation, configuration, migration, operation and maintenance of the Clarity Homeless Management Information System for the period 3/10/2020 - 12/31/2024; 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 164)

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

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

d) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2020-0032: A Resolution declaring that public convenience and welfare requires rehabilitation of Tinkers Creek Road from Walton Hills Western Corporation Line to Dunham Road and Dunham Road from Tinkers Creek Road to Mendota Avenue in the Village of Walton Hills and City of Maple Heights; total estimated project cost \$3,075,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 167)

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

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE MEETING:

TUESDAY, MARCH 10, 2020
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, MARCH 10, 2020
5:00 PM / COUNCIL CHAMBERS

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

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



MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, FEBRUARY 11, 2020
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 3:04 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. ITEM REFERRED TO COMMITTEE / CONFIRMATION HEARING:

- a) R2020-0031: A Resolution confirming the County Executive's appointment of Michael W. Chambers, upon his taking the oath of office, as Fiscal Officer of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.

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

Mr. Michael Chambers, County Executive Budish's nominee for the position of Fiscal Officer of Cuyahoga County, was then called upon to deliver an opening statement. Mr. Chambers provided background into his education, experience and qualifications for the position.

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

On a motion by Mr. Brady with a second by Mr. Schron, Resolution No. R2020-0031 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

5. EXECUTIVE SESSION

- a) Collective bargaining matters, including:
 - i) an amendment to a Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 125 employees in various classifications in the Department of Public Works/Division of Maintenance for the period 1/1/2018 - 12/31/2020 to establish terms of the 2019 and 2020 healthcare insurance and to modify Article 54.

A motion was made by Ms. Conwell, seconded by Mr. Schron and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing collective bargaining matters and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 3:57 p.m. The following Councilmembers were present: Gallagher, Schron, Conwell, Jones, Brown, Stephens, Simon, Baker, Miller, Tuma and Brady. The following additional attendees were present: Director of Law Gregory Huth, Deputy Chief Law Director Nora Hurley, Interim Chief Human Resource Officer Holly Woods, Council Chief of Staff Joseph Nanni, Legislative Budget Advisor Trevor McAleer, and Research and Policy Analyst James Boyle.

At 4:09 p.m., Executive Session was adjourned without objection and Council President Brady then reconvened the meeting.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 4:11 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 11, 2020
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM**

1. CALL TO ORDER

Council President Brady called the meeting to order at 5:00 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT

The following individuals addressed Council regarding Resolution No. R2020-0047, a Resolution authorizing an Economic Development Special Large-Scale Leverage Incentive Grant in the amount not-to-exceed \$14,000,000.00 to The Sherwin-Williams Company for the benefit of the Headquarters Project to be located in the City of Cleveland and the Research and Development Facility Project to be located in the City of Brecksville:

a) The Honorable Bradley Sellers, Mayor of the City of Warrensville Heights

- b) Mr. Camilo Villa
- c) Mr. Max Gerboc

Ms. Loh addressed Council regarding homelessness and several issues she encountered at the women's shelter.

6. APPROVAL OF MINUTES

- a) January 28, 2020 Regular Meeting

A motion was made by Mr. Schron, seconded by Ms. Brown and approved by unanimous vote to approve the minutes from the January 28, 2020 Regular meeting.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from Council President Brady.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish reported that he attended a meeting in Columbus regarding discussions between local governments and the State about potential future allocations of opioid settlement funds.

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2020-0040: A Resolution determining the services and programs that shall be provided and funded from the Veterans Services Fund in 2018; authorizing payments to various providers, in the total amount of \$413,635.00, for said services and programs for the period ending 12/31/2020; authorizing the County Executive to negotiate and execute any necessary agreements, contracts or other documents for same; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Brady and Miller

Council President Brady referred Resolution No. R2020-0040 to the Economic Development & Planning Committee.

- b) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING

- 1) R2020-0029: 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

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

Clerk Schmotzer read Resolution No. R2020-0029 into the record.

This item will move to the February 25, 2020 Council meeting agenda for consideration for third reading adoption.

- c) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Ordinance No. O2020-0005.

- 1) O2020-0005: An Ordinance amending Cuyahoga County Code Section 725.01 to clarify that any interest generated by the Opioid Mitigation Fund shall be transferred monthly to the Opioid Mitigation Fund, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmembers Brady and Schron

On a motion by Mr. Brady with a second by Mr. Schron, Ordinance No. O2020-0005 was considered and adopted by unanimous vote.

- d) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE 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 Ordinance No. O2020-0001.

- 1) O2020-0001: An Ordinance amending Section 714.02(C) of the Cuyahoga County Code to increase the annual funding

used for the Cuyahoga County Community Development Supplemental Grant Program and to allow for the payment of costs to administer the Program.

Sponsors: Councilmembers Miller, Simon, Gallagher, Conwell, Stephens, **Jones, Brown, Tuma and Baker**

Committee Assignment and Chair: Community Development – Jones

On a motion by Mr. Miller with a second by Ms. Conwell, Ordinance No. O2020-0001 was considered and adopted by unanimous 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. R2020-0041 and R2020-0042.

- 1) R2020-0041: A Resolution amending the 2020/2021 Biennial Operating Budget for 2020 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 No. R2020-0030 dated 1/28/2020 to reconcile appropriations for 2020; and declaring the necessity that this Resolution become immediately effective.

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

Mr. Miller introduced a proposed substitute on the floor to Resolution No. R2020-0041. Discussion ensued.

A motion was then made by Mr. Miller, seconded by Mr. Brady and approved by unanimous vote to substitute Resolution No. R2020-0041.

On a motion by Mr. Miller with a second by Mr. Brady, Resolution No. R2020-0041 was considered and adopted by unanimous vote, as substituted.

- 2) R2020-0042: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 125 employees in various classifications in the Department of Public Works/Division of Maintenance for the period 1/1/2018 - 12/31/2020 to establish terms of the 2019 and 2020 healthcare insurance and to modify Article 54; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; 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/Departments of Law and Public Works and Councilmembers Brady, Brown, Gallagher and Simon

On a motion by Ms. Brown with a second by Ms. Simon, Resolution No. R2020-0042 was considered and adopted by unanimous vote.

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

- 1) R2020-0043: A Resolution declaring that public convenience and welfare requires rehabilitation of Lee Boulevard from Euclid Avenue to Forest Hills Boulevard in the City of East Cleveland; total estimated project cost \$1,801,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2020-0043 to the Public Works, Procurement & Contracting Committee.

- 2) R2020-0044: A Resolution approving Right-of-Way Exhibit No. M-5042 for rehabilitation of St. Clair Avenue Bridge No. 04.44 over Doan Brook in the City of Cleveland; authorizing the County Executive through the Department of Public Works to

acquire said necessary Right-of-Way; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2020-0044 to the Public Works, Procurement & Contracting Committee.

- 3) R2020-0045: A Resolution making an award on RQ47681 to Ozanne Construction Company, Inc. in the amount not-to-exceed \$825,000.00 for design-build services for the Central Booking Project at the Cuyahoga County Justice Center; 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 **and Councilmember Conwell**

Council President Brady referred Resolution No. R2020-0045 to the Public Safety & Justice Affairs Committee.

- 4) R2020-0046: A Resolution amending the 2020/2021 Biennial Operating Budget for 2020 by providing for additional fiscal appropriations from the Opioid Mitigation Fund to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Fiscal Officer/Office of Budget and Management **and Councilmember Conwell**

Council President Brady referred Resolution No. R2020-0046 to the Finance & Budgeting Committee.

- 5) R2020-0047: A Resolution authorizing an Economic Development Special Large-Scale Leverage Incentive Grant in the amount not-to-exceed \$14,000,000.00 to The Sherwin-Williams Company for the benefit of the Headquarters Project to be located in the City of Cleveland and the Research and Development Facility Project to be located in the City of

Brecksville; authorizing the County Executive and/or Director of Development to execute all documents consistent with said grant and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Development

Council President Brady referred Resolution No. R2020-0047 to the Economic Development & Planning Committee.

- 6) R2020-0048: A Resolution authorizing an amendment to Contract No. CE1700361-01 with University Hospitals Cleveland Medical Center dba University Hospitals Rainbow Babies and Children's Hospital for health care and management services at the Juvenile Court Detention Center for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020, to change the scope of services and the terms, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$1,700,000.00; 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 on behalf of Cuyahoga County Common Pleas Court/Juvenile Division **and Councilmember Conwell**

Council President Brady referred Resolution No. R2020-0048 to the Public Safety & Justice Affairs Committee.

- 7) R2020-0049: A Resolution making an award on RQ45365 to The MetroHealth System in the amount not-to-exceed \$1,067,000.00 for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2020 - 12/31/2020; authorizing the County Executive to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2020-0049 to the Health, Human Services & Aging Committee.

- 8) R2020-0050: A Resolution making an award on RQ45811 to Bitfocus, Inc. in the amount not-to-exceed \$536,560.00 for implementation, configuration, migration, operation and maintenance of the Clarity Homeless Management Information System for the period 3/10/2020 - 12/31/2024; 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 Health and Human Services/Division of Community Initiatives/Office of Homeless Services **and Councilmember Conwell**

Council President Brady referred Resolution No. R2020-0050 to the Health, Human Services & Aging Committee.

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

- 1) R2020-0032: A Resolution declaring that public convenience and welfare requires rehabilitation of Tinkers Creek Road from Walton Hills Western Corporation Line to Dunham Road and Dunham Road from Tinkers Creek Road to Mendota Avenue in the Village of Walton Hills and City of Maple Heights; total estimated project cost \$3,075,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

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

Clerk Schmotzer read Resolution No. R2020-0032 into the record.

This item will move to the February 25, 2020 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. R2020-0021, R2020-0022, R2020-0023, R2020-0024, R2020-0025, R2020-0026, R2020-0031, R2020-0033, R2020-0034, R2020-0035, R2020-0036, R2020-0037, R2020-0038 and R2020-0039.

- 1) R2020-0021: A Resolution authorizing a revenue generating agreement with Case Western Reserve University, as Fiscal Agent for First Year Cleveland, in the amount not-to-exceed \$774,940.00 for expansion of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood **and Councilmember Conwell**

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

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2020-0021 was considered and adopted by unanimous vote.

- 2) R2020-0022: A Resolution authorizing an agreement with City of Cleveland/Department of Public Health in the amount not-to-exceed \$682,276.00 for administration, coordination, prenatal and inter-conceptional care services to high risk families in connection with expansion of the MomsFirst Program for the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood **and Councilmember Conwell**

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

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2020-0022 was considered and adopted by unanimous vote.

- 3) R2020-0023: A Resolution authorizing an agreement with Educational Service Center of Northeast Ohio in the amount not-to-exceed \$2,000,000.00 for fiscal agent and administrative services for the Bright Beginnings and Parents as Teachers Programs in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood **and Councilmember Conwell**

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

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2020-0023 was considered and adopted by unanimous vote.

- 4) R2020-0024: A Resolution authorizing an amendment to Contract No. CE1800489-01 with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point for management, administration and implementation of various support services for the Universal Pre-Kindergarten Program for the period 1/1/2019 - 12/31/2019 to extend the time period to 7/31/2020 and for additional funds in the amount not-to-exceed \$1,229,745.00; 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 Early Childhood **and Councilmember Conwell**

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

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2020-0024 was considered and adopted by unanimous vote.

- 5) R2020-0025: A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$1,587,702.00 for administration and coordination of the Teacher Education and Compensation Help Program, Early Care and Education Professional Development System and Early Care and Education Center Capacity Expansion System in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; 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.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood **and Councilmember Conwell**

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

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2020-0025 was considered and adopted by unanimous vote.

- 6) R2020-0026: A Resolution authorizing a contract with Family Connections of Northeast Ohio in the amount not-to-exceed \$992,230.00 for program administration services for the Supporting Partnerships to Assure Ready Kids Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; 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.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood **and Councilmember Conwell**

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

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2020-0026 was considered and adopted by unanimous vote.

- 7) R2020-0031: A Resolution confirming the County Executive’s appointment of Michael W. Chambers, upon his taking the oath of office, as Fiscal Officer of Cuyahoga County; 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 Ms. Brown, Resolution No. R2020-0031 was considered and adopted by unanimous vote. County Executive Budish then administered the Oath of Office to Mr. Chambers.

- 8) R2020-0033: A Resolution making an award on RQ47064 to Kokosing Construction Company, Inc. in the amount not-to-exceed \$4,115,506.66 for replacement of Mastick Road Bridge No. 03.13 side hill structure in the City of Fairview Park; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount not-to-exceed \$2,757,389.46 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer and Councilmembers Baker and Miller

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

On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2020-0033 was considered and adopted by unanimous vote.

- 9) R2020-0034: A Resolution authorizing a Master Services Agreement with Official Payments Corporation for electronic bill payment services in connection with the County's on-line Credit Card Payment Program for the period 6/23/2015 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2020-0034 was considered and adopted by unanimous vote.

- 10) R2020-0035: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,339,104.00 for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood **and Councilmember Conwell**

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

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2020-0035 was considered and adopted by unanimous vote.

- 11) R2020-0036: A Resolution authorizing an agreement with Cuyahoga County District Board of Health in the amount not-to-exceed \$1,042,124.00 for program administration services

for the Newborn Home Visits Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood **and Councilmember Conwell**

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

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2020-0036 was considered and adopted by unanimous vote.

- 12) R2020-0037: A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$3,967,988.00 for management and administration of the Special Needs Child Care Program in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2021; 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/Division of Community Initiatives/Office of Early Childhood

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

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2020-0037 was considered and adopted by unanimous vote.

- 13) R2020-0038: A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County, Inc. dba Starting Point in the amount not-to-exceed \$1,433,551.00 for management and administration of the Family Child Care Home Professional Development System in connection with the Invest in Children Program for the period 1/1/2020 - 12/31/2020; 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/Division of Community Initiatives/Office of Early Childhood

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

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2020-0038 was considered and adopted by unanimous vote.

- 14) R2020-0039: A Resolution making an award on RQ45549 to Towards Employment, Inc. in the amount not-to-exceed \$750,000.00 for a social enterprise to place and support job-ready, reentry workers into transitional jobs for the period 2/13/2020 - 2/14/2023; 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.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Re-entry **and Councilmembers Jones, Miller, Brown and Conwell**

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

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2020-0039 was considered and adopted by unanimous vote.

e) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2020-0011: A Resolution making an award on RQ47063 to Schirmer Construction, LLC in the amount not-to-exceed \$584,795.20 for the Bridge Box Beam Replacement Program – Part Two for Chagrin River Road Bridge No. 03.00 over Willey Creek in the Village of Moreland Hills; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract;

and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer **and Councilmembers Schron and Conwell**

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

On a motion by Mr. Tuma with a second by Mr. Schron, Resolution No. R2020-0011 was considered and adopted by unanimous vote.

f) CONSIDERATION OF ORDINANCES FOR THIRD READING ADOPTION

- 1) O2020-0003: An Ordinance enacting Section 302.03 of the Cuyahoga County Code to provide for the approval and adoption of an Electronic Equipment and Communications Policy to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive Budish/Departments of Human Resources and Information Technology

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

On a motion by Ms. Brown with a second by Ms. Conwell, Ordinance No. O2020-0003 was considered and adopted by unanimous vote.

- 2) O2020-0004: An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive Budish/Department of Human Resources

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

On a motion by Ms. Brown with a second by Mr. Miller, Ordinance No. O2020-0004 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, February 18, 2020 at 1:00 p.m.

Mr. Schron reported that the Economic Development & Planning Committee will meet on Tuesday, February 18, 2020 at 3:00 p.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, February 19, 2020 at 10:00 a.m.

Mr. Miller reported that the Finance & Budgeting Committee will meet on Wednesday, February 19, 2020 at 10:30 a.m.

Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, February 19, 2020 at 1:00 p.m.

Mr. Jones reported that the Community Development Committee will tentatively meet on Monday, March 2, 2020 at 10:00 a.m.

12. MISCELLANEOUS BUSINESS

Mr. Brady reported that there will be an Issue 33 yard sign assembly party for the Health and Human Services Levy at the Greater Cleveland Food Bank on Saturday, February 15, 2020 from 8:00 a.m. to 12:00 p.m. and encouraged everyone to attend.

13. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 5:47 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0040

Sponsored by: Councilmembers Brady and Miller	A Resolution determining the services and programs that shall be provided and funded from the Veterans Services Fund in 2018; authorizing payments to various providers, in the total amount of \$413,635.00, for said services and programs for the period ending 12/31/2020; authorizing the County Executive to negotiate and execute any necessary agreements, contracts or other documents for same; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Chapter 5901 of the Ohio Revised Code established a veterans service commission in each Ohio county, among whose duties include providing for the “administration of assistance” to veterans and “establishing programs of outreach and coordination with other agencies to enhance available services to veterans within the county;” and

WHEREAS, the Veterans Service Commission of Cuyahoga County is required to annually determine the amount it needs to provide assistance to veterans and must prepare and submit a budget to the Cuyahoga County Council, such budget to be within a statutorily prescribed formula; and

WHEREAS, the Council may review the proposed budget, but is required to appropriate the requested amount so long as the proposed budget is within the statutorily prescribed formula; and

WHEREAS, by Ordinance No. O2012-0013, Cuyahoga County Council established the Veterans Services Fund, whereby the amounts appropriated and unspent by the Veterans Service Commission of Cuyahoga County are to be placed in a Veterans Services Fund and used to benefit veterans of the county; and

WHEREAS, \$413,635.00 remains available in the Veterans Services Fund for award; and

WHEREAS, pursuant to Chapter 711 of the Cuyahoga County Code, Cuyahoga County Council shall determine the services and programs that shall be provided or funded from the Veterans Services Fund, consistent with the amount of funds available and with the purpose of the Fund; and

WHEREAS, pursuant to Chapter 711 of the Cuyahoga County Code, Council directed that 20% of the available funds each year shall be used for a workforce development program to assist veterans with the costs of post-secondary education; and

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

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

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

SECTION 1. The Cuyahoga County Council hereby authorizes the Fiscal Officer to make one-time expenditures of available 2018 Veterans Services Funds, in the total amount of \$413,635.00, for the following services and programs through the 2020 calendar year:

- 1) Cuyahoga Community College, Veterans Services and Program Office for scholarships for veterans residing in Cuyahoga County in the amount of **\$40,000.00.**
- 2) Towards Employment Career Pathway Services for job readiness training, job search and placement, coaching and support for professional development of low-income veterans in the amount of **\$42,727.00.**
- 3) Cuyahoga County Office of Homeless Services for the Supportive Services for Veterans Families Program and for move-in kits for veterans entering permanent supportive housing in Cuyahoga County in the amount of **\$43,895.13.**
- 4) Cuyahoga County Court of Common Pleas, Veterans Treatment Docket in the amount of **\$43,895.13.**
- 5) Legal Aid Society of Cleveland for the Legal Services for U.S. Veterans Program in the amount of **\$85,000.00.**
- 6) United Way 2-1-1 for the Help2Veterans Program in the amount of **\$77,395.00.**
- 7) Joseph's Home for wraparound services and transition to permanent housing for medically fragile, homeless veterans in Cuyahoga County in the amount of **\$80,722.74.**

SECTION 2. Each of the offices, agencies, departments, or other bodies, granted pursuant to this Resolution shall provide written reports to Council by June 30, 2020 and November 30, 2020, summarizing the uses, amounts, and impacts of the distributed funds. Council may request additional information, in the form of oral or written reports.

SECTION 3. The County Executive is hereby authorized to negotiate and execute any necessary agreements or contracts in connection with the authorized expenditures and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 11, 2020
Committee(s) Assigned: Economic Development & Planning

Committee Report/Second Reading: February 25, 2020

Journal _____
_____, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0029

Sponsored by: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

WHEREAS, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-bargaining Classification Plan; and

WHEREAS, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-bargaining Classification Plan; and

WHEREAS, on January 8, 2020, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through S) 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 Revised Classifications:

Exhibit A: Class Title: *Forensic Pathologist 1*
Number: 17011
Pay Grade: 26A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, minimum requirements, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit B: Class Title: *Forensic Pathologist 2*
Class Number: 17012
Pay Grade: 27A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, minimum requirements, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit C: Class Title: *Forensic Pathologist 3*
Class Number: 17013
Pay Grade: 28A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, minimum requirements, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit D: Class Title: *Manager, Parking Facility*
Class Number: 15132
Pay Grade: 10A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
The minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit E: Class Title: *Manager, Tax Assessment*
Class Number: 11121
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2011.
The language of the document was updated to better reflect the position. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit F: Class Title: *Budget Officer 1*
Class Number: 11141
Pay Grade: 7A/Non-Exempt
* This classification is no longer needed as there are no incumbents and the essential functions of the positions have been included in the recently created Fiscal Specialist series. The Fiscal

Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).

- Exhibit G: Class Title: *Budget Officer 2*
Class Number: 11142
Pay Grade: 9A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit H: Class Title: *Budget Officer 3*
Class Number: 11143
Pay Grade: 11A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit I: Class Title: *Certified Network Administrator*
Class Number: 16393
Pay Grade: 11B/Exempt
* Incumbent in this classification was transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.
- Exhibit J: Class Title: *Certified Network Engineer*
Class Number: 16395
Pay Grade: 13B/Exempt
* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.
- Exhibit K: Class Title: *Field Engineer*
Class Number: 16381
Pay Grade: 5B/Non-Exempt
* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.

- Exhibit L: Class Title: *Fiscal Officer 1*
Class Number: 11151
Pay Grade: 8A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit M: Class Title: *Fiscal Officer 2*
Class Number: 11152
Pay Grade: 10A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit N: Class Title: *Fiscal Officer 3*
Class Number: 11153
Pay Grade: 13A/Exempt
* This classification is no longer needed as all incumbents were transferred into a new classification within the Fiscal Specialist series. The Fiscal Specialist series captures the essential functions of two closely related classifications series' (Budget Officer and Fiscal officer).
- Exhibit O: Class Title: *Manager, Network Engineering*
Class Number: 16397
Pay Grade: 16B/Exempt
* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.
- Exhibit P: Class Title: *Manager, WAN*
Class Number: 16401
Pay Grade: 16B/Exempt
* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.
- Exhibit Q: Class Title: *Network Administrator*
Class Number: 16392
Pay Grade: 9B/Non-Exempt

* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.

Exhibit R: Class Title: *Network Engineer*
Class Number: 16394
Pay Grade: 11B/Non-Exempt

* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.

Exhibit S: Class Title: *Senior Certified Network Engineer*
Class Number: 16396
Pay Grade: 14B/Exempt

* All incumbents in this classification were transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 28, 2020

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

Committee Report/Second Reading: February 11, 2020

Journal CC037

February 25, 2020

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class	Forensic Pathologist 1	Class Number:	17011
FLSA:	Exempt	Pay Grade:	26A
Department:	Medical Examiner's Office	EXHIBIT A	

Classification Function

The purpose of this classification is to perform forensic medical evaluation and analysis in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations. Incumbents in this class work under general direction from the Medical Examiner and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not supervise employees but may distribute work, review others' work, and train other employees.

Essential Job Functions

Exclusive or all-inclusive. Other duties may be required and assigned.

- 65% +/- 10%
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets ancillary testing as necessary; attends crime scenes to assist with death investigations; determines the identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 20% +/- 10%
- Oversees student and resident rotations; assists with the education of students and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.
- 5% +/- 2%
- Performs related ancillary responsibilities; attends meetings, conferences, and trainings; assists with the development of procedures and protocols; keeps up to date on developments, methods, and techniques in forensic pathology; assists in the planning and participation of department research activities.

Forensic Pathologist 1

N **r** **g** **e** **p** **e** **r** **e** **n** **t** **i** **o** **n**

- Medical Doctor or Doctor of Osteopathy degree and completion of certified residency training in anatomic and forensic pathology.
- Board Eligibility in Anatomic and Forensic Pathology as determined by the American Board of Pathology.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver's license and proof of automobile insurance.

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 copier.
- Ability to use appropriate surgical instruments and medical supplies and equipment.
- Physical abilities associated with the performance of a postmortem examination 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.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform high school level algebra, geometry, and trigonometry.

Language Ability & Interpretation & Personal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, Fellow applications and evaluations, accreditation documents, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Forensic Pathologist 1

- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, Fellowship Policy and Procedure, evaluations and applications, applicant letters and letters of recommendation, 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, record and deliver information, explain procedures, and to follow instructions.
- Ability to use and interpret medical, scientific, and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment, and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments, and conditions at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 2	Class Number:	17012
FLSA:	Exempt	Pay Grade:	27A
Dept:	Medical Examiner's Office	<i>EXHIBIT B</i>	

Classification Function

The purpose of this classification is to perform forensic medical evaluation and analysis to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations. Incumbents in this class work under general direction from the Medical Examiner and receive instruction or assistance as new or unusual situations arise and are expected to remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not supervise employees but may distribute work, review others' work, and train other employees. This class is distinguished from the Forensic Pathologist 1 in that incumbents have increased administrative responsibility, may function as lead workers, and have achieved/have to achieve Board Certification in Anatomic and Forensic Pathology.

Essential Job Functions

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

- 60% +/- 10%
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.

- 20% +/- 10%
- Oversees student and resident rotations; assists in the education of forensic pathology fellows, students, and medical residents; schedules, prepares, and delivers lectures.

- 10% +/- 5%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.

- 5% +/- 2%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of the Medical Examiner's cases.

Forensic Pathologist 2

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; assists with the development of procedures and protocols; keeps up to date on developments, methods, and techniques in forensic pathology; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Medical Doctor or Doctor of Osteopathy degree and completion of certified residency training in anatomic and forensic pathology.
- Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license and proof of automobile insurance.

Additional Requirements

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination 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.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform high school level algebra, geometry, and trigonometry.

Language Ability & Interpersonal Communication

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

Effective Date: 07.28.2014
Last Modified: 06.16.2016

Forensic Pathologist 2

- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to, on a limited basis, act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment, and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 3	Class Number:	17013
FLSA:	Exempt	Pay Grade:	28A
Dept:	Medical Examiner's Office	<i>EXHIBIT C</i>	

Classification Function

The purpose of this classification is to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to provide staff supervision and quality assurance; to oversee various education and training missions of the agency.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations as well as administrative duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes workflow, facilitates performance evaluations and has supervisory responsibilities. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws. This position is distinguished from the Forensic Pathologist 2 in that incumbents have achieved Board Certification in Anatomic and Forensic Pathology, have direct supervisory responsibilities, and carry out administrative responsibilities.

Essential Job Functions

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

- 50% +/- 10%
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 15% +/- 5%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases.
- 10% +/- 5%
- Oversees staffing needs; plans staffing coverage and schedules; analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; participates in strategic planning; monitors and evaluates work efficiency and effectiveness; makes recommendations on

Effective Date: 07.28.2014
Last Modified: 06.16.2016

Forensic Pathologist 3

updates to department policy and procedures; coordinates and evaluates student and resident rotations.

10% +/- 5%

- Supervises Forensic Pathology Fellows; reviews case work; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; creates and updates policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

AND/OR

- Supervises and directs the work of Supervisor, Pathology Assistant, Histology Technicians, and other assigned 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 timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.

10% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in forensic pathology and Medical Examiner Offices; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities; assists with planning modernization of laboratories; assists with planning of equipment procurement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Medical Doctor or Doctor of Osteopathy degree and five (5) years of forensic pathology experience in a Medical Examiner's office, including three (3) years of lead, supervisory, or management experience.
- Board Certification in Anatomic and Forensic Pathology.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination 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.
- Ability to recommend the transfer, selection, evaluation, 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 to perform high school level algebra, geometry, and trigonometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, workflow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

Forensic Pathologist 3

- Ability to act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents, and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Parking Facility	Class Number:	15132
FLSA:	Exempt	Pay Grade:	10A
Dept:	Public Works	EXHIBIT D	

Classification Function

The purpose of this classification is to direct the operations of all of Cuyahoga County owned and leased parking facilities and supervise parking facility supervisors and assigned staff.

Distinguishing Characteristics

This is a management level classification with responsibility for planning, directing, and controlling the Parking Services Division of the Public Works under general direction. This class requires the solution of operational, technical, administrative, and management problems related to parking facilities. The employee is expected meet, consult, and collaborate with Supervisor, Parking Facilities to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 35% +/- 10%
- Reviews and forwards daily, weekly, and monthly financial statements; organizes data and prepares reports; maintains a database of monthly customers; maintains inventory records; completes monthly tax preparation spreadsheets to send to the fiscal office; reviews overtime report; reviews accounts receivable reports.

- 30% +/- 10%
- Directs the overall operations of multiple parking facilities; monitors the operating budget for the division; assists with planning and coordination of the division; administers agreements with vendors including reviewing all quotes; monitors revenue intake of parking facilities; responds to customer complaints; updates reports and repair owe slip database; coordinates for snow and ice removal in parking facilities; evaluates the locations for cleanliness and safety hazards; oversees process for reimbursement of parking fees; communicates with the Sheriff's department about safety and security issues; collects revenue receipts from remote parking facilities; performs routine parking facility duties such as filling salt spreaders and moving signage.

- 25% +/- 10%
- Supervises and instructs parking facility supervisors, assigns and schedules work for various parking facilities; 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; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Manager, Parking Facility

5% +/- 2%

- Coordinates contracted services related to new construction or maintenance on parking facilities.

5% +/- 2%

- Performs other administrative duties; functions as County liaison to other departments and public and private entities; delivers daily deposits to the bank, prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings;

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration or related field and three (3) years of experience in parking facilities management or parking operations; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to stand and walk for a prolonged period of time and ability to push, pull, and lift up to 50 lbs.

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, evaluation, 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 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 established criteria to define consequences and develop alternatives.

Manager, Parking Facility

- Ability to comprehend a variety of informational documents including billing invoices, personal checks, daily deposit receipts, architectural drawings, certified department order, mileage reimbursement, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy and procedures manual, collective bargaining agreement, Standard Operations Procedure Manual, and parking equipment manuals.
- Ability to prepare daily, weekly and monthly financial reports, work orders, performance measurements, parking statistics, costing sheets, 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 customers, vendors, sheriff's department, employees, Director, other County employees, and the general public.
- Ability to use and interpret basic accounting terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment and at parking facilities.
- Work may involve exposure to temperature/weather extremes, strong odors, smoke, dust, or pollen, wetness or humidity, bright/dim lights, noise extremes, vibrations, and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Tax Assessment	Class Number:	11121
FLSA:	Exempt	Pay Grade:	12A
Dept:	Fiscal Office	<i>EXHIBIT E</i>	

Classification Function

The purpose of this classification is to plan, organize, direct, and coordinate the tax cycle process for real property in the Fiscal Office and to provide managerial support to the Tax Assessment Administrator.

Distinguishing Characteristics

This is a management classification working under general direction of the Tax Assessment Administrator and responsible for performing and overseeing the activities of the Real Estate Tax Division of the Fiscal Office. This class works within a broad framework of policies, procedures, regulations, and laws. The employee participates in the development of departmental policies and procedures to ensure compliance with legislative requirements and is responsible for ensuring that the division's activities are completed in a timely and accurate 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.

55% +/- 10%

- Calculates tax property data and creates related reports; calculates and balances tax settlements; audits treasurer's office balance of collected funds; uploads city-wide special assessments into the tax system; prepares special assessment payment reports and audits; calculates Tax Increment Financing (TIF) taxes, adjustments, and refunds; prepares reports regarding the department's property tax operations for submission to the state; prepares presentations for stakeholders.

25% +/- 10%

- Serves as a liaison for the Fiscal Office; provides coordination between the tax assessment administrator, fiscal office staff, other county departments, and real property tax system vendors; coordinates property tax settlement with the Budget Commission; communicates with taxpayers and business developers; receives incoming requests for information, issues, and complaints and finds resolutions.

20% +/- 10%

- Supervises and directs the work of the Real Estate Tax Division 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 timesheets, requests for leave, and overtime; keeps informed of provisions of labor-management agreements and their effects on departmental operations; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Manager, Tax Assessment

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, accounting, computer science or a related field with five (5) years experience in accounting, tax collections, or related experience; or an 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 and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, 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 petitions, split cards, complaint forms, exempt applications, forms, certifications, tax principles, ordinances, resolutions reports, and time-sheets.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, computer operation manuals, Ohio Revised Code (ORC), maps, deeds, ordinances, resolutions, and a variety of related websites regarding tax regulations.
- Ability to prepare letters, reports, tax bills, spreadsheets, forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Manager, Tax Assessment

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and 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 real estate, ad valorem tax, and accounting terminology and language.
- Ability to communicate with staff, taxpayers, employees and management from other departments, departmental employees, vendors, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Budget Officer 1	Class Number:	11141
		Pay Grade:	7

EXHIBIT F

Departments:	All departments
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Classification Function

The purpose of this classification is to monitor and maintain operating budgets and ledgers and to assist in budget preparation and development.

Essential Job Functions

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

- Monitors and maintains operating budgets and ledgers (e.g. - analyzes budgets and determines problem areas; makes recommendations for budget revisions; correlates appropriations for specific programs with appropriations for divisional budget programs; assists in maintaining expenditure control and fiscal accountability with budget programs; reviews operating budgets periodically to analyze trends affecting budget needs and analyzes costs in relation to budget allocations; reconciles expenditures with Auditor).
- Participates in preparation and development of budgets (e.g. - develops and compiles data for biennial operating plan and budget program; responds to budget inquiries; examines budget request for completeness, accuracy and compliance with agency, state and federal statutes, rules, regulations and procedures; provides technical assistance to fiscal personnel concerning budget preparation, changes in fund allotments, cash transfers, and related problem solving).
- Performs administrative duties (e.g. - prepares reports; maintains files and charts of accounts; prepares and distributes financial management information and reports; records transactions, contracts, vouchers, etc.; processes corrections to Office of Budget Management; maintains payroll register).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting or related field with one year of accounting 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 adding machine, typewriter, copier, and a computer using departmental software such as Lotus, Cornerstone, PET and QuIC.

Mathematical Ability

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

Language Ability & Interpersonal Communication

Cuyahoga County Classification Specification**1055311**

- Ability to comprehend a variety of informational documents including FAMIS reports, purchase orders, payroll registers and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer program instructions.
- Ability to prepare purchase summary, object code, summaries, reports, correspondence, memos, 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 accounting terminology and language.
- Ability to communicate effectively with vendors, supervisor, other County personnel, state personnel and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Budget Officer 2	Class Number:	11142
		Pay Grade:	9
EXHIBIT 6			
Departments:	All departments		

Classification Function

The purpose of this classification is to function as lead worker over lower-level budget officers, and accounting and clerical employees in preparation, evaluation and coordination of budgets and budget programs and to maintain system for expenditure control and fiscal accountability.

Essential Job Functions

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

- Functions as lead worker (e.g. - provides work direction, coordination, and training to other budget officers and accounting and clerical employees).
- Maintains system for expenditure control and fiscal accountability (e.g.- distributes financial resources among department services within fiscal constraints; monitors appropriation utilization and realignments of appropriations; provides guidance and assistance in order to keep expenditures within department budget; analyzes and advises management on annual expenditures; assists in the preparation of the department's annual budget; notifies management of federal and state funding for short term projects; gathers information to determine service costs; monitors contractual obligations and reviews and approves invoices for payment of services rendered).
- Prepares various department reports (e.g.- facilitates and completes all financial reports, budget reports, records, and statistics).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or related field with two years of budgetary 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 computers, adding machine, copier, etc.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, use algebra, statistical inference and theory, descriptive statistics and linear programming.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including, disbursement reports, statistical reports, billing invoices, state warrants, FAMIS reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, policy and procedure manuals.
- Ability to prepare annual budgets, tax budgets, statistical analysis, memos, correspondence, annual, quarterly, and monthly reports, summaries, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, service providers, subordinates, state and federal personnel, elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Budget Officer 3	Class Number:	11143
		Pay Grade:	11

EXHIBIT H

Departments:	All departments
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Classification Function

The purpose of this classification is to administer entire department's budget including developing and monitoring financial processes, financial management systems, budgetary programs, cost funding and cost management systems and to supervise lower level budget officers.

Essential Job Functions

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

- Administers entire department's budget including developing and monitoring financial processes, financial management systems, budgetary programs, cost funding and cost management systems (e.g. - investigates all areas of budget preparation; analyzes divisional budget requests; proposes funding levels; analyzes and reviews proposed legislation to determine fiscal impact; develops, supervises and monitors financial processes for budget control; establishes cash management systems; develops and monitors budgetary programs and cost funding systems and procedures; establishes new systems or modifies existing systems to increase efficiency and accuracy of financial reporting; establishes and implements guidelines and procedures for budget preparation; monitors budget activities to insure compliance with federal and state regulations; develops and implements fiscal policy related to budgets and budget analysis; administers all grant accounts).
- Supervises lower-level budget officers (e.g. - has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees, such as budget officers, accountants, and other budgeting support personnel; responsibly directs employees; adjusts employee grievances; provides training to departmental budget and fiscal personnel in budget preparation and analysis).
- Provides budgetary assistance and technical advice to budget and fiscal personnel (e.g. - provides assistance to other departments; provides technical expertise in budgetary matters to state and/or private agencies; serves as liaison with Office of Budget and Management regarding budget; responds to inquires from public, Legislative Budget Office and Legislative Service Commission; prepares a variety of reports; attends budget meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or related field and three years of budget administration experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

- Ability to operate a variety of automated office machines including a calculator, copier, fax, printers, microfiche readers and printers, etc., and a computer utilizing departmental software such as Lotus 1-2-3, dBase, MultiMate, and others.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform calculations using algebra and descriptive statistics, statistical inference and theory.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including bank statements, revenue reports, business checks, FAMIS reports, vouchers, invoices, contracts, grant applications and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy and procedure manuals, purchasing manuals, federal and state guidelines, accounting textbooks, and computer program handbooks and manuals.
- Ability to prepare budgets, payroll reports, space maintenance reconciliations, memos, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret governmental accounting terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, service providers, vendors, auditors, subordinates, state and federal personnel, elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Certified Network Administrator	Class Number:	16393
FLSA:	Exempt	Pay Grade:	11B
Dept:	Information Technology Department	<i>EXHIBIT F</i>	

Classification Function

The purpose of this classification is to maintain, update and upgrade computer hardware and software that comprise the computer network. This includes deploying, configuring, maintaining and monitoring active network equipment.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class requires certification as a network administrator to administer current County computer networks.

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% +/- 15%
- Maintains, updates and upgrades computer hardware and software that comprise the computer network; designs network infrastructure hardware and software that comprise the data, voice; configures upgrades of the iOS on the data switches, routers, firewall, VPN and voice switches.
- 25% +/- 10%
- Configures personal computers and laptops to work with the network and software; monitors performance and troubleshoots network problems; documents problems and resolution for future reference.
- 20% +/- 5%
- Assists users with questions or problems associated with their computers or their applications; provides desktop support and network connectivity; trains users on how to connect to the network applications, use of the internet and on software; assists users in resolution of network related problems using standard analysis techniques; monitors service and/or referred calls; enters and logs problems on problem tracking system; communicates with help desk staff regarding status; monitors service and/or referred calls and refers problems to supervisor, co-workers, other support areas, or higher level staff as necessary; supports customers with scheduled and non-scheduled network and mainframe outages.
- 15% +/- 5%
- Initiates and maintains network security measures; moves computers and printers between officers; responds to calls after hours.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three (3) years of experience in design, maintenance and installation of Local Area Networks; or an equivalent combination of education, training, and experience.

Certified Network Administrator

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including design data, trouble tickets, equipment configuration, design diagrams, project status reports, user requests.
- Ability to comprehend a variety of reference books and manuals including computer program manuals and internet websites.
- Ability to prepare personal computer and server configurations, project updates, network access reports, trouble tickets, design diagrams and job related documents using prescribed format.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer network terminology and engineering and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Certified Network Engineer	Class Number:	16395
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology Department	EXHIBIT J	

Classification Function

The purpose of this classification is to configure, install, monitor and maintain servers, systems, and programs for various applications. This class is responsible for ensuring that networks are operational to the user agencies and for the Information Technology Department.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class is distinguished from the Senior Certified Network Engineer in that the senior level has more extensive computer networking knowledge and experience and is responsible for installation of new servers and designing and programming system applications. It is further distinguished from the Network Engineer in that the later class requires certification in current County technologies.

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% +/- 5%
- Participates in assessing user needs and configures, installs, monitors and maintains network operating systems and programs for multiple servers and computers within a network; configures systems so that programs and users running at the same time do not interfere with each other; installs computers according to specifications of end user and/or third party software or hardware vendors; monitors system performance; solves and documents network problems; maintains systems by installing upgrades, performing backups and through virus protection
- 35% +/- 5%
- Maintains collaboration software that supports email and calendaring including creating user accounts, distribution lists, and resources, resetting passwords, and providing user assistance with functionality; provides desktop support for department staff and for clients using the collaboration software throughout the County; performs documentation of the collaboration system.
- 5% +/- 5%
- Assists in supporting cell phones and supports the enterprise system that allows users access to calendar, contacts, tasks, notes, instant messaging, web-based and enterprise applications through wireless networks.
- 20% +/- 5%
- Configures personal computers and laptops to work with the network and software; maintains local and network printers; moves computers and peripherals between offices as necessary; sets up projectors and laptops for presentations and demonstrations.

Certified Network Engineer

20% +/- 5%

- Assists other departmental staff with questions or problems associated with servers or their applications and by providing network connectivity; trains users on how to connect to network applications, to use of the internet and on software.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three (3) years of experience in design, maintenance and installation of local and wide area networks; or an equivalent combination of education, training, and experience.

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including maintenance and customer service requests, virtual private network accounts, accounts for configuring reset of user names and passwords.
- Ability to comprehend a variety of reference books and manuals including policy manuals, computer program manuals and internet websites.
- Ability to prepare system documentation, status documents, accounts so that users can access various servers for various functions, emails to notify users of changes, quotes for equipment purchases, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within

Certified Network Engineer

and outside the Department including working groups, users, vendors, peers, and employees of own and outside departmental and administrators.

- Ability to use and interpret computer hardware and software and electrical circuit terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Field Engineer	Class Number:	16381
FLSA:	Non Exempt	Pay Grade:	5B
Dept:	Information Services Center	EXHIBIT K	

Classification Function

The purpose of this classification is to diagnose and repair computer equipment problems and to install computer components. Incumbents in this classification coordinate the delivery and installation of computers and related equipment at user locations.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

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

- 45% +/- 15%
- Provides technical support to users on site including installing software, diagnosing and repairing computer problems; repairs wiring problems; installing multiple computer hardware components and phones; installing computer workstation software; installs personal computers onto networks on site and tests; assists with network issues; logs activities completed.
- 20% +/- 5%
- Re-images computers when user's computer performance has decreased by backing up important data to an external hard drive, wiping all data from the hard drive, and restoring the computer's operating system to its original state.
- 5% +/- 5%
- Performs analog/digital conversions using a device for converting a continuous quantity to a discrete digital number.
- 10% +/- 5%
- Manages training and conference rooms.
- 20% +/- 5%
- Moves and delivers equipment to users in a timely manner; assists in the stockroom; removes servers from raised floor.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented by vocational/technical training in computer science with two years of computer installation and repair experience; or an equivalent combination of education, training, and experience.

Field Engineer

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including emailed and voice mailed service requests.
- Ability to comprehend a variety of reference books and manuals including vendor websites and user manuals.
- Ability to prepare receipts for equipment for supervisor signature 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 computer software terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Officer 1	Class Number:	11151
		Pay Grade:	8

EXHIBIT L

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to coordinate and monitor a variety of fiscal activities including fiscal planning and policy development recommendation and to provide direct supervision to accounting, clerical, or other support staff. This classification has budgetary accountability up to \$13 million.

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 and monitors fiscal management and control activities (e.g.- discusses invoices and payments on account with vendors; prepares and maintains records, reports, studies, and correspondence related to fiscal activities and operations).
- Supervises accounting, clerical, or other support staff (e.g. - monitors and evaluates support staff; directly supervises subordinate employees involved in fiscal and bookkeeping activities and operations including auditing of accounts, recording of transactions, maintaining of control accounts, processing of requisitions, etc.; implements management planning and organizes staff and work to meet objectives; establishes standards and formulates policies; analyzes progress of staff and objectives).
- Performs advisory duties (e.g. - advises supervisor and/or administrative staff on fiscal and/or budgetary matters, procedures and problems; interprets applicable regulations, policies, and procedures).
- Performs administrative duties (e.g. - represents the department at various meetings, seminars, and conferences; records and processes payments; interacts with other County offices).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting, business administration or related field with one year of accounting experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, adding machine, fax, laminator, computer, copy machine, microfiche machine, etc.

Supervisory Responsibilities

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

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including assessment reports, FAMIS reports, project plans, billing invoices, vouchers, statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, administrative procedures, handbooks, zoning maps, dictionary, etc.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue reports, descriptive statistical reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, sales representatives, vendors, other County employees, State Auditor's personnel, subordinates, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Officer 2	Class Number:	11152
		Pay Grade:	10
EXHIBIT M			
Departments:	Human Services, only		

Classification Function

The purpose of this classification is to plan, direct, and coordinate fiscal program for a County department or specialized fiscal section of a division and to supervise accounting, clerical and other support staff. This classification has budgetary accountability greater than \$13 million and less than \$30 million.

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.

- Plans, directs, coordinates and manages fiscal control activities for department, institution, or specialized fiscal section of department or division (e.g.- coordinates and ensures establishment of encumbrances for improved fiscal control in processing of transactions; develops financial reporting controls over appropriations, funds and obligations; designs and updates fiscal accounting procedures and ensures operation compliance with applicable state and or federal regulations; manages and ensures compliance in handling of federal grants; participates in budget preparation; monitors reimbursement of federal monies or expenditure of funds for state and subcontractor programs; controls purchasing activities within allotment guidelines; approves payments; reviews and approves contracts and payroll vouchers; controls fund distribution to various accounts; authorizes and oversees inventory control and travel reimbursement functions).
- Supervises accounting, clerical and other support staff involved in fiscal operation activities (e.g.- assigns and reviews work; responds to employee problems; approves employee leave requests; recommends disciplinary procedures).
- Prepares, maintains and oversees preparation and maintenance of records, reports, studies and or correspondence related to fiscal activities and operations (e.g.- analytical reports of fiscal operations, statistical financial statements, cash flow projections, staffing forecasts, expenditure reports, cost allocation plans, inventory reports, federal grant budget revisions and summaries, correspondence concerning status of payments or department policy explanations, reports regarding action to be taken to improve department fiscal operation).
- Advises administrative officials regarding budgetary and fiscal matters (e.g.- interprets relevant legal and procedural regulations and department policies). Functions as liaison with other sections or divisions (e.g.,- coordinates activities of division with other sections, counsels sections or divisions regarding budget management and administration or matters of fees and payment policies, represents department in meetings and conferences). Performs various fiscal and non-fiscal related tasks (e.g.- interviews prospective employees, assumes responsibilities of supervisor in his/her absence, serves as forms coordinator and is responsible for reproduction of division forms, acts as contact person for state and federal auditors).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or related field with one year of fiscal management experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

- Ability to operate a variety of automated office machines including computer, printer, adding machine, copy machine, fax machine, etc.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including assessment reports, FAMIS reports, project plans, billing invoices, vouchers, statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, administrative procedures, fiscal handbooks, etc.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue reports, descriptive statistical reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, sales representatives, vendors, other County employees, State Auditor's personnel, subordinates, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Officer 3	Class Number:	11153
		Pay Grade:	13

EXHIBIT N

Departments:	All departments
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Classification Function

The purpose of this classification is to plan, direct, and coordinate fiscal program for a County department or specialized fiscal section of a division and to supervise accounting, clerical and other support staff. This classification has budgetary accountability greater than \$30 million.

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.

- Plans, directs, coordinates and manages fiscal control activities for department, institution, or specialized fiscal section of department or division (e.g.- coordinates and ensures establishment of encumbrances for improved fiscal control in processing of transactions; develops financial reporting controls over appropriations, finds and obligations; designs and updates fiscal accounting procedures and ensures operation compliance with applicable state and/or federal regulations; manages and ensures compliance with federal grants; participates in budget preparation; monitors reimbursement of federal monies or expenditure of funds for state and subcontractor programs; controls purchasing activities within allotment guidelines; approves payments; reviews and approves contracts and payroll vouchers; controls fund distribution to various accounts; authorizes and oversees inventory control and travel reimbursement functions).
- Supervises accounting, clerical and other support staff involved in fiscal operation activities (e.g.- assigns and reviews work; responds to employee problems; conducts employee performance appraisals; approves employee leave requests; recommends disciplinary procedures).
- Prepares, maintains and oversees preparation and maintenance of records, reports, studies and correspondence related to fiscal activities and operations (e.g.- analytical reports of fiscal operations, statistical financial statements, cash flow projections, staffing forecasts, expenditure reports, cost allocation plans, inventory reports, federal grant budget revisions and summaries, correspondence concerning status of payments or department policy explanations, reports regarding action to be taken to improve department fiscal operation).
- Advises administrative officials regarding budgetary and fiscal matters (e.g.- interprets relevant legal and procedural regulations and department policies).
- Functions as liaison with other sections or divisions (e.g.- coordinates activities of division with other sections, counsels sections or divisions regarding budget management and administration or matters of fees and payment policies, represents department in meetings and conferences).
- Performs various fiscal and non-fiscal related tasks (e.g.- interviews prospective employees, assumes responsibilities of supervisor in his/her absence, serves as forms coordinator and is responsible for reproduction of division forms, acts as contact person for state and federal auditors).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, printer, adding machine, copy machine, fax machine, etc.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including assessment reports, FAMIS reports, project plans, billing invoices, vouchers, departmental financial statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, administrative procedures, accounting manuals, fiscal handbooks, financial compliance guidelines, etc.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue reports, descriptive statistical reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, sales representatives, vendors, other County employees, State Auditor's employees, external auditors, subordinates, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Network Engineering	Class Number:	16397
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology Department	EXHIBIT O	

Classification Function

The purpose of this classification is to plan, direct, supervise, and coordinate the operations and activities of network engineering, network administration and field engineering that are charged with any of the following functions: managing open system services, Human Resource Information System (HRIS), distributed Geographic Information Systems (GIS), large databases, network components, applications and servers, and/or firewall security applications and devices.

Distinguishing Characteristics

This is a first-level management classification, responsible for managing the operations and activities of a Network Engineering unit. This class works under general direction from a division administrator. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employee provides input into the strategic vision of the department and in fostering initiatives to utilize technology effectively in order to increase efficiencies and economies of scale. The primary focus of the Manager class is project and contract management, supervising employees in performance of the work of a unit, and providing responsible and complex support to the division administrator.

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%
- Manages projects and contracts requiring developing and implementing project plans, defining requirements, evaluating options, incorporating resources, materials, costs, target dates/schedules and time recording, and reviewing equipment purchases; monitors and evaluates the efficiency and effectiveness of service delivery methods, procedures and recommends improvements; designs solutions for projects; ensures continuous availability of the networks; reviews and researches customer complaints; ensures emergency procedures for hardware and software failures with the least of time.

- 20% +/- 10%
- Provides supervision of assigned staff and consultants; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, such as troubleshooting and repairing server and network issues and configuring equipment; defines and provides for education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline, discharge, salary increases, transfers and promotions reviews, administers, and monitors service contracts.

- 40% +/- 10%
- Provides assistance to division management staff; prepares status reports for service and data requests and problem resolution requests; provides network and server information for new and ongoing operations; participates in the development and implementation of policies and procedures necessary to provide assigned services; plans future enhancements and goals for strategic planning and for business and functional reengineering; interacts with division management to provide information regarding activities and problems within the Unit; works with other department staff to establish priorities and activities; manages and participates in the development and administration of the Unit annual budget; participates in the forecasting and justification of additional funds needed for

Manager, Network Engineering

staffing, equipment, materials, and supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field or equivalent experience and five (5) years experience involving network engineering and administration, field engineering, communications, wide area networks and/or help desk; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including system monitoring tools, project plans, status reports, budgets, contracts, statements of work, customer service requests, network diagrams, employee timesheets, and performance reviews.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, computer software, hardware, network, and operation manuals, network server documentation and schematic drawings..

Manager, Network Engineering

- Ability to prepare Gantt and Pert charts, network documentation and assessments, flow diagrams, status, progress, and activity reports, performance reviews, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, contractors, class instructors, and departmental employees and administrators, and elected officials.
- Ability to use and interpret computer and networking terminology and language.
- Ability to communicate with directors, managers, supervisors, employees, government agencies, other County employees, consultants and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, WAN	Class Number:	16401
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology Department	EXHIBIT P	

Classification Function

The purpose of the classification is to supervise and participate in the work of staff in researching, designing, implementing, configuring and troubleshooting the County's Wide Area Networks (WAN); to implement new technologies, ensure maintenance and to resolve operational issues.

Distinguishing Characteristics

This is a technical supervisory class that works under direction of a unit administrator. This position is responsible for monitoring the work of outside service providers as well as supervising and participating in the work of staff. The employee in this class is expected to apply technical expertise in resolving organizational and service delivery problems. Incumbents act as project managers, ensuring that the work of the unit is completed in a timely and accurate manner. The employee works within a broad framework of policies, and procedures.

Essential Job Functions

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

- 35% +/- 10%
- Provides supervision of assigned staff and oversees the work of contractors; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development; prepares employee performance evaluations as scheduled or required; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews; ensures proper staffing.
- 35% +/- 10%
- Performs project management including project and resource reporting; presents proposals; gathers and understands project requirements; monitors projects to ensure that they remain on schedule and are properly completed; provides second and third level troubleshooting designs, updates, writes, provides and maintains documentation and diagrams for the WAN.
- 25% +/- 10%
- Manages infrastructure hardware and firmware; develops network designs for Wide and Local Area Networks; manages the infrastructure LAN/WAN security; gathers and reports data network change activity; participates in the change management process; acts as a network escalation point; supports voice over internet protocol (VOIP) and video conferencing.
- 5% +/- 2%
- Attends meetings and represents the unit; keeps abreast of new technologies.

Manager, WAN

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, electronics, network administration, management information systems or a related field with five (5) years of experience in network administration; or any equivalent combination of education, training, and experience.

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; understanding of binary arithmetic and conversion to decimal and hexadecimal.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including customer requests for service, design data, trouble tickets, timesheets, network analysis reporting, and technical information.
- Ability to comprehend a variety of reference materials and manuals including websites, software applications, computer training and reference manuals, site documentation, reports, subordinate files, policy and procedure manuals, and documentation.

Effective Date: 06.02.2014

Last Modified: 06.02.2014

Manager, WAN

- Ability to prepare design documentation, timesheets, change control forms, project updates and plans, bandwidth and network reporting, diagrams, time schedules, emails and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve in a supervisory capacity, influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including users, WAN group, colleagues, staff, vendors, network engineers, and departmental employees and management.
- Ability to use and interpret computer engineering, mechanics, electrical, and infrastructure terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Administrator	Class Number:	16392
FLSA:	Non Exempt	Pay Grade:	9B
Dept:	Information Technology Department	EXHIBIT Q	

Classification Function

The purpose of this classification is to maintain, update and upgrade computer hardware and software that comprise the computer network. This includes deploying, configuring, maintaining and monitoring active network equipment.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class does not require certification as a Network Administrator. **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% +/- 15%
- Maintains, updates and upgrades computer hardware and software that comprise the computer network; ; designs network infrastructure hardware and software that comprise the data, voice; configures upgrades of the iOS on the data switches, routers, firewall, VPN and voice switches .
- 25% +/- 10%
- Configures personal computers and laptops to work with the network and software; monitors performance and troubleshoots network problems; documents problems and resolution for future reference
- 25% +/- 5%
- Assists users with questions or problems associated with their computers or their applications; provides desktop support and network connectivity; trains users on how to connect to the network applications, use of the internet and on software; assists users in resolution of network related problems using standard analysis techniques; monitors service and/or referred calls; enters and logs problems on problem tracking system; communicates with help desk staff regarding status; monitors service and/or referred calls and refers problems to supervisor, co-workers, other support areas, or higher level staff as necessary; supports customers with scheduled and non-scheduled network and mainframe outages.
- 20% +/- 5%
- Initiates and maintains network security measures; moves computers and printers between officers; responds to calls after hours.

Network Administrator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with two (2) years of experience in design, maintenance and installation of Local Area Networks; or an equivalent combination of education, training, and experience.

Additional Requirements

No specials license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including design data, trouble tickets, equipment configuration, design diagrams, project status reports, user requests.
- Ability to comprehend a variety of County policies, computer hardware and computer network system reference books and manuals and internet websites.
- Ability to prepare personal computer and server configurations, project updates, network access reports, trouble tickets, design diagrams and job related documents using prescribed format.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer network terminology and engineering and language.

Network Administrator

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Engineer	Class Number:	16394
FLSA:	Exempt	Pay Grade:	11B
Dept:	Information Technology	<i>EXHIBIT R</i>	

Classification Function

The purpose of this classification is to configure, install, monitor and maintain servers, systems and programs for various applications. This class is responsible for ensuring that networks are operational to the user agencies and for the Information Technology Department.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class is distinguished from the Certified Network Engineer in that the certified level must be certified in current County technologies.

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% +/- 5%
- Participates in assessing user needs and configures, installs, monitors and maintains network operating systems and programs from which the employee can centrally manage access to resources on multiple servers and computers within a network; configures systems so that programs and users running at the same time do not interfere with each other; installs computers according to specifications of end users and/or third party software or hardware vendors; monitors system performance; solves and documents network problems; maintains systems by installing upgrades, performing backups and through virus protection; documents network problems and resolution for future reference.
- 35% +/- 5%
- Maintains collaboration software that supports email and calendaring including creating user accounts, distribution lists, and resources, resetting passwords, and providing user assistance with functionality; provides desktop support for department staff and for clients using the collaboration software throughout the County; performs documentation of the collaboration system.
- 20% +/- 5%
- Configures personal computers and laptops to work with the network and software; maintains local and network printers; moves computers and peripherals between offices as necessary; sets up projectors and laptops for presentations and demonstrations.
- 5% +/- 5%
- Assists in supporting cell phones and supports the enterprise system that allows users access to calendar, contacts, tasks, notes, instant messaging, web-based and enterprise applications through wireless networks.

20% +/- 5%

Network Engineer

- Assists other departmental staff with questions or problems associated with servers or their applications; provides desktop support and network connectivity; trains users on how to connect to the network applications, use of the internet and on software.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three (3) years of experience in design, maintenance and installation of local and wide area networks; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including service requests, virtual private network accounts, monitoring data, logs, accounts for configuring reset of user names and passwords.
- Ability to comprehend a variety of reference books and manuals including policy manuals, computer program manuals and internet websites.
- Ability to prepare system documentation, status documents, accounts so that users can access various servers for various functions, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.

Network Engineer

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and other County departments and with County administrators.
- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Certified Network Engineer	Class Number:	16396
FLSA:	Exempt	Pay Grade:	14B
Dept:	Information Technology Department	<i>EXHIBIT 5</i>	

Classification Function

The purpose of this classification is to design, build, maintain, monitor, and troubleshoot servers, systems, and programs for the County's Internet, Local Area Network (LAN) and Intranet effectiveness and efficiency, to include Internetworking devices, such as computer servers and various security devices.

Distinguishing Characteristics

This is a technical, advance journey level classification, working under direction from a unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class is distinguished from the journey level Certified Network Engineer in that the senior level has more extensive computer networking knowledge and experience, provides higher level technical support and troubleshooting assistance, is responsible for designing and building systems and provides technical assistance to that class.

Essential Job Functions

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

40% +/- 15%

- Plans, configures, installs and maintains local area networks; utilizes current County technologies and a variety of procedures, protocols and wireless communication bridges; utilizes the internet and downloads files, software patches and updates to correct file servers and nodes; assesses user needs and designs, builds, configures, installs, monitors and maintains servers, systems and programs to ensure internet, Local Area Network (LAN) and intranet efficiency; plans for and performs operating system upgrades; designs and programs system applications; installs computers according to specifications of end user and/or third party software or hardware vendors; monitors system performance; performs troubleshooting analysis of servers, workstations and associated systems; resolves and documents network problems; works with outside vendors to resolve purchasing issues or to acquire technical support for equipment failures and service issues.

30% +/- 5%

- Performs backups and virus protection and maintains the County internet firewall; develops and installs data retrieval system for retrieval and emergency systems; manages user accounts, permissions, email, anti-virus, and anti-spam; controls access to the network, updating security programs and performing frequent changing of passwords; installs security programs to prevent unauthorized access to privileged data and information.

20% +/- 5%

Senior Certified Network Engineer

- Assists other departmental staff with questions or problems associated with servers or their applications and by providing network connectivity; trains users on how to connect to network applications and to use of the internet and on software. 10% +/- 5%
- Participates in departmental decision-making related to network systems and provides advice and recommendations regarding possible disruptive issues within the network; provides threat assessment to Information Technology Department security group in both Internet and Intranet matters;

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with five (5) years of experience in design, maintenance and installation of local and wide area networks; or an equivalent combination of education, training, and experience.

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities. Provides technical assistance to lower level employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including network performance data; network design diagrams; service request forms; diagnostic reports; security reports, billing invoices, and vendor proposals.

Senior Certified Network Engineer

- Ability to comprehend a variety of reference books and manuals including network diagrams, device configurations, computer program manuals and internet websites.
- Ability to prepare documentation, hardware configurations, status reports, network designs, networking design configurations, responses to user requests, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to persuade and influence others, 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 and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer and hardware terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0051

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of The Honorable Michael S. Procuk to serve on the Cuyahoga County Planning Commission representing the Cuyahoga Region for the term 3/25/2020 - 3/24/2023, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

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

WHEREAS, members of the Cuyahoga County Planning Commission shall serve a three-year term; and

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

WHEREAS, the County Executive has nominated The Honorable Michael S. Procuk to serve on the Cuyahoga County Planning Commission representing the Cuyahoga Region for the term 3/25/2020 - 3/24/2023; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of The Honorable Michael S. Procuik to serve on the Cuyahoga County Planning Commission representing the Cuyahoga Region for the term 3/25/2020 - 3/24/2023.

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, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



February 14, 2020

Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Planning Commission (CPC)

Dear President Brady,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individual for re-appointment to the Cuyahoga County Planning Commission:

- **Mayor Michael S. Procuk (Cuyahoga Region), 3-year term, 03/25/2020 – 03/24/2023**

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing community within the designated area.

There are no other candidates on file for these positions.

There are no known conflicts of interest for which an advisory opinion has been requested.

This board is uncompensated.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

A handwritten signature in black ink that reads "Armond Budish".

Armond Budish
Cuyahoga County Executive

Mayor Michael S. Procuik (Mayor Mike)
Village of Brooklyn Heights

Years in office . . . 20+ (Since 2001), Re-elected 5th term 2018-21, served 9 Years prior on Village Council

Educational background . . . Valley Forge High School Class of 1971 graduate

Work experience . . . Retired since 2013 28 years insurance agent, Professional Designation LUTCF, Nationwide Insurance Compa

Benevolent and Protective Order of the Elks

Parma Elks Life Member 38 years
Past Exalted Ruler 91-92 & 1997
Golden Elk Recipient 2003
Soccer Shoot Chairman 34 years

Past President Cuyahoga County Mayors and City Managers Association

Cuyahoga Valley Council of Governments President, 7 years

District Advisory Committee, Cuyahoga County Board of Health, Secretary, 20 years

Destination Cleveland Accelerator Committee Member for the RNC Host Committee, 2 years

Greater Cleveland Safety Council Vice President, 35 years

Cuyahoga County Planning Commission/Solid Waste Committee, 18 years Served as Chair for one year

Natural Resources Assistance Council (NRAC), Board Member since 2013

Fraternal Order of Police Associates of Ohio, Inc., 32 years

Cuyahoga Valley Scenic Railroad Cleveland Advisory Council, 19 years

Ohio & Erie Canal National Heritage Corridor Committee – Appointed 2006-08 by Secretary of the Interior Gale A. Norton, Washington D.C.)

Northeast Ohio Areawide Coordinating Agency, Governing Board Member, 12 years

Avid sports fanatic for all Cleveland teams

Will play golf, anytime, anywhere!

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0052

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Terrence P. Joyce to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/4/2020 - 3/3/2023, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 306 provides for the creation of Regional Transit Authority; and

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

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

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

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

WHEREAS, the County Executive has nominated Terrence P. Joyce to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/4/2020 - 3/3/2023; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Terrence P. Joyce to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/4/2020 - 3/3/2023.

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, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



February 14, 2020

Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

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

Dear President Brady,

Pursuant to Section 306 of the Ohio Revised Code and the 1974 joint County-City of Cleveland legislation enacting the RTA, I am pleased to nominate the following individual for re-appointment to the RTA Board of Trustees:

- **Terrence P. Joyce, 3-year term, 03/04/2020 – 03/03/2023**

One of three County appointments must be a resident of the City of Cleveland. Appointees Terrence P. Joyce and Karen Moss fulfill this requirement.

There is (1) other candidate on file for this position.

Trustees serve three-year terms until they resign or are replaced.

There are no known conflicts of interest for which an advisory opinion has been requested.

Board members are compensated \$4,800 annually.

Thank you for your consideration of this appointment. If you need further information, please contact Michele Pomerantz at 216-258-8921.

Sincerely,

Armond Budish
County Executive



BUILDING LABORERS' UNION, LOCAL No. 310

Affiliated with Laborers' International Union of North America – AFL-CIO

TERENCE P. JOYCE, *Business Manager*

THOMAS M. BYRNE, *Secretary-Treasurer*

Terence P. Joyce, Business Manager of Building Laborers' Local 310 and President of the Cleveland Building Trades Council.

Building Laborers' Local 310 – Member since 1987

- 2011 Appointed Business Manager
- 2007 & 2004 Elected Secretary/Treasurer
- 1996 Appointed Trustee for the Local 310 Fringe Benefit Funds
- 1995 Appointed Field Representative
- 1993 Appointed Auditor

Cleveland Building Trades Council

- 2008 Elected President
- 1996 Elected Trustee, Executive Board

AFL-CIO, North Shore Federation of Labor

- Delegate for the North Shore Federation of Labor
- Appointed to the COPE Scanning Committee
- Served as Committee Member AFL-CIO Labor Day Parade

Public Service

- 2020 Appointed by the Ohio Supreme Court as a Member of the Commission of the Ohio Judicial Center
- 2020 Appointed to the Board of Trustees for Northeast Ohio Regional Sewer District
- 2018 Appointed to the Greater Cleveland Regional Transit Authority (RTA) Board
- 2017 Board of Trustees for the ACE Mentor Program of America, Cleveland Chapter
- 2017 Appointed to Advisory Council for the Federal Reserve Bank of Cleveland
- 2014 Worked on the installation of the Johnny Kilbane Statue in Battery Park
- 2013 Worked with Purple Hearts Homes to rehab homes for service men and women injured while serving our Country
- 2008 Appointed by Governor Ted Strickland to serve on the Ohio Judicial Appointments Recommendations Panel (JARP)
- 2008 Trustee for the Irish Archives Society
- 2007 Graduate of "Leadership Cleveland"
- 1996 Executive Board of the Cleveland Citizen



County Council of Cuyahoga County, Ohio

Resolution No. R2020-0053

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Sheryl King-Benford to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2020 - 12/31/2024, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 307.51 provides for the organization and operation of a County Law Library Resources Board; and

WHEREAS, Ohio Revised Code Section 307.511 provides for the composition, including appointment and terms, of the law library resources board members; and

WHEREAS, the Cuyahoga County Law Library Resources Board was established to oversee services to the local judiciary, elected officials in Cuyahoga County, members of the Ohio General Assemble and to provide a venue for public access; and

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

WHEREAS, the County Executive has nominated Sheryl King-Benford to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2020 - 12/31/2024; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Sheryl King-Benford to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2020 - 12/31/2024.

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, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President Date

Clerk of Council Date

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

Journal _____
_____, 20__



February 14, 2020

Dan Brady, President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Law Library Resources Board

Dear President Brady:

Pursuant to Ohio Revised Code Chapter 307, I am pleased to nominate the following individual for re-appointment to the Cuyahoga County Law Library Resources Board:

- **Sheryl King-Benford, Esq., 5-year term, 01/01/2020 - 12/31/2024**

The Law Library Resources Board is composed of five members who serve five-year terms. The members serve without compensation and are eligible for re-appointment. Two Board members are appointed by Cuyahoga County, one by the County Prosecutor, one by the Court of Common Pleas, and one by the local Municipal Courts.

This body is responsible for the maintenance of our County Law Library and the hiring of the necessary personnel to support the library's operations. Additionally, the Board manages the coordination, acquisition, and utilization of legal resources throughout Cuyahoga County, including providing legal research, reference assistance and other library services to Cuyahoga County residents. I have attached Ms. King-Benford's biographical information.

Thank you for your consideration of this appointment. If you need further information, please contact Michele Pomerantz at 216-258-8921.

Sincerely,

Armond Budish
Cuyahoga County Executive

SHERYL KING BENFORD
General Counsel, Deputy General Manager for Legal Affairs
Greater Cleveland Regional Transit Authority



EXPERIENCE

April 2000 to Present

**GENERAL COUNSEL,
DEPUTY GENERAL MANAGER FOR LEGAL AFFAIRS
GREATER CLEVELAND REGIONAL TRANSIT
AUTHORITY**

Chief Legal Officer for the Greater Cleveland Regional Transit Authority. Serves as a member of the Executive Management Team. The GCRTA serves Cuyahoga County with more than one million residents since 1975 and has approximately 2,300 employees.

Directs all legal activities. Provides legal advice to the CEO/General Manager, Board of Trustees and all divisions and departments of GCRTA. Directs both an in-house legal staff and outside counsel for litigation, contracts, real estate and employment matters. Interfaces with government agencies, elected officials, as well as, business and civic groups. Responsible for Risk Management Department consisting of Claims and Workers Compensation. Also responsible for Safety Department and Office of Equal Opportunity. Division has approximately 40 employees.

In addition to being the Chief Legal Officer, also serves as the Director of the Legal Department, Chief Safety Officer, and Chief Civil Rights Officer.

June 1992 to
January 2000

**DIRECTOR OF LAW
CITY OF SHAKER HEIGHTS**

Served as member of Mayor's management team. Planned, directed and supervised civil and criminal legal staff operations; served as chief legal officer for the city; advised the mayor, council, and management and staff on legal affairs for a city with a general fund budget of approximately \$31.4 million, 32,000 residents, and 662 full- and part-time employees.

Duties included group leadership for two city departments (Law and Community Services), including policy, staff, budget, and operations.

1991 to 1992

**ASSOCIATE COUNSEL
GREATER CLEVELAND REGIONAL TRANSIT
AUTHORITY**

General litigation

Tower City Station Close-Out Team Leader for Major
Joint Development Project

Worked directly with the General Manager of the GCRTA in supervising the close out of the \$60,000,000 construction and purchase of Tower City Station and access ways located in the Tower City Center. Duties included supervision of a close-out team comprised of project engineers, contract administrator, finance support staff, and outside legal counsel.

1981 to 1984
1988 to 1991

**ASSISTANT DIRECTOR OF LAW
CITY OF CLEVELAND LAW DEPARTMENT**

Labor
Employment Discrimination

Defense litigation on municipal, state, and federal level of labor; employment discrimination; tort, contract and municipal law.

Corporate Counsel to Department of Safety, Division of Emergency Medical Services. Served as House Counsel to the Department of Parks, Recreation and Properties. Drafted, reviewed, monitored, and negotiated contracts and leases for various pieces of property under the jurisdiction of Parks, Recreation and Properties, including the Cleveland Convention Center and Stadium.

1984 to 1988

**PRIVATE GENERAL PRACTICE
BAILEY, BENFORD AND ASSOCIATES**

Practice areas included corporation, real estate, probate, domestic relations, labor.

1979 to 1981

**ASSISTANT DEAN FOR ADMISSIONS AND
STUDENT AFFAIRS
CLEVELAND-MARSHALL COLLEGE OF LAW**

1971-1979

EAST CLEVELAND CITY SCHOOLS
ASSISTANT PRINCIPAL (two years)
Kirk Middle School

UNIT PRINCIPAL (two years)
TEACHER (three years)
Shaw High School

PRINCIPAL (two years)
Shaw West Campus

EDUCATION

HARVARD UNIVERSITY
JOHN F. KENNEDY SCHOOL OF GOVERNMENT

Strategic Public Sector Negotiation Program, 1998

Program for Senior Executives in State and Local
Government, 1996

CLEVELAND STATE UNIVERSITY
CLEVELAND-MARSHALL COLLEGE OF LAW
J.D., 1979

UNIVERSITY OF AKRON
M.S. in Education, 1975

WILBERFORCE UNIVERSITY
B.S. in Education, Cum Laude, 1971

**GRADUATE AND LAW
SCHOOL TEACHING**

2002 Spring Semester

ADJUNCT INSTRUCTOR
CLEVELAND STATE UNIVERSITY
LEVIN COLLEGE OF URBAN AFFAIRS

Course: Ethics in Public Sector

1980 to 1981

ADJUNCT INSTRUCTOR
CLEVELAND-MARSHALL COLLEGE OF LAW

Legal research; writing and oral advocacy.

BAR ADMISSIONS:

Ohio, Federal, Appellate Court and U.S. Supreme Court

**PROFESSIONAL
AFFILIATIONS AND
VOLUNTEER
ACTIVITIES**

Cleveland Sight Center, Board Chair
 Cuyahoga County Law Library Resource Board, Chair
 Cleveland State University, Albert A. Levin Chair
 of Urban Studies & Public Service Advisory
 Committee
 The Diversity Center, Immediate Vice Chair
 Ohio State Fellows Foundation, Vice Chair
 Cleveland Metropolitan Bar Association, Vice Chair JCRC
 Conference of Minority Transportation Officials (COMTO)
 Greater Cleveland Chapter President, 2001-2002
 Cuyahoga County Law Directors Association
 President, 1998
 Ohio Municipal Lawyers Association President, 2001
 International Municipal Lawyers Association
 President, 2014
 Cleveland-Marshall Law Alumni Association
 President, 1992 to 1993
 YWCA Leadership Wisdom Circle Executive Mentor
 Ohio Women's Bar Association
 American Bar Association
 Diocese of Cleveland, Television Mass (28 years)
 St. Dominic Church, Lector and Eucharistic Minister

HONORS

2017 CM Law Hall of Fame Honoree
 2014 YWCA Women of Achievement Award
 2014 Cleveland-Marshall College of Law, Chapter of the
 Black Law Students' Association - Honoree at the 2014
 Scholarship and Awards Banquet
 2013 Crain's General & In-House Counsel Finalist
 2013 Norman S. Minor Bar Association Trailblazer Award
 Who's Who in Black Cleveland, 2004-2013
 2004 Cleveland-Marshall Law Alumni Association
 Distinguished Alumna Award

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0054

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Salvatore Talarico to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2023, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Audit Committee was created pursuant to the provisions of Article XI, Section 11.01 of the Cuyahoga County Charter, in order to “provide internal auditing to assist the County Executive, Fiscal Officer, the Council, and other county officers and departments, institutions, board, commissions, authorities, organizations and agencies of County government funded in whole or in part by County funds in providing taxpayers of the County with efficient and effective services;” and

WHEREAS, pursuant to the Cuyahoga County Charter, as amended by the electors of Cuyahoga County on November 3, 2015, the Cuyahoga County Audit Committee is comprised of the President of Council or a member of Council appointed by the President of Council and four County residents with experience in the field of auditing, accounting, government operations, or financial reporting who are appointed by the County Executive and confirmed by Council; and

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

WHEREAS, the County Executive has nominated Salvatore Talarico (replacing Gary Shamis) to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2023; and

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

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

SECTION 1. The Cuyahoga County Council hereby confirms the County Executive's appointment of Salvatore Talarico to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2023.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

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

Journal _____
_____, 20____



February 14, 2020

Dan Brady, President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

RE: Cuyahoga County Audit Committee

Dear President Brady:

Pursuant to Article XI, Section 11.01 of the Cuyahoga County Charter, I submit the following nominee for appointment to the Cuyahoga County Audit Committee:

- **Salvatore Talarico, unexpired term, ending 12/31/2023 (replacing Gary Shamis whose term ended 12/31/2019)**

The Charter broadly stipulates that the Audit Committee shall provide internal auditing in order to assist the County in providing taxpayers of the County with efficient and effective services. It also directs the functioning of the County's Department of Internal Auditing.

The Committee is comprised of five voting members. Four members are appointed by the County Executive, with the President of County Council or a member of Council appointed by the President serving as the fifth voting member. The County Executive and the County Fiscal Officer serve as ex-officio, non-voting members. The four members appointed by the County Executive shall be residents of the County with experience in the field of auditing, accounting, government operations, or financial reporting.

No other individuals have submitted applications to the County Executive's Office expressing interest in service on the Audit Committee. I have attached Mr. Talarico's biography for review.

Thank you for your consideration of this appointment. If you need further information, please contact Michele Pomerantz at 216-258-8921.

Sincerely,

Armond Budish
Cuyahoga County Executive

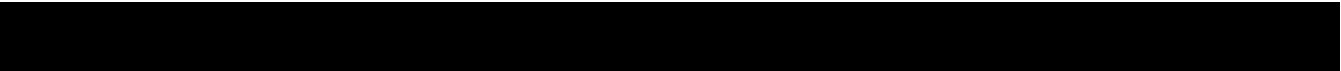
Salvatore Talarico



Biography

Sal Talarico has over 26 years of municipal management experience in Ohio. His emphasis is on providing members of the community with excellent services to enhance the quality of life. The cornerstone of success is his relationships with community members, partners and stakeholders.

Mr. Talarico has served as Finance Director for the City of Oberlin, Ohio for nearly twenty years, and a year as both Finance Director and Interim City Manager. Prior to working for the City of Oberlin, Sal worked as the Deputy Auditor for the City of Parma for eight years, after he worked in the private sector for eight years. Sal holds several leadership roles, including Board Chair of a twelve-member public entity health consortium, one of seven Board members of a liability and property insurance pool of over 500 Ohio public entities. Past-President and currently serves as the Education Director for a state association of public treasurers. Mr. Talarico earned his Bachelor of Business Administration in Accounting from Cleveland State University.



County Council of Cuyahoga County, Ohio

Resolution No. R2020-0055

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing a state contract with Great Lakes Petroleum in the amount not-to-exceed \$1,236,000.00 for the purchase of fuel for various County facilities for the period 4/1/2020 - 3/31/2022; 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/Department of Public Works has recommended a state contract with Great Lakes Petroleum in the amount not-to-exceed \$1,236,000.00 for the purchase of fuel for various County facilities for the period 4/1/2020 - 3/31/2022; and

WHEREAS, the primary goal of this project is to be able to purchase fuel at a cheaper cost; and

WHEREAS, the project is funded by (a) \$60,000.00 from Enterprise Fund-County Airport; (b) \$36,000.00 from Internal Service Fund-Space Maintenance; and (c) \$1,040,000.00 from Internal Service Fund-Maintenance Garage; 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 state contract with Great Lakes Petroleum in the amount not-to-exceed \$1,236,000.00 for the purchase of fuel for various County facilities for the period 4/1/2020 - 3/31/2022.

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

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

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

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

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

Yeas:

Nays:

_____	_____
County Council President	Date

_____	_____
County Executive	Date

_____	_____
Clerk of Council	Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
 _____, 20__

OnBase Item Detail Briefing Memo - Form

Title:

Public Works; CT-20-46919 – 2020 - Great Lakes Petroleum; State Contract – Fuel for Various County Locations

A. Scope of Work Summary

1. Department of Public Works is requesting approval of a contract with Great Lakes Petroleum for the anticipated cost not-to-exceed \$1,236,000.00.

Fuel to be delivered to various County Locations/Buildings. There are fuel tanks located at Sanitary Engineers, York Yard and the County Airport that at used to fuel County owned vehicles. There are also numerous generators, located at various County building, that need to be filled. The anticipated start-completion dates are April 1, 2020 - 3/31/2022.

2. The primary goals of the project are to be able to purchase fuel at a cheaper cost. The fuel tanks at the locations need to be filled, if they are not, we could not provide our own fuel for vehicles and save money by purchasing in bulk rather than paying pump prices at various stations.

B. Procurement

1. The procurement method for this project was a state contract. The total value of the award recommendation and contract is not-to-exceed \$1,236,000.00.

2. The state contract was approved by the State of Ohio Department of Administrative Services on 7/5/2018.

[*Option 4*] An RFP Exemption is being requested because the recommended vendor was approved as the Cleveland area supplier through the State Contract. The bid was completed for the entire State, including all entities allowed to utilize State Contract pricing, making the bidding process for the Contracts much more competitive.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

Great Lakes Petroleum
4500 Renaissance Parkway
Cleveland, Ohio 44128

2. The President for the vendor is Tom Arcoria.

D. Project Status and Planning

1. The project reoccurs annually.

E. Funding

1. The project is funded by the following funding sources/amounts

Enterprise Fund – County Airport - \$60,000.00

Internal Service Fund – Space Maintenance - \$36,000.00

Internal Service Fund – Maintenance Garage - \$1,040,000.00

2. The schedule of payments is by invoice.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0056

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires striping Lake Avenue from Cove Avenue to Webb Road in the City of Lakewood; total estimated project cost \$240,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires striping Lake Avenue from Cove Avenue to Webb Road in the City of Lakewood; and

WHEREAS, the anticipated start-completion dates are 5/4/2020 – 6/5/2020; and

WHEREAS, that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and

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

WHEREAS, the project is located in Council District 2; and

WHEREAS, the estimated project cost is \$240,000.00; and

WHEREAS, this project will be funded 100% from the County Road and Bridge Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily 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 declares that public convenience and welfare requires striping Lake Avenue from Cove Avenue to Webb Road in the City of Lakewood.

SECTION 2. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement.

SECTION 3. That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents in connection with this project.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

Public Works Requests Approval of the Public Convenience and Welfare for the Striping of Lake Avenue, in the City of Lakewood

Scope of Work Summary

The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the striping of Lake Avenue from Cove Avenue to Webb Road, in the City of Lakewood.

The anticipated cost of this project is \$240,000. The anticipated start-completion dates are 5/4/2020 – 6/5/20.

The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

Lake Avenue – From Cove Avenue to Webb Road
District 2

Project Status and Planning

The project is new to the County.

Funding

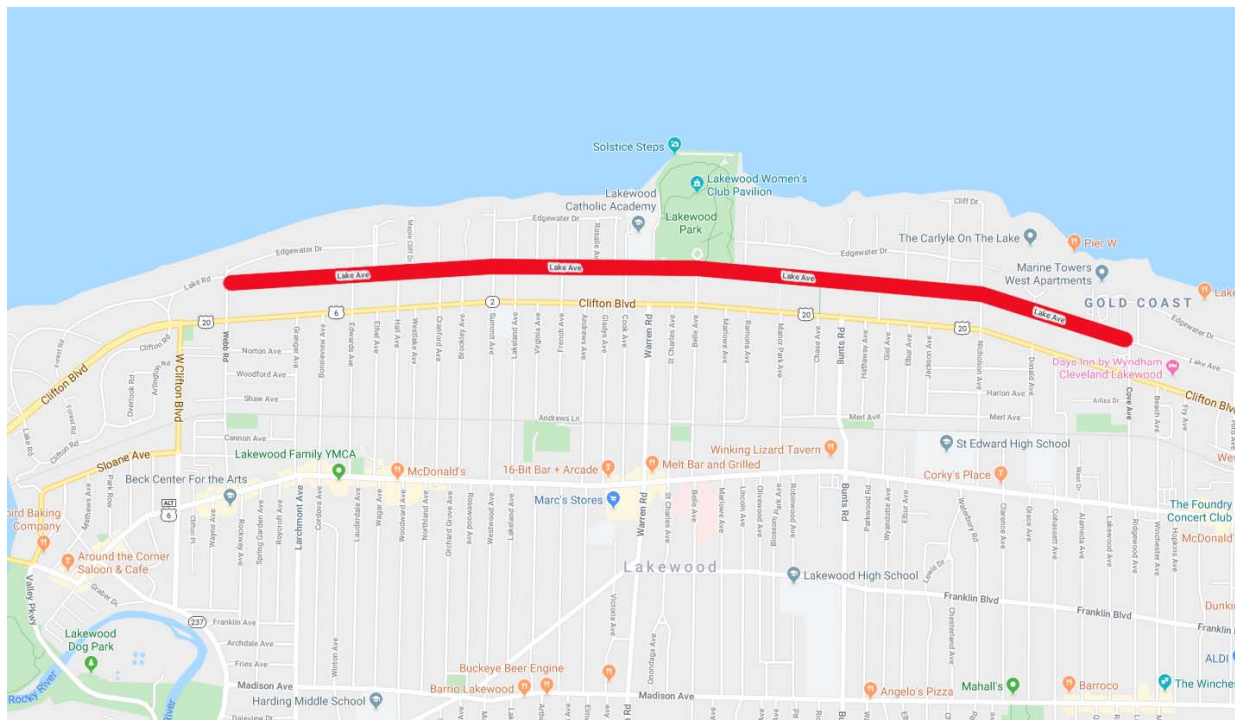
The project is to be funded with funded \$240,000 County Road and Bridge. The total cost of the project is \$240,000.



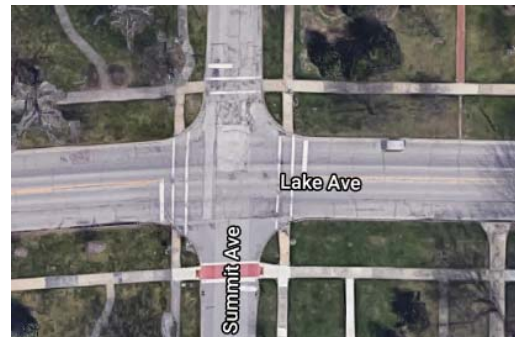
CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – Striping of Lake Avenue, City of Lakewood

Project Type	Striping of Lake Avenue
Project Limits	Cove Avenue to Webb Road (2.4 miles)
Average Daily Traffic	8,500 vehicles per day
Council District	10
Project Cost	\$240,000
Proposed Funding	100% County
Project Design	City of Lakewood
Construction Admin	City of Lakewood



Proposed Typical Intersection



Existing Typical Intersection

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0057

Sponsored by: County Executive Budish/Fiscal Officer/County Treasurer	A Resolution making an award on RQ45609 to KeyBank National Association in the amount not-to-exceed \$3,200,000.00 for banking and treasury services for the period 4/1/2020 - 3/31/2024; 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/Fiscal Officer/County Treasurer has recommended an award on RQ45609 to KeyBank National Association in the amount not-to-exceed \$3,200,000.00 for banking and treasury services for the period 4/1/2020 - 3/31/2024; and

WHEREAS, the primary goal of this project is to create one contract, for the County's services with KeyBank, which will replace an amended contract that consists of multiple contracts/CEs.

WHEREAS, this project is funded by General Fund and other Special Revenue 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 award on RQ45609 to KeyBank National Association in the amount not-to-exceed \$3,200,000.00 for banking and treasury services for the period 4/1/2020 - 3/31/2024.

SECTION 2. That the County Executive is authorized to execute the contract and all other documents consistent with said award 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 for any additional reasons set forth in the preamble.

Briefing Memo

Office of the County Treasurer; RQ#TR-19-45609. 2020. KeyBank; Master Contract.
KeyBank Banking and Treasury Services

Scope of Work Summary

The Treasury is requesting approval of a contract with KeyBank for the anticipated cost not-to-exceed \$3,200,000.00

This contract is to replace existing contract with KeyBank, which will expire on 3/31/2020. The new contract will be in effect from 4/1/2020 to 3/31/2024.

The primary goals of the project are to create one contract, for the county's services with KeyBank, which will replace an amended contract that consists of multiple contracts/CEs.

Technology Items - If the request is for the purchase of software or technical equipment:
N/A

- a) Please state the date of TAC Approval
- b) Are the purchases compatible with the new ERP system?
- c) Is the item ERP approved
- d) Are the services covered by the original ERP budget

Procurement

The procurement method for this project was RFP. The total value of the RFP is not to exceed \$3,200,000.00

The RFP was closed on 7/10/2019.

There were six proposals pulled from OPD, all six proposals were submitted for review, one proposal was approved.

Contractor and Project Information

KeyBank
127 Public Square
Cleveland OH 44114
Council District – County Wide
The client lead for KeyBank is Susan Todaro
The project is located in Council District – County Wide

Project Status and Planning

The project is replacing an existing amended contract which will expire on 3/31/2020.

The project is on a critical action path because the old (amended) contract that it is replacing will expire on 3/31/2020. It is also being personally requested by Armond Budish that this item be presented to council by 2/25/2020.

Funding

The project is funded through various account codes, including the General Fund and other special revenue funds.

The schedule of payments is “other” – as needed with use of P cards.

The project is a new contract that will collectively replace various contracts, already in place with KeyBank, that are set to expire 3/31/2020.

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 45609	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$500,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: July 18, 2019	NUMBER OF RESPONSES (issued/submitted): 12/6
REQUESTING DEPARTMENT: Treasury	COMMODITY DESCRIPTION: Banking and Treasury Services	
DIVERSITY GOAL/SBE 0 %	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PEF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PEF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. Dollar Bank 1301 East 9 th Street Cleveland, OH 44114	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: *Needed NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TMS					
2.	Huntington Bank 200 Public Square Cleveland, OH 44114	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1512 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TMS					
	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
3.	J.P. Morgan 50 S. Main St. Floor 03 Akron, OH 44308	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: *Needed NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TMS					

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech Review:	Award: (Y/N)
4. Key Bank 127 Public Square Cleveland, OH 44212	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1666 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech Review:	Award: (Y/N)
				CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TMS					
	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech Review:	Award: (Y/N)
5.	PNC Bank 1900 E. 9 th Street 13 th Floor Cleveland, OH 44114	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2226 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech Review:	Award: (Y/N)
				CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TMS					
	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech Review:	Award: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6.	US Bank One Columbus Center 10 W. Broad St. 12 th Floor Columbus, OH 43215	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2876 NCA: <input checked="" type="checkbox"/> Yes PH:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No			

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech Review:	Award: (Y/N)
				<input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TMS					

Transaction ID:

CONTRACT HISTORY/EVALUATION FORM						
Contractor	KeyBank National Association					
RQ#	RQ45609					
Time Period of Original Contract	8/24/13-8/23/17; 5/1/14-8/23/17; 8/23/17-12/31/17; 1/1/18-12/31/18; 1/1/19-12/31/19; 1/1/20-3/31/20					
Background Statement	The master service agreement is mandated by Ohio Revised Code for Depository Agreements. The master service agreement is mandated by Ohio Revised Code for Depository Agreements. ORC134.33(A) and (C). This contract covers reasury Services, Travel Services through the travel vendor, P- Card Purchases for 1 time purchasing of items that can not be purchased with an Office Voucher, and Fleet Card Services.					
Service Description \$-0- agreement						
CE# and Service Description for Treasury and Banking Management Services	CE#	No CE # assigned originally - CE number CE1800115 02 was assigned				
CE# Corporate Credit Card Services (Travel)	CE#	CE1400155/ CE1400156				
CE# Procurement Card (P-Card) Services	CE#	CE1400157/ CE1500263				
CE# and Service Description for Commercial Fleet Card/Joinder of U.S. Bank (Key2 Fleet Card Services)	CE#	CE1500283				
	CE#	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	None Assigned	\$0.00			9/24/13 & 12/30/2013	R2013-0172/ CON2013-105
Original Contract/Agreement Amount	CE1400155	\$242,250.00			6/24/2014	R2014-0157
Original Contract/Agreement Amount	CE1400156	\$357,750.00			6/24/2014	R2014-0157
Original Contract/Agreement Amount	CE1400157	\$362,829.00			6/24/2014	R2014-0157
Original Contract/Agreement Amount	CE1500263	\$2,000.00			8/24/2015	BC2015-527
Original Contract/Agreement Amount	CE1500283	\$200,000.00			10/5/2015	BC2015-698
Prior Amendment Amounts (List separately)	CE1400156		\$45,000.00	8/23/2017	8/24/2015	BC2015-527
	CE1400157		\$105,071.00	8/23/2017	8/24/2015	BC2015-527
	CE1500263		\$8,000.00	8/23/2017	5/16/2016	BC2016-320
	No CE #		\$0.00	12/31/2017	8/28/2017	BC2017-631
	CE1400155 / CE1400156		\$0.00	12/31/2017	8/28/2017	BC2017-632
	CE1400157/ CE1500263		\$0.00	12/31/2017	8/28/2017	BC2017-632
	CE1500283		\$0.00	12/31/2017	8/28/2017	BC2017-632
	No CE #		\$0.00	12/31/2018	12/28/2017	R2017-0246
	CE1400155 / CE1400156		\$212,500.00	12/31/2018	12/28/2017	R2017-0247
	CE1400157/ CE1500263		\$127,300.00	12/31/2018	12/28/2017	R2017-0247
	CE1500283		\$272,500.00	12/31/2018	12/28/2017	R2017-0247
	CE1800115 01		\$180,000.00	12/31/2018	12/28/2017	R2017-0248
	CE1500263		\$2,000.00	12/31/2018	9/24/2018	BC2018-642
	CE1800115		\$0.00	12/31/2019	11/27/2018	R2018-235
	CE1400155		\$250,000.00	12/31/2019	11/27/2018	R2018-235
	CE1400157/ CE1500263		\$129,300.00	12/31/2019	11/27/2018	R2018-235
	CE1500283		\$230,000.00	12/31/2019	11/27/2018	R2018-235
	CE1400157		\$8,200.00	12/31/2019	4/8/2019	BC2019-281
	CE1500263		\$3,000.00	12/31/2019	4/8/2019	BC2019-281
	CE1500263		\$15,000.00	12/31/2019	7/29/2019	BC2019-558
Amendment	CE1400155 / CE1400156		\$60,000.00	3/31/2020		
Amendment	CE1400157		\$29,625.00	3/31/2020		
Amendment	CE1500263		\$9,250.00	3/31/2020		
Amendment	CE1800115		\$0.00	3/31/2020		
New Agreement			\$145,000.00	12/31/2024		
New Agreement			\$77,600.00	12/31/2024		
New Agreement			\$324,600.00	12/31/2024		
Total Amendment(s)			\$2,233,946.00			
Total Contract Amount		\$3,398,775.00				
Performance Indicators	On time file delivery, daily access to banking activity, customer support, continued uninterrupted functionality of procurement and fleet card services.					
Actual performance versus performance indicators (include statistics):	No issues with service or delays of service noted.					
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor	
Select One (X)		X				
Justification of Rating	No issues with service or delays of service noted.					
Dept. Contact	Raymond McDaniel					
User Dept.	Treasury Department					
Date	2/10/2020					

4/3/2017



**Cuyahoga County Treasurer's Department
Review of Qualified Responses to RFP (RFP#45609)**

Points Received

		KeyBank	PNC	Huntington	JPMorgan Chase	US Bank	Dollar Bank
Total Points Available (Including pricing)	570	533	523	502	521	287	253
Total Banking Services - minimum points needed to be considered f Provider Background and Banking Services points, not including pricing)	255	295	274	271	272	51	173
Provider Background (40 points)	40	35	32	34	31	31	34
Banking Services (260 points)							
a. Depository Services	40	40	35	35	38	0	20
b. Reconciliation Services	5	5	5	5	5	0	5
c. Web Services	40	40	32	35	35	20	30
d. Wire Transfers	20	20	20	20	20	0	17
e. ZBA Account	5	5	5	5	5	0	5
f. Controlled Disbursements	20	20	20	20	20	0	15
g. Image Services	5	5	5	4	5	0	2
h. Positive Pay Services	10	10	8	8	8	0	5
i. Retail Lockbox	60	60	60	60	50	0	0
j. ACH Services	30	30	27	20	30	0	20
k. Remote Capture/Image Cash Letter	25	25	25	25	25	0	20
l. Compensation	0	0	0	0	0	0	0
m. Investment Services (no score assigned)	0	0	0	0	0	0	0
n. Disaster Recovery (no score assigned)	0	0	0	0	0	0	0
o. Implementation (no score assigned)	0	0	0	0	0	0	0
Corporate Travel Card Program (60 points)	60	58	58	58	58	53	0
Procurement Card Program (60 points)	60	58	58	58	58	53	0
Custodial Services (50 points)	50	30	35	30	35	50	0
Pricing (100 points)	100	92	98	85	98	80	80

Qualifying financial institution responses were reviewed, compared, and rated against each other based on a response by response basis.

- Point reductions occur when responses:
- 1) Did not meet the RFP stated requirements, or
 - 2) Were not as advantageous to competitor responses

KeyBank PNC Huntington JPMorgan Chase US Bank Dollar Bank

Banking Services

a. Depository Services

0	-5	-5	-2	-40	-20
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- Key - write off \$10 or less in discrepancies in vault and branch night deposits
- PNC - 'Short' float availability schedule / no dollar limit for adjustments / deposit only ATM card / one person to open deposit bags
- HNB - ICL files given accelerated funds availability - no other accelerated schedule offered / adjustments under \$5 are written off / dual control at cash vault
- JPMC - ICL files will be given accelerated funds availability / one branch rep present when bags are opened from night drop
- US Bank - Not bidding on service
- Dollar - Not bidding on vault, Hold Category 11 of which availability given based on size of deposit / returns unable to be viewed online / night drop only at certain branches

b. Reconciliation Services

0	0	0	0	-5	0
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- Key - overdraft rate Prime / waive overdraft fees to analysis
- PNC - overdraft rate Prime + 3 bps - ECR
- HNB - overdraft rate Prime + 6.75%
- JPMC - overdraft rate Prime + 3 bps - ECR
- US Bank - Not bidding on service
- Dollar - overdraft rate of Prime + 3

c. Web Services

0	-8	-5	-5	-20	-10
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- Key - 180 day data retention / wires updated every 15 minutes / 7 years of check images
- PNC - 13 months of transaction history / 7 years with Image on Demand / somewhat clunky reporting
- HNB - 24 month data retention / CDA presentment available at 9 a.m. / call center in Columbus / couldn't find an online demo on HNB's website
- JPMC - 45 day retention standard / upon request can store 90 days, 1 or 2 years of data
- US Bank - No screen shots provided / no additional detail provided regarding website functionality
- Dollar - 18 months of data retention / online tutorial on Dollar website / 18 months of check images

d. Wire Transfers

0	0	0	0	-20	-3
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- Key - 17 day warehouse for wires
- PNC - same day credit cut-off at 6 p.m.
- HNB - 4:30 p.m. cut-off / 30 day warehouse for wires / same date cut-off at 5:45 p.m.
- JPMC - 365 day warehouse for wires
- US Bank - No bidding on service
- Dollar - 4:00 p.m. cut-off / dual control optional

e. ZBA Account

0	0	0	0	-5	0
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- US Bank - Not bidding on service

f. Controlled Disbursements

0	0	0	0	-20	-5
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- Key - single presentment available at 9:00 a.m. / \$10 on-us check cashing fee / 7 years of check images online
- PNC - first presentment at 7:00 a.m., second presentment at 9:00 a.m. / \$15 on-us check cashing fee / 7 years of check images online
- HNB - single presentment available at 9:30 a.m. / no on-us check cashing fee / 16 months of cleared check images online
- JPMC - first presentment at 8:30 a.m., second presentment at 10:00 a.m. / can have on-us check cashing fees pass to analysis statement
- US Bank - Not bidding on service
- Dollar - presentment total available between 10:30 a.m. - 11:30 a.m. / can have on-us check cashing fees pass to analysis statement

g. Image Services

0	0	-1	0	-5	-3
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- Key - 7 years of online check images
- PNC - detailed remittance available within 2 hours of deposit cut-off / up to 10 year image retention
- HNB - 16 months of online images
- JPMC - 7 years of online check images
- US Bank - Not bidding on service
- Dollar - 18 months of online images

h. Positive Pay Services

0	-2	-2	-2	-10	-5
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- Key - 10:30 a.m. notification / 2:00 p.m. deadline or 6:00 p.m. for same day / we choose default option for no decisions
- PNC - 11:00 a.m. notification / 3:00 p.m. deadline for decisions / no same day Positive Pay
- HNB - 8:30 a.m. notification / 1:00 p.m. deadline for decisions / uncertain about the availability of same day Positive Pay
- JPMC - 10:00 a.m. notification of exceptions / 4:00 deadline for decisions / no same day Positive Pay
- US Bank - Not bidding on service
- Dollar - 5:00 a.m. notification / 10:00 a.m. reminder / 11:00 a.m. deadline for decisions / has same day Positive Pay / corrections to exceptions made by County

i. Retail Lockbox

0	0	0	-10	-60	-60
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- Key - Cleveland box 13 miles from operations center, reporting at 8 a.m., Noon, 3 p.m. and EOD / can return correspondence and envelopes
- PNC - Cleveland lockbox site located at W. 15th St., activity updated throughout the day, A/R matching technology to reduce exceptions
- HNB - Cleveland or Columbus site offered / totals available at 4:30 p.m.
- JPMC - Detroit lockbox site / no correspondence or envelopes mailed back - all imaged / Invoice Matching service / does offer a Cleveland P.O. Box with daily courier service to Detroit

US Bank - Not bidding on service
 Dollar - Not bidding on service

j. <u>ACH Services</u>	0	-3	-10	0	-30	-10
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Key - 9 p.m. cut-off for transmission files with 1 day settlement / 4 methods to report control totals
 PNC - 8 p.m. cut-off for transmission files with 1 day settlement / 2 methods to report control totals
 HNB - Online ACH outsourced to ACI out of Boston / 1 method to report control totals
 JPMC - 10:00 p.m. cut-off for transmission files with 1 day settlement / 5 methods to report control totals
 US Bank - Not bidding on service
 Dollar - 8 p.m. cut-off time / control total method not addressed - only that file verifications 'may' be made by calling the bank

k. <u>Remote Capture/Image Cash Letter</u>	0	0	0	0	-25	-5
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Key - file receipt via XML transmission within 45 minutes / files sent by midnight receive same day credit
 PNC - ICL files received by 8 a.m. receive immediate availability / files after 8 a.m. receive immediate availability for PNC items and 1-2 days for all other checks
 HNB - files received by 10:00 p.m. receive same day ledger credit
 JPMC - 7 p.m. cut-off for same day ledger credit
 US Bank - Not bidding on service
 Dollar - 8 p.m. cut-off / 'by request' confirmation e-mails can be sent to the county

l. <u>Compensation</u>	0	0	0	0	0	0
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Key - Annual debit preferred but would invoice / 1.25% ECR / no reserve requirement / Deposit Assessment Charge
 PNC - waiving implementation and customization fees / 1.50% ECR / account balance fee /
 HNB - annual invoice available / .80% ECR / no reserve requirement / no FDIC fee
 JPMC - no reserve requirement / Balance Based Charge / 2% ECR
 US Bank - unclear if there is a reserve requirement / Balance Based Charge / 1% ECR / most current services are going up in per unit price (Epay and Elockbox)
 Dollar - .75% ECR for first two years / Balance Based Charge

m. <u>Investment Services</u>	0	0	0	0	0	0
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Key - MMA account Fed Funds - 20 bps / Interest on Excess account - 1.20% with 102% collateral, 1.50% with 50% collateral
 PNC - Nassau Sweep / Working Cash Sweep Money Market Funds / Business Sweep Checking / no indication of rates given
 HNB - Very vague and general information provided as to the investment accounts available
 JPMC - Hybrid DDA (interest on excess) / Money Market Account / Sweep Accounts - all with pricing disclosed but not rates
 US Bank - Money Market and Commercial Paper Sweep Accounts with no detail
 Dollar - Interest Bearing Checking Account / Sweep Account options / no rate detail provided

n. <u>Disaster Recovery</u>	0	0	0	0	0	0
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Key - Business Continuation Plan tested annually
 PNC - Critical applications are tested annually and non-critical applications are tested on a 3-year rotation
 HNB - Frequency of testing is based on criticality and complexity of the business unit continuity plan
 JPMC - Critical applications are tested annually
 US Bank - No information provided
 Dollar - Annual testing

o. <u>Implementation</u>	0	0	0	0	0	0
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Key - did not provide detail as we are a current client
 PNC - Comprehensive implementation team and plan provided
 HNB - Detailed org chart / overview of implementation timeline
 JPMC - Extensive implementation timeline provided
 US Bank - No response
 Dollar - Detailed implementation table provided

Corporate Travel Card Program (60 points)	-2	-2	-2	-2	-7	-60
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Key - Key2Purchase product offering / 150 bps for annual spend up to \$10,000,000
 PNC - Can provide a Central Travel Account / 125 bps for annual spend between \$1,000,000 - \$5,000,000
 HNB - Mastercard - SmartData solution / 100 bps for spend between \$1,000,000 - \$3,000,000
 JPMC - MasterCard - PaymentNet solution / Consortium Card offering - City of Ft. Worth, TX anchor contract / 160 bps for spend between \$1,000,000 - \$8,000,000
 US Bank - Visa One Card solution / rebate schedule starting at 100 bps for spend starting at \$500,000 and increasing - 1.50% for spend above \$4,000,000 - speed of payment addition added for shorter billing cycles
 Dollar - Not bidding on service

Procurement Card Program (60 points)	-2	-2	-2	-2	-7	-60
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Key - Key2Purchase product offering / 150 bps for annual spend up to \$10,000,000
 PNC - 125 bps for annual spend between \$1,000,000 - \$5,000,000
 HNB - Mastercard - SmartData solution / 100 bps for spend between \$1,000,000 - \$3,000,000
 JPMC - MasterCard - PaymentNet solution / Consortium Card offering - City of Ft. Worth, TX anchor contract / 160 bps for spend between \$1,000,000 - \$8,000,000
 US Bank - Visa One Card solution / rebate schedule starting at 100 bps for spend starting at \$500,000 and increasing - 1.50% for spend above \$4,000,000 - speed of payment addition added for shorter billing cycles
 Dollar - Not bidding on service

Custodial Account (50 points) Average Market Value \$735,000,000

-20	-15	-20	-15	0	-50
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- \$73,500 Key - 1 basis point based on the month-end market value of assets
- \$55,125 PNC - annual fee based on the total market value as of the billing date and charged monthly or quarterly at .0075%
- \$73,500 HNB - 1 basis point based on the month-end market value of assets, invoices calculated monthly
- \$40,000 JPMC - Services provided by BNY Mellon / First \$100 million priced at .75 basis points (.0075%) / over \$100 million at .50 basis points (.0050%) / fees based on the total market value of assets in arrears on a quarterly billing cycle
- \$42,000 US Bank - First \$500 million priced at .60 basis points / Next \$500 million priced at .50 basis points / fees based on average market value
- Dollar - Not bidding on service

Pricing (100 points)

-8	-2	-15	-2	-20	-20
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- Key - Annual debit preferred but would invoice / **1.25% ECR** / no reserve requirement / Deposit Assessment Charge / estimated monthly gross charge **\$18,805** / little to no increase from current pricing
- PNC - waiving implementation and customization fees / **1.50% ECR** / account balance fee / 90 days no service charges / estimated monthly gross charge of **\$21,964**
- HNB - annual invoice available / **.80% ECR** / no reserve requirement / no FDIC fee / estimated monthly gross charge of **\$39,535**
- JPMC - no reserve requirement / Balance Based Charge / **2% ECR** / estimated monthly gross charge of **\$22,938** / their proforma reflects gross monthly charge of **\$30,522**
- US Bank - unclear if there is a reserve requirement / Balance Based Charge / **1% ECR** / most current services are going up in per unit price (Epay and Elockbox) **ECR: Fed Funds - 125 bps**
- Dollar - **.75% ECR for first two years** / Balance Based Charge

Provider Background (40 points)

-5	-8	-6	-9	-9	-6
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- Key - 17 Cleveland branches / 51 total branches / made the most combined home purchase and home improvement loans in both the highest minority and lowest income sets loans in comparison to the other lenders / high denial rates / made relatively few home purchase loans and many home improvement
- PNC - 14 Cleveland branches / 45 total branches
- HNB - 10 Cleveland branches / 40 total branches / made the most home purchase loans and relatively few home improvement loans / high denial rates for home improvement loan applications
- JPMC - 4 Cleveland branches / 21 total branches / made relatively few loans
- US Bank - 10 Cleveland branches / total branches unknown / made relatively few loans and high denial rates
- Dollar - 4 Cleveland branches / 15 total branches / consistently had the lowest denial rates

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0058

Sponsored by: County Executive Budish/Department of Development	A Resolution making an award on RQ43203 to CHN Housing Capital in the amount not-to-exceed \$679,461.00 for administration of the Down Payment Assistance Program in Cuyahoga Urban County Communities and City of Parma for the period 1/1/2020 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended an award on RQ43203 to CHN Housing Capital in the amount not-to-exceed \$679,461.00 for administration of the Down Payment Assistance Program in Cuyahoga Urban County Communities and City of Parma for the period 1/1/2020 - 12/31/2021; and

WHEREAS, the primary goal of this project is the administration of the Cuyahoga County Down Payment Assistance Program in Cuyahoga Urban County Communities and City of Parma; and

WHEREAS, the funding for this project is from federal Home Investments Partnership Program (HOME Program); and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County 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 RQ43203 to CHN Housing Capital in the amount not-to-exceed \$679,461.00 for administration of the Down Payment Assistance Program in Cuyahoga Urban County Communities and City of Parma for the period 1/1/2020 - 12/31/2021.

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.

OnBase Item Detail Briefing Memo – CHN Housing

Title: Department of Development RQ43203 2019 CHN Housing Capital Down Payment Program Agreement

A. Scope of Work Summary

1. Department of Development requesting approval of a agreement with CHN Housing Capital for the anticipated cost \$679,461.00

Prior Board Approval Number or Resolution Number. R2018-0166

Down Payment assistance to eligible homebuyers in the Cuyahoga Urban County and the City of Parma. January 1, 2020 – December 21, 2021

2. The primary goals of the project are (list 2 to 3 goals). Provide affordable housing

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$679,461.00

2. The RFP was closed on November 30, 2018.

3. [Option 1] There were 2 proposals pulled from OPD, 2 proposals reviewed and 1 proposal awarded

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

CHN Housing Capital
2999 Payne Avenue
Cleveland, Ohio 44114
Council District 7

2. The CEO is Kevin Nowak

3. The project is located in the Cuyahoga Urban County communities and the City of Parma.

D. Project Status and Planning

1. The project reoccurs annually.

E. Funding

1. The project is funded 100% by the Federal HOME Investment Partnership Fund

2. The schedule of payments is as completed.

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 43203	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$679,461.00
CONTRACT PERIOD: 18 months	RFB/RFP/RFQ DUE DATE: November 15, 2018	NUMBER OF RESPONSES (14-issued/2-submitted):
REQUESTING DEPARTMENT: Department of Development	COMMODITY DESCRIPTION: Down Payment Assistance Program Administration	
DIVERSITY GOAL/SBE 0 %	DIVERSITY GOAL/MBE 0 %	DIVERSITY GOAL/WBE 0 %
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

#	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)														
1.	Breaking Chains, Inc. 23300 Chagrin Blvd Suite 201 Beachwood, OH 44122			Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No * IG Number: NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">SBE Subcontractor Name:</td> <td style="width: 50%;"></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td> <input type="checkbox"/>Yes <input type="checkbox"/>No </td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td> <input type="checkbox"/>Yes <input type="checkbox"/>No </td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td colspan="2"></td> </tr> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)																				
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SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																												
SBE Comments and Initials:																													
2.	Neighborhood Housing Services of Greater Cleveland, Inc. 5700 Broadway Avenue Cleveland, OH 44127			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-2006 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB/CCBEIP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td colspan="2"></td> </tr> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:		Dept. Tech. Review	Award: (Y/N)
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A			SBE Comments and Initials:			

Transaction ID:

RFP 43203	DOWNPAYMENT ASSISTANCE PROGRAM			
Review Team Scoring and Funding Recommendations			Funds Available:	\$679,461.00
Item	Max Pts.	Neighborhood Housing Services of Greater Cleveland, Inc.	Breaking Chains	
Solution	5	5	5	
Scope	10	10	7	
Project Management	40	38	25	
Outcomes	15	12	10	
Schedule	5	5	3	
Qualifications	10	10	8	
Subtotal	85	80	58	
Budget	15	15	10	
Program Total	100	95	68	
Funding Request				
Funding Recommended				
Services Funded		Down Payment Assistance		
Review Team		Angela Henderson		
		Sara Parks Jackson		
		Kenneth Surratt		

CONTRACT HISTORY/EVALUATION FORM

Contractor						Neighborhood Housing Services of Greater Cleveland, Inc									
Contract/Agreement No.						CE1800296									
RQ#						42329									
Time Period of Original Contract						4/1/2018-9/30/2019									
Background Statement						Down payment Assistance									
Service Description						Down payment Assistance to income eligible homebuyers.									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$526,188.17						9/25/2018		R2018-0166	
Prior Amendment Amounts (List separately)															
Pending Amendment															
Total Amendment(s)															
Total Contract Amount						\$526,188.17									
Performance Indicators						Provide Down payment assistance to income eligible homebuyers.									
Actual performance versus performance indicators (include statistics):						Provide Down payment assistance to income eligible homebuyers.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)										x					
Justification of Rating						Contract performed as expected.									
Dept. Contact						Sara Parks Jackson									
User Dept.						Development									
Date						12/7/2019									

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0059

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council	A Resolution authorizing an amendment to Agreement No. AG1800155-01 with Educational Service Center of Northeast Ohio for fiscal agent services for the Families and Schools Together Program, FASTWORK activities and parent services for the period 1/1/2019 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$919,944.00; 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 Health and Human Services/Division of Community Initiatives/Family and Children First Council has recommended an amendment to Agreement No. AG1800155-01 with Educational Service Center of Northeast Ohio for fiscal agent services for the Families and Schools Together Program, FASTWORK activities and parent services for the period 1/1/2019 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$919,944.00; and

WHEREAS, the primary goal of the project is to serve as the fiscal agent for the disbursement and monitoring of funds; and

WHEREAS, the 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 Agreement No. AG1800155-01 with Educational Service Center of Northeast Ohio for fiscal agent services for the Families and Schools Together

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

Journal _____
_____, 20__

Briefing Memo

Title:

Family and Children First Council; RQ#43868 2020 Educational Service Center of Cuyahoga County; Contract; Fiscal Agent Services

A. Scope of Work Summary

Family and Children First Council; RQ#43868 2020 Educational Service Center of Cuyahoga County; Contract; Fiscal Agent Services

Scope of Work Summary

Family and Children First Council is requesting approval of an amendment, with Educational Service Center of Northeast Ohio for the anticipated cost not-to-exceed of \$459,972.00.

The anticipated start-completion dates are 01/01/2020-12/31/2020.

The primary goals of the project are to serve as the fiscal agent for the disbursement and monitoring of funds. Provider agrees that the funding provided through this contract will be used only for the FAST and FASTWORKS activities as specified.

Enter into contracts with identified trainers and vendors to provide the annual FASTWORKS event.

Provide stipends to three parents who will serve as voting members on the Family and Children First Council meeting.

Procurement

The procurement method for this project was other. The total value of the Exemption is \$459,972.00.

An RFP was released in 2012 and 2015 and ESC was the selected vendor for both RFPs.

As the fiscal agent, ESC is able to disperse and monitor funds for the FAST teams, trainers, and vendors. ESC is able to handle the high volume of checks which are processed and cut in a timely manner.

Contractor and Project Information

Educational Service Center of Cuyahoga County
6393 Oak Tree Blvd.
Independence, Ohio 44131
Council District 6

The Superintendent for the contractor/vendor is Dr. Robert Mengerink.

The address or location of the project is: Cleveland, Parma, Brooklyn, Cleveland Hts., University Hts. and Berea.

Educational Service Center of Northeast Ohio
6393 Oak Tree Blvd.
Independence, Ohio 44131
Council District 5, 3, 9, 11

The project is located in Council District 6.

Project Status and Planning

The project reoccurs annually.

The project has 3 phases. The next steps, dates, and anticipated cost of these are:
Phase 2 is the training for the spring session. It is scheduled to be held in March 2020.
Phase 3 is the end of the school year FASTWORKS program for review of spring session in the school districts. The training will be held in June 2020.

Phase 1 is the training for the entire school year and certification/recertification of trainers. It is scheduled to be held in August 2020.

The contract or agreement needs a signature in ink by December 31, 2019.

Funding

The project is funded 100% by the Health and Human Services Levy dollars.
The schedule of payments is monthly.

CONTRACT HISTORY/EVALUATION FORM

Contractor						Educational Service Center					
Contract/Agreement No.						AG1800155					
RQ#						43868					
Time Period of Original Contract						01/01/2019-12/31/2019					
Background Statement						The Ohio Family and Children First Council is statutorily defined as the Governor's Cabinet for children and families in the 1993 ORC 121.37. There are 11 state agencies included in the council. Ohio Family and Children First Council has four core responsibilities: engaging and empowering families, share accountability, building community capacity and coordinating systems and services. The partnership of state agencies is replicated at the local level, expanding the scope to add local government, communities and families. Local councils exist in eachof					
Service Description						FCFC is in need of a fiscal agent for the disbursement and monitoring of funds for FAST, parent advocates, and parent reps for the FCFC. FCFC is required to have parent reps for the FCFC and parent advocates to assist other parents who need help navigating the child and family public service system.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$459,972.00						11/26/2018		BC2018-865	
Prior Amendment Amounts (List separately)											
corrected by OPD											
Pending Amendment				\$919,944.00		12/31/2020					
Total Amendment(s)											
Total Contract Amount		\$1,379,916.00									
Performance Indicators						Processing payments in a timely manner. All programs begin on time and are not held back due to non-payment. Provide FCFC with proper documentation for funding reimbursement.					
Actual performance versus performance indicators (include statistics):						Educational Service Center has issued over 500 agreements/contracts and processed over 2,000 payments since 2012. We have not received any complaints from families, schools or FAST teams. They have also served as a process facilitator between FCFC and the school districts.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				x							
Justification of Rating						Met 90% of the goal					
Dept. Contact						Kathleen Johnson					
User Dept.						Family & Children First Council					

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0047

<p>Sponsored by: County Executive Budish/Department of Development</p> <p>Co-sponsored by: Councilmembers Schron, Tuma, Baker, Simon and Stephens</p>	<p>A Resolution authorizing an Economic Development Special Large-Scale Leverage Incentive Grant in the amount not-to-exceed \$14,000,000.00 to The Sherwin-Williams Company for the benefit of the Headquarters Project to be located in the City of Cleveland and the Research and Development Facility Project to be located in the City of Brecksville; authorizing the County Executive and/or Director of Development to execute all documents consistent with said grant and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Development is recommending an Economic Development Special Large-Scale Leverage Incentive Grant in the amount not-to-exceed \$14,000,000.00 to The Sherwin-Williams Company for the benefit of the Headquarters Project to be located in the City of Cleveland and for the Research and Development Facility Project to be located in the City of Brecksville; and

WHEREAS, the primary goal of this project is to support infrastructure for the retention of an international headquarters and to provide assistance for the construction costs of the Headquarters Project and the Research and Development Facility Project, all in Cuyahoga County; and

WHEREAS, this project is anticipated to retain at least three thousand five hundred twenty-four (3,524) full-time equivalent jobs in Cuyahoga County and has a goal of adding four hundred (400) new employees in the County; and

WHEREAS, the Incentive Grant is subject to a clawback in the event that job retention requirements are not met for a period of time; and

WHEREAS, the total estimated cost of this project is over \$600,000,000.00, of which the County will provide the grant specified above up to an amount of \$14,000,000.00; and

WHEREAS, the proposed funding sources for the Incentive Grant are \$5,000,000.00 from the Cuyahoga County Economic Development Fund, \$2,000,000.00 from the Community Development Fund, and \$7,000,000.00 from the General Fund reserves; and

WHEREAS, to document the grant above, the County and The Sherwin-Williams Company will enter into a Grant Agreement, a Development Agreement and possibly other agreements or documents in relation to the grant; and

WHEREAS, this project will be subject to the following, as applicable, and without limitation: the County's SBE Policy, adopted October 29, 2009; execution of a Workforce Development Agreement; and submission of annual job creation/retention reporting; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an Economic Development Special Large-Scale Leverage Incentive Grant in the amount not-to-exceed \$14,000,000.00 to The Sherwin-Williams Company for the benefit of the Headquarters Project to be located in the City of Cleveland and for the Research and Development Facility Project to be located in the City of Brecksville.

SECTION 2. That the County Executive and/or Director of Development are authorized to execute all documents consistent with said grant and this Resolution, including, but not limited to, the Grant Agreement and the Development Agreement.

SECTION 3. That this Resolution shall sunset twelve (12) months after County Council approval should the authorized action have not occurred by that date. In the event this Resolution sunsets prior to the authorized action taking place, the Director of Development shall notify the Clerk of Council in writing. The Clerk of Council shall record the sunseting of this Resolution in the Council's journal.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0043

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires rehabilitation of Lee Boulevard from Euclid Avenue to Forest Hills Boulevard in the City of East Cleveland; total estimated project cost \$1,801,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; 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 that public convenience and welfare requires rehabilitation of Lee Boulevard from Euclid Avenue to Forest Hills Boulevard in the City of East Cleveland; and

WHEREAS, the anticipated start-completion dates for construction of the project are 7/6/2020 – 9/24/2021; and

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

WHEREAS, the project is located in Council District 10; and

WHEREAS, the estimated project cost is \$1,801,000.00; and

WHEREAS, this project will be funded as follows: (a) \$1,585,000.00 from County Road and Bridge Funds and (b) \$216,000.00 from the City of East Cleveland; and

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

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

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires rehabilitation of Lee Boulevard from Euclid Avenue to Forest Hills Boulevard in the City of East Cleveland.

SECTION 2. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement.

SECTION 3. That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents in connection with this project.

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: February 11, 2020

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC037

February 25, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0044

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>A Resolution approving Right-of-Way Exhibit No. M-5042 for rehabilitation of St. Clair Avenue Bridge No. 04.44 over Doan Brook in the City of Cleveland; authorizing the County Executive through the Department of Public Works to acquire said necessary Right-of-Way; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended approving Right-of-Way Exhibit No. M-5042 for rehabilitation of St. Clair Avenue Bridge No. 04.44 over Doan Brook in the City of Cleveland; and

WHEREAS, the primary goal of this project is to obtain Council’s review and approval of the right-of-way plans and approval of the required acquisition needed for the rehabilitation of the existing bridge on St. Clair Avenue over Doan Brook in the City of Cleveland; and

WHEREAS, the project is located in Council District 7; and

WHEREAS, the anticipated right-of-way acquisition cost is \$0 as the City of Cleveland is donating the one parcel associated with this improvement; and

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

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

SECTION 1. That the Cuyahoga County Council hereby approves Right-of-Way Exhibit No. M-5042 for rehabilitation of St. Clair Avenue Bridge No. 04.44 over Doan Brook in the City of Cleveland.

SECTION 2. That the County Executive through the Department of Public Works is hereby authorized to acquire the Right-of-Way necessary for said improvement.

Additional Sponsorship Requested on the Floor: February 11, 2020

Journal CC037
February 25, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0045

<p>Sponsored by: County Executive Budish/Department of Public Works/County Engineer</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>A Resolution making an award on RQ47681 to Ozanne Construction Company, Inc. in the amount not-to-exceed \$825,000.00 for design-build services for the Central Booking Project at the Cuyahoga County Justice Center; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ47681 to Ozanne Construction Company, Inc. in the amount not-to-exceed \$825,000.00 for design-build services for the Central Booking Project at the Cuyahoga County Justice Center; and

WHEREAS, the primary goal of this project is to procure design-build services for improvements and buildout of a Central Booking area at the Cuyahoga County Justice Center Jail 1, located in Council District 7; and

WHEREAS, the project is funded 100% by General Reserve Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ47681 to Ozanne Construction Company, Inc. in the amount not-to-exceed \$825,000.00 for design-build services for the Central Booking Project at the Cuyahoga County Justice Center.

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

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

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0048

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>A Resolution authorizing an amendment to Contract No. CE1700361-01 with University Hospitals Cleveland Medical Center dba University Hospitals Rainbow Babies and Children’s Hospital for health care and management services at the Juvenile Court Detention Center for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020, to change the scope of services and the terms, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$1,700,000.00; 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 on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended an amendment to Contract No. CE1700361-01 with University Hospitals Cleveland Medical Center dba University Hospitals Rainbow Babies and Children’s Hospital for health care and management services at the Juvenile Court Detention Center for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020, to change the scope of services and the terms, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$1,700,000.00; and

WHEREAS, the primary goal of this project is to continue to provide required medical treatment services including nursing, physician and outpatient services to youth detained in the Detention Center; and

WHEREAS, this amendment will be funded as follows: (a) 29.4% from Title IV-E funds and (b) 70.6% 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 Contract No. CE1700361-01 with University Hospitals Cleveland Medical Center dba University Hospitals Rainbow Babies and Children’s Hospital for health care and management services at the Juvenile Court Detention Center for the period 1/1/2018 - 12/31/2019 to extend the time period to 12/31/2020, to change the scope of services and the terms, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$1,700,000.00.

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: February 11, 2020
Committee(s) Assigned: Public Safety & Justice Affairs

Additional Sponsorship Requested on the Floor: February 11, 2020

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0049

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>A Resolution making an award on RQ45365 to The MetroHealth System in the amount not-to-exceed \$1,067,000.00 for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2020 - 12/31/2020; authorizing the County Executive to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Children and Family Services has recommended an award on RQ45365 to The MetroHealth System in the amount not-to-exceed \$1,067,000.00 for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2020 - 12/31/2020; and

WHEREAS, the primary goal of this project is to offer timely, high quality comprehensive medical services for children and youth in custody and drug testing for caregivers; and

WHEREAS, this project is 100% funded by the State Child Protection Allocation; 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 RQ45365 to The MetroHealth System in the amount not-to-exceed \$1,067,000.00 for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2020 - 12/31/2020.

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

Journal CC037
February 25, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0050

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>A Resolution making an award on RQ45811 to Bitfocus, Inc. in the amount not-to-exceed \$536,560.00 for implementation, configuration, migration, operation and maintenance of the Homeless Management Information System for the period 3/10/2020 - 12/31/2024; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/ Department of Health and Human Services/ Division of Community Initiatives/Office of Homeless Services has recommended an award on RQ45811 to Bitfocus, Inc. in the amount not-to-exceed \$536,560.00 for implementation, configuration, migration, operation and maintenance of the Homeless Management Information System for the period 3/10/2020 - 12/31/2024; and

WHEREAS, the primary goals of the project are to implement, configure, migrate, operate and support software and services for a HUD, Data Standard compliant software product called “Clarity”; and

WHEREAS, the first year of the contract will be funded by (a) 47% Health and Human Services Levy funds and (b) 53% federal grant funds; years two through five of the contract will be funded by (a) 73% federal grant funds and (b) 27% 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 award on RQ45811 to Bitfocus, Inc. in the amount not-to-exceed \$536,560.00 for

implementation, configuration, migration, operation and maintenance of the Homeless Management Information System for the period 3/10/2020 - 12/31/2024.

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

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: February 11, 2020
Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested on the Floor: February 11, 2020

Journal CC037
February 25, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0032

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmember Schron</p>	<p>A Resolution declaring that public convenience and welfare requires rehabilitation of Tinkers Creek Road from Walton Hills Western Corporation Line to Dunham Road and Dunham Road from Tinkers Creek Road to Mendota Avenue in the Village of Walton Hills and City of Maple Heights; total estimated project cost \$3,075,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires rehabilitation of Tinkers Creek Road from Walton Hills Western Corporation Line to Dunham Road and Dunham Road from Tinkers Creek Road to Mendota Avenue in the Village of Walton Hills and City of Maple Heights; total estimated project cost \$3,075,000.00; and

WHEREAS, the anticipated start – completion dates for construction of the project are 5/4/2020 – 6/11/2021; and

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

WHEREAS, the project is located in Council Districts 6 and 8; and

WHEREAS, the estimated project cost is \$3,075,000.00; and

WHEREAS, this project will be funded by (a) \$1,908,255.00 from the County Road and Bridge Fund, (b) \$462,745.00 from the City of Maple Heights and (c) \$704,000.00 from the Village of Walton Hills; 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 declares that public convenience and welfare requires rehabilitation of Tinkers Creek Road from Walton Hills Western Corporation Line to Dunham Road and Dunham Road from Tinkers Creek Road to Mendota Avenue in the Village of Walton Hills and City of Maple Heights.

SECTION 2. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement.

SECTION 3. That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents in connection with this project.

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: January 28, 2020
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: February 5, 2020

Committee Report/Second Reading: February 11, 2020

Journal CC037
February 25, 2020