



**AGENDA
CUYAHOGA COUNTY COUNCIL REMOTE* REGULAR MEETING
TUESDAY, February 9, 2021
2:00 PM**

***Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed for public meetings at this time. As this meeting is being conducted remotely, in accordance with HB 197, interested persons may access the meeting via livestream by using the following link:
<https://www.youtube.com/CuyahogaCounty>**

****Public comment for this meeting may be submitted in writing via email to the Clerk of Council at arichardson01@cuyahogacounty.us no later than 1:00 p.m. on Tuesday, February 9, 2021**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
 - a) January 26, 2021 Regular Meeting [See Page 13]
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**

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

- 1) R2021-0040: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County Veterans Service Commission and American Federation of State, County and Municipal Employees, Ohio Council 8, representing approximately 19 employees in various classifications for the period 8/4/2020 - 8/3/2023; to establish the terms of the wage re-opener and to modify Article 23 and include Appendix A; and declaring the necessity that this Resolution become immediately effective. [See Page 33]

Sponsor: Council President Jones on behalf of Cuyahoga County Veterans Service Commission

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

- 1) R2021-0041: A Resolution awarding a sum, not to exceed \$70,000.00, to the Italian American Brotherhood Club, a non-profit entity, to create, place, and maintain a sculpture of Cleveland Indians icon Rocco ("Rocky") Domenico Colavito, Jr. to be erected in the Tony Brush Park in Little Italy, in the City of Cleveland, and declaring the necessity that this Resolution become immediately effective. [See Page 36]

Sponsors: Councilmembers Gallagher, Conwell and Stephens

- 2) R2021-0042: A Resolution approving a revised Guardian Ad Litem Fee Schedule for the Cuyahoga County Court of Common Pleas, Juvenile Division; and declaring the necessity that this Resolution become immediately effective. [See Page 39]

Sponsor: Councilman Miller

- 3) R2021-0043: A Resolution approving the appointment or reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees for 5-year terms of 1/1/2021 - 12/31/2025 and declaring the necessity that this Resolution become immediately effective as follows: [See Page 43]

- i) Appointments:

- a) The Honorable Donald C. Nugent
- b) Matt Previts

ii) Reappointments:

- a) William (“Bud”) T. Doyle
- b) Jon Silvis

Sponsor: Council President Jones

c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING

- 1) R2021-0003: 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 53]

Sponsor: Councilmember Brown on behalf of Personnel Review Commission

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2021-0044: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. [See Page 170]

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

- 2) R2021-0045: A Resolution approving a proposed settlement in the matter of *Scot M. Rourke v. Cuyahoga County, et al.*, Cuyahoga County Court of Common Pleas, Case No. CV 19 926196; authorizing the County Executive and/or his designee

to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective. [See Page 186]

Sponsor: County Executive Budish/Department of Law

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

- 1) R2021-0046: A Resolution making an award on Purchase Order No. 21000091 to The Safety Company dba MTech Company in the amount not-to-exceed \$1,227,494.98 for a state contract purchase of (2) 2020 replacement GapVax Combination Jet/Vacuum Machines and (1) replacement Cues Sewer Inspection System Truck; authorizing the County Executive to execute the Purchase Order and all other documents consistent this Resolution; and declaring the necessity that this Resolution become immediately effective.[See Page 189]

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

- 2) R2021-0047: A Resolution authorizing an amendment to Contract No. 609 with Mt. Pleasant NOW Development Corporation for lease of office space for use by Department of Health and Human Services/Division of Senior and Adult Services for the period 10/1/2000 - 12/31/2020 to extend the time period to 12/31/2025 and for additional funds in the amount not-to-exceed \$2,262,000.00; 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 195]

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

- 3) R2021-0048: A Resolution making an award on RQ2470 to a Master Contract with various providers in the total amount not-to-exceed \$514,359.64 for interpretation and translation services for the period 1/1/2021 – 12/31/2022; 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 as follows: [See Page 206]

- a) Contract No. 645 with Cal Interpreting & Translations, Inc.
- b) Contract No. 646 with The Cleveland Hearing and Speech Center
- c) Contract No. 648 with Cross Thread Solutions, LLC

Sponsor: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Court Division/Domestic Relations Division/Probate Court Division

- 4) R2021-0049: A Resolution authorizing an amendment to Agreement No. 228 with The MetroHealth System for correctional health care services for detainees of the Cuyahoga County Jail System for the period 5/9/2019 – 5/8/2022, to expand the scope of services to add physical therapy services and to change the terms to modify the Medicaid rate calculations for professional and technical fees, effective 3/9/2021 and for additional funds in the amount not-to-exceed \$3,027,040.00; 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 214]

Sponsor: County Executive Budish/Sheriff Department

- 5) R2021-0050: A Resolution authorizing a Purchase and Sale Agreement with Cleveland American Land, LLC and Holdings Cleveland American Land, LLC in the amount of \$76,000.00 for the property located at 10991 Memphis Avenue, Brooklyn, Ohio, portions of Permanent Parcel Nos. 431-05-005, 431-05-008; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 219]

Sponsor: County Executive Budish/ Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities

- 6) R2021-0051: A Resolution confirming the County Executive's appointment of Andrew Jackson to serve on the Cleveland-Cuyahoga County Port Authority's Board of Directors for the term of 3/1/2021 – 2/28/2025, and declaring the necessity that this Resolution become immediately effective. [See Page 224]

Sponsor: County Executive Budish

- 7) R2021-0052: A Resolution confirming the County Executive's reappointment of Carlin N. Culbertson to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for the term 5/26/2020 – 5/25/2022, and declaring the necessity that this Resolution become immediately effective. [See Page 230]

Sponsor: County Executive Budish

- 8) R2021-0053: A Resolution confirming the County Executive's reappointment of Jennifer Rosich to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2020 – 12/31/2022, and declaring the necessity that this Resolution become immediately effective. [See Page 235]

Sponsor: County Executive Budish

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

- 1) R2021-0034: A Resolution making an award on RQ2931 to Willham Roofing Co., Inc. in the amount not-to-exceed \$3,282,328.00 for roof replacement on the Harvard Avenue Maintenance Facility, located at 2501 Harvard Avenue, Newburgh Heights, Ohio; authorizing the County Executive to execute Contract No. 701 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 240]

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

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

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

- 1) R2021-0033: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of

various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. [See Page 242]

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

Committee Assignment and Chair: Finance & Budgeting – Miller

- 2) R2021-0035: A Resolution making an award on RQ3117 to Sterling Professional Group, Inc. in the amount not-to-exceed \$870,309.00 for construction services and partial renovation of the 6th floor of the County Prosecutor's Office at the Halle Warehouse; authorizing the County Executive to execute Contract No. 575 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 245]

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

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

- 3) R2021-0037: A Resolution authorizing a revenue generating agreement with Flexjet, LLC in the amount not-to-exceed \$11,059,572.00 for lease of space and the facilitation of private construction of a new corporate headquarters, a flight operations center and related improvements of certain properties at the Cuyahoga County Airport, located at 26460 Curtiss Wright Parkway for the period 2/15/2021 - 2/14/2041; authorizing the County Executive to execute the agreement and all other documents consistent with said agreement and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 247]

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

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

- 4) R2021-0038: A Resolution authorizing an amendment to Contract No. 78 with The United Labor Agency Incorporated for operation of the Workforce Service Center, job seekers and employer services and management of the On-the-Job Training Program for the period 7/1/2019 – 12/31/2020 to extend the time period to 6/30/2021 and

for additional funds in the amount not-to-exceed \$2,619,463.00; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective. [See Page 250]

Sponsor: County Executive Budish/Department of Workforce Development

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

5) R2021-0039: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for various terms, and declaring the necessity that this Resolution become immediately effective as follows: [See Page 253]

i) Appointment for an unexpired term ending 12/31/2021:

a. Donisha Greene (Replacing Camren Harris)

ii) Appointment for the term 1/1/2020 – 12/31/2022:

a. Dr. Victoria Winbush

iii) Appointments for the term 1/1/2021 – 12/31/2023:

- a. Mark Batson
- b. Katie Boland
- c. Yvette Bozman
- d. Kristie Groves
- e. Yvonka Hall
- f. Kathleen Hallissey
- g. Julie Johnson
- h. Janet Keeler
- i. Shannon Monyak
- j. Douglas Tayek
- k. Kim Thomas
- l. Eugene Ward, Jr.

iv) Reappointments for the term 1/1/2021 – 12/31/2023:

- a. Bill Hebble
- b. Carolyn Lookabill

Sponsor: County Executive Budish

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

e) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR THIRD READING

- 1) R2021-0012: A Resolution declaring that public convenience and welfare requires rehabilitation of Dunham Road from Turney Road to Libby Road, in the City of Maple Heights; total estimated project cost \$1,800,000.00; 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 257]

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

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

- 2) R2021-0013: A Resolution declaring that public convenience and welfare requires rehabilitation of Garfield Boulevard from Warner Road to Turney Road in the City of Garfield Heights; total estimated project cost \$1,900,000.00; 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 260]

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

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

- 3) R2021-0014: A Resolution declaring that public convenience and welfare requires rehabilitation of Green Road from Euclid Avenue to South Corporation Line, in the City of Cleveland; total estimated project cost \$1,100,000.00; 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 263]

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

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

- 4) R2021-0017: A Resolution declaring that public convenience and welfare requires rehabilitation of Superior Road from Euclid Avenue to Lee Road, in the Cities of Cleveland Heights and East Cleveland; total estimated project cost \$4,300,000.00; 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 266]

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

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

- 5) R2021-0019: A Resolution declaring that public convenience and welfare requires rehabilitation of West Ridgewood Drive from Ridge Road to State Road in the City of Parma; total estimated project cost \$2,000,000.00; 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 269]

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

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

- 6) R2021-0028: A Resolution authorizing an amendment to Contract No. CE1600133-02 with Axon Enterprise, Inc. fka Taser International, Inc. for Taser body cameras for the period of 7/1/2016 – 12/31/2023 to extend the time period to 3/31/2026, to change the scope of services, effective 4/1/2021, and for additional funds in the amount not-to-exceed \$1,604,401.46 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 272]

Sponsor: County Executive Budish/County Sheriff

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

f) CONSIDERATION OF AN ORDINANCE FOR THIRD READING

- 1) O2021-0001: An Ordinance enacting Section 208.04 of the Cuyahoga County Code to establish a Cuyahoga County Diversion Board to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center; and declaring the necessity that this Ordinance become immediately effective. [See Page 275]

Sponsor: County Executive Budish

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

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

TUESDAY, FEBRUARY 23, 2021
2:00 PM /REMOTE



MINUTES
CUYAHOGA COUNTY COUNCIL REMOTE* REGULAR MEETING
TUESDAY, JANUARY 26, 2021
2:00 PM

1. CALL TO ORDER

Council President Jones called the meeting to order at 2:00 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. SILENT MEDITATION

There was no silent meditation.

5. PUBLIC COMMENT

Ms. Loh submitted public comment via email regarding COVID-19 Testing.

6. APPROVAL OF MINUTES

a) January 12, 2021 Regular Meeting

A motion was made by Mr. Schron, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the January 12, 2021 Regular meeting.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Jones acknowledged new Councilmember Martin Sweeney and welcomed him to County Council. Mr. Jones also offered condolences to Councilmember Tuma and his family on the loss of his brother, Mr. Jeffrey Tuma.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish provided an update on the COVID-19 vaccination distribution within Cuyahoga County and also advised that Cuyahoga County has a new partnership with the United Way 211 System to answer questions and connect citizens to the closest locations where the vaccine is available.

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2021-0003: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Brown on behalf of Personnel Review Commission

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

Clerk Richardson read Resolution No. R2021-0003 into the record.

This item will move to the February 9, 2021 Council meeting agenda for consideration for third reading adoption.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2021-0002.

- 1) R2021-0002: A Resolution approving The MetroHealth System's policies and procedures to participate in one or more joint purchasing associations for the purpose of acquiring supplies, equipment and services provided through joint purchasing arrangements in order to achieve beneficial

purchasing arrangements for the year 2021, in accordance with Ohio Revised Code Section 339.05; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Tuma on behalf of The MetroHealth System

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

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2021-0002 was considered and adopted by unanimous vote.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2021-0032.

- 1) R2021-0032: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2021-0032 was considered and adopted by unanimous vote.

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

- 1) R2021-0033: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of

various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0033 to the Finance & Budgeting Committee.

- 2) R2021-0034: A Resolution making an award on RQ2931 to Willham Roofing Co., Inc. in the amount not-to-exceed \$3,282,328.00 for roof replacement on the Harvard Avenue Maintenance Facility, located at 2501 Harvard Avenue, Newburgh Heights, Ohio; authorizing the County Executive to execute Contract No. 701 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0034 to the Public Works, Procurement & Contracting Committee.

- 3) R2021-0035: A Resolution making an award on RQ3117 to Sterling Professional Group, Inc. in the amount not-to-exceed \$870,309.00 for construction services and partial renovation of the 6th floor of the County Prosecutor's Office at the Halle Warehouse; authorizing the County Executive to execute Contract No. 575 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0035 to the Public Works, Procurement & Contracting Committee.

- 4) R2021-0036: A Resolution authorizing an amendment to Contract No. 128 with Ozanne Construction Company, Inc. for design-build services for the Central Booking Project at the Cuyahoga County Justice Center, effective 2/23/2021 and for additional funds in the amount not-to-exceed \$2,419,505.00; authorizing the County Executive to execute the amendment and all other documents

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

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

Council President Jones referred Resolution No. R2021-0036 to the Public Safety & Justice Affairs Committee.

- 5) R2021-0037: A Resolution authorizing a revenue generating agreement with Flexjet, LLC in the amount not-to-exceed \$11,059,572.00 for lease of space and the facilitation of private construction of a new corporate headquarters, a flight operations center and related improvements of certain properties at the Cuyahoga County Airport, located at 26460 Curtiss Wright Parkway for the period 2/15/2021 - 2/14/2041; authorizing the County Executive to execute the agreement and all other documents consistent with said agreement and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0037 to the Public Works, Procurement & Contracting Committee.

- 6) R2021-0038: A Resolution authorizing an amendment to Contract No. 78 with The United Labor Agency Incorporated for operation of the Workforce Service Center, job seekers and employer services and management of the On-the-Job Training Program for the period 7/1/2019 – 12/31/2020 to extend the time period to 6/30/2021 and for additional funds in the amount not-to-exceed \$2,619,463.00; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Workforce Development

Council President Jones referred Resolution No. R2021-0038 to the Education, Environment & Sustainability Committee.

- 7) R2021-0039: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on

the Cuyahoga County Advisory Board on Senior and Adult Services for various terms, and declaring the necessity that this Resolution become immediately effective as follows:

- i) Appointment for an unexpired term ending 12/31/2021:
 - a) Donisha Greene (Replacing Carmen Harris)
- ii) Appointment for the term 1/1/2020 – 12/31/2022:
 - a) Dr. Victoria Winbush
- iii) Appointments for the term 1/1/2021 – 12/31/2023:
 - a) Mark Batson
 - b) Katie Boland
 - c) Yvette Bozman
 - d) Kristie Groves
 - e) Yvonka Hall
 - f) Kathleen Hallisey
 - g) Julie Johnson
 - h) Janet Keeler
 - i) Janet Montoya
 - j) Shannon Monyak
 - k) Douglas Tayek
 - l) Kim Thomas
 - m) Eugene Ward, Jr.
- iv) Reappointments for the term 1/1/2021 – 12/31/2023:
 - a) Bill Hebble
 - b) Carolyn Lookabill

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2021-0039 to the Human Resources, Appointments & Equity Committee.

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

- 1) R2021-0012: A Resolution declaring that public convenience and welfare requires rehabilitation of Dunham Road from Turney Road to Libby Road, in the City of Maple Heights; total estimated project cost \$1,800,000.00; 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

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

Clerk Richardson read Resolution No. R2021-0012 into the record.

This item will move to the February 9, 2021 Council meeting agenda for consideration for third reading adoption.

- 2) R2021-0013: A Resolution declaring that public convenience and welfare requires rehabilitation of Garfield Boulevard from Warner Road to Turney Road in the City of Garfield Heights; total estimated project cost \$1,900,000.00; 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

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

Clerk Richardson read Resolution No. R2021-0013 into the record.

This item will move to the February 9, 2021 Council meeting agenda for consideration for third reading adoption.

- 3) R2021-0014: A Resolution declaring that public convenience and welfare requires rehabilitation of Green Road from Euclid Avenue to South Corporation Line, in the City of Cleveland; total estimated

project cost \$1,100,000.00; 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

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

Clerk Richardson read Resolution No. R2021-0014 into the record.

This item will move to the February 9, 2021 Council meeting agenda for consideration for third reading adoption.

- 4) R2021-0017: A Resolution declaring that public convenience and welfare requires rehabilitation of Superior Road from Euclid Avenue to Lee Road, in the Cities of Cleveland Heights and East Cleveland; total estimated project cost \$4,300,000.00; 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

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

Clerk Richardson read Resolution No. R2021-0017 into the record.

This item will move to the February 9, 2021 Council meeting agenda for consideration for third reading adoption.

- 5) R2021-0019: A Resolution declaring that public convenience and welfare requires rehabilitation of West Ridgewood Drive from Ridge Road to State Road in the City of Parma; total estimated project cost \$2,000,000.00; 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

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

Clerk Richardson read Resolution No. R2021-0019 into the record.

This item will move to the February 9, 2021 Council meeting agenda for consideration for third reading adoption.

- 6) R2021-0028: A Resolution; authorizing an amendment to Contract No. CE1600133-02 with Axon Enterprise, Inc. fka Taser International, Inc. for Taser body cameras for the period of 7/1/2016 – 12/31/2023 to extend the time period to 3/31/2026, to change the scope of services, effective 4/1/2021, and for additional funds in the amount not-to-exceed \$1,604,401.46 authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/County Sheriff

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

Clerk Richardson read Resolution No. R2021-0028 into the record.

This item will move to the February 9, 2021 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 Rules 9D and 12A and to place on final passage Resolution Nos. R2021-0010, R2021-0011, R2021-0015, R2021-0016, R2021-0018, R2021-0020, R2021-0021, R2021-0022, R2021-0023, R2021-0024, R2021-0025, R2021-0026, R2021-0027, R2021-0029, R2021-0030 and R2021-0031.

- 1) R2021-0010: A Resolution declaring that public convenience and welfare requires resurfacing of various avenues, boulevards, roads and streets located in various municipalities in connection with the 2021-2022 50/50 Resurfacing Program; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said projects; and declaring the necessity that this Resolution become immediately effective:
 - a. Bradley Road, South Corporation Limit to Wolf Road in the City of Bay Village, Council District 1;
 - b. Libby Road, Northfield Road to Aurora Road in the City of Bedford Heights, Council District 9;
 - c. East Edgerton Road, Broadview Road to East Corporation Limit in the City of Broadview Heights, Council District 6;
 - d. Memphis Avenue, Intersection with Tiedeman Road in the City of Brooklyn, Council District 3;
 - e. Spring Road, Broadview Road to Jennings Avenue in the City of Cleveland, Council District 7;
 - f. Shaw Avenue, Hayden Avenue to Manhattan Avenue in the City of East Cleveland, Council District 10;
 - g. Cochran Road, 450 feet North & South of the Intersection with Austin Powder Drive in the Village of Glenwillow, Council District 6;
 - h. Bishop Road, Intersection with Wilson Mills Road in the City of Highland Heights, Council District 11;
 - i. Rockside Road, Brecksville Road to East Corporation Limit in the City of Independence, Council District 6;
 - j. Anderson Road, Richmond Road to Professor Road in the City of Lyndhurst, Council District 11;
 - k. Dunham Road, Libby Road to Rockside Road in the City of Maple Heights, Council District 8;

- l. Gates Mills Boulevard, Cedar Road to SOM Center Road in the City of Mayfield Heights, Council District 6;
- m. Chagrin Boulevard, South Lane to East Corporation Limit in the Village of Moreland Hills, Council District 6;
- n. Abbey Road, Albion Road to South of the Turnpike Bridge in the City of North Royalton, Council District 5;
- o. Solon Road, West Corporation Limit to Richmond Road in the Oakwood Village, Council District 6;
- p. Brookside Drive/Mill Street, Bagley Road to Columbia Road in the City of Olmsted Falls, Council District 5;
- q. Chestnut Road, Broadview Road to East Corporation Limit in the City of Seven Hills, Council District 6;
- r. Coventry Road, Shaker Boulevard to South Park Boulevard in the City of Shaker Heights, Council District 9
- s. Mayfield Road, East Corporation Limit to Belvoir Boulevard in the City of South Euclid, Council District 11;
- t. Warrensville Center Road, Fairmount Boulevard to Cedar Road in the City of University Heights, Council District 10;
- u. Alexander Road, Dunham Road to Walton Road in the Village of Walton Hills, Council District 6;
- v. Miles Road & Warrensville Center Road, East of Green Road to East Corporation Limit & S. R. 480 to North Corporation Limit in the City of Warrensville Heights, Council District 9

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer and **Councilmembers Sweeney, Tuma, Gallagher, Schron, Conwell, Brown, Stephens, Simon, Baker, Miller and Jones**

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

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2021-0010 was considered and adopted by unanimous vote.

- 2) R2021-0011: A Resolution declaring that public convenience and welfare requires rehabilitation of Coventry Road from Fairhill Road to Euclid Heights Boulevard, in the City of Cleveland Heights; total estimated project cost \$1,800,000.00; 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.

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

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

On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2021-0011 was considered and adopted by unanimous vote.

- 3) R2021-0015: A Resolution declaring that public convenience and welfare requires rehabilitation of Ivanhoe Road from Euclid Avenue to E. 152nd Street, in the Cities of Cleveland and East Cleveland; total estimated project cost \$1,340,000.00; 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.

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

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

On a motion by Ms. Brown with a second by Ms. Simon, Resolution No. R2021-0015 was considered and adopted by unanimous vote.

- 4) R2021-0016: A Resolution declaring that public convenience and welfare requires improvements to Lakeshore Boulevard from East 217th Street to East 228th Street, in the City of Euclid; total estimated project cost \$1,000,000.00; 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.

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

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

On a motion by Ms. Simon with a second by Mr. Miller, Resolution No. R2021-0016 was considered and adopted by unanimous vote.

- 5) R2021-0018: A Resolution declaring that public convenience and welfare requires rehabilitation of Union Road from Broadway Avenue (north) to Broadway Avenue (south) in the City of Bedford; total estimated project cost \$1,000,000.00; 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.

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

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

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2021-0018 was considered and adopted by unanimous vote.

- 6) R2021-0020: A Resolution making an award on RQ1170 to TriMor Corporation in the amount not-to-exceed \$4,723,245.00 for the reconstruction of Apron "H" and Taxiway "B" at the Cuyahoga County Airport; authorizing the County Executive to execute Contract No. 11 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 Simon**

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

On a motion by Mr. Miller with a second by Ms. Simon, Resolution No. R2021-0020 was considered and adopted by unanimous vote.

- 7) R2021-0021: A Resolution making an award on RQ2979 to Fabrizi Recycling, Inc. in the amount not-to-exceed \$1,414,375.00 for the 2020 Catch Basin and Test Tee Repair Program for various County Sewer Districts for the period 2/15/2021 – 2/14/2023; authorizing the County Executive to execute Contract No. 233 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Schron with a second by Ms. Simon, Resolution No. R2021-0021 was considered and adopted by unanimous vote.

- 8) R2021-0022: A Resolution authorizing a revenue generating Utility Agreement with the City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm and sanitary sewers located in county Sewer District 17 for the period of 1/1/2021 – 12/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with said 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 Stephens**

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

On a motion by Mr. Miller with a second by Mr. Sweeney, Resolution No. R2021-0022 was considered and adopted by unanimous vote.

- 9) R2021-0023: A Resolution confirming the County Executive's appointment of Cathy Belk to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021, followed by an additional term

beginning 7/1/2021 and ending 6/30/2024; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

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

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2021-0023 was considered and adopted by unanimous vote.

10) R2021-0024: A Resolution confirming the County Executive's reappointment of Alfonso P. Sanchez to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for the term 1/1/2021 - 12/31/2023; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

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

On a motion by Ms. Brown with a second by Mr. Sweeney, Resolution No. R2021-0024 was considered and adopted by unanimous vote.

11) R2021-0025: A Resolution confirming the County Executive's reappointment of various Mayors to serve on the Cuyahoga County Planning Commission representing various regions for the term 1/1/2021 – 12/31/2023; and declaring the necessity that this Resolution become immediately effective:

- v) The Honorable Michael Dylan Brennan
(Heights Region)
- vi) The Honorable Bradley D. Sellers
(Chagrin/Southeast Region)

Sponsor: County Executive Budish

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

On a motion by Ms. Brown with a second by Ms. Simon, Resolution No. R2021-0025 was considered and adopted by unanimous vote.

- 12) R2021-0026: A Resolution making an award on RQ47474 to AT&T Corporation in the amount not-to-exceed \$2,000,000.00 for Session Initiation Protocol services and the replacement of (2) individual circuits on the CISCO infrastructure in connection with Wide Area Network and telecommunications for the period of 7/1/2020 – 6/30/2025; authorizing the County Executive to execute Contract No. 173 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
[Pending Committee Recommendation]

Sponsor: County Executive Budish/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2021-0026 was considered and adopted by unanimous vote.

- 13) R2021-0027: A Resolution authorizing an amendment to Contract No. CE1600252-01 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services for adjudicated youth for the period 7/1/2016 – 6/30/2020 to extend the time period to 6/30/2021, and for additional funds in the amount not-to-exceed \$600,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2021-0027 was considered and adopted by unanimous vote.

- 14) R2021-0029: A Resolution; authorizing a Contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,145,450.00 for fiscal agent services and emergency food purchase assistance by Hunger Centers serving eligible Cuyahoga County residents for the period 1/1/2021 – 12/31/2021; authorizing the County Executive to execute Contract No. 366 and all other documents consistent with

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

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

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

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2021-0029 was considered and adopted by unanimous vote.

15) R2021-0030: A Resolution authorizing an amendment to Contract No. 148 with Child Care Resource Center dba Starting Point for management and administration of the Family Child Care Home (FCCH) Professional Development System in connection with the Invest in Children Program for the period 1/1/2020 – 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,433,551.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2021-0030 was considered and adopted by unanimous vote.

16) R2021-0031: A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021, to remove various providers, effective 1/1/2021, to change payment rates for various providers, effective 1/1/2021 and for additional funds in the total amount not-to-exceed \$61,500,000.00; 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:

a. Adelphoi Village, Inc.

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

- mm. Youth for Tomorrow-New Life Center, Inc.
- nn. Multi County Juvenile Attention System
- oo. Life Start, Inc.
- pp. George Junior Republic in Pennsylvania
- qq. Piney Ridge Treatment Center
- rr. Rolling Hills Hospital, LLC
- ss. Habilitation Center, LLC dba Millcreek of Arkansas
- tt. The Buckeye Ranch, Inc.
- uu. COMPASS Family and Community Services
- vv. Eastway Corporation
- ww. Focus 2 Focus, Inc.
- xx. Freedom Youth Program
- yy. Youth Intensive Services, Inc.

Removing providers, effective 1/1/2021:

- a. Sequel Pomegranate Health System, LLC
- b. The Glen Mills Schools
- c. Quality Care Residential Homes, Inc.
- d. Anne Grady Services

Changing payment rates, effective 1/1/2021:

- a. Adelphoi Village, Inc.
- b. Applewood Centers, Inc.
- c. Bellefaire Jewish Children’s Bureau
- d. New Beginnings Residential Treatment Center, LLC

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

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

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2021-0031 was considered and adopted by unanimous vote.

e) CONSIDERATION OF AN ORDINANCE FOR SECOND READING

- 1) O2021-0001: An Ordinance enacting Section 208.04 of the Cuyahoga County Code to establish a Cuyahoga County Diversion Board to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and

Diversion Center; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive Budish
Committee Assignment and Chair: Public Safety & Justice Affairs –
Gallagher

Clerk Richardson read Ordinance No. O2021-0001 into the record.

This item will move to the February 9, 2021 Council meeting agenda for consideration for third reading adoption.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, February 1st at 1:00 p.m and Thursday February 4th at 1:00 p.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, February 3rd at 3:00 p.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, February 2nd at 10:00 a.m.

Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, February 2nd at 1:00 p.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, February 3rd at 10:00 a.m.

12. MISCELLANEOUS BUSINESS

Councilmember Simon introduced Ms. Mary Cierebiej, the new Executive Director of the Cuyahoga County Planning Commission to County Council. Ms. Simon also thanked Interim Director Patrick Hewitt and Planning Commission staff.

13. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 2:49 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0040

<p>Sponsored by: Council President Jones on behalf of Cuyahoga County Veterans Service Commission</p>	<p>A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County Veterans Service Commission and American Federation of State, County and Municipal Employees, Ohio Council 8, representing approximately 19 employees in various classifications for the period 8/4/2020 - 8/3/2023; to establish the terms of the wage re-opener and to modify Article 23 and include Appendix A; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the Cuyahoga County Veterans Service Commission (hereinafter collectively referred to as “CCVSC”), and American Federation of State, County and Municipal Employees, Ohio Council 8 (hereinafter collectively referred to as “AFSCME”), have agreed to amend the collective bargaining agreement (“CBA”) for the period 8/4/2020 – 8/3/2023 covering approximately 19 employees in the classifications of Digital Contact Coordinator/CVSO, Eligibility Specialist, Network Administrator, Office Support Specialist, Operations Specialist, Outreach Coordinator, and Veterans Service Officer , to establish terms of the wage re-opener for years 2021 and 2022 pursuant to a previously negotiated re-opener, to modify Article 23, and include Appendix A to the CBA; and

WHEREAS, the parties desire to amend the CBA under the terms of the attached tentative agreement; and

WHEREAS, on January 26, 2021, the members of the bargaining unit voted to ratify the terms; and

WHEREAS, on January 27, 2021, the Board of Commissioners of the CCVSC voted to ratify the terms; and

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body

within fourteen days of the date on which the parties finalize the agreement, unless otherwise specified or if the legislative body is not in session at the time, then within fourteen days after it convenes; and

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty (30) days after the public employer submits the agreement; and

WHEREAS, the CCVSC is recommending that Council approve the amendment to the CBA, establishing the terms of the wage re-opener and modifying Article 23 and including Appendix A for the period 8/4/2020 - 8/3/2023; and

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the CCVSC.

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

SECTION 1. The Cuyahoga County Council hereby approves an amendment to a Collective Bargaining Agreement between Cuyahoga County Veterans Service Commission and American Federation of State, County and Municipal Employees, Ohio Council 8, representing approximately 19 employees in various classifications for the period 8/4/2020 - 8/3/2023, to establish terms of the wage re-opener for years 2021 and 2022 pursuant to a previously negotiated re-opener, to modify Article 23, and include Appendix A to the CBA and authorizes the execution by the Board of Commissioners of the CCVSC and its administrators of all the documents necessary to execute this transaction.

SECTION 2. The Cuyahoga County Council hereby determines that the CCVSC has the necessary funds to compensate the bargaining unit employees and to make any and all expenditures as required by the provisions of this CBA.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the Cuyahoga County Veterans Service Commission. This CBA becomes a binding agreement upon the affirmative vote of a majority of members of this Council.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC041
February 9, 2021

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0041

Sponsored by: Councilmembers Gallagher, Conwell and Stephens	A Resolution awarding a sum, not to exceed \$70,000.00, to the Italian American Brotherhood Club, a non-profit entity, to create, place, and maintain a sculpture of Cleveland Indians icon Rocco (“Rocky”) Domenico Colavito, Jr. to be erected in the Tony Brush Park in Little Italy, in the City of Cleveland, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Rocky Colavito was born in Bronx, New York in 1933, and left school at the age of 16 to pursue a career as a major league baseball player. Colavito made his major league debut with the Cleveland Indians in September of 1955, and immediately became a favorite of the Cleveland fans; and

WHEREAS, Colavito quickly proved himself as a big leaguer player, excelling as a prolific home run hitter, as well as one of the best outfielders in the American League. Career highlights include:

- 9 All-Star game appearances;
- Led the American League in Home Runs (1959);
- Led the American League in RBI’s (1965);
- First outfielder to play an entire season without making an error (1965);
- Lifetime .266 Batting Average;
- 374 Career Home Runs;
- Named to Cleveland Indians All-Century Team (2001);
- Inducted into the Indians Hall of Fame (2006);

WHEREAS, while Colavito’s athletic prowess is well documented, he was also revered throughout the Cleveland area for his kind heart and community spirit. He was always accommodating to the fans, and regularly spent hours signing autographs for his many fans; and

WHEREAS, despite being the subject of the most maligned trade in Cleveland sports history, Colavito remained a fan favorite to Clevelanders, and maintained his connections to the local community after ending his playing career, serving as both a coach and broadcaster for the Cleveland Indians; and

WHEREAS, to legions of residents, Colavito is both a hero and role model and local leaders have coalesced to honor him for his athletic accomplishments and his commitment to the Cleveland area;

WHEREAS, the Italian American-Brotherhood, a local non-profit entity, has led the drive to properly honor Colavito, and has engaged local sculptor David Deming to create a fitting statue of Colavito to be placed at Tony Brush Park in the Little Italy neighborhood in the City of Cleveland, and

WHEREAS, memorializing Rocky Colavito, for his remarkable accomplishments and dedication to this community will benefit Cuyahoga County and will serve as a lasting memory of a great man and great athlete who called Cleveland his home, and Cuyahoga County is supportive of providing funding for this effort; 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 the Italian American-Brotherhood Club may undertake all efforts to create, place, and maintain a sculpture of Rocky Colavito.

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

SECTION 1. That the Cuyahoga County Council hereby awards a sum, not to exceed \$70,000.00 to the Italian American-Brotherhood Club to create, place, and maintain a sculpture of Cleveland icon Rocky Colavito.

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__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0042

Sponsored by: Councilman Miller	A Resolution approving a revised Guardian Ad Litem Fee Schedule for the Cuyahoga County Court of Common Pleas, Juvenile Division; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Hourly Rates and Maximum Case Fees for Guardian Ad Litem work in the Cuyahoga County Court of Common Pleas, Juvenile Division, were last raised in 2008; and

WHEREAS, the work of the Guardians Ad Litem is essential to the operation of the Cuyahoga County Court of Common Pleas, Juvenile Division, and further the purpose of ensuring effective and efficient resolution of issues while protecting the rights of children in all aspects of court proceedings; and

WHEREAS, the number of local attorneys willing to serve as court-appointed Guardians has lowered significantly in recent years leading to a lack of effective representation and/or a delay in court proceedings and resolution; and

WHEREAS, in anticipation of the most recent County budget cycle, the Cuyahoga County Court of Common Pleas, Juvenile Division, recommended rate increases in the Guardian Ad Litem fees for in-court and out-of-court work, as well as for the maximum fee per case. These proposed fee increases were incorporated into the budget passed by the County Council and signed by the Cuyahoga County Executive; and

WHEREAS, in accordance with Cuyahoga County Common Pleas Local Rule 33, Part II (B), appointed Guardians Ad Litem at the Cuyahoga County Court of Common Pleas, Juvenile Division, shall receive compensation for professional services and shall be reimbursed for expenses in accordance with the Fee Schedule. In all cases, upon completion of the service, it shall be the duty of such appointed Guardian Ad Litem to submit a completed affidavit and entry for fees. The trial Judge, after due consideration, shall determine the amount of compensation in accordance with the Fee Schedule, attached hereto as Exhibit A; and

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

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

SECTION 1. The Cuyahoga County Council hereby approves the revised Assigned Counsel Fee Schedule for the Cuyahoga County Court of Common Pleas, Juvenile Division, attached hereto as Exhibit A, effective for assignments commencing immediately and thereafter.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____

_____,20__

REVISED FEE SCHEDULE (Effective XX-XX-2021)

ASSIGNED COUNSEL

OFFENSE CHARGED	MIN. FEE	MAX. FEE
Murder/Unclassified Felony	\$1250	\$2750
All Manslaughter/Homicides	\$500	\$1000
First Degree Felonies	\$320	\$750
Second Degree Felonies	\$290	\$580
Third Degree Felonies	\$220	\$440
Fourth Degree Felonies	\$160	\$330
Fifth Degree Felonies	\$40	\$250
Misdemeanors	\$0	\$250
Traffic	\$0	\$250
Bindovers	\$0	\$350
Custody Reviews	\$0	\$200
Temporary Custody	\$0	\$400
Permanent Custody	\$0	\$800
All other offenses (non-delinq.)	\$0	\$225

GUARDIAN AD LITEM

OFFENSE CHARGE	MIN. FEE	MAX. FEE
GAL	\$0	\$500 \$1000
Custody Review Hearings	\$0	\$200
Delinquencies	\$0	\$250

JUVENILE COURT HOURLY RATES

TYPE OF MATTER	In-Court Rate	Out-of-Court Rate
GAL	\$50/hour \$60/hour	\$40/hour \$60/hour
All other	\$50/hour	\$40/hour

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0043

Sponsored by: Council President Jones	A Resolution approving the appointment or reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees for 5-year terms of 1/1/2021 - 12/31/2025 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 345 provides that a county may establish a memorial to commemorate the services of all members and veterans of the armed forces, and authorizes the taxing authority of the county to appoint a board of trustees for such a memorial; and

WHEREAS, Article III, Section 3.01 of the County Charter establishes that the County Council is the "taxing authority;" and

WHEREAS, Ohio Revised Code Chapter 345 provides that such appointments to the Soldiers' and Sailors' Monument Commission Board of Trustees shall be made for terms of five years; and

WHEREAS, William ("Bud") T. Doyle (since 2005) and Jon Silvis (since 2011) have served and actively contributed to the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees and are seeking reappointment; and

WHEREAS, Council has determined that William ("Bud") T. Doyle and Jon Silvis are qualified to continue to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees and that their service would continue to be beneficial to the on-going success and development of the Cuyahoga County Soldiers' and Sailors' Monument Commission; and

WHEREAS, there currently exist unfilled vacancies on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees; 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 approves the appointment or reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees for the term 1/1/2021 - 12/31/2025 as follows:

- i) Appointment:
 - a) The Honorable Donald C. Nugent
 - b) Matt Previts

- ii) Reappointments:
 - a) William ("Bud") T. Doyle
 - b) Jon Silvis

SECTION 2. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County Board. Provided that this Resolution receives the affirmative vote of eight (8) members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

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

Journal _____

_____, 20__

Donald C. Nugent, Judge
United States District Court for the Northern District of Ohio

Judge Nugent was nominated for appointment April 27, 1995 by President Clinton and confirmed by the Senate on June 30, 1995. He was sworn in July 5, 1995.

Born March 7, 1948 in Minneapolis, Minnesota, Judge Nugent received an A.B. from Xavier University in 1970, and spent one year of his undergraduate studies at Loyola University of Rome, Italy. Judge Nugent received a JD from Cleveland-Marshall College of Law in 1974. He was admitted to the Ohio Bar in 1974 and became a member of the Federal Bar in 1982. Subsequently, he earned an M.A. in judicial studies from the University of Nevada in 1994.

Prior to entering law school, Judge Nugent entered active duty as Pvt, U.S. Marine Corps in 1970, and was released as CPL in 1971. He also served in the Ohio Military Reserve as LtCol., and the Judge Advocate General's Corps.

From 1975-1985, Judge Nugent served as an Assistant Prosecuting Attorney for Cuyahoga County, Ohio. From 1985-1993 he served as a Judge in the Cuyahoga County, Ohio Court of Common Pleas. From 1993-1995, Judge Nugent served on the Court of Appeals for the Eighth Appellate District, Ohio.

Judge Nugent is a member of the Cleveland, Cuyahoga County, American, and Ohio Bar Associations. He has been named Cleveland-Marshall College of Law Alumni of the Year; inducted into the St. Ignatius High School Athletic Hall of Fame; received the Award for Excellent Judicial Service from the Supreme Court of Ohio; and, was named Prosecuting Attorney of the Year in 1984. Judge Nugent was named one of The Lawdragon 500's Leading Judges in America in 2006 and was included in Marquis Who's Who in the Midwest, 2007.

Matthew J. Previts was born in Tuscaloosa, Alabama and raised on the majestic shores of Lake Erie in Rocky River, Ohio. He holds a Bachelor of Science degree in Business Management from Spring Hill College, a Master's in Business Administration and a Master's in Management of Information System from Case Western Reserve University.

A lifelong Clevelander, Matt works for Logicalis, Inc an international technology firm serving commercial, government, and education clients. He serves as a board member for the Foundry Rowing and Sailing Center, board chair for the Gold Star Family Memorial Monuments in Cleveland and Dayton, board member of the Union Club, and chairman of the Midwest Scholastic Rowing Association. He previously served on the board of the YMCA of Greater Cleveland the USO of Northern Ohio. Matt was recognized in 2016 by Crain's Cleveland Business as Top 40 under the age of 40 leader in Cleveland.

He was commissioned as an Ensign in the United States Navy via the Direct Commission Officer Program onboard the USS Cod on May 7, 2015. LT Previts is a information warfare qualified IP officer. LT Previts has a competed tour with the Office of Naval Intelligence and served on support missions to the 5th Fleet in Bahrain and 7th Fleet in Japan. He served as the in-city planner for Navy Week Cleveland in 2018 and move recently lead the Mobile Communications team for Navy Special Warfare Seal Team 18 IWC. LT Previts is currently deployed in support of NATO Special Operations Command Component Afghanistan and Special Operations Joint Task Force Afghanistan.

Matt is a founding board member of the USS Cleveland Legacy Foundation [REDACTED]

WILLIAM T. DOYLE



EDUCATION

Cleveland-Marshall College of Law, Cleveland State University, 1971
Jurisdoctorate Degree

Wheeling Jesuit University, Wheeling, West Virginia, 1967
Bachelor of Science in Economics

Chanel High School, Bedford, Ohio 1963

PROFESSIONAL EXPERIENCE

Private Practice of Law, 1981-Present

Concentrating in civil and criminal litigation in Federal Court and all State Courts.
Conducted hundreds of criminal and civil jury trials including numerous white collar investigations.

Representation of many professionals including attorneys, doctors, clergy and police.

Assistant County Prosecutor, Cuyahoga County, 1972-1981

Conducted hundreds of felony trials, supervised attorneys, member of major trial unit, lead attorneys in numerous investigations and prosecutions of organized crime and public corruption cases.

City of University Heights, Assistant Law Director/Prosecutor, 1998-present

Counsel Police Department and City Counsel on criminal statutes
Coordinate all criminal investigations conducted within the City
Represent the City in all criminal and building code violation cases before the Shaker Heights Municipal Court, and all other courts and agencies within the State of Ohio.

City of Independence, Assistant Law Director/Prosecutor, 2007-2015

Assisted clerk and Mayor with setup and hearings of Mayor's Court
Counsel Police Department and City Counsel on criminal statutes
Coordinate all criminal investigations conducted within the City
Represent the City in all criminal and building code violation cases before the
Garfield Heights Municipal Court, and all other courts and agencies
within the State of Ohio.

SPECIAL APPOINTMENTS

Special Prosecutor to City of Berea, Ohio 20015
Investigated public corruption issues

Special Prosecutor, Village of Cuyahoga Heights, Ohio
Investigated election law violations

Special Prosecutor to the City of Woodmere, Ohio 2011
Investigated allegations of election violations.

Special Prosecutor to the City of Hunting Valley, 2010
Review police conduct for possible criminal charges.

Special Prosecutor to the City of Wickliffe, Ohio, 2001
Investigated allegations of public corruption within the City Park
Commission.

Special Prosecutor to the City of Mentor, Ohio 2000
Investigated allegations of illegal activity within the Police
Department.

Special Counsel to State Attorney General, 1998-1999
Investigated allegations of fraud at P.I.E. Company and the Ohio
Department of Insurance.

Bar Admissions

State of Ohio, 1972
Northern District of Ohio - Federal Court, 1981
Sixth Circuit Court of Appeals, 1989

Professional Associations

Bench Bar Committee

Cleveland Metropolitan Bar Association 2011-2015
Soldiers and Sailors Monument Commission, Trustee, 2006 to present
Ohio State Bar Association, Member since 1984
Cleveland Bar Association, Member since 1981
Chairman, Judicial Selection Committee, 1992-1994
Ohio Municipal Attorneys Association, Member since 1998
Eighth Judicial District Life Member
Advisory Group for the United States District Court for the
Northern District of Ohio, Appointed 1998
Catholic Charities, Member since 1985
Board of Trustees
Judge John M. Manos Inn of Court, Member since 2002
Catholic Big Brothers/Big Sisters, Member since 1973
President, 1983
Catholic Diocesan Board of Education Urban Region -President
First Friday Club
President, 1984
Gesu Parish/St. Vincent DePaul, Member since 1992
Vice-President

Volunteer

St. Vincent de Paul Member -Gesu Parish, University Heights, Ohio
Gesu Food Fund: Collection and delivery of food from stores to
Church distribution center at St. Agatha's Parish, Cleveland, Ohio.
Gesu Volunteer Project in Honduras, February, 2007
Gesu Volunteer Day - 2012 (St. Colman's Church)

Military Experience

Served in the U.S. Army 1970-1972
Service in the Republic of Vietnam assigned to Military Assistance
Command Vietnam, Spec. 4th Class-assigned to the Special
Liaison Section; a combat liaison team to the Royal Thai, Army
Volunteer Force at Camp Bearcat. Duties included providing
air, artillery and full combat logistical support to the 3,000
volunteer troops from the Republic of Thailand.



ADDENDUM

PROFESSIONAL EXPERIENCE

City of Independence, Assistant Law Director/Prosecutor, 2020 - present

Magistrate Judge, Rocky River Municipal Court, 2016 - present

Acting Judge, Shaker Heights Municipal Court, 2016 - present

Brief Biography

For

Jon B. Silvis

I have been an active Soldiers and Sailors Monument Commissioner since 2011. I chaired the committee to add the 107 names of "United States Colored Troops" to the Monuments Walls.

I am descended from 24 American Civil War Veterans (Union), Privates Thru Captains. 5 of those, the Gessner Brothers all direct ancestors are inscribed within the monument in several regiments. I organized, founded and am a Charter Member of the James A. Garfield Camp # 142, Sons of Union Veterans of the Civil War. This Federally Chartered organization (Title 36) has donated thousands of hours and dollars to local veterans monuments from all conflicts.

I am a graduate of the former Dyke College (defunct) in Cleveland and currently reside in Rocky River. I am retired from the airlines, ran my own company, Cleveland Flight Support LLC and am now involved in Property Management, Facility Engineering.

I command the American Legion Berea Post 91 Color Guard, am a Life Member of the US Navy League. Life Member, Naval Order of the United States. Honorable Order of Kentucky Colonels. Secretary, Ohio Commandery, Military Order of Foreign Wars.

I look forward to continuing my service to the citizens of this county.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0003

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 December 2, 2020, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through K) 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: *Area Construction Engineer*

Number: 18076
Pay Grade: 16A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language was updated to better reflect work performed on the job.
Position was opened to the Bridge and Road Maintenance section
of Public Works.

Exhibit B: Class Title: *Customer Service Representative*
Class Number: 16041
Pay Grade: 5B/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Language was updated to better reflect the work performed on the
job. Added a Technology Requirements section.

Exhibit C: Class Title: *Emergency Management Specialist*
Class Number: 12091
Pay Grade: 8A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Language was updated to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit D: Class Title: *Engineer 1*
Class Number: 18072
Pay Grade: 8A/Exempt
* PRC routine maintenance. Classification last revised in 2012.
Language was changed to better reflect work performed on the job.
Added a Technology Requirements section and recommending
FLSA change to Exempt based on professional exemption.

Exhibit E: Class Title: *Engineer 2*
Class Number: 18073
Pay Grade: 10A/Exempt
* PRC routine maintenance. Classification last revised in 2012.
Language was changed to better reflect the work performed on the
job. Added a Technology Requirements section and
recommending FLSA change to Exempt based on professional
exemption.

Exhibit F: Class Title: *Engineer 3*
Class Number: 18074
Pay Grade: 14A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language was changed to better reflect work performed on the job.
Added a Technology Requirements section.

Exhibit G: Class Title: *Engineer 4*

Class Number: 18075
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language was changed to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit H: Class Title: *Engineering Technician*
Class Number: 18701
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language was updated to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit I: Class Title: *Section Chief, Engineer*
Class Number: 18077
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
Language has been updated to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit J: Class Title: *Senior Emergency Management Specialist*
Class Number: 12092
Pay Grade: 10A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Language was updated to better reflect work performed on the job.
A Technology Requirements section was added.

Exhibit K: Class Title: *Supervisor, Emergency Management Specialist*
Class Number: 12093
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Language was updated to better reflect work performed on the job.
A Technology Requirements section was added.

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.

Yeas:

Nays:

County Council President	Date
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County Executive	Date
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Clerk of Council	Date
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First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



F. Allen Boseman, Commissioner
Thomas L. Colaluca, Commissioner
Deborah Southerington, Commissioner

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: December 15, 2020

TO: Cuyahoga County Council President Dan Brady
 Shontel Brown, Chairwoman, Human Resources, Appointments & Equity
 Committee
 Council Members, Human Resources, Appointments & Equity
 Committee

FROM: F. Allen Boseman, Chairman
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on December 2, 2020, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMEND ED PAY GRADE & FLSA	DEPARTMENT
Area Construction Engineer 18076	16A Exempt	16A Exempt (No Change)	Public Works

PROPOSED REVISED CLASSIFICATIONS (Cont.)

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMEN DED PAY GRADE & FLSA	DEPARTMENT
Customer Service Representative 16041	5B Non-Exempt	5B Non-Exempt (No Change)	Information Technology
Emergency Management Specialist 12091	8A Exempt	8A Exempt (No Change)	Public Safety and Justice Services
Engineer 1 18072	8A Non-Exempt	8A Exempt	Public Works
Engineer 2 18073	10A Non- Exempt	10A Exempt	Public Works
Engineer 3 18074	14A Exempt	14A Exempt (No Change)	Public Works
Engineer 4 18075	15A Exempt	15A Exempt (No Change)	Public Works
Engineering Technician 18701	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works
Section Chief, Engineer 18077	17A Exempt	17A Exempt (No Change)	Public Works
Senior Emergency Management Specialist 12092	10 Exempt	10A Exempt (No Change)	Public Safety and Justice Services
Supervisor, Emergency Management Specialist 12093	13 Exempt	13A Exempt (No Change)	Public Safety and Justice Services

cc: Deborah Southerington, Commissioner
 Thomas Colaluca, Commissioner
 Rebecca Kopcienski, PRC Director
 Armond Budish, County Executive
 Jesse Drucker, HR Director

Joseph Nanni, Council Chief of Staff
 Kelli Neale, Program Officer 4
 Andria Richardson, Clerk of Council
 Sheba Marshall, HR Director – Total Rewards
 Deborah Johnson, HR Director - Talent Management

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18076	Area Construction Engineer	Public Works	Exempt	16A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18076	Area Construction Engineer	Public Works	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was updated to better reflect work performed on the job. Position was opened up to the Bridge and Road Maintenance section of Public Works.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Area Construction Engineer	Class Number:	18076
FLSA:	Exempt	Pay Grade:	16A
Dept:	Public Works		

Classification Function

The purpose of the classification is to interpret, organize, execute, to staff, oversee construction projects, and coordinate assignments in the Construction or the Bridge/Road Maintenance division.

Distinguishing Characteristics

This is a professional supervisory level classification, responsible for defining scope of work, identifying problem areas for investigation, and developing concepts and approaches for problem solving. This class is distinguished from a Chief Section Engineer where the former is responsible for oversight of multiple construction and/or maintenance teams while the latter is responsible for the Construction Division and/or Bridge Maintenance Section of the Public Works Office. This class is different from Engineer 4 where the latter has less experience and coordinates the work of individuals with an engineering design skillset versus focusing on construction and maintenance.

Essential Job Functions

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

- 30% +/- 10%
- Plans and coordinates tasks on construction projects with a variety of agencies in order to minimize disruption to the public and to maintain the requirements of the projects; conducts progress meetings with utilities, local municipalities, County department staff, and the contractor; reviews and approves amendments to construction plans; conducts inspections and documents outstanding items; certifies project completion and compliance with specifications.

- 30% +/- 10%
- Maintains contact with engineers and officials of organizations and contracting companies with responsibility for acting independently on technical matters pertaining to construction activities of the department; reviews and approves contract supplement requests; conducts meetings to coordinate projects.

- 20% +/- 10%
- Oversees field activities while working closely with Construction Engineers/Supervisors in maintaining consistent quality requirements for all construction projects; provides engineering and technical support; acts as an information source for departmental activities.

- 15% +/- 5%
- Maintains professional expertise; attends and participates in professional group meetings, conferences, seminars, and training; stays abreast of new trends and innovations in the field; takes and distributes meeting minutes.

- 5% +/- 2%
- Assumes duties of the Chief Section Engineer in his/her absence.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Area Construction Engineer

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil/Construction Engineering Technology with a minimum of nine (9) years civil engineering experience in highway and/or bridge work or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within six (6) months of hire.

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, engineer's scales and measuring tools.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers), and engineer scales.

Technology Requirements

- Ability to operate a variety of software and databases including construction management and communication software (APPIA), email software (MS Outlook), spreadsheet software (MS Excel), word processing software (MS Word).

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 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 add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, algebra, geometry, trigonometry, and calculus.

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,

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Area Construction Engineer

or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

- Ability to comprehend contractor submittals, invoices, plans, construction schedules, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction management guidelines, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare project letters, approvals, submittal logs, meeting minutes, productivity graphs, performance appraisals, 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 use and interpret engineering, construction, and related legal terminology and language.
- Ability to communicate with staff, clients, contractors, residents, engineers, and departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16041	Customer Service Representative	Information Technology	Non-Exempt	5B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16041	Customer Service Representative	Information Technology	Non-Exempt	5B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. Language was updated to better reflect the work performed on the job. Added a Technology Requirements section.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sabine Respress; Communications Coordinator 2	07/9/2020 8/17/2020 9/18/2020	Email Email Email	Sent draft specification Reminder Reminder
Andy Molls; Deputy Chief Technology Officer	07/9/2020 8/17/2020 9/18/2020	Email Email Email	Sent draft specification Reminder Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Customer Service Representative	Class Number:	16041
FLSA:	Non-Exempt	Pay Grade:	5B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide assistance to all County departments on telecommunication equipment and service issues.

Distinguishing Characteristics

This is an entry level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

35% +/- 10%

- Provides assistance to all County departments on telecommunication equipment (telephones, cellular phones, pagers, etc.) and services issues; assists departments with analyzing and reassessing telecommunication needs; receives equipment requests and orders equipment and services for customers as directed by supervisor; installs telecommunication equipment; monitors the progress of installations and changes to verify completion of equipment and service requests; makes changes to cellular users' information including name changes, password resets, call details, etc.; processes activation and disconnection requests for communication device accounts; arranges and coordinates device/account moves, adds, changes, and repairs with the vendor; converts analogue telephone lines to a Voice Over Internet Protocol (VOIP) system; submits requests for new/renewal of circuits with Telecommunications Requests (TSR) through the State of Ohio; manages voicemail inboxes.

35% +/- 10%

- Processes billings for telecommunications equipment and services; reviews vendor services invoices; identifies discrepancies with billings; collaborates with vendors to resolve issues with billing and payments; creates queries and reports to provide payment for all billing accounts; prepares and submits requests to vendors for credits; sends check payments to vendors; prepares and submits vouchers for payments to the Fiscal Department; verifies all telecommunication equipment and services billed are being used; verifies cost centers by comparing related budgeted costs to actual costs; verifies cost-breakdowns for multi-cost center accounts; identifies disconnected and invalid equipment and services; tracks costs and assists departments in identifying charges on bills for budget and reporting purposes.

20% +/- 10%

- Maintains documentation on all processes, procedures, and actions; maintains records of invoices; maintains records of spending utilizing spreadsheets to assist with keeping budgets for contracts within allotted budget amount; prepares cost analyses spreadsheets and graphs for accounts; maintains and updates various spreadsheets and lists (e.g. VOIP conversions, VOIP master cut spreadsheets, Right Fax ports, etc.); maintains records of checks sent to vendors.

Customer Service Representative

5% +/- 2%

- Provides front line customer and technical support; logs and processes departments' service requests and complaints; assists with programming and troubleshooting of cellular equipment; provides or schedules training sessions for telecommunications equipment for other County departments.

5% +/- 2%

- Maintains vendor rapport and knowledge of current trends in products, services, standards, procedures, and costs; seeks best pricing for telecommunication services and equipment; maintains knowledge of trends in products, services, standards procedures, and costs; schedules and participates in calls and meetings with vendors to discuss issues with services.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of related experience; 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

Physical Requirements

- Ability to operate a variety of automated office machines including computer, phone, and multi-function printer.

Technology Requirements

- Ability to use a variety of software including Microsoft Word, Excel, and Outlook.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including invoices, emails, statements, checks, equipment request forms, collection notices, vouchers, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including training manuals, accounting principles, computer manuals, phone listings, and policies and procedures manuals.

Customer Service Representative

- Ability to prepare daily, weekly, monthly, or annual activity, invoices, spreadsheets, customer service requests, equipment requests, checks, charts, graphs, chargebacks, forms, vouchers, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to exchange information, follow instructions, record, and deliver information, and to explain procedures.
- Ability to use and interpret basic telecommunications and bookkeeping terminology and language.
- Ability to communicate with the supervisor, clients, contractors, vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12091	Emergency Management Specialist	Public Safety & Justice Services	Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12091	Emergency Management Specialist	Public Safety & Justice Services	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Bryan Kloss, Supervisor, Emergency Management	9/4/2020	Email	Send draft specification
Mark Christie, Manager, Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Management Specialist	Class Number:	12091
FLSA:	Exempt	Pay Grade:	8A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to assist in the development and update of emergency preparedness exercises, emergency response plans, public safety training programs, and public outreach programs.

Distinguishing Characteristics

This is an entry level classification that receives general and specific direction from management as well as receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

- 40% +/- 10%
- Assists in the development, update, and implementation of emergency preparedness exercises and emergency response plans; assists with providing technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans; assists with planning emergency preparedness test exercises; organizes and coordinates the logistics of training programs, workshops, and exercises; attends and participates in Local Emergency Planning Committee (LEPC) meetings, Emergency Management Meetings, Tabletop Exercises, Cuyahoga County Office of Emergency Management (CCOEM) Summit, and other meetings and conferences; creates maps using geographic information software.

- 30% +/- 10%
- Provides support with coordinating public outreach campaigns and materials; assists with developing training materials and presentations for emergency management trainings and presentations; prepares fact sheets, newsletters, flyers, and emergency preparedness guides; manages social media accounts and posts updates, news, and notifications to social media accounts, office website, and Ready Notify program; reviews and edits publications; attends public outreach events to answer questions and pass out literature; delivers presentations regarding emergency management plans.

- 10% +/- 5%
- Conducts emergency response activities at the County Emergency Operations Center when activations occur; acts as a member of the incident support team; assists with fulfillment of resource requests; coordinates with public officials and communities for damage reports; assists with performing damage assessments of public and private property; maintains activity logs to document emergency or disaster events.

Emergency Management Specialist

20% +/- 10%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; inputs data into databases; receives and fills public records requests; completes/coordinates completion of mandated reporting (Tier II reports, spill reports, damage reports, etc.); stays abreast of best practices, new policies and procedures, and laws.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in emergency management, public administration, or other public safety discipline with one (1) year of public safety experience; or any equivalent combination of training and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include, but are not limited to Microsoft Office Suite applications, video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

Supervisory Requirements

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including after action reports, Tier II reports, exercise/training evaluation forms, emergency operating plans, publications, memorandums, correspondence, and other reports and records.

Effective Date: 06.16.2016
Last Modified: 06.16.2016

Emergency Management Specialist

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Emergency Planning and Community Right-to-Know Act, relevant federal and state laws, department guidelines, policies and procedures, and Ohio Revised Code.
- Ability to prepare exercise/training evaluation forms, correspondence, publications, evacuation plans, damage assessments, presentations, flyers, planning documentations, excel spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment but may be required to be in the field to assist with conducting damage assessments.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18072	Engineer 1	Public Works	Non-Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18072	Engineer 1	Public Works	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
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No. of Employees Affected:	Four (4)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	11/23/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 1	Class Number:	18072
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Public Works		

Classification Function

The purpose of this classification is to perform technical assignments to assist in the development or completion of engineering projects in the Public Works Engineer Office. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is an entry-level professional classification that works under direct supervision while gaining engineering experience. The employees in this class work under a framework of routine work methods and procedures and with increasing independence as work experience is gained.

Essential Job Functions

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

- 30% +/- 10%
- Assist higher level engineers with the development of plans for engineering projects; utilizes Computer Aided Design software to draft engineering plans; sketches changes that have been made to project plans during implementation; evaluates the quality and accuracy of project plans upon completion of engineering project; creates estimates of project costs or estimates of project costs using a historical database; assists with the coordination of public and private utility relocations
- 30% +/- 10%
- Assist higher-level engineers by collecting field measurements, samples, or photographs for engineering projects; photographs work site for plan creation or work logs; enters field measurements and observations into a project report; collects testing reports and provides to higher-level engineers; inspects materials and workmanship for conformance with project plans and specifications.
- 15% +/- 5%
- Assist higher-level engineers by obtaining or completing the necessary documentation or reporting for engineering projects; collects records of previous projects; records, evaluates and rates the condition of structures; observes and evaluates work associated with construction projects; provides daily reports of work done on a project; informs and provides updates to the public regarding plan development or construction progress..
- 15% +/- 5%
- Performs technical engineering calculations and statistical analyses; calculates the quantities of materials needed for projects; utilizes engineering principles for designing project plans such as geometrics, hydraulics, statics, etc.
- 10% +/- 5%
- Attends various meetings and trainings; researches and responds to inquiries and requests for information from the general public, contractors, and other agencies; stays abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil Engineering Technology from an EAC/ABET or ETAC/ABET accredited institution; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid driver's license and proof of automobile insurance.

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 and peripheral equipment.

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

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

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 impact and develop alternatives.
- Ability to comprehend a variety of information documents including engineering plans, construction schedules, cost estimates, project amendments, maps (e.g. GIS, sewer, power lines), testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.

Engineer 1

- Ability to prepare estimates, work logs, agreements, reports, evaluations, work schedules, engineering plans, “as-built” utility plans, GIS maps, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, consultants, co-workers, other agencies, vendors, engineers, and departmental employees and administrators, and the general public.

Environmental Adaptability

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18073	Engineer 2	Public Works	Non-Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18073	Engineer 2	Public Works	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	11/23/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 2	Class Number:	18073
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Public Works		

Classification Function

The purpose of the classification is to perform technical assignments to assist in the development or completion of engineering projects in the Public Works Engineer Office. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional level classification that works under a framework of standard work methods and procedures. The employee applies engineering standards and criteria in assisting to resolve project problems and issues, under the direction of a Chief Section Engineer. This class is distinguished from Engineer 1 in that the latter has less work experience, fewer credentials, and works under a greater degree of supervision.

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%
- Assists with the design and development of basic to complex engineering plans, technical specifications, and cost estimates for assigned projects; assists higher level engineers with writing, evaluating, and analyzing specifications, engineering procedures, and techniques to ensure compliance with guidelines and regulations; performs basic review of plans and specifications for engineering projects; prepares responses to Municipal requests for infrastructure improvement projects based on policy, infrastructure condition, availability of funds, and priorities; prepares recommendations for capital improvement projects; prepares and submits environmental applications with appropriate planning authorities and confirms permits obtained; conducts research to obtain needed project information; prepares documents needed for various projects.

- 35% +/- 10%
- Under supervision of a state-registered engineer, inspects various phases of construction to ensure that the project's workmanship and materials comply with contractual plans and specifications; inspects and tests construction materials for ;documents observations of technical work done for engineering projects; provides daily reports of work done on a project and provides necessary documentation as directed.

- 15% +/- 5%
- Performs statistical work involving data from various engineering projects; researches and analyzes technical information; performs engineering calculations, drafts technical reports, applies engineering principles to produce reports, plans, and drawings; reviews the computation of engineering calculations for various projects as developed by others to detect potential problems and determine potential solutions; records, evaluates and rates the condition of structures; records, itemizes and reviews inventory; inspects project sites to evaluate project needs based on site specific requirements; prepares and compiles data lists.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

15% +/- 5%

- Conducts and/or participates in meetings; researches and responds to inquiries and requests for information from the general public, contractors, and other agencies; attends trainings to stay abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering or civil/construction engineering technology from an EAC/ABET or ETAC/ABET accredited institution with three (3) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid driver's license and proof of automobile insurance.
- An Engineer-in-Training (EIT) designation from the State of Ohio is required.

Additional Requirements

- No special license or certificate 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 and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

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

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 impact and develop alternatives.

Engineer 2

- Ability to comprehend a variety of informational documents including design plans, construction schedules, cost estimates, project amendments, maps (e.g. GIS, sewer, power lines), testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare estimates, work logs, agreements, reports, evaluations, work schedules, engineering plans, “as-built” utility plans, GIS maps, request for qualifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, consultants, co-workers, other agencies, vendors, engineers, departmental employees, administrators, and the general public.

Environmental Adaptability

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18074	Engineer 3	Public Works	Exempt	14A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18074	Engineer 3	Public Works	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 3	Class Number:	18074
FLSA:	Exempt	Pay Grade:	14A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, perform, coordinate, direct, and review assigned engineering projects. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional project management classification with responsibility for completing engineering projects under a framework of procedures and regulations. The employee is expected to provide and design solutions to identified concerns. The employees in this classification are expected to make decisions independently but consult with management/supervisory staff concerning unusual problems and developments. This class is distinguished from the Engineer 2 that this position requires a Professional Engineer designation with the State of Ohio and require more experience.

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%
- Plans, performs, coordinates work, and reviews work on engineering projects; applies engineering principles and criteria for project design; performs structural, hydrological, and other engineering calculations for engineering projects; prepares cost estimates and contract documents; prepares bid packages; advertises projects for sale; drafts and prepares plans for engineering projects.

- 30% +/- 10%
- Oversees the work of lower level engineers, technicians, construction inspectors, consultants, and general contractors; reviews inspection reports, plan submittals, progress schedules, shop drawings, and daily diary reports; makes recommendations for work orders; coordinates projects with utilities companies as needed; reviews and recommends consultant proposals and invoices for acceptance; coordinates federal, state, and municipal funding for projects as needed; performs traffic analysis and projections for projects.

- 20% +/- 10%
- Gathers and analyzes existing data from various sources including record plans, field survey data, site visits, pavement/core samples, etc.; inspects, evaluates, rates, reports and analyses the condition and ongoing maintenance needs of County structures; coordinates quality control expectations; inspects and tests construction materials for conformance with contract plans and specifications; prepares and reviews reports, correspondence, and records for submission; maintains current project files.

- 10% +/- 5%
- Plans, coordinates, and attends meetings; participates in progress meetings with the general contractor, design engineers, local governments and general public to discuss specifics of

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Engineer 3

construction project; attends trainings and conferences to stay abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering in civil engineering or civil/construction engineering technology with five (5) years of related engineering experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

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

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 impact and develop alternatives.

Engineer 3

- Ability to comprehend a variety of informational documents including design plans, construction schedules, consultant proposals, cost estimates, material submittals, project amendments, maps, inspection reports, testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare technical reports, memos, correspondence, work orders, reports, design plans, construction diaries, inventory sheets, drawings, bid documents, sketches, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering and related legal terminology and language.
- Ability to communicate with supervisor, engineers, maintenance personnel, municipalities, vendors, other agencies, consultants, contractors, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18075	Engineer 4	Public Works	Exempt	15A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18075	Engineer 4	Public Works	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect work performed on the job. A Technology Requirements section was added
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No. of Employees Affected:	Thirteen (13)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 4	Class Number:	18075
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, perform, coordinate, direct, review, and provide support to large complex engineering projects as assigned. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional project management classification with responsibility for performing engineering projects under a framework of procedures and regulations. This class requires the solution of technical problems related to engineering design. The incumbent exercises discretion in applying procedures to resolve design issues. The employees in this classification are expected to make decisions independently on engineering problems and methods and to use advanced techniques in the application of theories, precepts, and practices of engineering, but consult with the Chief Section Engineer concerning unusual problems and developments. This class is distinguished from the Engineer 3 that this position is required to lead multi-sectional teams, and coordinate engineering/technical activities on behalf of the Chief Section Engineer.

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%

• Plans, performs, coordinates, and reviews work on large, complex engineering projects; applies complex engineering principles and criteria for project design; performs complex engineering calculations for engineering plans; prepares cost estimates and contract documents; performs calculations and prepares sketches for engineering projects.
- 30% +/- 10%

• Oversees the work of supporting professionals and clerical staff ; reviews the work of consultant and County engineers for conformance with standards and accepted practice; performs budget preparation and/or long range planning; reviews invoices and proposals of consultants and contractors; assist in development of section policy; reviews the work of other county engineers.
- 20% +/- 10%

• Collects and processes data for technical analysis and report preparation; performs routine studies and reports related to the planning for infrastructure management and improvements.
- 10% +/- 5%

• Plans, coordinates, and attends meetings; participates in progress meetings with the general contractor, design engineers, local governments and general public to discuss specifics of construction project; attends trainings and conferences to stay abreast of current trends in civil engineering; makes written and oral presentations of technical work.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil/Construction Engineering Technology with seven (7) years of related engineering experience. or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of professional staff and to maintain standards.

Mathematical Ability

- Ability add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, advanced statistics, algebra, geometry, trigonometry, and calculus.

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 invoices, design plans, construction schedules, cost estimates, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.

Engineer 4

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction management guidelines, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare technical reports, design plans, memos, correspondence, agreements, reports, contracts, plans, inventory sheets, estimates, drawings, bid documents, sketches, 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 engineering, and related legal terminology and language.
- Ability to communicate with supervisor, staff, engineers, other agencies, consultants, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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:	Engineering Technician	Class Number:	18071
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Works		

Classification Function

The purpose of this classification is to provide technical expertise in drafting engineering plans; to make or check routine engineering calculations for mathematical errors and to draft construction plans based upon survey notes, design calculations, sketches, and verbal instructions

Distinguishing Characteristics

This is a technical classification that is responsible for providing support to professional engineers in making field measurements, collecting data, and verifying survey information and calculations. This classification works under a framework of technical civil engineering practices and procedures. This class requires exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from Engineer I in that the later has a greater scope of responsibilities and has a higher education requirement.

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%
- Drafts construction plans using computer aided design (CAD) software; reviews survey notes, soil conditions, topography maps, right-of-way plans, and other information sources for drafting plans; makes routine engineering calculations to determine drainage areas, profile grades, and other volume and quality calculations; develops profiles and cross sections from contour plans; develops contour plans from survey data and cross sections; plots drawings for review or for final master construction set.
- 20% +/- 10%
- Reviews routine and complex engineering calculations for mathematical error; assists in preparation of engineer's estimates.
- 10 +/- 5%
- Performs routine maintenance of both mechanical and computer-aided drafting equipment and quality of final original plan tracings.
- 10 +/- 5%
- Assists Professional Surveyor in making field measurements, collecting data, and verifying survey information to facilitate plan preparation.; determines drainage areas, geometric areas, and profile grades

Experience Required to Perform Essential Job Functions

- High School diploma and five (5) years of drafting and/or AutoCAD computer and technical engineering experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Engineering Technician

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 automated office machines including computers and peripheral equipment.

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCAD; Civil3D), civil infrastructure design and documentation, spreadsheet (MS Excel), and word processing software (MS Word).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including engineering plans, survey notes, topography maps, and historic plans of previous projects.
- Ability to comprehend a variety of reference books and manuals including reference and computer software manuals, street and aerial photos, and legal documents.
- Ability to prepare construction drawings and plans and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic engineering related terminology and language
- Ability to communicate with supervisor, engineers, co-workers, and the general public.

Environmental Adaptability

- Work is typically performed in the field and in an office environment.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, vibrations, traffic hazards, and machinery.

Engineering Technician

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18701	Engineering Technician	Public Works	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18701	Engineering Technician	Public Works	Non- Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was updated to better reflect the work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18077	Section Chief, Engineer	Public Works	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18077	Section Chief, Engineer	Public Works	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language has been updated to better reflect the work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	Six (6)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Section Chief, Engineering	Class Number:	18077
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, organize, manage, and control a section in the Public Works Engineer Office (e.g. construction, sanitary, bridge design, highway design, planning and programming). The incumbent also provides highly responsible administrative support to Chief Deputy Engineer.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and controlling a section of the Public Works Engineer Office, under general direction. This class requires the analysis and solution of operational, technical, administrative, and management problems related to engineering. The employee is expected to meet, consult, and collaborate with the Chief Deputy Engineer to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with State and local laws, regulations, and engineering requirements; in conjunction with the Chief Deputy Engineer, directs projects, programs, objectives, policies, procedures, and staffing plans; designs and approves plans; develops funding strategies for projects; advises County Engineer and Director on policy and project status; performs the work of lower level engineers when short-staffed.
- 25% +/- 10%
- Supervises and directs the work of assigned section in the Public Works Engineer Office and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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.
- 25% +/- 10%
- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects field projects under construction; develops solutions to project problems; observes field conditions of proposed projects.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Section Chief, Engineering

10% +/- 5%

- Reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and participates in professional group meetings, conferences, seminars, and training.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor's Degree in Civil engineering or Civil/Construction engineering technology or a related field desirable with nine (9) years previous experience, including one (1) year of supervisory or engineering project management experience or an equivalent combination of education, training, and experience.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

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 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 add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, advanced statistics, algebra, geometry, trigonometry, and calculus.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

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 invoices, project plans, construction schedules, timesheets, leave requests, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, AISC steel design guidelines, ACI reinforced concrete design standards, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, project plans, estimates, requests for proposal, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, 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 engineering, related legal, construction, and accounting terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, vendors, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12092	Senior Emergency Management Specialist	Public Safety & Justice Services	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12092	Senior Emergency Management Specialist	Public Safety & Justice Services	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Language was updated to better reflect the work performed on the job. A Technology Requirements Section was added.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Bryan Kloss, Supervisor, Emergency Management	9/4/2020	Email	Send draft specification
Mark Christie, Manager, Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Emergency Management Specialist	Class Number:	12092
FLSA:	Exempt	Pay Grade:	10A
Department:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop and maintain programs and plans related to emergency preparedness, response, recovery, and mitigation for first responders and government and non-governmental agencies.

Distinguishing Characteristics

This is a journey level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. This position does not directly supervise but may assign, review, plan, and coordinate the work of lower level employees or coordinate the activities of a team. This position is required to be on-call outside of normal business hours for emergency situations.

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%

- Develops and maintains programs and plans related to emergency preparedness, response, recovery, and mitigation; ensures plans are in compliance with applicable State and Federal regulations; researches, reviews, and provides planning support and technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans; updates emergency operations documents (emergency support function documents, incident specific documents, etc.); designs Emergency Management exercises; assists with creating implementation strategies for programs; assists with planning emergency preparedness test exercises; attends and participates in, Emergency Management Meetings, Tabletop Exercises, Cuyahoga County Office of Emergency Management (CCOEM) Summit, and other meetings and conferences.

15% +/- 10%

- Conducts emergency response activities at the County Emergency Operations Center when activations occur and during exercises; acts as a member of the incident support team; coordinates with public officials and communities for damage reports; performs and/or assists with damage assessments of public and private property; maintains activity logs to document emergency or disaster events; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency in providing UAV; conducts damage assessment field evaluations in person or using the UAV; conducts and assists with after-action meetings following emergency events or exercises to identify and implement improvements to emergency plans and operations.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

Senior Emergency Management Specialist

20% +/- 10%

- Coordinates public outreach campaigns and materials; develops materials and presentations for emergency management trainings and presentations; prepares fact sheets, newsletters, flyers, and emergency preparedness guides; posts updates, news, and notifications to social media accounts, office website, and Ready Notify program; reviews and edits publications; attends public outreach events to answer questions and pass out literature; delivers trainings and presentations regarding emergency management plans.

15% +/- 10%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; inputs data into databases; stays abreast of best practices, new policies and procedures, and laws.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree emergency management, public administration, or other public safety discipline with three (3) years of emergency management or public safety experience; or an equivalent combination of training and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include but are not limited to Microsoft Office Suite applications, video and audio conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

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 perform routine statistics.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

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 after action reports, exercise/training evaluation forms, emergency operating plans, publications, memorandums, various outreach materials, various emergency plans, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, National Incident Management System guidelines, relevant federal and state laws, department guidelines, policies, and procedures, and Ohio Revised Code.
- Ability to prepare exercise/training evaluation forms, correspondence, publications, evacuation plans, damage assessments, presentations, flyers, planning documentations, various emergency and incident plan documents, reports, excel spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment but may be required to be in the field for damage assessments or other support operations.
- Work may involve exposure to temperature and weather extremes, wetness, humidity, smoke, dust, and bright or dim lights.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12093	Supervisor, Emergency Management Specialist	Public Safety & Justice Services	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12093	Supervisor, Emergency Management Specialist	Public Safety & Justice Services	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirement section was added.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Safety & Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mark Christie, Manager Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Emergency Management	Class Number:	12093
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop, coordinate, maintain, and implement emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs.

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to a unit within the Office of Emergency Management. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This position is required to be on-call outside of normal business hours for emergency situations.

Essential Job Functions

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

- 50% +/- 10%
- Develops, coordinates, maintains, and implements emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs; plans, coordinates, and participates in emergency management trainings, workshops, and conferences; oversees design, development, and implementation of emergency management tabletop and full-scale training exercises; works cooperatively with County departments, municipalities, and outside agencies and partners to enhance coordination and improve emergency response capabilities; provides emergency planning support and assistance to other agencies and municipalities; manages compliance of programs and emergency plans with various local, state, and federal requirements, guidelines, and laws; makes recommendations for program improvement; oversees development and implementation of public safety training and outreach campaigns and materials; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency providing the UAV to utilize during various situations.

- 20% +/- 10%
- Supervises and manages unit staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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.

Supervisor, Emergency Management

15% +/- 5%

- Coordinates operations when Emergency Operation Center (EOC) activations occur; assists with the coordination of agency operations and County response during emergency/crisis incidents; acts as a liaison during County EOC activations; coordinates allocation of resources and materials; coordinates and executes plans for operational emergency support; coordinates and conducts damage assessments with municipalities to record and assess the damage from naturally occurring incidents; conducts or participates in after-action meetings following emergency events or exercises to identify and implement improvements to emergency plans and operations; evaluates and updates OEM operation policies.

15% +/- 5%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various training, workgroups, exercises, and meetings; prepares and maintains records, documentation, and special reports related to work performed; inputs and maintains data into information sharing system and resource database; prepares and monitors grant applications and grant compliance; coordinates training and exercise schedule.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in emergency management, public administration, or other public safety discipline with five (5) years of emergency management or public safety experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include, but are not limited to, Microsoft Office Suite applications, video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

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.

Effective Date: 06.16.2016
Last Modified: 06.16.2016

Supervisor, Emergency Management

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including time sheets, after action reports, emergency management plans, publications, newsletters, memorandums, various outreach materials, expense reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Emergency Planning and Community Right-to-Know Act, National Incident Management System guidelines, relevant federal and state laws, department guidelines, policies, and procedures, SARA Title III, and the Ohio Revised Code.
- Ability to prepare correspondence, performance evaluations, evacuation plans, damage assessments, presentations, planning documents, various emergency and incident plan documents, agendas, memorandums, training documents, after action reports, grant applications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, Administrator, committees, outside boards, various state and federal agencies, police, firefighters, EMS, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and occasionally in the field for damage assessments or other support operations.
- Work may involve exposure to temperature and weather extremes, wetness, humidity, smoke, dust, and bright or dim lights.

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

Posted on 11/24/2020

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>REVISED</u>					
Area Construction Engineer	18076	16A Exempt	16A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was updated to better reflect work performed on the job. Position was opened to the Bridge and Road Maintenance section of Public Works.
Customer Service Representative	16041	5B Non-Exempt	5B Non-Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2014. Language was updated to better reflect the work performed on the job. Added a Technology Requirements section.
Emergency Management Specialist	12091	8A Exempt	8A Exempt (No Change)	PSJS	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirements section was added.
Engineer 1	18072	8A Non-Exempt	8A Exempt	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
Engineer 2	18073	10A Non-Exempt	10A Exempt	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
Engineer 3	18074	14A Exempt	14A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section.
Engineer 4	18075	15A Exempt	15A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect work performed on the job. A Technology Requirements section was added.
Engineering Technician	18701	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language was updated to better reflect the work performed on the job. A Technology Requirements section was added.
Section Chief, Engineer	18077	17A Exempt	17A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Language has been updated to better reflect the work performed on the job. A Technology Requirements section was added.
Senior Emergency Management Specialist	12092	10 Exempt	10A Exempt (No Change)	PSJS	PRC routine maintenance. Classification last revised in 2017. Language was updated to better reflect the work performed on the job. A Technology Requirements Section was added.
Supervisor, Emergency Management Specialist	12093	13 Exempt	13A Exempt (No Change)	Public Safety and Justice Services	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirement section was added.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Area Construction Engineer	Class Number:	18076
FLSA:	Exempt	Pay Grade:	16A
Dept:	Public Works	Exhibit A	

Classification Function

The purpose of the classification is to interpret, organize, execute, to staff, oversee construction projects, and coordinate assignments in the Construction or the Bridge/Road Maintenance division.

Distinguishing Characteristics

This is a professional supervisory level classification, responsible for defining scope of work, identifying problem areas for investigation, and developing concepts and approaches for problem solving. This class is distinguished from a Chief Section Engineer where the former is responsible for oversight of multiple construction and/or maintenance teams while the latter is responsible for the Construction Division and/or Bridge Maintenance Section of the Public Works Office. This class is different from Engineer 4 where the latter has less experience and coordinates the work of individuals with an engineering design skillset versus focusing on construction and maintenance.

Essential Job Functions

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

- 30% +/- 10%
- Plans and coordinates tasks on construction projects with a variety of agencies in order to minimize disruption to the public and to maintain the requirements of the projects; conducts progress meetings with utilities, local municipalities, County department staff, and the contractor; reviews and approves amendments to construction plans; conducts inspections and documents outstanding items; certifies project completion and compliance with specifications.

- 30% +/- 10%
- Maintains contact with engineers and officials of organizations and contracting companies with responsibility for acting independently on technical matters pertaining to construction activities of the department; reviews and approves contract supplement requests; conducts meetings to coordinate projects.

- 20% +/- 10%
- Oversees field activities while working closely with Construction Engineers/Supervisors in maintaining consistent quality requirements for all construction projects; provides engineering and technical support; acts as an information source for departmental activities.

- 15% +/- 5%
- Maintains professional expertise; attends and participates in professional group meetings, conferences, seminars, and training; stays abreast of new trends and innovations in the field; takes and distributes meeting minutes.

- 5% +/- 2%
- Assumes duties of the Chief Section Engineer in his/her absence.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Area Construction Engineer

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil/Construction Engineering Technology with a minimum of nine (9) years civil engineering experience in highway and/or bridge work or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within six (6) months of hire.

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, engineer's scales and measuring tools.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers), and engineer scales.

Technology Requirements

- Ability to operate a variety of software and databases including construction management and communication software (APPIA), email software (MS Outlook), spreadsheet software (MS Excel), word processing software (MS Word).

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 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 add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, algebra, geometry, trigonometry, and calculus.

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,

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Area Construction Engineer

or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

- Ability to comprehend contractor submittals, invoices, plans, construction schedules, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction management guidelines, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare project letters, approvals, submittal logs, meeting minutes, productivity graphs, performance appraisals, 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 use and interpret engineering, construction, and related legal terminology and language.
- Ability to communicate with staff, clients, contractors, residents, engineers, and departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16041	Customer Service Representative	Information Technology	Non-Exempt	5B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16041	Customer Service Representative	Information Technology	Non-Exempt	5B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. Language was updated to better reflect the work performed on the job. Added a Technology Requirements section.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sabine Respress; Communications Coordinator 2	07/9/2020 8/17/2020 9/18/2020	Email Email Email	Sent draft specification Reminder Reminder
Andy Molls; Deputy Chief Technology Officer	07/9/2020 8/17/2020 9/18/2020	Email Email Email	Sent draft specification Reminder Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Customer Service Representative	Class Number:	16041
FLSA:	Non-Exempt	Pay Grade:	5B
Dept:	Information Technology	Exhibit B	

Classification Function

The purpose of this classification is to provide assistance to all County departments on telecommunication equipment and service issues.

Distinguishing Characteristics

This is an entry level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

35% +/- 10%

- Provides assistance to all County departments on telecommunication equipment (telephones, cellular phones, pagers, etc.) and services issues; assists departments with analyzing and reassessing telecommunication needs; receives equipment requests and orders equipment and services for customers as directed by supervisor; installs telecommunication equipment; monitors the progress of installations and changes to verify completion of equipment and service requests; makes changes to cellular users' information including name changes, password resets, call details, etc.; processes activation and disconnection requests for communication device accounts; arranges and coordinates device/account moves, adds, changes, and repairs with the vendor; converts analogue telephone lines to a Voice Over Internet Protocol (VOIP) system; submits requests for new/renewal of circuits with Telecommunications Requests (TSR) through the State of Ohio; manages voicemail inboxes.

35% +/- 10%

- Processes billings for telecommunications equipment and services; reviews vendor services invoices; identifies discrepancies with billings; collaborates with vendors to resolve issues with billing and payments; creates queries and reports to provide payment for all billing accounts; prepares and submits requests to vendors for credits; sends check payments to vendors; prepares and submits vouchers for payments to the Fiscal Department; verifies all telecommunication equipment and services billed are being used; verifies cost centers by comparing related budgeted costs to actual costs; verifies cost-breakdowns for multi-cost center accounts; identifies disconnected and invalid equipment and services; tracks costs and assists departments in identifying charges on bills for budget and reporting purposes.

20% +/- 10%

- Maintains documentation on all processes, procedures, and actions; maintains records of invoices; maintains records of spending utilizing spreadsheets to assist with keeping budgets for contracts within allotted budget amount; prepares cost analyses spreadsheets and graphs for accounts; maintains and updates various spreadsheets and lists (e.g. VOIP conversions, VOIP master cut spreadsheets, Right Fax ports, etc.); maintains records of checks sent to vendors.

Customer Service Representative

5% +/- 2%

- Provides front line customer and technical support; logs and processes departments' service requests and complaints; assists with programming and troubleshooting of cellular equipment; provides or schedules training sessions for telecommunications equipment for other County departments.

5% +/- 2%

- Maintains vendor rapport and knowledge of current trends in products, services, standards, procedures, and costs; seeks best pricing for telecommunication services and equipment; maintains knowledge of trends in products, services, standards procedures, and costs; schedules and participates in calls and meetings with vendors to discuss issues with services.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of related experience; 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

Physical Requirements

- Ability to operate a variety of automated office machines including computer, phone, and multi-function printer.

Technology Requirements

- Ability to use a variety of software including Microsoft Word, Excel, and Outlook.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including invoices, emails, statements, checks, equipment request forms, collection notices, vouchers, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including training manuals, accounting principles, computer manuals, phone listings, and policies and procedures manuals.

Customer Service Representative

- Ability to prepare daily, weekly, monthly, or annual activity, invoices, spreadsheets, customer service requests, equipment requests, checks, charts, graphs, chargebacks, forms, vouchers, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to exchange information, follow instructions, record, and deliver information, and to explain procedures.
- Ability to use and interpret basic telecommunications and bookkeeping terminology and language.
- Ability to communicate with the supervisor, clients, contractors, vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12091	Emergency Management Specialist	Public Safety & Justice Services	Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12091	Emergency Management Specialist	Public Safety & Justice Services	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Bryan Kloss, Supervisor, Emergency Management	9/4/2020	Email	Send draft specification
Mark Christie, Manager, Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Management Specialist	Class Number:	12091
FLSA:	Exempt	Pay Grade:	8A
Dept:	Public Safety and Justice Services	Exhibit C	

Classification Function

The purpose of this classification is to assist in the development and update of emergency preparedness exercises, emergency response plans, public safety training programs, and public outreach programs.

Distinguishing Characteristics

This is an entry level classification that receives general and specific direction from management as well as receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

- 40% +/- 10%
- Assists in the development, update, and implementation of emergency preparedness exercises and emergency response plans; assists with providing technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans; assists with planning emergency preparedness test exercises; organizes and coordinates the logistics of training programs, workshops, and exercises; attends and participates in Local Emergency Planning Committee (LEPC) meetings, Emergency Management Meetings, Tabletop Exercises, Cuyahoga County Office of Emergency Management (CCOEM) Summit, and other meetings and conferences; creates maps using geographic information software.
- 30% +/- 10%
- Provides support with coordinating public outreach campaigns and materials; assists with developing training materials and presentations for emergency management trainings and presentations; prepares fact sheets, newsletters, flyers, and emergency preparedness guides; manages social media accounts and posts updates, news, and notifications to social media accounts, office website, and Ready Notify program; reviews and edits publications; attends public outreach events to answer questions and pass out literature; delivers presentations regarding emergency management plans.
- 10% +/- 5%
- Conducts emergency response activities at the County Emergency Operations Center when activations occur; acts as a member of the incident support team; assists with fulfillment of resource requests; coordinates with public officials and communities for damage reports; assists with performing damage assessments of public and private property; maintains activity logs to document emergency or disaster events.

Emergency Management Specialist

20% +/- 10%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; inputs data into databases; receives and fills public records requests; completes/coordinates completion of mandated reporting (Tier II reports, spill reports, damage reports, etc.); stays abreast of best practices, new policies and procedures, and laws.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in emergency management, public administration, or other public safety discipline with one (1) year of public safety experience; or any equivalent combination of training and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include, but are not limited to Microsoft Office Suite applications, video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

Supervisory Requirements

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including after action reports, Tier II reports, exercise/training evaluation forms, emergency operating plans, publications, memorandums, correspondence, and other reports and records.

Effective Date: 06.16.2016
Last Modified: 06.16.2016

Emergency Management Specialist

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Emergency Planning and Community Right-to-Know Act, relevant federal and state laws, department guidelines, policies and procedures, and Ohio Revised Code.
- Ability to prepare exercise/training evaluation forms, correspondence, publications, evacuation plans, damage assessments, presentations, flyers, planning documentations, excel spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment but may be required to be in the field to assist with conducting damage assessments.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18072	Engineer 1	Public Works	Non-Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18072	Engineer 1	Public Works	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
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No. of Employees Affected:	Four (4)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	11/23/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 1	Class Number:	18072
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Public Works	Exhibit D	

Classification Function

The purpose of this classification is to perform technical assignments to assist in the development or completion of engineering projects in the Public Works Engineer Office. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is an entry-level professional classification that works under direct supervision while gaining engineering experience. The employees in this class work under a framework of routine work methods and procedures and with increasing independence as work experience is gained.

Essential Job Functions

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

- 30% +/- 10%
- Assist higher level engineers with the development of plans for engineering projects; utilizes Computer Aided Design software to draft engineering plans; sketches changes that have been made to project plans during implementation; evaluates the quality and accuracy of project plans upon completion of engineering project; creates estimates of project costs or estimates of project costs using a historical database; assists with the coordination of public and private utility relocations
- 30% +/- 10%
- Assist higher-level engineers by collecting field measurements, samples, or photographs for engineering projects; photographs work site for plan creation or work logs; enters field measurements and observations into a project report; collects testing reports and provides to higher-level engineers; inspects materials and workmanship for conformance with project plans and specifications.
- 15% +/- 5%
- Assist higher-level engineers by obtaining or completing the necessary documentation or reporting for engineering projects; collects records of previous projects; records, evaluates and rates the condition of structures; observes and evaluates work associated with construction projects; provides daily reports of work done on a project; informs and provides updates to the public regarding plan development or construction progress..
- 15% +/- 5%
- Performs technical engineering calculations and statistical analyses; calculates the quantities of materials needed for projects; utilizes engineering principles for designing project plans such as geometrics, hydraulics, statics, etc.
- 10% +/- 5%
- Attends various meetings and trainings; researches and responds to inquiries and requests for information from the general public, contractors, and other agencies; stays abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil Engineering Technology from an EAC/ABET or ETAC/ABET accredited institution; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid driver's license and proof of automobile insurance.

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 and peripheral equipment.

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

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

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 impact and develop alternatives.
- Ability to comprehend a variety of information documents including engineering plans, construction schedules, cost estimates, project amendments, maps (e.g. GIS, sewer, power lines), testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.

Engineer 1

- Ability to prepare estimates, work logs, agreements, reports, evaluations, work schedules, engineering plans, “as-built” utility plans, GIS maps, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, consultants, co-workers, other agencies, vendors, engineers, and departmental employees and administrators, and the general public.

Environmental Adaptability

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18073	Engineer 2	Public Works	Non-Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18073	Engineer 2	Public Works	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section and recommending FLSA change to Exempt based on professional exemption.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	11/23/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 2	Class Number:	18073
FLSA:	Non-Exempt	Pay Grade:	10A
Dept:	Public Works	Exhibit E	

Classification Function

The purpose of the classification is to perform technical assignments to assist in the development or completion of engineering projects in the Public Works Engineer Office. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional level classification that works under a framework of standard work methods and procedures. The employee applies engineering standards and criteria in assisting to resolve project problems and issues, under the direction of a Chief Section Engineer. This class is distinguished from Engineer 1 in that the latter has less work experience, fewer credentials, and works under a greater degree of supervision.

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%
- Assists with the design and development of basic to complex engineering plans, technical specifications, and cost estimates for assigned projects; assists higher level engineers with writing, evaluating, and analyzing specifications, engineering procedures, and techniques to ensure compliance with guidelines and regulations; performs basic review of plans and specifications for engineering projects; prepares responses to Municipal requests for infrastructure improvement projects based on policy, infrastructure condition, availability of funds, and priorities; prepares recommendations for capital improvement projects; prepares and submits environmental applications with appropriate planning authorities and confirms permits obtained; conducts research to obtain needed project information; prepares documents needed for various projects.

- 35% +/- 10%
- Under supervision of a state-registered engineer, inspects various phases of construction to ensure that the project's workmanship and materials comply with contractual plans and specifications; inspects and tests construction materials for ;documents observations of technical work done for engineering projects; provides daily reports of work done on a project and provides necessary documentation as directed.

- 15% +/- 5%
- Performs statistical work involving data from various engineering projects; researches and analyzes technical information; performs engineering calculations, drafts technical reports, applies engineering principles to produce reports, plans, and drawings; reviews the computation of engineering calculations for various projects as developed by others to detect potential problems and determine potential solutions; records, evaluates and rates the condition of structures; records, itemizes and reviews inventory; inspects project sites to evaluate project needs based on site specific requirements; prepares and compiles data lists.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

15% +/- 5%

- Conducts and/or participates in meetings; researches and responds to inquiries and requests for information from the general public, contractors, and other agencies; attends trainings to stay abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering or civil/construction engineering technology from an EAC/ABET or ETAC/ABET accredited institution with three (3) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid driver's license and proof of automobile insurance.
- An Engineer-in-Training (EIT) designation from the State of Ohio is required.

Additional Requirements

- No special license or certificate 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 and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

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

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 impact and develop alternatives.

Engineer 2

- Ability to comprehend a variety of informational documents including design plans, construction schedules, cost estimates, project amendments, maps (e.g. GIS, sewer, power lines), testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare estimates, work logs, agreements, reports, evaluations, work schedules, engineering plans, "as-built" utility plans, GIS maps, request for qualifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, consultants, co-workers, other agencies, vendors, engineers, departmental employees, administrators, and the general public.

Environmental Adaptability

- Work is typically performed both in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18074	Engineer 3	Public Works	Exempt	14A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18074	Engineer 3	Public Works	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect the work performed on the job. Added a Technology Requirements section
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 3	Class Number:	18074
FLSA:	Exempt	Pay Grade:	14A
Dept:	Public Works	Exhibit F	

Classification Function

The purpose of this classification is to plan, perform, coordinate, direct, and review assigned engineering projects. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional project management classification with responsibility for completing engineering projects under a framework of procedures and regulations. The employee is expected to provide and design solutions to identified concerns. The employees in this classification are expected to make decisions independently but consult with management/supervisory staff concerning unusual problems and developments. This class is distinguished from the Engineer 2 that this position requires a Professional Engineer designation with the State of Ohio and require more experience.

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%
- Plans, performs, coordinates work, and reviews work on engineering projects; applies engineering principles and criteria for project design; performs structural, hydrological, and other engineering calculations for engineering projects; prepares cost estimates and contract documents; prepares bid packages; advertises projects for sale; drafts and prepares plans for engineering projects.

- 30% +/- 10%
- Oversees the work of lower level engineers, technicians, construction inspectors, consultants, and general contractors; reviews inspection reports, plan submittals, progress schedules, shop drawings, and daily diary reports; makes recommendations for work orders; coordinates projects with utilities companies as needed; reviews and recommends consultant proposals and invoices for acceptance; coordinates federal, state, and municipal funding for projects as needed; performs traffic analysis and projections for projects.

- 20% +/- 10%
- Gathers and analyzes existing data from various sources including record plans, field survey data, site visits, pavement/core samples, etc.; inspects, evaluates, rates, reports and analyses the condition and ongoing maintenance needs of County structures; coordinates quality control expectations; inspects and tests construction materials for conformance with contract plans and specifications; prepares and reviews reports, correspondence, and records for submission; maintains current project files.

- 10% +/- 5%
- Plans, coordinates, and attends meetings; participates in progress meetings with the general contractor, design engineers, local governments and general public to discuss specifics of

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Engineer 3

construction project; attends trainings and conferences to stay abreast of current trends in civil engineering.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering in civil engineering or civil/construction engineering technology with five (5) years of related engineering experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to review, plan, and coordinate the work of other employees or contract personnel and to maintain standards.

Mathematical Ability

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

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 impact and develop alternatives.

Engineer 3

- Ability to comprehend a variety of informational documents including design plans, construction schedules, consultant proposals, cost estimates, material submittals, project amendments, maps, inspection reports, testing reports, work reports, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare technical reports, memos, correspondence, work orders, reports, design plans, construction diaries, inventory sheets, drawings, bid documents, sketches, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering and related legal terminology and language.
- Ability to communicate with supervisor, engineers, maintenance personnel, municipalities, vendors, other agencies, consultants, contractors, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18075	Engineer 4	Public Works	Exempt	15A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18075	Engineer 4	Public Works	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was changed to better reflect work performed on the job. A Technology Requirements section was added
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No. of Employees Affected:	Thirteen (13)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineer 4	Class Number:	18075
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Works	Exhibit G	

Classification Function

The purpose of this classification is to plan, perform, coordinate, direct, review, and provide support to large complex engineering projects as assigned. The incumbent works in one of the Engineer Office's sections (e.g. construction, sanitary, bridge design, highway design, planning and programming).

Distinguishing Characteristics

This is a professional project management classification with responsibility for performing engineering projects under a framework of procedures and regulations. This class requires the solution of technical problems related to engineering design. The incumbent exercises discretion in applying procedures to resolve design issues. The employees in this classification are expected to make decisions independently on engineering problems and methods and to use advanced techniques in the application of theories, precepts, and practices of engineering, but consult with the Chief Section Engineer concerning unusual problems and developments. This class is distinguished from the Engineer 3 that this position is required to lead multi-sectional teams, and coordinate engineering/technical activities on behalf of the Chief Section Engineer.

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%
- Plans, performs, coordinates, and reviews work on large, complex engineering projects; applies complex engineering principles and criteria for project design; performs complex engineering calculations for engineering plans; prepares cost estimates and contract documents; performs calculations and prepares sketches for engineering projects.
- 30% +/- 10%
- Oversees the work of supporting professionals and clerical staff ; reviews the work of consultant and County engineers for conformance with standards and accepted practice; performs budget preparation and/or long range planning; reviews invoices and proposals of consultants and contractors; assist in development of section policy; reviews the work of other county engineers.
- 20% +/- 10%
- Collects and processes data for technical analysis and report preparation; performs routine studies and reports related to the planning for infrastructure management and improvements.
- 10% +/- 5%
- Plans, coordinates, and attends meetings; participates in progress meetings with the general contractor, design engineers, local governments and general public to discuss specifics of construction project; attends trainings and conferences to stay abreast of current trends in civil engineering; makes written and oral presentations of technical work.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or Civil/Construction Engineering Technology with seven (7) years of related engineering experience. or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license with the State of Ohio within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of professional staff and to maintain standards.

Mathematical Ability

- Ability add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, advanced statistics, algebra, geometry, trigonometry, and calculus.

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 invoices, design plans, construction schedules, cost estimates, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.

Engineer 4

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction management guidelines, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare technical reports, design plans, memos, correspondence, agreements, reports, contracts, plans, inventory sheets, estimates, drawings, bid documents, sketches, 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 engineering, and related legal terminology and language.
- Ability to communicate with supervisor, staff, engineers, other agencies, consultants, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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:	Engineering Technician	Class Number:	18071
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Works	Exhibit H	

Classification Function

The purpose of this classification is to provide technical expertise in drafting engineering plans; to make or check routine engineering calculations for mathematical errors and to draft construction plans based upon survey notes, design calculations, sketches, and verbal instructions

Distinguishing Characteristics

This is a technical classification that is responsible for providing support to professional engineers in making field measurements, collecting data, and verifying survey information and calculations. This classification works under a framework of technical civil engineering practices and procedures. This class requires exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from Engineer I in that the later has a greater scope of responsibilities and has a higher education requirement.

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%
- Drafts construction plans using computer aided design (CAD) software; reviews survey notes, soil conditions, topography maps, right-of-way plans, and other information sources for drafting plans; makes routine engineering calculations to determine drainage areas, profile grades, and other volume and quality calculations; develops profiles and cross sections from contour plans; develops contour plans from survey data and cross sections; plots drawings for review or for final master construction set.
- 20% +/- 10%
- Reviews routine and complex engineering calculations for mathematical error; assists in preparation of engineer's estimates.
- 10 +/- 5%
- Performs routine maintenance of both mechanical and computer-aided drafting equipment and quality of final original plan tracings.
- 10 +/- 5%
- Assists Professional Surveyor in making field measurements, collecting data, and verifying survey information to facilitate plan preparation.; determines drainage areas, geometric areas, and profile grades

Experience Required to Perform Essential Job Functions

- High School diploma and five (5) years of drafting and/or AutoCAD computer and technical engineering experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Engineering Technician

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 automated office machines including computers and peripheral equipment.

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCAD; Civil3D), civil infrastructure design and documentation, spreadsheet (MS Excel), and word processing software (MS Word).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including engineering plans, survey notes, topography maps, and historic plans of previous projects.
- Ability to comprehend a variety of reference books and manuals including reference and computer software manuals, street and aerial photos, and legal documents.
- Ability to prepare construction drawings and plans and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic engineering related terminology and language
- Ability to communicate with supervisor, engineers, co-workers, and the general public.

Environmental Adaptability

- Work is typically performed in the field and in an office environment.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, vibrations, traffic hazards, and machinery.

Engineering Technician

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18701	Engineering Technician	Public Works	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18701	Engineering Technician	Public Works	Non- Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language was updated to better reflect the work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18077	Section Chief, Engineer	Public Works	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18077	Section Chief, Engineer	Public Works	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. Language has been updated to better reflect the work performed on the job. A Technology Requirements section was added.
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No. of Employees Affected:	Six (6)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Thomas Sotak, Chief Deputy Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Dave Marquard, County Engineer	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Michael Dever, Director Public Works	9/1/2020	Email	Sent drafted Specifications
	9/15/2020	Email	Reminder
	9/29/2020	Email	Reminder
	10/5/2020	Email	Reminder
Jim Battigaglia, Archer Consultant	10/20/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Section Chief, Engineering	Class Number:	18077
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works	Exhibit I	

Classification Function

The purpose of this classification is to plan, organize, manage, and control a section in the Public Works Engineer Office (e.g. construction, sanitary, bridge design, highway design, planning and programming). The incumbent also provides highly responsible administrative support to Chief Deputy Engineer.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and controlling a section of the Public Works Engineer Office, under general direction. This class requires the analysis and solution of operational, technical, administrative, and management problems related to engineering. The employee is expected to meet, consult, and collaborate with the Chief Deputy Engineer to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with State and local laws, regulations, and engineering requirements; in conjunction with the Chief Deputy Engineer, directs projects, programs, objectives, policies, procedures, and staffing plans; designs and approves plans; develops funding strategies for projects; advises County Engineer and Director on policy and project status; performs the work of lower level engineers when short-staffed.

- 25% +/- 10%
- Supervises and directs the work of assigned section in the Public Works Engineer Office and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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.

- 25% +/- 10%
- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects field projects under construction; develops solutions to project problems; observes field conditions of proposed projects.

Section Chief, Engineering

10% +/- 5%

- Reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and participates in professional group meetings, conferences, seminars, and training.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor's Degree in Civil engineering or Civil/Construction engineering technology or a related field desirable with nine (9) years previous experience, including one (1) year of supervisory or engineering project management experience or an equivalent combination of education, training, and experience.
- A Professional Engineer (PE) license is required.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must obtain a Professional Engineer (PE) license within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a measuring wheel, slump cone, and various hand tools (e.g. hammers, chisels, screwdrivers).

Technology Requirements

- Ability to operate a variety of software and databases including computer aided design (CAD) software (AutoCad; Civil3D), construction management and communication software (APPIA), database management software (MS Access), email software (MS Outlook), geographic information system (GIS) software, spreadsheet software (MS Excel), word processing software (MS Word).

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 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 add, subtract, multiply, divide, calculate decimals and percentages, and utilize routine statistics, advanced statistics, algebra, geometry, trigonometry, and calculus.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

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 invoices, project plans, construction schedules, timesheets, leave requests, material submittals, project amendments, inspection reports, testing reports, work reports, contracts, other reports and records, and legal descriptions.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code (ORC), Ohio Department of Transportation (ODOT) Construction and Material Specifications, ODOT Construction Manual of Procedures, ODOT/AASHTO Design manuals, ODOT Bridge Inspection Manual, Manual of Uniform Traffic Control Devices, AISC steel design guidelines, ACI reinforced concrete design standards, Ohio EPA regulations, and other codes and standards manuals.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, project plans, estimates, requests for proposal, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, 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 engineering, related legal, construction, and accounting terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, vendors, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature and weather extremes, dust, noise extremes, electrical currents, bodily fluids, toxic/poisonous agents, vibrations, traffic hazards, and machinery.

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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12092	Senior Emergency Management Specialist	Public Safety & Justice Services	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12092	Senior Emergency Management Specialist	Public Safety & Justice Services	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Language was updated to better reflect the work performed on the job. A Technology Requirements Section was added.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Bryan Kloss, Supervisor, Emergency Management	9/4/2020	Email	Send draft specification
Mark Christie, Manager, Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Emergency Management Specialist	Class Number:	12092
FLSA:	Exempt	Pay Grade:	10A
Department:	Public Safety and Justice Services Exhibit J		

Classification Function

The purpose of this classification is to develop and maintain programs and plans related to emergency preparedness, response, recovery, and mitigation for first responders and government and non-governmental agencies.

Distinguishing Characteristics

This is a journey level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. This position does not directly supervise but may assign, review, plan, and coordinate the work of lower level employees or coordinate the activities of a team. This position is required to be on-call outside of normal business hours for emergency situations.

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%

- Develops and maintains programs and plans related to emergency preparedness, response, recovery, and mitigation; ensures plans are in compliance with applicable State and Federal regulations; researches, reviews, and provides planning support and technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans; updates emergency operations documents (emergency support function documents, incident specific documents, etc.); designs Emergency Management exercises; assists with creating implementation strategies for programs; assists with planning emergency preparedness test exercises; attends and participates in, Emergency Management Meetings, Tabletop Exercises, Cuyahoga County Office of Emergency Management (CCOEM) Summit, and other meetings and conferences.

15% +/- 10%

- Conducts emergency response activities at the County Emergency Operations Center when activations occur and during exercises; acts as a member of the incident support team; coordinates with public officials and communities for damage reports; performs and/or assists with damage assessments of public and private property; maintains activity logs to document emergency or disaster events; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency in providing UAV; conducts damage assessment field evaluations in person or using the UAV; conducts and assists with after-action meetings following emergency events or exercises to identify and implement improvements to emergency plans and operations.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

Senior Emergency Management Specialist

20% +/- 10%

- Coordinates public outreach campaigns and materials; develops materials and presentations for emergency management trainings and presentations; prepares fact sheets, newsletters, flyers, and emergency preparedness guides; posts updates, news, and notifications to social media accounts, office website, and Ready Notify program; reviews and edits publications; attends public outreach events to answer questions and pass out literature; delivers trainings and presentations regarding emergency management plans.

15% +/- 10%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; inputs data into databases; stays abreast of best practices, new policies and procedures, and laws.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree emergency management, public administration, or other public safety discipline with three (3) years of emergency management or public safety experience; or an equivalent combination of training and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include but are not limited to Microsoft Office Suite applications, video and audio conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

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 perform routine statistics.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

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 after action reports, exercise/training evaluation forms, emergency operating plans, publications, memorandums, various outreach materials, various emergency plans, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, National Incident Management System guidelines, relevant federal and state laws, department guidelines, policies, and procedures, and Ohio Revised Code.
- Ability to prepare exercise/training evaluation forms, correspondence, publications, evacuation plans, damage assessments, presentations, flyers, planning documentations, various emergency and incident plan documents, reports, excel spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment but may be required to be in the field for damage assessments or other support operations.
- Work may involve exposure to temperature and weather extremes, wetness, humidity, smoke, dust, and bright or dim lights.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12093	Supervisor, Emergency Management Specialist	Public Safety & Justice Services	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12093	Supervisor, Emergency Management Specialist	Public Safety & Justice Services	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Language was updated to better reflect work performed on the job. A Technology Requirement section was added.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Public Safety & Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mark Christie, Manager Emergency Management	9/4/2020	Email	Send draft specification
Jim Battigaglia, Archer Consultant	10/2/2020	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Emergency Management	Class Number:	12093
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Safety and Justice Services	Exhibit K	

Classification Function

The purpose of this classification is to develop, coordinate, maintain, and implement emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs.

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to a unit within the Office of Emergency Management. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This position is required to be on-call outside of normal business hours for emergency situations.

Essential Job Functions

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

- 50% +/- 10%
- Develops, coordinates, maintains, and implements emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs; plans, coordinates, and participates in emergency management trainings, workshops, and conferences; oversees design, development, and implementation of emergency management tabletop and full-scale training exercises; works cooperatively with County departments, municipalities, and outside agencies and partners to enhance coordination and improve emergency response capabilities; provides emergency planning support and assistance to other agencies and municipalities; manages compliance of programs and emergency plans with various local, state, and federal requirements, guidelines, and laws; makes recommendations for program improvement; oversees development and implementation of public safety training and outreach campaigns and materials; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency providing the UAV to utilize during various situations.

- 20% +/- 10%
- Supervises and manages unit staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or 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.

Supervisor, Emergency Management

15% +/- 5%

- Coordinates operations when Emergency Operation Center (EOC) activations occur; assists with the coordination of agency operations and County response during emergency/crisis incidents; acts as a liaison during County EOC activations; coordinates allocation of resources and materials; coordinates and executes plans for operational emergency support; coordinates and conducts damage assessments with municipalities to record and assess the damage from naturally occurring incidents; conducts or participates in after-action meetings following emergency events or exercises to identify and implement improvements to emergency plans and operations; evaluates and updates OEM operation policies.

15% +/- 5%

- Performs supporting administrative responsibilities; responds to emails and phone calls; attends various training, workgroups, exercises, and meetings; prepares and maintains records, documentation, and special reports related to work performed; inputs and maintains data into information sharing system and resource database; prepares and monitors grant applications and grant compliance; coordinates training and exercise schedule.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in emergency management, public administration, or other public safety discipline with five (5) years of emergency management or public safety experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of computer applications that include, but are not limited to, Microsoft Office Suite applications, video and audio-conferencing software, geographic information systems (GIS), mass notification systems, social media, and environmental analytics software.

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.

Effective Date: 06.16.2016
Last Modified: 06.16.2016

Supervisor, Emergency Management

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including time sheets, after action reports, emergency management plans, publications, newsletters, memorandums, various outreach materials, expense reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Emergency Planning and Community Right-to-Know Act, National Incident Management System guidelines, relevant federal and state laws, department guidelines, policies, and procedures, SARA Title III, and the Ohio Revised Code.
- Ability to prepare correspondence, performance evaluations, evacuation plans, damage assessments, presentations, planning documents, various emergency and incident plan documents, agendas, memorandums, training documents, after action reports, grant applications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, community officials, advisory board, other Cuyahoga County personnel, Administrator, committees, outside boards, various state and federal agencies, police, firefighters, EMS, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and occasionally in the field for damage assessments or other support operations.
- Work may involve exposure to temperature and weather extremes, wetness, humidity, smoke, dust, and bright or dim lights.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0044

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 10, 2019, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2020/2021 (Resolution No. R2019-0224) establishing the 2020/2021 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2021 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

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

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

SECTION 1. That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A. Other Judicial JC280105 – Juvenile Court Probation Personal Services	\$ 7,707,259.00	JE050
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Other Expenses	\$	3,645,709.00
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The Office of Budget and Management requests appropriations for new accounting units to properly account for Health and Human Services Levy funds. When INFOR/Lawson and the new chart of accounts was implemented, several departments and divisions were combined in the Health and Human Services Levy fund rather than the respective Human Services fund and Other Health and Safety fund (allowing for expenditures to be directly charged to the Health and Human Services Levy and potentially exceed the approved budget). This change will provide a consistent method for calculating and posting Health and Human Services levy subsidies to all departments and divisions. Once this appropriation posts, a corresponding appropriation reduction will appear on a future fiscal agenda. The source of funding is Health and Human Services Levy.

B. Other Judicial		JE051
JC280100 – Juvenile Court Legal		
Personal Services	\$	977,335.00
Other Expenses	\$	4,216,981.00

The Office of Budget and Management requests appropriations for new accounting units to properly account for Health and Human Services Levy funds. When INFOR/Lawson and the new chart of accounts was implemented, several departments and divisions were combined in the Health and Human Services Levy fund rather than the respective Human Services fund and Other Health and Safety fund (allowing for expenditures to be directly charged to the Health and Human Services Levy and potentially exceed the approved budget). This change will provide a consistent method for calculating and posting Health and Human Services levy subsidies to all departments and divisions. Once this appropriation posts, a corresponding appropriation reduction will appear on a future fiscal agenda. The source of funding is Health and Human Services Levy.

C. Other Judicial		JE052
JC280110 – Juv. Court Detention Services		
Personal Services	\$	752,964.00
Other Expenses	\$	2,646,341.00

The Office of Budget and Management requests appropriations for new accounting units to properly account for Health and Human Services Levy funds. When INFOR/Lawson and the new chart of accounts was implemented, several departments and divisions were combined in the Health and Human Services Levy fund rather than the respective Human Services fund and Other Health and Safety fund (allowing for expenditures to be directly charged to the Health and Human Services Levy and potentially exceed the approved budget). This change will provide a consistent method for calculating and posting Health and Human Services levy subsidies to all departments and divisions. Once this appropriation posts, a corresponding appropriation reduction will appear on a future fiscal agenda. The source of funding is Health and Human Services Levy.

D. Other Judicial		JE053
JC280120 – Juv. Court Intervention Serv.		
Personal Services	\$	1,392,543.00
Other Expenses	\$	118,110.00

The Office of Budget and Management requests appropriations for new accounting units to properly account for Health and Human Services Levy funds. When INFOR/Lawson and the new chart of accounts was implemented, several departments and divisions were combined in the Health and Human Services Levy fund rather than the respective Human Services fund and Other Health and Safety fund (allowing for expenditures to be directly charged to the Health and Human Services Levy and potentially exceed the approved budget). This change will provide a consistent method for calculating and posting Health and Human Services levy subsidies to all departments and divisions. Once this appropriation posts, a corresponding appropriation reduction will appear on a future fiscal agenda. The source of funding is Health and Human Services Levy.

E. Health and Human Services Levy			JE054
HS280130 – Family Justice Ctr.			
Personal Services	\$	192,661.00	
Other Expenses	\$	236,755.00	

The Office of Budget and Management requests appropriations for new accounting units to properly account for Health and Human Services Levy funds. When INFOR/Lawson and the new chart of accounts was implemented, several departments and divisions were combined in the Health and Human Services Levy fund rather than the respective Human Services fund and Other Health and Safety fund (allowing for expenditures to be directly charged to the Health and Human Services Levy and potentially exceed the approved budget). This change will provide a consistent method for calculating and posting Health and Human Services levy subsidies to all departments and divisions. Once this appropriation posts, a corresponding appropriation reduction will appear on a future fiscal agenda. The source of funding is Health and Human Services Levy.

F. Health and Human Services Levy			JE055
HS255125 – Human Services Other Program			
Other Expenses	\$	935,000.00	

The Office of Budget and Management requests appropriations for new accounting units to properly account for Health and Human Services Levy funds. When INFOR/Lawson and the new chart of accounts was implemented, several departments and divisions were combined in the Health and Human Services Levy fund rather than the respective Human Services fund and Other Health and Safety fund (allowing for expenditures to be directly charged to the Health and Human Services Levy and potentially exceed the approved budget). This change will provide a consistent method for calculating and posting Health and Human Services levy subsidies to all departments and divisions. Once this appropriation posts, a corresponding appropriation reduction will appear on a future fiscal agenda. The source of funding is Health and Human Services Levy.

G. Health and Human Services Levy			JE056
HS260350 – Homeless Services			
Personal Services	\$	503,209.00	
Other Expenses	\$	10,327,943.00	

The Office of Budget and Management requests appropriations for new accounting units to properly account for Health and Human Services Levy funds. When INFOR/Lawson and the new chart of accounts was implemented, several departments and divisions were combined in the Health and Human Services Levy fund rather than

the respective Human Services fund and Other Health and Safety fund (allowing for expenditures to be directly charged to the Health and Human Services Levy and potentially exceed the approved budget). This change will provide a consistent method for calculating and posting Health and Human Services levy subsidies to all departments and divisions. Once this appropriation posts, a corresponding appropriation reduction will appear on a future fiscal agenda. The source of funding is Health and Human Services Levy.

H. Health and Human Services Levy		JE057
HS260355 – Office of Reentry		
Personal Services	\$	588,061.00
Other Expenses	\$	2,246,558.00

The Office of Budget and Management requests appropriations for new accounting units to properly account for Health and Human Services Levy funds. When INFOR/Lawson and the new chart of accounts was implemented, several departments and divisions were combined in the Health and Human Services Levy fund rather than the respective Human Services fund and Other Health and Safety fund (allowing for expenditures to be directly charged to the Health and Human Services Levy and potentially exceed the approved budget). This change will provide a consistent method for calculating and posting Health and Human Services levy subsidies to all departments and divisions. Once this appropriation posts, a corresponding appropriation reduction will appear on a future fiscal agenda. The source of funding is Health and Human Services Levy.

I. Health and Human Services Levy		JE058
FS256110 – MetroHealth Susidy (Levy)		
Other Expenses	\$	32,472,000.00

The Office of Budget and Management requests appropriations for new accounting units to properly account for Health and Human Services Levy funds. When INFOR/Lawson and the new chart of accounts was implemented, several departments and divisions including MetroHealth were combined in the Health and Human Services Levy fund rather than the respective Human Services fund and Other Health and Safety fund (allowing for expenditures to be directly charged to the Health and Human Services Levy and potentially exceed the approved budget). This change will provide a consistent method for calculating and posting Health and Human Services levy subsidies to all departments and divisions. Once this appropriation posts, a corresponding appropriation reduction will appear on a future fiscal agenda. The source of funding is Health and Human Services Levy.

J. Health and Human Services Levy		JE059
FS257110 – HHS Levy 4.7		
Other Expenses	\$	29,100,820.00

The Office of Budget and Management requests appropriations for new accounting units to properly account for Health and Human Services Levy funds. When INFOR/Lawson and the new chart of accounts was implemented, several departments and divisions were combined in the Health and Human Services Levy fund rather than the respective Human Services fund and Other Health and Safety fund (allowing for expenditures to be directly charged to the Health and Human Services Levy and potentially exceed the approved budget). This change will provide a consistent method for calculating and posting Health

and Human Services levy subsidies to all departments and divisions. Once this appropriation posts, a corresponding appropriation reduction will appear on a future fiscal agenda. The source of funding is Health and Human Services Levy.

K. HHS 27th Pay Reserve **JE060**
 FS280115 – HHS Levy 4.7
 Other Expenses \$ 340,108.00

The Office of Budget and Management requests appropriations for new accounting units to properly account for Health and Human Services Levy funds. When INFOR/Lawson and the new chart of accounts was implemented, several departments and divisions were combined in the Health and Human Services Levy fund rather than the respective Human Services fund and Other Health and Safety fund (allowing for expenditures to be directly charged to the Health and Human Services Levy and potentially exceed the approved budget). This change will provide a consistent method for calculating and posting Health and Human Services levy subsidies to all departments and divisions. Once this appropriation posts, a corresponding appropriation reduction will appear on a future fiscal agenda. The source of funding is Health and Human Services Levy.

L. General Fund **JE074**
 PC100100 – CPC Administration
 Other Expenses \$ 275,800.00

The Planning Commission requests an appropriation increase of \$275,800.00 for a joint project with Dept of Public Works to advance a Lakefront Public Access Study and Plan. In 2020, County Planning received and deposited revenues in the amount of \$275,800 from the Department of Public Works to finance the third party contract with Smithgroup to execute the Plan. This project was partially budgeted in the 2020 budget (R2020-0223) but due to procurement delays, the 2020 appropriation was not utilized and the entire project cost is requested in the 2021 Planning Commission budget. Funding comes from the General Fund using revenues received from Public Works during 2020 to cover this project cost.

M. Children Services **JE075**
 HS215110 – Purch. Congregate & Foster Care
 Other Expenses \$ 1,039,418.00

The Department of Health and Human Services-Division of Children and Family Services requests an appropriation increase of \$1,039,418 for the State Fiscal Year 2021 Children Services Best Practices & Foster Parent Recruitment allocation. The funds were received and deposited in November, 2020 (batch 8307) and are included in the cash balance carried forward to 2021. The funding source is the Children Services Best Practices & Foster Parent Recruitment allocation provided by ODJFS.

N. Health and Human Services Levy **JE076**
 HS260355 – Office of Reentry
 Other Expenses \$ 331,000.00

The Department of Health and Human Services-Office of Reentry requests additional appropriations of \$331,000 to fund Oriana House. The Office of Re-Entry was unable to encumber the funds before the end of 2020. The unused cash balance from 2020 was

carried forward into 2021. The source of funding is the Health and Human Services Levy fund.

O. Children Services **JE077**
HS215110 – Purch. Congregate & Foster Care
Other Expenses \$ 1,870,952.40

The Department of Health and Human Services-Division of Children and Family Services requests \$1,870,952.40 in additional appropriations for the State Fiscal Year 2021 Multi-System Youth Funding allocation awarded by the Ohio Department of Job and Family Services (ODJFS). SFY 2021 represents the 2nd year the State has awarded MSY funds to county Public Children Service Agencies (PCSA) to do the following: 1) Support parents and prevent parental relinquishment of custody; 2) Support the care of children in custody and ensure a child's successful transition following discharge from congregate care; and 3) Support the cost of a child remaining in custody after their 18th birthday. The funding source is the Multi-System Youth Funding allocation provided by ODJFS.

P. Human Services **JE080**
HS260265 – Community Programs
Other Expenses \$ 150,000.00

The Department of Health and Human Services requests an increase of \$150,000.00 in appropriations for the Division of Senior & Adult Services to continue the Cleveland Clergy Alliance initiative into 2021. Funding comes from the Health and Human Services levy.

Q. Human Services **JE082**
WF260110 – WF Innovation & Opportunities
Other Expenses \$ 718,606.90

Ohio Means Jobs – Cleveland/Cuyahoga requests additional appropriations of \$718,606.90 for funding awards granted from the Ohio Department of Job and Family Services. Awards are in the amount of \$405,922.90 for administration of the Reemployment Services and Eligibility Assessment program, \$300,000 for the local area business resource network and \$12,684.00 for the State Opioid Response program. Funding source is grants awarded by the Ohio Department of Jobs and Families Services (See related cash transfer item E). The grant period is 1/1/2021 through 12/31/2021. The funding source is Workforce innovation and Opportunities Act. There is no funding match requirement.

R. Other Community Development **JE084**
EX275100 – Sustainability Projects
Other Expenses \$ 40,000.00

The Department of Sustainability requests additional appropriations in the amount of \$40,000 for consultant services for the Phase 2 roll out of the bike access planning. Funding for this contract comes from donations from the nonprofit organization Bike Cleveland.

S. Other Legislative and Exec.	CP-21-NOACA-CBS
EX290110 – Bike Share Program – NOACA	
Other Expenses	\$ 18,686.00

The Department of Sustainability requests appropriations of \$18,686 in remaining donations received for previous bike transportation projects. Item GL-28-00 requests to transfer these funds to be used in a new bike transportation project.

T. Community Development	HS-21-COC-PLAN
HS220115 – Continuum of Care	
Other Expenses	\$ 250,000.00

The Department of Health and Human Services-Office of Homeless Services is requesting an appropriation increase in the amount of \$250,000. Cuyahoga County has been awarded a new grant through FY 2019 HUD Continuum of Care in the amount of \$250,000. Continuums of Care Planning Grants support implementation of best practices and improvement of outcomes across the HEARTH Act prioritized activities. Housing Innovations will be awarded \$132,000 to provide the above activities. YWCA, A Place 4 Me, will be awarded \$118,000 to assist with strategies to prevent and end youth homelessness. These activities include developing data, engaging with, and designing a homeless response system targeted to vulnerable and housing unstable Youth to prevent homelessness and to quickly resolve their homelessness when it does occur. The funding source is 100% federal FY2019 U.S. Department of Housing and Urban Development, Continuum of Care Program with a grant award number of OH0642L5E021900. This grant runs from 1/1/2020 through 12/31/2021 and no cash match is required.

U. Community Development	S-L-19-1DD-2
HS220100 – Homeless Services	
Other Expenses	\$ 1,160,000.00

The Department of Health and Human Services-Office of Homeless Services is requesting an appropriation increase in the amount of \$1,160,000. Cuyahoga County has received an award Ohio Development Services Agency (ODSA) in the amount of \$1,460,000. The initial \$300,000 of this award was encumbered in 2020 and this appropriation increase includes the remainder of the award for 2021. The funds are used for Rapid Re-housing (\$860,000) and Coordinated Entry (\$300,000). EDEN, Inc. provides Rapid Re-Housing assistance to homeless persons and families, enabling them to move into housing quickly while providing supportive services during the rent subsidy period to help stabilize the household. FrontLine Service operates the Coordinated Entry System, the front door to accessing shelter and housing services for persons experiencing a housing crisis in Cuyahoga County. The 2009 HEARTH Act requires that Continuums of Care establish a Coordinated Entry System to assure that those who are most vulnerable and literally homeless are prioritized for the limited resources available for homeless intervention services. The funding source is 100% PY 2019 Homeless Crisis Response Program with a grant award number of S-L-19-1DD-2. This grant runs from 1/1/2020 through 12/31/2021 and no cash match is required.

V. Community Development	DV-21-TREA-ERA
DV350105 – Emer Rental Asst – Covid-19	

Other Expenses \$ 25,494,727.40

The Department of Development is requesting an appropriation increase in the amount of \$25,494,727.40 for Emergency Rental Assistance for COVID-19 accounting unit. This is to support funding for emergency rental assistance, utility assistance, and other housing costs for Cuyahoga County Residents impacted by the COVID-19 economic disruption. Funds should be used for direct financial assistance (including rent, rental arrears, utilities, home energy costs, and other expenses related to housing). Funding is provided by the US Department of Treasury for the period of 1/1/21 through 12/31/21.

W. General Fund **JE089**
FS100190 – COVID-19 Response 2021 GF
Other Expenses \$ 1,000,000.00

The Office of Budget and Management is requesting appropriations in the amount of \$1,000,000.00, for the purpose of covering 2021 expenses associated with the COVID-19 pandemic. If additional federal CARES Act (or similar) funding is received, expenditures charged to this appropriation will be transferred. Funding source is General Fund covering the period of 01/01/2021 through 12/31/2021. This item was included in the 2020-21 operating budget as a one-time use of reserves.

X. Human Services **JE090**
FS260115 – COVID-19 Response 2021 Levy
Other Expenses \$ 4,000,000.00

The Office of Budget and Management is requesting appropriation in the amount of \$4,000,000.00, for the purpose of covering 2021 expenses associated with the COVID-19 pandemic. If additional federal CARES Act (or similar) funding is received, expenditures charged to this appropriation will be transferred. Funding source is the Health and Human Services Levy Fund covering the period of 01/01/2021 through 12/31/2021. This item was included in the 2020-21 operating budget as a one-time use of reserves.

Y. General Fund **JE091**
FS100100 – Administration
Other Expenses \$ 200,000.00

The Fiscal Department requests an increase in appropriations in the amount of \$200,000 to cover an amendment and increase to the Protiviti Contract. The Protiviti contract provides assistance on the year-end audit, departmental support for currently open positions as well as the cash reconciliation for the County's Financial Reporting Department. This contract needs to be amended due to the year-end deadlines related to the annual audit as well as ongoing backfill for open positions. This contract will also support Fiscal Departments due to various employee vacancies - controller and other accounting personnel. This amendment was not anticipated in the original approved 2021 budget thus resulting in the increase at this time. This funding comes primarily from the General Fund with a portion coming from the REA fund related to resources used by the Transfer and Recording Department.

Z.	Health and Human Services Levy		JE094
	FS260110 – Fiscal		
	Other Expenses	\$	222,300.00

The Office of Budget and Management requests appropriations for new accounting units to properly account for Health and Human Services Levy funds. When INFOR/Lawson and the new chart of accounts was implemented, several departments and divisions were combined in the Health and Human Services Levy fund rather than the respective Human Services fund and Other Health and Safety fund (allowing for expenditures to be directly charged to the Health and Human Services Levy and potentially exceed the approved budget). This change will provide a consistent method for calculating and posting Health and Human Services levy subsidies to all departments and divisions. Once this appropriation posts, a corresponding appropriation reduction will appear on a future fiscal agenda. The source of funding is Health and Human Services Levy.

AA.	Other Judicial		DR-21AB-FF
	DR285105 – Domestic Relations Other Judicial Grants		
	Other Expenses	\$	65,000.00

The Domestic Relations Court is requesting new appropriations in the amount of \$65,000 for the purpose of establishing the 2021 Families First Program. This voluntary program supports families in the process of divorce and struggling with addiction and mental health issues by providing resources and skills to effectively co-parent in a manner that contributes to healthy and successful children. This continuation grant is funded by the ADAMHS Board of Cuyahoga County for the period of January 1, 2021, to December 31, 2021, and is paid on a reimbursable basis. There is no cash match required. Closure of the previous 2020 grant, accounted for in activity code RES0191108, is forthcoming pending a final reimbursement received from the grantor.

AB.	Other Judicial		ME-21-OFR
	ME285145 – Medical Examiner Other Judicial Grants		
	Personal Services	\$	6,467.00
	Other Expenses	\$	13,533.00

The Department of Public Safety and Justice Services, on behalf of the Medical Examiner’s Office, is requesting new appropriations in the amount of \$20,000, for the purpose of establishing the Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) Overdose Fatality Review Database Pilot Site Selection Project. The Medical Examiner’s Office is the project lead and partnering with the Cuyahoga County Board of Health and Case Western Reserve University to coordinate a best practice approach to area overdose deaths through the pilot development of a standardized data metrics platform portal for federal implementation consideration. The database platform will facilitate communities in capturing key metrics to develop a framework of accountability and action to prevent overdose deaths. This is a new grant funded by the U.S. Department of Justice via the Institute for Intergovernmental Research for the period of September 15, 2020, to September 30, 2021, and is paid on a reimbursable basis. There is no cash match required.

SECTION 2. That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following cash transfers between County funds:

Fund Nos./Budget Accounts

Journal Nos.

A. FROM: Human Services			JE081
HS260295 – Options Prog.			
Other Expenses	\$	1,200,000.00	
Human Services			
HS260275 – Protective Svcs.			
Other Expenses	\$	140,000.00	
TO: Human Services			
HS260265 – Community Programs			
Other Expenses	\$	600,000.00	
Human Services			
HS260295 – Options Program			
Personal Services	\$	190,000.00	
Human Services			
HS260290 – Resource & Training			
Personal Services	\$	310,000.00	
Human Services			
HS260275 – Protective Svcs.			
Other Expenses	\$	100,000.00	
Human Services			
HS260255 – Ofc of the Director			
Other Expenses	\$	140,000.00	

The Division of Senior & Adult Services requests budget corrections realigning 2021 appropriations to correct accounting units based on the approved 2021 Budget Update. Funding Source is Health and Human Services Levy.

B. FROM: General Fund			JE083
JC100115 – Detention Center			
Other Expenses	\$	15,000.00	
TO: General Fund			
JC100115 – Detention Center			
Capital Outlays	\$	15,000.00	

The Juvenile Court requests an appropriation transfer to provide for a purchase of two industrial-sized kettles for the detention center. The funding source is the General Fund.

C. FROM: Opioid Mitigation			JE093
EX451000 – Opioid Mitigation			
Other Expenses	\$	1,964,143.73	

TO: Opioid Mitigation		
EX345100 – Opioid Mitigation		
Personal Services	\$	1,928,193.97
Capital Outlays	\$	35,949.76

The Office of Budget and Management requests an appropriation transfer to correct the unspent 2020 balance of Opioid Mitigation budget. The remaining balance was approved via resolution R2021-0032. Funding is provided by settlement payments from pharmaceutical companies. The unencumbered cash balance as of December 31st was \$113.3 million.

SECTION 3. That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
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A. FROM: General Fund		GL1-00
FS100350 – General Fd Operating Subsidies		
Trans Out – Transfer Out	\$	21,515,994.00
TO: Debt Service		
FS500150 – DS-Med Mart Refunding Series 2		
Trans In – Transfer In	\$	680,150.00
Debt Service		
FS500140 – Debt Service County Hotel		
Trans In – Transfer In	\$	20,735,844.00
Debt Service		
FS500115 – Shaker Square Series 2000A		
Trans In – Transfer In	\$	100,000.00

The Office of Budget and Management requests subsidy cash transfers from the General Fund to the Debt Service Fund for bond issues supported by the General Fund. Funding source is General Fund.

B. FROM: Health and Human Services Levy		GL2-00
FS255110 – HHS Levy 3.9 Subsidy		
Trans Out – Transfer Out	\$	1,198,461.00
TO: Treat Alt for Safer Comm		
CP320105 – TASC HHS		
Trans In – Transfer In	\$	1,198,461.00

The Office of Budget Management (on behalf of Common Pleas Court) is requesting a cash transfer for \$1,198,461. This is to provide the budgeted 2021 General Fund Subsidy to the Common Pleas TASC HHS Accounting Unit. Funding is provided by the Health and Human Services Levy covering the period of 1/1/21 through 12/31/21.

C. FROM: Health and Human Services Levy		GL4-00
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FS255110 – HHS Levy 3.9 Subsidy		
Trans Out – Transfer Out	\$	230,741.00

TO: Health and Human Services Levy		
HS255115 – Family Justice Ctr		
Trans In – Transfer In	\$	230,741.00

The Office of Budget and Management is requesting the 2021 subsidy of \$230,741 for Public Safety and Justices Services Family Justice Center. This subsidy is funded by the Health and Human Services Levy.

D. FROM: Health and Human Services Levy			GL5-00
FS255110 – HHS Levy 3.9 Subsidy			
Trans Out – Transfer Out	\$	43,463,659.00	
TO: ADAMHS			
AB200100 – ADAMHS			
Trans In – Transfer In	\$	43,463,659.00	

The Office of Budget and Management is requesting the 2021 subsidy of \$43,463,659 for the Alcohol Drug and Mental Health Services Board. This subsidy does include the \$4.1M increase approved during the 2021 budget update. The subsidy is funded by the Health and Human Services Levy.

E. FROM: Other Legislative and Exec.			GL28-00
EX290110 – Bike Share Program - NOACA			
Trans Out – Transfer Out	\$	18,686.00	
TO: Other Community Development			
EX275100 – Sustainability Projects			
Trans In – Transfer In	\$	18,686.00	

The Department of Sustainability requests a cash transfer of \$18,686 to partially pay for a consultant for bike transportation access. The source of funding for the transfer is an old project for bike transportation that has a remaining cash balance of \$18,686 (See related additional appropriation item S).

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

Journal CC041
February 9, 2021



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: January 29, 2021

Re: Fiscal Agenda – 2/9/2021

cc: Michael Chambers, Fiscal Office; Mary Louise Madigan, Communications

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **February 9, 2021**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to reconcile the originally adopted 2020 Budget. Items of note on this agenda include:

- Request to provide appropriation increase/decrease as requested.
- Request to provide appropriations for various grants that have been awarded.
- Request to provide appropriation transfers as requested
- Cash Transfers as requested.

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

Department	Amount Requested	Item	Funding Source	Purpose
OBM/Juvenile Court	\$21,457,242.00	A-D	Health and Human Services Levy Fund	Appropriation Decrease
OBM/HHS	\$76,943,115.00	E-K	Health and Human Services Levy Fund	Appropriation Increase
Planning Commission	\$275,800.00	L	General Fund	Appropriation Increase
Children & Family Services	\$2,910,370.40	M / O	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Re-Entry	\$331,000.00	N	Health and Human Services Levy Fund	Appropriation Increase

Development	\$25,494,727.40	V	Grant – No General/HHS Levy Fund Impact	Grant Appropriation
Domestic Relations	\$65,000.00	AA	Grant – No General/HHS Levy Fund Impact	Grant Appropriation
OBM	\$222,300.00	Z	Health and Human Services Levy Fund	Appropriation Increase
Fiscal Department	\$200,000.00	Y	General Fund	Appropriation Increase
Homeless Services	\$1,410,000.00	T / U	Grant – No General/HHS Levy Fund Impact	Grant Appropriation
Medical Examiner	\$20,000.00	AB	Grant – No General/HHS Levy Fund Impact	Grant Appropriation
OBM	\$1,000,000.00	W	General Fund	Appropriation Increase
OBM	\$4,000,000.00	X	Health and Human Services Levy Fund	Appropriation Increase
Senior and Adult Services	\$150,000.00	P	Health and Human Services Levy Fund	Appropriation Increase
Sustainability	\$58,686.00	R / S	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Workforce Development	\$718,606.90	Q	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase

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

Department	Amount Transferred	Item	Funding Source	Purpose
Senior and Adult Services	\$1,340,000.00	A	Health and Human Services Levy Fund	Appropriation Transfer
Juvenile Court	\$15,000.00	B	General Fund	Appropriation Transfer
OBM/Executive	\$1,964,143.73	C	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Transfer

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

Department	Amount Transferred	Item	Funding Source	Purpose
OBM	\$21,515,994.00	A	General Fund/Debt Service	Cash Transfer

Common Pleas	\$1,198,461.00	B	Health and Human Services Levy Fund	Cash Transfer
OBM	\$230,741.00	C	Health and Human Services Levy Fund	Cash Transfer
OBM	\$43,463,659.00	D	Health and Human Services Levy Fund	Cash Transfer
Sustainability	\$18,686.00	E	Grant – No General/HHS Levy Fund Impact	Cash Transfer

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0045

Sponsored by: County Executive Budish/Department of Law	A Resolution approving a proposed settlement in the matter of <i>Scot M. Rourke v. Cuyahoga County, et al.</i> , Cuyahoga County Court of Common Pleas, Case No. CV 19 926196; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Scot M. Rourke filed a civil action docketed as *Scot M. Rourke v. Cuyahoga County, et al.*, Cuyahoga County Court of Common Pleas, Case No. CV 19 926196; and

WHEREAS, Scot M. Rourke and the County of Cuyahoga, Ohio wish to fully and completely resolve with finality any and all alleged claims of whatever kind or nature that Scot M. Rourke has or may have against the County of Cuyahoga; and

WHEREAS, the parties hereto have reached a settlement agreement that, if performed, will fully settle and resolve the matter; and

WHEREAS, Cuyahoga County Council, having been briefed about the facts and the history of the case, approves of the proposed settlement.

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

SECTION 1. The Cuyahoga County Council hereby approves the settlement agreement with Plaintiff in the matter of *Scot M. Rourke v. Cuyahoga County, et al.*, Cuyahoga County Court of Common Pleas, Case No. CV 19 926196, in the total amount of Two Hundred and Forty-Five Thousand Dollars (\$245,000.00), inclusive of all costs and attorneys' fees.

SECTION 2. The County Executive (or his authorized designee) is hereby authorized to execute a settlement agreement and any other documents to effectuate the settlement in accordance with this Resolution.

SECTION 3. If any specific appropriation is necessary to effectuate this settlement, such appropriation is approved, and the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

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

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

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

Yeas:

Nays:

_____ Date

County Council President

_____ Date

County Executive

_____ Date

Clerk of Council

Journal CC041
February 9, 2021

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0046

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution making an award on Purchase Order No. 21000091 to The Safety Company dba MTech Company in the amount not-to-exceed \$1,227,494.98 for a state contract purchase of two (2) 2020 replacement GapVax Combination Jet/Vacuum Machines and one (1) replacement Cues Sewer Inspection System Truck; authorizing the County Executive to execute the Purchase Order and all other documents consistent this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on Purchase Order No. 21000091 to The Safety Company dba MTech Company in the amount not-to-exceed \$1,227,494.98 for a state contract purchase of two (2) 2020 replacement GapVax Combination Jet/Vacuum Machines and one (1) replacement Cues Sewer Inspection System Truck; and

WHEREAS, the primary goal of this project is to obtain two (2) GapVax Combination Jet/Vacuum Machines along with a Camera Inspection Truck for Department of Public Works Sanitary group; and

WHEREAS, funding is 100% Sanitary Sewer Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on Purchase Order No. 21000091 to The Safety Company dba MTech Company in the amount not-to-exceed \$1,227,494.98 for a state contract purchase of two (2) 2020 replacement GapVax Combination Jet/Vacuum Machines and one (1) replacement Cues Sewer Inspection System Truck.

SECTION 2. That the County Executive is authorized to execute a Purchase Order and all documents consistent with this Resolution.

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

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

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

Yeas:

Nays:

_____ Date

County Council President

_____ Date

County Executive

_____ Date

Clerk of Council

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

Journal _____
_____, 20 ____

FLEET SERVICES (SAN) - (2) 2020 GAPVAX COMBINATION JET/VACUUM MACHINES AND ONE (1) CUES SEWER INSPECTION SYSTEM TRUCK

Scope of Work Summary

The Department of Public Works is requesting to purchase off the State of Ohio contract – two (2) 2020 GapVax Combination Jet/Vacuum Machines and one (1) Cues Sewer Inspection System Truck in compliance with State Contract #800834. This will result in a Purchase Order.

The goal of this project is to obtain (2) GapVax Combination Jet/Vacuum Machines along with a Camera Inspection Truck for DPW’s Sanitary Division.

These vehicles will replace existing trucks from the Sanitary Division (2010, 2012, and 2007) that have become more costly to maintain due to their age and wear & tear that these vehicles endure daily. Repair costs continue to rise with the age of existing vehicles and to ensure the Sanitary Division maintains schedules and services in the communities without any interruptions, these new vehicles are being requested.

Procurement

This procurement method being requested is a State of Ohio Contract #800834, in the amount of \$1,227,494.98. The Department of Public Works has chosen to purchase the vehicles through the State of Ohio contract, which provides suitable units that were already competitively bid through the State of Ohio and allows for timely delivery.

Contractor Information

Vendor Name: M Tech Company
Street address: 7401 First Place
City, State, and Zip Code: Cleveland, OH 44146
The vendor contact is Dan Soukup

Funding

Funding approved through Sanitary Sewer Fund (PW715200 - 70000)
The schedule of payment is by invoice.

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	4712
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	21000091 STAC
Event #	N/A
PO#	21000091

X I certify that I have followed the current purchasing policies and procedures and no items being purchased under this requisition have been ordered or received.

CTO or TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Briefing Memo	Department	Clerk of the Board
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❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

❖
1/13/2021: needs to change line item 2 to LOT price, as quote is for 2 trucks

Required Documents for All Purchase Orders (ALL Non-Contract Purchases)				
			Department initials	OPD
IG# 12-1960			DT	OK
Debarment/Suspension Verified	Date:	1/11/21	DT	OK
Auditor’s Finding	Date:	1/11/21 (MTech) 1/13/2021 Safety Co)	DT	OK (completed 1/13/2021)
Vendor’s Submission * (or BSO Bid Tabulation)			DT	OK (quotes dated 12/15/2020 & 12/29/2020)
Independent Contractor (I.C.) Requirement	Date:	1/11/21 12/16/2020	DT	OK (revised uploaded 01/13/2021)
Checklist			DT	OK

*If State Contract or Cooperative purchase, must have the contract number and expiration date listed

State Contract 800489 – expiration 3/31/2021 – Open to coop – OK 1/13/2021 (attached)
State Contract 800834 – expiration 2/29/2024 – Open to coop – OK 1/13/2021 (attached)

Required Documents Dependent upon Procurement Type				
			Department initials	OPD
Annual Non-Competitive Bid Contract Statement	Date:	1/11/21	DT	OK
Bid Specification Packet				
Tabulation Sheet and/or Evaluation/Scoring Summary				

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Notice of Intent to Award Letter		
Award Letter		
Diversity Documents		
Justification Form	DT	OK
State Contract Cover Sheet STS 800489 / STS 800834	DT	OK
Cooperative Purchase Contract Cover Sheet		
Sole Source Affidavit		
Sole Source Justification		
Prior RFP Exemption/Alternative Procurement Approval Letter		
Furniture Request Form		
Proof of Public Notice publication		
Invoice (for items already purchased but not approved)		
Exhibits		
*If a second effort is necessary, attach screen shots of the first and second effort Informal bid “bid ending date” and “bid available date” from the vendor Tab. Also attach a copy of the BuySpeed Vendor notification e-mail. This is necessary because the bid history is unavailable for viewing after the first effort.		
W-9 – <i>if required</i> Tax ID# Date:		
Matrix Law Screen shot (<i>documenting approval of Contract; COI and Workers’ Compensation Certificate</i>)		
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		
Performance Bond <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Vendor Information

Vendor Name	Dollar Amount
The Safety Company DBA M Tech	\$1,227,494.98

Requisitions up to & including \$5,000.00 will be reviewed by the assigned purchasing agent in the Office of Procurement & Diversity. If all requirements are met, the item can be approved by OPD without additional consideration. For the following items the OnBase Agenda Action form must be completed. The item will be held until it is approved by the Board of Control.

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

- Requisitions over \$5,000.00
- Requisition submitted in which the item has been ordered and/or received

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0047

Sponsored by: County Executive Budish/Department of Public Works and Health and Human Services/Division of Senior and Adult Services	A Resolution authorizing an amendment to Contract No. 609 with Mt. Pleasant NOW Development Corporation for lease of office space for use by Department of Health and Human Services/Division of Senior and Adult Services for the period 10/1/2000 – 12/31/2020 to extend the time period to 12/31/2025 and for additional funds in the amount not-to-exceed \$2,262,000.00; 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.
---	--

WHEREAS, the County Executive/Department of Public Works and Health and Human Services/Division of Senior and Adult Services has recommended an amendment to Contract No. 609 with Mt. Pleasant NOW Development Corporation for lease of office space for use by Department of Health and Human Services/Division of Senior and Adult Services for the period 10/1/2000 – 12/31/2020 to extend the time period to 12/31/2025 and for additional funds in the amount not-to-exceed \$2,262,000.00; and

WHEREAS, the primary goal of this project is to extend the term of the lease for office space of approximately 39,426 square feet and 122 parking spaces for the Division of Senior and Adult Services; and

WHEREAS, this project is funded by Health and Human Services Levy and Public Assistance Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 609 with Mt. Pleasant NOW Development Corporation for lease of office space for use by Department of Health and Human Services/Division of Senior and Adult Services for the period 10/1/2000 – 12/31/2020

to extend the time period to 12/31/2025 and for additional funds in the amount not-to-exceed \$2,262,000.00.

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

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

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

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

Yeas:

Nays:

County Council President _____
Date

County Executive _____
Date

Clerk of Council _____
Date

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

Journal _____
_____, 20__

Department of Public Works, submitting an ~~RFP exemption, which will result in a 2021~~ Amendment to Contract No. CE11084 RQ#1170 with Mount Pleasant Now Development Corporation for approximately 39,426 square feet lease of space and one-hundred twenty-two (122) adjacent parking spaces for Cuyahoga County Department of Senior & Adult Services located at 13815 Kinsman Road, Cleveland, Ohio 44120 for period of five years 10/1/2000-12/31/2020 extend to 12/31/2025 and for additional funds in the amount not-to-exceed \$2,262,000.00

The primary goal of the project is to lease approximately 39,426 square feet of space and one-hundred twenty-two (122) parking spaces for Cuyahoga County Department of Senior and Adult Services (DSAS).

Procurement

The procurement method for this project was RQ #1170 Resoltuion#0990362 dtd 1/19/1999.

Contractor and Project Information

The address of the vendor is:

Mount Pleasant NOW Development Corporation
13815 Kinsman Road
Cleveland, Ohio 44120
Council District (9)

he Executive Director for the vendor is:

Nicholas Perry, Executive Director (as of 11/2017)
Mount Pleasant NOW Development Corporation
13815 Kinsman Road
Cleveland, Ohio 44120

The address of the project is:

Mount Pleasant NOW Development Corporation
13815 Kinsman Road
Cleveland, Ohio 44120

The project is located in Council District (9)

Project Status and Planning

The project is service or an extension of the original lease.

The project is on a critical action path because the lease expires 12/31/2020.

The 2020 Amendment project's term is five (5) years and begins on 10/1/2000 and ends on 12/31/2025.

The contract amendment needs two (2) original signatures in ink.

Funding

The project is funded Health and Human Services Levy and Public Assistance.
The schedule of payments is monthly.

The project is an amendment to a lease. This amendment changes (to extend the term from 10/1/2000–12/31/2020 extending to 12/31/2025 in the amount not-to-exceed \$2,262,000.00

The history of the amendments is:

Resolution#990362 Contract No. CE11084

Resolution#990362 dtd 1/19/1999 Contract Awarded Making an award to RQ1170 to Mt. Pleasant NOW Development Corporation for the time period 12/1/1998 – 11/30/2008 in the amount of \$9,304,694.00

Resolution#995256 dtd 12/21/1999

Amending Resolution#990362 adopted by the BOCC on January 19, 1999 which made an award on RQ1170 by changing time period from 12/1/1998 through 11/30/2008 to 10/1/2000 through 9/30/2010 and changing the amount of the award from \$9,304,694 to \$14,720.852.00

Resolution#014247 dtd 11/6/2001

Amendment to CE11084-02 commencing 10/1/2000 – 9/30/2010 in the amount of \$700,000.00

2011 Amendment R2011-0338 dtd 12/13/2011

R2011-0338: A Resolution amending BOCC Resolution No. 014247 dated 11/6/2001, which authorized an amendment to Contract No. CE11084-01 with Mt. Pleasant NOW Development Corporation for lease of office space for use by the Cuyahoga Health & Nutrition and Cuyahoga Work & Training Agencies and the Department of Children & Family Services for additional funds in the amount of \$700,000.00, by changing the time period from 10/1/2000 - 9/30/2010 to 10/1/2000 - 11/30/2011; and declaring the necessity that this Resolution become immediately effective. Sponsor: County Executive FitzGerald/Department of Public Works Committee Assignments and Chairs: Public Works, Procurement & Contracting – Jones and Health, Human Services & Aging – Brady

2011 Amendment R2011-0339 dtd 12/13/2011

R2011-0339: A Resolution authorizing an amendment to Contract No. CE11084-01, 02 with Mt. Pleasant NOW Development Corporation for lease of office space for use by the Division of Employment and Family Services/Cuyahoga Support Enforcement Agency, Division of Children and Family Services and Division of Senior and Adult Services for the period 10/1/2000 - 11/30/2011 to extend the time period to 11/30/2014 and for additional funds in the amount of \$1,544,359.60; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. Sponsor: County Executive FitzGerald/Department of Public Works Committee Assignments and Chairs: Public Works, Procurement & Contracting – Jones and Health, Human Services & Aging – Brady

Note: changed term – 10/1/2000 to extend time to 11/30/2014 in the amount of \$1,544,359.60 (Started at \$13.70 per sq. ft. for 52,967 square feet space and the eleventh (11) month (10/1/2012) reduced \$11.00 per sq. ft. for 39,426 square feet space)

2012 Amendment BC2012-282 dtd 10/9/2012

Submitting an amendment to Contract No. CE11084- 01,02 with Mt. Pleasant NOW Development Corporation for lease of office space for use by the Division of Employment and Family Services/Cuyahoga Support Enforcement Agency, Division of Children and Family Services and Division of Senior & Adult Services for the period 10/1/2000 - 11/30/2014 to change the terms, effective 10/1/2012 and for additional funds in the amount of \$160,262.00. Funding Source: 100% Health and Human Service Levy funds. Note: DSAS moved from Reserve Square to Mt. Pleasant.

2014 Amendment BC2014-285 dtd 12/1/2014

The Amendment provided a one month extension from 12/01/2014 through 12/31/2014 to round out the calendar year to more readily accommodate fiscal calendar year funding. Submitting an amendment to Contract No. CE11084-01 with Mt. Pleasant NOW Development Corporation for lease of office space for use by Department of Health and Human Services/Division of Senior and Adult Services for the period 10/1/2000 - 11/30/2014 to extend the time period to 12/31/2014; and for additional funds in the amount of \$36,140.50. Funding Source: Health and Human Services Levy Fund

2015 Amendment CPB2014-923 dtd 11/25/2014

C. Exemption Requests CPB2014-923 Department of Public Works Submitting an RFP exemption on RQ1170, which will result in an amendment to Contract No. CE11084-01,02 with Mt. Pleasant NOW Development Corporation for lease of office space for use by Department of Health and Human Services/Division of Senior and Adult Services for the period 10/1/2000 - 12/31/2014 to extend the time period to 12/31/2015 and for additional funds in the amount of \$433,686.00. Funding Source: Health and Human Services Levy fund Bonnie Teeuwen presented. Item CPB2014-923 was unanimously approved

2015 Amendment R2015-0229 dtd 11/24/2014

R2015-0229: A Resolution authorizing an amendment to Contract No. CE11084-04 with Mt. Pleasant NOW Development Corporation for lease of office space for use by Department of Health and Human Services/Division of Senior and Adult Services for the period 10/1/2000 - 12/31/2015 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$2,168,430.00; 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/Departments of Public Works and Health and Human Services/Division of Senior and Adult Services and Councilmembers Conwell, Brown, Germana and Miller Committee Assignment and Chair: Public Works, Procurement & Contracting – Germana

2021 Amendment R2020-TBD Jmyers and Allergo

R2020-TBD

RQ#1170

CE#11084 CONV

Lawson Vendor number 25418

Famis last 5 Vendor# 9720A

PWD-2137 ADavis

~~R2020-TBD Requesting an RFP exemption which will result in~~ an amendment to Contract No. CE11084 with Mt. Pleasant NOW Development Corporation for lease of office space for use by Department of Health and Human Services/Division of Senior and Adult Services for the period 10/1/2000 - 12/31/2020 to extend the time period to 12/31/2025 and for additional funds in the amount not-to-exceed \$2,262,000.00

Funded Health and Human Services Levy and Public Assistance

Rent approximately \$11.26 per sq/ft for 39,426 total sq/ft total rent \$2,220,000.00

01/01/2021 – 12/31/2021 \$ 444,000.00

01/01/2022 – 12/31/2022 \$ 444,000.00

01/01/2023 – 12/31/2023 \$ 444,000.00

01/01/2024 – 12/31/2024 \$ 444,000.00

01/01/2025 – 12/31/2025 \$ 444,000.00

Additional Base Rent - Cleaning Covid19 protocols total \$42,000.00

01/01/2022 – 12/31/2022 \$ 8,400.00

01/01/2021 – 12/31/2021 \$ 8,400.00

01/01/2023 – 12/31/2023 \$ 8,400.00

01/01/2024 – 12/31/2024 \$ 8,400.00

01/01/2025 – 12/31/2025 \$ 8,400.00

CONTRACT HISTORY/EVALUATION FORM

Contractor	Mount Pleasant Now Development Corporation				
Contract/Agreement No.	CE11084				
RQ#	1170				
Time Period of Original Contract	10/1/2000 12/31/2020 exted to 12/31/2025				
Background Statement					
Service Description	A resoltion authorizing an amendment to Contact No. CE11084 RQ#1170 with Mount Pleasant NOW Development Corporation for lease of approximately 39,426 square feet of office space and adjacent parking for use by Department of Health and Human Services for the period 10/1/2000 - 12/31/2020 and to extend the time to 12/31/2025 and for additional funds in the amount not-to-exceed \$2,2620,000.00				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$14,720,852.00			12/21/1999	Resolution#995256
Prior Amendment Amounts (List separately)		\$700,000.00	9/30/2010	11/6/2001	Resolution#014247
		\$700,000.00	11/30/2011	12/13/2011	R2011-0338
		\$1,544,359.60	11/30/2014	12/13/2011	R2011-0339
		\$160,262.00	11/30/2014	10/9/2012	BC2012-282
		\$36,140.50	12/31/2014	12/1/2014	BC2014-285
		\$433,686.00	12/31/2015	11/25/2014	CPB2014-923
		\$2,168,430.00	12/31/2020	11/24/2015	R2015-0229
Pending Amendment		\$2,262,000.00	12/31/2025	tbd	R2021- tbd
Total Amendment(s)		\$8,004,878.10			
Total Contract Amount	\$30,730,608.20				
Performance Indicators					
Actual performance versus performance indicators (include statistics):					
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		x			
Justification of Rating					
Dept. Contact	Department of Public Works - Nancy Donovan Farina for John Myers (Eric Martin)				
User Dept.	Health and Human Services Division of Senior and Adult Services				
Date	6/10/2020				

Office of Procurement and Diversity – Required Documents Checklist

Mount Pleasant NOW Development Corporation (supplier#2826)

Infor/Lawson RQ#:	(issued in buyspeed)
Buyspeed RQ# (if applicable):	1170
Infor/Lawson PO# Code (if applicable):	CE11084-04 CONV
CM Contract#	609

	Department	Clerk of the Board
Briefing Memo	NF	

Late Submittal Required:	Yes <input type="checkbox"/>	✓ No <input type="checkbox"/>
Why is the amendment being submitted late?		
What is being done to prevent this from reoccurring?		

TAC Required:	Yes <input type="checkbox"/>	✓ No <input type="checkbox"/>
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Contract Amendments					Department initials	OPD
Justification Form					NF	Okay per MH
IG#	20-0357				NF	Okay per MH
Annual Non-Competitive Bid Contract Statement	Date:	9/8/20		NF	Okay per MH	
Debarment/Suspension Verified	Date:	12/18/20		NF	Okay per MH	
Auditor's Finding	Date:	12/18/20		NF	Okay per MH	
Vendor's Submission					NF	Okay per MH
W-9 – if required	Tax ID#	34-1599720	Date:	8/19/20	NF	Okay per MH
Independent Contractor (I.C.) Requirement			Date:	9/8/20	NF	Okay per MH
Amendment and Exhibits					NF	Okay per MH
Cover - Master amendments only						Okay per MH
Contract Evaluation					NF	Okay per MH
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers' Compensation Certificate; Bid Guaranty and Contract Bond)						n/a Law review occurs prior to OPD's review.
COI – *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.						n/a Law review occurs prior to OPD's review.
Workers' Compensation Insurance – *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.						n/a Law review occurs prior to OPD's review.
Original Executed Contract (containing insurance terms) AND any and all executed amendments to the contract - *To be reviewed by the Department of Law.						
Checklist Verification					NF	Okay per MH

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Office of Procurement and Diversity – Required Documents Checklist

Mount Pleasant NOW Development Corporation (supplier#2826)

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/21-12/31/21	HS260255	54400	100	444,000.00
1/1/21-12/31/21	HS260255	54400	100	8,400.00
1/1/22-12/31/22	HS260255	54400	100	444,000.00
1/1/22-12/31/22	HS260255	54400	100	8,400.00
1/1/23-12/31/23	HS260255	54400	100	444,000.00
1/1/23-12/31/23	HS260255	54400	100	8,400.00
1/1/24-12/31/24	HS260255	54400	100	444,000.00
1/1/24-12/31/24	HS260255	54400	100	8,400.00
1/1/25-12/31/25	HS260255	54400	100	444,000.00
1/1/25-12/31/25	HS260255	54400	100	8,400.00
			TOTAL	\$2,262,000.00

Current Contract History CE/AG# (if applicable)	CE11084-04 CONV
Infor/Lawson PO# Code (if applicable)	CE11084-04 CONV
BuySpeed or Lawson RQ# (if applicable)	1170
CM Contract#	609

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$14,720,852.00			12/21/1999	Resolution#995256
Prior Amendment Amounts (list separately)		\$700,000.00	9/30/2010	11/6/2001	Resolution#014247
		\$700,000.00	11/30/2011	12/13/2011	R2011-0338
		\$1,544,359.60	11/30/2014	12/13/2011	R2011-0339
		\$160,262.00	11/30/2014	10/9/2012	BC2012-282
		\$36,140.50	12/31/2014	12/1/2014	BC2014-285
		\$433,686.00	12/31/2015	11/25/2014	CPB2014-923

2 | Page

Revised 9/17/2020

Office of Procurement and Diversity – Required Documents Checklist

Mount Pleasant NOW Development Corporation (supplier#2826)

		\$2,168,430.00	12/31/2020	11/24/2015	R2015-0229
Pending Amendment		\$2,262,000.00	12/31/2025	Tbd	R2021-tbd
Total Amendments		\$8,004,878.10			
Total Contact Amount		\$30,730,608.20			

OPD Use Only:

Prior Resolutions:	Reso 995256; Reso 014247; R2011-0338, R2011-0339; BC2012-282; BC2014-285; CPB2014-923; R2015-0229.
Amend:	9
Vendor Name:	Mt. Pleasant Now Development Corporation
ftp:	Jan. 19, 1999 – Dec. 31, 2020 EXT Dec. 31, 2025
Amount:	\$2,262,000.00
History/CE:	Okay per MH
EL:	Okay per MH
Procurement Notes:	Ninth amendment to CE11084 to extend the date to Dec. 31, 2025 and increase dollar amount by \$2,262,000.00.

OPD Buyer approval: **Okay per MH. 1/8/2021.**

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0048

Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Court Division/ Domestic Relations Division/Probate Court Division	A Resolution making an award on RQ2470 for a Master Contract with various providers in the total amount not-to-exceed \$514,359.64 for interpretation and translation services for the period 1/1/2021 – 12/31/2022; authorizing the County Executive to execute the amendment 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 on behalf of Cuyahoga County Court of Common Pleas/ Juvenile Court Division/ Domestic Relations Division/Probate Court Division has recommended an award on RQ2470 for a Master Contract with various providers in the total amount not-to-exceed \$514,359.64 for interpretation and translation services for the period 1/1/2021 – 12/31/2022 as follows:

- a. Contract No. 645 with Cal Interpreting & Translations, Inc. in the amount reasonably anticipated not-to-exceed \$170,791.64;
- b. Contract No. 646 with The Cleveland Hearing and Speech Center in the amount reasonably anticipated not-to-exceed \$48,000.00;
- c. Contract No. 648 with Cross Thread Solutions, LLC in the amount reasonably anticipated not-to-exceed \$295,568.00; and

WHEREAS, the primary goals of this project are (a) provide spoken language interpreters, (b) provide ASL interpreters and (c) provide ability to translate documents; and

WHEREAS, this project is 100% funded by the General Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of 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 RQ2470 for a Master Contract with various providers in the total amount not-to-

exceed \$514,359.64 for interpretation and translation services for the period 1/1/2021 – 12/31/2022 as follows:

- a. Contract No. 645 with Cal Interpreting & Translations, Inc.;
- b. Contract No. 646 with The Cleveland Hearing and Speech Center;
- c. Contract No. 648 with Cross Thread Solutions, LLC.

SECTION 2. That the County Executive is authorized to execute the contracts 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__

FY2021 Master Contract for Interpretation & Translation Services for the Court of Common Pleas, General, Juvenile, Probate, and Domestic Relations Divisions with Various Vendors

Scope of Work Summary

Juvenile Court requesting approval of a contract with various vendors as listed below for the anticipated cost of \$514,359.64.

1. CAL Interpreting & Translations
2. The Cleveland Hearing & Speech Center
3. Cross Thread Solutions LLC

Describe the exact services being provided. Each vendor will be providing interpretation & translation services to all four (4) divisions of Common Pleas. The anticipated start-completion dates are January 1, 2021 through December 31, 2022.

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

- Provide spoken language interpreters
- Provide ASL interpreters
- Provide ability to translate documents

Procurement

The procurement method for this project was an RFP. The total value of the RFP is \$514,359.64.

The RFP was closed on September 3, 2020. There is an SBE or DBE participation/goal SBE 3%, MBE 12%, and WBE 5%.

There were six (6) proposals received and reviewed by staff.

Contractor and Project Information

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

CAL Interpreting & Translations
2501 W. Burbank Boulevard, Suite 311
Burbank, CA 91505

The Cleveland Hearing and Speech Center
11635 Euclid Avenue
Cleveland, Ohio 44106

Cross Thread Solutions LLC
5734 Westminster Drive
Solon, Ohio 44139

CAL Interpreting & Translations = President Igal Saidian
Cleveland Hearing & Speech = Executive Director Jennell Vick
Cross Thread Solutions = President Sunil Narahari

Project Status and Planning

The project is a reoccurring project.

Funding

The project is funded 100% by the General Fund for each Division of Common Pleas.

The schedule of payments is monthly.

FY2021 Interpretation & Translation Services RFP
Evaluation Tool Average Score Sheet

Proposal Format/Project Understanding	CIT	Certified Interpreters	CHS	Cross Thread	Idea Language	Resolute Interpreting
(Maximum 170 Points)						
Sarah Baker	160	160	150	155	150	100
Colleen Brown	128	160	150	170	128	128
Serpil Ergun	170	170	170	170	170	102
John Homolak	150	135	150	150	85	130
Anthony Hurst	150	160	150	150	150	150
Kelly McTaggart	125	160	130	165	120	128
Greg Popovich						
Peggy Vanek						
Jessica Walsh	170	140	170	170	170	170
Jim Zak						
SUBTOTAL	105	109	107	113	97	91

Methodology	CIT	Certified Interpreters	CHS	Cross Thread	Idea Language	Resolute Interpreting
(Maximum 320 Points)						
Sarah Baker	310	270	275	280	250	175
Colleen Brown	288	315	305	320	200	240
Serpil Ergun	320	256	256	256	320	256
John Homolak	280	260	300	290	160	260
Anthony Hurst	270	290	270	280	270	270
Kelly McTaggart	250	300	300	320	150	200
Greg Popovich						
Peggy Vanek						
Jessica Walsh	320	300	320	320	320	320
Jim Zak						
SUBTOTAL	204	199	203	207	167	172

Project Management	CIT	Certified Interpreters	CHS	Cross Thread	Idea Language	Resolute Interpreting
(Maximum 150 Points)						
Sarah Baker	135	130	130	150	150	110
Colleen Brown	135	145	150	150	150	120
Serpil Ergun	150	120	150	120	120	90
John Homolak	125	130	130	135	75	130
Anthony Hurst	120	140	120	130	120	115
Kelly McTaggart	125	145	140	150	100	100
Greg Popovich						
Peggy Vanek						
Jessica Walsh	150	150	150	150	150	150
Jim Zak						
SUBTOTAL	94	96	97	99	87	82

Qualifications & Experience	CIT	Certified Interpreters	CHS	Cross Thread	Idea Language	Resolute Interpreting
(Maximum 130 Points)						
Sarah Baker	130	120	130	130	120	110
Colleen Brown	104	120	120	130	130	98
Serpil Ergun	130	104	130	104	130	78
John Homolak	125	120	120	120	65	90
Anthony Hurst	100	120	115	100	105	100
Kelly McTaggart	100	120	115	125	120	75
Greg Popovich						
Peggy Vanek						
Jessica Walsh	130	130	130	130	130	130
Jim Zak						
SUBTOTAL	82	83	86	84	80	68

Pricing	CIT	Certified Interpreters	CHS	Cross Thread	Idea Language	Resolute Interpreting
(Maximum 230 Points)						
Sarah Baker	220	190	220	210	230	110
Colleen Brown	184	210	210	200	220	184
Serpil Ergun	190	180	230	200	215	230
John Homolak	210	160	220	230	115	230
Anthony Hurst	190	130	170	170	160	190
Kelly McTaggart	150	200	200	210	150	175
Greg Popovich						
Peggy Vanek						
Jessica Walsh	230	200	230	200	230	230
Jim Zak						
SUBTOTAL	137	127	148	142	132	135

TOTAL AVERAGE SCORE	CIT	Certified Interpreters	CHS	Cross Thread	Idea Language	Resolute Interpreting
(Maximum 230 Points)						
Sarah Baker	955	870	905	925	900	605
Colleen Brown	839	950	935	970	828	770
Serpil Ergun	960	830	936	850	955	756
John Homolak	890	805	920	925	500	840
Anthony Hurst	830	840	825	830	805	825
Kelly McTaggart	750	925	885	970	640	678
Greg Popovich	0	0	0	0	0	0
Peggy Vanek	0	0	0	0	0	0
Jessica Walsh	1000	920	1000	970	1000	1000
Jim Zak	0	0	0	0	0	0
SUBTOTAL	622	614	641	644	563	547

CONTRACT EVALUATION FORM

Contractor	Cleveland Hearing & Speech Center				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800517				
RQ#	42899				
Time Period of Original Contract	January 1, 2019 through December 31, 2020				
Background Statement	N/A				
Service Description	This vendor provides interpretation and translation services for all four (4) Divisions of the Court of Common Pleas.				
Performance Indicators	The vendor is to provide the Courts with either a Certified Court Interpreter, a Provisionally Qualified Interpreter, or a Language Skilled Interpreter.				
Actual Performance versus performance indicators (include statistics):	This particular vendor has been able to fulfill all of the referral requests sent to them.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor has worked well with the Court's during the contract term and has provided good service.				
Department Contact	Sarah A. Baker				
User Department	Cuyahoga County Court of Common Pleas, Juvenile Court Division				
Date	December 22, 2020				

CONTRACT EVALUATION FORM

Contractor	Cross Thread Solutions				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800517				
RQ#	42899				
Time Period of Original Contract	January 1, 2019 through December 31, 2020				
Background Statement	N/A				
Service Description	This vendor provides interpretation and translation services for all four (4) Divisions of the Court of Common Pleas.				
Performance Indicators	The vendor is to provide the Courts with either a Certified Court Interpreter, a Provisionally Qualified Interpreter, or a Language Skilled Interpreter.				
Actual Performance versus performance indicators (include statistics):	This particular vendor has been able to fulfill all of the referral requests sent to them.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor has worked well with the Court's during the contract term and has provided good service.				
Department Contact	Sarah A. Baker				
User Department	Cuyahoga County Court of Common Pleas, Juvenile Court Division				
Date	December 22, 2020				

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0049

Sponsored by: County Executive Budish/Sheriff Department	A Resolution authorizing an amendment to Agreement No. 228 with The MetroHealth System for correctional health care services for detainees of the Cuyahoga County Jail System for the period 5/9/2019 – 5/8/2022, to expand the scope of services to add physical therapy services and to change the terms to modify the Medicaid rate calculations for professional and technical fees, effective 3/9/2021 and for additional funds in the amount not-to-exceed \$3,027,040.00; 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/Sheriff Department has authorized an amendment to Agreement No. 228 with The MetroHealth System for correctional health care services for detainees of the Cuyahoga County Jail System for the period 5/9/2019 – 5/8/2022, to expand the scope of services to add physical therapy services and to change the terms to modify the Medicaid rate calculations for professional and technical fees, effective 3/9/2021 and for additional funds in the amount not-to-exceed \$3,027,040.00; and

WHEREAS, the primary goal of this project is to provide medical services to the detainees of the Cuyahoga County Corrections Center mandated by ORC 5120:1-8-09 which mandates medical, dental and mental health services to all County Jail inmates; and

WHEREAS, this project is funded 100% by the General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council authorizes an amendment to Agreement No. 228 with The MetroHealth System for correctional health care

services for detainees of the Cuyahoga County Jail System for the period 5/9/2019 – 5/8/2022, to expand the scope of services to add physical therapy services and to change the terms to modify the Medicaid rate calculations for professional and technical fees, effective 3/9/2021 and for additional funds in the amount not-to-exceed \$3,027,040.00.

SECTION 2. That the Cuyahoga County Council hereby, and in accordance with Ohio Revised Code § 5705.41(D)(1), authorizes and appropriates \$1,000,000.00 for providing indemnity under Article XI, Section D, of the agreement.

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__

SHERIFF'S DEPT
2019 – 2022
METROHEALTH
AMENDMENT

Scope of Work Summary

Sheriff's Dept requesting approval of a amendment with MetroHealth for the anticipated cost of not-to-exceed \$3,027,040.00 for a total of \$45,327,040.00.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number:
BC2018-426, BC2018-573 & R2019-0092

MetroHealth provides and manages medical and health care services at Cuyahoga County jails. The anticipated start-completion dates are 5/9/2019 - 5/8/2022.

Continue to provide medical services to inmates.

Procurement

Requesting to amendment the proposed contract.

Contractor and Project Information

The MetroHealth System
2500 MetroHealth Drive (T-135A)
Cleveland, OH 44109
Jessica Archer
Paralegal & Contract Specialist

Project Status and Planning

The project is an existing project.

Funding

The project is funded 100% by the General Fund

The schedule of payments is by invoice.

The project is an amendment to a contract. This amendment changes the value and scope and is the 1st amendment of the contract.

CONTRACT EVALUATION FORM

Contractor	The MetroHealth System				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	AG1900130-01 CONV				
RQ#	N/A				
Time Period of Original Contract	5/9/2019 – 5/8/2022				
Background Statement	MetroHealth manages the operation of the health care and related services provided at the Cuyahoga County Jail.				
Service Description	MetroHealth provides and manages medical and health care services at Cuyahoga County jails.				
Performance Indicators	MetroHealth has managed and maintained services within the jail during the contract period successfully.				
Actual Performance versus performance indicators (include statistics):	The medical services that have been provided by MetroHealth Systems has given the inmates much better medical care than they previously received. The inmates medical care is now more on the level of conventional medicine as opposed to correctional medicine.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Increased quality of medical services provided to the inmates.				
Department Contact	TANISHA K. GATES				
User Department	SHERIFF'S DEPT				
Date	11/13/20				

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0050

<p>Sponsored by: County Executive Budish/Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities</p>	<p>A Resolution authorizing a Purchase and Sale Agreement with Cleveland American Land, LLC and Holdings Cleveland American Land, LLC in the amount of \$76,000.00 for the property located at 10991 Memphis Avenue, Brooklyn, Ohio, portions of Permanent Parcel Nos. 431-05-005, 431-05-008; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive has recommended a Purchase and Sale Agreement with Cleveland American Land, LLC and Holdings Cleveland American Land, LLC in the amount of \$76,000.00 for the property located at 10991 Memphis Avenue, Brooklyn, Ohio, portions of Permanent Parcel Nos. 431-05-005, 431-05-008; and

WHEREAS, the County holds title to the property located at 10991 Memphis Avenue, Brooklyn, Ohio (“Property”) on behalf of the Board of Developmental Disabilities (“BODD”), who purchased and maintained the Property with BODD funds; and

WHEREAS, County, on behalf of BODD, has determined that entering into the proposed purchase agreement and authorizing the quitclaim deed is in the best interest of the County; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a Purchase and Sale Agreement with Cleveland American Land, LLC and Holdings Cleveland American Land, LLC in the amount of \$76,000.00 for the property located

at 10991 Memphis Avenue, Brooklyn, Ohio, portions of Permanent Parcel Nos. 431-05-005, 431-05-008.

SECTION 2. That the County Executive or his authorized designee is authorized to take all actions, and to execute, acknowledge, deliver, pay for title work/fees and other administrative fees and/or file/record (as and where appropriate) all documents and instruments necessary or desirable to facilitate and/or consummate the transactions contemplated herein, including, but not limited to, a Purchase and Sale Agreement. To the extent an exemption for anything herein is needed, it is hereby granted. That all documents to be executed in connection with the transactions contemplated herein be subject to the Law Director or his designee's approval as to legal form and correctness.

SECTION 3. That the County will retain \$3,420.00 from the proceeds of the sale for expenses related to insuring the Property and administrative expenses related to selling the Property and the remainder of the proceeds (less administrative/title fees) will be disbursed to BODD.

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

SECTION 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__

Briefing Memo

Department of Public Works submitting a Purchase and Sale Agreement with Cleveland American Land LLC and Holdings Cleveland American Land, LLC in the amount of \$76,000.00 for the property located at 10991 Memphis Avenue, Brooklyn, Ohio, portions of Permanent Parcel Nos. 431-05-005, 431-05-008

A. Scope of Work Summary

1. Department of Public Works, on behalf of the Board of Developmental Disabilities, is requesting approval of a Purchase and Sale Agreement with Cleveland American Land, LLC and Holdings Cleveland American Land, LLC in the amount of \$76,000.00 for the property located at 10991 Memphis Avenue, Brooklyn, Ohio, portions of Permanent Parcel Nos. 431-05-005, 431-05-008

- Property Description:** 0.91 acres of vacant land (431-05-005) and improved land (431-05-008) that is owned and maintained by the Board of Developmental Disabilities.
- Purchase Price:** \$76,000
- Terms:** All Cash
- Earnest Money:** \$5,000.00 upon execution of a Purchase Agreement. The balance of the funds will be deposited at Closing.
- Property Condition:** Buyer will acquire property in “as-is” condition.
- Existing Improvements:** Buyer will reconfigure and relocate to PPN 431-05-008 any existing trail improvements that are impacted by this transaction. Buyer will pave the entire trail and install appropriate safety and beautification landscape screening, such as a fence or a landscape bluff.

2. The primary goal of this project is to generate revenue for the Board of Developmental Disabilities and spur economic development in the City of Brooklyn, Ohio

B. Procurement

1. Department of Public Works is requesting an exemption as this agreement was not competitively procured.

C. Contractor and Project Information

1. The address of the vendor is:
Bennett J. Morrison
Senior Vice President
Industrial Commercial Properties LLC, an affiliate of Cleveland American Land, LLC
6675 Parkland Blvd.
Suite 100

Solon, Ohio 44139

3.a The address or location of the project is:

10991 Memphis Avenue, Brooklyn, Ohio

3.b. The project is located in Council District 3

D. Project Status and Planning

1. The project is a new to the County.

E. Funding

1. The project is a revenue generating agreement

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0051

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Andrew Jackson Cleveland-Cuyahoga County Port Authority Board of Directors to serve on the for the term of 3/1/2021 – 2/28/2025 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cleveland-Cuyahoga County Port Authority Board of Directors was established in 1968 to manage maritime operations, and the Organization of Board of Directors were created pursuant to the provision so ORC Chapter 4582.03; and

WHEREAS, the Port of Cleveland fosters job creation and economic vitality in Cleveland and Cuyahoga County; and

WHEREAS, the Cleveland-Cuyahoga Court Port Authority Board of Directors has nine (9) members appointed by both the City of Cleveland and Cuyahoga County and members shall serve a four (4) year term; and

WHEREAS, the individuals appointed shall serve a term commencing immediately upon signature of this Resolution; 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 Andrew Jackson (replacing Chris Ronayne) to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for the term 3/1/2021 – 2/28/2025; 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:



February 1, 2021

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cleveland - Cuyahoga County Port Authority

Dear President Jones:

Pursuant to Ohio Revised Code Section 4582.03, I am pleased to nominate the following individual for appointment to serve on the Cleveland-Cuyahoga County Port Authority's Board of Directors:

- **Andrew Jackson**, 4-year term, 03/01/2021 – 02/28/2025 (replacing Chris Ronayne)

The Cleveland-Cuyahoga County Port Authority was created in 1968 to manage this area's maritime operations. The Port Authority's Board of Directors consists of nine members who are appointed to four-year terms. Six members are appointed by the City of Cleveland and the remaining three are appointed by Cuyahoga County.

There are no known conflicts of interest for which an advisory opinion has been requested. There is one additional candidate on file for this board.

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,

Armond Budish
Cuyahoga County Executive

ANDREW JACKSON



EDUCATIONAL BACKGROUND

- Valedictorian John Adams High School - Cleveland, Ohio, 1978
- BBA in Accounting, Magna Cum Laude Graduate - Cleveland State University, 1982
- The Most Outstanding Accounting Student - Cleveland State University, 1982
- CPA - First Attempt, 1983

CAREER BACKGROUND

- Key Bank (INROADS) - Management Program, 1978-1982
- Accenture - Management Consultant, 1982-1995
- Accenture - Partner, 1995-2007
 - Areas of Expertise: Implementation of Large-Scale Business and Technology Transformation Solutions
 - Primary Industry: Automotive and Industrial Equipment
 - Key Clients: BP America, Roadway Global Air , Daimler Chrysler, Ford Motor, Federal-Mogul, Johnson Controls, Delphi
- Accenture - Partner-In-Charge of North American Diversity, 1995-2007
- Greater Cleveland Partnership - Senior Vice President, 2007 - 2012
- AJ Automotive Group - President and CEO, 2006 - Present
- Elsons International - President and CEO, 2013 - Present
- MAC Installations & Consulting - CFO 2015 - Present

ANDREW JACKSON



LEADERSHIP ROLES

- Member of Accenture Global Leadership Council
- Partner In-Charge of Accenture North American Diversity Committee
- Office Managing Partner of Accenture Cleveland Location
- Member of Accenture Original Founding Board
- Program Manager of Northeast Ohio Minority Business Accelerator Program

PROFESSIONAL ORGANIZATIONS AND ROLES

- Past President and Treasurer of the INROADS Alumni Association
- Past President and Treasurer of Karamu House Board of Trustees
- Founding Member of Accenture Ohio Task Force on Cultural Diversity
- Past Board Member of Business Volunteers Unlimited (BVU)
- Past Board Member of Cleveland School of Science and Medicine (CSSM) at John Hay
- Member of Ohio Minority Business Advisory Council
- Member of the Magnet Manufacturing Sector Partnership Initiative
- Board Member (Vice President) of Western Reserve Area Agency Aging (WRAAA)

CIVIC AND COMMUNITY ACCOMPLISHMENTS

- Member of Goff Society at the Cleveland Foundation
- Founder of the Jackson Family Scholarship Fund at Cleveland State University

ANDREW JACKSON



CIVIC AND COMMUNITY ACCOMPLISHMENTS (Cont.)

- Co-Founder of “Inspire-One to Hire-One” Job Opportunities for INROADS Internships
- Member of INROADS National Alumni Hall of Fame
- Member of Kaleidoscope Magazine 40/40 Club
- Member of Crain’s Business Cleveland 40/40 Club
- Featured in Black Enterprise Magazine, Career Profile
- Featured in Consulting Magazine, Leading African American Consultant
- Recipient of MBE Trailblazer Award from Southern Christian Leadership Conference
- Recipient of Community Impact Award from the National Black MBA Association
- Cleveland State University, James J. Nance College of Business Alumni Hall of Fame
- Cleveland State University, Foundation Member for Emerald Club
- Member of the INROADS Alumni 50 for 50 Alumni in 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0052

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's reappointment of Carlin N. Culbertson to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for the term 5/26/2020 – 5/25/2022; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Section 3109.172, a board of county commissioners within a region may appoint up to two representatives to the Great Lakes Regional Prevention Council of the Ohio Children's Trust Fund to represent the county on overseeing its work; and

WHEREAS, pursuant to Ohio Administrative Code 5101:5-1, the Regional Prevention Council is charged with establishing standing workgroups; developing and completing needs assessments; and developing, approving and implementing a regional child abuse and child neglect prevention plan based on the Ohio Children's Trust Fund criteria, collecting data on the implementation of the plan and submitting a progress report and an annual report to the Ohio Children's Trust Fund; and

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

WHEREAS, County Executive Budish has nominated Carlin N. Culbertson for reappointment to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for the term 5/26/2020 – 5/25/2022; 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 Carlin N. Culbertson to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for the term 5/26/2020 – 5/25/2022.

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 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 2, 2021

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Ohio Children's Trust Fund-Great Lakes Regional Prevention Council (OCTF-GL)

Dear President Jones:

The Ohio Children's Trust Fund (OCTF) was created in 1984 with the mission of preventing child abuse and neglect by investing in strong communities, healthy families, and safe children. As Ohio's sole public funding source dedicated to child abuse and neglect prevention, the OCTF funds regional prevention councils throughout the state, which in turn funds community-based primary and secondary prevention strategies at the local level.

Pursuant to Ohio Revised Code 3109.172, I submit the following nomination for re-appointment to the Ohio Children's Trust Fund-Great Lakes Regional Prevention Council (OCTF-GL):

- **Carlin N. Culbertson, CPA**, 2-year term, 05/26/2020 – 05/25/2022

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,

Armond Budish
Cuyahoga County Executive

Carlin N. Culbertson, CPA

Pertinent Background Information:

- **Meaden & Moore, Ltd.**
 - Public accountant with audit background
 - Worked at M&M for 14 years, currently a senior manager
 - Background in internal controls, processes and procedures and making improvements
 - Currently point person on researching and developing a plan to incorporate data analytics and robotic process automation into our work and for our clients
 - Work with people daily and have learned to approach people and situations differently depending on the circumstances
 - Important to make people feel like you're a partner and not an adversary if you want to get anything done

- **Adoption Network of Cleveland ("ANC")**
 - Board member since 2017 and finance committee member since 2016
 - Have learned a lot of about the adoption, foster care, and child welfare landscape in Cuyahoga County and Ohio from my time with ANC and I'm still learning
 - Have developed relationships with other board members who have some connection to adoption as either adoptees, having adopted children, or as birthmothers/fathers to get more perspective on their views of child welfare, adoption, foster care, etc.

- **Sullivan-Deckard Scholarship Program at Cleveland State University**
 - Program that provides tuition assistance and room and board to incoming students that have aged out of foster care
 - Involved since inception of program in 2015 and interview potential scholarship recipients each year and help determine who will receive scholarship
 - Currently working with the first three students to reach graduation (two in December, one in May) on personal finance topics for life after graduation
 - Working with program now to incorporate a personal finance program and strategy for freshman through graduation

- **Personal Experience**
 - Was removed by Summit County Children Services from my biological mother's custody when I was six years old and my brother was five years old
 - Our father left us when we were very young
 - We were raised by our aunt and uncle which is considered kinship care
 - When we turned eighteen years old and could legally make our own decision about adoption, our aunt and uncle adopted us and legally became our parents finally
 - Prior to that, we were part of the child welfare system in Summit County from when we were removed by children services until we turned eighteen and aged out
 - We were considered wards of the state and our aunt and uncle were our guardians
 - We had supervised visits, unsupervised visits, went through a couple potential reunifications, spoke at probate court hearings, etc.
 - My brother and I both think we are incredibly lucky that everything turned out the way it did

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0053

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Jennifer Rosich to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term of 1/1/2020 – 12/31/2022 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

WHEREAS, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

WHEREAS, the County Executive has nominated Jennifer Rosich to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2020 – 12/31/2022; 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 Jennifer Rosich to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2020 – 12/31/2022.

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 1, 2021

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones,

Per Article III of the Code of Regulations of the Cuyahoga County Advisory Board on Senior and Adult Services, I submit the following nomination for re-appointment to the Board:

- **Jennifer Rosich**, 3-year term, 1/1/2020 – 12/31/2022

There are no known conflicts of interest for which an advisory opinion has been requested. There is one additional candidate on file. This board is uncompensated.

Thank you for your consideration of these appointments. 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
County Executive

Jennifer M. Rosich



Experience

City of Cleveland, Department of Aging

Cleveland, OH

***Administrative Manager**

08/2017-Present

- Manage the development and implementation of six home repair and home maintenance programs for the Cleveland Department of Aging
- Provide administrative oversight to staff including but not limited to programmatic requirements, client intervention, and managing and assisting in workloads
- Identify and develop new home repair and maintenance resources
- Manage program funding, ensure contract compliance, and complete required reporting
- Represent the Department of Aging by attending community meetings, trainings, and facilitating presentations

***Chore Services Coordinator**

07/2014-08/2017

- Coordinated the Chore Services Program which includes the delivery of services to assist seniors and adults with disabilities with home maintenance tasks: grass cutting, leaf raking, snow shoveling and indoor chores
- Trained and supervised staff, scheduled work shifts, oversaw workers time and productivity and inspected work to evaluate workmanship
- Ensured vehicles and equipment were properly maintained, ordered supplies and equipment as necessary
- Coordinated annual registration process

***Project Coordinator**

08/2011-7/2014

- Administered the Information and Assistance program as part of the Aging and Disability Resource Network
- Assessed individual's short term and long term needs, identified resources to meet needs, and provide direct referrals to agencies
- Supervised and trained the Intake Specialist in the delivery of departmental services
- Responded to referrals for request for information from older adults, adults with disabilities, their caregivers or family members via telephone, email, or onsite visit
- Assisted clients with applications for long term care support including applications and referrals to Medicaid Waiver programs and Cuyahoga Options program
- Researched local agencies, programs, services, and businesses to determine additional resources available in the community for residents of all socioeconomic statuses

Vantage Aging

Akron, OH

*** Project Director**

08/2000-7/2011

- Managed all aspects of the Senior Community Service Employment Program of Cuyahoga, Lake, and Lorain Counties
- Supervised professional and program staff, assigned tasks, reviewed performance and implemented plans for professional development
- Assessed clients for program eligibility, conducted intakes, and completed necessary reports for contract compliance
- Provided employment counseling leading to unsubsidized employment and increasing participants self-sufficiency
- Implemented Individual Employment Plans and monitored participants to assure that Trainees received adequate training to achieve their employment goals
- Maintained relationships with existing host agencies and recruited new host agencies to provide a wider variety of training opportunities for participants
- Conducted training sessions and technical assistance to host agency supervisors informing them of changes in program policies or procedures, as well as methods to motivate discouraged participants

Boards & Committees

- Chair, Community-Based Services Committee, Cuyahoga County Advisory Board on Senior and Adult Services, August 2018-Present
- Member, Cuyahoga County Advisory Board on Senior and Adult Services, January 2017-Present
- Dementia Friendly Taskforce, Alzheimer's Association of Cleveland, Program and Action Committees, 2015-2019
- Service for Independent Living, Emergency Preparedness Committee, 2014-2018
- Senior Day Committee, Cleveland Department of Aging, 2011-Present
- Disability Awareness Event Committee, Cleveland Department of Aging, 2011-14
- PAS Cooperative Advisory Council, LEAP, 2011-2013
- Lorain County Workforce Investment Board, Alternate Member/Member, 2004-11
- Lake County Workforce Investment Board (WIB) Member, 2005-2010
- Vice-Chair, Partner Committee, Lake County WIB, 2008- 2010

Skills

- Proficient in Microsoft Word and Outlook
- Strong Knowledge of the following Microsoft Office Programs: Excel, PowerPoint, and Publisher

Education

- Cleveland State University, Cleveland, OH
Master of Public Administration
- Kent State University, Kent, OH
B.A., Individual Family Studies and Gerontology

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0034

Sponsored by: County Executive Budish/Department of Public Works/ Division of County Engineer	A Resolution making an award on RQ2931 to Wilham Roofing Co., Inc in the amount not-to-exceed \$3,282,328.00 for roof replacement on the Harvard Avenue Maintenance Facility located at 2501 Harvard Avenue, Newburgh Heights, Ohio; authorizing the County Executive to execute Contract No. 701 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer has recommended an award on RQ2931 to Wilham Roofing Co., Inc in the amount not-to-exceed \$3,282,328.00 for roof replacement on the Harvard Avenue Maintenance Facility located at 2501 Harvard Avenue, Newburgh Heights, Ohio; and

WHEREAS, the primary goal of this project is to replace the roof on the Harvard Avenue Maintenance Facility, located at 2501 Harvard Avenue, Newburgh Heights; and

WHEREAS, the project is 100% funded by Capital Improvement fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ2931 to Wilham Roofing Co., Inc in the amount not-to-exceed \$3,282,328.00 for roof replacement on the Harvard Avenue Maintenance Facility located at 2501 Harvard Avenue, Newburgh Heights, Ohio.

SECTION 2. That the County Executive is authorized to execute the contract and all 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

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0033

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 10, 2019, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2020/2021 (Resolution No. R2019-0224) establishing the 2020/2021 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2021 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

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

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

SECTION 1. That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A. Capital Projects

JE007

PW600100 – Capital Projects		
Personal Services	\$	174,000.00
Other Expenses	\$	3,244,505.00
Capital Outlays	\$	66,000.00

The Office of Budget and Management requests an appropriation increase in the amount of \$3,484,505.00 for the Central Booking Project at the Justice Center for a GMP contract amendment. The primary goal of this GMP contract amendment is to provide professional design, pre-construction and construction services for an Interim Comprehensive Central Booking facility to be located within various floors of the Cuyahoga County Justice Center & Jail facility. The concept of a Central Booking facility has been studied by Cuyahoga County since 2015, and most recently as part of the ongoing Cuyahoga County Justice Center Executive Steering Committee planning efforts for replacement or renovation of current justice and corrections facilities for the County. In the context of the current Justice Center planning efforts, one of the key actions suggested for inmate population management and reduction of Jail population is the implementation of a comprehensive Central Booking process that includes all stakeholders in the Justice System that can make decisions related to the release of arrestees from custody. Recognizing that the implementation of population management initiatives does not rely solely on the construction of new facilities, the Office of the County Executive has determined that it is important to move forward immediately with the development of an interim solution for Central Booking in the existing facility. This can provide a means of reducing the population through a comprehensive program of risk assessment and release consistent with the objectives of assuring court appearance and maintaining public safety. In undertaking this initiative, the County and stakeholders in the justice system recognize that equally important to the administrative and economic impact of reducing the jail population is the impact on the individual who has a greater chance of success if able to remain in the community while his/her case is adjudicated. The total cost of the project is \$3,484,505.00 and is on the 2020 CIP. The anticipated completion date of this project is September 1, 2021. Funding for this project comes from the General Fund Capital Improvement Subsidy.

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 26, 2021

Committee(s) Assigned: Finance & Budgeting

Legislation Substituted in Committee: February 1, 2021

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0035

Sponsored by: County Executive Budish/Department of Public Works/ Division of County Engineer	A Resolution making an award on RQ3117 to Sterling Professional Group, Inc. in the amount not-to-exceed \$870,309.00 for construction services and partial renovation of the 6 th floor of the County Prosecutor’s Office at the Halle Warehouse; authorizing the County Executive to execute Contract No. 575 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: Councilmember Conwell	

WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer has recommended an award on RQ3117 to Sterling Professional Group, Inc. in the amount not-to-exceed \$870,309.00 for construction services and partial renovation of the 6th floor of the County Prosecutor’s Office at the Halle Warehouse; and

WHEREAS, the primary goal of this project is to partially renovate the south half of the sixth floor of the County Prosecutor’s Office; and

WHEREAS, the project is 100% funded by Capital Improvement fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ3117 to Sterling Professional Group, Inc. in the amount not-to-exceed \$870,309.00 for construction services and partial renovation of the 6th floor of the County Prosecutor’s Office at the Halle Warehouse.

SECTION 2. That the County Executive is authorized to execute the contract and all 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

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

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

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

Yeas:

Nays:

County Council President	Date
County Executive	Date
Clerk of Council	Date

First Reading/Referred to Committee: January 26, 2021
 Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: February 3, 2021

Journal _____
 _____, 20 _____

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0037

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution authorizing a revenue generating agreement with Flexjet, LLC in the amount not-to-exceed \$11,059,572.00 for lease of space and the facilitation of private construction of a new corporate headquarters, a flight operations center and related improvements of certain properties at the Cuyahoga County Airport, located at 26460 Curtiss Wright Parkway for the period 2/15/2021 – 2/14/2041; 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/County Engineer has authorized a revenue generating agreement with Flexjet, LLC in the amount not-to-exceed \$11,059,572.00 for lease of space and the facilitation of private construction of a new corporate headquarters, a flight operations center and related improvements of certain properties at the Cuyahoga County Airport, located at 26460 Curtiss Wright Parkway for the period 2/15/2021 – 2/14/2041; and

WHEREAS, the primary goal of this project is to continue to lease space for this revenue generating property and begin construction of the new corporate headquarters and flight operation center facilitating this private investment in the community and the retention of hundreds of jobs and the creation of approximately 200 new jobs; and

WHEREAS, the project is revenue generating; 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 revenue generating agreement with Flexjet, LLC in the amount not-to-exceed \$11,059,572.00 for lease of space and the facilitation of private construction of a new corporate headquarters, a flight operations center and related improvements of certain

properties at the Cuyahoga County Airport, located at 26460 Curtiss Wright Parkway for the period 2/15/2021 – 2/14/2041.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 26, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0038

Sponsored by: County Executive Budish/Department of Workforce Development	A Resolution authorizing an amendment to Contract No. 78 with United Labor Agency Incorporated for operation of the Workforce Service Center, job seekers and employer services and management of the On-the-Job Training Program for the period 7/1/2019 – 12/31/2020 to extend the time period to 6/30/2021 and for additional funds in the amount not-to-exceed \$2,619,463.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/ Department of Public Works/County Engineer has recommended an amendment to Contract No. 78 with United Labor Agency Incorporated for operation of the Workforce Service Center, job seekers and employer services and management of the On-the-Job Training Program for the period 7/1/2019 – 12/31/2020 to extend the time period to 6/30/2021 and for additional funds in the amount not-to-exceed \$2,619,463.00; and

WHEREAS, the primary goal of this amendment is to continue to provide career, training and support activities to eligible participants to promote successful employment; and

WHEREAS, the project is funded 100% by Workforce Innovation and Opportunity Act (WIOA) funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an amendment to Contract No. 78 with United Labor Agency Incorporated for operation of the Workforce Service Center, job seekers and employer services and management of the On-the-Job Training Program for the period 7/1/2019 – 12/31/2020 to extend the time

First Reading/Referred to Committee: January 26, 2021
Committee(s) Assigned: Education, Environment & Sustainability

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0039

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment and reappointment of various individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for various terms and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: Councilmember Sweeney	

WHEREAS, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

WHEREAS, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

WHEREAS, the County Executive has nominated the following individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2021 – 12/31/2023 as follows:

Appointment:

- a. Donisha Greene for an unexpired term ending 12/31/2021 (replacing Camren Harris)

Appointment:

- a. Dr. Victoria Winbush for the term 1/1/2020 – 12/31/2022

Appointments for the term 1/1/2021 – 12/31/2023:

- a. Mark Batson
- b. Katie Boland
- c. Yvette Bozman
- d. Kristie Groves
- e. Yvonka Hall
- f. Kathleen Hallissey
- g. Julie Johnson
- h. Janet Keeler
- i. Shannon Monyak
- j. Douglas Tayek
- k. Kim Thomas
- l. Eugene Ward, Jr.

Reappointments for the term 1/1/2021 – 12/31/2023:

- a. Bill Hebble
- b. Carolyn Lookabill

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 appointment and reappointment of the following individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2021 – 12/31/2023:

Appointment:

- a. Donisha Greene for an unexpired term ending 12/31/2021 (replacing Camren Harris)

Appointment:

- a. Dr. Victoria Winbush for the term 1/1/2020 – 12/31/2022

Appointments for the term 1/1/2021 – 12/31/2023:

- a. Mark Batson
- b. Katie Boland
- c. Yvette Bozman
- d. Kristie Groves

- e. Yvonka Hall
- f. Kathleen Hallissey
- g. Julie Johnson
- h. Janet Keeler
- i. Shannon Monyak
- j. Douglas Tayek
- k. Kim Thomas
- l. Eugene Ward, Jr.

Reappointments for the term 1/1/2021 – 12/31/2023:

- a. Bill Hebble
- b. Carolyn Lookabill

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: January 26, 2021

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

[Clerk's Note: Technical correction made by Clerk to correct the spelling of a name:
January 26, 2021]

[Clerk's Note: Technical correction made by Clerk: January 28, 2021]

Legislation Amended in Committee: February 2, 2021

Additional Sponsorship Requested: February 2, 2021

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0012

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Council President Jones</p>	<p>A Resolution declaring that public convenience and welfare requires rehabilitation of Dunham Road from Turney Road to Libby Road, in the City of Maple Heights; total estimated project cost \$1,800,000.00; 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.</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 Dunham Road from Turney Road to Libby Road, in the City of Maple Heights; total estimated project cost \$1,800,000.00; and

WHEREAS, the anticipated start-completion dates for construction of the project are 3/1/2022 – 6/1/2023; 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 8; and

WHEREAS, the estimated project cost is \$1,800,000.00; and

WHEREAS, this project will be funded as follows: (a) \$1,440,000.00 from County Road and Bridge Funds and (b) \$360,000.00 from the City of Maple Heights; 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:

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: January 20, 2021

Committee Report/Second Reading: January 26, 2021

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0013

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Council President Jones</p>	<p>A Resolution declaring that public convenience and welfare requires rehabilitation of Garfield Boulevard from Warner Road to Turney Road in the City of Garfield Heights; total estimated project cost \$1,900,000.00; 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.</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 Garfield Boulevard from Warner Road to Turney Road in the City of Garfield Heights; total estimated project cost \$1,900,000.00; and

WHEREAS, the anticipated start-completion dates for construction of the project are 3/1/2022 – 6/1/2023; 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 8; and

WHEREAS, the estimated project cost is \$1,900,000.00; and

WHEREAS, this project will be funded as follows: (a) \$1,520,000.00 from County Road and Bridge Funds and (b) \$380,000.00 from the City of Garfield Heights; 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:

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: January 20, 2021

Committee Report/Second Reading: January 26, 2021

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0014

<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 declaring that public convenience and welfare requires rehabilitation of Green Road from Euclid Avenue to South Corporation Line, in the City of Cleveland; total estimated project cost \$1,100,000.00; 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.</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 Green Road from Euclid Avenue to South Corporation Line, in the City of Cleveland; total estimated project cost \$1,100,000.00; and

WHEREAS, the anticipated start-completion dates for construction of the project are 3/1/2022 – 6/1/2023; 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 8; and

WHEREAS, the estimated project cost is \$1,100,000.00; and

WHEREAS, this project will be funded as follows: (a) \$880,000.00 from County Road and Bridge Funds and (b) \$220,000.00 from the City of Cleveland; and

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

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

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: January 20, 2021

Committee Report/Second Reading: January 26, 2021

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0017

<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 declaring that public convenience and welfare requires rehabilitation of Superior Road from Euclid Avenue to Lee Road, in the Cities of Cleveland Heights and East Cleveland ; total estimated project cost \$4,300,000.00; 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.</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 Superior Road from Euclid Avenue to Lee Road, in the Cities of Cleveland Heights and East Cleveland; total estimated project cost \$4,300,000.00; and

WHEREAS, the anticipated start-completion dates for construction of the project are 3/1/2022 – 6/1/2023; 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 \$4,300,000.00; and

WHEREAS, this project will be funded as follows: (a) \$1,150,000.00 from County Road and Bridge Funds; (b) \$2,150,000.00 Issue 1; (c) \$800,000.00 from Federal Grant and (d) \$200,000.00 from the City of Cleveland Heights; 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 Superior Road from Euclid Avenue to Lee Road, in the Cities of Cleveland Heights and 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: January 12, 2021

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

Additional Sponsorship Requested: January 20, 2021

Committee Report/Second Reading: January 26, 2021

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0019

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires rehabilitation of West Ridgewood Drive from Ridge Road to State Road in the City of Parma; total estimated project cost \$2,000,000.00; 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 West Ridgewood Drive from Ridge Road to State Road in the City of Parma; total estimated project cost \$2,000,000.00; and

WHEREAS, the anticipated start-completion dates for construction of the project are 3/1/2022 – 6/1/2023; 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 4; and

WHEREAS, the estimated project cost is \$2,000,000.00; and

WHEREAS, this project will be funded as follows: (a) \$1,600,000.00 from County Road and Bridge Funds and (b) \$400,000.00 from the City of Parma; 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 West Ridgewood Drive from Ridge Road to State Road in the City of Parma.

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 12, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: January 26, 2021

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0028

<p>Sponsored by: County Executive Budish/County Sheriff</p>	<p>A Resolution authorizing an amendment to Contract No. CE1600133-02 with Axon Enterprise, Inc. fka Taser International, Inc. for Taser body cameras for the period 7/1/2016 – 12/31/2023 to extend the time period to 3/31/2026, to change the scope of services, effective 4/1/2021, and for additional funds in the amount not-to-exceed \$1,604,401.46; authorizing the County Executive to execute the amendment 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/Sheriff Department has recommended an amendment to Contract No. CE1600133-02 with Axon Enterprise, Inc. fka Taser International, Inc. for Taser body cameras for the period of 7/1/2016 – 12/31/2023 to extend the time period to 3/31/2026, to change the scope of services effective 2/1/2021, and for additional funds in the amount not-to-exceed \$1,604,401.46; and

WHEREAS, the goals for this amendment are to: (a) upgrade tasers and (b) provide (60) additional body cameras, equipment and training; and

WHEREAS, this project is funded 100% from General Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby an amendment to Contract No. CE1600133-02 with Axon Enterprise, Inc. fka Taser International, Inc. for Taser body cameras for the period of 7/1/2016 – 12/31/2023 to extend the time period to 3/31/2026, to change the scope of services effective 2/1/2021, and for additional funds in the amount not-to-exceed \$1,604,401.46.

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Safety & Justice Affairs

Legislation Substituted in Committee: January 19, 2021

[Clerk's Note: Technical correction made by Clerk to correct the Funding Source
January 19, 2021]

Committee Report/Second Reading: January 26, 2021

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Ordinance No. O2021-0001

Sponsored by: County Executive Budish/Department of Public Safety and Justice Services	An Ordinance enacting Section 208.04 of the Cuyahoga County Code to establish a Cuyahoga County Diversion Board to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, on December 8, 2020, Council adopted Resolution R2020-0265 which authorized a contract with the Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County (“ADAMHS Board”) to operate and manage the Cuyahoga County Assessment and Diversion Center (“CCADC”) and its programs and services; and

WHEREAS, the primary goal of the CCADC to use evidence-supported best practice models to implement and manage crisis intervention training for all local police departments within the County, provide and staff a call-in help line for law enforcement officers; and

WHEREAS, in a recent study of the Cuyahoga County jail over a six-month period, more than 700 out of the approximately 2,100 inmates in the County’s average daily population had serious mental health and or substance abuse issues; and

WHEREAS, the CCADC will be the first of its kind in Ohio in managing the twin problems of rising jail populations and the growing number of inmates with mental health disorders and addiction issues; and

WHEREAS, the CCADC will house up to 50 individuals on-site for detoxification and/or stabilization and feature several components to treat their illnesses and prepare for additional care; and

WHEREAS, the County desires to establish the Diversion Board to, among other things, serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the CCADC; and

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

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

SECTION 1. Section 208.04 is hereby enacted to read as follows:

Section 208.04 Cuyahoga County Diversion Board

A. **Composition:** The Diversion Board shall first be appointed in March 2021 and shall be composed of seven (7) members, five (5) appointed by the Executive and two (2) appointed by the Council President not more than two (2) of the seven members may be employees of Cuyahoga County. The County Executive and the Council President shall use good faith efforts to reflect the diversity of the people of the County in appointing the members of the Board.

1. Members shall each serve three-year terms.
 - a. Two (2) of the five (5) members appointed by the Executive shall have an initial term of four (4) years, two (2) an initial term of three (3) years, and one (1) an initial term of two (2) years.
 - b. One (1) of the two (2) members appointed by the Council President shall have an initial term of four (4) years and one (1) an initial term of three (3) years.

Thereafter, all terms shall be for three (3) years.

2. Nothing in this section shall prohibit any initial appointee from being reappointed to the Diversion Board for a three-year term. If a vacancy occurs, the original appointing authority shall appoint a replacement in the same manner as the regular appointment for the unexpired term.
3. Members shall serve without compensation, except for out of pocket expenses, approved by the Board.

B. **Leadership and Staffing:** The Diversion Board shall select a member to serve as Chair and shall choose and develop its own rules of procedure, consistent with this section, other County ordinances, and the County Charter; provided that the member selected to serve as Chair shall serve in that capacity for a period of three (3) years. The Executive shall provide staff support as needed.

C. **Duties:** The duties of the Diversion Board shall include:

1. Acting as a resource for information and advice for the Diversion Operator, crisis intervention training teams and crisis response teams.
2. Encouraging community outreach and public participation in the goals and strategies of the center.
3. Providing recommendations and input to the Executive and County Council regarding the development of goals, strategies and programs.
4. Meeting publicly on a quarterly basis to provide a forum for the public to offer ideas and recommendations regarding the center.
5. Issue an annual report of findings and recommendations for policies by Jan. 31st each year using the data and metrics collected from the Diversion Center. This report shall also be made available to the public online.
6. Encourage Hospitals, Mental Health providers and Substance abuse providers to be resources for the Board.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 12, 2021
Committee(s) Assigned: Public Safety & Justice Affairs

Legislation Substituted in Committee: January 19, 2021

Journal _____
_____, 20__