



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, DECEMBER 6, 2011
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
6:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT RELATED TO AGENDA**
- 6. APPROVAL OF MINUTES**
 - a) November 17, 2011 Special Meeting
 - b) November 28, 2011 Committee of the Whole Meeting
 - c) November 28, 2011 Special Meeting
- 7. MESSAGES FROM THE COUNTY EXECUTIVE**
- 8. COMMITTEE REPORTS AND CONSIDERATION OF MOTIONS OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**
 - a) M2011-0050: A Motion confirming the County Executive's appointment of individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board, and declaring the necessity that this Motion become immediately effective.
 - 1) Gayle Thompkins Agahi
 - 2) Daniel E. Berry

- 3) Sari Feldman
- 4) Susan Muha
- 5) Denise Smudla
- 6) Harriet Applegate
- 7) Michael Latkovich
- 8) K. Michael Benz
- 9) Joseph A. Calabrese
- 10) Daniel M. Koncos
- 11) Jeffrey K. Patterson
- 12) Stephen M. Wing
- 13) Joseph Gauntner

Sponsor: Council President Connally

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

- b) M2011-0051: A Motion confirming the County Executive’s appointment of Christopher S. Ronayne to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally

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

9. COMMITTEE REPORT AND CONSIDERATION OF A MOTION OF COUNCIL FOR THIRD READING ADOPTION

- a) M2011-0048: A Motion establishing the 2012 schedule of County Council meetings.

Sponsor: Council President Connally

Committee Assignment and Chair: Rules, Charter Review, Ethics & Council Operations – Greenspan

10. COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- a) R2011-0323: A Resolution supporting a decision of the City of Cleveland Zoning Administrator to deny an application by Ty, Inc. to use property located at 4300 Bradley Road in the City of Cleveland for grading, filling and excavation, including mining, removal, transfer and sale of soils and minerals.

Sponsor: Councilmember Conwell

Committee Assignment and Chair: Environment & Sustainability – Rogers

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

- a) O2011-0056: An Ordinance establishing a General Fund Balance Reserve Policy, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Greenspan

- b) O2011-0057: An Ordinance establishing a General Fund Balance Reserve Replenishment Plan, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Greenspan

- c) O2011-0058: An Ordinance establishing a Health and Human Services Fund Balance Reserve Policy, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Greenspan

- d) O2011-0059: An Ordinance establishing a Health and Human Services Fund Balance Reserve Replenishment Plan, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Greenspan

- e) O2011-0060: An Ordinance establishing a Discretionary Funds Utilization Policy, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Greenspan

12. COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR THIRD READING ADOPTION

- a) O2011-0042: An Ordinance providing for adoption of a policy granting health benefits to domestic partners of County employees, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Simon, Miller, Rogers, Connally, Brady and Conwell

Committee Assignments and Chairs: Human Resources, Appointments & Equity – Conwell and Justice Affairs – Simon

13. CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

- a) R2011-0329: A Resolution amending the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.

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

- b) R2011-0330: A Resolution amending the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management on behalf of Human Resource Commission

- c) R2011-0331: A Resolution amending Resolution No. R2011-0164 dated 4/26/2011, which amended the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.

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

- d) R2011-0332: A Resolution amending Resolution No. R2011-0220 dated 7/12/2011, which amended the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and

other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.

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

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

- a) R2011-0333: A Resolution authorizing amendments to various contracts with North Coast Community Homes, Inc. for the lease/purchase of various properties for use as group homes for persons with developmental disabilities to change the terms, effective 10/1/2011; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
- 1) No. CE03299 with Lomond House, located at 16613 Lomond Boulevard, Shaker Heights, for the period 12/1/1987 - 11/30/2012.
 - 2) No. CE03434 with Pearl House, located at 6063 Pearl Road, Parma Heights, for the period 5/1/1987 - 4/30/2012.
 - 3) No. CE03447 with Tremont House, located at 2440 West 14th Street, Cleveland, for the period 8/1/1987 - 7/31/2012.
 - 4) No. CE03448 with Brooklyn House, located at 4248 West 35th Street, Cleveland, for the period 9/1/1987 - 8/31/2012.

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

- b) R2011-0334: A Resolution authorizing an assignment of leases from Cuyahoga County to Cuyahoga County Board of Developmental Disabilities, effective 1/1/2012, in connection with various contracts with North Coast Community Homes, Inc. for the lease/purchase of various properties for use as group homes for persons with developmental disabilities; authorizing the County Executive to execute the assignment of leases and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

- 1) No. CE03299 with Lomond House, located at 16613 Lomond Boulevard, Shaker Heights, for the period 12/1/1987 - 11/30/2012.
- 2) No. CE03434 with Pearl House, located at 6063 Pearl Road, Parma Heights, for the period 5/1/1987 - 4/30/2012.
- 3) No. CE03447 with Tremont House, located at 2440 West 14th Street, Cleveland, for the period 8/1/1987 - 7/31/2012.
- 4) No. CE03448 with Brooklyn House, located at 4248 West 35th Street, Cleveland, for the period 9/1/1987 - 8/31/2012.

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

- c) R2011-0335: A Resolution authorizing an amendment to a Brownfields Revolving Loan Subgrant award to City of Cleveland for an asbestos abatement project located at 5701 Carnegie Avenue, Cleveland, in connection with the American Recovery and Reinvestment Act Brownfields Revolving Loan Fund Program to add the time period 10/1/2009 - 9/30/2012 and for additional funds in the amount of \$674,835.47; 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 Development

- d) R2011-0336: A Resolution authorizing The MetroHealth System to become a member and participate in one or more group 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 2012, in accordance with Ohio Revised Code Section 339.05; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald on behalf of The MetroHealth System

- e) R2011-0337: A Resolution authorizing an agreement with The MetroHealth System in the amount not-to-exceed \$1,300,000.00 for medical, psychiatric, dental and pharmacy services for the period 1/1/2012 - 12/31/2012; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/County Sheriff

- f) 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

- g) 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

15. COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- a) R2011-0291: A Resolution adopting the 2012/2013 Biennial Operating Budget and Capital Improvements Program, and declaring the necessity that this Resolution become immediately effective.

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

Committee Assignments and Chairs: Finance & Budgeting Committee through the Committee of the Whole – Miller and Connally

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

- a) R2011-0306: A Resolution authorizing the County Executive to enter into amendments to contracts with various providers for residential treatment

services for youth for various time periods ending 1/31/2012, and declaring the necessity that this Resolution become immediately effective:

- 1) for the period 2/1/2010 – 1/31/2012:
 - i) for a decrease:
 - a. No. CE1000250-01 with Applewood Centers, Inc. in the amount of \$75,000.00.
 - b. No. CE1000251-01 with Beech Brook in the amount of \$59,000.00.
 - c. No. CE1000258-01 with Carrington Youth Academy LLC in the amount of \$75,000.00.
 - d. No. CE100260-01 with The Cleveland Christian Home Incorporated in the amount of \$103,500.00.
 - ii) for additional funds:
 - a. No. CE1000253-01 with Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$68,500.00.
 - b. No. CE1000257-01 with Berea Children's Home in the amount not-to-exceed \$7,000.00.
 - c. No. CE1000259-01 with Catholic Charities Services Corporation (Parmadale) in the amount not-to-exceed \$126,000.00.
 - d. No. CE1000263-01 with The Village Network in the amount not-to-exceed \$27,000.00.
- 2) for the period 6/1/2010 – 1/31/2012:
 - i) for additional funds:
 - a. No. CE1000724-01 with Glen Mills Schools in the amount not-to-exceed \$590,000.00.
 - b. No. CE1000727-01 with Safehouse Ministries in the amount not-to-exceed \$21,534.98.
 - c. No. CE1000726-01 with Keystone Richland dba Foundations for Living in the amount not-to-exceed \$56,500.00.
 - d. No. CE1000725-01 with The House of Emmanuel, Inc. in the amount not-to-exceed \$165,000.00.

Sponsor: County Executive FitzGerald on behalf of Juvenile Court

Committee Assignment and Chair: Justice Affairs – Simon

- b) R2011-0315: A Resolution authorizing a contract with HNTB Ohio, Inc. in the amount not-to-exceed \$467,910.00 for design engineering services for reconstruction, with additional turning lanes, of Royalton Road from West 130th Street to York Road in the City of North Royalton; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

- c) R2011-0316: A Resolution approving Right-of-Way plans as set forth in preliminary Right-of-Way Plat M-5011 for the relining of Snow Road Bridge No. 220 over the west branch of Big Creek in the City of Brook Park; authorizing the County Executive through the Department of Public Works to acquire the necessary Right-of-Way; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Public Works/
County Engineer and Councilmember Miller

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

- d) R2011-0317: A Resolution approving Right-of-Way plans as set forth in preliminary Right-of-Way Plat M-4985 for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma; authorizing the County Executive through the Department of Public Works to acquire the necessary Right-of-Way; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Public Works/
County Engineer and Councilmember Germana

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

- e) R2011-0318: A Resolution authorizing a contract with Reserve Apartments, LTD in the amount of \$2,400,205.56 for lease of office space located at 1701 E. 17th Street, Cleveland, for use by various County divisions and a department for the period 10/1/2011 - 9/30/2014; and authorizing the County Executive to execute the contract and all other documents consistent with this Resolution.

Sponsor: County Executive FitzGerald/Department of Public Works/
Central Services

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

- f) R2011-0319: A Resolution authorizing the donation of approximately 20 acres of land (known as “Preservation Parcels”) to the Board of Park Commissioners of the Cleveland Metropolitan Park District for wetlands mitigation in connection with improvement and construction of Crocker-Stearns Extension from Lorain Road to the North Olmsted North Corporation Line and the grading, draining, paving and widening of Stearns Road from Interstate 480 to Lorain Road in the Cities of North Olmsted and Westlake, and authorizing the County Executive to execute all documents required in connection with said donation of land.

Sponsors: County Executive FitzGerald/Department of Public Works/
County Engineer and Councilmember Greenspan

Committee Assignments and Chairs: Public Works, Procurement &
Contracting – Jones and Environment & Sustainability – Rogers

- g) R2011-0320: A Resolution amending the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources and for appropriation transfers between budget accounts, in order to meet the budgetary needs of various County departments, offices, and agencies related to year-end close-out activities; and declaring the necessity that this Resolution become immediately effective.

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

Committee Assignment and Chair: Finance & Budgeting – Miller

- h) R2011-0321: A Resolution authorizing awards on RQ20783 to various providers in the total amount of \$900,000.00 for real estate appraisal services for the Sheriff’s sale for the period 1/1/2012 - 12/31/2014, and

authorizing the County Executive to execute agreements consistent with said awards:

- 1) John W. Andrews
- 2) Mark Butler
- 3) Gregory W. Conte
- 4) Thomas P. Hogan
- 5) Paul Kinczel
- 6) John H. Koz
- 7) Ruth A. Lassiter
- 8) Wayne F. Levering
- 9) Christopher J. Loftus
- 10) Paul G. McLaughlin
- 11) Stan Patriski
- 12) Daniel Rocco
- 13) Rosemary A. Schneider
- 14) Crystal A. Williams

Sponsor: County Executive FitzGerald/County Sheriff

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

- i) R2011-0322: A Resolution authorizing an award on RQ21041 to Court Community Service in the amount of \$555,000.00 for court community placement and supervision services for probationers for the period 1/1/2012 - 12/31/2014; authorizing the County Executive to execute a contract consistent with said award; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald on behalf of Common Pleas Court/Corrections Planning Board

Committee Assignment and Chair: Justice Affairs – Simon

17. CONSIDERATION OF AN ORDINANCE FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

- a) O2011-0055: An Ordinance amending Ordinance No. O2011-0014, as amended, which enacted the Cuyahoga County Contracting and Purchasing Procedures Ordinance; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works/
Department of Law

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

- a) O2011-0061: An Ordinance providing for modifications and adoption of the County's Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective

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

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

- a) O2011-0054: An Ordinance approving the revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual, effective 1/1/2012, and declaring the necessity that this Ordinance become immediately effective.

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

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

20. COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING AND REFERRAL TO COMMITTEE

- a) O2011-0049: An Ordinance authorizing the County Executive to establish an Economic Development Fund for the purpose of investing in job growth and economic development in Cuyahoga County; and declaring the necessity that this Ordinance become immediately effective. (Pending committee recommendation.)

Sponsor: County Executive FitzGerald/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

21. COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION

- a) O2011-0050: An Ordinance providing for the adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive FitzGerald/Human Resource Commission

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

22. MISCELLANEOUS COMMITTEE REPORTS

23. MISCELLANEOUS BUSINESS

- a) Mr. Marcus Glover, General Manager, Horseshoe Casino Cleveland, will address Council regarding the Casino's upcoming hiring program/process.

24. PUBLIC COMMENT UNRELATED TO AGENDA

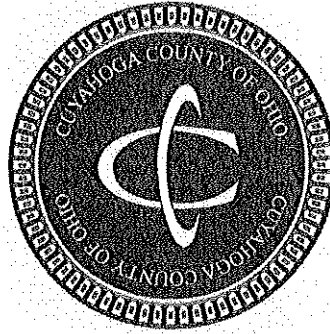
25. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

TUESDAY, DECEMBER 13, 2011
6:00 PM / COUNCIL CHAMBERS

*In accordance with Ordinance No. O2011-0020, complimentary parking for the public will be available **beginning at 4:00 p.m.** on any day when the Council or any of its committees holds evening meetings. Please see the Clerk to obtain a parking pass.



MINUTES

**CUYAHOGA COUNTY COUNCIL SPECIAL MEETING
THURSDAY, NOVEMBER 17, 2011
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
5:00 PM**

1. CALL TO ORDER

The meeting was called to order by Council President Connally at 5:08 p.m.

2. ROLL CALL

Council President Connally asked the Clerk to call the roll. Councilmembers Jones, Rogers, Simon, Greenspan, Miller, Brady, Germana, Gallagher, Conwell and Connally were in attendance and a quorum was determined. Mr. Schron was absent from the meeting.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Connally requested a moment of silent meditation be dedicated in honor of George W. White, retired chief judge of the United States District Court in Cleveland, who recently passed away.

5. PUBLIC COMMENT RELATED TO AGENDA

No public comments were given.

6. APPROVAL OF MINUTES

- a) November 9, 2011 Regular Meeting

A motion was made by Mr. Greenspan, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes of the November 9, 2011 regular meeting.

7. MESSAGES FROM THE COUNTY EXECUTIVE

- a) Contracts executed by County Executive (attachment).

There was no report given by the County Executive.

8. CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER
SUSPENSION OF RULES

A motion was made by Ms. Simon, seconded by Mr. Gallagher and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2011-0325 and R2011-0326.

- a) R2011-0325: A Resolution rescinding Resolution No. R2011-0298, dated 11/9/2011, which approved the determination to proceed with submitting to the electors of Cuyahoga County to renew an existing 4.8 mill Health and Human Services levy for the purpose of supplementing general fund appropriations for health and human or social services, for a period of four years, outside the ten mill limitation, in accordance with the provisions of Section 5705.191 of the Ohio Revised Code; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Law

On a motion by Mr. Miller with a second by Mr. Rogers, Resolution No. R2011-0325 was considered and adopted by unanimous vote.

- b) R2011-0326: A Resolution determining to proceed with submitting to the electors of Cuyahoga County to renew an existing 4.8 mill Health and Human Services levy for the purpose of supplementing general fund appropriations for health and human or social services, for a period of four years, outside the ten mill limitation, in accordance with the provisions of Section 5705.191 of the Ohio Revised Code; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Health and Human Services and Councilmembers Conwell, Jones, Rogers, Simon, Greenspan, Miller, Brady, Germana, Gallagher, Schron and Connally

On a motion by Mr. Miller with a second by Mr. Jones, Resolution No. R2011-0326 was considered and adopted by unanimous vote.

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

A motion was made by Ms. Simon, seconded by Mr. Miller and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2011-0327.

- a) R2011-0327: A Resolution **rejecting** the report containing findings and recommendations of Fact-finder Marvin J. Feldman regarding negotiations between the County and the Fraternal Order of Police, Ohio Labor Council, Inc. for a collective bargaining agreement covering approximately 15 employees in the classification of Correction Sergeant at the Sheriff's Department; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/County Sheriff

A motion was made by Mr. Gallagher, seconded by Ms. Conwell and approved by unanimous vote to move to Executive Session for the purpose of discussing with the Law Director matters concerning findings of a Fact-finder, and for no other purpose whatsoever. Executive Session was then called to order by Council President Connally at 5:19 p.m. The following members were present: Councilmembers Jones, Rogers, Simon, Greenspan, Miller, Brady, Germana, Gallagher, Conwell and Connally. The following additional attendees were present: Clerk of Council Jeanne Schmotzer, Director of Law Majeed Makhlof, Assistant Law Director Christopher Russ, Assistant Law Director Ed Morales, Senior Policy Advisor for the Council Joanne Gross and Deputy Clerk of Council Nikima Barnhill. At 5:31 p.m., a motion was made by Mr. Germana, seconded by Ms. Simon and unanimously approved to adjourn Executive Session. Council President Connally then reconvened the regular meeting.

A motion was then made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to amend the Resolution to reject the Fact-finder report.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2011-0327 was considered and adopted by unanimous vote, as amended.

10. MISCELLANEOUS COMMITTEE REPORTS

There were no miscellaneous committee reports.

11. MISCELLANEOUS BUSINESS

Council President Connally asked for a motion to excuse Mr. Schron from the meeting. A motion was then made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to excuse Mr. Schron from the meeting due to business-related reasons.

Ms. Simon stated that contestants for the Top Dog Contest have submitted their essays. Councilmembers are needed to serve as judges for the contest.

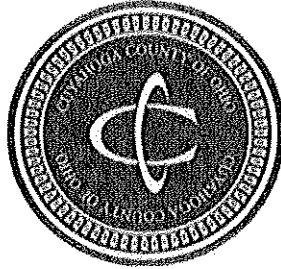
On behalf of the Cuyahoga County Council, Council President Connally wished everyone a Happy Thanksgiving.

12. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given.

13. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Greenspan with a second by Mr. Miller, the meeting was adjourned at 5:38 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
MONDAY, NOVEMBER 28, 2011
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
1:30 PM**

1. CALL TO ORDER

At the request of Council President Connally, the meeting was called to order by Councilmember Miller, Chairman of the Finance & Budgeting Committee, at 2:05 p.m.

2. ROLL CALL

Chairman Miller asked the Clerk to call the roll. Councilmembers Rogers, Simon, Greenspan, Miller, Brady, Germana, Gallagher, Schron, Conwell, Jones and Connally were in attendance and a quorum was determined.

3. PUBLIC COMMENT RELATED TO THE AGENDA

No public comments were given.

4. APPROVAL OF MINUTES

a) November 14, 2011

A motion was made by Mr. Brady, seconded by Ms. Connally and approved by unanimous vote to approve the minutes of the November 14, 2011 meeting.

b) November 17, 2011

A motion was made by Mr. Rogers, seconded by Mr. Jones and approved by unanimous vote to approve the minutes of the November 17, 2011 meeting.

5. MATTERS REFERRED TO COMMITTEE

Ms. Jeanne Schmotzer, Clerk of Council, read Resolution No. R2011-0291 into the record.

- a) R2011-0291: A Resolution adopting the 2012/2013 Biennial Operating Budget and Capital Improvements Program, and declaring the necessity that this Resolution become immediately effective.
 - 1) Adoption of Substitute Resolution
 - 2) Additional Amendments
 - 3) Committee Report to Council

Committee Assignment and Chair: Finance & Budgeting – Miller

Mr. Miller introduced several written technical amendments on the floor from the Office of Management & Budget. Matt Rubino, Director, Office of Budget & Management, addressed the Committee regarding the amendments. Discussion ensued.

Councilmembers asked questions of Mr. Rubino pertaining to the technical amendments, which he answered accordingly.

A motion was made by Mr. Rogers, seconded by Ms. Connally and approved by unanimous vote to approve the technical amendments from the Office of Budget & Management.

A motion was then made by Mr. Brady, seconded by Mr. Rogers and approved by unanimous vote to adopt substitute Resolution No. R2011-0291, as amended.

Mr. Miller then introduced several written amendments on the floor.

A motion was made by Mr. Miller seconded by Ms. Connally and approved by unanimous vote to accept the amendments as presented by Mr. Miller and to amend Resolution No. R2011-0291.

A brief recess was taken by the Committee, after which Chairman Miller reconvened the meeting.

Mr. Miller introduced a list of written amendments to Resolution No. R2011-0291, as suggested by Councilmembers, on the floor.

Councilmembers discussed the concept of voting to defer consideration of funding for particular items for a period of six months and/or the mid-year budget review. Discussion ensued.

A motion was then made by Mr. Greenspan, seconded by Mr. Brady and approved by majority vote to allow for deferrals with Councilmembers Greenspan, Miller, Germana,

Gallagher, Schron and Rogers voting in the affirmative and Councilmembers Brady, Conwell, Jones, Simon and Connally casting dissenting votes.

A motion was made by Mr. Brady, seconded by Mr. Greenspan and approved by unanimous vote to delete the allocation for the establishment of the Department of Consumer Affairs in the amount of \$75,000.00 in 2012 and \$100,000.00 in 2013.

A motion was made by Mr. Miller, seconded by Mr. Schron and approved by unanimous vote to delete the allocation of \$42,117.00 to the Office of the Public Defender for a supervisor salary adjustment, pending a pay equity study.

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to require the Office of the Public Defender to conduct a pay equity study and to add the following language to the Resolution:

The Executive's Office, in coordination with the Human Resources Commission shall provide to Council a market salary survey of both the County Prosecutor and the Public Defenders offices in an effort to ensure pay equity. The survey shall be submitted to Council no later than March 16, 2012. Not later than sixty (60) days after the completion of the survey, the Executive's Office shall report to Council on how best to implement the results.

A motion was made by Mr. Miller, seconded by Ms. Connally and approved by majority vote to reduce the overtime allocation to the Office of the Sheriff by \$500,000.00, with Councilmember Germana casting a dissenting vote.

A motion was made by Ms. Connally, seconded by Mr. Gallagher and approved by unanimous vote to require the Office of the Clerk of Courts to draft a plan on court cost collection and to add the following language to the Resolution:

The Clerk of Courts shall provide to Council a comprehensive plan to collect the delinquent fines, fee and other related court costs still owed to the Clerk of Courts since 2002. The plan shall be submitted to Council no later than January 16, 2012. A more aggressive plan, similar to those found in other jurisdictions or based on best practices to collect these delinquent fines and fees, would have a positive impact on the General Fund Revenue.

A motion was made by Mr. Germana, seconded by Mr. Rogers and approved by unanimous vote to reduce the allocation for the Procurement & Diversity/Disparity Study to \$100,000.00 in 2012.

A motion was made by Mr. Greenspan, seconded by Mr. Schron and approved by unanimous vote to require organizations to reuse or properly dispose of American flags and to add the following language to the Resolution:

To condition any request for funding from any organization for Americans flags for Memorial Day Observances or any other observances , stipulating that the requested flags be returned to the County for secondary use or that the organization verifies that the flags have be properly disposed.

A motion was made by Mr. Greenspan and seconded by Mr. Schron to defer the allocation \$37,500.00 to the Domestic Relations Court for an additional mediator until the mid-year budget review. The motion failed on a vote of 2 yeas and 9 nays with Councilmembers Greenspan and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Germana, Gallagher, Conwell, Jones and Connally casting dissenting votes.

A brief recess was taken by the Committee, after which Chairman Miller reconvened the meeting.

A motion was made by Mr. Greenspan and seconded by Mr. Gallagher to defer the subsidy to the Alcohol, Drug Abuse and Mental Health Services Board in the amount of \$1,500,000.00 in 2012 and \$750,000.00 in 2013 until the mid-year budget review. The motion failed on a vote of 4 yeas and 6 nays with Councilmembers Greenspan, Germana, Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Miller, Brady, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Schron and seconded by Mr. Gallagher to reduce the subsidy to the Alcohol, Drug Abuse and Mental Health Services Board by \$1,000,000.00 in 2012 and \$250,000.00 in 2013. The motion failed on a vote of 3 yeas and 8 nays with Councilmembers Greenspan, Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Germana, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Greenspan and seconded by Ms. Conwell to defer the allocation of \$372,000.00 to the Department of Children & Family Services for six direct service staff until the mid-year budget review. The motion failed on a vote of 4 yeas and 7 nays with Councilmembers Greenspan, Germana, Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Greenspan and seconded by Mr. Gallagher to defer the allocation of \$290,000.00 to the Department of Employment & Family Services for six direct service staff until the mid-year budget review. The motion failed on a vote of 4 yeas and 7 nays with Councilmembers Greenspan, Germana, Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Greenspan and seconded by Mr. Gallagher to defer the allocation of an additional \$600,000.00 per year to the Office of Early Childhood/Invest in Children for the Help Me Grow program until the mid-year budget review. The motion failed on a vote of 4 yeas and 7 nays with Councilmembers Greenspan, Germana,

Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Miller, seconded by Mr. Gallagher and approved by majority vote to reduce the allocation to the Help Me Grow program from \$600,000.00 to \$400,000.00, with Councilmember Conwell casting the dissenting vote.

A motion was made by Mr. Greenspan and seconded by Mr. Germana to defer the allocation of an additional \$800,000.00 per year to the Office of Early Childhood/Invest in Children for the Universal Pre-K program until the mid-year budget review. The motion failed on a vote of 4 yeas and 7 nays with Councilmembers Greenspan, Germana, Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Greenspan and seconded by Mr. Gallagher to defer the allocation of \$300,000.00 per year to the Office of Homeless Services for the Re-Housing program until the mid-year budget review. The motion failed on a vote of 4 yeas and 7 nays with Councilmembers Greenspan, Germana, Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Greenspan and seconded by Mr. Gallagher to defer the allocation of \$200,000.00 per year to the Juvenile Courts for diversion programs until the mid-year budget review. The motion failed on a vote of 3 yeas and 8 nays with Councilmembers Greenspan, Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Germana, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Greenspan and seconded by Mr. Germana to defer the allocation of \$150,000.00 in 2012 and \$250,000.00 in 2013 to the Office of Re-entry Services for the Re-entry Entrepreneurship until the mid-year budget review. The motion failed on a vote of 3 yeas and 8 nays with Councilmembers Greenspan, Germana and Gallagher voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Germana, Schron, Conwell, Jones and Connally casting dissenting votes.

On a motion by Mr. Brady with a second by Ms. Connally, Resolution No. R2011-0291 was referred to the full Council for a second reading by unanimous vote, as amended.

6. MISCELLANEOUS BUSINESS

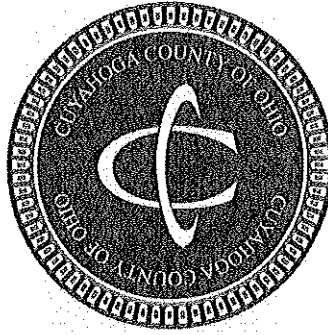
There was no miscellaneous business.

7. OTHER PUBLIC COMMENT

No public comments were given.

8. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Greenspan with a second by Mr. Greenspan, the meeting was adjourned at 5:45 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL SPECIAL MEETING
MONDAY, NOVEMBER 28, 2011
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
1:00 PM**

1. CALL TO ORDER

The meeting was called to order by Council President Connally at 1:09 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Connally requested a moment of silent meditation be taken to reflect on the Thanksgiving holiday and all that we have to be thankful for.

5. PUBLIC COMMENT RELATED TO AGENDA

No public comments were given.

6. MESSAGES FROM THE COUNTY EXECUTIVE

There was no report given by the County Executive.

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

A motion was made by Mr. Miller, seconded by Mr. Germana and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2011-0328.

- a) R2011-0328: A Resolution authorizing an amendment to a Depository Agreement with KeyBank, NA for Deposit of Public Funds for the period 8/24/2009 – 8/23/2013, to change the scope of services, effective 12/1/2011; authorizing the County Executive to execute said amendment; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/County Treasurer

A motion was made by Mr. Miller, seconded by Mr. Brady and approved by unanimous vote to consider substitute Resolution No. R2011-0328.

On a motion by Mr. Schron with a second by Mr. Jones, substitute Resolution No. R2011-0328 was considered and adopted by unanimous vote.

8. MISCELLANEOUS COMMITTEE REPORTS

There were no miscellaneous committee reports.

9. MISCELLANEOUS BUSINESS

Ms. Simon stated that judging for the Top Dog Contest will be held on Tuesday, November 29, 2011 at 11:00 a.m.

10. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given.

11. ADJOURNMENT

With no further business to discuss and on a motion by Ms. Conwell with a second by Mr. Miller, the meeting was adjourned at 1:53 p.m., without objection.

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2011-0050

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board, and declaring the necessity that this Motion become immediately effective.

WHEREAS, the Cleveland/Cuyahoga County Workforce Investment Board was established to fulfill the functions outlined in the Federal Workforce Investment Act of 1998, and was created pursuant to the provisions of ORC Chapter 6301; and,

WHEREAS, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidance and exercises oversight of local programs of workforce activities; and,

WHEREAS, such workforce development activities include helping individuals maximize their employment opportunities; help employers gain access to skilled workers; help employers retain skilled workers; help develop or enhance the skills of incumbent workers; improve the quality of the workforce and enhancing the productivity and competitiveness of the economy; and,

WHEREAS, the nominations for the individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board are submitted pursuant to applicable provisions, including Section 117(b)(2) of the 1998 Federal Workforce Investment Act; and,

WHEREAS, members of the Cleveland/Cuyahoga County Workforce Investment Board shall be appointed to serve a three (3) year term expiring on June 30, 2014; and,

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board:

- a) Gayle Thompkins Agahi, Director of External Partnerships, Talent Management/HR of Cleveland Clinic;
- b) Daniel E. Berry, President and CEO of MAGNET (the Manufacturing Advocacy and Growth Network);
- c) Sari Feldman, Executive Director of the Cuyahoga County Public Library;
- d) Susan Muha, Executive Vice President of Workforce and Economic Development Division at Cuyahoga Community College;
- e) Denise Smudla, Director of Human Resources at Jennings Center for Older Adults;
- f) Harriet Applegate, Executive Secretary at North Shore AFL-CIO Federation of Labor;
- g) Michael (Mick) Latkovich, Vice President, Rehabilitation Services at Vocational Guidance Services;
- h) K. Michael Benz (Community Partner), President and CEO of United Way of Greater Cleveland;
- i) Joseph A. Calabrese, CEO and General Manager/Secretary-Treasurer for Greater Cleveland RTA;
- j) Daniel M. Koncos (Mandatory Partner), Region 2 Coordinator for Ohio Department of Job & Family Services;
- k) Jeffrey K. Patterson, Chief of Staff and Operations for Cuyahoga Metropolitan Housing Authority;
- l) Stephen M. Wing, President of Corporate Voices for Working Families;
- m) Joe Gauntner (Mandatory Partner-TANF), Deputy Chief of Staff for Human Services, Office of the County Executive; and,

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

SECTION 1. The Council of Cuyahoga County hereby confirms the appointment of the following individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board for a three (3) year term expiring on June 30, 2014:

- a) Gayle Thompkins Agahi, Director of External Partnerships, Talent Management/HR of Cleveland Clinic;
- b) Daniel E. Berry, President and CEO of MAGNET (the Manufacturing Advocacy and Growth Network);
- c) Sari Feldman, Executive Director of the Cuyahoga County Public Library;
- d) Susan Muha, Executive Vice President of Workforce and Economic Development Division at Cuyahoga Community College;
- e) Denise Smudla, Director of Human Resources at Jennings Center for Older Adults;
- f) Harriet Applegate, Executive Secretary at North Shore AFL-CIO Federation of Labor;
- g) Michael (Mick) Latkovich, Vice President, Rehabilitation Services at Vocational Guidance Services;
- h) K. Michael Benz (Community Partner), President and CEO of United Way of Greater Cleveland;
- i) Joseph A. Calabrese, CEO and General Manager/Secretary-Treasurer for Greater Cleveland RTA;
- j) Daniel M. Koncos (Mandatory Partner), Region 2 Coordinator for Ohio Department of Job & Family Services;
- k) Jeffrey K. Patterson, Chief of Staff and Operations for Cuyahoga Metropolitan Housing Authority;
- l) Stephen M. Wing, President of Corporate Voices for Working Families;
- m) Joe Gauntner (Mandatory Partner-TANF), Deputy Chief of Staff for Human Services, Office of the County Executive; and,

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011

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

Journal CC004

December 6, 2011

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2011-0051

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of Christopher S. Ronayne to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors, and declaring the necessity that this Motion become immediately effective.

WHEREAS, the Cleveland-Cuyahoga County Port Authority Board of Directors was established in 1968 to manage maritime operations, and the Organization of the Board of Directors was created pursuant to the provisions of 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 County Port Authority Board of Directors has nine members and the members are appointed by both the City of Cleveland and Cuyahoga County; and,

WHEREAS, members of the Cleveland-Cuyahoga County Port Authority Board of Directors shall be appointed to serve a four (4) year term; and,

WHEREAS, the individual appointed shall have a term commencing immediately upon signature of this Motion, and the expiration of said term shall be January 28, 2015; 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 Christopher S. Ronayne, AICP, President of University Circle Incorporated to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors; and,

WHEREAS, Christopher S. Ronayne, AICP has a vast amount of experience to offer to the Board; including expertise in Urban Planning, Economic Development and Green Initiatives, and as holding leadership positions in both Cuyahoga County and the City of Cleveland; and,

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

SECTION 1. The Council of Cuyahoga County hereby confirms the appointment of Christopher S. Ronayne, to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for a term of four years, commencing immediately and with a term expiring January 28, 2015.

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Motion No. M2011-0048

Sponsored by: Council President Connally	A Motion establishing the 2012 schedule of County Council meetings.
---	--

WHEREAS, Rule 5A of the Cuyahoga County Council Rules requires that Council establish a schedule of the dates, times and locations of all regular Council meetings; and

WHEREAS, Rule 5B of said Rules states that all meetings of Council shall take place at the County Council Chambers located on the first floor of the Justice Center at 1200 Ontario Avenue, Cleveland, unless otherwise specified; and

WHEREAS, Rule 5B of said Rules also states that regular Council meetings shall take place on the 2nd and 4th Tuesday of each month at 6:00 p.m., unless otherwise specified in the annual schedule established by the Council.

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

SECTION 1. The Council of Cuyahoga County hereby establishes the 2012 schedule of meetings as follows:

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>MEETING TYPE</u>	<u>LOCATION</u>
TUESDAY	1/10/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	1/24/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	2/14/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	2/28/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	3/13/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	3/27/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	4/10/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	4/24/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	5/8/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	5/22/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	6/12/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	6/26/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	7/10/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	7/24/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	8/14/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	8/28/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	9/11/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	9/25/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	10/9/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER

TUESDAY	10/23/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	11/13/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	11/27/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	12/11/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER

SECTION 2. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Motion 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 Motion was duly approved.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Tabled: October 25, 2011

Second Reading/Referred to Committee: November 9, 2011

Committee(s) Assigned: Rules, Charter Review, Ethics & Council Operations

Journal CC004

December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0323

Sponsored by: Councilmember Conwell	A Resolution supporting a decision of the City of Cleveland Zoning Administrator to deny an application by Ty, Inc. to use property located at 4300 Bradley Road in the City of Cleveland for grading, filling and excavation, including mining, removal, transfer and sale of soils and minerals.
--	---

WHEREAS, W.B. and M.E. Baumann and Bradley Road Inc. (the "Owners") are the owners of certain property located at 4300 Bradley Road (PPNs: 009-36-001, 0099-36-002, 009-36-005, 009-36-006, 009-36-007, 009-34-002, 009-34-004) in the Old Brooklyn neighborhood in the City of Cleveland (the "Property"); and

WHEREAS, Ty, Inc., an independent corporation, as contractor and on behalf of the Owners, applied to the Ohio Department of Natural Resources for a Mineral Mining Permit (#10428) to strip mine 8.5 acres along Skylane Drive and Bradley Road in the City of Cleveland; and

WHEREAS, Ty, Inc. intends to go down 30-40 feet in order to obtain approximately 20,000 to 30,000 cubic yards of clay and sand; and

WHEREAS, the land area requested to be strip mined is located between two creeks running through the area; and

WHEREAS, the strip mine would be adjacent to residences on Skylane Drive in the City of Cleveland; and

WHEREAS, the 15-year permit may compromise the ecosystem of the creeks, the water and air quality of the area, the property value of the area residents and the quality of life of those residents; and

WHEREAS, granting such a permit could cause a negative impact and create poor precedent for other vacant land in our communities; and

WHEREAS, on March 22, 2010, Cleveland City Council adopted Resolution No. 375-10, which opposed the application to the Ohio Department of Natural Resources by Ty, Inc. for a Mineral Mining Permit to strip mine sand and clay from 4300 Bradley Road adjacent to Skylane Drive in the City of Cleveland; and

WHEREAS, on September 29, 2010, the Ohio Department of Natural Resources granted the requested permit to Ty, Inc.

WHEREAS, an application by Ty, Inc., as contractor and on behalf of the Owners, to the City of Cleveland Department of Building and Housing to use the Property for grading, filling and excavation, including mining, removal, transfer and sale of soils and minerals (the "Proposed Use") was denied by the City of Cleveland Zoning Administrator (the "Zoning Administrator"); and

WHEREAS, the Owners and Ty, Inc. have appealed the denial to the City of Cleveland Board of Zoning Appeals (the "BZA") and have filed additional appeals with the BZA for: a) a special permit for the Proposed Use under Section 345.04(b) of the Codified Ordinances of Cleveland, Ohio (the "C.C.O."), and/or b) a use variance authorizing the Proposed Use under Section 329.03 of the C.C.O.; and

WHEREAS, residents living in the vicinity of the Property expressed strong opposition to the Proposed Use at a public meeting hosted by Old Brooklyn Community Development Corporation, WireNet, Cleveland City Councilmember Brancatelli (Ward 12), and the City of Cleveland on May 22, 2010.

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

SECTION 1. That Cuyahoga County Council hereby supports the decision of the Zoning Administrator denying the application for the Proposed Use.

SECTION 2. That the Clerk of Council is hereby directed to transmit copies of this Resolution to the Chief of the Ohio Department of Natural Resources, Division of Mineral Resources Management; to the City of Cleveland Zoning Administrator; to the City of Cleveland Board of Zoning Appeals and to the Clerk of Council of the City of Cleveland.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Environment & Sustainability

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0056

Sponsored by: Councilmember Greenspan	An Ordinance establishing a General Fund Balance Reserve Policy, and declaring the necessity that this Ordinance become immediately effective.
--	---

WHEREAS, the Cuyahoga County Charter provides for the transition, effective January 1, 2011, to a county governed by an elected County Executive and an eleven member elected County Council; and,

WHEREAS, the County Council has the power to establish by ordinance establishing a General Fund Balance Reserve Policy; and,

WHEREAS, the County Council has, through the 2012-2013 Budget Goals, indicated striving to achieve a goal of an unreserved fund balance of 25% (twenty-five percent) reserve balance to current year expenditure ratio of the General Fund as an undedicated General Fund reserve; and,

WHEREAS, a formal reserve policy is recommended by various finance and accounting professional organizations and independent bond rating agencies; and,

WHEREAS, it is recognized by the Government Accounting Standards Board and the Government Finance Officers Association that it is prudent for local government entities to establish a formal reserve policy for General Operating Funds; and,

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

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

SECTION 1. The County Council hereby establishes a 25% (twenty-five percent) (*current protocol*) of the General Fund as an undedicated General Fund reserve of the current fiscal period's ongoing budgeted operating expenditures as a General Fund reserve.

SECTION 2. The reserve may only be used to stabilize revenues, mitigate a projected deficit in the current operating period, retire or defease

outstanding bonds or notes of the County, fund one-time or unanticipated expenditures and pay judgments.

SECTION 3. An affirmative vote of eight members of the County Council is required to reduce the approved General Fund reserve policy.

SECTION 4. Effective Date. It is necessary that this Ordinance become immediately effective in order that critical services being provided by Cuyahoga County can continue without interruption, and to continue the usual daily operation of the County. Provided that this Ordinance receives the affirmative vote of eight members of the County Council, this Ordinance shall become immediately effective upon signature of the County Executive.

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0057

Sponsored by: Councilmember Greenspan	An Ordinance establishing a General Fund Balance Reserve Replenishment Plan, and declaring the necessity that this Ordinance become immediately effective.
--	---

WHEREAS, the Cuyahoga County Charter provides for the transition, effective January 1, 2011, to a county governed by an elected County Executive and an eleven member elected County Council; and,

WHEREAS, the County Council has the power to establish by ordinance establishing a General Fund Balance Reserve Replenishment Plan; and,

WHEREAS, the County Council has, through the 2012-2013 Budget Goals, indicated it is desirous of replenishing the General Fund Balance Reserve should the County Council vote to use any such funds; and,

WHEREAS, a formal reserve replenishment policy may be looked upon favorably by various debt rating agencies; and,

WHEREAS, it is recognized that it is prudent to establish a formal reserve replenishment policy; and,

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

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

SECTION 1. If the General Fund Reserve is not at the level stated in General Fund Balance Reserve Ordinance then that fund shall be replenished at the rate of 100% (one-hundred percent) of any excess in stated General Fund Revenue realized in the then approved year operating budget.

SECTION 2. If the General Fund Reserve is not at the level stated in General Fund Balance Reserve Ordinance then that fund shall be replenished from the proceeds of the sale of county property.

SECTION 3. If the General Fund Reserve is not at the level stated in General Fund Balance Reserve Ordinance then that fund shall be replenished from the subsequent years operating budget.

SECTION 4. Effective Date. It is necessary that this Ordinance become immediately effective in order that critical services being provided by Cuyahoga County can continue without interruption, and to continue the usual daily operation of the County. Provided that this Ordinance receives the affirmative vote of eight members of the County Council, this Ordinance shall become immediately effective upon signature of the County Executive.

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0058

Sponsored by: Councilmember Greenspan	An Ordinance establishing a Health and Human Services Fund Balance Reserve Policy, and declaring the necessity that this Ordinance become immediately effective.
--	---

WHEREAS, the Cuyahoga County Charter provides for the transition, effective January 1, 2011, to a county governed by an elected County Executive and an eleven member elected County Council; and

WHEREAS, the County Council has the power to establish by ordinance establishing a Health and Human Services Fund Balance Reserve Policy; and,

WHEREAS, the County Council has, through the 2012-2013 Budget Goals, indicated striving to achieve a goal of an unreserved fund balance of 15% (fifteen percent) reserve balance to current year expenditure ratio of the Health and Human Services Fund as an undedicated Health and Human Services Fund reserve; and,

WHEREAS, a formal reserve policy is recommended by various finance and accounting professional organizations and independent bond rating agencies; and,

WHEREAS, it is recognized by the Government Accounting Standards Board and the Government Finance Officers Association that it is prudent for local government entities to establish a formal reserve policy for Health and Human Services Operating Funds; and,

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

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

SECTION 1. The County Council hereby establishes a 15% (fifteen percent) of the Health and Human Services Fund as an undedicated Health and Human Services Fund reserve of the current fiscal period's ongoing budgeted operating expenditures as a Health and Human Services Fund reserve.

SECTION 2. The reserve may only be used to stabilize revenues, mitigate a projected deficit in the current operating period, retire or defease outstanding bonds or notes of the County, fund one-time or unanticipated expenditures and pay judgments.

SECTION 3. An affirmative vote of eight members of the County Council is required to reduce the approved Health and Human Services Fund reserve policy.

SECTION 4. Effective Date. It is necessary that this Ordinance become immediately effective in order that critical services being provided by Cuyahoga County can continue without interruption, and to continue the usual daily operation of the County. Provided that this Ordinance receives the affirmative vote of eight members of the County Council, this Ordinance shall become immediately effective upon signature of the County Executive.

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0059

Sponsored by: Councilmember Greenspan	An Ordinance establishing a Health and Human Services Fund Balance Reserve Replenishment Plan, and declaring the necessity that this Ordinance become immediately effective.
--	---

WHEREAS, the Cuyahoga County Charter provides for the transition, effective January 1, 2011, to a county governed by an elected County Executive and an eleven member elected County Council; and,

WHEREAS, the County Council has the power to establish by ordinance establishing a Health and Human Services Fund Balance Reserve Replenishment Plan; and,

WHEREAS, the County Council has, through the 2012-2013 Budget Goals, indicated it is desirous of replenishing the Health and Human Services Fund Balance Reserve should the County Council vote to use any such funds; and,

WHEREAS, a formal reserve replenishment policy may be looked upon favorably by various debt rating agencies; and,

WHEREAS, it is recognized that it is prudent to establish a formal reserve replenishment policy; and,

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

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

SECTION 1. If the Health and Human Services Fund Reserve is not at the level stated in Health and Human Services Fund Balance Reserve Ordinance then that fund shall be replenished at the rate of 100% (one-hundred percent) of any excess in stated Health and Human Services Revenue realized in the then approved year operating budget.

SECTION 2. If the Health and Human Services Fund Reserve is not at the level stated in Health and Human Services Fund Balance Reserve Ordinance then that fund shall be replenished from the proceeds of the sale of county property.

SECTION 3. If the Health and Human Services Fund Reserve is not at the level stated in Health and Human Services Fund Balance Reserve Ordinance then that fund shall be replenished from the General Fund Reserve.

SECTION 4. If the Health and Human Services Fund Reserve is not at the level stated in Health and Human Services Fund Balance Reserve Ordinance then that fund shall be replenished from the subsequent years operating budget.

SECTION 5. Effective Date. It is necessary that this Ordinance become immediately effective in order that critical services being provided by Cuyahoga County can continue without interruption, and to continue the usual daily operation of the County. Provided that this Ordinance receives the affirmative vote of eight members of the County Council, this Ordinance shall become immediately effective upon signature of the County Executive. .

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0060

Sponsored by: Councilmember Greenspan	An Ordinance establishing a Discretionary Funds Utilization Policy, and declaring the necessity that this Ordinance become immediately effective.
--	--

WHEREAS, the Cuyahoga County Charter provides for the transition, effective January 1, 2011, to a county governed by an elected County Executive and an eleven member elected County Council; and,

WHEREAS, the County Council has the power to establish by ordinance establishing a Discretionary Funds Utilization Policy; and,

WHEREAS, the County Council has, through the 2012-2013 Budget Goals, indicated it is desirous of establishing a specific protocol for expending funds in excess any applicable Fund Balance Reserve Balance; and,

WHEREAS, a formal Discretionary Funds Policy may be looked upon favorably by various debt rating agencies; and,

WHEREAS, it is recognized that it is prudent to establish a formal Discretionary Funds Policy; and,

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

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

SECTION 1. If the funds above the stated reserves are available.

SECTION 2. If two-thirds of the County Council votes in the affirmative to expend such funds.

SECTION 3. If such funds are expended, it is to be done so are treated as a one-time expenditure and no further expectations of future funding for stated expenditures shall be inferred.

SECTION 4. Effective Date. It is necessary that this Ordinance become immediately effective in order that critical services being provided by Cuyahoga

County can continue without interruption, and to continue the usual daily operation of the County. Provided that this Ordinance receives the affirmative vote of eight members of the County Council, this Ordinance shall become immediately effective upon signature of the County Executive.

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0042

Sponsored by: Councilmembers Simon, Miller, Rogers, Connally, Brady and Conwell	An Ordinance providing for adoption of a policy granting health benefits to domestic partners of County employees, and declaring the necessity that this Ordinance become immediately effective.
--	---

WHEREAS, Section 9.01 of the Charter of Cuyahoga County (the “Charter”) provides that the County’s Human Resources Policies and Systems for County employees shall be established by ordinance while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 12.07 of the Charter provides that all County employees shall be appointed, employed, promoted and compensated without regard to their race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.02 of the Charter provides that the Human Resource Commission shall have authority to ensure standardization of benefits and such other functions as may be deemed necessary by the Council for the Human Resource Commission to carry out its mission and purpose; and,

WHEREAS, the County’s current health benefits policy specifically restricts family coverage to a legally married spouse of an employee and dependent children; and,

WHEREAS, Adoption of a policy providing health benefits to domestic partners is necessary to create fairness amongst County employees with regard to compensation and to allow the County to be competitive in attracting the “best and brightest” talent to work for Cuyahoga County government; and,

WHEREAS, Offering health benefits to domestic partners is consistent with the County’s commitment to social and economic justice, diversity, and inclusiveness; and,

WHEREAS, It is necessary that this Ordinance become immediately effective in order to provide sufficient time for the Human Resource Commission to meet the deadlines set forth herein.

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

SECTION 1. Pursuant to the authority granted in Section 9.02 of the Charter, and in accordance with the mandate in Section 9.01 of the Charter, the Human Resource Commission is hereby directed to prepare and submit to Council a policy providing for health benefits for domestic partners of County employees. This policy shall be submitted to Council no later than October 4, 2011. The policy shall be submitted in the form of an amendment to this Ordinance and shall include, but not be limited to, the following elements:

- (A) A domestic partner registration and documentation process for all County employees and their same-sex or opposite-sex domestic partners; and
- (B) Amendment to all applicable County health benefit policies to include all domestic partners registered under the process developed in accordance with subsection (A) above.

SECTION 2. It is necessary that this Ordinance become immediately effective in order to provide sufficient time for the Human Resource Commission to meet the deadlines set forth herein. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: August 23, 2011

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

Second Reading/Referred to Committee: October 25, 2011

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

Journal CC004

December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0329

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution amending the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, on October 28, 2010, the former governing body of Cuyahoga County adopted the 2011 Annual Appropriation Measure establishing the 2011 annual budgets for all County departments, offices and agencies;

WHEREAS, it is necessary to adjust the 2011 Annual Appropriation Measure to reflect budgetary funding increases, funding reductions, to transfer budget appropriations, and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices, and agencies; and

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

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

SECTION 1. That the 2011 Annual Appropriation Measure be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. 21A062 – TASC SAMHSA CO753400 – TASC SAMHSA FY10/11 Personal Services \$ 81,800.00	BA1100972

Funding Source: United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA). No cash match is required.

B. 21A062 – TASC SAMHSA	BA1100973
-------------------------	------------------

CO753426 – TASC SAMHSA FY11/12		
Personal Services	\$	85,800.00

Funding Source: United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA). No cash match is required.

C.	21A060 – TASC ADAMHSB VRP3		BA1100974
	CO753392 – TASC ADAMHSB VRP3 FY11/12		
	Personal Services	\$	238,177.00
	Other Expenses	\$	279,657.00

Funding Source: Alcohol Drug Addition and Mental Health Services Board of Cuyahoga County. No cash match is required.

D.	21A020 - TB Control Program – Metro Health		BA1100971
	HS157313- TB Control Program – Metro Health		
	Other Expenses	\$	31,750.00

Funding Source: Ohio Department of Health. There is no cash match requirement for this funding.

E.	21A058 - FY2011 Second Chance Act Adult Offender Reentry		BA1100970
	HS157354- FY2011 Second Chance Act Adult Offender Reentry		
	Other Expenses	\$	685,303.00

Funding Source: Department of Justice, Bureau of Justice Assistance.

F.	21A/939Adoption Opportunities Grant		BA1100947
	CF753962 – Adoption Opportunities Grant		
	Other Expenses	\$	400,000.00

Funding Source: Federal Department of Health and Human Services.

G.	20A807 – EC Invest In Children		BA1100948
	EC451393 – Program Administration		
	Other Expenses	\$	8,000.00

Funding Source: Developer’s Diversified Realty Corp.

H.	21A759 – Mt. Sinai H/Care Found. Invest In Children		BA1100952
	EC720888 – Mt. Sinai H/Care Found. Invest In Children		
	Other Expenses	\$	200,000.00

Funding Source: Mt. Sinai Health Care Foundation.

I.	22A003 – 2008 Neighborhood Stabilization Program (NSP)		BA1100918
	DV712810 – 2008 NSP Project Plan		
	Other Expenses	\$	64,801.65

Funding Source: Department of Housing and Urban Development.

J.	40S014 – Energy Efficiency & Conservation Block C Grant (EECBG) C770917 – EECBG Wind Turbine Project	BA1100976
	Other Expenses	\$ 391,486.00

Funding Source: Federal Stimulus dollars passed through the Department of Energy.

K.	22A979 – Clean Ohio Program DV712851 – Clean Ohio Revitalization Fund (CORF) – American Industrial Buildings	BA1100977
	Other Expenses	\$ 3,000,000.00

Funding Source: Ohio Department of Development.

L.	22S274 – Home Weatherization Assistance Program (HWAP) American Recovery and Reinvestment Act (ARRA) 2009-2010 DV725200 – HWAP ARRA Dept of Energy (DOE) Health and Safety 2009-2010	BA1100978
	Other Expenses	\$ 2,125.00

Funding Source: Federal Stimulus dollars passed through the Department of Energy.

M1.	40A524 – Ohio Department of Public Works Integrating Committee CE785220 – Noble Road	BA1100984
	Capital Outlays	\$ 1,700,000.00

M2.	40A524 – Ohio Department of Public Works Integrating Committee CE785212 – Snow Road Bridget # 220	
	Capital Outlays	\$ 1,000,000.00

M3.	40A524 – Ohio Department of Public Works Integrating Committee CE785204 – Prospect Road Culvert #9	
	Capital Outlays	\$ 900,000.00

M4.	40A524 – Ohio Department of Public Works Integrating Committee CE785238 – Barrett Road	
	Capital Outlays	\$ 4,500,000.00

Funding Source: Funding for Noble Road is 40% Issue I and 60% Cuyahoga County (\$7.50 Fund). Funding for the Snow Road Bridget # 220 project is 40% Issue I and 60% Cuyahoga County (\$7.50 Fund). Funding for the Prospect Road Culvert #9 project is 20% Issue I and 80% Cuyahoga County (\$5.00 Fund). Finally, funding for the Barrett Road Project is 50% Issue I and 50% Cuyahoga County (\$7.50 Fund).

N.	40A526 – Ohio Department of Transportation - Local Projects Administration (ODOT - LPA) CE785006 – ODOT - LPA	BA1100985
	Capital Outlays	\$ 15,260,000.00

Funding Source: Funding for the Rockside Road – Turney to Broadway is 80% Federal Highway Administration dollars passed through ODOT and 20% Cuyahoga County (\$5.00 Fund). Funding for the Snow Road / Rockside Road project is 80% Federal (FHA funds), 10% Cuyahoga County (\$5.00 Fund) and 10% from the cities of Parma and Seven Hills. Finally, funding for the Snow Road – West 130th to Ridge Road project is 80% Federal and 20% Cuyahoga County (\$5.00 Fund).

O1.	21A089 – Categorical Grants - Other	BA1100986
	CE757823 – Great Lakes Restoration – Phase I	
	Capital Outlays	\$ 1,750,000.00
O2.	21A089 – Categorical Grants - Other	
	CE757831 – Great Lakes Restoration – Phase II	
	Capital Outlays	\$ 1,750,000.00

Funding Source: Environmental Protection Agency.

P.	22S056 – 2011 State Efficient Appliance Rebate Program	BA1100987
	DV703470 – 2011 State Efficient Appliance Rebate Program	
	Other Expenses	\$ 59,377.00

Funding Source: Department of Energy passed through the Ohio Department of Development.

Q.	21A176 – Treatment capacity Expansion	BA1101006
	CO752824 – Treatment Capacity Expansion FY2011	
	Personal Services	\$ (24,641.34)

Funding Source: Revenue generating agreement with the Alcohol, Drug Addiction and Mental Health Services Board.

R1.	24A301 – Children and Family Services	BA1100962
	CF135509- Direct Services	
	Other Expenses	\$ (100,000.00)
R2.	20A303 – Children Services Fund	
	CF134023- Adoption Services	
	Other Expenses	\$ (105,548.78)
R3.	21H892 – Annie E. Casey Foundation	
	CF783118- Sobriety Treatment	
	Other Expenses	\$ (13,901.86)
R4.	20A303 – Children Services Fund	BA1100961
	CF134049- Services	
	Other Expenses	\$ (9,051,254.98)

Funding Source: Health and Human Services Levy Fund.

S.	24A435 – Cuyahoga Tapestry System of Care	BA1100957
	HS158089- Cuyahoga Tapestry System of Care (CTSOC)	

Other Expenses \$ (844,566.14)

Funding Source: Health and Human Services Levy Fund.

T. 20A615 – Office of Homeless Services **BA1100960**
HS507301- Office of Homeless Services
Other Expenses \$ (1,200.80)

Appropriation decrease is requested to reduce excess appropriations in the various index codes for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contracts for The Office of Homeless Services. The funding source is primarily the Health and Human Services levies.

U1. 24A635 – EC Invest In Children **BA1100959**
EC451484- Early Childhood Admin
Other Expenses \$ (2.40)

U2. 24A635 – EC Invest In Children
EC451435- Early Start
Other Expenses \$ (1,241.07)

U3. 24A635 – EC Invest In Children
EC451443- Health and Safety
Other Expenses \$ (3,767.16)

U4. 21A018 – St. Luke’s Foundation/Med Home Program
EC720730- St. Luke’s Foundation/Med Home Program
Other Expenses \$ (1,321.28)

U5. 24A635 – EC Invest In Children
EC451450- Quality Childcare
Other Expenses \$ (17,239.73)

Funding Source: Health and Human Services Levy Fund.

V. 24A640 – FCFC Public Assistance **BA1100958**
FC451492- Family and Children First Council PA
Other Expenses \$ (60,207.37)

Funding Source: Health and Human Services Levy Fund.

W1. 29A391 - 4.8 Mill HHS Levy **BA1101012**
SU514422 – Executive Office of HHS Subsidy
Other Expenses \$ (1,755,000.00)

W2. 29A391 - 4.8 Mill HHS Levy
SU514281 – Office of Homeless Services Subsidy
Other Expenses \$ 641,989.00

W3. 29A391 - 4.8 Mill HHS Levy

SU514364 – Human Services Other Subsidy
 Other Expenses \$ 370,312.00

W4. 29A391 - 4.8 Mill HHS Levy
 SU514398 – Invest In Children Subsidy
 Other Expenses \$ 1,391,578.00

W5. 29A391 - 4.8 Mill HHS Levy
 SU514547 – Office of Reentry Subsidy
 Other Expenses \$ 1,398,608.00

Funding Source: Health and Human Services Levy Fund..

X. 20A875 – CCCMHB- Behavioral MH/Juv Justice **BA1101011**
 JC753418 – 11/12 Behavioral Mental Health/Juv Justice
 Personal Services \$ 113,160.88
 Other Expenses \$ 2,070.12

Funding Source: Agreement between Cuyahoga County Alcohol, Drug Addiction and Mental Health Services Board and the Cuyahoga County Juvenile Court.

Y. 29A391 – Health & Human Services 4.8 **BA1101007**
 SU514331 – Children Witness Violence Subsidy
 Other Expenses \$ 1,300,000.00

Funding Source: Department of Public Safety and Justice Services.

Z1. 01A001 – General Fund **BA1101008**
 SU513515 – Custody Mediation
 Other Expenses \$ 4,430.00

Z2. 01A001 – General Fund
 SU513754 – CRIS Subsidy
 Other Expenses \$ 202,035.00

Funding Source: General Fund.

AA. 20A806 – Carrying Concealed Weapon Application Fees **BA1100965**
 SH350108 – Carrying Concealed Weapons Application Fees
 Capital Outlays \$ 7,000.00

Funding Source: Application fees for permits to carry concealed weapons and web checks.

BB. 21A762 – Port Security Grant **BA1100989**
 JA767954 – Port Security Grant FFY11-2011/2014
 Personal Services \$ 45,381.78
 Other Expenses \$ 954,618.22

Funding Source: United States Department of Homeland Security, Federal Emergency Management.

CC.	20A425 – Treatment Services Medicaid Funds	BA1101000
	JA107722 – Treatment Services Medicaid Funds	
	Other Expenses	\$ (13,714.13)

Funding Source: Funding was from Medicaid reimbursements.

DD.	20A067 – NE Ohio Regional Fusion Center	BA1101001
	JA108779 – Northeast Ohio Regional Fusion Center	
	Other Expenses	\$ (45,206.06)

Funding Source: Funding was from grant reimbursements covering the period January 1, 2011 through September 30, 2011.

EE.	20A435 – TASC Medicaid Funds	BA1101002
	JA107714 – TASC Medicaid Funds	
	Personal Services	\$ (29,383.72)
	Other Expenses	\$ (12,556.04)
	Capital Outlays	\$ (52.00)

Funding Source: Funding was from Medicaid reimbursements covering the period January 1, 2011 through September 30, 2011.

FF.	21A854 – DNA Backlog Reduction Program	BA1101003
	CR753350 – 11/13 DNA Backlog Reduction Program	
	Personal Services	\$ 116,507.84
	Other Expenses	\$ 7,210.16

Funding Source: United States Department of Justice. Office of Justice Programs, National Institute of Justice.

GG.	01A001 - General Fund	BA1101039
	SU513457 – Planning Commission Subsidy	
	Other Expenses	\$ 220,895.00

Funding Source: General Fund Subsidy.

HH.	01A001 - General Fund	BA1100830
	MC001016 – Medical Mart Operating Account	
	Other Expenses	\$ 5,550,000.00

Funding Source: The funding source for the bonds is non tax revenues of the County made available by the 0.25% increase to the sales tax.

II.	01A001 – General Fund	BA1100831
	SU511535 – Medical Mart Debt Service	
	Other Expenses	\$ (1,555,179.00)

A decrease in the Medical Mart debt service subsidy account is being requested to cover realignmentst of the Brownfield and Commercial Redevelopment debt service accounts.

JJ.	01A001 – General Fund	BA1100832
-----	-----------------------	------------------

SU513762 – Brownfield Redevelopment Pledge
 Other Expenses \$ 792,130.00

Increase in appropriation to cover 2011 debt service payment for Brownfield Fund.

KK. 01A001 – General Fund **BA1100832**
 SU514125 – Community Redevelopment Fund Subsidy
 Other Expenses \$ 346,925.00

Increase in appropriation to cover annual debt service contribution for Commercial Redevelopment Fund.

LL. 01A001 – General Fund **BA1100833**
 SU513523 – Whiskey Island Purchase - General Fund Subsidy
 Other Expenses \$ 164,000.00

An additional appropriation to allow a cash transfer to post for the seventh year payment of the promissory note for the purchase of Whiskey Island.

MM. 51A404 – County Parking Garage **BA1101025**
 CT571133 – Courthouse Square Parking Lot
 Other Expenses \$ 406,556.00

Funding Source: Funding for the County Parking Garage comes from parking fees paid by parking patrons.

SECTION 2. That the 2011 Annual Appropriation Measure be amended to provide for the following appropriation transfers:

Fund Nos. /Budget Accounts **Journal Nos.**

A. FROM: 24A510 - Work & Training Admin **BA1100953**
 WT137315- Work First Services
 Other Expenses \$ 362,823.96

TO: 24A510 - Work & Training Admin
 WT137471 - Mount Pleasant NFSC
 Other Expenses \$ 362,823.96

Funding Source: Health and Human Services Levy Fund.

B. FROM: 24A301 – Children & Family Services **BA1100956**
 CF135509 – Direct Services
 Personal Services \$ 15,000.00

TO: 24A301 – Children & Family Services
 CF135541 – Multi-Systemic Therapy (MST) Unit
 Personal Services \$ 15,000.00

Funding Source: Health and Human Services Levy Fund.

C. FROM: 01A001 – General Fund **BA1100999**
CA360057 – Court of Appeals
Other Expenses \$ 46,000.00

TO: 01A001 – General Fund
CA360057 – Court of Appeals
Personal Services \$ 46,000.00

Funding Source: General Fund

D. FROM: 22A719 – Home 2010 **BA1100916**
DV713297 – Home Administration Operations FY2010
Other Expenses \$ 9,034.00

TO: 22A719 – Home 2010
DV713438 – Home Project Plan FY2010
Other Expenses \$ 9,034.00

Funding Source: Department of Housing and Urban Development.

E. FROM: 22A003 – 2008 Neighborhood Stabilization Program **BA1100917**
(NSP)
DV712802 – 2008 NSP Administration
Other Expenses \$ 275,000.00

TO: 22A003 – 2008 Neighborhood Stabilization Program (NSP)
DV712810 – 2008 NSP Project Plan
Other Expenses \$ 275,000.00

Funding Source: Department of Housing and Urban Development.

F1. FROM: 22S145 – Energy Efficiency and Conservation Block **BA1100920**
Grant (EECBG) Block Grant
DV713776 – EECBG Green Energy Implementation
Other Expenses \$ 245,459.00

TO: 22S145 – Energy Efficiency and Conservation Block Grant (EECBG)
Block Grant
DV713875 – EECBG Municipal Grant Program
Other Expenses \$ 245,459.00

F2. FROM: 22S145 – Energy Efficiency and Conservation Block **BA1100921**
Grant (EECBG) Block Grant
DV713677 – EECBG Renewable and Advanced Energy Technology
(RAET) Master Plan
Other Expenses \$ 97,730.00

TO: 22S145 – Energy Efficiency and Conservation Block Grant (EECBG)
Block Grant
DV713578 – EECBG Administration Operating

Personal Services	\$	78,000.00
Other Expenses	\$	19,730.00

Funding Source: Federal stimulus dollars from the Department of Energy.

G. FROM: 22S274 – Home Weatherization Assistance Program **BA1100979**
 (HWAP) American Recovery and Reinvestment Act (ARRA) 2009-2010
 DV725242 – HWAP ARRA Health and Human Services (HHS) Support
 2009-2010
 Capital Outlays \$ 17,378.60

TO: 22S274 – HWAP ARRA 2009-2010
 DV725242 – HWAP ARRA HHS Support 2009-2010
 Other Expenses \$ 17,378.60

Funding Source: Federal stimulus dollars passed through the Department of Health and Human Services.

H. FROM: 22S274 – Home Weatherization Assistance Program **BA1100980**
 (HWAP) American Recovery and Reinvestment Act (ARRA) 2009-2010
 DV725218 – HWAP ARRA Dept of Energy (DOE) Support 2009-10
 Capital Outlays \$ 1,699.72

TO: 22S274 – HWAP ARRA 2009-2010
 DV725218 – HWAP ARRA DOE Support 2009-2010
 Other Expenses \$ 1,699.72

Funding Source: Federal stimulus dollars pass through the Department of Energy.

I. FROM: 61A607 – Centralized Custodial Services **BA1100983**
 CT571034 – Buildings & Grounds – Special Trades
 Personal Services \$ 150,000.00

TO: 61A607 – Centralized Custodial Services
 CT577395 – Buildings & Grounds – Trades Services
 Other Expenses \$ 140,000.00
 Capital Outlays \$ 10,000.00

Funding Sources: Funding for Special Trades and Trades Services comes from space maintenance charges to user agencies.

J. FROM: 63A100 – Information Services Center **BA1101009**
 IS821009 – Information Services Center
 Personal Services \$ 20,000.00

TO: 63A100 – Information Services Center
 IS821009 -- Information Services Center
 Capital Outlay \$ 20,000.00

Funding Source: Charges to agencies for data processing services.

K. FROM: 21A837 – State Homeland Security (SHSG) **BA1100966**
 JA763391 – FY2008 State Homeland Security (SHSP)
 Personal Services \$.68

TO: 21A837 – State Homeland Security (SHSG)
 JA763391 – FY2008 State Homeland Security (SHSP)
 Capital Outlays \$.68

Funding Source: United State Department of Homeland Security passed through Ohio Emergency Management Agency covering the period September 1, 2008 through June 30, 2011.

L. FROM: 21A218 – State SHSP-Law Enforcement **BA1100967**
 JA767913 – FFY10 State Homeland-Law Enforcement 10/13
 Other Expenses \$ 90,300.00

TO: 21A218 – State SHSP-Law Enforcement
 JA767913 – FFY10 State Homeland-Law Enforcement 10/13
 Capital Outlays \$ 90,300.00

Funding Source: United State Department of Homeland Security passed through Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013.

M. FROM: 01A001 – General Fund **BA1100996**
 DR391052 – Domestic Relations
 Other Expenses \$ 14,875.00

TO: 01A001 – General Fund
 DR495515 – Domestic Relations Child Support
 Personal Services \$ 12,643.00

TO: 01A001 – General Fund
 DR391052 – Domestic Relations
 Personal Services \$ 2,232.00

Funding Source: General Fund, 2011.

N. FROM: 20A806 – Carrying Concealed Weapons **BA1101004**
 Application Fee
 SH350108 – Carrying Concealed Weapons Application Fee
 Other Expenses \$ 8,000.00

TO: 20A806 – Carrying Concealed Weapons Application Fee
 SH350108 – Carrying Concealed Weapons Application Fee
 Capital Outlays \$ 8,000.00

Funding Source: Funding is from fees generated from application fees to permits to carry a concealed weapons covering the period January 1, 2011 through December 31, 2011. Sufficient cash exists for this request.

O. FROM: 01A001 – General Fund **BA1101005**

JA301325 – Justice Services-Criminal Justice Administration
Other Expenses \$ 6,000.00

TO: 01A001 – General Fund
JA302224 – Public Safety Grants Administration
Other Expenses \$ 6,000.00

Funding Source: General Fund.

P. FROM: 01A001 – General Fund **BA1100835**
CC012831 – Transition Advisory Group
Other Expenses \$ 465,000.00

TO: 01A001 – General Fund
SU514141 – General Fund Subsidy
Other Expenses \$ 465,000.00

Funding Source: General Fund

SECTION 3. That the 2011 Annual Appropriation Measure be amended to provide for the following cash transfers between County funds.

Fund Nos. /Budget Accounts **Journal Nos.**

A. FROM: 68A100 – Hospitalization Self-Insurance Fund **JT1100015**
CC499202 – Human Resources Benefits Office
Transfer Out \$ 36,000.00

TO: 80P237 – RTA Monthly Pass
ND509026 – RTA Monthly Pass
Revenue Transfer \$ 36,000.00

Funding Source: Funding for the self-insurance fund comes from employer and employee contributions.

B. FROM: 26A601 – General Gas and License Fees **JT1100016**
CE411058 – County Engineer - Administration
Transfer Out \$ 10,630.00

TO: 21A550 – Towpath Trail Survey - OECA
CE757773 - Trail Engineering and Signage Design '09
Revenue Transfer \$ 10,630.00

Funding Source: Environmental Protection Agency.

C. FROM: 01A001 – General Fund **JT1100017**
SU513200 – County Airport
Transfer Out \$ 621,302.00

TO: 52A100 – County Airport

DV520031 – County Airport District
 Revenue Transfer \$ 621,302.00

Funding Source: General Fund Subsidy and fees from airport operations.

D1. FROM: 29A391– 4.8 Mill HHS Levy **JT1100135**
 SU514422 – Executive Office of HHS Subsidy
 Transfer Out \$ 800,458.00

TO: 24A430 – Executive Office of HHS
 HS157289 – Executive Office of HHS
 Revenue Transfer \$ 800,458.00

D2. FROM: 29A391– 4.8 Mill HHS Levy
 SU514372 – System of Care Subsidy
 Transfer Out \$ 4,213,115.00

TO: 24A435 – Cuyahoga Tapestry System of Care
 HS158089 – Cuyahoga Tapestry System of Care
 Revenue Transfer \$ 4,213,115.00

D3. FROM: 29A391 – 4.8 Mill HHS Levy
 SU514430 - Employment & Family Services Subsidy
 Transfer Out \$ 3,371,882.00

29A390 – 2.9 Mill HHS Levy
 SU513986 - Employment & Family Services Subsidy
 Transfer Out \$ 2,247,522.00

TO: 24A510 – Employment & Family Services
 WT137109 – Administrative Services
 Revenue Transfer \$ 5,619,404.00

D4. FROM: 29A391 – 4.8 Mill HHS Levy
 SU514299 – Children & Family Services Subsidy
 Transfer Out \$ 6,255,965.00

29A390 – 2.9 Mill HHS Levy
 SU513960 – Children & Family Services Subsidy
 Transfer Out \$ 3,518,981.00

TO: 24A301 – Children & Family Services
 CF135467 - Administrative Services – CF
 Revenue Transfer \$ 9,774,946.00

D5. FROM: 29A391 – 4.8 Mill HHS Levy
 SU514414 – Senior and Adult Services Subsidy
 Transfer Out \$ 1,621,448.00

29A390 – 2.9 Mill HHS Levy
 SU513994 – Senior and Adult Services Subsidy
 Transfer Out \$ 1,621,448.00

TO:	24A601 – Senior & Adult Services SA138321 - Administrative Services Revenue Transfer	\$ 3,242,896.00
D6.FROM:	29A391 – 4.8 Mill HHS Levy SU514315 – Children Services Fund – Bd & Care Subsidy Transfer Out	\$ 12,486,603.00
	29A390 – 2.9 Mill HHS Levy SU513978 – Children Services Fund – Bd & Care Subsidy Transfer Out	\$ 12,486,603.00
TO:	20A303 – Children Services Fund CF134049 – Purchased Congregate & Foster Care Revenue Transfer	\$ 24,973,206.00
D7.FROM:	29A391 – 4.8 Mill HHS Levy SU514349 – Family and Children First Subsidy Transfer Out	\$ 1,971,559.00
TO:	24A640 – Family And Children First PA FC451492 – Family And Children First PA Revenue Transfer	\$ 1,971,559.00
D8.FROM:	29A391 – 4.8 Mill HHS Levy SU514281 – Office of Homeless Services Subsidy Transfer Out	\$ 1,815,776.00
TO:	20A615 – Office of Homeless Services HS507301 – Office of Homeless Services Revenue Transfer	\$ 1,815,776.00
D9.FROM:	29A391 – 4.8 Mill HHS Levy SU514281 – Office of Homeless Services Subsidy Transfer Out	\$ 4,186,985.00
TO:	24A641 – Office of Homeless Services HS158097 – Office of Homeless Services Revenue Transfer	\$ 4,186,985.00
D10.FROM:	29A391 – 4.8 Mill HHS Levy SU514364 – Human Services Other Subsidy Transfer Out	\$ 1,120,813.00
TO:	20A495 – Human Services Other Programs MI511410 – Human Services Other Programs Revenue Transfer	\$ 1,120,813.00
D11.FROM:	29A391 – 4.8 Mill HHS Levy SU514323 – Children w/Medical Handicap Subsidy	

	Transfer Out	\$	1,180,513.00	
TO:	24A530 – Children w/Medical Handicap			
	WT137935 -- Children w/Medical Handicap			
	Revenue Transfer	\$	1,180,513.00	
D12.FROM:	29A391 – 4.8 Mill HHS Levy			JT1100136
	SU514398 – Invest In Children Subsidy			
	Transfer Out	\$	11,234,724.00	
TO:	20A807 – Early Childhood IIC			
	EC451385 – Administrative Services			
	Revenue Transfer	\$	985,982.00	
	24A635 – Early Childhood IIC Public Assistance			
	EC451435 – Early Start			
	Revenue Transfer	\$	10,248,742.00	
D13.FROM:	29A391 – 4.8 Mill HHS Levy			
	SU514547 – Office of Reentry Subsidy			
	Transfer Out	\$	2,192,812.00	
TO:	24A878 – Office of Reentry			
	HS749069 – HHS Office of Reentry			
	Revenue Transfer	\$	2,192,812.00	

Funding Source: Health and Human Levy Fund.

E. FROM:	29A391 – Health & Human Services Levy 4.8			JT1100129
	SU514273 – Child Support Enforcement Subsidy			
	Transfer Out	\$	706,663.00	
TO:	20A600 – Cuyahoga Support Enforcement Agency			
	SE496000 – Cuyahoga Support Enforcement Agency			
	Revenue Transfer	\$	706,663.00	

Funding Source: Health and Human Levy Fund.

F. FROM:	29A391 – Health and Human Services 4.8			JT1100132
	SU514331 – Children Witness Violence Subsidy			
	Transfer Out	\$	1,293,332.00	
TO:	20A824 – Family Justice Center			
	JA107441 – Family Justice Center			
	Revenue Transfer	\$	1,293,332.00	

Funding Source: Health and Human Levy Fund.

G. FROM:	29A391 – Health and Human Services 4.8			JT1100131
	SU514331 – Children Witness Violence Subsidy			
	Transfer Out	\$	342,251.00	

29A391 – Health and Human Services 4.8
 SU514497 – H&HS Subsidy Treatment Services
 Transfer Out \$ 274,420.00

29A391 – Health and Human Services 4.8
 SU514216 – Criminal Justice Intervention
 Transfer Out \$ 140,798.00

TO: 20A824 – Family Justice Ctr.
 JA107441 – Family Justice Center
 Revenue Transfer \$ 342,251.00

20A803 – Treatment Services HHS
 JA107185 – Treatment Services HHS
 Revenue Transfer \$ 274,420.00

20A810 – Criminal Justice Intervention HHS
 JA107433 – Criminal Justice Intervention HHS
 Revenue Transfer \$ 140,798.00

Funding Source: Health and Human Levy Fund.

H. FROM: 01A001 – General Fund **JT1100130**
 SU513515 – Custody Mediation Subsidy
 Transfer Out \$ 4,430.00

01A001 – General Fund
 SU513101 – Civil Defense
 Transfer Out \$ 214,820.00

01A001 – General Fund
 SU513754 – CRIS Subsidy
 Transfer Out \$ 204,189.00

TO: 20A822 – Custody Mediation
 JA108118 – Custody Mediation
 Revenue Transfer \$ 4,430.00

20A390 – Emergency Management
 JA100123 – Emergency Management
 Revenue Transfer \$ 214,820.00

50A410 – Cuyahoga Regional Information Systems
 JA090068 – Cuyahoga Regional Information System
 Revenue Transfer \$ 204,189.00

Funding Source: General Fund.

I. FROM: 29A391 – Health and Human Services 4.8 **JT1100134**
 SU514877 – Public Defender HHS

Transfer Out \$ 77,983.00

29A391 – Health and Human Services 4.8

SU514539 – Common Pleas HHS Subsidy

Transfer Out \$ 1,022,577.00

29A391 – Health and Human Services 4.8

SU514216 – Criminal justice Intervention

Transfer Out \$ 431,367.00

TO:

20A267 - Public Defender HHS

PD141333 – Public Defender HHS

Revenue Transfer \$ 77,983.00

20A891 – Common Pleas HHS

CO456517 – Common Pleas HHS

Revenue Transfer \$ 1,022,577.00

20A192 – TASC HHS

CO456533 – TASC HHS

Revenue Transfer \$ 431,367.00

Funding Source: Health and Human Levy Fund.

J. FROM: 20A395 – DYSR Recreation Fund **JT1100128**

JA015214 – Youth Services-Dudley Blossom

Transfer Out \$ 21,808.83

TO:

20A268 – CF Treatment Services Medicaid Funds

CF134056 – CF Treatment Services Medicaid Funds

Revenue Transfer \$ 21,808.83

Funding Source: Funding is from the trust account of Dudley Blossom for youth that were at the Youth Development Center and the remaining funds can be retained by the County for services to youth. This completes the close out of this fund with Justice Services.

K. FROM: 20A425 – Treatment Services Medicaid Funds **JR1101859**

JA107722 – Treatment Services Medicaid Funds

Transfer Out \$ 41,382.58

TO:

20A268 – CF Treatment Services Medicaid Funds

CF134056 – CF Treatment Services Medicaid Funds

Revenue Transfer \$ 41,382.58

Funding Source: Funding was from Medicaid reimbursements covering the period January 1, 2011 through September 30, 2011.

L. FROM: 20A435 – TASC Medicaid Funds **JR1101860**

JA107714 – TASC Medicaid Funds

Transfer Out \$ 40,312.29

TO: 20A099 – TASC Medicaid Funds (CO)
 CO456525 – TASC Medicaid Funds (CO)
 Revenue Transfer \$ 40,312.29

Funding Source: Funding was from Medicaid reimbursements covering the period January 1, 2011 through September 30, 2011.

M1.FROM: 29A391 – Health and Human Services Levy 4.8 **JT1100140**
 SU514224 – Juvenile Court Placement and Treatment HHS Subsidy
 Transfer Out \$ 13,250,479.00

TO: 20A811 – Juvenile Court Detention and Probation Services
 JC107524 – Juvenile Court Detention Services
 Revenue Transfer \$ 13,250,479.00

M2.FROM: 29A391 – Health and Human Services Levy 4.8
 SU514521 – HHS Subsidy Youth/Family Community Partnership
 Transfer Out \$ 3,507,404.00

TO: 20A823 – Juvenile Court HHS Youth/Family Community Part.
 JC108092 – Youth and Family Community Partnership
 Revenue Transfer \$ 3,507,404.00

Funding Source: Health and Human Levy Fund.

N. FROM: 01A001 – General Fund **JT1100141**
 SU514018 – County Storeroom Subsidy
 Transfer Out \$ 330,375.00

TO: 64A601 – Supplies
 CC577700 – County
 Revenue Transfer \$ 330,375.00

Funding Source: Funding for the County Supplies account comes from charges to agencies for the purchase of supplies.

O. FROM: 01A001 – General Fund **JT1100019**
 SU513358 – County Road and Bridges
 Transfer Out \$ 485,787.00

TO: 26A601 – General Gas and License Fees
 CE835025 – County Engineer Administration
 Revenue Transfer \$ 485,787.00

Funding Source: Funding for the Engineer comes from a general fund fixed subsidy, gas tax and license fees, cash matches from the communities, and from fines and forfeitures.

P. FROM: 01A001 – General Fund **JT1100133**
 SU513457 – Planning Commission Subsidy

	Transfer Out	\$	1,448,269.00
TO:	20A307 – County Planning Commission		
	CP522110 – County Planning Commission		
	Revenue Transfer	\$	1,448,269.00

Funding Source: General Fund Subsidy.

Q. FROM:	01A001 – General Fund		JT1100187
	SU513523 – Whiskey Island Purchase GF Subsidy		
	Transfer Out	\$	164,000.00
TO:	40A069 – Capital Projects Fund		
	CC766543 – Whiskey Island Purchase		
	Transfer In	\$	164,000.00

Funding Source: Cash from the General Fund is transferred on an annual basis to make the payment.

R. FROM:	01A001 – General Fund		JT1100194
	SU514141 – Capital Improv G/F Subsidy		
	Transfer Out	\$	613,306.00
TO:	40A069 – Capital Projects Fund		
	CC767889 – 4 th Fl. Adm. Bldg Renov. County Council Office		
	Transfer In	\$	40,000.00
TO:	40A069 – Capital Projects Fund		
	CC767921 – Admin. Executive Area Renovations		
	Transfer In	\$	292,000.00
TO:	40A069 – Capital Projects Fund		
	CC767871 – Council Chambers/Multi Purpose Room		
	Transfer In	\$	281,306.00

Funding Source: General Fund.

S. FROM:	01A001 - General Fund		JT1100188
	SU514711-Gateway Arena Debt Service Subsidy		
	Transfer Out	\$	2,432,251.00
TO:	30A905 - Debt Service-Gateway Arena		
	DS100370 - Debt Service-Gateway Arena		
	Revenue Transfer	\$	2,432,251.00

Funding Source: General Fund.

T. FROM:	01A001 - General Fund		JT1100188
	SU511535- Medical Mart Series 2010 DS Pledge		
	Transfer Out	\$	17,369,820.42

TO: 30A915 – DS - Medical Mart Series 2010
DS039115 - DS - Medical Mart Series 2010
Revenue Transfer \$ 17,369,820.42

Funding Source: General Fund.

U. FROM: 01A001 - General Fund **JT1100188**
SU513762 – Brownfield Redevelopment Pledge
Transfer Out \$ 1,570,008.00

TO: 30A910 – Brownfield Debt Service
DS039966 - Brownfield Debt Service
Revenue Transfer \$ 1,570,008.00

Funding Source: General Fund.

V. FROM: 01A001 - General Fund **JT1100188**
SU514125 – Community Redevelopment Fund Subsidy
Transfer Out \$ 1,015,165.00

TO: 30A913 – Community Redevelopment Debt Service
DS040121 - Community Redevelopment Debt Service
Revenue Transfer \$ 1,015,165.00

Funding Source: General Fund.

W. FROM: 01A001 - General Fund **JT1100189**
SU515676- Shaker Square 2000A GF Pledge
Transfer Out \$ 140,000.00

TO: 30A912 - Shaker Square 2000A Debt Service
DS039974 - Shaker Square 2000A Debt Service
Revenue Transfer \$ 140,000.00

Funding Source: General Fund.

E. FROM: 51A404-County Parking Garage **JT1100190**
CT571125 – Huntington Park Garage
Transfer Out \$ 186,444.00

TO: 30A900 – Bond Retirement General Obligation
DS039990 – Debt Service Bond Retirement General Obligation
Revenue Transfer \$ 186,444.00

Funding Source: Parking fees.

F. FROM: 51A404 – County Parking Garage **JT1100018**
CT571133 – Court House Square Parking Lot
Transfer Out \$ 406,556.00

TO: 40A069 – Capital Project Future Debt Issue
CC766246 – Land Purchase – Courthouse Square
Revenue Transfer \$ 406,556.00

Funding Source: Parking fees.

SECTION 4. This Resolution is hereby determined to be an emergency measure and that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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 CC004
December 6, 2011

November 29, 2011

Clerk of County Council

Dear Ms. Schmotzer:

What follows is a brief summary of the fiscal items, which will be presented for your consideration at the Council meeting scheduled for December 6, 2011.

Additional Appropriation Summary – Additional appropriations are needed when there is a new or increased revenue source, or a revision to the original budget appropriation that is required to cover expenses that exceed the original estimate.

A reduction in appropriation is requested in conjunction with the close out of a program, grant, project or decertification of an encumbrance.

General Fund/Health & Human Services	Amount
Children & Family Services – Decreasing appropriation in various accounts due to contract encumbrances being decertified. Funding is from the Health & Human Services Levy Fund.	-\$9,270,705.62
Cuyahoga Tapestry System of Care – Decreasing appropriation due to contract encumbrances being decertified. Funding is from the Health & Human Services Levy Fund.	-\$844,566.14
Office of Homeless Services -- Decreasing appropriation due to contract encumbrances being decertified. Funding is from the Health & Human Services Levy Fund.	-\$1,200.80
Early Childhood/Invest in Children -- Decreasing appropriation in various accounts due to contract encumbrances being decertified. Funding is from the Health & Human Services Levy Fund.	-\$23,571.64
Family & Children First Council -- Decreasing appropriation due to contract encumbrances being decertified. Funding is from the Health & Human Services Levy Fund.	-\$60,207.37
Health & Human Services Levy Subsidy Accounts – Decrease and increase appropriations to process subsidy transfers to the Public Assistance Funds.	\$2,047,487.00
Health & Human Services Levy Subsidy – Increase in appropriation to process year-end subsidy to the Witness Victim and Children Who Witness Violence programs.	\$1,300,000.00
Health & Human Services Levy Subsidy – Increasing appropriation to process year-end subsidy to Custody Mediation and CRIS.	\$206,465.00
Planning Commission Subsidy – An increase in appropriation to cover the 2011 operating subsidy.	\$220,895.00
Medical Mart Operating Account – The annual increase in appropriation for the account to track monthly operating and lease payments to the trustee bank based on the provisions in the trust indenture.	\$5,550,000.00
Medical Mart Debt Service Subsidy – A decrease in the subsidy to cover realignment of the Brownfield and Commercial Redevelopment Debt Service accounts.	-\$1,555,179.00
Brownfield Debt Service Subsidy – An increase in appropriation to cover the 2011 debt service payment.	\$792,130.00
Community Redevelopment Subsidy – An increase in appropriation to cover the 2011 debt service payment.	\$346,925.00
Whiskey Island General Fund Subsidy – An increase in appropriation to post the seventh year payment of the 10 year promissory note.	\$164,000.00
TOTAL	(\$1,127,528.57)

Other Operating Funds	Amount
Justice Services – Decreasing appropriation in the Treatment Services Medicaid Fund to close-out the account. Funding is from Medicaid reimbursements.	-\$13,714.13
Justice Services – Decreasing appropriation in the Northeast Ohio Regional Fusion Center to close-out fund. Funding is from grant reimbursements.	-\$45,206.06
Justice Services – Decreasing appropriation in the Treatment Alternatives to Street Crimes Medicaid Fund to close out the fund which is now performed by the Court of Common Pleas Corrections Planning Board. Funding is from Medicaid reimbursements.	-\$41,991.76
Public Works/County Parking Garage – An increase in appropriation to pay back start-up costs for the Court House Square Parking Lot. Funding is from parking fees.	\$406,556.00
TOTAL	\$305,644.05

Grants/Projects	Amount
-----------------	--------

Court of Common Pleas – To appropriate the Treatment Alternatives to Street Crimes Substance Abuse & Mental Health Services Administration (SAMHSA) FY10/11 grant from the U.S. Department of Health & Human Services, Substance Abuse & Mental Health Services Administration.	\$81,800.00
Court of Common Pleas – To appropriate the Treatment Alternatives to Street Crimes Substance Abuse & Mental Health Services Administration (SAMHSA) FY11/12 grant from the U.S. Department of Health & Human Services, Substance Abuse & Mental Health Services Administration.	\$85,800.00
Court of Common Pleas – To appropriate the Treatment Alternatives to Street Crimes VRP3 grant from the Ohio Rehabilitation Services Commission, the Ohio Department of Alcohol, and Drug Addictions Services.	\$517,834.00
Human Services – To appropriate the TB Control Program MetroHealth award from the Ohio Department of Health.	\$31,750.00
Human Services – To appropriate funds for the FY2011 Second Chance Act Adult Offender Re-Entry program from the Department of Justice, Bureau of Justice Assistance.	\$685,303.00
Children & Family Services – To appropriate year four of the Adoption Opportunities grant from the Federal Department of Health & Human Services.	\$400,000.00
Early Childhood/Invest in Children – To appropriate a grant from the Developer's Diversified Realty Corporation to sponsor the annual meeting.	\$8,000.00
Early Childhood – To appropriate funds received from the Mt. Sinai Health Care Foundation for the Newborn Home Visiting and County At-Risk Home Visiting programs.	\$200,000.00
Development – To appropriate program income for the 2008 Neighborhood Stabilization Program Project Plan. Funding is from the Department of Housing and Urban Development.	\$64,801.65
Capital Projects/American Recovery & Reinvestment Act (ARRA) – To appropriate funds for the Energy Efficiency & Conservation Block Grant (EECBG) program from federal stimulus dollars passed thru the Department of Energy.	\$391,486.00
Development – To appropriate the Clean Ohio Revitalization Fund (CORF) American Industrial Buildings project from the Ohio Department of Development.	\$3,000,000.00
Development – Additional appropriation to cover expenditures in the 2009 – 2010 Home Weatherization Assistance Program. Funding is from federal stimulus dollars passed thru the Department of Energy.	\$2,125.00
Public Works/Engineer – To appropriate funding for various road projects. Funding for the Nobel Road is 40% Issue I and 60% County \$7.50 Fund (\$1,700,000), Snow Road Bridge #220 is 40% Issue I and 60% County \$7.50 Fund (\$1,000,000), Prospect Road Culvert #9 funding is 20% Issue I and 80% County \$5.00 Fund (\$900,000), the Barrett Road Project is 50% Issue I and 50% County \$7.50 Fund (\$4,500,000).	\$8,100,000.00
Public Works/Engineer – To appropriate funding for the Rockside Road – Turney to Broadway (\$4.73 M) 80% Federal Highway Administration and 20% County \$5.00 Fund, Snow Road/Rockside – West 130 th to Ridge Road (\$4.73M) 80% Federal Highway Administration, 10% County \$5.00 Fund, and 10% from City of Parma and Seven Hills, and the Snow Road – West 130 th to Ridge Road (\$5.8M) 80% Federal and 20% County \$5.00 Fund.	\$15,260,000.00
Public Works/Engineer – To appropriate the Great Lakes Restoration Initiative Phase I and II for the Towpath Trail. Funding is from the Environmental Protection Agency.	\$3,500,000.00
Development – To appropriate the 2011 State Efficient Appliance Rebate Program grant from the Department of Energy.	\$59,377.00
Common Pleas – Decreasing appropriation in the Treatment Capacity Expansion grant from the Alcohol, Drug Addiction & Mental Health Services Board to close-out the grant.	-\$24,641.34
Juvenile Court – To appropriate the Behavioral Mental Health Juvenile Justice Project grant from the Alcohol, Drug Addiction, & Mental Health Services Board.	\$115,231.00
Sheriff – Increase in appropriation in the Sheriff's Carrying Concealed Weapons Application Fees account to cover the purchase of computer equipment and software. Funding is from application fees.	\$7,000.00
Justice Services – To appropriate a grant award from the U.S. Department of Homeland Security, Federal Emergency Management Agency for the implementation of the Port Wide Risk Management/Mitigation Plan.	\$1,000,000.00
Medical Examiner – To appropriate the DNA Backlog Reduction Program grant from the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice grant.	\$123,718.00
TOTAL	\$33,609,584.31

Total Additional Appropriations - All Funds	\$32,787,699.79
--	------------------------

The following represents the overall changes made to the 2011 Annual Appropriation Measure since its adoption on October 28, 2010. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation measure.

APPROPRIATION STATUS SUMMARY:

	<u>12/06 Agenda</u>	<u>Year to Date</u>	<u>Adjusted Annual Appropriation</u>
General Fund	\$ 5,725,236.00	\$ 30,491,389.19	\$ 335,408,541.19
Other Fund	\$ <u>27,062,463.79</u>	\$ <u>176,328,239.47</u>	\$ <u>1,585,322,600.71</u>
Total	\$ 32,787,699.79	\$ 206,819,628.66	\$ 1,920,731,141.90

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

General Fund/Health & Human Services	Amount
Employment & Family Services – Realigning appropriations from the Work First Services to the Mount Pleasant Neighborhood Family Service Center to cover a contract. Funding is from the Health & Human Services Levy Fund.	\$362,823.96
Children & Family Services – Realigning appropriation to cover unemployment and Early Retirement Incentive Program charges. Funding is from the Health & Human Services Levy Fund.	\$15,000.00
Court of Appeals – Realigning appropriations to cover personal services through year-end. Funding is from the General Fund.	\$46,000.00
Domestic Relations – Realigning appropriations to the proper accounts for scheduler and attorney payroll expenses. Funding is from the General Fund.	\$14,875.00
Justice Services – Realigning appropriations from the Criminal Justice Administration account to the Public Safety Grants Administration account to cover anticipated data processing charges. Funding is from the General Fund.	\$6,000.00
General Fund Transition Advisory Group – A realignment from the Transition Advisory Group to the General Fund Subsidy.	\$465,000.00
TOTAL	\$909,698.96

Other Operating Funds	Amount
Information Services Center – Realigning appropriation to cover the purchase of video equipment. Funding is from charges to user agencies.	\$20,000.00
Sheriff – Realigning appropriation to cover the purchase of new computer equipment in the Carrying Concealed Weapons Application Fee account. Funding is from application fees.	\$8,000.00
TOTAL	\$28,000.00

Grants/Projects	Amount
Development – Realignment to cover re-certification of contracts. Funding is from the Department of Housing and Urban Development.	\$9,034.00
Development – Realigning appropriation from the 2008 Neighborhood Stabilization Program (NSP) Administration account to the NSP Project Plan account to cover vendor payments. Funding is from the Department of Housing and Urban Development.	\$275,000.00
Development – Realigning appropriation from the Energy Efficiency & Conservation Block Grant (EECBG) Green Energy Implementation to the EECBG Municipal Grant Program (\$245,459.00) and from the EECBG Renewable & Advanced Energy Technology (RAET) Master Plan to the EECBG Administration Operating account (\$97,730.00). Funding is from the Department of Energy.	\$343,189.00
Development Realigning the Home Weatherization Assistance Program (HWAP American Recovery & Reinvestment Act (ARRA) Health & Human Services (HHS) Support to cover operating expenses. Funding is from the Department of Health & Human Services.	\$17,378.60
Development Realigning the HWAP ARRA Department of Energy (DOE) Support to cover operating expenses. Funding is from the Department of Energy.	\$1,699.72
Public Works – Central Services – Realigning appropriation from Special Trades to Building and Grounds Trades Services to cover expenses through year-end.	\$150,000.00
Justice Services – Realigning appropriation within the State Homeland Security to close-out grant. Funding is from the U.S. Department of Homeland Security.	\$.68
Justice Services – Realigning appropriations within the State SHSP Law Enforcement to cover capital expenditures. Funding is from the U.S. Department of Homeland Security.	\$90,300.00
TOTAL	\$886,602.00

Total Appropriation Transfers - All Funds	\$1,359,300.96
--	-----------------------

Cash Transfer Summary – Operating transfers support operating expenditures, related to a cash matches for a grants, transfer of taxes or fees to a debt service fund, transfers from the General Fund to a capital project fund or operating subsidies to special revenue funds, enterprise funds, or internal service funds. This type of transaction posts as an expenditure and sufficient appropriation must be available to process the transaction.

Residual Equity Transfers are non-recurring or non-routine transfers of cash between funds. They are used to close out a fund and to transfer remaining fund balance to another fund. This transaction only affects cash fund balance and does not post as a revenue or expenditure. No appropriation is required to process this type of transaction.

General Fund/Health & Human Services	Amount
Health & Human Services Subsidy – Various cash transfers of the second half of 2011 subsidy requirement to the Public Assistance operating accounts.	\$72,327,207.00
Health & Human Services Subsidy – A cash transfer to process the second half subsidy from the Health & Human Services Levy Fund to the Cuyahoga Support Enforcement Agency.	\$706,663.00
Health & Human Services Subsidy - A cash transfer to process the second half subsidy from the Health & Human Services Levy Fund to the Children Who Witness Violence and Witness Victim.	\$1,293,332.00
Health & Human Services Subsidy – Various cash transfer of the second half of 2011 subsidy payments to the Department of Public Safety and Justice Services accounts.	\$757,469.00
General Fund Subsidy – Cash transfers of the second half of 2011 subsidy payments to various Public Safety & Justice Services HHS accounts.	\$423,439.00
Health & Human Services Subsidy – Cash transfer of the second half subsidy payments to the Public Defender HHS, Common Pleas HHS, and Common Pleas Treatment Alternatives to Street Crimes HHS accounts.	\$1,531,927.00
Health & Human Services Subsidy - - Cash transfers of the second half of 2011 subsidy payments Juvenile Court Detention and Probation, and the Youth & Family Partnership accounts.	\$16,757,883.00
General Fund Subsidy – Cash transfer from the GF Road & Bridge Fund to the General Gas & License Fees.	\$485,787.00
General Fund Subsidy – Cash transfer to the County Planning Commission to cover 2011 operations.	\$1,448,269.00
Whiskey Island Purchase General Fund Subsidy – A cash transfer to cover the payment of the seventh year payment of a ten year note obligation for Whiskey Island.	\$164,000.00
Capital Projects General Fund Subsidy – Cash transfers to fund the 2011 General Fund Capital Projects. Projects were related to reconfiguring County office space.	\$613,306.00
Gateway Arena Debt Service Subsidy – A cash transfer to cover the County's portion of the 2011 principal and interest payment made in the first quarter of 2011.	\$2,432,251.00
Medical Mart General Fund Subsidy – A cash transfer to cover the County's portion of the 2011 principal and interest payment for the debt service.	\$17,369,820.42
Brownfield Redevelopment General Fund Subsidy – A cash transfer to cover the County's portion of the 2011 principal and interest payment for the debt service.	\$1,570,008.00
Community Redevelopment General Fund Subsidy - A cash transfer to cover the County's portion of the 2011 principal and interest payment for the debt service.	\$1,015,165.00
Shaker Square General Fund Subsidy – A cash transfer to cover the County's portion of the 2011 principal and interest payment for the debt service.	\$140,000.00
TOTAL	\$119,036,526.42

Other Operating Funds	Amount
Hospitalization Self-Insurance Fund – A cash transfer from the Hospitalization Self Insurance Fund to the RTA Monthly Pass account to cover subsidized mass transportation passes. Funding comes from employer & employee contributions.	\$36,000.00
General Fund County Airport Subsidy – A cash transfer to the County Airport subsidy to the Airport. Funding is from fees from airport operations.	\$621,302.00
Justice Services – A residual equity transfer from the Treatment Services Medicaid Funds to the Children & Family Services Treatment Services Medicaid Fund account to prepare the account for close out. Funding is from Medicaid reimbursements.	\$41,382.58
Justice Services - A residual equity transfer from the Treatment Alternatives to Street Crimes Medicaid Funds to the Children & Family Services Treatment Alternatives to Street Crimes Medicaid Fund account to prepare the account for close out. Funding is from Medicaid reimbursements.	\$40,312.29
County Storeroom/OPD – A cash transfer to provide a one-time subsidy to cover a deficit in the Supplies account. Funding is from charges to user agencies.	\$330,375.00
County Parking Garage – A cash transfer from the County Parking Garage to the Courthouse Square Parking Lot used to fund construction of the lot. Funding was proceeds from the 2004 General Obligation debt issuance.	\$406,556.00
TOTAL	\$1,475,927.87

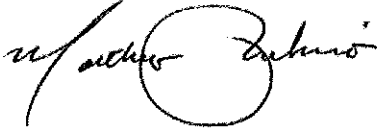
Grants/Projects	Amount
Public Works/Engineer – A cash transfer from the Administration account to the Towpath Trail Engineering & Signage Design '09 account to close out the grant. Funding is from the Environmental Protection Agency.	\$10,630.00
Justice Services – Realigning appropriation from the Youth Services Dudley Blossom fund to the Department of Children & Family Services for the MST program. Funding is a grant from the Dudley Blossom Trust.	\$21,808.83
County Parking Garage – Annual cash transfer to cover the Garage Fund's portion of the 2004 General Obligation Bond and the 2005 General Obligation Bond debt service payment.	\$186,444.00
TOTAL	\$218,882.83

Total Cash Transfers - All Funds

\$120,731,337.12

Thank you for your consideration regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew Rubino". The signature is fluid and cursive, with a large circular flourish at the end.

Matthew Rubino
Director, Office of Budget & Management
mrubino@cuyahogacounty.us
(216) 443-7448
Fax: (216) 443-7256

MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council

FROM: Matthew Rubino, Director, Office of Budget & Management

DATE: November 29, 2011

RE: Agenda Items

The Office of Budget & Management requests that the following fiscal items be presented to the members of County Council for their consideration at the meeting of December 6, 2011. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolution: Additional Appropriations

A. 21A062 – TASC SAMHSA **BA1100972**
CO753400 – TASC SAMHSA FY10/11
Personal Services \$ 81,800.00

To establish appropriations for the above grant. The SAMHSA Grant is a grant to expand the substance abuse treatment capacity for the adult drug courts. This grant covers the cost of 1.5 TASC assessors. The assessor utilizes the GAIN assessment tool to assess the adult drug court clients. The grant period is from 09/30/2010 to 09/29/2011 and the funding source is the United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA). No cash match is required.

B. 21A062 – TASC SAMHSA **BA1100973**
CO753426 – TASC SAMHSA FY11/12
Personal Services \$ 85,800.00

To establish appropriations for the above grant. The SAMHSA Grant is a grant to expand the substance abuse treatment capacity for the adult drug courts. This grant covers the cost of 1.5 TASC assessors. The assessor utilizes the GAIN assessment tool to assess the adult drug court clients. The grant period is from 09/30/2011 to 09/29/2012 and the funding source is the United States Department of Health and Human Services, Substance Abuse and Mental health Services Administration (SAMHSA). No cash match is required.

C. 21A060 – TASC ADAMHSB VRP3 **BA1100974**
CO753392 – TASC ADAMHSB VRP3 FY11/12
Personal Services \$ 238,177.00
Other Expenses \$ 279,657.00

To establish appropriations for the above grant. VRP3 is a statewide collaboration between the Ohio Rehabilitation Services Commission (RSC), the Ohio Department of Alcohol and Drug Addiction Services (ODADAS), the Ohio Department of Mental Health (ODMH) and

the Ohio Association of County Behavioral Health Authorities (OACBHA). The program focuses on a return to work program for individuals with disabilities, including addiction and mental illness who are in need of treatment to attain the goal of employment. Administrative funding covers the cost of a supervisor and 2 case managers. Case services covers the cost of treatment and other client specific needs. The grant period is from 04/01/2011 to 09/30/2012 and the funding source is the Alcohol Drug Addition and Mental Health Services Board of Cuyahoga County. No cash match is required.

D.	21A020 - TB Control Program – Metro Health HS157313- TB Control Program – Metro Health Other Expenses	\$ 31,750.00	BA1100971
----	---	--------------	------------------

To increase appropriation to cover an additional award from the Ohio Department of Health, received as a pass thru by Cuyahoga County for use by Metro Health Hospital for tuberculosis treatment. The amended award amount now totals \$200,750. There is no cash match requirement for this funding.

E.	21A058 - FY2011 Second Chance Act Adult Offender Reentry HS157354- FY2011 Second Chance Act Adult Offender Reentry Other Expenses	\$ 685,303.00	BA1100970
----	---	---------------	------------------

This new appropriation will cover an award from the Department of Justice, Bureau of Justice Assistance. Funding is for various planning and demonstration projects that assist formerly incarcerated felons. The funding period is from October 1, 2011 to September 30, 2012.

F.	21A/939Adoption Opportunities Grant CF753962 – Adoption Opportunities Grant Other Expenses	\$ 400,000.00	BA1100947
----	--	---------------	------------------

The Department of Children and Family Services requests additional appropriation of \$400,000.00 in response to additional cash received for year four of the Adoption Opportunities Grant. The grant award is made pursuant to the legislative authority of the Adoption Opportunities program, of the Child Abuse Prevention and Treatment and Adoption Reform Act, as amended by the Keeping Children and Families Safe Act of 2003. There is no cash match in conjunction with this grant. The source of funding is the Federal Department of Health and Human Services.

G.	20A807 – EC Invest In Children EC451393 – Program Administration Other Expenses	\$ 8,000.00	BA1100948
----	---	-------------	------------------

The Department of Early Childhood requests additional appropriation of \$8,000.00 for the 2011 Operating Budget to support a donation from the Developer’s Diversified Realty Corp. The donation will be used for the sponsorship of the Invest In Children Annual Meeting being held on November 17, 2011. The donation has been approved by the County Executive on October 03, 2011.

H.	21A759 – Mt. Sinai H/Care Found. Invest In Children EC720888 – Mt. Sinai H/Care Found. Invest In Children Other Expenses	\$ 200,000.00	BA1100952
----	--	---------------	------------------

The Department of Early Childhood requests additional appropriation of \$200,000.00 for the 2011 Operating Budget to support a donation from the Mt. Sinai Health Care Foundation. The donation will be used for The Newborn Home Visiting Program and County At-Risk Home Visiting Program, for the period commencing from 8/1/2012 to 7/31/2012. The donation has been approved by the County Executive on July 19, 2011.

I.	22A003 – 2008 Neighborhood Stabilization Program (NSP) DV712810 – 2008 NSP Project Plan Other Expenses	\$ 64,801.65	BA1100918
----	--	--------------	------------------

Additional appropriation is requested for the 2008 Neighborhood Stabilization Program (NSP) Project Plan to cover the receipt of program income. When program income is received (for example, from the sale of a house), these funds are reinvested in the community in the contracts line. Funding for the 2008 NSP Project Plan comes from the Department of Housing and Urban Development.

J.	40S014 – Energy Efficiency and Conservation Block Grant (EECBG) CC770917 – EECBG Wind Turbine Project Other Expenses	\$ 391,486.00	BA1100976
----	--	---------------	------------------

Appropriation is requested for the Energy and Efficiency Conservation Block Grant Wind Turbine project to help fund the program. Funding for EECBG Block Grant programs comes from Federal Stimulus dollars passed through the Department of Energy.

K.	22A979 – Clean Ohio Program DV712851 – Clean Ohio Revitalization Fund (CORF) – American Industrial Buildings Other Expenses	\$ 3,000,000.00	BA1100977
----	---	-----------------	------------------

Appropriation is requested for the Clean Ohio Revitalization Fund – American Industrial Buildings project to fund the clean up of the American Industrial Buildings brownfield site. Funding for this grant comes from the Ohio Department of Development.

L.	22S274 – Home Weatherization Assistance Program (HWAP) American Recovery and Reinvestment Act (ARRA) 2009-2010 DV725200 – HWAP ARRA Dept of Energy (DOE) Health and Safety 2009-2010 Other Expenses	\$ 2,125.00	BA1100978
----	--	-------------	------------------

Appropriation is requested to cover expenses incurred for the 2009-2010 Home Weatherization Assistance Program (HWAP), which provides heating assistance to low-income households. Funding for this fund comes in part from deposits from landlords for furnace and hot water tank replacements. These funds are then used to offset expenditures incurred in the HWAP grant. Funding for the HWAP grant comes from Federal Stimulus dollars passed through the Department of Energy.

M1.	40A524 – Ohio Department of Public Works Integrating Committee CE785220 – Noble Road Capital Outlays	\$ 1,700,000.00	BA1100984
M2.	40A524 – Ohio Department of Public Works Integrating Committee CE785212 – Snow Road Bridget # 220 Capital Outlays	\$ 1,000,000.00	
M3.	40A524 – Ohio Department of Public Works Integrating Committee CE785204 – Prospect Road Culvert #9 Capital Outlays	\$ 900,000.00	
M4.	40A524 – Ohio Department of Public Works Integrating Committee CE785238 – Barrett Road Capital Outlays	\$ 4,500,000.00	

Appropriation is requested for the following Issue I projects: Noble Road, Snow Road Bridge # 220, Prospect Road Culvert #9 and Barrett Road. Funding for Noble Road is 40% Issue I and 60% Cuyahoga County (\$7.50 Fund). Funding for the Snow Road Bridget # 220 project is 40% Issue I and 60% Cuyahoga County (\$7.50 Fund). Funding for the Prospect Road Culvert #9 project is 20% Issue I and 80% Cuyahoga County (\$5.00 Fund). Finally, funding for the Barrett Road Project is 50% Issue I and 50% Cuyahoga County (\$7.50 Fund).

N.	40A526 – Ohio Department of Transportation - Local Projects Administration (ODOT - LPA) CE785006 – ODOT - LPA Capital Outlays	\$ 15,260,000.00	BA1100985
----	--	------------------	------------------

Appropriation is requested for three Ohio Department of Transportation – Local Projects Administration projects: Rockside Road – Turney to Broadway (\$4.73 million), Snow Road / Rockside Road (\$4.73 million) and Snow Road – West 130th to Ridge Road (\$5.8 million). Funding for the Rockside Road – Turney to Broadway is 80% Federal Highway Administration dollars passed through ODOT and 20% Cuyahoga County (\$5.00 Fund). Funding for the Snow Road / Rockside Road project is 80% Federal (FHA funds), 10% Cuyahoga County (\$5.00 Fund) and 10% from the cities of Parma and Seven Hills. Finally, funding for the Snow Road – West 130th to Ridge Road project is 80% Federal and 20% Cuyahoga County (\$5.00 Fund).

O1.	21A089 – Categorical Grants - Other CE757823 – Great Lakes Restoration – Phase I Capital Outlays	\$ 1,750,000.00	BA1100986
-----	--	-----------------	------------------

O2.	21A089 – Categorical Grants - Other CE757831 – Great Lakes Restoration – Phase II Capital Outlays	\$ 1,750,000.00	
-----	---	-----------------	--

Appropriation is requested for the Great Lakes Restoration Initiative Phase I and Phase II for the Towpath Trail – Trail Engineering and Signage Design. Funding for the Great Lakes Restoration Initiative comes from a grant from the Environmental Protection Agency.

P.	22S056 – 2011 State Efficient Appliance Rebate Program DV703470 – 2011 State Efficient Appliance Rebate Program Other Expenses	\$ 59,377.00	BA1100987
----	--	--------------	------------------

Appropriation is requested for a new Grant in the Department of Development called the 2011 State Efficient Appliance Rebate Program. Funding for this grant comes from the Department of Energy passed through the Ohio Department of Development.

Q.	21A176 – Treatment capacity Expansion CO752824 – Treatment Capacity Expansion FY2011 Personal Services	\$ (24,641.34)	BA1101006
----	--	----------------	------------------

This decrease in appropriations is to prepare this grant for closure. The funding source for this grant is a revenue generating agreement with the Alcohol, Drug Addiction and Mental Health Services Board. Sufficient appropriations exist for this decrease.

R1.	24A301 – Children and Family Services CF135509- Direct Services Other Expenses	\$ (100,000.00)	BA1100962
-----	--	-----------------	------------------

R2.	20A303 – Children Services Fund CF134023- Adoption Services		
-----	--	--	--

	Other Expenses	\$	(105,548.78)	
R3.	21H892 – Annie E. Casey Foundation CF783118- Sobriety Treatment			
	Other Expenses	\$	(13,901.86)	
R4.	20A303 – Children Services Fund			BA1100961
	CF134049- Services			
	Other Expenses	\$	(9,051,254.98)	

Appropriation decrease is requested to reduce excess appropriations in the various index codes for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contracts for The Department of Children and Family Services. The funding source is primarily the Health and Human Services levies.

S.	24A435 – Cuyahoga Tapestry System of Care			BA1100957
	HS158089- Cuyahoga Tapestry System of Care (CTSOC)			
	Other Expenses	\$	(844,566.14)	

Appropriation decrease is requested to reduce excess appropriations in the various index codes for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contracts for Cuyahoga Tapestry System of Care. The funding source is primarily the Health and Human Services levies.

T.	20A615 -- Office of Homeless Services			BA1100960
	HS507301- Office of Homeless Services			
	Other Expenses	\$	(1,200.80)	

Appropriation decrease is requested to reduce excess appropriations in the various index codes for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contracts for The Office of Homeless Services. The funding source is primarily the Health and Human Services levies.

U1.	24A635 – EC Invest In Children			BA1100959
	EC451484- Early Childhood Admin			
	Other Expenses	\$	(2.40)	
U2.	24A635 – EC Invest In Children			
	EC451435- Early Start			
	Other Expenses	\$	(1,241.07)	
U3.	24A635 – EC Invest In Children			
	EC451443- Health and Safety			
	Other Expenses	\$	(3,767.16)	
U4.	21A018 – St. Luke’s Foundation/Med Home Program			
	EC720730- St. Luke’s Foundation/Med Home Program			
	Other Expenses	\$	(1,321.28)	
U5.	24A635 – EC Invest In Children			
	EC451450- Quality Childcare			
	Other Expenses	\$	(17,239.73)	

Appropriation decrease is requested to reduce excess appropriations in the various index codes for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contracts for The Office of Early Childhood / Invest In Children. The funding source is primarily the Health and Human Services levies

V.	24A640 – FCFC Public Assistance FC451492- Family and Children First Council PA Other Expenses	\$ (60,207.37)	BA1100958
----	---	----------------	------------------

Appropriation decrease is requested to reduce excess appropriations in the various index codes for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contracts for The Family and Children First Council. The funding source is primarily the Health and Human Services levies.

W1.	29A391 - 4.8 Mill HHS Levy SU514422 – Executive Office of HHS Subsidy Other Expenses	\$ (1,755,000.00)	BA1101012
W2.	29A391 - 4.8 Mill HHS Levy SU514281 – Office of Homeless Services Subsidy Other Expenses	\$ 641,989.00	
W3.	29A391 - 4.8 Mill HHS Levy SU514364 – Human Services Other Subsidy Other Expenses	\$ 370,312.00	
W4.	29A391 - 4.8 Mill HHS Levy SU514398 – Invest In Children Subsidy Other Expenses	\$ 1,391,578.00	
W5.	29A391 - 4.8 Mill HHS Levy SU514547 – Office of Reentry Subsidy Other Expenses	\$ 1,398,608.00	

Realignment of Health and Human Services levy accounts in order to transfer levy dollars to the Public Assistance Funds operating accounts.

X.	20A875 – CCCMHB- Behavioral MH/Juv Justice JC753418 – 11/12 Behavioral Mental Health/Juv Justice Personal Services Other Expenses	\$ 113,160.88 \$ 2,070.12	BA1101011
----	--	------------------------------	------------------

This request provides appropriation of grant dollars for the Behavioral Health/Juvenile Justice Project for the period of July 1, 2011 through June 30, 2012. The grant funding source is an agreement between Cuyahoga County Alcohol, Drug Addiction and Mental Health Services Board and the Cuyahoga County Juvenile Court.

Y.	29A391 – Health & Human Services 4.8 SU514331 – Children Witness Violence Subsidy Other Expenses	\$ 1,300,000.00	BA1101007
----	--	-----------------	------------------

Request to increase appropriation to process the year end HHS levy subsidy to the Witness Victim and Children Who Witness Violence programs in the Department of Public Safety and Justice Services.

Z1.	01A001 – General Fund		BA1101008
	SU513515 – Custody Mediation		
	Other Expenses	\$	4,430.00

Z2.	01A001 – General Fund		
	SU513754 – CRIS Subsidy		
	Other Expenses	\$	202,035.00

Request to increase appropriation to process the year end General Fund subsidy to the Custody Mediation and CRIS programs in the Department of Public Safety and Justice Services.

AA.	20A806 – Carrying Concealed Weapon Application Fees		BA1100965
	SH350108 – Carrying Concealed Weapons Application Fees		
	Capital Outlays	\$	7,000.00

To provide appropriations in the Sheriff's Carrying Concealed Weapons Application Fees account for five personal computers and monitors per Information Services Center (ISC) Customer Service Request (CSR) SH110852. Funding is from application fees for permits to carry concealed weapons and web checks. Sufficient cash exists for this request.

BB.	21A762 – Port Security Grant		BA1100989
	JA767954 – Port Security Grant FFY11-2011/2014		
	Personal Services	\$	45,381.78
	Other Expenses	\$	954,618.22

To establish appropriations for the recent award to Cuyahoga County administered by Public Safety and Justice Services for the Port Security Grant Program. The grant will cover costs related to the implementation of the Port Wide Risk Management/Mitigation plan and provide funding for protection of critical port infrastructures from terrorism. The grant was accepted through the Board of Control on July 11, 2011, EA2011-0937. Funding is from the United States Department of Homeland Security, Federal Emergency Management Agency covering the period September 1, 2011 through August 31, 2014. This is the forth such award by the U.S. Department of Homeland Security.

CC.	20A425 – Treatment Services Medicaid Funds		BA1101000
	JA107722 – Treatment Services Medicaid Funds		
	Other Expenses	\$	(13,714.13)

To reduce appropriations in the Justice Services Treatment Services Medicaid Fund to facilitate the closure of the fund since the activity is now being performed by the Department of Children and Family Services. Funding was from Medicaid reimbursements covering the period January 1, 2011 through September 30, 2011.

DD.	20A067 – NE Ohio Regional Fusion Center		BA1101001
	JA108779 – Northeast Ohio Regional Fusion Center		
	Other Expenses	\$	(45,206.06)

To reduce appropriations in the Justice Services Northeast Ohio Regional Fusion Center to facilitate the closure of the fund since the activity is now being performed by the City of Cleveland and the County Sheriff's Department. Funding was from grant reimbursements covering the period January 1, 2011 through September 30, 2011.

EE.	20A435 – TASC Medicaid Funds		BA1101002
	JA107714 – TASC Medicaid Funds		
	Personal Services	\$	(29,383.72)
	Other Expenses	\$	(12,556.04)
	Capital Outlays	\$	(52.00)

To reduce appropriations in the Justice Services TASC (Treatment Alternatives to Street Crime) Medicaid Fund to facilitate the closure of the fund now that the activity is now being performed by the Common Pleas Court Corrections Planning Board. Funding was from Medicaid reimbursements covering the period January 1, 2011 through September 30, 2011.

FF.	21A854 – DNA Backlog Reduction Program		BA1101003
	CR753350 – 11/13 DNA Backlog Reduction Program		
	Personal Services	\$	116,507.84
	Other Expenses	\$	7,210.16

To establish appropriations for the recent award to Cuyahoga County administered by Medical Examiner for the DNA Backlog Reduction Program. The grant was accepted through the Board of Control on June 28, 2011, EA2011-0860. Funding is from the United States Department of Justice, Office of Justice Programs, National Institute of Justice covering the period October 1, 2011 through March 31, 2013.

GG.	01A001 - General Fund		BA1101039
	SU513457 – Planning Commission Subsidy		
	Other Expenses	\$	220,895.00

Appropriation increase is necessary to cover 2011 operating subsidy.

HH.	01A001 - General Fund		BA1100830
	MC001016 – Medical Mart Operating Account		
	Other Expenses	\$	5,550,000.00

Additional appropriation requested for the Medical Mart Operating Account. This account is utilized to track the monthly operating and lease payments to the trustee bank based on the provisions in the trust indenture. The appropriation includes the payments made to the construction account and remaining annual operating/lease payment to be made in 2011. This account is appropriated on an annual basis based on the provisions in the trust indenture. The funding source for the bonds is non tax revenues of the County made available by the 0.25% increase to the sales tax.

II.	01A001 – General Fund		BA1100831
	SU511535 – Medical Mart Debt Service		
	Other Expenses	\$	(1,555,179.00)

A decrease in the Medical Mart debt service subsidy account is being requested to cover realignment of the Brownfield and Commercial Redevelopment debt service accounts.

JJ.	01A001 – General Fund		BA1100832
	SU513762 – Brownfield Redevelopment Pledge		
	Other Expenses	\$	792,130.00

Increase in appropriation to cover 2011 debt service payment for Brownfield Fund.

KK.	01A001 – General Fund		BA1100832
	SU514125 – Community Redevelopment Fund Subsidy		
	Other Expenses	\$	346,925.00

Increase in appropriation to cover annual debt service contribution for Commercial Redevelopment Fund.

LL.	01A001 – General Fund		BA1100833
	SU513523 – Whiskey Island Purchase - General Fund Subsidy		
	Other Expenses	\$	164,000.00

An additional appropriation to allow a cash transfer to post for the seventh year payment of the promissory note for the purchase of Whiskey Island.

MM.	51A404 – County Parking Garage		BA1101025
	CT571133 – Courthouse Square Parking Lot		
	Other Expenses	\$	406,556.00

Additional appropriation is requested for the Court House Square Parking Lot to pay back initial startup costs over time. Funding for the County Parking Garage comes from parking fees paid by parking patrons.

Resolutions: Appropriation Transfers

A.	FROM:	24A510 - Work & Training Admin WT137315- Work First Services Other Expenses	\$	362,823.96	BA1100953
	TO:	24A510 - Work & Training Admin WT137471 - Mount Pleasant NFSC Other Expenses	\$	362,823.96	

The Department of Employment and Family Services requests a transfer of appropriations, in order to cover the Mount Pleasant Neighborhood Center contract. The funding source is primarily the Health and Human Services Levy Fund.

B.	FROM:	24A301 – Children & Family Services CF135509 – Direct Services Personal Services	\$	15,000.00	BA1100956
	TO:	24A301 – Children & Family Services CF135541 – Multi-Systemic Therapy (MST) Unit Personal Services	\$	15,000.00	

The Department of Children and Family Services requests a transfer of appropriations, in order to cover the unemployment and ERIP charges within the benefits budget line. The funding source is primarily the Health and Human Services Levy Fund.

C.	FROM:	01A001 – General Fund CA360057 – Court of Appeals Other Expenses	\$	46,000.00	BA1100999
	TO:	01A001 – General Fund CA360057 – Court of Appeals Personal Services	\$	46,000.00	

This transfer is to cover projected non-sufficient fund status in the salary budget line for the Court of Appeals. Sufficient appropriations exist for this transfer.

D.	FROM:	22A719 – Home 2010 DV713297 – Home Administration Operations FY2010 Other Expenses	\$	9,034.00	BA1100916
	TO:	22A719 – Home 2010 DV713438 – Home Project Plan FY2010 Other Expenses	\$	9,034.00	

An appropriation transfer is requested between HOME 2010 Administration Operations to the 2010 Home Project Plan to cover contract re-certifications. Funding for HOME 2010 comes from the Department of Housing and Urban Development.

E.	FROM:	22A003 – 2008 Neighborhood Stabilization Program (NSP) DV712802 – 2008 NSP Administration Other Expenses	\$	275,000.00	BA1100917
----	-------	---	----	------------	------------------

TO: 22A003 – 2008 Neighborhood Stabilization Program (NSP)
 DV712810 – 2008 NSP Project Plan
 Other Expenses \$ 275,000.00

An appropriation transfer is requested between the 2008 Neighborhood Stabilization Program (NSP) Administration account to the 2008 NSP Project Plan account to cover vendor payments. Funding for the 2008 NSP is from the Department of Housing and Urban Development.

F1. FROM: 22S145 – Energy Efficiency and Conservation Block Grant (EECBG) Block Grant **BA1100920**
 DV713776 – EECBG Green Energy Implementation
 Other Expenses \$ 245,459.00

TO: 22S145 – Energy Efficiency and Conservation Block Grant (EECBG) Block Grant
 DV713875 – EECBG Municipal Grant Program
 Other Expenses \$ 245,459.00

F2. FROM: 22S145 – Energy Efficiency and Conservation Block Grant (EECBG) Block Grant **BA1100921**
 DV713677 – EECBG Renewable and Advanced Energy Technology (RAET) Master Plan
 Other Expenses \$ 97,730.00

TO: 22S145 – Energy Efficiency and Conservation Block Grant (EECBG) Block Grant
 DV713578 – EECBG Administration Operating
 Personal Services \$ 78,000.00
 Other Expenses \$ 19,730.00

The Department of Development requests appropriation to be moved from two Energy Efficiency and Conservation Block Grant (EECBG) Programs into the EECBG Municipal Grant Program and Administration. The two programs that will be discontinued are the EECBG Green Energy Implementation and the EECBG Renewable and Advanced Technology Master Plan. Funding for the EECBG programs comes from Federal stimulus dollars from the Department of Energy.

G. FROM: 22S274 – Home Weatherization Assistance Program **BA1100979**
 (HWAP) American Recovery and Reinvestment Act (ARRA) 2009-2010
 DV725242 – HWAP ARRA Health and Human Services (HHS) Support 2009-2010
 Capital Outlays \$ 17,378.60

TO: 22S274 – HWAP ARRA 2009-2010
 DV725242 – HWAP ARRA HHS Support 2009-2010
 Other Expenses \$ 17,378.60

An appropriation transfer is requested between the capital outlays and other expenses in the HWAP ARRA HHS Support 2009-2010 account to cover ongoing operating expenses. Funding for the Home Weatherization Assistance Program Health and Human Services Support comes from federal stimulus dollars passed through the Department of Health and Human Services.

H. FROM: 22S274 – Home Weatherization Assistance Program **BA1100980**
 (HWAP) American Recovery and Reinvestment Act (ARRA) 2009-2010
 DV725218 – HWAP ARRA Department of Energy (DOE) Support 2009-10
 Capital Outlays \$ 1,699.72

TO: 22S274 – HWAP ARRA 2009-2010
 DV725218 – HWAP ARRA DOE Support 2009-2010
 Other Expenses \$ 1,699.72

An appropriation transfer is requested between the capital outlays and other expenses in the HWAP ARRA DOE Support 2009-2010 account to cover ongoing operating expenses. Funding for the Home Weatherization Assistance Program Department of Energy Support comes from federal stimulus dollars pass through the Department of Energy.

I. FROM: 61A607 – Centralized Custodial Services **BA1100983**
 CT571034 – Buildings & Grounds – Special Trades
 Personal Services \$ 150,000.00

TO: 61A607 – Centralized Custodial Services
 CT577395 – Buildings & Grounds – Trades Services
 Other Expenses \$ 140,000.00
 Capital Outlays \$ 10,000.00

Appropriation is requested to move \$150,000 from the personal services budget line in the Special Trades account to other expenses and capital outlays in the Trades Services account to cover expenses through the year end. Funding for Special Trades and Trades Services comes from space maintenance charges to user agencies.

J. FROM: 63A100 – Information Services Center **BA1101009**
 IS821009 – Information Services Center
 Personal Services \$ 20,000.00

TO: 63A100 – Information Services Center
 IS821009 – Information Services Center
 Capital Outlay \$ 20,000.00

An appropriation transfer is requested to move surplus budget from personal services to the capital budget line for the purchase of video equipment. The surplus in personal services is due to position vacancy savings. Funding for this budget comes from charges to agencies for data processing services.

K. FROM: 21A837 – State Homeland Security (SHSG) **BA1100966**
 JA763391 – FY2008 State Homeland Security (SHSP)
 Personal Services \$.68

TO: 21A837 – State Homeland Security (SHSG)
 JA763391 – FY2008 State Homeland Security (SHSP)
 Capital Outlays \$.68

To transfer appropriations within the FY2008 State Homeland Security Program to prepare the grant for closure. Funding is from the United State Department of Homeland Security passed through Ohio Emergency Management Agency covering the period September 1, 2008 through June 30, 2011.

L. FROM: 21A218 – State SHSP-Law Enforcement **BA1100967**
 JA767913 – FFY10 State Homeland-Law Enforcement 10/13
 Other Expenses \$ 90,300.00

TO: 21A218 – State SHSP-Law Enforcement
 JA767913 – FFY10 State Homeland-Law Enforcement 10/13
 Capital Outlays \$ 90,300.00

To transfer appropriations within the FFY10 State Homeland-Law Enforcement 10/13 grant for pending expenses in capital. Funding is from the United State Department of Homeland Security passed through Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013.

M. FROM: 01A001 – General Fund **BA1100996**
 DR391052 – Domestic Relations
 Other Expenses \$ 14,875.00

TO: 01A001 – General Fund
 DR495515 – Domestic Relations Child Support
 Personal Services \$ 12,643.00

TO: 01A001 – General Fund
 DR391052 – Domestic Relations
 Personal Services \$ 2,232.00

To transfer appropriations within the Domestic Relations Court for scheduler and attorneys payroll expenses in the proper accounts. Funding is from the General Fund covering the period January 1, 2011 through December 31, 2011.

N. FROM: 20A806 – Carrying Concealed Weapons Application Fee **BA1101004**
 SH350108 – Carrying Concealed Weapons Application Fee
 Other Expenses \$ 8,000.00

TO: 20A806 – Carrying Concealed Weapons Application Fee
 SH350108 – Carrying Concealed Weapons Application Fee
 Capital Outlays \$ 8,000.00

To transfer appropriations within the Sheriff's Carrying Concealed Weapons Application Fee account for new computers. Funding is from fees generated from application fees to permits to carry a concealed weapons covering the period January 1, 2011 through December 31, 2011. Sufficient cash exists for this request.

O. FROM: 01A001 – General Fund **BA1101005**
 JA301325 – Justice Services-Criminal Justice Administration
 Other Expenses \$ 6,000.00

TO: 01A001 – General Fund
 JA302224 – Public Safety Grants Administration
 Other Expenses \$ 6,000.00

To transfer appropriations within the Public Safety and Justice Services accounts for anticipated data processing costs in Public Safety Grants Administration. Funding is from the General Fund covering the period January 1, 2011 through December 31, 2011.

P. FROM: 01A001 – General Fund **BA1100835**
 CC012831 – Transition Advisory Group
 Other Expenses \$ 465,000.00

TO:	01A001 – General Fund		
	SU514141 – General Fund Subsidy		
	Other Expenses	\$	465,000.00

To transfer appropriation to fund a cash transfer for office space configuration projects. (See related cash transfer, item R, on page 22.)

Resolutions: Cash Transfers

A. FROM: 68A100 – Hospitalization Self-Insurance Fund **JT1100015**
CC499202 – Human Resources Benefits Office
Transfer Out \$ 36,000.00

TO: 80P237 – RTA Monthly Pass
ND509026 – RTA Monthly Pass
Revenue Transfer \$ 36,000.00

A cash transfer is requested from the Benefits Office to the RTA Monthly Pass account to cover subsidized mass transportation passes offered to County employees. Funding for the self-insurance fund comes from employer and employee contributions.

B. FROM: 26A601 – General Gas and License Fees **JT1100016**
CE411058 – County Engineer - Administration
Transfer Out \$ 10,630.00

TO: 21A550 – Towpath Trail Survey - OECA
CE757773 - Trail Engineering and Signage Design '09
Revenue Transfer \$ 10,630.00

A cash transfer is requested between Administration to the Towpath Engineering and Signage Design account to close out the project. Funding for the Towpath Trail Engineering and Signage Design '09 comes from a grant from the Environmental Protection Agency.

C. FROM: 01A001 – General Fund **JT1100017**
SU513200 – County Airport
Transfer Out \$ 621,302.00

TO: 52A100 – County Airport
DV520031 – County Airport District
Revenue Transfer \$ 621,302.00

A cash transfer is requested for the County Airport subsidy from the General Fund to the Airport. Funding for the Airport comes from a General Fund Subsidy and fees from airport operations.

D1. FROM: 29A391– 4.8 Mill HHS Levy **JT1100135**
SU514422 – Executive Office of HHS Subsidy
Transfer Out \$ 800,458.00

TO: 24A430 – Executive Office of HHS
HS157289 – Executive Office of HHS
Revenue Transfer \$ 800,458.00

D2. FROM: 29A391– 4.8 Mill HHS Levy
SU514372 – System of Care Subsidy
Transfer Out \$ 4,213,115.00

TO: 24A435 – Cuyahoga Tapestry System of Care
HS158089 – Cuyahoga Tapestry System of Care
Revenue Transfer \$ 4,213,115.00

D3.	FROM:	29A391 – 4.8 Mill HHS Levy SU514430 - Employment & Family Services Subsidy Transfer Out	\$	3,371,882.00
		29A390 – 2.9 Mill HHS Levy SU513986 - Employment & Family Services Subsidy Transfer Out	\$	2,247,522.00
	TO:	24A510 – Employment & Family Services WT137109 – Administrative Services Revenue Transfer	\$	5,619,404.00
D4.	FROM:	29A391 – 4.8 Mill HHS Levy SU514299 – Children & Family Services Subsidy Transfer Out	\$	6,255,965.00
		29A390 – 2.9 Mill HHS Levy SU513960 – Children & Family Services Subsidy Transfer Out	\$	3,518,981.00
	TO:	24A301 – Children & Family Services CF135467 - Administrative Services – CF Revenue Transfer	\$	9,774,946.00
D5.	FROM:	29A391 – 4.8 Mill HHS Levy SU514414 – Senior and Adult Services Subsidy Transfer Out	\$	1,621,448.00
		29A390 – 2.9 Mill HHS Levy SU513994 – Senior and Adult Services Subsidy Transfer Out	\$	1,621,448.00
	TO:	24A601 – Senior & Adult Services SA138321 - Administrative Services Revenue Transfer	\$	3,242,896.00
D6.	FROM:	29A391 – 4.8 Mill HHS Levy SU514315 – Children Services Fund – Bd & Care Subsidy Transfer Out	\$	12,486,603.00
		29A390 – 2.9 Mill HHS Levy SU513978 – Children Services Fund – Bd & Care Subsidy Transfer Out	\$	12,486,603.00
	TO:	20A303 – Children Services Fund CF134049 – Purchased Congregate & Foster Care Revenue Transfer	\$	24,973,206.00
D7.	FROM:	29A391 – 4.8 Mill HHS Levy SU514349 – Family and Children First Subsidy Transfer Out	\$	1,971,559.00

	TO:	24A640 – Family And Children First PA FC451492 – Family And Children First PA Revenue Transfer	\$	1,971,559.00	
D8.	FROM:	29A391 – 4.8 Mill HHS Levy SU514281 – Office of Homeless Services Subsidy Transfer Out	\$	1,815,776.00	
	TO:	20A615 – Office of Homeless Services HS507301 – Office of Homeless Services Revenue Transfer	\$	1,815,776.00	
D9.	FROM:	29A391 – 4.8 Mill HHS Levy SU514281 – Office of Homeless Services Subsidy Transfer Out	\$	4,186,985.00	
	TO:	24A641 – Office of Homeless Services HS158097 – Office of Homeless Services Revenue Transfer	\$	4,186,985.00	
D10.	FROM:	29A391 – 4.8 Mill HHS Levy SU514364 – Human Services Other Subsidy Transfer Out	\$	1,120,813.00	
	TO:	20A495 – Human Services Other Programs MI511410 – Human Services Other Programs Revenue Transfer	\$	1,120,813.00	
D11.	FROM:	29A391 – 4.8 Mill HHS Levy SU514323 – Children w/Medical Handicap Subsidy Transfer Out	\$	1,180,513.00	
	TO:	24A530 – Children w/Medical Handicap WT137935 – Children w/Medical Handicap Revenue Transfer	\$	1,180,513.00	
D12.	FROM:	29A391 – 4.8 Mill HHS Levy SU514398 – Invest In Children Subsidy Transfer Out	\$	11,234,724.00	JT1100136
	TO:	20A807 – Early Childhood IIC EC451385 – Administrative Services Revenue Transfer	\$	985,982.00	
		24A635 – Early Childhood IIC Public Assistance EC451435 – Early Start Revenue Transfer	\$	10,248,742.00	
D13.	FROM:	29A391 – 4.8 Mill HHS Levy SU514547 – Office of Reentry Subsidy Transfer Out	\$	2,192,812.00	
	TO:	24A878 – Office of Reentry HS749069 – HHS Office of Reentry Revenue Transfer	\$	2,192,812.00	

These transfers from the Health and Human Services levies represent the second half of 2011 subsidy requirement for the Health & Human Services agencies in the public assistance sub-funds. This funding is to support the children in custody, at risk families and children, the homeless, our vulnerable seniors, and assist the working poor.

E.	FROM:	29A391 – Health & Human Services Levy 4.8	JT1100129
		SU514273 – Child Support Enforcement Subsidy	
		Transfer Out	\$ 706,663.00
	TO:	20A600 – Cuyahoga Support Enforcement Agency	
		SE496000 – Cuyahoga Support Enforcement Agency	
		Revenue Transfer	\$ 706,663.00

Request to process the second half subsidy from the County’s Health and Human Services levy fund to the Cuyahoga Support Enforcement Agency to support expenses through the rest of the year.

F.	FROM:	29A391 – Health and Human Services 4.8	JT1100132
		SU514331 – Children Witness Violence Subsidy	
		Transfer Out	\$ 1,293,332.00
	TO:	20A824 – Family Justice Center	
		JA107441 – Family Justice Center	
		Revenue Transfer	\$ 1,293,332.00

Request to process the second half subsidy from the County’s Health and Human Services levy fund to the Children Who Witness Violence and Witness Victim programs in the Department of Public Safety and Justice Services to support expenses through the rest of the year.

G.	FROM:	29A391 – Health and Human Services 4.8	JT1100131
		SU514331 – Children Witness Violence Subsidy	
		Transfer Out	\$ 342,251.00
		29A391 – Health and Human Services 4.8	
		SU514497 – H&HS Subsidy Treatment Services	
		Transfer Out	\$ 274,420.00
		29A391 – Health and Human Services 4.8	
		SU514216 – Criminal Justice Intervention	
		Transfer Out	\$ 140,798.00
	TO:	20A824 – Family Justice Ctr.	
		JA107441 – Family Justice Center	
		Revenue Transfer	\$ 342,251.00
		20A803 – Treatment Services HHS	
		JA107185 – Treatment Services HHS	
		Revenue Transfer	\$ 274,420.00
		20A810 – Criminal Justice Intervention HHS	
		JA107433 – Criminal Justice Intervention HHS	
		Revenue Transfer	\$ 140,798.00

Request to process second half subsidy payments from the County’s Health and Human Services levy fund to various programs in the Department of Public Safety and Justice Services to support expenses

through the rest of the year. The \$274,420 subsidy eliminates a negative cash balance in the Treatment Services Fund – this is a one-time payment as Treatment Services moved to the Department of Children and Family Services in the fourth quarter of 2010. The \$140,798 subsidy to Criminal Justice Intervention supports Early Retirement Program payments for participating staff; these costs expire in 2012.

H.	FROM:	01A001 – General Fund	JT1100130
		SU513515 – Custody Mediation Subsidy	
		Transfer Out	\$ 4,430.00
		01A001 – General Fund	
		SU513101 – Civil Defense	
		Transfer Out	\$ 214,820.00
		01A001 – General Fund	
		SU513754 – CRIS Subsidy	
		Transfer Out	\$ 204,189.00
	TO:	20A822 – Custody Mediation	
		JA108118 – Custody Mediation	
		Revenue Transfer	\$ 4,430.00
		20A390 – Emergency Management	
		JA100123 – Emergency Management	
		Revenue Transfer	\$ 214,820.00
		50A410 – Cuyahoga Regional Information Systems	
		JA090068 – Cuyahoga Regional Information System	
		Revenue Transfer	\$ 204,189.00

Request to process General Fund subsidies to the Custody Mediation, Emergency Management, and CRIS programs in the Department of Public Safety and Justice Services to support expenses through the rest of the year.

I.	FROM:	29A391 – Health and Human Services 4.8	JT1100134
		SU514877 – Public Defender HHS	
		Transfer Out	\$ 77,983.00
		29A391 – Health and Human Services 4.8	
		SU514539 – Common Pleas HHS Subsidy	
		Transfer Out	\$ 1,022,577.00
		29A391 – Health and Human Services 4.8	
		SU514216 – Criminal justice Intervention	
		Transfer Out	\$ 431,367.00
	TO:	20A267 - Public Defender HHS	
		PD141333 – Public Defender HHS	
		Revenue Transfer	\$ 77,983.00
		20A891 – Common Pleas HHS	
		CO456517 – Common Pleas HHS	
		Revenue Transfer	\$ 1,022,577.00

20A192 – TASC HHS
 CO456533 – TASC HHS
 Revenue Transfer \$ 431,367.00

Request to process HHS levy subsidies to the Public Defender's Office and Common Pleas Court to cover expenses through the rest of the year.

J. FROM: 20A395 – DYSR Recreation Fund **JT1100128**
 JA015214 – Youth Services-Dudley Blossom
 Transfer Out \$ 21,808.83

TO: 20A268 – CF Treatment Services Medicaid Funds
 CF134056 – CF Treatment Services Medicaid Funds
 Revenue Transfer \$ 21,808.83

To transfer funds from the Justice Services-Youth Services Dudley Blossom fund to the Department of Children and Family Services for the MST program. These funds must be used for services for youth and is being deposited into the CF Treatment Services Medicaid Funds account. Funding is from the trust account of Dudley Blossom for youth that were at the Youth Development Center and the remaining funds can be retained by the County for services to youth. This completes the close out of this fund with Justice Services.

K. FROM: 20A425 – Treatment Services Medicaid Funds **JR1101859**
 JA107722 – Treatment Services Medicaid Funds
 Transfer Out \$ 41,382.58

TO: 20A268 – CF Treatment Services Medicaid Funds
 CF134056 – CF Treatment Services Medicaid Funds
 Revenue Transfer \$ 41,382.58

To transfer residual equity in the Treatment Services Medicaid Funds account within Justice Services to Children and Family Services to prepare the account for close out. Funding was from Medicaid reimbursements covering the period January 1, 2011 through September 30, 2011.

L. FROM: 20A435 – TASC Medicaid Funds **JR1101860**
 JA107714 – TASC Medicaid Funds
 Transfer Out \$ 40,312.29

TO: 20A099 – TASC Medicaid Funds (CO)
 CO456525 – TASC Medicaid Funds (CO)
 Revenue Transfer \$ 40,312.29

To transfer residual equity in the TASC (treatment alternatives to street crime) Medicaid Funds account within Justice Services to Common Pleas Court, Corrections Planning Board to prepare the account for close out. Funding was from Medicaid reimbursements covering the period January 1, 2011 through September 30, 2011.

MI. FROM: 29A391 – Health and Human Services Levy 4.8 **JT1100140**
 SU514224 – Juvenile Court Placement and Treatment HHS Subsidy
 Transfer Out \$ 13,250,479.00

TO: 20A811 – Juvenile Court Detention and Probation Services
 JC107524 – Juvenile Court Detention Services
 Revenue Transfer \$ 13,250,479.00

M2. FROM: 29A391 – Health and Human Services Levy 4.8
SU514521 – HHS Subsidy Youth/Family Community Partnership
Transfer Out \$ 3,507,404.00

TO: 20A823 – Juvenile Court HHS Youth/Family Community Part.
JC108092 – Youth and Family Community Partnership
Revenue Transfer \$ 3,507,404.00

A cash transfer is requested to process the subsidy from the County's Health and Human Services levy fund to the Juvenile Court Probation and Detention and the Juvenile Court Youth and Family Partnership programs.

N. FROM: 01A001 – General Fund **JT1100141**
SU514018 – County Storeroom Subsidy
Transfer Out \$ 330,375.00

TO: 64A601 – Supplies
CC577700 – County
Revenue Transfer \$ 330,375.00

This cash transfer will provide a one-time subsidy to the County Office Supplies fund administered by the Office of Procurement and Diversity. The deficit in this fund has grown over the past several years because some of the costs have not been adequately recovered from user budgets. Funding for the County Supplies account comes from charges to agencies for the purchase of supplies.

O. FROM: 01A001 – General Fund **JT1100019**
SU513358 – County Road and Bridges
Transfer Out \$ 485,787.00

TO: 26A601 – General Gas and License Fees
CE835025 – County Engineer Administration
Revenue Transfer \$ 485,787.00

A cash transfer is requested to move funds from the General Fund to the General Gas and License Fees Fund at the County Engineer. Funding for the County Engineer comes from a general fund fixed subsidy, gas tax and license fees, cash matches from the communities, and from fines and forfeitures.

P. FROM: 01A001 – General Fund **JT1100133**
SU513457 – Planning Commission Subsidy
Transfer Out \$ 1,448,269.00

TO: 20A307 – County Planning Commission
CP522110 – County Planning Commission
Revenue Transfer \$ 1,448,269.00

This transfer will cover the 2011 operations of the County Planning Commission. The Commission is empowered by the Ohio Revised Code to study, plan, and recommend regional needs, priorities, and policies and provide land use, zoning, development for the county's cities, villages, and townships.

Q. FROM: 01A001 – General Fund **JT1100187**
SU513523 – Whiskey Island Purchase GF Subsidy
Transfer Out \$ 164,000.00

TO: 40A069 – Capital Projects Fund
 CC766543 – Whiskey Island Purchase
 Transfer In \$ 164,000.00

A cash transfer is required to fund the payment of the seventh year note obligation for Whiskey Island. Whiskey Island was purchased by the County in 2004. A promissory note in the amount of \$2,250,000 was to be paid back over a 10-year schedule. Cash from the General Fund is transferred on an annual basis to make the payment.

R. FROM: 01A001 – General Fund **JT1100194**
 SU514141 – Capital Improv G/F Subsidy
 Transfer Out \$ 613,306.00

TO: 40A069 – Capital Projects Fund
 CC767889 – 4th Fl. Adm. Bldg Renov. County Council Office
 Transfer In \$ 40,000.00

TO: 40A069 – Capital Projects Fund
 CC767921 – Admin. Executive Area Renovations
 Transfer In \$ 292,000.00

TO: 40A069 – Capital Projects Fund
 CC767871 – Council Chambers/Multi Purpose Room
 Transfer In \$ 281,306.00

A cash transfer is required to fund the 2011 General Fund Capital projects. These projects are being funded with General Fund dollars and are related to space renovations to accommodate changes in County office space.

S. FROM: 01A001 - General Fund **JT1100188**
 SU514711-Gateway Arena Debt Service Subsidy
 Transfer Out \$ 2,432,251.00

TO: 30A905 - Debt Service-Gateway Arena
 DS100370 - Debt Service-Gateway Arena
 Revenue Transfer \$ 2,432,251.00

A cash transfer from the General Fund is necessary to cover the County's portion of the 2011 principal and interest payment that was made in the first quarter of 2011 for the Gateway Arena Bonds debt service. A transfer to the pledge account was made on January 15th.

T. FROM: 01A001 - General Fund **JT1100188**
 SU511535- Medical Mart Series 2010 DS Pledge
 Transfer Out \$ 17,369,820.42

TO: 30A915 – DS - Medical Mart Series 2010
 DS039115 - DS - Medical Mart Series 2010
 Revenue Transfer \$ 17,369,820.42

A cash transfer from the General Fund is necessary to cover the County's portion of the 2011 principal and interest payment that was made in the first quarter of 2011 for the Medical Mart 2010 Bonds debt service.

U.	FROM:	01A001 - General Fund SU513762 – Brownfield Redevelopment Pledge Transfer Out	\$ 1,570,008.00	JT1100188
	TO:	30A910 – Brownfield Debt Service DS039966 - Brownfield Debt Service Revenue Transfer	\$ 1,570,008.00	

A cash transfer from the General Fund is necessary to cover the County's portion of the 2011 principal and interest payment that was made in the first quarter of 2011 for the Brownfield debt service.

V.	FROM:	01A001 - General Fund SU514125 – Community Redevelopment Fund Subsidy Transfer Out	\$ 1,015,165.00	JT1100188
	TO:	30A913 – Community Redevelopment Debt Service DS040121 - Community Redevelopment Debt Service Revenue Transfer	\$ 1,015,165.00	

A cash transfer from the General Fund is necessary to cover the County's portion of the 2011 principal and interest payment that was made in the first quarter of 2011 for the Community Redevelopment debt service.

W.	FROM:	01A001 - General Fund SU515676- Shaker Square 2000A GF Pledge Transfer Out	\$ 140,000.00	JT1100189
	TO:	30A912 - Shaker Square 2000A Debt Service DS039974 - Shaker Square 2000A Debt Service Revenue Transfer	\$ 140,000.00	

A cash transfer from the General Fund is necessary to cover the County's portion of the 2011 principal and interest payment that was made in the first quarter of 2011 for the Shaker Square bonds. The County appropriates a guaranty for the annual debt service of the County issued bonds (\$169,900 in 2011). The reduction in property values at Shaker Square has decreased the amount of revenue available to pay the annual debt service. The County is required to cover the deficiency for the semi-annual debt payments with General Fund dollars. The amount paid in the first half of 2011 was \$ 60,931 and the second half payment due on December 15th from the County is estimated to be \$74,000.

E.	FROM:	51A404-County Parking Garage CT571125 – Huntington Park Garage Transfer Out	\$ 186,444.00	JT1100190
	TO:	30A900 – Bond Retirement General Obligation DS039990 – Debt Service Bond Retirement General Obligation Revenue Transfer	\$ 186,444.00	

Annual cash transfer to the Debt Retirement fund from Huntington Park Garage. A transfer is made to reimburse the Debt Retirement Fund for the Garage Fund's portion of the 2004 General Obligation Bond and 2005 General Obligation Refunding Bond debt service payment. The transfer covers the related principal and interest payment for 2011.

F.	FROM:	51A404 – County Parking Garage	JT1100018
		CT571133 – Court House Square Parking Lot	
		Transfer Out	\$ 406,556.00
	TO:	40A069 – Capital Project Future Debt Issue	
		CC766246 – Land Purchase – Courthouse Square	
		Revenue Transfer	\$ 406,556.00

A cash transfer is requested between the Courthouse Square Parking Lot and the Capital project used to fund construction of the parking lot. Funding for the capital project was from proceeds from the 2004 General Obligation debt issuance.

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0330

<p>Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management on behalf of Human Resource Commission</p>	<p>A Resolution amending the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.</p>
---	---

WHEREAS, on October 28, 2010, the former governing body of Cuyahoga County adopted the 2011 Annual Appropriation Measure establishing the 2011 annual budgets for all County departments, offices and agencies;

WHEREAS, it is necessary to adjust the 2011 Annual Appropriation Measure to reflect budgetary funding increases, funding reductions, to transfer budget appropriations, and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices, and agencies; and

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

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

SECTION 1. That the 2011 Annual Appropriation Measure be amended to provide for the following appropriation transfers:

<u>Fund Nos. /Budget Accounts</u>	<u>Journal Nos.</u>
<p>A. FROM:</p> <p style="padding-left: 40px;">01A001 – General Fund</p> <p style="padding-left: 40px;">HC019018 – Human Resource Commission</p> <p style="padding-left: 40px;">Personal Services \$ 140,000.00</p>	<p>BA1101132</p>
<p>TO:</p> <p style="padding-left: 40px;">01A001 – General Fund</p> <p style="padding-left: 40px;">HC019018 – Human Resource Commission</p> <p style="padding-left: 40px;">Other Expenses \$ 140,000.00</p>	

Funding Source: General Fund.

SECTION 2. This Resolution is hereby determined to be an emergency measure and that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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

Journal CC004
December 6, 2011

November 29, 2011

Special Agenda

Clerk of County Council

Dear Ms. Schmotzer:

What follows is a brief summary of the fiscal items, which will be presented for your consideration at the Council meeting scheduled for December 6, 2011.

Additional Appropriation Summary – Additional appropriations are needed when there is a new or increased revenue source, or a revision to the original budget appropriation that is required to cover expenses that exceed the original estimate.

A reduction in appropriation is requested in conjunction with the close out of a program, grant, project or decertification of an encumbrance.

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

General Fund/Health & Human Services	Amount
Human Resources Commission – Realignment to cover contractual services for hearing officers. Funding is from the General Fund.	\$140,000.00
TOTAL	\$140,000.00

Total Appropriation Transfers - All Funds	\$140,000.00
--	---------------------

Cash Transfer Summary – Operating transfers support operating expenditures, related to a cash matches for a grants, transfer of taxes or fees to a debt service fund, transfers from the General Fund to a capital project fund or operating subsidies to special revenue funds, enterprise funds, or internal service funds. This type of transaction posts as an expenditure and sufficient appropriation must be available to process the transaction.

Residual Equity Transfers are non-recurring or non-routine transfers of cash between funds. They are used to close out a fund and to transfer remaining fund balance to another fund. This transaction only affects cash fund balance and does not post as a revenue or expenditure. No appropriation is required to process this type of transaction.

Thank you for your consideration regarding this matter.

Sincerely,



Matthew Rubino
Director, Office of Budget & Management
mrubino@cuyahogacounty.us
(216) 443-7448
Fax: (216) 443-7256

MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council

FROM: Matthew Rubino, Director, Office of Budget & Management

DATE: November 29, 2011

RE: Agenda Items

The Office of Budget & Management requests that the following fiscal items be presented to the members of County Council for their consideration at the meeting of December 6, 2011. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolutions: Appropriation Transfers

A.	FROM:	01A001 – General Fund		BA1101132
		HC019018 – Human Resource Commission		
		Personal Services	\$	140,000.00
	TO:	01A001 – General Fund		
		HC019018 – Human Resource Commission		
		Other Expenses	\$	140,000.00

The Human Resource Commission current year budget provides funding for the hiring of hearing officers staff. The Human Resource Commission will instead consult with hearing officers on a contractual basis. This transfer would move appropriation from the salary line to the contractual services line to provide sufficient appropriation for a one-year agreement for these consultant services.

S:_NewServer\Resos\Fiscal Agendas\2011\ADDDIEC06.doc

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0331

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution amending Resolution No. R2011-0164 dated 4/26/2011, which amended the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, on April 26, 2011, Cuyahoga County Council adopted Resolution No. R2011-0164 which amended the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and,

WHEREAS, it is necessary to amend Resolution No. R2011-0164 to provide for the following cash transfers between County funds outlined in Section 3, Subsections A3 and A4:

Fund Nos./Budget Accounts

- A3. From: 29A389 – Health and Human Services Levy 4.9
SU513325 – Employment and Family Subsidy 4.9
Transfer Out \$1,122,336.80
- To: 24A510 – Work and Training Administration
WT137109 – Administrative Services
Revenue Transfer \$1,122,336.80
- A4. From: 29A389 – Health and Human Services Levy 4.9
SU513325 – Employment and Family Subsidy 4.9
Transfer Out \$493,359.64
- To: 24A510 – Work and Training Administration
WT137109- Administrative Services

Revenue Transfer \$493,359.64

Funding Source: Health and Human Services Levy Fund

Amending the cash transfers as set forth below:

Fund Nos./Budget Accounts

A3. From: 29A391 – Health and Human Services Levy 4.8
SU514430 – Employment and Family Subsidy 4.8
Transfer Out \$1,122,336.80

To: 24A510 – Work and Training Administration
WT137109 – Administrative Services
Revenue Transfer \$1,122,336.80

A4. From: 29A391 – Health and Human Services Levy 4.8
SU514430 – Employment and Family Subsidy 4.8
Transfer Out \$493,359.64

To: 24A510 – Work and Training Administration
WT137109 – Administrative Services
Revenue Transfer \$493,359.64

Funding Source: Health and Human Services Levy Fund; and,

WHEREAS, amendment is necessary for reconciliation of the 2011 appropriations in the County’s financial system; and,

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

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

SECTION 1. The County Council hereby approves the amendments to the 2011 Annual Appropriation Measure, Resolution No. R2011-0164 for the following cash transfers between County funds outlined in Section 3, Subsections A3 and A4:

Fund Nos./Budget Accounts

A3. From: 29A389 – Health and Human Services Levy 4.9
SU513325 – Employment and Family Subsidy 4.9
Transfer Out \$1,122,336.80

To: 24A510 – Work and Training Administration

WT137109 – Administrative Services
Revenue Transfer \$1,122,336.80

A4. From: 29A389 – Health and Human Services Levy 4.9
SU513325 – Employment and Family Subsidy 4.9
Transfer Out \$493,359.64

To: 24A510 – Work and Training Administration
WT137109- Administrative Services
Revenue Transfer \$493,359.64

Funding Source: Health and Human Services Levy Fund

Amending the cash transfers as set forth below:

Fund Nos./Budget Accounts

A3. From: 29A391 – Health and Human Services Levy 4.8
SU514430 – Employment and Family Subsidy 4.8
Transfer Out \$1,122,336.80

To: 24A510 – Work and Training Administration
WT137109 – Administrative Services
Revenue Transfer \$1,122,336.80

A4. From: 29A391 – Health and Human Services Levy 4.8
SU514430 – Employment and Family Subsidy 4.8
Transfer Out \$493,359.64

To: 24A510 – Work and Training Administration
WT137109 – Administrative Services
Revenue Transfer \$493,359.64

Funding Source: Health and Human Services Levy Fund.

SECTION 2. The remainder of Resolution No. R2011-0164 remains in full force and effect.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members elected to Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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:

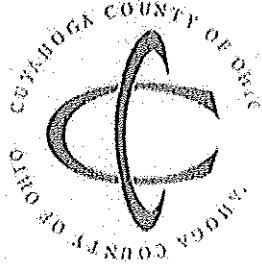
Nays:

County Council President Date

County Executive Date

Clerk of Council Date

Journal CC004
December 6, 2011



Item Details:

Agency/Dept. Name: Office of Budget and Management **Agency/Dept. Head Name:** Matt Rubino

Type of Request:

Request Prepared by: Chris Murray **Telephone No.:** (216) 443-7175

SUMMARY OF REQUESTED ACTION:

Requesting authority to prepare an amendment to Resolution No. R2011-0164, passed by the County Council on April 26, 2011 for Operating Transfer. This item is the correction of a clerical error; no dollar amounts will be affected.

Original Item:

A3. FROM: 29A389 - Health and Human Services Levy 4.9
SU513325 - Employment and Family Subsidy 4.9
Transfer Out \$ 1,122,336.80

TO: 24A510 - Work and Training Administration
WT137109 - Administrative Services
Revenue Transfer \$ 1,122,336.80

A4. FROM: 29A389 - Health and Human Services Levy 4.9
29A389 - SU513325 - Employment and Family Subsidy 4.9
Transfer Out \$ 493,359.64

TO: 24A510 - Work and Training Administration
WT137109 - Administrative Services
Revenue Transfer \$ 493,359.64

Funding Source: Health and Human Services Levy Fund

Amended Item:

A3. FROM: 29A391 - Health and Human Services Levy 4.8
SU514430 - Employment and Family Subsidy 4.8
Transfer Out \$ 1,122,336.80

TO: 24A510 - Work and Training Administration
WT137109 - Administrative Services
Revenue Transfer \$ 1,122,336.80

A4. FROM: 29A391 - Health and Human Services Levy 4.8
SU514430 - Employment and Family Subsidy 4.8
Transfer Out \$ 493,359.64

TO: 24A510 - Work and Training Administration
WT137109 - Administrative Services
Revenue Transfer \$ 493,359.64

Funding Source: Health and Human Services Levy Fund

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source: Explanation:

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

[memo](#)

[Resolution](#)

History

Time

Who

Clerk of the Board

Approval

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0332

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution amending Resolution No. R2011-0220 dated 7/12/2011, which amended the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, on July 12, 2011, Cuyahoga County Council adopted Resolution No. R2011-0220 which amended the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and,

WHEREAS, it is necessary to amend Resolution No. R2011-0220 to provide for the following cash transfer between County funds outlined in Section 3, Subsection A:

	<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A.	From: 21A182 – TASC Drug Court CO752840 – FY2011 TASC Drug Court Transfer Out \$12,477.25	JT1100123
	To: 20A317 – ADAMHSBCC (As of 07/01/2009) MH535560 – Pass Thru Services Revenue Transfer \$12,477.25	

Amending the cash transfer as set forth below:

	<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A.	From: 21A182 – TASC Drug Court CO752840 – FY2011 TASC Drug Court	JT1100123

Transfer Out \$12,477.25

To: 20A317 – ADAMHSBC (As of 07/01/2009)
 MH435560 – Pass Thru Services
 Revenue Transfer \$12,477.25; and,

WHEREAS, amendment is necessary for the reconciliation of the 2011 appropriations in the County’s financial system; and,

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

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

SECTION 1. The County Council hereby approves the amendments to the 2011 Annual Appropriation Measure, Resolution No. R2011-0220 for the following cash transfer between County funds outlined in Section 3, Subsection A:

	<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A.	From: 21A182 – TASC Drug Court CO752840 – FY2011 TASC Drug Court Transfer Out \$12,477.25	JT1100123
	To: 20A317 – ADAMHSBCC (As of 07/01/2009) MH535560 – Pass Thru Services Revenue Transfer \$12,477.25	

Amending the cash transfer as set forth below:

	<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A.	From: 21A182 – TASC Drug Court CO752840 – FY2011 TASC Drug Court Transfer Out \$12,477.25	JT1100123
	To: 20A317 – ADAMHSBC (As of 07/01/2009) MH435560 – Pass Thru Services Revenue Transfer \$12,477.25	

SECTION 2. The remainder of Resolution No. R2011-0220 remains in full force and effect.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to

continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members elected to Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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:

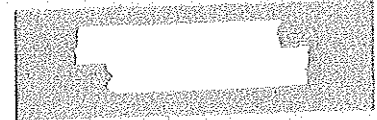
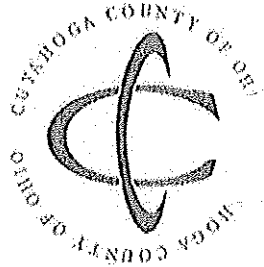
Nays:

County Council President Date

County Executive Date

Clerk of Council Date

Journal CC004
December 6, 2011



Item Details:

Agency/Dept. Name: Office of Budget and Management **Agency/Dept. Head Name:** Matthew Rubino

Type of Request: Other

Request Prepared by: Konrad Fuetter **Telephone No.:** 443-7236

SUMMARY OF REQUESTED ACTION:

Recommending to amend Resolution No. R2011-0220 dated 07/12/2011, by correcting Item A In Section 3 from:

A. FROM: 21A182 - TASC Drug Court **JT1100123**
CO752840 - FY 2011 TASC Drug Court
Transfer Out \$ 12,477.25

TO: 20A317 - ADAMHSBCC (As of 07/01/2009)
MH535560 - Pass Thru Services
Revenue Transfer \$ 12,477.25

Amend to:

A. FROM: 21A182 - TASC Drug Court **JT1100123**
CO752840 - FY2011 TASC Drug Court
Transfer Out \$ 12,477.25

TO: 20A317 - ADAMHSBC (As of 07/01/2009)
MH435560 - Pass Thru Services
Revenue Transfer \$ 12,477.25

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source: Explanation:

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

- [Amend Reso R2011-0220](#)
- [Original Resolution](#)
- [Amend_Reso_R2011-0220 Word Doc](#)

History

Time

Who

Clerk of the Board

Approval

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0333

Sponsored by: County Executive FitzGerald/Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities	A Resolution authorizing amendments to various contracts with North Coast Community Homes, Inc. for the lease/purchase of various properties for use as group homes for persons with developmental disabilities to change the terms, effective 10/1/2011; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the County Executive/Department of Public Works on behalf of the Cuyahoga County Board of Developmental Disabilities requests approval to amend various contracts with North Coast Community Homes, Inc. for the lease/purchase of various properties for use as group homes for persons with developmental disabilities to change the terms, effective 10/1/2011; and,

WHEREAS, the four leased properties that are subject to the amendments are as follows:

- a. Brooklyn House, with a lease termination date of August 31, 2012 (Contract No. CE03448);
- b. Lomond House, with a lease termination date of November 30, 2012 (Contract No. CE03299);
- c. Pearl House, with a lease termination date of April 30, 2012 (Contract No. CE03434);
- d. Tremont House, with a lease termination date of July 31, 2012 (Contract No. CE03447); and,

WHEREAS, the amendments to the four (4) leased properties with North Coast Community Homes, Inc. will transfer the County's interest to the Cuyahoga County Board of Developmental Disabilities ("CCBDD") and facilitate the ability of CCBDD to exercise the purchase options directly without needing written consent from North Coast Community Homes, Inc; and,

WHEREAS, the amendments to the four (4) leased properties will reduce the notice provision to purchase said properties from 270 days to 45 days for CCBDD; and,

WHEREAS, there will be no financial impact as the expenditures associated with these leases; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County and the Cuyahoga County Board of Developmental Disabilities can continue without interruption, to provide adequate time to the Board of Developmental Disabilities to exercise the options to purchase under the assigned leases, and to provide for the usual, daily operation of a county developmental disabilities board.

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

SECTION 1. The County Council hereby approves the amendments to various contracts between the County and North Coast Community Homes, Inc. to the Cuyahoga County Board of Developmental Disabilities for the lease/purchase of the following properties, effective 10/1/2011:

- a. Brooklyn House, with a lease termination date of August 31, 2012 (Contract No. CE03448);
- b. Lomond House, with a lease termination date of November 30, 2012 (Contract No. CE03299);
- c. Pearl House, with a lease termination date of April 30, 2012 (Contract No. CE03434);
- d. Tremont House, with a lease termination date of July 31, 2012 (Contract No. CE03447).

SECTION 2. The County Council authorizes the County Executive to execute the amendments to contracts with the Cuyahoga County Board of Developmental Disabilities in accordance with this Resolution and to take any other measures necessary to effectuate the amendments authorized herein.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County and the Cuyahoga County Board of Developmental Disabilities can continue without interruption, to provide adequate time to the Board of Developmental Disabilities to exercise the options to purchase under the assigned leases, and to provide for the usual, daily operation of a county developmental disabilities board; therefore, provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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:

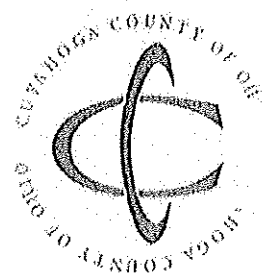
County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee:
Committee Assigned:

Journal _____
_____, 2011



Item Details:

Agency/Dept. Name:	Department of Central Services	Agency/Dept. Head Name:	Bonnie Teeuwen
Type of Request:	Contract/Amendment		
Request Prepared by:	Wanda Graves / John Myers	Telephone No.:	(216) 443-7095
SUMMARY OF REQUESTED ACTION:			
<p>A. Scope of Work Summary Department of Public Works (Central Services), submitting an amendment to each of four (4) Lease's (contract number's listed below) by and between Cuyahoga County (Lessee) and North Coast Community Homes, Inc.(Lessor). This on behalf of Cuyahoga County Board of Development Disabilities (CCBDD), the end using agency/tenant. These amendments will allow the County to transfer its interests in the Lease to the CCBDD without needing written consent from North Coast Community Homes, Inc. and for reducing the notice provision to purchase said properties from 270 days to 45 days.</p> <p>*CE-03447 Brooklyn House for the period 09/1/1987 - 8/31/2012, effective 10/1/2011 4248 W. #5th Street, Cleveland, Ohio 44109</p> <p>*CE-03299 Lomond House for the period 12/01/1987 - 11/30/2012, effective 10/01/2011 16613 Lomond Rd., Shaker Heights, Ohio 44120</p> <p>*CE-03434 Pearl House for the period 05/01/1987 - 04/30/2012, effective 10/01/2011 6063 Pearl Rd., Parma Heights, Ohio 44130</p> <p>*CE-03447 Tremont House for the period 08/01/1987 - 07/31/2012, effective 10/01/2011 2440 W. 14th Street, Cleveland, Ohio 44113</p>			
<p>B. Procurement 1) There will be no financial impact as the expenditures associated with these leases. C. Contractor and Project Information North Coast Community Homes, Inc. 14221 Broadway Ave. Cleveland, OH 44125 Stephen McPeake, President & CEO Council District 3 D. Project Status and Planning:</p>			

1) Changing the terms will enable the County as "Assignor" to assign its interest in these four Leases to the Cuyahoga County Board of Developmental Disabilities (CCBDD) without written consent of the Landlord, facilitating CCBDD to exercise the purchase options directly, and reducing the notice provision from 270 days to 45 days. CCBDD will assume full responsibility contained in the Lease's.

E. Funding:

1) This amendment requires "no" additional funds: **PURPOSE/OUTCOMES- PRINCIPAL OWNER(S):**

- 1) The purpose is to continue to provide residences for individuals with developmental disabilities who reside in Cuyahoga County in the most cost efficient manner.
- 2) Principal Owner is North Coast Community Homes, Inc. an Ohio Not-for Profit Corp.

Total Amount Requested: \$0.00

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

To amend four Leases with North Coast Community Homes, Inc. to make it simpler to transfer the County's interest in these Four Lease's to the CCBDD and facilitate the ability of CCBDD to exercise the purchase options directly and to shorten the notice provision in the Lease from 270 days to 45 days for CCBDD. All to continue to provide residential housing for person's with Developmental Disabilities.

Explanation for late submittal:

Late submittal of signed documents from Vendor

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source: Explanation:

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

- [Lease - Brooklyn House](#)
- [Brooklyn House - Property Search](#)
- [Lease - Lomond House](#)
- [Lomond House - Property Search](#)
- [Lease - Pearl House](#)
- [Pearl House - Property Search](#)

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0334

<p>Sponsored by: County Executive FitzGerald/Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities</p>	<p>A Resolution authorizing an assignment of leases from Cuyahoga County to Cuyahoga County Board of Developmental Disabilities, effective 1/1/2012, in connection with various contracts with North Coast Community Homes, Inc. for the lease/purchase of various properties for use as group homes for persons with developmental disabilities; authorizing the County Executive to execute the assignment of leases and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
---	---

WHEREAS, Cuyahoga County leases 56 properties from North Coast Community Homes for use by the Cuyahoga County Board of Developmental Disabilities for the purpose of providing residences for individuals with developmental disabilities; and,

WHEREAS, the term of the leases is for 25 years with the option to purchase the leased properties any time after ten years after the commencement of the leases and prior to the termination of the leases; and,

WHEREAS, the Cuyahoga County Board of Developmental Disabilities desires the County to assign four leased properties for the purpose of purchasing the properties prior to the termination of the respective leases; and,

WHEREAS, the four leased properties that are subject to the Assignment of Leases are as follows:

- a. Brooklyn House, with a lease termination date of August 31, 2012 (Contract No. CE03448);
- b. Lomond House, with a lease termination date of November 30, 2012 (Contract No. CE03299);
- c. Pearl House, with a lease termination date of April 30, 2012 (Contract No. CE03434);
- d. Tremont House, with a lease termination date of July 31, 2012 (Contract No. CE03447); and,

WHEREAS, if approved, the Assignment of Leases shall become effective on January 1, 2012; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County and the Cuyahoga County Board of Developmental Disabilities can continue without interruption, to provide adequate time to the Board of Developmental Disabilities to exercise the options to purchase under the assigned leases, and to provide for the usual, daily operation of a county developmental disabilities board.

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

SECTION 1. The County Council hereby approves the County's assignment of the following four leases between the County and North Coast Community Homes to the Cuyahoga County Board of Developmental Disabilities:

- a. Brooklyn House, with a lease termination date of August 31, 2012 (Contract No. CE03448);
- b. Lomond House, with a lease termination date of November 30, 2012 (Contract No. CE03299);
- c. Pearl House, with a lease termination date of April 30, 2012 (Contract No. CE03434);
- d. Tremont House, with a lease termination date of July 31, 2012 (Contract No. CE03447); and,

SECTION 2. The County Council authorizes the County Executive to execute an Assignment of Leases agreement with the Cuyahoga County Board of Developmental Disabilities in accordance with this Resolution and to take any other measures necessary to effectuate the assignments authorized herein to take place as of January 1, 2012.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County and the Cuyahoga County Board of Developmental Disabilities can continue without interruption, to provide adequate time to the Board of Developmental Disabilities to exercise the options to purchase under the assigned leases, and to provide for the usual, daily operation of a county developmental disabilities board; therefore, provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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:

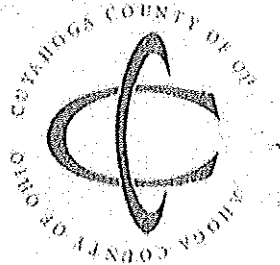
County Council President	Date

County Executive	Date

Clerk of Council	Date

First Reading/Referred to Committee:
Committee Assigned:

Journal _____
_____, 2011



Item Details:

Agency/Dept. Name:	Cuyahoga Board of Mental Retardation and Developmental Disabilities	Agency/Dept. Head Name:	Terrence M. Ryan, Ph.D.
Type of Request:	Other		
Request Prepared by:	Charles Corea	Telephone No.	216-736-4522
SUMMARY OF REQUESTED ACTION:			
Cuyahoga Board of Developmental Disabilities desires the assignment of four leases from the County of Cuyahoga to the Cuyahoga County Board of Developmental Disabilities.			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
Cuyahoga County, Ohio will assign four leases between it and North Coast Community Homes to the Cuyahoga County Board of Developmental Disabilities which will give the CCBDD the right to purchase the four homes.			
Explanation for late submittal:			

Contract/Agreement Information:

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

Financial Information:

Funding source:	Explanation:
Total Amount Requested:	
\$	

ATTACHMENTS:

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0335

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution authorizing an amendment to a Brownfields Revolving Loan Subgrant award to City of Cleveland for an asbestos abatement project located at 5701 Carnegie Avenue, Cleveland, in connection with the American Recovery and Reinvestment Act Brownfields Revolving Loan Fund Program to add the time period 10/1/2009 - 9/30/2012 and for additional funds in the amount of \$674,835.47; 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 Development requests approval of an amendment to the United States Environmental Protection Agency (“USEPA”) American Recovery and Reinvestment Act (“ARRA”) Brownfield Revolving Loan Fund (“BRLF”) Subgrant award with the City of Cleveland for an asbestos abatement project located at 5701 Carnegie Avenue, Cleveland, Ohio to add the time period of 10/1/2009 – 9/30/2012, and for additional funds in the amount of \$674,835.47; and,

WHEREAS, the Department of Development applied for and received a \$1,900,000.00 USEPA American Recovery and Reinvestment Act Revolving Loan Fund grant in the amount of \$1,900,000.00; and,

WHEREAS, the grant funds are to be utilized for environmental cleanup activities, such as asbestos abatement, of eligible properties located in Cuyahoga County; and,

WHEREAS, the City of Cleveland applied to the County for funding through the USEPA BRLF for asbestos abatement services of the 5701 Carnegie Avenue property located in Cuyahoga County for the redevelopment project (known as the Warner Swasey Project); and,

WHEREAS, the County’s assistance will leverage approximately \$18,000,000.00 in additional investment, and once developed, the project is anticipated to create up to 360 jobs; and,

WHEREAS, the Cuyahoga County Council authorized the County Executive and Director of Development to enter into the Subgrant award in the amount not-to-exceed \$454,953.00 (Resolution No. R2011-0127) in support of the asbestos abatement of the 5701 Carnegie Avenue property; and,

WHEREAS, USEPA has granted the Department of Development's funding waiver request which will place remaining funds from projects that did not utilize all of the funds (allocated through subgrants) in the amount of \$674,835.47, into the Warner Swasey Project; and,

WHEREAS, the new total project amount awarded to the County and the City of Cleveland is in the amount not-to-exceed \$1,129,788.47; and,

WHEREAS, the USEPA has approved the time period of 10/1/2009 – 9/30/2011 as well as an extension submitted by the Department of Development to extend the termination period from September 30, 2011 until September 30, 2012 for the entire grant award; and,

WHEREAS, it is necessary that this resolution become immediately effective in order to achieve progress towards the stated goal of the Charter of Cuyahoga County to promote economic development opportunities for the citizens of the County.

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

SECTION 1. The County Council hereby approves such request, for the amended USEPA American Recovery and Reinvestment Act (ARRA) Brownfield Revolving Loan Fund Subgrant award between County of Cuyahoga, on behalf of the Department of Development, and the City of Cleveland, for asbestos abatement in connection with the Warner & Swasey project located at 5701 Carnegie Avenue, Cleveland, Ohio, to add the time period of 10/1/2009 – 9/30/2012, for additional funds in the amount of \$674,835.47, and authorizing the County Executive to execute all necessary documents in relation to the Revolving Loan Fund Subgrant award.

SECTION 2. It is necessary that this Resolution become immediately effective in order achieve progress towards the stated goal of the Charter of Cuyahoga County to promote economic development opportunities for the citizens of the County. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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

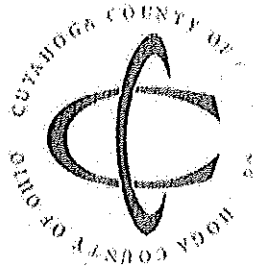
Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee Assigned:

Journal _____
_____, 2011



Item Details:

Agency/Dept. Name:	Department of Development	Agency/Dept. Head Name:	Larry Benders, Director
Type of Request:	Other		
Request Prepared by:	Laura Clark	Telephone No.	698.2575

SUMMARY OF REQUESTED ACTION:

SCOPE OF WORK SUMMARY:

The Department of Development is requesting approval of an amendment to the United States Environmental Protection Agency (USEPA) American Recovery and Reinvestment Act (ARRA) Brownfield Revolving Loan Fund (BRLF) Subgrant agreement with the City of Cleveland, to increase the award by \$674,835.47; new total project award not to exceed \$1,129,788.47, and to extend the terminal date of the agreement from September 30, 2011 until September 30, 2012. Authorizing the Director of the Department of Development to sign all necessary documents in relation to the Brownfield Revolving Loan Fund Subgrant Agreement.

The primary goals of the project are to ready the property for redevelopment through the removal of asbestos. The County's assistance will leverage approximately \$18,000,000 in additional investment and the project, once redeveloped, is anticipated to create up to 360 jobs.

PROCUREMENT: Grant Agreement

CONTRACTORS AND PROJECT INFORMATION:

City of Cleveland
 601, Lake Side
 Cleveland OH 44113
 The Mayor of Cleveland is Frank Jackson.
 Cuyahoga County Council District - 7

The Project is located at

Former Warner & Swasey Building
5701 Carnegie Avenue,
Cleveland, Ohio.
Property owner is City of Cleveland
Cuyahoga County Council District 8.

PROJECT STATUS AND PLANNING:

The Subgrant is funded through an existing Department of Development program that is funded exclusively by USEPA. This current grant from the USEPA is through ARRA, so time is of the essence to commit and expend the funding. Therefore, the former Warner & Swasey project is on a critical path. The City is ready to begin the project as soon as the Subgrant Agreement is amended.

FUNDING:

This project is funded 100% by federal funds - USEPA ARRA RLF Grant award to Cuyahoga County. The City will submit requests for reimbursement on a monthly basis.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

OUTCOMES: The City of Cleveland conducted an RFP for developers to redevelop the former Warner & Swasey buildings located in the Midtown Neighborhood. During the preliminary environmental investigations, it was determined that the asbestos-containing building materials had never been removed from the building. The City requested financial assistance for the removal of the asbestos-containing building materials so the property could be redeveloped. The County entered into a Subgrant Agreement for \$454,953 in support of the asbestos abatement of the property (R2011-0127).

Since the Department of Development's initial subgrant award to the project, the City has aggressively sought other sources of funding for the environmental issues at the site. The City has secured an additional \$13 million in funding from HUD and over \$1 million in equity from the Developer; however, there is still an approximately \$900,000 gap for the asbestos abatement.

The Department has a substantial amount of the USEPA ARRA RLF grant remaining. This is because several of the Department's other USEPA ARRA RLF projects did not utilize all the funds allocated through the subgrants; many benefited from competitive bidding and others simply did not need all the funding originally requested. Therefore the Department will consolidate the remaining funds and allocate them to the Warner Swasey project. A table is attached summarizing all of the projects assisted with this USEPA grant.

To that end, the Department submitted a time extension request for the entire USEPA ARRA RLF grant award, to extend the availability of funds until September 30, 2012, which has been approved (attached). Then, the Department submitted a funding waiver request to USEPA, which has been granted (attached), to put the remaining \$674,835.47 to the Warner & Swasey Project.

The additional funds will assist the City and the Developer in redeveloping this blighted building, which is located along two main thoroughfares in Cleveland; East 55th Street and Carnegie Avenue.

PRINCIPAL OWNER: The City of Cleveland, Mayor Frank G. Jackson.

Explanation for late submittal:

As soon as approved by USEPA

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source:	Explanation:
Federal	U.S.EPA-2010 ARRA Supplemental BRLF

Total Amount Requested:
\$1,129,788.47

ATTACHMENTS:

Click to download

- [USEPA ARRA RLF Project Summary Table](#)
- [USEPA Time Extension of Grant Approval](#)
- [USEPA Funding Waiver Approval](#)
- [Warner and Swasey Project Summary](#)

History

Time

Who

Clerk of the Board

Approval

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0336

<p>Sponsored by: County Executive FitzGerald on behalf of The MetroHealth System</p>	<p>A Resolution authorizing The MetroHealth System to become a member and participate in one or more group 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 2012, in accordance with Ohio Revised Code Section 339.05; and declaring the necessity that this Resolution become immediately effective.</p>
---	--

WHEREAS, Ohio Revised Code Section 339.05 authorized the Board of Trustees of The MetroHealth System to annually adopt bidding procedures and purchasing policies to obtain supplies, equipment and services routinely used in the operations of the Hospital, which, upon said adoption and the approval of the County Executive, may be followed by the Board of Trustees in lieu of following the competitive bidding procedures of Ohio Revised Code Section 307.86 to 307.92.

WHEREAS, the cost of supplies necessary for hospital operations including drugs, food stuffs, and other medical and related materials has escalated at a rapid rate which requires further action to attempt to reduce expense.

WHEREAS, The MetroHealth System seeks to participate in one or more group purchasing associations available to health care facilities in order to obtain the favorable volume pricing available to the member institutions, thereby reducing the Hospital's overall expense for such supplies, equipment and services.

WHEREAS, the County Director of Law has thoroughly reviewed this recommendation to reduce the Hospital's overall supply expense.

WHEREAS, it is necessary that this Resolution become immediately effective because The MetroHealth System's current purchasing policy expires December 31, 2011; and in order that critical services provided by The MetroHealth System can continue.

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

SECTION 1. The County Council hereby authorizes The MetroHealth System to adopt a purchasing policy which authorizes the President to seek membership and to participate in one or more group purchasing associations for the purpose of acquiring such supplies, equipment and services routinely used in the operations of the Hospital which are available through group purchasing

arrangements in order to achieve economies, which the System does not currently enjoy, for the 2012 Calendar Year.

SECTION 2. That the purchases of such supplies, equipment and services through group purchasing arrangements shall be exempt from the competitive bidding procedures of Ohio Revised Code Section 307.05.

SECTION 3. It is necessary that this Resolution become immediately effective because The MetroHealth System's current purchasing policy expires December 31, 2011; and in order that critical services provided by The MetroHealth System can continue. Provided that this Resolution receives the affirmative vote of eight members Council, this Resolution shall become immediately effective up the signature of the County Executive.

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 any of its committees that resulted 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 _____
_____, 2011

NOV 29 2011

Cuyahoga County Council

November 17, 2011

Jean M. Schmotzer
Clerk of Council
County Administration Building
1214 Ontario Street #424
Cleveland, OH 44113

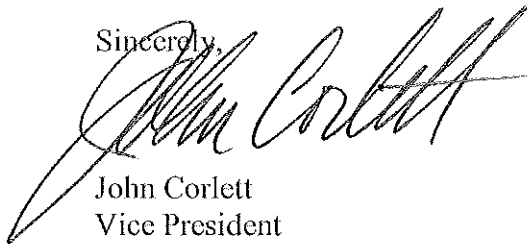
Dear Ms. Schmotzer:

As you know, the Board of Trustees of The MetroHealth System annually adopts a resolution authorizing certain purchasing policies and procedures pursuant to Section 339.05 of the Ohio Revised Code. These resolutions are subsequently submitted to the County Council for approval.

Enclosed is a similar resolution for calendar year 2012, adopted at the November 16, 2011 meeting of the Board of Trustees. The resolution refers to the applicable sections of the Ohio Revised Code. I respectfully submit this resolution for consideration and approval by the County Council at its next meeting.

If you need additional information, please call me.

Sincerely,



John Corlett
Vice President
Government Relations & Community Affairs

JC:par

c: Jeff Rooney
Thomas Onusko
Joseph Lash

RESOLUTION 18247

WHEREAS, the Board of Trustees of The MetroHealth System has been presented a recommendation for certain annual purchasing policies and procedures; and

WHEREAS, the Board's Finance Committee has reviewed this recommendation and now recommends its approval.

NOW, THEREFORE BE IT RESOLVED, The Board of Trustees of The MetroHealth System hereby approves certain annual purchasing policies and procedures, for products required for Emergency Use, and for participation in group/joint procurement arrangements.

1. As used here, "Emergency Use" means any use where either the Chief Operating Officer or the Chief Medical Officer determines that the use of a Product is immediately and unavoidably necessary to address critical patient health, safety or other imminent public health needs, and any delay would create an unreasonable risk to the System's patients, employees, or visitors.
2. For the purpose of acquiring supplies, equipment, and services routinely used in the operations of the System, the System may obtain membership and participate in either:
 - a.) One or more group purchasing organizations (each a "GPO") sponsored by non-profit organizations, for all products available through such GPOs; and,
 - b.) One or more state or federally operated joint purchasing programs (each a "JPP"), for purchase of all products available through such JPPs.

The System may pay GPO and JPP participation or membership fees and costs, if any, out of general operating funds.

4. Upon the recommendation of the Chief Medical Officer or the Chief Operating Officer, the President and CEO may authorize procurement of products for Emergency Use without competitive bidding, using any commercially reasonable procurement method, provided that, where available, the System will procure such products through a GPO or JPP that the System participates in.

BE IT FURTHER RESOLVED, The Chief Executive Officer and President or his designees are hereby authorized to negotiate and execute agreements and other documents, and develop and execute procedures consistent with this resolution.

AYES: Ms. Clemo, Dr. Fountain, Mr. Gaskill, Mr. McDonald, Mr. Moss
Mr. Spain, Dr. Silvers, Ms. Whiting

NAYS: None

ABSENT: Mr. Monnolly, Mrs Rego

DATE: November 16, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0337

Sponsored by: County Executive FitzGerald/County Sheriff	A Resolution authorizing an agreement with The MetroHealth System in the amount not-to-exceed \$1,300,000.00 for medical, psychiatric, dental and pharmacy services for the period 1/1/2012 - 12/31/2012; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/County Sheriff has submitted a request for approval of an agreement with The MetroHealth System in the amount not-to-exceed \$1,300,000.00 for medical, psychiatric, dental and pharmacy services for the period 1/1/2012 – 12/31/2012; and

WHEREAS, the primary goal of this agreement is to provide medical services to the detainees of the Cuyahoga County Corrections Center; and

WHEREAS, The MetroHealth System is a County hospital organized and operated under Chapter 339 of the Ohio Revised Code, which eliminated any need for a procurement method; and

WHEREAS, the purpose of this arrangement is for the County to form an agreement with The MetroHealth System in order to secure temporary physician staffing services at the Cuyahoga County Corrections Center. These services will be used in order to fill temporary shortages in physician staffing due to any number of reasons; and

WHEREAS, Midwest Medical Staffing, Inc. currently fills any and all physician staffing vacancies; and

WHEREAS, it is necessary that this Resolution become immediately effective because the Cuyahoga County Corrections Center current contract with Midwest Medical Staffing, Inc. expires on 12/31/2011; and

WHEREAS, this project is funded 100% by the General Fund and The MetroHealth System will submit monthly invoices for accrued fees which the Sheriff's Office will pay monthly.

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

SECTION 1. The County Council hereby approves the proposed agreement with The MetroHealth System in the amount not-to-exceed \$1,300,000.00 for medical, psychiatric, dental and pharmacy services for the period 1/1/2012 – 12/31/2012.

SECTION 2. The County Executive is hereby authorized to execute an agreement and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective because the Cuyahoga County Corrections Center current contract with Midwest Medical Staffing, Inc. expires on 12/31/2011. Provided that this Resolution receives the affirmative vote of eight members Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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 _____
_____, 2011



Item Details:

Agency/Dept. Name:	County Sheriff	Agency/Dept. Head Name:	Bob Reid
Type of Request:	Agreement/Amendment		
Request Prepared by:	Donna Kaleal	Telephone No.	443-6317

SUMMARY OF REQUESTED ACTION:

Lead Department: Cuyahoga County Sheriff's Office

Year: 2011

Agency: Metro Health System

Agreement/Contract Type: Agreement

Project Title: Agreement for the Services of Licensed Professionals

A. The Cuyahoga County Sheriff's Office is requesting approval of an agreement with Metro Health Systems for the anticipated cost of (\$ name dollar amount). The anticipated start and completion dates are January 1, 2012 through December 31, 2012. The primary goals of the project are to provide medical services to the detainees of the Cuyahoga County Correction Center.

B. Metro Health Systems is a county hospital organized and operated under Chapter 339 of the ORC which eliminated any need for a procurement method.

C. Contractor Information is as follows:

Metro Health Systems

2500 Metro Health Drive, Cleveland Ohio 44109

D. Project Planning or Status

This project is new to the County. The term will be for one year. This project is "mission critical" because the contract that the Correction Center currently has with Midwest Medical expires on 12/31/2011. Midwest Medical currently fills any physician staffing vacancies.

E. This project is funded 100% by the General Fund. Metro Health will submit monthly

Invoices for accrued fees which the Sheriff's Office will pay monthly.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

To form an agreement with Metro Health Systems in order to secure temporary Physician staffing services at the Cuyahoga County Correction Center. These services will be used in order to fill temporary shortages in Physician staffing due to any number of reasons.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source: **Explanation:**

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

[Agreement for Services of Licensed Professionals](#)

History

Time

Who

Approval

Office of Procurement &
Diversity

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0338

Sponsored by: County Executive FitzGerald/Department of Public Works	A Resolution amending BOCC Resolution No. 014247 dated 11/6/2001, which authorized an amendment to Contract No. CE11084-02 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.
---	--

WHEREAS, the County Executive/Department of Public Works is hereby recommending to amend BOCC Resolution No. 014247 dated 11/6/2001, which authorized an amendment to Contract No. CE11084-02 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; and,

WHEREAS, it is necessary to amend BOCC Resolution No. 014247 by changing the time period from 10/1/2000 – 9/30/2010 to 10/1/2000 – 11/30/2011; and,

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

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

SECTION 1. The County Council hereby approves the amendment to BOCC Resolution No. 014247 dated 11/6/2001, which authorized an amendment to Contract No. CE11084-02 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.

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 County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members elected to Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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 Assigned:

Journal _____
_____, 2011

RESOLUTION

Approving an amendment to Contract No. CE11084-02 by and between the Board of County Commissioners of Cuyahoga County, Ohio and 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 the Department of Central Services for the period October 1, 2000 through September 30, 2010 for additional funds in the amount of \$700,000.00; authorizing Jimmy Dimora, President, to sign said amendment on behalf of the Board of County Commissioners.

BE IT RESOLVED by the Board of County Commissioners of Cuyahoga County, Ohio, that an amendment to Contract No. CE11084-02 by and between said Board and 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 the Department of Central Services for the period October 1, 2000 through September 30, 2010 for additional funds in the amount of \$700,000.00, be, and the same is, hereby approved.

BE IT FURTHER RESOLVED that Jimmy Dimora, President, be, and he is, hereby authorized to sign said amendment on behalf of the Board of County Commissioners.

BE IT FURTHER RESOLVED that the Clerk of the Board be, and she is, hereby instructed to transmit a copy of this resolution together with a copy of said amendment to the County Auditor; one copy each to Marilu Acevedo, Contract Coordinator, Office of the Clerk of the Board; and three copies of each to Jay Ross, Director, Department of Central Services, with instructions to forward one complete set to Mt. Pleasant NOW Development Corporation; and one copy of this resolution to Michael Kochan, Purchasing Manager, Office of Procurement & Diversity.

On Motion of Commissioner Campbell, seconded by Commissioner McCormack, the foregoing resolution was duly adopted.

Ayes: Campbell, McCormack, Dimora.

Nays: None.

Resolution Adopted.

Marjorie J. Pettus,
Clerk of the Board

Journal 272
November 6, 2001
014247
fg

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0339

<p>Sponsored by: County Executive FitzGerald/Department of Public Works</p>	<p>A Resolution authorizing an amendment to Contract No. CE11084-02 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.</p>
--	--

WHEREAS, the County Executive/Department of Public Works has submitted a request to amend Contract No. CE11084-02 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; and

WHEREAS, this amendment increases the total amount of the contract to \$16,965,184.00; and

WHEREAS, the term of the lease is three (3) years starting 12/01/2011 through 11/30/2014, with two (2) one year renewal options. The County will also maintain a twelve (12) month termination option at any time; and

WHEREAS, the lease is for 52,967 square feet of space at \$13.70 per square foot for the first ten months. Starting in the eleventh month, the square footage will be reduced to 39,426 square feet and the rental rate will be reduced to \$11.00 per square foot. This totals \$676,987.60 for the first year of the lease and \$1,544,359.60 for the entire three year term; and

WHEREAS, the primary purpose is to provide continuing operating space for the Division of Employment and Family Services/Cuyahoga Support Enforcement Agency,

Division of Children and Family Services and Division of Senior and Adult Services. The County has leased space at this location for many years; and

WHEREAS, the funding for the lease will come from each of the three (3) agencies, proportioned to their use of space at the leased location as follows: (1) funding is through the Health & Human Services Levy Dollars (33%); (2) reimbursement from state dollars (66%) for EFS and CFS; and (3) HHS Levy for Senior and Adult's portion of the lease (100%). All payments will be made monthly directly to the landlord.

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

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

SECTION 1. The County Council hereby approves the amended Contract No. CE11084-02 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.

SECTION 2. That the County Executive is authorized to execute all documents required in connection with said amendment.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members elected to Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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 any of its committees that resulted 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

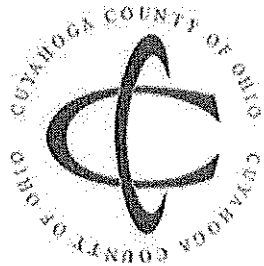
Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee Assigned:

Journal _____
_____, 2011



COMMISSIONERS
Jimmy Dimora
Timothy F. Hagan
Peter Lawson Jones

Item Details:

Agency/Dept. Name:	Department of Central Services	Agency/Dept. Head Name:	Bonnie Teeuwen
Type of Request:	Contract/Amendment		
Request Prepared by:	Wanda Graves / John Myers	Telephone No.	(216) 443-7095

SUMMARY OF REQUESTED ACTION:

Title: Mt. Pleasant NFSC 2011 Lease Renewal

Scope of Work:

Department of Public Works seeking approval of Amendment with Mount Pleasant NOW Development Corporation for the lease of office space on behalf of Department of Employment and Family Services, Department of Children and Family Services and Department of Senior and Adult Services.

Term:

Lease Term of Three (3) years starting December 01, 2011 and running through November 30, 2014, with two (2) one year renewal options. The County will also maintain a 12 month termination option at any time.

The lease is for 52,967 square feet of space at \$13.70 per square foot for the first ten months. Starting in the eleventh month the square footage will be reduced to 39,426 square feet and the rental rate will be reduced to \$11.00 per square foot. This totals \$676,987.60 for the first year of the lease and \$1,544,359.60 for the entire three year term.

The primary purpose is to provide continuing operating space for these three departments. The County has leased space at this location for many years.

Procurement:

The County initiated a public bid process (RQ1170) which resulted in the awarding of this Lease to Mt. Pleasant NOW Development Corporation, a neighborhood, non-profit CDC

(Community Development Corporation). The Lease was awarded pursuant to Resolution #990362 which called for a ten year term with a renewal clause which is the subject of the pending Amendment to the Lease.

Contractor & Project Information:

Mt. Pleasant NOW Development Corporation located at 13815 Kinsman Rd., Cleveland, Ohio 44120. Mr. Tom Stone is the Executive Director of Mt. Pleasant NOW Development Corporation. The site is located in County Council District 9.

Project Status and Planning:

This lease of space will be in place for a three year term, unless terminated sooner under provisions of the lease. No further action steps are needed or required at this time.

Funding:

The funding is from each of the three (3) agencies proportioned to their use of space at this leased location. The payments will be made monthly to the Landlord. Funding is through the Health and Human Services Levy dollars (33%) and reimbursement from State dollars (66%) for EFS & CFS and will be almost 100% HHS Levy for Senior and Adult's portion of the Lease.

Total Amount Requested:

\$1,544,359.60

Principal Owner (s):

Mt. Pleasant NOW Development Corporation, Thomas K. Stone, Executive Director

Lease Location:

13815 Kinsman Road
Cleveland, Ohio 44120
Council District 9

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

contract negotiations

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

Financial Information:

Funding source: Explanation:

Total Amount Requested:

\$

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0291

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution adopting the 2012/2013 Biennial Operating Budget and Capital Improvements Program, and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, Article 2, Section 3, Subsections 9 and 10 of the Cuyahoga County Charter directs the County Executive to submit to the Council prior to the beginning of each fiscal year, a proposed operating budget and a capital improvements program for the upcoming fiscal year; and

WHEREAS, Article 3, Section 9, Subsection 5 of the Cuyahoga County Charter gives County Council the power to adopt and amend the County's operating budget and capital improvements program and to make appropriations for the County; and

WHEREAS, County Council enacted Ordinance No. O2011-0036 on September 13, 2011, which established the procedure for a two-year budget, capital improvements and appropriations process with an annual update; and

WHEREAS, Ordinance No. O2011-0036 states that not later than at the first County Council meeting in October of each odd-numbered year, the County Executive shall submit to Council a proposed operating budget and capital improvements program for the two fiscal years beginning January 1 of the year following the submission. The materials submitted shall include all information required by Article 2, Section 3, Subsections 9, 10, and 11 of the Cuyahoga County Charter; and

WHEREAS, Ordinance No. O2011-0036 also states that County Council shall review, amend as needed, and adopt the biennial operating budget and capital improvements program and make all necessary appropriations not later than December 15th of each odd-numbered year.

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

SECTION 1. County Council hereby adopts the Cuyahoga County 2012/2013 Biennial Operating Budget and Capital Improvements Program as follows:

2012	2013
Annual	Annual
Appropriation	Appropriation

Office of the County Executive					
EX016006 Office of the County Executive					
INDEX EX016006	Office of the County Executive	SUBFUND 01A001	Personal Services	1,159,616	1,164,434
INDEX EX016006	Office of the County Executive	SUBFUND 01A001	Other Expenses	601,286	601,286
INDEX EX016006	Office of the County Executive	SUBFUND 01A001	Capital Outlays	2,425	2,425
Total Office of the County Executive				1,763,327	1,768,145
Total Office of the County Executive				1,763,327	1,768,145
County Law Department					
LA000794 County Law Department					
INDEX LA000794	County Law Department	SUBFUND 01A001	Personal Services	850,153	858,945
INDEX LA000794	County Law Department	SUBFUND 01A001	Other Expenses	265,500	267,600
INDEX LA000794	County Law Department	SUBFUND 01A001	Capital Outlays	1,621	1,621
Total County Law Department				1,117,274	1,128,166
Total County Law Department				1,117,274	1,128,166
Human Resources					
HR018010 Human Resources Administration					
INDEX HR018010	Human Resources Administration	SUBFUND 01A001	Personal Services	3,211,844	3,114,252
INDEX HR018010	Human Resources Administration	SUBFUND 01A001	Other Expenses	637,828	637,828
INDEX HR018010	Human Resources Administration	SUBFUND 01A001	Capital Outlays	6,092	6,092
Total Human Resources Administration				3,855,764	3,758,172
ND570002 County Wellness Program					
INDEX ND570002	County Wellness Program	SUBFUND 20A550	Other Expenses	12,000	12,000
Total County Wellness Program				12,000	12,000
Total Human Resources				3,867,764	3,770,172
Development					
DV014100 Economic Development					
INDEX DV014100	Economic Development	SUBFUND 01A001	Personal Services	1,016,030	1,027,601
INDEX DV014100	Economic Development	SUBFUND 01A001	Other Expenses	2,221,412	2,221,412
INDEX DV014100	Economic Development	SUBFUND 01A001	Capital Outlays	1,624	1,624
Total Economic Development				3,239,066	3,250,637
DV520692 Development-Revolving Loan Fund					
INDEX DV520692	Development-Revolving Loan Fund	SUBFUND 20D445	Other Expenses	1,997,630	1,997,630
Total Development-Revolving Loan Fund				1,997,630	1,997,630
DV520726 Brownfield Revolving Loan Fund					
INDEX DV520726	Brownfield Revolving Loan Fund	SUBFUND 20D446	Other Expenses	177,024	177,024
Total Brownfield Revolving Loan Fund				177,024	177,024
DV520031 County Airport					
INDEX DV520031	County Airport	SUBFUND 52A100	Personal Services	783,162	785,959
INDEX DV520031	County Airport	SUBFUND 52A100	Other Expenses	764,910	764,910
INDEX DV520031	County Airport	SUBFUND 52A100	Capital Outlays	1,384	1,384
Total County Airport				1,549,456	1,552,253
DV014175 Blue Ribbon Task Force					
INDEX DV014175	Blue Ribbon Task Force	SUBFUND 01A001	Personal Services	0	0
INDEX DV014175	Blue Ribbon Task Force	SUBFUND 01A001	Other Expenses	0	0
INDEX DV014175	Blue Ribbon Task Force	SUBFUND 01A001	Capital Outlays	0	0
Total Blue Ribbon Task Force				0	0
Total Development				6,963,176	6,977,544

	2012 Annual Appropriation	2013 Annual Appropriation
--	---------------------------------	---------------------------------

Regional Collaboration

DV014225 Regional Collaboration				
INDEX DV014225 Regional Collaboration	SUBFUND	01A001 Personal Services	218,976	219,488
INDEX DV014225 Regional Collaboration	SUBFUND	01A001 Other Expenses	10,200	10,200
INDEX DV014225 Regional Collaboration	SUBFUND	01A001 Capital Outlays	419	419
Total Regional Collaboration			229,595	230,107
Total Regional Collaboration			<u>229,595</u>	<u>230,107</u>

County Fiscal Office

FS109611 Fiscal Office Administration				
INDEX FS109611 Fiscal Office Administration	SUBFUND	01A001 Personal Services	700,416	700,416
INDEX FS109611 Fiscal Office Administration	SUBFUND	01A001 Capital Outlays	1,374	1,374
Total Fiscal Office Administration			701,790	701,790

FS109629 Office of Budget & Management				
INDEX FS109629 Office of Budget & Management	SUBFUND	01A001 Personal Services	1,006,125	977,263
INDEX FS109629 Office of Budget & Management	SUBFUND	01A001 Other Expenses	182,844	182,844
INDEX FS109629 Office of Budget & Management	SUBFUND	01A001 Capital Outlays	1,851	1,851
Total Office of Budget & Management			1,190,820	1,161,958

FS109637 Financial Reporting				
INDEX FS109637 Financial Reporting	SUBFUND	01A001 Personal Services	4,316,519	3,934,923
INDEX FS109637 Financial Reporting	SUBFUND	01A001 Other Expenses	3,209,243	3,209,243
INDEX FS109637 Financial Reporting	SUBFUND	01A001 Capital Outlays	7,182	7,182
Total Financial Reporting			7,532,944	7,151,348

FS109645 Operations-Records & Licenses				
INDEX FS109645 Operations-Records & Licenses	SUBFUND	01A001 Personal Services	2,663,806	2,644,762
INDEX FS109645 Operations-Records & Licenses	SUBFUND	01A001 Other Expenses	1,403,498	1,403,498
INDEX FS109645 Operations-Records & Licenses	SUBFUND	01A001 Capital Outlays	6,204	6,204
Total Operations-Records & Licenses			4,073,508	4,054,464

FS109694 Operations-Title Bureau				
INDEX FS109694 Operations-Title Bureau	SUBFUND	20A658 Personal Services	2,891,728	2,894,721
INDEX FS109694 Operations-Title Bureau	SUBFUND	20A658 Other Expenses	1,243,360	1,243,360
INDEX FS109694 Operations-Title Bureau	SUBFUND	20A658 Capital Outlays	4,806	4,806
Total Operations-Title Bureau			4,139,894	4,142,887

FS109702 Operations-Tax Assessments				
INDEX FS109702 Operations-Tax Assessments	SUBFUND	20A301 Personal Services	6,461,072	6,311,650
INDEX FS109702 Operations-Tax Assessments	SUBFUND	20A301 Other Expenses	5,951,959	5,951,959
INDEX FS109702 Operations-Tax Assessments	SUBFUND	20A301 Capital Outlays	12,650	12,650
Total Operations-Tax Assessments			12,425,681	12,276,259

FS109678 Office of Procurement and Diversity				
INDEX FS109678 Office of Procurement and Diversity	SUBFUND	01A001 Personal Services	1,260,491	1,158,416
INDEX FS109678 Office of Procurement and Diversity	SUBFUND	01A001 Other Expenses	465,024	365,024
INDEX FS109678 Office of Procurement and Diversity	SUBFUND	01A001 Capital Outlays	2,055	2,055
Total Office of Procurement and Diversity			1,727,570	1,525,495

FS109751 Fiscal- Office Supply Contract				
INDEX FS109751 Fiscal- Office Supply Contract	SUBFUND	64A601 Other Expenses	467,090	467,090
Total Fiscal- Office Supply Contract			467,090	467,090

Total County Fiscal Office			<u>32,259,297</u>	<u>31,481,291</u>
-----------------------------------	--	--	--------------------------	--------------------------

Treasury Management

FS109660 Treasury Management				
INDEX FS109660 Treasury Management	SUBFUND	01A001 Personal Services	1,426,288	1,345,122

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Treasury Management

FS109660 Treasury Management						
INDEX FS109660	Treasury Management	SUBFUND	01A001	Other Expenses	1,407,755	1,407,755
INDEX FS109660	Treasury Management	SUBFUND	01A001	Capital Outlays	2,862	2,862
Total Treasury Management					2,836,905	2,755,739
FS109710 Treasury DRETAC						
INDEX FS109710	Treasury DRETAC	SUBFUND	20A322	Personal Services	982,375	959,096
INDEX FS109710	Treasury DRETAC	SUBFUND	20A322	Other Expenses	551,222	551,222
INDEX FS109710	Treasury DRETAC	SUBFUND	20A322	Capital Outlays	2,789	2,789
Total Treasury DRETAC					1,536,386	1,513,107
FS109728 Fiscal -Tax Prepayment Special Interest						
INDEX FS109728	Fiscal -Tax Prepayment Special Interest	SUBFUND	20A325	Personal Services	192,943	193,613
INDEX FS109728	Fiscal -Tax Prepayment Special Interest	SUBFUND	20A325	Other Expenses	378,304	378,304
INDEX FS109728	Fiscal -Tax Prepayment Special Interest	SUBFUND	20A325	Capital Outlays	343	343
Total Fiscal -Tax Prepayment Special Interest					571,590	572,260
FS109736 Fiscal -Tax Certificate Admin.						
INDEX FS109736	Fiscal -Tax Certificate Admin.	SUBFUND	20A340	Personal Services	137,328	137,884
INDEX FS109736	Fiscal -Tax Certificate Admin.	SUBFUND	20A340	Other Expenses	348,069	348,069
INDEX FS109736	Fiscal -Tax Certificate Admin.	SUBFUND	20A340	Capital Outlays	235	235
Total Fiscal -Tax Certificate Admin.					485,632	486,188
FS109744 Fiscal-County Land Reutilization Corporation						
INDEX FS109744	Fiscal-County Land Reutilization Corporation	SUBFUND	20AA03	Other Expenses	7,000,000	7,000,000
Total Fiscal-County Land Reutilization Corporation					7,000,000	7,000,000
Total Treasury Management					12,430,513	12,327,294

Information Services Center

IS821009 ISC Administration						
INDEX IS821009	ISC Administration	SUBFUND	63A100	Personal Services	3,744,421	3,762,985
INDEX IS821009	ISC Administration	SUBFUND	63A100	Other Expenses	2,339,454	2,982,369
INDEX IS821009	ISC Administration	SUBFUND	63A100	Capital Outlays	14,188	14,188
Total ISC Administration					6,098,063	6,759,542
IS691287 ISC Application Development						
INDEX IS691287	ISC Application Development	SUBFUND	63A100	Personal Services	977,594	977,594
INDEX IS691287	ISC Application Development	SUBFUND	63A100	Other Expenses	78,572	78,572
Total ISC Application Development					1,056,166	1,056,166
IS692004 ISC Operations						
INDEX IS692004	ISC Operations	SUBFUND	63A100	Personal Services	989,910	989,910
INDEX IS692004	ISC Operations	SUBFUND	63A100	Other Expenses	1,061,517	1,061,517
INDEX IS692004	ISC Operations	SUBFUND	63A100	Capital Outlays	250,000	250,000
Total ISC Operations					2,301,427	2,301,427
IS694117 ISC Communications						
INDEX IS694117	ISC Communications	SUBFUND	63A100	Personal Services	798,664	798,664
INDEX IS694117	ISC Communications	SUBFUND	63A100	Other Expenses	2,069,349	2,069,349
Total ISC Communications					2,868,013	2,868,013
IS694018 ISC User Supply						
INDEX IS694018	ISC User Supply	SUBFUND	63A100	Other Expenses	287,979	287,979
Total ISC User Supply					287,979	287,979
IS694125 ISC Engineering						
INDEX IS694125	ISC Engineering	SUBFUND	63A100	Personal Services	1,542,698	1,542,698
INDEX IS694125	ISC Engineering	SUBFUND	63A100	Other Expenses	182,575	182,575
Total ISC Engineering					1,725,273	1,725,273

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Information Services Center

IS694588 County GIS Management							
INDEX	IS694588	County GIS Management	SUBFUND	63A300	Personal Services	300,328	300,887
INDEX	IS694588	County GIS Management	SUBFUND	63A300	Other Expenses	440,169	432,669
INDEX	IS694588	County GIS Management	SUBFUND	63A300	Capital Outlays	590	590
Total County GIS Management						741,087	734,146
Total Information Services Center						15,078,008	15,732,546

Public Works - Central Services

CT571000 Central Services Admin.							
INDEX	CT571000	Central Services Admin.	SUBFUND	61A607	Personal Services	2,508,042	2,449,806
INDEX	CT571000	Central Services Admin.	SUBFUND	61A607	Other Expenses	380,364	380,364
INDEX	CT571000	Central Services Admin.	SUBFUND	61A607	Capital Outlays	959	2,316
Total Central Services Admin.						2,889,365	2,832,486
CT575001 Maintenance Garage							
INDEX	CT575001	Maintenance Garage	SUBFUND	62A603	Personal Services	374,354	375,483
INDEX	CT575001	Maintenance Garage	SUBFUND	62A603	Other Expenses	1,096,633	1,096,633
INDEX	CT575001	Maintenance Garage	SUBFUND	62A603	Capital Outlays	300,577	577
Total Maintenance Garage						1,771,564	1,472,693
CT577106 Risk & Property Management							
INDEX	CT577106	Risk & Property Management	SUBFUND	01A001	Personal Services	559,718	541,331
INDEX	CT577106	Risk & Property Management	SUBFUND	01A001	Other Expenses	2,490,570	2,490,570
INDEX	CT577106	Risk & Property Management	SUBFUND	01A001	Capital Outlays	1,038	1,038
Total Risk & Property Management						3,051,326	3,032,939
CT577353 County Mailroom							
INDEX	CT577353	County Mailroom	SUBFUND	65A604	Personal Services	605,716	560,320
INDEX	CT577353	County Mailroom	SUBFUND	65A604	Other Expenses	839,837	839,837
INDEX	CT577353	County Mailroom	SUBFUND	65A604	Capital Outlays	894	894
Total County Mailroom						1,446,447	1,401,051
CT577551 Fast Copy							
INDEX	CT577551	Fast Copy	SUBFUND	64A606	Personal Services	712,053	691,058
INDEX	CT577551	Fast Copy	SUBFUND	64A606	Other Expenses	2,492,409	1,941,253
INDEX	CT577551	Fast Copy	SUBFUND	64A606	Capital Outlays	35,000	35,000
Total Fast Copy						3,239,462	2,667,311
CT577601 Archives							
INDEX	CT577601	Archives	SUBFUND	01A001	Personal Services	263,124	268,269
INDEX	CT577601	Archives	SUBFUND	01A001	Other Expenses	723,846	723,846
INDEX	CT577601	Archives	SUBFUND	01A001	Capital Outlays	3,715	3,715
Total Archives						990,685	995,830
CT577379 Custodial Services							
INDEX	CT577379	Custodial Services	SUBFUND	61A607	Personal Services	6,764,521	6,630,864
INDEX	CT577379	Custodial Services	SUBFUND	61A607	Other Expenses	484,314	484,314
INDEX	CT577379	Custodial Services	SUBFUND	61A607	Capital Outlays	7,768	7,768
Total Custodial Services						7,256,603	7,122,946
CT577395 Trades Services							
INDEX	CT577395	Trades Services	SUBFUND	61A607	Personal Services	8,834,308	8,660,613
INDEX	CT577395	Trades Services	SUBFUND	61A607	Other Expenses	948,493	948,493
INDEX	CT577395	Trades Services	SUBFUND	61A607	Capital Outlays	17,720	17,720
Total Trades Services						9,800,521	9,626,826
CT577411 Other Services							
INDEX	CT577411	Other Services	SUBFUND	61A607	Other Expenses	16,134,558	16,134,558
Total Other Services						16,134,558	16,134,558

	2012 Annual Appropriation	2013 Annual Appropriation
--	---------------------------------	---------------------------------

Public Works - Central Services

CT571034 Special Trades				
INDEX	CT571034 Special Trades	SUBFUND	61A607 Personal Services	0 0
Total Special Trades				0 0
CT050047 Dog Kennel Operations				
INDEX	CT050047 Dog Kennel Operations	SUBFUND	20A302 Personal Services	790,066 792,345
INDEX	CT050047 Dog Kennel Operations	SUBFUND	20A302 Other Expenses	837,235 837,235
INDEX	CT050047 Dog Kennel Operations	SUBFUND	20A302 Capital Outlays	37,431 37,431
Total Dog Kennel Operations				1,664,732 1,667,011
CT571125 Huntington Park Garage				
INDEX	CT571125 Huntington Park Garage	SUBFUND	51A404 Personal Services	854,328 759,698
INDEX	CT571125 Huntington Park Garage	SUBFUND	51A404 Other Expenses	2,129,125 2,129,086
INDEX	CT571125 Huntington Park Garage	SUBFUND	51A404 Capital Outlays	181,404 1,404
Total Huntington Park Garage				3,164,857 2,890,188
Total Public Works - Central Services				51,410,120 49,843,839

Public Works- County Engineer

CE835025 County Engineer Admin				
INDEX	CE835025 County Engineer Admin	SUBFUND	26A601 Personal Services	5,171,928 4,764,202
INDEX	CE835025 County Engineer Admin	SUBFUND	26A601 Other Expenses	1,270,004 1,270,004
INDEX	CE835025 County Engineer Admin	SUBFUND	26A601 Capital Outlays	125,000 125,000
Total County Engineer Admin				6,566,932 6,159,206
CE835249 Cnty Engineer Maintenance Eng				
INDEX	CE835249 Cnty Engineer Maintenance Eng	SUBFUND	26A601 Personal Services	5,485,992 5,170,654
INDEX	CE835249 Cnty Engineer Maintenance Eng	SUBFUND	26A601 Other Expenses	1,376,212 1,376,212
INDEX	CE835249 Cnty Engineer Maintenance Eng	SUBFUND	26A601 Capital Outlays	400,000 400,000
Total Cnty Engineer Maintenance Eng				7,262,204 6,946,866
CE418053 \$5.00 Fund Road Improvements				
INDEX	CE418053 \$5.00 Fund Road Improvements	SUBFUND	26A650 Other Expenses	2,780,000 2,780,000
INDEX	CE418053 \$5.00 Fund Road Improvements	SUBFUND	26A650 Capital Outlays	2,480,000 2,480,000
Total \$5.00 Fund Road Improvements				5,260,000 5,260,000
CE417477 \$7.50 Fund Road Improvements				
INDEX	CE417477 \$7.50 Fund Road Improvements	SUBFUND	26A651 Other Expenses	862,562 862,562
INDEX	CE417477 \$7.50 Fund Road Improvements	SUBFUND	26A651 Capital Outlays	9,446,464 4,635,000
Total \$7.50 Fund Road Improvements				10,309,026 5,497,562
Total Public Works- County Engineer				29,398,162 23,863,634

Public Works - Sanitary Engineer

ST540252 Sanitary Engineer Operations				
INDEX	ST540252 Sanitary Engineer Operations	SUBFUND	54A100 Personal Services	8,506,409 8,530,771
INDEX	ST540252 Sanitary Engineer Operations	SUBFUND	54A100 Other Expenses	2,885,725 2,885,725
INDEX	ST540252 Sanitary Engineer Operations	SUBFUND	54A100 Capital Outlays	1,635,000 1,585,000
Total Sanitary Engineer Operations				13,027,134 13,001,496
ST540583 Sanitary Engineer Debt Service				
INDEX	ST540583 Sanitary Engineer Debt Service	SUBFUND	54A100 Other Expenses	1,058,470 1,058,470
Total Sanitary Engineer Debt Service				1,058,470 1,058,470
ST540625 Sanitary Eng. Note Retirement				
INDEX	ST540625 Sanitary Eng. Note Retirement	SUBFUND	54A901 Other Expenses	324,704 324,704
Total Sanitary Eng. Note Retirement				324,704 324,704
Total Public Works - Sanitary Engineer				14,410,308 14,384,670

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

County Sheriff

SH586115 Sheriff - Home Detention Fees					
INDEX SH586115	Sheriff - Home Detention Fees	SUBFUND 20A630	Other Expenses	166,308	166,308
Total Sheriff - Home Detention Fees				166,308	166,308
SH350108 Carrying Concealed Weapons App					
INDEX SH350108	Carrying Concealed Weapons App	SUBFUND 20A806	Personal Services	100,122	100,293
INDEX SH350108	Carrying Concealed Weapons App	SUBFUND 20A806	Other Expenses	51,117	51,117
INDEX SH350108	Carrying Concealed Weapons App	SUBFUND 20A806	Capital Outlays	156	156
Total Carrying Concealed Weapons App				151,395	151,566
SH456483 Sheriff Dept Special Project I					
INDEX SH456483	Sheriff Dept Special Project I	SUBFUND 20A812	Personal Services	164,247	164,841
INDEX SH456483	Sheriff Dept Special Project I	SUBFUND 20A812	Capital Outlays	291	291
Total Sheriff Dept Special Project I				164,538	165,132
SH456608 State Alien Criminal Asst Prog					
INDEX SH456608	State Alien Criminal Asst Prog	SUBFUND 20A821	Personal Services	54,739	54,738
INDEX SH456608	State Alien Criminal Asst Prog	SUBFUND 20A821	Capital Outlays	188	188
Total State Alien Criminal Asst Prog				54,927	54,926
SH456616 Law Enforcement CPT					
INDEX SH456616	Law Enforcement CPT	SUBFUND 20AA05	Other Expenses	7,013	7,013
Total Law Enforcement CPT				7,013	7,013
SH350272 Law Enforcement					
INDEX SH350272	Law Enforcement	SUBFUND 01A001	Personal Services	15,535,488	15,578,892
INDEX SH350272	Law Enforcement	SUBFUND 01A001	Other Expenses	721,037	721,037
INDEX SH350272	Law Enforcement	SUBFUND 01A001	Capital Outlays	26,144	26,144
Total Law Enforcement				16,282,669	16,326,073
SH350470 Jail Operations					
INDEX SH350470	Jail Operations	SUBFUND 01A001	Personal Services	42,257,142	42,381,219
INDEX SH350470	Jail Operations	SUBFUND 01A001	Other Expenses	14,472,302	14,572,302
INDEX SH350470	Jail Operations	SUBFUND 01A001	Capital Outlays	73,322	73,322
Total Jail Operations				56,802,766	57,026,843
SH350579 Sheriff Operations					
INDEX SH350579	Sheriff Operations	SUBFUND 01A001	Personal Services	4,980,787	4,639,701
INDEX SH350579	Sheriff Operations	SUBFUND 01A001	Other Expenses	1,367,948	1,367,948
INDEX SH350579	Sheriff Operations	SUBFUND 01A001	Capital Outlays	8,729	8,729
Total Sheriff Operations				6,357,464	6,016,378
SH351080 Impact Unit/Community Policing					
INDEX SH351080	Impact Unit/Community Policing	SUBFUND 01A001	Personal Services	846,284	849,404
INDEX SH351080	Impact Unit/Community Policing	SUBFUND 01A001	Other Expenses	101,590	101,590
INDEX SH351080	Impact Unit/Community Policing	SUBFUND 01A001	Capital Outlays	52,126	49,006
Total Impact Unit/Community Policing				1,000,000	1,000,000
SH352005 Building Security Services					
INDEX SH352005	Building Security Services	SUBFUND 61A608	Personal Services	10,544,472	10,578,151
INDEX SH352005	Building Security Services	SUBFUND 61A608	Other Expenses	475,992	425,992
INDEX SH352005	Building Security Services	SUBFUND 61A608	Capital Outlays	17,432	17,432
Total Building Security Services				11,037,896	11,021,575
Total County Sheriff				92,024,976	91,935,814

Board & Care Of Prisoners

AE511451 Board & Care Of Prisoners

2012 2013
Annual Annual
Appropriation Appropriation

Board & Care Of Prisoners				2012	2013
				Annual	Annual
				Appropriation	Appropriation
AE511451 Board & Care Of Prisoners					
INDEX AE511451	Board & Care Of Prisoners	SUBFUND 01A001	Other Expenses	994,920	994,920
Total Board & Care Of Prisoners				994,920	994,920
Total Board & Care Of Prisoners				994,920	994,920
Public Safety & Justice Services					
JA050088 Justice Affairs Admin					
INDEX JA050088	Justice Affairs Admin	SUBFUND 01A001	Personal Services	556,592	428,138
INDEX JA050088	Justice Affairs Admin	SUBFUND 01A001	Other Expenses	647,287	647,287
INDEX JA050088	Justice Affairs Admin	SUBFUND 01A001	Capital Outlays	1,387	1,387
Total Justice Affairs Admin				1,205,266	1,076,812
JA301093 Justice Planning					
INDEX JA301093	Justice Planning	SUBFUND 01A001	Personal Services	0	0
Total Justice Planning				0	0
JA108118 Custody Mediation					
INDEX JA108118	Custody Mediation	SUBFUND 20A822	Personal Services	498,260	498,763
INDEX JA108118	Custody Mediation	SUBFUND 20A822	Other Expenses	49,985	49,985
INDEX JA108118	Custody Mediation	SUBFUND 20A822	Capital Outlays	1,015	1,015
Total Custody Mediation				549,260	549,763
JA107425 Witness Victim HHS					
INDEX JA107425	Witness Victim HHS	SUBFUND 20A809	Personal Services	1,376,025	1,376,024
INDEX JA107425	Witness Victim HHS	SUBFUND 20A809	Other Expenses	759,789	759,789
INDEX JA107425	Witness Victim HHS	SUBFUND 20A809	Capital Outlays	2,092	2,092
Total Witness Victim HHS				2,137,906	2,137,905
JA107433 Criminal Justice Intervent HHS					
INDEX JA107433	Criminal Justice Intervent HHS	SUBFUND 20A810	Personal Services	167,711	0
Total Criminal Justice Intervent HHS				167,711	0
JA100123 Emergency Management					
INDEX JA100123	Emergency Management	SUBFUND 20A390	Personal Services	674,053	655,850
INDEX JA100123	Emergency Management	SUBFUND 20A390	Other Expenses	254,882	254,882
INDEX JA100123	Emergency Management	SUBFUND 20A390	Capital Outlays	1,178	1,178
Total Emergency Management				930,113	911,910
JA090068 Cuyahoga Regional Information System					
INDEX JA090068	Cuyahoga Regional Information System	SUBFUND 50A410	Personal Services	901,914	867,728
INDEX JA090068	Cuyahoga Regional Information System	SUBFUND 50A410	Other Expenses	1,013,436	1,013,436
INDEX JA090068	Cuyahoga Regional Information System	SUBFUND 50A410	Capital Outlays	1,562	1,562
Total Cuyahoga Regional Information System				1,916,912	1,882,726
JA100354 CECOMS					
INDEX JA100354	CECOMS	SUBFUND 01A001	Personal Services	102,685	103,536
INDEX JA100354	CECOMS	SUBFUND 01A001	Other Expenses	223,005	223,005
INDEX JA100354	CECOMS	SUBFUND 01A001	Capital Outlays	205	205
Total CECOMS				325,895	326,746
JA106773 Wireless 9-1-1 Government Asst					
INDEX JA106773	Wireless 9-1-1 Government Asst	SUBFUND 20A814	Personal Services	975,126	947,007
INDEX JA106773	Wireless 9-1-1 Government Asst	SUBFUND 20A814	Other Expenses	6,080,531	1,080,531
INDEX JA106773	Wireless 9-1-1 Government Asst	SUBFUND 20A814	Capital Outlays	1,688	1,688
Total Wireless 9-1-1 Government Asst				7,057,345	2,029,226
JA302224 Public Safety Grants Admin.					
INDEX JA302224	Public Safety Grants Admin.	SUBFUND 01A001	Personal Services	723,305	733,598
INDEX JA302224	Public Safety Grants Admin.	SUBFUND 01A001	Other Expenses	467,224	461,224

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Public Safety & Justice Services

JA302224 Public Safety Grants Admin.					
INDEX JA302224 Public Safety Grants Admin.	SUBFUND	01A001	Capital Outlays	1,352	1,352
Total Public Safety Grants Admin.				1,191,881	1,196,174
JA100990 Div. of Information Technology					
INDEX JA100990 Div. of Information Technology	SUBFUND	01A001	Personal Services	844,599	854,825
Total Div. of Information Technology				844,599	854,825
Total Public Safety & Justice Services				16,326,888	10,966,087

Justice Systems Management

JS200048 Justice Systems Management					
INDEX JS200048 Justice Systems Management	SUBFUND	01A001	Other Expenses	30,000	30,000
Total Justice Systems Management				30,000	30,000
Total Justice Systems Management				30,000	30,000

Domestic Violence

AE511550 Domestic Violence					
INDEX AE511550 Domestic Violence	SUBFUND	20A330	Other Expenses	244,118	244,118
Total Domestic Violence				244,118	244,118
Total Domestic Violence				244,118	244,118

Clerk of Courts

CL200055 Clerk of Courts-Admin.					
INDEX CL200055 Clerk of Courts-Admin.	SUBFUND	01A001	Personal Services	6,016,647	6,159,110
INDEX CL200055 Clerk of Courts-Admin.	SUBFUND	01A001	Other Expenses	5,124,238	5,124,238
INDEX CL200055 Clerk of Courts-Admin.	SUBFUND	01A001	Capital Outlays	10,888	10,888
Total Clerk of Courts-Admin.				11,151,773	11,294,236
CL456491 Clerk Courts Special Project I					
INDEX CL456491 Clerk Courts Special Project I	SUBFUND	20A812	Personal Services	443,033	444,617
INDEX CL456491 Clerk Courts Special Project I	SUBFUND	20A812	Other Expenses	4,598	4,598
INDEX CL456491 Clerk Courts Special Project I	SUBFUND	20A812	Capital Outlays	775	775
Total Clerk Courts Special Project I				448,406	449,990
CL576124 Clerk Of Courts-Computers					
INDEX CL576124 Clerk Of Courts-Computers	SUBFUND	20A695	Personal Services	678	678
INDEX CL576124 Clerk Of Courts-Computers	SUBFUND	20A695	Other Expenses	182,277	182,277
Total Clerk Of Courts-Computers				182,955	182,955
Total Clerk of Courts				11,783,134	11,927,181

Medical Examiner

CR180026 Coroner-Operations					
INDEX CR180026 Coroner-Operations	SUBFUND	01A001	Personal Services	4,019,066	3,946,485
INDEX CR180026 Coroner-Operations	SUBFUND	01A001	Other Expenses	3,053,156	3,053,156
INDEX CR180026 Coroner-Operations	SUBFUND	01A001	Capital Outlays	11,846	11,846
Total Coroner-Operations				7,084,068	7,011,487
CR180034 Coroner's Lab					
INDEX CR180034 Coroner's Lab	SUBFUND	20A312	Personal Services	379,149	380,221
INDEX CR180034 Coroner's Lab	SUBFUND	20A312	Other Expenses	270,741	270,741
INDEX CR180034 Coroner's Lab	SUBFUND	20A312	Capital Outlays	705	705
Total Coroner's Lab				650,595	651,667
CR180265 Cuy Co Reg Forensic Science La					

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Medical Examiner

CR180265 Cuy Co Reg Forensic Science La							
INDEX	CR180265	Cuy Co Reg Forensic Science La	SUBFUND	20A076	Personal Services	2,643,079	2,312,531
INDEX	CR180265	Cuy Co Reg Forensic Science La	SUBFUND	20A076	Other Expenses	372,911	353,459
Total Cuy Co Reg Forensic Science La						3,015,990	2,665,990
Total Medical Examiner						10,750,653	10,329,144

Office of Health and Human Services

HS157305 Health Care Access Programming							
INDEX	HS157305	Health Care Access Programming	SUBFUND	20AA01	Other Expenses	50,000	0
Total Health Care Access Programming						50,000	0
HS157289 Office of Health and Human Svc							
INDEX	HS157289	Office of Health and Human Svc	SUBFUND	24A430	Personal Services	1,566,642	1,286,565
INDEX	HS157289	Office of Health and Human Svc	SUBFUND	24A430	Other Expenses	1,507,277	1,507,277
INDEX	HS157289	Office of Health and Human Svc	SUBFUND	24A430	Capital Outlays	2,864	2,864
Total Office of Health and Human Svc						3,076,783	2,796,706
HS157362 Executive HHS Human Resources							
INDEX	HS157362	Executive HHS Human Resources	SUBFUND	24A430	Personal Services	694,901	697,240
INDEX	HS157362	Executive HHS Human Resources	SUBFUND	24A430	Capital Outlays	1,140	1,140
Total Executive HHS Human Resources						696,041	698,380
HS749069 HHS Office of Reentry							
INDEX	HS749069	HHS Office of Reentry	SUBFUND	24A878	Personal Services	476,048	477,017
INDEX	HS749069	HHS Office of Reentry	SUBFUND	24A878	Other Expenses	1,561,842	1,661,842
INDEX	HS749069	HHS Office of Reentry	SUBFUND	24A878	Capital Outlays	533	533
Total HHS Office of Reentry						2,038,423	2,139,392
HS158097 PA - Homeless Services							
INDEX	HS158097	PA - Homeless Services	SUBFUND	24A641	Personal Services	322,785	323,713
INDEX	HS158097	PA - Homeless Services	SUBFUND	24A641	Other Expenses	4,938,095	4,938,095
INDEX	HS158097	PA - Homeless Services	SUBFUND	24A641	Capital Outlays	619	619
Total PA - Homeless Services						5,261,499	5,262,427
Total Office of Health and Human Services						11,122,746	10,896,905

Children and Family Services

CF135467 CFS Administrative Services							
INDEX	CF135467	CFS Administrative Services	SUBFUND	24A301	Personal Services	4,303,961	4,231,509
INDEX	CF135467	CFS Administrative Services	SUBFUND	24A301	Other Expenses	10,339,953	10,339,953
INDEX	CF135467	CFS Administrative Services	SUBFUND	24A301	Capital Outlays	7,517	7,517
Total CFS Administrative Services						14,651,431	14,578,979
CF135483 Training							
INDEX	CF135483	Training	SUBFUND	24A301	Personal Services	691,547	693,647
INDEX	CF135483	Training	SUBFUND	24A301	Other Expenses	127,986	127,986
INDEX	CF135483	Training	SUBFUND	24A301	Capital Outlays	1,265	1,265
Total Training						820,798	822,898
CF135491 Information Services							
INDEX	CF135491	Information Services	SUBFUND	24A301	Personal Services	2,585,041	2,504,644
INDEX	CF135491	Information Services	SUBFUND	24A301	Other Expenses	1,318,707	1,318,707
INDEX	CF135491	Information Services	SUBFUND	24A301	Capital Outlays	4,348	4,348
Total Information Services						3,908,096	3,827,699
CF135509 Direct Services							
INDEX	CF135509	Direct Services	SUBFUND	24A301	Personal Services	33,145,124	33,549,544
INDEX	CF135509	Direct Services	SUBFUND	24A301	Other Expenses	1,394,646	1,394,646

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Children and Family Services

CF135509 Direct Services				
INDEX CF135509	Direct Services	SUBFUND 24A301	Capital Outlays	60,029 60,029
Total Direct Services				34,599,799 35,004,219
CF135525 Supportive Services				
INDEX CF135525	Supportive Services	SUBFUND 24A301	Personal Services	3,126,629 3,177,717
INDEX CF135525	Supportive Services	SUBFUND 24A301	Other Expenses	2,234,656 2,234,656
INDEX CF135525	Supportive Services	SUBFUND 24A301	Capital Outlays	5,669 5,669
Total Supportive Services				5,366,954 5,418,042
CF135442 Caregiver Parent Recruitment				
INDEX CF135442	Caregiver Parent Recruitment	SUBFUND 24A301	Personal Services	392,709 376,479
INDEX CF135442	Caregiver Parent Recruitment	SUBFUND 24A301	Other Expenses	184,805 184,805
INDEX CF135442	Caregiver Parent Recruitment	SUBFUND 24A301	Capital Outlays	689 689
Total Caregiver Parent Recruitment				578,203 561,973
CF134015 Client Supportive Services				
INDEX CF134015	Client Supportive Services	SUBFUND 20A303	Other Expenses	6,079,494 6,079,494
Total Client Supportive Services				6,079,494 6,079,494
CF135541 Visitation Center				
INDEX CF135541	Visitation Center	SUBFUND 24A301	Personal Services	619,626 560,633
INDEX CF135541	Visitation Center	SUBFUND 24A301	Other Expenses	143,156 143,156
INDEX CF135541	Visitation Center	SUBFUND 24A301	Capital Outlays	1,019 1,019
Total Visitation Center				763,801 704,808
CF135608 Contracted Placements				
INDEX CF135608	Contracted Placements	SUBFUND 24A301	Personal Services	1,497,846 1,484,606
INDEX CF135608	Contracted Placements	SUBFUND 24A301	Other Expenses	11,230 11,230
INDEX CF135608	Contracted Placements	SUBFUND 24A301	Capital Outlays	2,676 2,676
Total Contracted Placements				1,511,752 1,498,512
CF135616 CFS Foster Homes/Resource Mgt				
INDEX CF135616	CFS Foster Homes/Resource Mgt	SUBFUND 24A301	Personal Services	3,525,730 3,425,151
INDEX CF135616	CFS Foster Homes/Resource Mgt	SUBFUND 24A301	Other Expenses	92,816 92,816
INDEX CF135616	CFS Foster Homes/Resource Mgt	SUBFUND 24A301	Capital Outlays	6,092 6,092
Total CFS Foster Homes/Resource Mgt				3,624,638 3,524,059
CF134031 CFS Foster Care				
INDEX CF134031	CFS Foster Care	SUBFUND 20A303	Other Expenses	3,238,390 3,238,390
Total CFS Foster Care				3,238,390 3,238,390
CF134049 Purchased Congregate & Foster				
INDEX CF134049	Purchased Congregate & Foster	SUBFUND 20A303	Other Expenses	51,707,564 51,707,564
Total Purchased Congregate & Foster				51,707,564 51,707,564
CF135582 Permanent Custody Adoptions				
INDEX CF135582	Permanent Custody Adoptions	SUBFUND 24A301	Personal Services	4,430,103 4,441,889
INDEX CF135582	Permanent Custody Adoptions	SUBFUND 24A301	Other Expenses	165,816 165,816
INDEX CF135582	Permanent Custody Adoptions	SUBFUND 24A301	Capital Outlays	8,108 8,108
Total Permanent Custody Adoptions				4,604,027 4,615,813
CF134023 Adoption Services				
INDEX CF134023	Adoption Services	SUBFUND 20A303	Other Expenses	9,035,234 9,035,234
Total Adoption Services				9,035,234 9,035,234
CF135004 Cuyahoga Tapestry System of Care				
INDEX CF135004	Cuyahoga Tapestry System of Care	SUBFUND 24A435	Personal Services	636,500 636,500
INDEX CF135004	Cuyahoga Tapestry System of Care	SUBFUND 24A435	Other Expenses	6,358,205 6,358,205

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Children and Family Services

CF135004 Cuyahoga Tapestry System of Care				
INDEX CF135004	Cuyahoga Tapestry System of Care	SUBFUND 24A435	Capital Outlays	1,109 1,109
Total Cuyahoga Tapestry System of Care				6,995,814 6,995,814
Total Children and Family Services				147,485,995 147,613,498

Senior Adult Services

SA138321 SAS Administrative Services				
INDEX SA138321	SAS Administrative Services	SUBFUND 24A601	Personal Services	711,017 699,856
INDEX SA138321	SAS Administrative Services	SUBFUND 24A601	Other Expenses	1,688,739 1,688,739
INDEX SA138321	SAS Administrative Services	SUBFUND 24A601	Capital Outlays	1,233 1,233
Total SAS Administrative Services				2,400,989 2,389,828

SA138354 SAS Management Services				
INDEX SA138354	SAS Management Services	SUBFUND 24A601	Personal Services	1,313,638 1,146,750
INDEX SA138354	SAS Management Services	SUBFUND 24A601	Other Expenses	25,536 25,536
INDEX SA138354	SAS Management Services	SUBFUND 24A601	Capital Outlays	2,065 2,065
Total SAS Management Services				1,341,239 1,174,351

SA138305 Community Social Serv Programs				
INDEX SA138305	Community Social Serv Programs	SUBFUND 24A601	Other Expenses	1,001,214 1,001,214
Total Community Social Serv Programs				1,001,214 1,001,214

SA138420 Home Support				
INDEX SA138420	Home Support	SUBFUND 24A601	Personal Services	1,453,494 1,442,157
INDEX SA138420	Home Support	SUBFUND 24A601	Other Expenses	162,564 162,564
INDEX SA138420	Home Support	SUBFUND 24A601	Capital Outlays	2,415 2,415
Total Home Support				1,618,473 1,607,136

SA138479 Adult Protective Services				
INDEX SA138479	Adult Protective Services	SUBFUND 24A601	Personal Services	2,741,597 2,635,462
INDEX SA138479	Adult Protective Services	SUBFUND 24A601	Other Expenses	670,214 670,214
INDEX SA138479	Adult Protective Services	SUBFUND 24A601	Capital Outlays	4,780 4,780
Total Adult Protective Services				3,416,591 3,310,456

SA138503 Information and Outreach Unit				
INDEX SA138503	Information and Outreach Unit	SUBFUND 24A601	Personal Services	461,234 330,015
INDEX SA138503	Information and Outreach Unit	SUBFUND 24A601	Other Expenses	10,766 10,766
INDEX SA138503	Information and Outreach Unit	SUBFUND 24A601	Capital Outlays	346 346
Total Information and Outreach Unit				472,346 341,127

SA138388 Home Care Skilled Services				
INDEX SA138388	Home Care Skilled Services	SUBFUND 24A601	Personal Services	619,542 582,307
INDEX SA138388	Home Care Skilled Services	SUBFUND 24A601	Other Expenses	56,927 56,927
INDEX SA138388	Home Care Skilled Services	SUBFUND 24A601	Capital Outlays	1,061 1,061
Total Home Care Skilled Services				677,530 640,295

SA138602 Home Based Services				
INDEX SA138602	Home Based Services	SUBFUND 24A601	Personal Services	2,689,067 2,604,226
INDEX SA138602	Home Based Services	SUBFUND 24A601	Other Expenses	117,178 117,178
INDEX SA138602	Home Based Services	SUBFUND 24A601	Capital Outlays	3,672 3,672
Total Home Based Services				2,809,917 2,725,076

SA138610 Community Resources				
INDEX SA138610	Community Resources	SUBFUND 24A601	Personal Services	577,731 532,474
INDEX SA138610	Community Resources	SUBFUND 24A601	Other Expenses	24,788 24,788
INDEX SA138610	Community Resources	SUBFUND 24A601	Capital Outlays	753 753
Total Community Resources				603,272 558,015

SA138701 SAS Options Program

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Senior Adult Services

SA138701 SAS Options Program					
INDEX SA138701	SAS Options Program	SUBFUND 24A601	Personal Services	1,365,893	1,356,950
INDEX SA138701	SAS Options Program	SUBFUND 24A601	Other Expenses	1,958,262	1,958,262
INDEX SA138701	SAS Options Program	SUBFUND 24A601	Capital Outlays	2,613	2,613
Total SAS Options Program				3,326,768	3,317,825
Total Senior Adult Services				17,668,339	17,065,323

Employment and Family Services

WT137109 Administrative Operations					
INDEX WT137109	Administrative Operations	SUBFUND 24A510	Personal Services	2,080,485	2,038,706
INDEX WT137109	Administrative Operations	SUBFUND 24A510	Other Expenses	9,177,193	9,177,193
INDEX WT137109	Administrative Operations	SUBFUND 24A510	Capital Outlays	3,575	3,575
Total Administrative Operations				11,261,253	11,219,474

WT137943 Information Services					
INDEX WT137943	Information Services	SUBFUND 24A510	Personal Services	2,136,396	2,051,078
INDEX WT137943	Information Services	SUBFUND 24A510	Other Expenses	943,032	943,032
INDEX WT137943	Information Services	SUBFUND 24A510	Capital Outlays	3,772	3,772
Total Information Services				3,083,200	2,997,882

WT137315 Work First Services					
INDEX WT137315	Work First Services	SUBFUND 24A510	Personal Services	1,456,789	1,462,061
INDEX WT137315	Work First Services	SUBFUND 24A510	Other Expenses	8,079,605	8,079,605
INDEX WT137315	Work First Services	SUBFUND 24A510	Capital Outlays	2,553	2,553
Total Work First Services				9,538,947	9,544,219

WT137414 Southgate NFSC					
INDEX WT137414	Southgate NFSC	SUBFUND 24A510	Personal Services	3,666,259	3,477,138
INDEX WT137414	Southgate NFSC	SUBFUND 24A510	Other Expenses	598,659	598,659
INDEX WT137414	Southgate NFSC	SUBFUND 24A510	Capital Outlays	6,025	6,025
Total Southgate NFSC				4,270,943	4,081,822

WT137430 Ohio City NFSC					
INDEX WT137430	Ohio City NFSC	SUBFUND 24A510	Personal Services	3,879,749	3,748,284
INDEX WT137430	Ohio City NFSC	SUBFUND 24A510	Other Expenses	851,218	851,218
INDEX WT137430	Ohio City NFSC	SUBFUND 24A510	Capital Outlays	6,496	6,496
Total Ohio City NFSC				4,737,463	4,605,998

WT137455 Quincy Place					
INDEX WT137455	Quincy Place	SUBFUND 24A510	Personal Services	3,017,114	2,855,353
INDEX WT137455	Quincy Place	SUBFUND 24A510	Other Expenses	1,774,456	1,774,456
INDEX WT137455	Quincy Place	SUBFUND 24A510	Capital Outlays	4,987	4,987
Total Quincy Place				4,796,557	4,634,796

WT137463 Virgil Brown					
INDEX WT137463	Virgil Brown	SUBFUND 24A510	Personal Services	16,542,692	16,294,580
INDEX WT137463	Virgil Brown	SUBFUND 24A510	Other Expenses	1,976,663	1,971,663
INDEX WT137463	Virgil Brown	SUBFUND 24A510	Capital Outlays	30,114	30,114
Total Virgil Brown				18,549,469	18,296,357

WT137471 Mount Pleasant NFSC					
INDEX WT137471	Mount Pleasant NFSC	SUBFUND 24A510	Personal Services	2,924,748	2,607,592
INDEX WT137471	Mount Pleasant NFSC	SUBFUND 24A510	Other Expenses	673,593	673,593
INDEX WT137471	Mount Pleasant NFSC	SUBFUND 24A510	Capital Outlays	4,448	4,448
Total Mount Pleasant NFSC				3,602,789	3,285,633

WT137539 West Shore NFSC					
INDEX WT137539	West Shore NFSC	SUBFUND 24A510	Personal Services	4,554,056	4,429,478
INDEX WT137539	West Shore NFSC	SUBFUND 24A510	Other Expenses	1,169,617	1,169,617

	2012 Annual Appropriation	2013 Annual Appropriation
--	---------------------------------	---------------------------------

Employment and Family Services

WT137539 West Shore NFSC					
INDEX WT137539 West Shore NFSC	SUBFUND	24A510	Capital Outlays	7,692	7,692
Total West Shore NFSC				5,731,365	5,606,787
WT137141 Client Support Services					
INDEX WT137141 Client Support Services	SUBFUND	24A510	Personal Services	5,926,935	5,653,778
INDEX WT137141 Client Support Services	SUBFUND	24A510	Other Expenses	4,898,678	4,898,678
INDEX WT137141 Client Support Services	SUBFUND	24A510	Capital Outlays	9,813	9,813
Total Client Support Services				10,835,426	10,562,269
WT137935 Children With Medical Handicap					
INDEX WT137935 Children With Medical Handicap	SUBFUND	24A530	Other Expenses	1,180,513	1,180,513
Total Children With Medical Handicap				1,180,513	1,180,513
Total Employment and Family Services				77,587,925	76,015,750

Cuyahoga Support Enforcement Agency
--

SE496000 Cuyahoga Support Enforcement Agency					
INDEX SE496000 Cuyahoga Support Enforcement Agency	SUBFUND	20A600	Personal Services	19,587,199	19,030,425
INDEX SE496000 Cuyahoga Support Enforcement Agency	SUBFUND	20A600	Other Expenses	11,839,927	11,839,927
INDEX SE496000 Cuyahoga Support Enforcement Agency	SUBFUND	20A600	Capital Outlays	33,384	33,384
Total Cuyahoga Support Enforcement Agency				31,460,510	30,903,736
SE496018 Fatherhood Initiative					
INDEX SE496018 Fatherhood Initiative	SUBFUND	20A600	Personal Services	128,201	128,201
INDEX SE496018 Fatherhood Initiative	SUBFUND	20A600	Other Expenses	850,000	850,000
Total Fatherhood Initiative				978,201	978,201
Total Cuyahoga Support Enforcement Agency				32,438,711	31,881,937

Early Childhood Invest In Children

EC451484 EC Administrative Services					
INDEX EC451484 EC Administrative Services	SUBFUND	24A635	Personal Services	648,601	650,002
INDEX EC451484 EC Administrative Services	SUBFUND	24A635	Other Expenses	313,146	313,146
INDEX EC451484 EC Administrative Services	SUBFUND	24A635	Capital Outlays	1,240	1,240
Total EC Administrative Services				962,987	964,388
EC451419 Early Intervention					
INDEX EC451419 Early Intervention	SUBFUND	20A807	Other Expenses	2,691,450	2,691,450
Total Early Intervention				2,691,450	2,691,450
EC451427 Early Childhood Mental Health					
INDEX EC451427 Early Childhood Mental Health	SUBFUND	20A807	Other Expenses	669,566	669,566
Total Early Childhood Mental Health				669,566	669,566
EC451435 Early Start					
INDEX EC451435 Early Start	SUBFUND	24A635	Other Expenses	3,784,418	3,784,418
Total Early Start				3,784,418	3,784,418
EC451443 Health & Safety					
INDEX EC451443 Health & Safety	SUBFUND	24A635	Other Expenses	203,000	203,000
Total Health & Safety				203,000	203,000
EC451450 Quality Child Care					
INDEX EC451450 Quality Child Care	SUBFUND	24A635	Other Expenses	8,038,206	8,038,206
Total Quality Child Care				8,038,206	8,038,206
Total Early Childhood Invest In Children				16,349,627	16,351,028

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Family & Children First Council

FC451492 FCFC Public Assistance

INDEX FC451492 FCFC Public Assistance	SUBFUND 24A640	Personal Services	701,888	703,952
INDEX FC451492 FCFC Public Assistance	SUBFUND 24A640	Other Expenses	3,629,219	3,499,601
INDEX FC451492 FCFC Public Assistance	SUBFUND 24A640	Capital Outlays	1,329	1,329
Total FCFC Public Assistance			4,332,436	4,204,882

Total Family & Children First Council

4,332,436 4,204,882

Workforce Development

WI140905 WIA Executive & Financial Operations

INDEX WI140905 WIA Executive & Financial Operations	SUBFUND 28W036	Personal Services	901,208	903,953
INDEX WI140905 WIA Executive & Financial Operations	SUBFUND 28W036	Other Expenses	10,061,124	10,061,124
INDEX WI140905 WIA Executive & Financial Operations	SUBFUND 28W036	Capital Outlays	1,649	1,649
Total WIA Executive & Financial Operations			10,963,981	10,966,726

Total Workforce Development

10,963,981 10,966,726

Subsidies

SU513101 Civil Defense

INDEX SU513101 Civil Defense	SUBFUND 01A001	Other Expenses	525,650	507,447
Total Civil Defense			525,650	507,447

SU513150 Soil Conservation

INDEX SU513150 Soil Conservation	SUBFUND 01A001	Other Expenses	75,000	75,000
Total Soil Conservation			75,000	75,000

SU513200 County Airport

INDEX SU513200 County Airport	SUBFUND 01A001	Other Expenses	730,292	733,089
Total County Airport			730,292	733,089

SU513358 County Roads & Bridges

INDEX SU513358 County Roads & Bridges	SUBFUND 01A001	Other Expenses	690,787	690,787
Total County Roads & Bridges			690,787	690,787

SU513457 County Planning Comm

INDEX SU513457 County Planning Comm	SUBFUND 01A001	Other Expenses	1,353,015	1,346,948
Total County Planning Comm			1,353,015	1,346,948

SU514422 Health and Human Svcs Subsidy

INDEX SU514422 Health and Human Svcs Subsidy	SUBFUND 29A391	Other Expenses	982,543	704,805
Total Health and Human Svcs Subsidy			982,543	704,805

SU514372 Tapestry System of Care Sub

INDEX SU514372 Tapestry System of Care Sub	SUBFUND 29A391	Other Expenses	6,162,290	6,162,290
Total Tapestry System of Care Sub			6,162,290	6,162,290

SU513754 Cris Subsidy

INDEX SU513754 Cris Subsidy	SUBFUND 01A001	Other Expenses	373,912	339,726
Total Cris Subsidy			373,912	339,726

SU514273 CSEA HHS 4.8 Mill Subsidy

INDEX SU514273 CSEA HHS 4.8 Mill Subsidy	SUBFUND 29A391	Other Expenses	4,043,367	3,854,063
Total CSEA HHS 4.8 Mill Subsidy			4,043,367	3,854,063

SU514711 Gateway Arena Pledge

INDEX SU514711 Gateway Arena Pledge	SUBFUND 01A001	Other Expenses	3,500,000	3,250,000
Total Gateway Arena Pledge			3,500,000	3,250,000

SU514299 Children and Family Svcs Sub

2012
Annual
Appropriation 2013
Annual
Appropriation

Subsidies				2012 Annual Appropriation	2013 Annual Appropriation
SU514299 Children and Family Svcs Sub					
INDEX SU514299	Children and Family Svcs Sub	SUBFUND 29A391	Other Expenses	33,057,362	34,850,611
Total Children and Family Svcs Sub				33,057,362	34,850,611
SU514315 Children Svcs Fund Subsidy					
INDEX SU514315	Children Svcs Fund Subsidy	SUBFUND 29A391	Other Expenses	38,830,269	30,627,498
Total Children Svcs Fund Subsidy				38,830,269	30,627,498
SU514323 Children w/Medical Handicaps					
INDEX SU514323	Children w/Medical Handicaps	SUBFUND 29A391	Other Expenses	1,180,513	1,180,513
Total Children w/Medical Handicaps				1,180,513	1,180,513
SU514398 EC-Invest In Children Subsidy					
INDEX SU514398	EC-Invest In Children Subsidy	SUBFUND 29A391	Other Expenses	11,719,875	11,721,276
Total EC-Invest In Children Subsidy				11,719,875	11,721,276
SU514414 Senior and Adult Svcs Subsidy					
INDEX SU514414	Senior and Adult Svcs Subsidy	SUBFUND 29A391	Other Expenses	13,521,520	12,918,504
Total Senior and Adult Svcs Subsidy				13,521,520	12,918,504
SU514281 Office of Homeless Svc Subsidy					
INDEX SU514281	Office of Homeless Svc Subsidy	SUBFUND 29A391	Other Expenses	5,185,991	5,186,919
Total Office of Homeless Svc Subsidy				5,185,991	5,186,919
SU514349 Family & Children First Cncl					
INDEX SU514349	Family & Children First Cncl	SUBFUND 29A391	Other Expenses	2,745,120	2,617,566
Total Family & Children First Cncl				2,745,120	2,617,566
SU513762 Brownfield Redevelopment					
INDEX SU513762	Brownfield Redevelopment	SUBFUND 01A001	Other Expenses	1,874,990	1,873,855
Total Brownfield Redevelopment				1,874,990	1,873,855
SU514430 Employment & Family Svc Sub					
INDEX SU514430	Employment & Family Svc Sub	SUBFUND 29A391	Other Expenses	11,828,095	10,255,920
Total Employment & Family Svc Sub				11,828,095	10,255,920
SU515676 Shaker Square 2000 Pldg GF					
INDEX SU515676	Shaker Square 2000 Pldg GF	SUBFUND 01A001	Other Expenses	173,700	129,262
Total Shaker Square 2000 Pldg GF				173,700	129,262
SU514224 HHS JC Plcmnt & Trmt Sub					
INDEX SU514224	HHS JC Plcmnt & Trmt Sub	SUBFUND 29A391	Other Expenses	15,530,087	14,864,644
Total HHS JC Plcmnt & Trmt Sub				15,530,087	14,864,644
SU513515 Custody Mediation HHS					
INDEX SU513515	Custody Mediation HHS	SUBFUND 01A001	Other Expenses	46,927	47,430
Total Custody Mediation HHS				46,927	47,430
SU514216 Criminal Justice Intervent Sub					
INDEX SU514216	Criminal Justice Intervent Sub	SUBFUND 29A391	Other Expenses	481,386	486,844
Total Criminal Justice Intervent Sub				481,386	486,844
SU513549 HHS Subsidy Witness Victim					
INDEX SU513549	HHS Subsidy Witness Victim	SUBFUND 29A389	Other Expenses	1,857,445	1,857,264
Total HHS Subsidy Witness Victim				1,857,445	1,857,264
SU514125 Comm. Redevelopment Fund Sub.					
INDEX SU514125	Comm. Redevelopment Fund Sub.	SUBFUND 01A001	Other Expenses	890,870	893,600
Total Comm. Redevelopment Fund Sub.				890,870	893,600
SU514521 JC HHS Community Partnership					

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Subsidies					
SU514521 JC HHS Community Partnership					
INDEX SU514521	JC HHS Community Partnership	SUBFUND 29A391	Other Expenses	3,284,675	3,287,753
Total JC HHS Community Partnership				3,284,675	3,287,753
SU514539 Common Pleas HHS Subsidy					
INDEX SU514539	Common Pleas HHS Subsidy	SUBFUND 29A391	Other Expenses	1,310,304	1,310,304
Total Common Pleas HHS Subsidy				1,310,304	1,310,304
SU514547 JA Office of Re-Entry Subsidy					
INDEX SU514547	JA Office of Re-Entry Subsidy	SUBFUND 29A391	Other Expenses	2,038,423	2,139,392
Total JA Office of Re-Entry Subsidy				2,038,423	2,139,392
SU514877 Public Defender HHS Subsidy					
INDEX SU514877	Public Defender HHS Subsidy	SUBFUND 29A391	Other Expenses	298,334	266,744
Total Public Defender HHS Subsidy				298,334	266,744
SU519000 Criminal Justice Interv HHS					
INDEX SU519000	Criminal Justice Interv HHS	SUBFUND 29A391	Other Expenses	167,711	0
Total Criminal Justice Interv HHS				167,711	0
SU511535 Medical Mart Series 2010 Pledg					
INDEX SU511535	Medical Mart Series 2010 Pledg	SUBFUND 01A001	Other Expenses	31,158,884	31,161,790
Total Medical Mart Series 2010 Pledg				31,158,884	31,161,790
SU514885 Regional Crime Lab GF Subsidy					
INDEX SU514885	Regional Crime Lab GF Subsidy	SUBFUND 01A001	Other Expenses	2,668,466	2,549,650
Total Regional Crime Lab GF Subsidy				2,668,466	2,549,650
Total Subsidies				198,287,803	187,891,494
Employee Health and Wellness					
CC499509 Self Insurance-Regionalization					
INDEX CC499509	Self Insurance-Regionalization	SUBFUND 20A195	Other Expenses	944,612	944,612
Total Self Insurance-Regionalization				944,612	944,612
CC499202 Benefits Administration					
INDEX CC499202	Benefits Administration	SUBFUND 68A100	Personal Services	494,832	419,253
INDEX CC499202	Benefits Administration	SUBFUND 68A100	Other Expenses	865,707	865,707
INDEX CC499202	Benefits Administration	SUBFUND 68A100	Capital Outlays	791	791
Total Benefits Administration				1,361,330	1,285,751
CC499004 Hospitalization Self Insurance					
INDEX CC499004	Hospitalization Self Insurance	SUBFUND 68A100	Other Expenses	68,962,844	68,962,844
Total Hospitalization Self Insurance				68,962,844	68,962,844
CC499012 Hosp. Regular Insurance					
INDEX CC499012	Hosp. Regular Insurance	SUBFUND 68A200	Other Expenses	12,498,841	12,498,841
Total Hosp. Regular Insurance				12,498,841	12,498,841
Total Employee Health and Wellness				83,767,627	83,692,048
Workers Compensation					
CC498790 Workers Comp Retro '02					
INDEX CC498790	Workers Comp Retro '02	SUBFUND 67A002	Other Expenses	4,734,729	4,734,729
Total Workers Comp Retro '02				4,734,729	4,734,729
CC498808 Workers Comp Retro 2003					
INDEX CC498808	Workers Comp Retro 2003	SUBFUND 67A003	Other Expenses	90,700	90,700
Total Workers Comp Retro 2003				90,700	90,700

2012 2013
Annual Annual
Appropriation Appropriation

Workers Compensation				2012	2013
				Annual	Annual
				Appropriation	Appropriation
CC498816 Workers Comp Retro 2004					
INDEX CC498816	Workers Comp Retro 2004	SUBFUND 67A004	Other Expenses	116,968	116,968
Total Workers Comp Retro 2004				116,968	116,968
CC498824 Workers Comp Retro 2005					
INDEX CC498824	Workers Comp Retro 2005	SUBFUND 67A005	Other Expenses	180,661	180,661
Total Workers Comp Retro 2005				180,661	180,661
CC498832 Workers Comp Retro 2006					
INDEX CC498832	Workers Comp Retro 2006	SUBFUND 67A006	Other Expenses	124,246	124,246
Total Workers Comp Retro 2006				124,246	124,246
CC498840 Workers Comp Retro 2007					
INDEX CC498840	Workers Comp Retro 2007	SUBFUND 67A007	Other Expenses	217,287	217,287
Total Workers Comp Retro 2007				217,287	217,287
CC498857 Workers Comp Retro 2008					
INDEX CC498857	Workers Comp Retro 2008	SUBFUND 67A008	Other Expenses	271,450	271,450
Total Workers Comp Retro 2008				271,450	271,450
CC498865 Workers Comp Retro 2009					
INDEX CC498865	Workers Comp Retro 2009	SUBFUND 67A009	Personal Services	0	0
INDEX CC498865	Workers Comp Retro 2009	SUBFUND 67A009	Other Expenses	531,307	531,307
Total Workers Comp Retro 2009				531,307	531,307
CC498873 Worker's Comp Retro 2010					
INDEX CC498873	Worker's Comp Retro 2010	SUBFUND 67A010	Personal Services	129,363	118,948
INDEX CC498873	Worker's Comp Retro 2010	SUBFUND 67A010	Other Expenses	3,871,777	3,871,777
INDEX CC498873	Worker's Comp Retro 2010	SUBFUND 67A010	Capital Outlays	216	216
Total Worker's Comp Retro 2010				4,001,356	3,990,941
CC498881 Worker's Comp Retroactive 2011					
INDEX CC498881	Worker's Comp Retroactive 2011	SUBFUND 67A011	Other Expenses	589,228	589,228
Total Worker's Comp Retroactive 2011				589,228	589,228
Total Workers Compensation				<u>10,857,932</u>	<u>10,847,517</u>
Debt Service					
DS039990 DS Rev-Bond Retirement GF					
INDEX DS039990	DS Rev-Bond Retirement GF	SUBFUND 30A900	Other Expenses	37,419,939	39,993,882
Total DS Rev-Bond Retirement GF				37,419,939	39,993,882
DS100370 Gateway Arena Project					
INDEX DS100370	Gateway Arena Project	SUBFUND 30A905	Other Expenses	3,500,000	3,250,000
Total Gateway Arena Project				3,500,000	3,250,000
DS039966 Brownfield Debt Service					
INDEX DS039966	Brownfield Debt Service	SUBFUND 30A910	Other Expenses	1,874,990	1,873,855
Total Brownfield Debt Service				1,874,990	1,873,855
DS039974 Shaker Square Series 2000					
INDEX DS039974	Shaker Square Series 2000	SUBFUND 30A912	Other Expenses	130,275	129,262
Total Shaker Square Series 2000				130,275	129,262
DS040121 Commercial Redevelopment Debt					
INDEX DS040121	Commercial Redevelopment Debt	SUBFUND 30A913	Other Expenses	890,870	893,600
Total Commercial Redevelopment Debt				890,870	893,600
DS040154 DS - Rock & Roll Hall of Fame					

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Debt Service			2012	2013
			Annual	Annual
			Appropriation	Appropriation
DS040154 DS - Rock & Roll Hall of Fame				
INDEX DS040154	DS - Rock & Roll Hall of Fame	SUBFUND 30A914 Other Expenses	3,158,038	3,117,158
Total DS - Rock & Roll Hall of Fame			3,158,038	3,117,158
DS039115 Medical Mart Debt Service				
INDEX DS039115	Medical Mart Debt Service	SUBFUND 30A915 Other Expenses	31,158,884	31,161,790
Total Medical Mart Debt Service			31,158,884	31,161,790
Total Debt Service			78,132,996	80,419,547
Medical Mart Operating Account				
MC001016 Medical Mart Operating Account				
INDEX MC001016	Medical Mart Operating Account	SUBFUND 01A001 Other Expenses	12,800,000	13,325,000
Total Medical Mart Operating Account			12,800,000	13,325,000
Total Medical Mart Operating Account			12,800,000	13,325,000
Capital Improvement GF Subsidy				
SU514141 Capital Improvement GF Subsidy				
INDEX SU514141	Capital Improvement GF Subsidy	SUBFUND 01A001 Other Expenses	200,000	250,000
Total Capital Improvement GF Subsidy			200,000	250,000
Total Capital Improvement GF Subsidy			200,000	250,000
General Fund/Self Insurance Fund				
MI100594 GF-Self Insurance Fund				
INDEX MI100594	GF-Self Insurance Fund	SUBFUND 01A001 Other Expenses	150,000	300,000
Total GF-Self Insurance Fund			150,000	300,000
Total General Fund/Self Insurance Fund			150,000	300,000
Miscellaneous Obligations				
MI512657 Miscellaneous				
INDEX MI512657	Miscellaneous	SUBFUND 01A001 Other Expenses	1,011,256	1,011,256
Total Miscellaneous			1,011,256	1,011,256
MI512715 GF-Reserve/Contingencies				
INDEX MI512715	GF-Reserve/Contingencies	SUBFUND 01A002 Other Expenses	3,382,476	0
Total GF-Reserve/Contingencies			3,382,476	0
Total Miscellaneous Obligations			4,393,732	1,011,256
Statutory Expenditures				
AE511055 Agricultural Society				
INDEX AE511055	Agricultural Society	SUBFUND 01A001 Other Expenses	3,300	3,300
Total Agricultural Society			3,300	3,300
AE511204 Agriculture-Apiary Inspection				
INDEX AE511204	Agriculture-Apiary Inspection	SUBFUND 01A001 Personal Services	1,385	1,385
INDEX AE511204	Agriculture-Apiary Inspection	SUBFUND 01A001 Other Expenses	403	403
Total Agriculture-Apiary Inspection			1,788	1,788
AE511253 Registrar-Vital Statistics				
INDEX AE511253	Registrar-Vital Statistics	SUBFUND 01A001 Other Expenses	10,976	10,976
Total Registrar-Vital Statistics			10,976	10,976
AE511352 Memorial Day Allowance				

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Statutory Expenditures					
AE511352 Memorial Day Allowance					
INDEX AE511352	Memorial Day Allowance	SUBFUND 01A001	Other Expenses	67,772	67,772
Total Memorial Day Allowance				67,772	67,772
Total Statutory Expenditures				83,836	83,836
County Council					
CN017004 County Council					
INDEX CN017004	County Council	SUBFUND 01A001	Personal Services	1,400,529	1,409,400
INDEX CN017004	County Council	SUBFUND 01A001	Other Expenses	504,517	504,517
INDEX CN017004	County Council	SUBFUND 01A001	Capital Outlays	50,000	50,000
Total County Council				1,955,046	1,963,917
Total County Council				1,955,046	1,963,917
County Prosecutor					
PR191056 General Office					
INDEX PR191056	General Office	SUBFUND 01A001	Personal Services	16,108,371	16,341,738
INDEX PR191056	General Office	SUBFUND 01A001	Other Expenses	3,613,069	3,613,069
INDEX PR191056	General Office	SUBFUND 01A001	Capital Outlays	30,588	30,588
Total General Office				19,752,028	19,985,395
PR200071 Prosecutor-Child Support					
INDEX PR200071	Prosecutor-Child Support	SUBFUND 01A001	Personal Services	2,937,069	2,984,071
INDEX PR200071	Prosecutor-Child Support	SUBFUND 01A001	Other Expenses	387,370	387,370
INDEX PR200071	Prosecutor-Child Support	SUBFUND 01A001	Capital Outlays	5,597	5,597
Total Prosecutor-Child Support				3,330,036	3,377,038
PR495572 Prosecutor-DTAC					
INDEX PR495572	Prosecutor-DTAC	SUBFUND 20A820	Personal Services	1,969,379	1,975,713
INDEX PR495572	Prosecutor-DTAC	SUBFUND 20A820	Other Expenses	1,606,141	1,606,141
INDEX PR495572	Prosecutor-DTAC	SUBFUND 20A820	Capital Outlays	3,546	3,546
Total Prosecutor-DTAC				3,579,066	3,585,400
PR194720 Prosecutor-Children & Family					
INDEX PR194720	Prosecutor-Children & Family	SUBFUND 01A001	Personal Services	2,024,685	2,061,588
INDEX PR194720	Prosecutor-Children & Family	SUBFUND 01A001	Other Expenses	45,707	45,707
INDEX PR194720	Prosecutor-Children & Family	SUBFUND 01A001	Capital Outlays	3,661	3,661
Total Prosecutor-Children & Family				2,074,053	2,110,956
Total County Prosecutor				28,735,183	29,058,789
Court of Common Pleas					
CO380113 Common Pleas-Legal Research					
INDEX CO380113	Common Pleas-Legal Research	SUBFUND 01A001	Other Expenses	44,953	44,953
Total Common Pleas-Legal Research				44,953	44,953
CO380121 Common Pleas Judicial Admin					
INDEX CO380121	Common Pleas Judicial Admin	SUBFUND 01A001	Personal Services	7,003,207	7,122,533
INDEX CO380121	Common Pleas Judicial Admin	SUBFUND 01A001	Other Expenses	15,464,949	15,464,949
INDEX CO380121	Common Pleas Judicial Admin	SUBFUND 01A001	Capital Outlays	13,136	13,136
Total Common Pleas Judicial Admin				22,481,292	22,600,618
CO456475 Common Pleas Special Projects					
INDEX CO456475	Common Pleas Special Projects	SUBFUND 20A812	Personal Services	1,391,808	1,394,509
INDEX CO456475	Common Pleas Special Projects	SUBFUND 20A812	Other Expenses	35,674	35,674
INDEX CO456475	Common Pleas Special Projects	SUBFUND 20A812	Capital Outlays	2,704	2,704
Total Common Pleas Special Projects				1,430,186	1,432,887

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Court of Common Pleas

CO380196 Magistrates							
INDEX	CO380196	Magistrates	SUBFUND	01A001	Personal Services	904,364	919,320
INDEX	CO380196	Magistrates	SUBFUND	01A001	Other Expenses	253,202	252,902
INDEX	CO380196	Magistrates	SUBFUND	01A001	Capital Outlays	1,715	1,715
Total Magistrates						1,159,281	1,173,937
CO380220 Court Services							
INDEX	CO380220	Court Services	SUBFUND	01A001	Personal Services	6,681,804	6,803,692
INDEX	CO380220	Court Services	SUBFUND	01A001	Other Expenses	988,643	988,643
INDEX	CO380220	Court Services	SUBFUND	01A001	Capital Outlays	12,400	12,400
Total Court Services						7,682,847	7,804,735
CO380410 Common Pleas-Probation							
INDEX	CO380410	Common Pleas-Probation	SUBFUND	01A001	Personal Services	9,441,732	9,628,294
INDEX	CO380410	Common Pleas-Probation	SUBFUND	01A001	Other Expenses	553,651	553,651
INDEX	CO380410	Common Pleas-Probation	SUBFUND	01A001	Capital Outlays	17,300	17,300
Total Common Pleas-Probation						10,012,683	10,199,245
CO507228 Probation Supervision Fees							
INDEX	CO507228	Probation Supervision Fees	SUBFUND	20A377	Other Expenses	358,487	358,487
Total Probation Supervision Fees						358,487	358,487
CO446070 Urinalysis Testing Fees							
INDEX	CO446070	Urinalysis Testing Fees	SUBFUND	20A720	Other Expenses	53,609	53,609
Total Urinalysis Testing Fees						53,609	53,609
CO456517 Common Pleas HHS Subsidy							
INDEX	CO456517	Common Pleas HHS Subsidy	SUBFUND	20A891	Personal Services	46,186	46,186
INDEX	CO456517	Common Pleas HHS Subsidy	SUBFUND	20A891	Other Expenses	1,264,019	1,264,019
INDEX	CO456517	Common Pleas HHS Subsidy	SUBFUND	20A891	Capital Outlays	99	99
Total Common Pleas HHS Subsidy						1,310,304	1,310,304
CO456525 TASC Medicaid Funds (CO)							
INDEX	CO456525	TASC Medicaid Funds (CO)	SUBFUND	20A099	Personal Services	5,537	5,648
INDEX	CO456525	TASC Medicaid Funds (CO)	SUBFUND	20A099	Other Expenses	57,154	57,154
Total TASC Medicaid Funds (CO)						62,691	62,802
CO456533 TASC HHS							
INDEX	CO456533	TASC HHS	SUBFUND	20A192	Personal Services	191,324	196,782
INDEX	CO456533	TASC HHS	SUBFUND	20A192	Other Expenses	289,735	289,735
INDEX	CO456533	TASC HHS	SUBFUND	20A192	Capital Outlays	327	327
Total TASC HHS						481,386	486,844
Total Court of Common Pleas						45,077,719	45,528,421

Domestic Relations Court

DR391052 Domestic Relations							
INDEX	DR391052	Domestic Relations	SUBFUND	01A001	Personal Services	2,437,375	2,233,325
INDEX	DR391052	Domestic Relations	SUBFUND	01A001	Other Expenses	878,687	878,687
INDEX	DR391052	Domestic Relations	SUBFUND	01A001	Capital Outlays	3,902	3,902
Total Domestic Relations						3,319,964	3,115,914
DR495697 Domestic Relations Legal Research							
INDEX	DR495697	Domestic Relations Legal Research	SUBFUND	20A337	Other Expenses	100	100
Total Domestic Relations Legal Research						100	100
DR495515 Bureau Of Support							
INDEX	DR495515	Bureau Of Support	SUBFUND	01A001	Personal Services	2,838,648	2,724,564
INDEX	DR495515	Bureau Of Support	SUBFUND	01A001	Other Expenses	587,700	587,700

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Domestic Relations Court

DR495515 Bureau Of Support							
INDEX	DR495515	Bureau Of Support	SUBFUND	01A001	Capital Outlays	4,790	4,790
Total Bureau Of Support						3,431,138	3,317,054
Total Domestic Relations Court						6,751,202	6,433,068

Juvenile Court

JC372052 Juvenile Court Judicial							
INDEX	JC372052	Juvenile Court Judicial	SUBFUND	01A001	Personal Services	1,756,032	1,573,468
INDEX	JC372052	Juvenile Court Judicial	SUBFUND	01A001	Other Expenses	5,173,039	5,173,039
INDEX	JC372052	Juvenile Court Judicial	SUBFUND	01A001	Capital Outlays	2,790	2,790
Total Juvenile Court Judicial						6,931,861	6,749,297

JC495051 Juvenile Court Legal Research							
INDEX	JC495051	Juvenile Court Legal Research	SUBFUND	20A601	Other Expenses	1,383	1,383
Total Juvenile Court Legal Research						1,383	1,383

JC372060 Juvenile Court-Legal							
INDEX	JC372060	Juvenile Court-Legal	SUBFUND	01A001	Personal Services	7,205,871	6,781,168
INDEX	JC372060	Juvenile Court-Legal	SUBFUND	01A001	Other Expenses	3,412,371	3,412,371
INDEX	JC372060	Juvenile Court-Legal	SUBFUND	01A001	Capital Outlays	11,953	11,953
Total Juvenile Court-Legal						10,630,195	10,205,492

JC510925 Alternate Dispute Resolution							
INDEX	JC510925	Alternate Dispute Resolution	SUBFUND	20A334	Other Expenses	257,040	257,040
Total Alternate Dispute Resolution						257,040	257,040

JC514919 Legal Computerization							
INDEX	JC514919	Legal Computerization	SUBFUND	20A585	Other Expenses	123,199	123,199
Total Legal Computerization						123,199	123,199

JC515189 Juvenile Court Incentives							
INDEX	JC515189	Juvenile Court Incentives	SUBFUND	20A590	Other Expenses	514	514
Total Juvenile Court Incentives						514	514

JC107532 JC Legal Services HHS							
INDEX	JC107532	JC Legal Services HHS	SUBFUND	20A811	Personal Services	211,217	211,866
INDEX	JC107532	JC Legal Services HHS	SUBFUND	20A811	Other Expenses	2,576,265	2,576,265
INDEX	JC107532	JC Legal Services HHS	SUBFUND	20A811	Capital Outlays	379	379
Total JC Legal Services HHS						2,787,861	2,788,510

JC107516 JC Probation Services HHS							
INDEX	JC107516	JC Probation Services HHS	SUBFUND	20A811	Personal Services	5,977,126	5,308,810
INDEX	JC107516	JC Probation Services HHS	SUBFUND	20A811	Other Expenses	3,771,477	3,771,477
INDEX	JC107516	JC Probation Services HHS	SUBFUND	20A811	Capital Outlays	9,345	9,345
Total JC Probation Services HHS						9,757,948	9,089,632

JC108092 Youth and Family Community Partnership							
INDEX	JC108092	Youth and Family Community Partnership	SUBFUND	20A823	Personal Services	785,239	788,317
INDEX	JC108092	Youth and Family Community Partnership	SUBFUND	20A823	Other Expenses	2,498,100	2,498,100
INDEX	JC108092	Youth and Family Community Partnership	SUBFUND	20A823	Capital Outlays	1,336	1,336
Total Youth and Family Community Partnership						3,284,675	3,287,753

JC375055 Juvenile Court-Child Support							
INDEX	JC375055	Juvenile Court-Child Support	SUBFUND	01A001	Personal Services	3,154,768	3,049,521
INDEX	JC375055	Juvenile Court-Child Support	SUBFUND	01A001	Other Expenses	913,175	913,175
INDEX	JC375055	Juvenile Court-Child Support	SUBFUND	01A001	Capital Outlays	5,049	5,049
Total Juvenile Court-Child Support						4,072,992	3,967,745

JC517318 Title IV-E Juvenile Court

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Juvenile Court

JC517318 Title IV-E Juvenile Court							
INDEX	JC517318	Title IV-E Juvenile Court	SUBFUND	20A635	Other Expenses	389,939	389,939
Total Title IV-E Juvenile Court						389,939	389,939
JC517326 Title IV-E Admin. Juv. Ct.							
INDEX	JC517326	Title IV-E Admin. Juv. Ct.	SUBFUND	20A635	Personal Services	186,738	187,047
INDEX	JC517326	Title IV-E Admin. Juv. Ct.	SUBFUND	20A635	Other Expenses	419,000	419,000
INDEX	JC517326	Title IV-E Admin. Juv. Ct.	SUBFUND	20A635	Capital Outlays	385	385
Total Title IV-E Admin. Juv. Ct.						606,123	606,432
JC370056 Juvenile Court-Detention Home							
INDEX	JC370056	Juvenile Court-Detention Home	SUBFUND	01A001	Personal Services	8,551,465	8,465,830
INDEX	JC370056	Juvenile Court-Detention Home	SUBFUND	01A001	Other Expenses	3,144,404	3,144,404
INDEX	JC370056	Juvenile Court-Detention Home	SUBFUND	01A001	Capital Outlays	14,547	14,547
Total Juvenile Court-Detention Home						11,710,416	11,624,781
JC372300 Operation Detention Home-State Subsidy							
INDEX	JC372300	Operation Detention Home-State Subsidy	SUBFUND	20A800	Other Expenses	55,792	55,792
Total Operation Detention Home-State Subsidy						55,792	55,792
JC107524 JC Detention Services HHS							
INDEX	JC107524	JC Detention Services HHS	SUBFUND	20A811	Personal Services	523,719	525,943
INDEX	JC107524	JC Detention Services HHS	SUBFUND	20A811	Other Expenses	2,649,212	2,649,212
INDEX	JC107524	JC Detention Services HHS	SUBFUND	20A811	Capital Outlays	876	876
Total JC Detention Services HHS						3,173,807	3,176,031
Total Juvenile Court						53,783,745	52,323,540

Probate Court

PC400051 Probate Court							
INDEX	PC400051	Probate Court	SUBFUND	01A001	Personal Services	4,419,508	4,160,059
INDEX	PC400051	Probate Court	SUBFUND	01A001	Other Expenses	1,303,568	1,303,568
INDEX	PC400051	Probate Court	SUBFUND	01A001	Capital Outlays	7,395	7,395
Total Probate Court						5,730,471	5,471,022
PC404632 Probate Computerization \$10 Fund							
INDEX	PC404632	Probate Computerization \$10 Fund	SUBFUND	20A602	Other Expenses	365,041	501,084
Total Probate Computerization \$10 Fund						365,041	501,084
PC404665 Indigent Guardianship							
INDEX	PC404665	Indigent Guardianship	SUBFUND	20A331	Other Expenses	194,114	194,114
Total Indigent Guardianship						194,114	194,114
PC404608 Conduct of Business Fund							
INDEX	PC404608	Conduct of Business Fund	SUBFUND	20A610	Other Expenses	3,000	3,000
Total Conduct of Business Fund						3,000	3,000
PC404624 Probate Court Dispute Res Prog							
INDEX	PC404624	Probate Court Dispute Res Prog	SUBFUND	20A604	Other Expenses	50,500	50,500
Total Probate Court Dispute Res Prog						50,500	50,500
PC404616 Probate Court Special Projects							
INDEX	PC404616	Probate Court Special Projects	SUBFUND	20A603	Capital Outlays	32,000	32,000
Total Probate Court Special Projects						32,000	32,000
Total Probate Court						6,375,126	6,251,720

8th District Court of Appeals

CA360057 Court Of Appeals

2012 2013
Annual Annual
Appropriation Appropriation

8th District Court of Appeals

CA360057 Court Of Appeals

INDEX CA360057	Court Of Appeals	SUBFUND 01A001	Personal Services	1,194,938	1,182,170
INDEX CA360057	Court Of Appeals	SUBFUND 01A001	Other Expenses	804,674	804,674
INDEX CA360057	Court Of Appeals	SUBFUND 01A001	Capital Outlays	12,379	12,379
Total Court Of Appeals				2,011,991	1,999,223

Total 8th District Court of Appeals

2,011,991 **1,999,223**

Municipal Judicial Costs

MT805432 Municipal Judicial Costs

INDEX MT805432	Municipal Judicial Costs	SUBFUND 01A001	Personal Services	405,969	407,626
INDEX MT805432	Municipal Judicial Costs	SUBFUND 01A001	Other Expenses	2,580,575	2,580,575
Total Municipal Judicial Costs				2,986,544	2,988,201

Total Municipal Judicial Costs

2,986,544 **2,988,201**

Inspector General

IG030411 Office of Inspector General

INDEX IG030411	Office of Inspector General	SUBFUND 01A001	Personal Services	799,842	810,129
INDEX IG030411	Office of Inspector General	SUBFUND 01A001	Other Expenses	200,109	139,822
INDEX IG030411	Office of Inspector General	SUBFUND 01A001	Capital Outlays	1,565	1,565
Total Office of Inspector General				1,001,516	951,516

Total Inspector General

1,001,516 **951,516**

Department of Internal Audit

IA018002 Internal Audit Department

INDEX IA018002	Internal Audit Department	SUBFUND 01A001	Personal Services	349,790	359,390
INDEX IA018002	Internal Audit Department	SUBFUND 01A001	Other Expenses	293,875	293,875
INDEX IA018002	Internal Audit Department	SUBFUND 01A001	Capital Outlays	602	602
Total Internal Audit Department				644,267	653,867

Total Department of Internal Audit

644,267 **653,867**

Human Resources Commission

HC019018 Human Resources Commission

INDEX HC019018	Human Resources Commission	SUBFUND 01A001	Personal Services	167,872	170,632
INDEX HC019018	Human Resources Commission	SUBFUND 01A001	Other Expenses	303,965	303,965
INDEX HC019018	Human Resources Commission	SUBFUND 01A001	Capital Outlays	3,112	3,112
Total Human Resources Commission				474,949	477,709

Total Human Resources Commission

474,949 **477,709**

Alcohol & Drug Addiction Mental Health Board

SU514646 Alcohol Drug Addiction Mental Health Board 2.9

INDEX SU514646	Alcohol Drug Addiction Mental Health Board	SUBFUND 29A390	Other Expenses	17,556,828	17,181,828
Total Alcohol Drug Addiction Mental Health Board 2.9				17,556,828	17,181,828

SU514596 Alcohol Drug Addiction Mental Health Board 4.8

INDEX SU514596	Alcohol Drug Addiction Mental Health Board	SUBFUND 29A391	Other Expenses	17,556,829	17,181,829
Total Alcohol Drug Addiction Mental Health Board 4.8				17,556,829	17,181,829

Total Alcohol & Drug Addiction Mental Health Board

35,113,657 **34,363,657**

MetroHealth System

SU513937 MetroHealth Subsidy

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

MetroHealth System

SU513937 MetroHealth Subsidy							
INDEX	SU513937	MetroHealth Subsidy	SUBFUND	29A390	Other Expenses	18,040,000	18,040,000
Total MetroHealth Subsidy						18,040,000	18,040,000
SU514463 Hospital Operations Subsidy							
INDEX	SU514463	Hospital Operations Subsidy	SUBFUND	29A391	Other Expenses	18,040,000	18,040,000
Total Hospital Operations Subsidy						18,040,000	18,040,000
Total MetroHealth System						36,080,000	36,080,000

Board of Elections

BE474064 Election Administration							
INDEX	BE474064	Election Administration	SUBFUND	01A001	Personal Services	6,009,289	6,118,605
INDEX	BE474064	Election Administration	SUBFUND	01A001	Other Expenses	3,995,529	3,995,529
INDEX	BE474064	Election Administration	SUBFUND	01A001	Capital Outlays	100,000	100,000
Total Election Administration						10,104,818	10,214,134
BE472050 Primary Election							
INDEX	BE472050	Primary Election	SUBFUND	01A001	Personal Services	1,307,767	622,754
INDEX	BE472050	Primary Election	SUBFUND	01A001	Other Expenses	2,833,237	2,400,591
INDEX	BE472050	Primary Election	SUBFUND	01A001	Capital Outlays	2,328	1,331
Total Primary Election						4,143,332	3,024,676
BE473058 General Election							
INDEX	BE473058	General Election	SUBFUND	01A001	Personal Services	2,415,327	871,729
INDEX	BE473058	General Election	SUBFUND	01A001	Other Expenses	4,877,754	3,377,754
INDEX	BE473058	General Election	SUBFUND	01A001	Capital Outlays	4,262	4,262
Total General Election						7,297,343	4,253,745
BE474056 Special Election							
INDEX	BE474056	Special Election	SUBFUND	01A001	Personal Services	13,854	13,854
INDEX	BE474056	Special Election	SUBFUND	01A001	Other Expenses	97,851	97,851
INDEX	BE474056	Special Election	SUBFUND	01A001	Capital Outlays	30	30
Total Special Election						111,735	111,735
BE475095 Electronic Voting Consultation							
INDEX	BE475095	Electronic Voting Consultation	SUBFUND	01A001	Other Expenses	932,029	932,029
Total Electronic Voting Consultation						932,029	932,029
Total Board of Elections						22,589,257	18,536,319

Board of Revision

BR420067 Brd of Revision-Assessment Fnd							
INDEX	BR420067	Brd of Revision-Assessment Fnd	SUBFUND	20A301	Personal Services	3,099,557	3,108,200
INDEX	BR420067	Brd of Revision-Assessment Fnd	SUBFUND	20A301	Other Expenses	556,686	556,686
INDEX	BR420067	Brd of Revision-Assessment Fnd	SUBFUND	20A301	Capital Outlays	11,729	11,729
Total Brd of Revision-Assessment Fnd						3,667,972	3,676,615
Total Board of Revision						3,667,972	3,676,615

County Planning Commission

CP522110 County Planning Commission							
INDEX	CP522110	County Planning Commission	SUBFUND	20A307	Personal Services	1,277,709	1,271,642
INDEX	CP522110	County Planning Commission	SUBFUND	20A307	Other Expenses	286,207	286,207
INDEX	CP522110	County Planning Commission	SUBFUND	20A307	Capital Outlays	2,359	2,359
Total County Planning Commission						1,566,275	1,560,208
CP522540 Cuyahoga Valley Initiative							

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

County Planning Commission						
CP522540 Cuyahoga Valley Initiative						
INDEX CP522540	Cuyahoga Valley Initiative	SUBFUND	20A308	Other Expenses	5,856	5,856
Total Cuyahoga Valley Initiative					5,856	5,856
Total County Planning Commission					1,572,131	1,566,064
County Board of Developmental Disabilities						
MR845024 County Board Of Developmental Disabilities						
INDEX MR845024	County Board Of Developmental Disabilities	SUBFUND	20R320	Personal Services	93,211,136	86,838,713
INDEX MR845024	County Board Of Developmental Disabilities	SUBFUND	20R320	Other Expenses	102,550,437	97,972,274
INDEX MR845024	County Board Of Developmental Disabilities	SUBFUND	20R320	Capital Outlays	4,889,635	4,987,428
Total County Board Of Developmental Disabilities					200,651,208	189,798,415
Total County Board of Developmental Disabilities					200,651,208	189,798,415
County Law Library Resource Board						
LL440008 County Law Library Resource Board						
INDEX LL440008	County Law Library Resource Board	SUBFUND	20A264	Personal Services	225,633	226,295
INDEX LL440008	County Law Library Resource Board	SUBFUND	20A264	Other Expenses	258,317	258,317
INDEX LL440008	County Law Library Resource Board	SUBFUND	20A264	Capital Outlays	417	417
Total County Law Library Resource Board					484,367	485,029
Total County Law Library Resource Board					484,367	485,029
NOACA						
MI512103 NOACA						
INDEX MI512103	NOACA	SUBFUND	01A001	Other Expenses	174,259	174,259
Total NOACA					174,259	174,259
Total NOACA					174,259	174,259
Ohio State University Extension						
AE514570 Ohio Cooperative Extension HHS						
INDEX AE514570	Ohio Cooperative Extension HHS	SUBFUND	29A391	Other Expenses	247,000	247,000
Total Ohio Cooperative Extension HHS					247,000	247,000
Total Ohio State University Extension					247,000	247,000
Public Defender						
PD140053 Public Defender						
INDEX PD140053	Public Defender	SUBFUND	01A001	Personal Services	6,230,605	6,142,026
INDEX PD140053	Public Defender	SUBFUND	01A001	Other Expenses	1,411,299	1,435,999
INDEX PD140053	Public Defender	SUBFUND	01A001	Capital Outlays	16,164	11,164
Total Public Defender					7,658,068	7,589,189
PD141333 Public Defender HHS						
INDEX PD141333	Public Defender HHS	SUBFUND	20A267	Personal Services	434,169	402,579
Total Public Defender HHS					434,169	402,579
PD141028 Public Defender-Cleveland Municipal						
INDEX PD141028	Public Defender-Cleveland Municipal	SUBFUND	20A804	Personal Services	1,816,987	1,821,075
INDEX PD141028	Public Defender-Cleveland Municipal	SUBFUND	20A804	Other Expenses	276,310	276,310
INDEX PD141028	Public Defender-Cleveland Municipal	SUBFUND	20A804	Capital Outlays	3,438	3,438
Total Public Defender-Cleveland Municipal					2,096,735	2,100,823
Total Public Defender					10,188,972	10,092,591

2012
Annual
Appropriation 2013
Annual
Appropriation

				2012 Annual Appropriation	2013 Annual Appropriation
Solid Waste Management District					
SM522466 Solid Waste Mgnt District					
INDEX SM522466	Solid Waste Mgnt District	SUBFUND 20A625	Personal Services	471,735	422,781
INDEX SM522466	Solid Waste Mgnt District	SUBFUND 20A625	Other Expenses	388,335	388,335
INDEX SM522466	Solid Waste Mgnt District	SUBFUND 20A625	Capital Outlays	10,824	10,824
Total Solid Waste Mgnt District				870,894	821,940
SM522516 District Boards Of Health					
INDEX SM522516	District Boards Of Health	SUBFUND 20A625	Other Expenses	352,167	352,167
Total District Boards Of Health				352,167	352,167
SM522599 Solid Waste Municipal Grants					
INDEX SM522599	Solid Waste Municipal Grants	SUBFUND 20A817	Other Expenses	117,000	117,000
Total Solid Waste Municipal Grants				117,000	117,000
SM522581 Solid Waste Plan Update 2012					
INDEX SM522581	Solid Waste Plan Update 2012	SUBFUND 20A816	Other Expenses	66,000	66,000
Total Solid Waste Plan Update 2012				66,000	66,000
SM522573 Solid Waste Convenience Center					
INDEX SM522573	Solid Waste Convenience Center	SUBFUND 20A815	Other Expenses	717,000	717,000
INDEX SM522573	Solid Waste Convenience Center	SUBFUND 20A815	Capital Outlays	30,000	30,000
Total Solid Waste Convenience Center				747,000	747,000
Total Solid Waste Management District				2,153,061	2,104,107
Soldiers & Sailors Monument					
AE210005 Soldiers & Sailors Monument					
INDEX AE210005	Soldiers & Sailors Monument	SUBFUND 01A001	Personal Services	144,575	144,963
INDEX AE210005	Soldiers & Sailors Monument	SUBFUND 01A001	Other Expenses	51,126	51,126
INDEX AE210005	Soldiers & Sailors Monument	SUBFUND 01A001	Capital Outlays	276	276
Total Soldiers & Sailors Monument				195,977	196,365
Total Soldiers & Sailors Monument				195,977	196,365
Soil & Water Conservation					
SW500058 Soil & Water Conservation					
INDEX SW500058	Soil & Water Conservation	SUBFUND 20N306	Personal Services	514,553	516,060
INDEX SW500058	Soil & Water Conservation	SUBFUND 20N306	Other Expenses	95,733	95,733
INDEX SW500058	Soil & Water Conservation	SUBFUND 20N306	Capital Outlays	5,645	5,645
Total Soil & Water Conservation				615,931	617,438
Total Soil & Water Conservation				615,931	617,438
Veterans Service Commission					
VS490052 Veterans Service Commission					
INDEX VS490052	Veterans Service Commission	SUBFUND 01A001	Personal Services	2,487,528	2,494,252
INDEX VS490052	Veterans Service Commission	SUBFUND 01A001	Other Expenses	4,997,196	4,997,196
INDEX VS490052	Veterans Service Commission	SUBFUND 01A001	Capital Outlays	14,500	14,500
Total Veterans Service Commission				7,499,224	7,505,948
Total Veterans Service Commission				7,499,224	7,505,948
TOTAL BIENNIAL APPROPRIATION				1,478,736,223	1,434,825,197

Information Technology & Systems Capital Improvement Plan 2012-2016

Description of Request	Priority	Funding	Sponsor	Project Estimate	2012 Impact	2013 Impact	2014 Impact	2015 Impact	2016 Impact
Integrated Real Property, Appraisal, and Board of Revision system	1	Spec	Fiscal	\$ 9,350,000.00	\$ 150,000.00	\$ 4,000,000.00	\$ 4,000,000.00	\$ 600,000.00	\$ 600,000.00
Additional storage and blades for Network Video Recording Sys	1	GF	Sheriff	\$ 225,000.00	\$ 75,000.00	\$ -	\$ 75,000.00	\$ -	\$ 75,000.00
Move county Data Center to new location	1	ISC	ISC	\$ -	Moved to Building CIP	\$ -	\$ -	\$ -	\$ -
Disk storage for web server & mission critical apps environment	1	Debt	ISC	\$ 250,000.00	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00	\$ -
Upgrade CISCO Call Manager telephone system Replacement of communication devices	1	Debt	ISC	\$ 235,200.00	\$ 147,000.00	\$ 22,050.00	\$ 22,050.00	\$ -	\$ 22,050.00
Replace 250 laptops and operating systems(CFS)	1	Debt	ISC	\$ 273,000.00	\$ 273,000.00	\$ -	\$ -	\$ -	\$ -
Replace and consolidate aged servers	1	GF	ISC	\$ 1,470,000.00	\$ 350,000.00	\$ 280,000.00	\$ 280,000.00	\$ 280,000.00	\$ 280,000.00
Replace 500 desktops, PCs, monitors, and software	1	Debt	ISC	\$ 2,640,000.00	\$ 480,000.00	\$ 560,000.00	\$ 640,000.00	\$ 480,000.00	\$ 480,000.00
Replace SUN servers and storage area network	1	GF	ISC	\$ 4,125,000.00	\$ 825,000.00	\$ 825,000.00	\$ 825,000.00	\$ 825,000.00	\$ 825,000.00
Countywide ERP Financial Accounting, Payroll & HR Integrated System	2	Debt	ISC	\$ 1,109,150.00	\$ 50,000.00	\$ 921,000.00	\$ -	\$ -	\$ 138,150.00
Video conference equipment	3	GF	Fiscal/HR	\$ 13,300,000.00	\$ 300,000.00	\$ 6,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00
			ISC	\$ 56,000.00	\$ 33,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ 33,033,350.00	\$ 2,808,600.00	\$ 12,613,650.00	\$ 10,847,650.00	\$ 3,337,650.00	\$ 3,425,800.00

Proposed Funding

General Fund	\$ 5,651,000.00
Special revenue	\$ 9,350,000.00
Debt / Long Term Fin.	\$ 18,032,350.00
	<u>\$ 33,033,350.00</u>

Total CIP 2102-2016

\$ 33,033,350.00

County Buildings Capital Improvements Plan 2012-2016

Sale Period	LOCATION	DESCRIPTION	Estimated Construction Costs	GENERAL FUND	DEBT PROCEEDS	OTHER FUNDING (HPG)	2012 Expenditures	2013 Expenditures	2014 Expenditures	2015 Expenditures	2016 Expenditures
			Estimate	FUNDING SOURCE							
2012.1	County Courthouse	Exterior Stone Work/Waterproof System	500,000		500,000		300,000	200,000			
2012.2	Board of Elections	Elevator Renovation	750,000		750,000		450,000	300,000			
2012.2	Marion Building	Replace Roof & Exterior Masonry	600,000		600,000		360,000	240,000			
2012.2	Justice Center	Justice Center Court Tower Security Phase 1 and 2 - 23 Floors	1,200,000		1,200,000		720,000	480,000			
2012.3	Juvenile Justice Center	Emergency Operations Center/Data Center	4,500,000		4,500,000		900,000	3,600,000			
2012.3	Huntington Park Garage	Dry Standpipe System Repairs	550,000			550,000	110,000	440,000			
2012.3	Huntington Park Garage	Ramp Repair	100,000			100,000	20,000	80,000			
2012.4	Board of Elections	Fire Systems Panel	60,000	60,000			6,000	54,000			
2013.1	GEC Architectural	Engineering	200,000	200,000				30,000	170,000		
2013.1	Justice Center	Justice Center Court Tower Security Phase 3 Repairs	600,000		600,000			480,000	120,000		
2014	Huntington Parking Garage	Repairs	250,000			250,000			125,000	125,000	
2014	Justice Center	Justice Center Court Tower Security Phase 4 & 5 Repairs	1,200,000		1,200,000				600,000	600,000	
2014	Ameritrust	Utility Conversion	300,000		300,000				150,000	150,000	
2014	Justice Center	Repairs	14,000,000		14,000,000				7,000,000	7,000,000	
2015	Huntington Parking Garage	Repairs	250,000			250,000				125,000	125,000
2015	Ameritrust	Repairs	300,000	300,000						150,000	150,000
			25,360,000	560,000	23,650,000	1,150,000	2,866,000	5,904,000	8,165,000	8,150,000	275,000
			Total Funding			25,360,000					
						Total CIP 2012-2016			25,360,000		

Sanitary Engineer Capital Improvements Plan 2012-2016

Sale Period	PROJECT	Project Type	Funding Program	location	Estimated Construction Costs	Sanitary	County Funding Participation	2011 Expenditures	2012 Expenditures	2013 Expenditures	2014 Expenditures	2015 Expenditures	2016 Expenditures	2012-2106 TOTAL
2011.9	Analytical Lab Serv	Lab Testing	Sanitary District Funds	Various	165,000	165,000	165,000	20,000	145,000					145,000
2011.3	Olmsted I&J Study	I&J Investigation	Sanitary District Funds	Olmsted Twp,	200,000	200,000	200,000	25,000	175,000					175,000
2011.3	Olmsted Storm Drainage	Storm Drainage	Sanitary District Funds	Olmsted Twp,	200,000	200,000	200,000	25,000	175,000					175,000
2011.4	SCADA Contract	SCADA System	Sanitary District Funds	Various	180,000	180,000	180,000	20,000	160,000					160,000
2011.4	Engineering Contract	General Engineering Contract	Sanitary District Funds	Various	300,000	300,000	300,000	25,000	275,000					275,000
2012.4	Engineering Contract	Engineering	Sanitary District Funds	Various	300,000	300,000	300,000		50,000	250,000				300,000
2013.1	Engineering Contract	Engineering	Sanitary District Funds	Various	300,000	300,000	300,000		150,000	150,000				300,000
2013.4	SCADA Contract	SCADA System	Sanitary District Funds	Various	180,000	180,000	180,000	25,000	155,000					180,000
2014.1	Analytical Lab Services	Lab Analysis	Sanitary District Funds	Various	160,000	160,000	160,000		100,000	60,000				160,000
2014.4	Engineering Contract	Engineering	Sanitary District Funds	Various	300,000	300,000	300,000		50,000	250,000				300,000
2015.4	Engineering Contract	Engineering - GEC	Sanitary District Funds	Various	300,000	300,000	300,000		50,000	250,000				300,000
2015.4	SCADA Contract	SCADA System	Sanitary District Funds	Various	180,000	180,000	180,000		30,000	150,000				180,000
		Engineering Contracts			2,765,000	2,765,000	2,765,000	315,000	980,000	425,000	455,000	390,000	400,000	2,650,000
2013.2	Bradford PS Elimination 7/2016	PS Elimination	Sanitary District Funds	Brecksville	700,000	700,000	700,000		350,000	350,000				700,000
2012.2	Broadview Rd. Drift Drop	Connection to truck sewer	Sanitary District Funds	Parma	250,000	250,000	250,000		125,000	125,000				250,000
2013.3	Carriage Hills PS Elimination	Pump Station Elim.	Sanitary District Funds	Brecksville	100,000	100,000	100,000		30,000	70,000				100,000
2014.4	Chippewa Creek Sewer Elim.	Sewer Elimination	Sanitary District Funds	Brecksville	600,000	600,000	600,000		300,000	300,000				600,000
2012.2	Chippewa Creek Sewer Repair	Repair San. Sewer	Sanitary District Funds	Brecksville	250,000	250,000	250,000		125,000	125,000				250,000
2014	Cook, Bronson, Barton Rd. Sanitary Sewer	San. Sewer Construct	Sanitary District Funds	Olmsted Twp	1,400,000	1,400,000	1,400,000		700,000	700,000				1,400,000
2014.4	Designed \$50 Elimination	Lancaster & Belvoir Replacement	Sanitary District Funds	S. Euclid	500,000	500,000	500,000		250,000	250,000				500,000
2015.4	East Linden PS	Emergency Repair Contract	Sanitary District Funds	Parma	200,000	200,000	200,000		20,000	180,000				200,000
2012.1	Emergency Repair Contract	Repair San./Storm	Sanitary District Funds	Various	1,400,000	1,400,000	1,400,000		840,000	560,000				1,400,000
2014.1	Emergency Repair Contract	Emerg. Repair	Sanitary District Funds	Various	1,400,000	1,400,000	1,400,000		700,000	700,000				1,400,000
2012.4	Hemlock Falls Pump Station 12/2014	Pump St. Rehab & Engin Costs	Sanitary District Funds	Brecksville	500,000	500,000	500,000		100,000	400,000				500,000
2011.4	Jefferson Road	Lateral Lining	Sanitary District Funds	Highland Hts.	1,200,000	1,200,000	1,200,000	120,000	1,080,000					1,080,000

Sanitary Engineer Capital Improvements Plan 2012-2016

Sale Period	PROJECT	Project Type	Funding Program	location	Estimated Construction Costs	Sanitary	County Funding Participation	2011 Expenditures	2012 Expenditures	2013 Expenditures	2014 Expenditures	2015 Expenditures	2016 Expenditures	2012-2106 TOTAL
2013.4	Lakeside Pump Station elimination	Pump Station Elim. & Engineering	Sanitary District Funds	Climsted Twp	1,400,000	1,400,000	1,400,000			210,000	1,190,000			1,400,000
2014.4	Sewer Lining Manhole Rep	Sewer Lining	Sanitary District Funds	Various	1,500,000	1,500,000	1,500,000	150,000	1,350,000					1,350,000
2013.1	Sewer Lining Manhole Rep	Sewer Lining	Sanitary District Funds	VARIOUS	1,500,000	1,500,000	1,500,000			1,125,000	375,000			1,500,000
2014.1	Sewer Relining	Reline sewers in various communities	Sanitary District Funds		1,500,000	1,500,000	1,500,000				750,000	750,000		1,500,000
2015.1	Sewer Relining	Drive Repair	Sanitary District Funds	Brecksville	1,500,000	1,500,000	1,500,000					750,000		1,500,000
2012.4	Southern Est. Drive Repair	Drive Repair	Sanitary District Funds	Brecksville	200,000	200,000	200,000		40,000	160,000				200,000
2013.4	W. Sprague Road & PS Replacement	Pump Station Replacement	Sanitary District Funds	Parma	500,000	500,000	500,000			75,000	425,000			500,000
2013.4	Wallings Rd Pump Station	Pump Station Replacement Elimination/Re-build & Engineering	Sanitary District Funds	Brecksville	1,000,000	1,000,000	1,000,000			150,000	850,000			1,000,000
2012.3	Wallingsford Rd. Sewer	Sewer Replacement	Sanitary District Funds	Garfield Hts	180,000	180,000	180,000		72,000	108,000				180,000
2012.4	Whitewood Aerial San. Sewer Repair & Storm Headwall Repairs	Aerial Sewer Repair & headwall repairs	Sanitary District Funds	Brecksville	500,000	500,000	500,000		100,000	400,000				500,000
					18,280,000									
					270,000				3,852,000	3,818,000	5,960,000	3,470,000	930,000	18,010,000
									4,812,000	4,243,000	6,415,000	3,860,000	1,330,000	20,660,000
									Total Design & Construction 2012-2016					

Program	Sale Period	PROJECT	Termini	Funding Program	Municipality	Estimated Construction Costs	Federal Participation - Anticipated	ODOTConst / Other	Issue Funds	\$9.00 BUDGET	\$7.50 BUDGET	County Funding Participation	Muni / Other Const	2011 Expenditures	2012 Expenditures	2013 Expenditures	2014 Expenditures	2015 Expenditures	2016 Expenditures	TOTAL		
Professional Services	2013	Misc Anticipated Eng Contracts		\$ 5.00 Fund		1,500,000				1,500,000		1,500,000				750,000	750,000	750,000		1,500,000		
	2014	Misc Anticipated Eng Contracts		\$ 5.00 Fund		1,500,000				1,500,000		1,500,000				750,000	750,000			1,500,000		
	2015	Misc Anticipated Eng Contracts		\$ 5.00 Fund		2,000,000				2,000,000		2,000,000				1,000,000	1,000,000			2,000,000		
	2011	Construction Management Services Contract		\$ 7.50 Fund		200,000					200,000		200,000		25,000	175,000					200,000	
	2011	Construction Management Services Contract		\$ 7.50 Fund		200,000					200,000		200,000		25,000	175,000					200,000	
	2011	Construction Materials Testing Service Contract		\$ 7.50 Fund		250,000					250,000		250,000		50,000	200,000					250,000	
	11-Aug	General Rights of Way Service Contract		\$ 7.50 Fund		250,000					250,000		250,000		25,000	225,000					250,000	
	2011.2	General Engineering Contract		\$ 7.50 Fund		300,000					300,000		300,000		25,000	275,000					300,000	
	2011.2	General Engineering Contract		\$ 7.50 Fund		300,000					300,000		300,000		25,000	275,000					300,000	
	2011.2	CBAD - Bridge Engineering		\$ 7.50 Fund		99,984	79,987				19,997		19,997		99,984	99,984						99,984
	2012	Veterans Memorial Lighting		\$ 7.50 Fund		150,000					150,000		150,000		150,000	150,000						150,000
	2011.4	Wayfinding Signing & Kiosks Program		\$ 5.00 Fund	Cuyahoga County	445,010	356,003				89,000					445,010						445,010
	3/23/2011	Tiedeman Road		\$ 5.00 Fund	Brooklyn	2,233,538	1,786,832				223,354		223,354		1,000,000	1,233,538						2,233,538
	11/16/2010	Sprague Road		\$ 5.00 Fund	North Repton, Parma	4,837,942	3,870,353				488,794		488,794		1,500,000	3,337,942						4,837,942
	2012	Show / Roadside Phase IV		\$ 5.00 Fund	Parma, Seven Hills	4,300,000	3,440,000				860,000		860,000		2,150,000	1,720,000	430,000					4,300,000
	2012	Show Road		\$ 5.00 Fund	Parma, Parma Hts.	5,300,000	4,240,000				1,060,000		1,060,000		2,650,000	2,120,000	530,000					5,300,000
	2012	Roadside Road		\$ 5.00 Fund	Garfield Hts., Maple Hts., Bedford	4,300,000	3,440,000				860,000		860,000		2,150,000	1,720,000	430,000					4,300,000
	2012.1	Cuyahoga ACC Urban Habitat Restoration		\$ 5.00 Fund	Cleveland	3,200,000	3,200,000								1,600,000	1,380,000	300,000					3,200,000
	2013	Belvoir Blvd		\$ 5.00 Fund	University Heights; South Euclid	2,581,218	2,065,534				516,384		516,384			1,494,939	1,032,767	258,192				2,581,218
	2013	Towpath Trail - Stage III		\$ 5.00 Fund	Cleveland	7,700,000	5,975,000								1,725,000	3,850,000	3,080,000	770,000				7,700,000
	2013	Columbia Road		\$ 5.00 Fund	North Olmsted	2,250,000	1,800,000				225,000		225,000		1,125,000	900,000	225,000					2,250,000
	2013	Ridge Road		\$ 5.00 Fund	Brooklyn	12,027,228	9,482,400				1,302,878		56,650		1,359,528	6,013,614	4,810,891	1,222,723				12,027,228
	2013	Warrensville Center/Shaker/Van Allen/Hersheyfield Intersection Improvement		\$ 5.00 Fund	Shaker Heights; Highland Hills	15,567,222	8,075,000	2,240,000			1,000,000		1,000,000		4,252,222	7,765,611	6,226,889	1,536,722				15,567,222
2013	E.105 / MLK Intersection Improvement		\$ 5.00 Fund	Cleveland	8,490,000	4,860,000				2,462,100		100,000		439,950		4,245,000	3,336,000	849,000			8,490,000	
2014	Pleasant Valley / Sagley Road		\$ 5.00 Fund	Middleburg Heights; Parma	19,629,442	14,175,000				5,454,442		5,454,442			7,851,777	1,962,944	9,814,721				19,629,442	
2014	Towpath Trail - Stage IV		\$ 5.00 Fund	Cleveland	25,600,000	20,090,000				4,510,000				4,510,000	12,300,000	9,840,000	2,460,000				24,600,000	
2014	Reynolds Road		\$ 5.00 Fund	North Royalton	12,890,000	10,105,000				1,344,000		69,000		724,000	6,445,000	5,156,000	1,285,000				12,890,000	
2014	Highland Road		\$ 5.00 Fund	Eucly / Richmond Hgts	4,250,000	3,400,000				850,000		850,000			2,125,000	1,700,000	425,000				4,250,000	
2015	Towpath Trail - Stage I		\$ 5.00 Fund	Cleveland, Cuyahoga Heights	8,900,000	6,200,000								2,700,000		4,450,000					8,900,000	
2016	Boston Road		\$ 5.00 Fund	Strongsville; Medina County; Brunswick; Brunswick Hills Township	21,500,000	15,825,000				760,000		1,956,250		2,958,750		10,780,000					21,500,000	

Total Federal Aid Road Projects

Program	Sale Period	PROJECT	Termini	Funding Program	Municipality	Estimated Construction Costs	Federal Participation - Anticipated	ODOTConst / Other	Issue I Funds	\$5.00 BUDGET	\$7.50 BUDGET	County Funding Participation	Muni / Other Const	2011 Expenditures	2012 Expenditures	2013 Expenditures	2014 Expenditures	2015 Expenditures	2016 Expenditures	TOTAL																																								
FEDERAL AID BRIDGE	9/21/2011	Columbus Road Lift Bridge	Over Cuyahoga River	\$ 5.00 Fund	Cleveland	31,823,618	25,456,895	-	3,032,362	1,666,181	10,000	1,676,181	1,666,181	3,183,362	25,465,995	3,183,362	-	-	-	-	31,823,618																																							
	1/31/2011	Fitch Road Grade Separation	Over NS RR	\$ 7.50 Fund	Okmed Township / Okmed Falls	5,204,607	4,740,033	-	464,574	-	464,574	-	464,574	89,000	1,561,382	3,122,754	530,461	-	-	-	-	5,204,607																																						
	1/31/2011	Fitch Road Grade Separation	Sanitary Sewer Line	\$ 7.50 Fund	Sanitary Engineer	89,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	89,000																																						
	2013	Bellaire Road Bridge No. 24	Over Big Creek	\$ 5.00 Fund	Cleveland, Limdole	3,849,941	2,597,120	-	-	-	892,821	360,000	1,252,821	-	2,597,120	2,599,965	1,154,982	-	384,984	-	-	3,849,941																																						
	2014	Pleasant Valley / Bagley Road Br. 144 & 116	York to Pearl	\$ 5.00 Fund	Middleburg Heights, Pa	1,400,000	1,120,000	-	-	-	280,000	280,000	280,000	-	1,120,000	1,120,000	980,000	-	420,000	-	-	1,400,000																																						
	2014.1	Highland Road Bridge No. 138	Over Euclid Creek	\$ 5.00 Fund	Euclid	3,083,851	2,112,000	-	-	-	971,851	-	971,851	-	2,112,000	2,112,000	1,350,396	-	825,068	-	-	3,083,851																																						
	2014.1	Highland Road Bridge No. 157	Over Euclid Creek	\$ 5.00 Fund	Euclid	2,394,961	1,561,120	-	-	-	833,841	-	833,841	-	1,561,120	1,561,120	1,436,976	-	714,483	-	-	2,394,961																																						
	2014.1	Highland Road Bridge No. 159	Over Euclid Creek	\$ 5.00 Fund	Euclid	2,894,951	1,473,120	-	-	-	811,841	-	811,841	-	1,473,120	1,473,120	3,770,976	-	685,488	-	-	2,894,951																																						
	2014.1	Highland Road Bridge No. 226	Over East Branch of Euclid Creek	\$ 5.00 Fund	Euclid	3,796,961	2,682,240	-	-	-	1,114,121	-	1,114,121	-	2,682,240	2,682,240	2,277,816	-	1,139,908	-	-	3,796,961																																						
	2014.1	Searns Road Grade Separation	Over NS RR	\$ 5.00 Fund	Okmed Twp.	14,318,990	10,680,388	-	-	-	2,000,000	1,604,573	3,604,573	34,029	2,000,000	3,604,573	4,296,697	-	37,500	-	-	14,318,990																																						
	2014.1	Searns Road Grade Separation	Utility Relocation	\$ 5.00 Fund	Okmed Twp.	125,000	10,680,388	-	-	-	125,000	-	125,000	-	10,680,388	10,680,388	87,500	-	95,000	-	-	125,000																																						
	2014.1	Searns Road Grade Separation	Sanitary Sewer Line	\$ 5.00 Fund	Okmed Twp.	310,000	10,680,388	-	-	-	310,000	-	310,000	-	10,680,388	10,680,388	217,000	-	95,000	-	-	310,000																																						
	2015.1	Lakeshore Bridge No. 188	Over Nine Mile Creek	\$ 5.00 Fund	Bratenah	1,765,000	1,200,000	-	-	-	565,000	15,000	565,000	-	1,200,000	1,200,000	1,095,000	-	706,000	-	-	1,765,000																																						
	2015.2	Cedar Road Bridge No. 229	Over Dean Brook	\$ 5.00 Fund	Cleveland	3,215,000	2,380,000	-	-	-	903,000	15,000	985,000	-	2,380,000	2,380,000	1,285,000	-	1,095,000	-	-	3,215,000																																						
	2016	Avery Road Bridge No. 77	Over Chippewa Creek	\$ 5.00 Fund	Broadview Heights	2,099,200	1,454,560	-	-	-	633,640	25,000	658,640	-	1,454,560	1,454,560	1,235,920	-	837,280	-	-	2,099,200																																						
	Total Federal Aid Bridge Projects																																																											
	COUNTY ADMINISTED PROJECTS	12/8/2010	Hillside Road	Brookview to Brockville Road	\$ 5.00 Fund	Independence/Town Wls	1,451,287	-	-	1,161,090	1,161,090	-	1,161,090	290,197	1,161,090	290,197	92,500	832,500	-	-	-	-	1,451,287																																					
		2011.4	Austin Powder Drive Bridge No. 137	Over Branch of Thinkers Creek	\$ 5.00 Fund	Glenshield	983,000	-	-	-	983,000	100,000	100,000	100,000	40,000	983,000	92,500	10,000	-	-	-	-	983,000																																					
		2011.4	Austin Powder Drive Bridge No. 137	W & E Railroad Force Account	\$ 5.00 Fund	Glenshield	150,000	-	-	-	150,000	150,000	150,000	150,000	296,524	742,060	742,060	15,000	138,000	-	-	-	150,000																																					
		2011.4	Austin Powder Drive Bridge No. 137	Suncopa Force Account	\$ 5.00 Fund	Glenshield	150,000	-	-	-	150,000	150,000	150,000	150,000	296,524	742,060	742,060	15,000	138,000	-	-	-	150,000																																					
5/7/2011		Monticello Boulevard	Mayfield Road to Taylor Road	\$ 5.00 Fund	Cleveland Heights	1,484,119	-	-	-	1,187,496	48,000	48,000	48,000	48,000	48,000	48,000	48,000	-	-	-	-	1,484,119																																						
8/3/2011		Harvard Road - I - sanitary - Bass Repair	Green Road to Camp Forbes	\$ 7.50 Fund		48,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	48,000																																						
2011.3		Fitch Road Fire Station Signal	Traffic Signal	\$ 7.50 Fund	Okmed Township	46,130	-	-	-	-	46,130	46,130	46,130	-	46,130	12,033	36,098	-	-	-	-	46,130																																						
2012	Columbus Rd	Center Street to W. 25th Street	\$ 7.50 Fund	Cleveland	1,580,000	-	-	-	1,264,000	1,264,000	1,264,000	1,264,000	316,000	632,000	632,000	96,000	-	-	-	-	1,580,000																																							
2012	Green Road	Chapin to Fairmount	\$ 7.50 Fund	Broadview-Quaker Heights	1,311,825	-	-	-	1,049,462	2,459,460	2,459,460	2,459,460	316,000	944,750	944,750	138,000	-	-	-	-	1,311,825																																							
2013	Taylor Road	Euclid Ave to East Cleveland South Corp Line	\$ 7.50 Fund	East Cleveland	1,500,000	-	-	-	1,200,000	1,200,000	1,200,000	1,200,000	300,000	757,095	757,095	1,125,000	-	-	-	-	1,500,000																																							
8/2/2011	Harvard Road - City Issue I	Green Road to Camp Forbes	\$ 7.50 Fund	Highland Hills	456,307	-	-	-	180,430	275,877	275,877	275,877	275,877	180,430	180,430	275,877	-	-	-	-	456,307																																							
4/2/2011	Old Mill Bridge No. 162	Over the Chagrin River	\$ 5.00 Fund	Gates Mills	1,163,153	-	-	-	197,736	965,417	10,000	985,417	985,417	465,261	697,892	697,892	-	-	-	-	1,163,153																																							
1/27/2011	Stumph Road	Snow Road to Pearl Road, sanitary replacement	\$ 5.00 Fund	Parma, Parma Heights	6,696,971	-	-	-	4,020,910	1,038,080	1,038,080	1,038,080	1,038,080	2,873,788	4,018,182	4,018,182	-	-	-	-	6,696,971																																							
2012	Barrett Road	Stafford Rd to Berea WCL	\$ 7.50 Fund	Okmed Township	4,500,000	-	-	-	2,350,000	2,350,000	2,350,000	2,350,000	-	2,350,000	2,350,000	2,350,000	-	-	-	-	4,500,000																																							
2012	Noble Road	Euclid Ave to SCL	\$ 7.50 Fund	East Cleveland	1,495,000	-	-	-	598,000	897,000	897,000	897,000	-	897,000	897,000	412,500	-	-	-	-	1,495,000																																							
2012.1	Show Road Bridge No. 220	Over West Branch of Big Creek	\$ 5.00 Fund	Brookpark	862,000	-	-	-	340,800	521,200	521,200	521,200	-	521,200	431,000	-	-	-	-	-	862,000																																							
2012.1	Prospect Rd Chrt No. 9	Over Bakers Creek	\$ 5.00 Fund	Strongsville	760,000	-	-	-	150,000	480,000	10,000	490,000	120,000	350,000	350,000	380,000	-	-	-	-	760,000																																							
2013	Sprague Road	Weinster to York	\$ 7.50 Fund	Middleburg Heights; Strongsville; Parma; North Royalton	7,455,000	400,000	-	-	3,377,500	2,113,750	2,113,750	2,113,750	1,568,750	3,723,500	3,723,500	2,992,000	-	745,500	-	-	7,455,000																																							
Total Issue I Projects																																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">TOTAL</td> <td style="width: 15%;">31,823,618</td> <td style="width: 15%;">5,204,607</td> <td style="width: 15%;">3,849,941</td> <td style="width: 15%;">1,400,000</td> <td style="width: 15%;">3,083,851</td> <td style="width: 15%;">2,394,961</td> <td style="width: 15%;">3,796,961</td> <td style="width: 15%;">14,318,990</td> <td style="width: 15%;">125,000</td> <td style="width: 15%;">310,000</td> <td style="width: 15%;">1,765,000</td> <td style="width: 15%;">3,215,000</td> <td style="width: 15%;">2,099,200</td> <td style="width: 15%;">1,451,287</td> <td style="width: 15%;">983,000</td> <td style="width: 15%;">1,500,000</td> <td style="width: 15%;">1,484,119</td> <td style="width: 15%;">48,000</td> <td style="width: 15%;">46,130</td> <td style="width: 15%;">1,580,000</td> <td style="width: 15%;">1,311,825</td> <td style="width: 15%;">1,500,000</td> <td style="width: 15%;">456,307</td> <td style="width: 15%;">1,163,153</td> <td style="width: 15%;">6,696,971</td> <td style="width: 15%;">4,500,000</td> <td style="width: 15%;">1,495,000</td> <td style="width: 15%;">862,000</td> <td style="width: 15%;">760,000</td> <td style="width: 15%;">7,455,000</td> <td style="width: 15%;">500,000</td> <td style="width: 15%;">500,000</td> <td style="width: 15%;">77,924,637</td> <td style="width: 15%;">39,081,662</td> <td style="width: 15%;">58,570,140</td> <td style="width: 15%;">44,486,341</td> <td style="width: 15%;">26,584,108</td> <td style="width: 15%;">246,936,887</td> </tr> </table>																						TOTAL	31,823,618	5,204,607	3,849,941	1,400,000	3,083,851	2,394,961	3,796,961	14,318,990	125,000	310,000	1,765,000	3,215,000	2,099,200	1,451,287	983,000	1,500,000	1,484,119	48,000	46,130	1,580,000	1,311,825	1,500,000	456,307	1,163,153	6,696,971	4,500,000	1,495,000	862,000	760,000	7,455,000	500,000	500,000	77,924,637	39,081,662	58,570,140	44,486,341	26,584,108	246,936,887
TOTAL	31,823,618	5,204,607	3,849,941	1,400,000	3,083,851	2,394,961	3,796,961	14,318,990	125,000	310,000	1,765,000	3,215,000	2,099,200	1,451,287	983,000	1,500,000	1,484,119	48,000	46,130	1,580,000	1,311,825	1,500,000	456,307	1,163,153	6,696,971	4,500,000	1,495,000	862,000	760,000	7,455,000	500,000	500,000	77,924,637	39,081,662	58,570,140	44,486,341	26,584,108	246,936,887																						

TOTAL	31,823,618	5,204,607	3,849,941	1,400,000	3,083,851	2,394,961	3,796,961	14,318,990	125,000	310,000	1,765,000	3,215,000	2,099,200	1,451,287	983,000	1,500,000	1,484,119	48,000	46,130	1,580,000	1,311,825	1,500,000	456,307	1,163,153	6,696,971	4,500,000	1,495,000	862,000	760,000	7,455,000	500,000	500,000	77,924,637	39,081,662	58,570,140	44,486,341	26,584,108	246,936,887
-------	------------	-----------	-----------	-----------	-----------	-----------	-----------	------------	---------	---------	-----------	-----------	-----------	-----------	---------	-----------	-----------	--------	--------	-----------	-----------	-----------	---------	-----------	-----------	-----------	-----------	---------	---------	-----------	---------	---------	------------	------------	------------	------------	------------	-------------

Total Road & Bridge CIP 2012-2016

County Airport Capital Improvement Plan 2012-2016

COUNTY AIRPORT PRIORITY SUMMARY
(Revised and Updated 9-26-11)

PROJECT NAME AND DESCRIPTION	FUNDING SOURCE		EXPENSES				
	FED	STATE	2012	2013	2014	2015	2016
AIRFIELD AND INFRASTRUCTURE							
Environmental Assessment The study will evaluate current and future airport improvement projects to determine any environmental impacts	X		\$400,000	\$450,000	\$0	\$0	\$0
Design Runway/Runway Safety Area and other infrastructure Improvements Upgrades and replacements; remove obstructions and grade terrain	X		\$200,000	\$500,000	\$0	\$0	\$0
Runway Safety Area Improvements (Construction) Upgrades and replacements; remove obstructions and grade terrain	X		\$0	\$0	\$0	\$9,100,000	\$0
Runway 6-24 Reconstruction Repair seriously deteriorated taxiway and apron pavement	X		\$0	\$0	\$0	\$13,491,956	\$0
Taxiway Construction Repair seriously deteriorated taxiway and apron pavement	X		\$0	\$0	\$0	\$0	\$1,943,197
Obstruction Study & Removal/Acquire Easements (Multi-Phase) Assessment and removal of objects within the Airport airspace	X		\$157,895	\$194,444	\$194,444	\$0	\$300,000
Electrical Upgrades Upgrade/update electrical transformers and field lighting loop			\$0	\$0	\$300,000	\$500,000	\$500,000
Security Upgrade Update airfield access gates, hangar doors and security access control system			\$0	\$0	\$90,000	\$0	\$0
Airport Fencing Install perimeter fence around 20 acres acquired through Mayfair purchase	X		\$0	\$0	\$0	\$0	\$250,000
Aircraft Run-Up Enclosure Purchase and install run up enclosure to reduce aircraft noise exposure	X		\$0	\$0	\$0	\$700,000	\$1,400,000
BUILDING AND VEHICLE UPGRADES							
American Disabilities Act ADA compliance in Airport offices and Area B			\$550,000	\$0	\$0	\$0	\$0
Aircraft Rescue & Fire Fighting Truck (ARFF) Upgrade and consolidate ARFF Equipment			\$0	\$0	\$500,000	\$0	\$0
Roof Replace (Area A) Original Roof			\$150,000	\$0	\$0	\$0	\$0
Replace Overhead (Bay) Doors ADA compliance in Airport offices and Area B			\$45,000	\$0	\$0	\$0	\$0

JUSTIFICATIONS

County Airport Capital Improvement Plan 2012-2016

COUNTY AIRPORT PRIORITY SUMMARY
(Revised and Updated 9-26-11)

PROJECT NAME AND DESCRIPTION	FUNDING SOURCE		EXPENSES				
	FED	STATE	2012	2013	2014	2015	2016
Fire Alarm System and Sprinkler System Installation of a fire alarm and sprinkler system			\$570,000	\$0	\$0	\$0	\$0
BobCat Tractor Multi-purpose tractor for snow removal and landscaping			\$0	\$0	\$0	\$0	\$0
Airport Office & HVAC System Replace Airport offices			\$200,000	\$0	\$0	\$0	\$0
Parking Lot Improvements and Expansion Additional parking spaces for Airport visitors and staff			\$0	\$325,000	\$0	\$0	\$0
TOTAL OF ALL PROJECTS			\$1,872,895	\$1,689,444	\$1,024,444	\$1,759,936	\$2,582,197
						2012-2016 CIP Estimate	\$25,550,936

SECTION 2. The intent of Council is to maintain a General Fund reserve to expenditure ratio of not less than 25% throughout 2012 and 2013 and a Health and Human Services Levy Fund reserve to expenditure ratio of not less than 15% throughout 2012 and 2013.

SECTION 3. That the Clerk of Council be, and she is, hereby instructed to transmit one certified copy of this Resolution to the County Budget Commission, the County Fiscal Officer, and the Director of the Office of Budget & Management.

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

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 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: October 11, 2011

Committee(s) Assigned: Finance & Budgeting/Committee of the Whole

Journal _____
_____, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0306

Sponsored by: County Executive FitzGerald on behalf of Juvenile Court	A Resolution authorizing the County Executive to enter into amendments to contracts with various providers for residential treatment services for youth for various time periods ending 1/31/2012, and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Juvenile Court has submitted amendments to contracts with various providers for residential treatment services for youth for the periods of 2/1/2010-1/31/2012 and 6/1/2010-1/31/2012; and,

WHEREAS, these agreements are for the purpose of providing funding for residential treatment services for youth who need to be removed from the home in order to receive treatment to address substance abuse, mental health and/or sex offender treatment goals in addition to criminogenic risk factors and criminal thinking errors; and,

WHEREAS, intensive aftercare services are provided by the Court in conjunction with community-based services to aid in re-integration to the community; and,

WHEREAS, the performance of each of the twelve selected providers have been evaluated and each provider received satisfactory ratings based upon evaluation indicators for the prior period of 1/1/2010 – 6/30/2011; and,

WHEREAS, funding for these amendments to contracts is provided through the General Fund as special revenue funding.

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

SECTION 1. The County Executive is hereby authorized to amend the contracts with various providers for residential treatment services for youth for the period of 2/1/2010-1/31/2012 providing decrease amounts of funds set forth below as follows:

- 1) No. CE1000250-01 with Applewood Centers, Inc. to reduce the amount by \$75,000.00.
- 2) No. CE1000251-01 with Beech Brook to reduce the amount by \$59,000.00

- 3) No. CE1000258-01 with Carrington Youth Academy LLC to reduce the amount by \$75,000.00.
- 4) No. CE100260-01 with The Cleveland Christian Home Incorporated to reduce the amount by \$103,500.00.

SECTION 2. The County Executive is hereby authorized to amend the contracts with various providers for residential treatment services for youth for the period of 2/1/2010 – 1/31/2012 providing additional amounts of funds set forth below as follows:

- 1) No. CE1000253-01 with Bellefaire Jewish Children’s Bureau in the amount not-to-exceed \$68,500.00.
- 2) No. CE1000257-01 with Berea Children’s Home in the amount not-to-exceed \$7,000.00.
- 3) No. CE1000259-01 with Catholic Charities Services Corporation (Parmadale) in the amount not-to-exceed \$126,000.00.
- 4) No. CE1000263-01 with The Village Network in the amount not-to-exceed \$27,000.00.

SECTION 3. The County Executive is hereby authorized to amend the contracts with various providers for residential treatment services for youth for the period of 6/1/2010 - 1/31/2012 providing additional amounts of funds set forth below as follows:

- 1) No. CE1000724-01 with The Glen Mills School in the amount not-to-exceed \$590,000.00.
- 2) No. CE1000727-01 with Safehouse Ministries in the amount not-to-exceed \$21,534.98.
- 3) No. CE1000726-01 with Keystone Richland dba Foundations for Living in the amount not-to-exceed \$56,500.00.
- 4) No. CE1000725-01 with The House of Emmanuel, Inc. in the amount not-to-exceed \$165,000.00.

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

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: October 25, 2011
Committee(s) Assigned: Justice Affairs

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0315

Sponsored by: County Executive FitzGerald/Department of Public Works/County Engineer	A Resolution authorizing a contract with HNTB Ohio, Inc. in the amount not-to-exceed \$467,910.00 for design engineering services for reconstruction, with additional turning lanes, of Royalton Road from West 130th Street to York Road in the City of North Royalton; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, County Executive FitzGerald/Department of Public Works/County Engineer has submitted a request to contract with HNTB Ohio, Inc. in the amount not-to-exceed \$467,910.00 for design engineering services for reconstruction, with additional turning lanes, of Royalton Road from West 130th Street to York Road in the City of North Royalton; and

WHEREAS, HNTB Ohio, Inc. is a domestic for profit corporation, incorporated in the State of Ohio that provides, without limitations, architecture, engineering, planning and construction services; and

WHEREAS, the organization is located at 1100 Superior Avenue, Suite 1330, Cleveland, Ohio 44114 within Council District 7; and

WHEREAS, the Board of Directors for the Contractor includes: Terry K. Miller, John Friel, John E. Kupke, Roger C. Ward, William C. Clawson and Craig Denson; and

WHEREAS, the primary goal of this project is to reconstruct, with additional turning lanes, of Royalton Road from West 130th Street to York Road in the City of North Royalton. This will increase the capacity, reduce the congestion and increase safety along these routes; and

WHEREAS, the procurement method for this project was an RFQ with an SBE goal of 0%. The total value of the RFQ is estimated at \$1,967,910.00 and there were fourteen (14) pre-proposals submitted for review; and

WHEREAS, the RFQ closed on September 22, 2010; and

WHEREAS, pursuant to BOCC Resolution No. 104903, dated November 10, 2010, the County Engineer was authorized to negotiate a contract with HNTB Ohio, Inc. for design engineering services for said project; and

WHEREAS, this is a new contract to the County and the project consists of two (2) phases. This contract is for HNTB to perform the first phase of the project which includes the planning, environmental and preliminary engineering activities necessary to identify a preferred horizontal and vertical alignment; and

WHEREAS, the second phase of the project will be contracted as an amendment upon environmental approval of the project by the Ohio Department of Transportation (“ODOT”) per federal regulation when using Federal funds; and

WHEREAS, the funding for this project is as follows: (1) 80% by Federal earmarks, (2) 10% by the City of North Royalton, and (3) 10% by the County Road and Bridge \$7.50 fund. The schedule of payments is monthly; and

WHEREAS, it is necessary that this Resolution become immediately effective because this project is on a critical action path, utilizing Federal funds for the design, therefore it is important to keep the project schedule on track; and

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

SECTION 1. That the County Council hereby authorizes a contract with HNTB Ohio, Inc., in the amount not-to-exceed \$467,910.00 for design engineering services for reconstruction, with additional turning lanes, of Royalton Road from West 130th Street to York Road in the City of North Royalton.

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

SECTION 3. It is necessary that this Resolution become immediately effective because this project is on a critical action path, utilizing Federal funds for the design, therefore it is important to keep the project schedule on track. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0316

Sponsored by: County Executive FitzGerald/Department of Public Works/County Engineer and Councilmember Miller	A Resolution approving Right-of-Way plans as set forth in preliminary Right-of-Way Plat M-5011 for the relining of Snow Road Bridge No. 220 over the west branch of Big Creek in the City of Brook Park; authorizing the County Executive through the Department of Public Works to acquire the necessary Right-of-Way; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the Department of Public Works/County Engineer has prepared and submitted preliminary Right-of-Way Plat M-5011 for the relining of Snow Road Bridge No. 220 over the west branch of Big Creek in the City of Brook Park and has recommended its approval; and

WHEREAS, since October 17, 2011 and continuing until the present, the Department of Public Works has posted and provided continuous notice of the following on its website:

(1) The Department of Public Works has submitted preliminary Right-of-Way Plat No. M-5011 for County Council approval and the same is available for viewing on said website;

(2) The Department of Public Works intends to acquire Right-of-Way for said improvement;

(3) As part of Right-of-Way Plat No. M-5011, the Department of Public Works will be seeking a finding that no special assessments will be levied nor collected to pay for any part of the County's costs of said improvement;

(4) The Department of Public Works will be seeking that the Resolution approving the Right-of-Way Plat No. M-5011 be passed with the declaration that the Resolution become immediately effective;

(5) That a first reading of the Resolution approving the Right-of-Way Plat No. M-5011 will be made by the Cuyahoga County Council on November 9, 2011 at 6:00 p.m.;

(6) That General Public access and ability to review the preliminary Right-of-Way Plat No. M-5011 is provided via an electronic link as indicated; and

WHEREAS, the construction surveys, plans, profiles, cross sections, estimates of costs and/or specifications of said improvement will be submitted to Council for approval prior to the construction going out to bid; and

WHEREAS, the current estimated total cost for construction of the Right-of-Way \$672,000.00, and the estimated engineering cost is \$67,200.00, for a total estimated cost of \$739,200.00; and

WHEREAS, the construction and engineering of the Right-of-Way will be as follows: (1) 40% by the Ohio Public Works Commission State issue I funds, and (2) 60% will be funded from the County Road and Bridge fund.

WHEREAS, it is necessary that this Resolution become immediately effective because State Issue I funds are being utilized for the construction this project and the need to keep the schedule of the project in order to maintain project funding deadlines, and the Right-of-way construction cannot begin until authority is granted.

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

SECTION 1. That the preliminary Right-of-Way Plat No. M-5011 for said improvement is hereby approved.

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

SECTION 3. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement.

SECTION 4. That all proceedings relative to Right-of-Way Plat No. M-5011 are hereby ordered copied into the Road Record of the County by the Department of Public Works and copied into all other proper records of the County by the Fiscal Officer as required by law.

SECTION 5. It is necessary that this Resolution become immediately effective because State Issue I funds are being utilized for the construction and the need to keep the schedule of the project in order to maintain project funding deadlines, and the Right-of-way acquisition cannot begin until authority is granted. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011

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

Additional Sponsorship Requested on the Floor: November 9, 2011

Journal CC004

December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0317

Sponsored by: County Executive FitzGerald/Department of Public Works/County Engineer and Councilmember Germana	A Resolution approving Right-of-Way plans as set forth in preliminary Right-of-Way Plat M-4985 for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma; authorizing the County Executive through the Department of Public Works to acquire the necessary Right-of-Way; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the Department of Public Works/County Engineer has prepared and submitted preliminary Right-of-Way Plat M-4985 for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma and has recommended its approval; and,

WHEREAS, since October 17, 2011 and continuing until the present, the Department of Public Works has posted and provided continuous notice of the following on its website:

(1) The Department of Public Works has submitted preliminary Right-of-Way Plat No. M-4985 for County Council approval and the same is available for viewing on said website;

(2) The Department of Public Works intends to acquire Right-of-Way for said improvement;

(3) As part of Right-of-Way Plat No. M-4985, the Department of Public Works will be seeking a finding that no special assessments will be levied nor collected to pay for any part of the County's costs of said improvement;

(4) The Department of Public Works will be seeking that the Resolution approving the Right-of-Way Plat No. 4985 be passed with the declaration that the Resolution become immediately effective;

(5) That a first reading of the Resolution approving the Right-of-Way Plat No. M-4985 will be made by the Cuyahoga County Council on November 9, 2011 at 6:00 p.m.;

(6) That General Public access and ability to review the preliminary Right-of-Way Plat No. M-4985 is provided via an electronic link as indicated; and,

WHEREAS, the construction surveys, plans, profiles, cross sections, estimates of costs and/or specifications of said improvement will be submitted to Council for approval prior to the construction going out to bid; and,

WHEREAS, the current estimated total cost for construction of the Right-of-Way acquisition is \$2,400,000.00; and,

WHEREAS, the acquisition will be funded as follows: the first \$50,000.00 will be funded by the County (Road and Bridge Fund); \$50,000.00 to \$2,400,000.00 which will be funded as 50% through Federal and 50% to be funded through the County (Road and Bridge Fund); and,

WHEREAS, it is necessary that this Resolution become immediately effective because Federal funds are being utilized for the Right-of-Way acquisition, the County is required to keep on schedule for the project in order to maintain project funding deadlines, and Right-of-Way acquisition cannot begin until authority is granted.

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

SECTION 1. That the preliminary Right-of-Way Plat No. M-4985 for said improvement is hereby approved.

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

SECTION 3. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement.

SECTION 4. That all proceedings relative to Right-of-Way Plat No. M-4985 are hereby ordered copied into the Road Record of the County by the Department of Public Works and copied into all other proper records of the County by the Fiscal Officer as required by law.

SECTION 5. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to assure that work on the improvement can commence during the prime construction season. Otherwise, any delay in commencement of the work may cause delay to the work and result in significant cost increases to the County. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested on the Floor: November 9, 2011

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0318

Sponsored by: County Executive FitzGerald/Department of Public Works/Central Services	A Resolution authorizing a contract with Reserve Apartments, LTD in the amount of \$2,400,205.56 for lease of office space located at 1701 E. 17 th Street, Cleveland, for use by various County divisions and a department for the period 10/1/2011 - 9/30/2014; and authorizing the County Executive to execute the contract and all other documents consistent with this Resolution.
--	---

WHEREAS, the County Executive/Department of Public Works/Central Services has submitted a request for a Contract with Reserve Apartments, Ltd in the amount of \$2,400,205.56 for lease of office space located at 1701 E. 17th Street, Cleveland, Ohio, for use by various County departments for the period 10/1/2011 – 9/30/2014; and

WHEREAS, the Department of Public Works/Central Services seeks approval of the Lease Agreement with Reserve Apartments, Ltd for the lease of office space on behalf of the Division of Senior & Adult Services (“DSAS”), Division of Employment & Family Services/Child Support Enforcement Agency (“DEFS/CSEA”) and the Department of Development (“DOD”); and

WHEREAS, the term of the Lease is three (3) years starting October 01, 2011 and running through September 30, 2014, with a six (6) months termination option for each agency. For DEFS/CSEA, the termination option is after the first eighteen (18) months, after nine (9) months for the DOD and after six (6) months for the DSAS; and

WHEREAS, the primary purpose of the lease is to provide continuing operating space for the three aforementioned divisions and department; and

WHEREAS, the lease is for 76,197 square feet of office space at \$10.50 per square foot. The total cost of the lease is \$781,019.28 for the first year and \$2,400,205.56 for the entire three year term; and

WHEREAS, the County has leased space at this location for many years and the proposed lease is a reduction of approximately 10,000 square feet from the current lease; and

WHEREAS, this lease is a result of a County RFP process with three (3) responsive bids. This location was chosen as it was the least expensive alternative with no moving or build-out costs; and

WHEREAS, the funding for the lease will come from each of the three (3) agencies, proportioned to their use of space at the leased location as follows: (1) DOD is funded

through the General Fund, (2) DEFS/CSEA is 75% State Funded with 25% fees and Levy Dollars, and (3) DSAS is funded from the Health & Human Services Levy Dollars. All payments will be made monthly directly to the landlord.

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

SECTION 1. The County Council hereby approves the contract with Reserve Apartments, Ltd in the amount of \$2,400,205.56 for lease of office space located at 1701 E. 17th Street, Cleveland, Ohio for use by various County departments for the period 10/1/2011 – 9/30/2014.

SECTION 2. The County Executive is hereby authorized to execute a contract and all other documents consistent with this Resolution.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011

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

Journal CC004

December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0319

Sponsored by: **County Executive FitzGerald/ Department of Public Works/County Engineer and Councilmember Greenspan**

A Resolution authorizing the donation of approximately 20 acres of land (known as "Preservation Parcels") to the Board of Park Commissioners of the Cleveland Metropolitan Park District for wetlands mitigation in connection with improvement and construction of Crocker-Stearns Extension from Lorain Road to the North Olmsted North Corporation Line and the grading, draining, paving and widening of Stearns Road from Interstate 480 to Lorain Road in the Cities of North Olmsted and Westlake, and authorizing the County Executive to execute all documents required in connection with said donation of land.

WHEREAS, the County Executive/Department of Public Works is requesting the approval of the donation of the approximately 20 acres of land to the Board of Park Commissioners of the Cleveland Metropolitan Park District, referred to as the Cleveland Metroparks, for wetlands mitigation purposes; and,

WHEREAS, on November 28, 1998, Resolution No. 884802 was adopted which declared public convenience and welfare of the improvement and construction of Crocker-Stearns Extension from Lorain Road to the North Olmsted North Corporation Line and the grading, draining, paving and widening of Stearns Road from Interstate 480 to Lorain Road in the Cities of North Olmsted and Westlake; and,

WHEREAS, on April 24, 1989, Resolution No. 891706 was adopted which approved the agreements of cooperation between the County and the Cities of North Olmsted and Westlake; and,

WHEREAS, the construction of the Crocker-Stearns Extension and the widening of Stearns Road impacted wetlands located with the project; and,

WHEREAS, a condition for being issued a certification for the project from the Ohio Environmental Protection Agency and for being issued a permit by the Army Corps of Engineers to construct the project was that the County had to mitigate the impact of the project on the wetlands; and,

WHEREAS, on December 12, 2000, Resolution No. 004973 was adopted which authorized the acquisition of 20 acres of land for wetlands mitigation purposes; and,

WHEREAS, to comply with the wetlands mitigation requirements the County purchased approximately 20 acres of land to construct a wetlands and buffer for the wetlands; and,

WHEREAS, the approximately 20 acres of land purchased for wetlands mitigation purposes consist of 75 vacant parcels located within the City of North Olmsted, which parcels abut the Cleveland Metroparks' Bradley Woods Reservation and which parcels are referred to as the "Preservation Parcels;" and,

WHEREAS, to comply with the mitigation requirements the County must preserve and protect the Preservation Parcels in perpetuity; and,

WHEREAS, the Cleveland Metroparks is a political subdivision of the State of Ohio; and,

WHEREAS, the Department of Public Works has acted pursuant to the requirements and direction of the Ohio Environmental Protection Agency and the Army Corps of Engineers in order to complete the mitigation requirements; and,

WHEREAS, to preserve and protect the Preservation Parcels in perpetuity the County has agreed to donate and transfer the Preservation Parcels to the Cleveland Metroparks pursuant to a General Warranty Deed with Use Restrictions, which document has been approved by the Ohio Environmental Protection Agency.

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

SECTION 1. The County Council approves the donation of approximately 20 acres of land to the Board of Park Commissioners of the Cleveland Metropolitan Park District for wetlands mitigation in connection with the improvement and construction of Crocker-Stearns Extension from Lorain Road to the North Olmsted North Corporation Line and the grading, draining, paving and widening of Stearns Road from Interstate 480 to Lorain Road in the Cities of North Olmsted and Westlake, and authorizes the County Executive to execute all documents consistent with said donation of land.

SECTION 2. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Public Works, Procurement & Contracting and Environment
& Sustainability

Additional Sponsorship Requested on the Floor: November 9, 2011

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0320

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution amending the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources and for appropriation transfers between budget accounts, in order to meet the budgetary needs of various County departments, offices, and agencies related to year-end close-out activities; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, on October 28, 2010, the former governing body of Cuyahoga County adopted the 2011 Annual Appropriation Measure establishing the 2011 annual budgets for all County departments, offices and agencies;

WHEREAS, it is necessary to adjust the 2011 Annual Appropriation Measure to reflect budgetary funding increases, funding reductions, and to transfer budget appropriations in order to accommodate the year-end operational needs of certain County departments, offices, and agencies; and

WHEREAS, it is necessary for reconciliation of the 2011 appropriations in the County's financial system for the fiscal period 2011; 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 2011 Annual Appropriation Measure be amended to provide for additional appropriation increases and decreases, to be determined by the Office of Budget & Management (OBM), for the purpose of year-end reconciliation of accounts, provided that the maximum amount of any one item shall not exceed \$100,000.00, unless the additional appropriation increase is offset by a corresponding decrease of the same amount, except that any one item identified to fund pending internal service charge(s) shall not exceed \$500,000.00.

SECTION 2. That the 2011 Annual Appropriation Measure be amended to provide for appropriation transfers, to be determined by OBM, for the purpose of year-end reconciliation of accounts, provided that the maximum amount of any one item shall not exceed \$100,000.00, except that any one item identified to fund pending internal service charge(s) shall not exceed 500,000.00.

SECTION 3. All additional appropriation increases or decreases, or appropriation transfers made under this resolution shall be done between December 5, 2011 and January 6, 2012, inclusive.

SECTION 4. On or before December 13, 2011; December 20, 2011; December 27, 2011; January 3, 2012 and January 10, 2012, OBM shall provide Council a description of all appropriation increases and decreases, and appropriation transfers made under this resolution during the preceding week.

SECTION 5. Not later than January 24, 2012, the County Executive shall submit to Council a budget transfer resolution covering all of the changes made under this resolution.

SECTION 6. This Resolution is hereby determined to be an emergency measure and that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

SECTION 7. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Finance & Budgeting

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0321

Sponsored by: County Executive FitzGerald/County Sheriff	A Resolution authorizing awards on RQ20783 to various providers in the total amount of \$900,000.00 for real estate appraisal services for the Sheriff's sale for the period 1/1/2012 - 12/31/2014 1/1/2014 , and authorizing the County Executive to execute agreements consistent with said awards.
---	--

WHEREAS, the County Executive FitzGerald/County Sheriff has recommended an award on RQ20783 to various providers for real estate appraisal services for the Sheriff's sale in the total amount of \$900,000.00, for the period 1/1/2012 – ~~12/31/2014~~ **1/1/2014**; and

WHEREAS, the authority to seek RFQs was approved under Executive Approval No. EA2011-0836 and closed on 7/25/2011; and

WHEREAS, the primary goal of this project is to award a contract to the fourteen (14) initial appraisers who possessed the qualifications and experience outlined in the RFQ; and

WHEREAS, there were 58 Appraisers pulled from OPD and submitted for review and fourteen (14) were approved as follows:

- | | |
|----------------------|----------------------------|
| 1. Andrews, John W. | 8. Levering, Wayne F. |
| 2. Butler, Mark | 9. Loftus, Christopher J. |
| 3. Conte, Gregory W. | 10. McLaughlin, Paul G. |
| 4. Hogan, Thomas P. | 11. Patriski, Stanley R. |
| 5. Kinzel, Paul | 12. Rocco, Daniel J. |
| 6. Koz, John H. | 13. Schneider, Rosemary A. |
| 7. Lassiter, Ruth A. | 14. Williams, Crystal A. |

WHEREAS, James Bitterman, Chief Deputy of the Civil Division will serve as the Supervisor of the Appraisers; and

WHEREAS, the cost for this project is zero dollars because the appraisers will be paid from the proceeds of the Sheriff's sale. The estimated dollar amount from the sale is \$900,000.00; and

WHEREAS, the project is mandated by the ORC Sections 2329.17 through 2329.21 (the Statute) and Cuyahoga County Court of Common Pleas Rule 27 of the Rules of the General Division (The Rule) (Collectively, the "Project").

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

SECTION 1. County Council hereby approves the County Executive's recommended awards on RQ20783 to various providers for real estate appraisal services for the Sheriff's sale in the total amount of \$900,000.00 for the period 1/1/2012 – ~~12/31/2014~~ **1/1/2014**; and authorizes the County Executive to execute contracts consistent with said awards.

SECTION 2. 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 any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011

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

Amended on the Floor: December 6, 2011

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0322

Sponsored by: County Executive FitzGerald on behalf of Common Pleas Court/ Corrections Planning Board	A Resolution authorizing an award on RQ21041 to Court Community Service in the amount of \$555,000.00 for court community placement and supervision services for probationers for the period 1/1/2012 - 12/31/2014; authorizing the County Executive to execute a contract consistent with said award; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive, Common Pleas Court and Corrections Planning Board have recommended an award on RQ21041 to Court Community Service in the amount of \$555,000.00 for court community placement and supervision services for probationers for the period 1/1/2012-12/31/2014; and,

WHEREAS, on September 20, 2011, the County Executive approved EA2011-1140 authorizing the Common Pleas Court and Corrections Planning Board to seek proposals on RQ21041 for court community placement and supervision services for probationers for the period of 1/1/2012-12/31/2014; and,

WHEREAS, the goals of the Court Community Service are to place offenders ordered by Common Pleas Court into appropriate work service locations as an alternative to monetary restitution for their offenses; ensure appropriate supervision of these same offenders at assigned work sites; and to measure the success of completion of assigned work service for these offenders so as to meet their court ordered obligations and reduce subsequent recidivism; and,

WHEREAS, funding for the Court Community Service is provided by the County's Health and Human Services 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 agency.

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

SECTION 1. County Council hereby approves such recommendation, award on RQ21041 to Court Community Service in the amount of \$555,000.00 for court community placement and supervision services for probationers for the period 1/1/2012-12/31/2014, and authorizes the County Executive to execute a contract in accordance with said award.

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

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

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

Yeas:

Nays:

_____	_____
County Council President	Date
_____	_____
County Executive	Date
_____	_____
Clerk of Council	Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Justice Affairs

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0055

Sponsored by: County Executive FitzGerald/Department of Public Works/Department of Law	An Ordinance amending Ordinance No. O2011-0014, as amended, which enacted the Cuyahoga County Contracting and Purchasing Procedures Ordinance; and declaring the necessity that this Ordinance become immediately effective.
---	---

WHEREAS, the Cuyahoga County Council enacted the Cuyahoga County Contracting and Purchasing Procedures Ordinance in Ordinance No. O2011-0014, as amended; and,

WHEREAS, the Ohio Department of Transportation has objected to the County's use of the factors listed in Section 4.7 and the certifications listed in Section 4.8 of the Contracting and Purchasing Procedures Ordinance in federally and state funded contracts; and,

WHEREAS, Council deems it proper to amend Sections 4.7 and 4.8 of the Contracting and Purchasing Procedures Ordinance to avoid any potential loss of federal or state funding for projects governed by the Contracting and Purchasing Procedures Ordinance; and,

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

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

SECTION 1: Section 4.7 of the Cuyahoga County Contracting and Purchasing Procedures Ordinance, Ordinance No. O2011-0014, as amended, is hereby further amended to add the following section 4.7(p):

(p) On federally or state funded projects, which require the County to comply with specific federal and/or state criteria in selecting the lowest and best bid and/or bidder, the County shall comply with the applicable federal or state mandated criteria to avoid the loss of federal or state funding for the project(s).

SECTION 2: The first paragraph of Section 4.8 of the Cuyahoga County Contracting and Purchasing Procedures Ordinance, Ordinance No. O2011-0014, as amended, is hereby further amended as follows (additions are bolded; deletions are stricken):

On federally or state funded projects, which require the County to comply with specific federal and/or state criteria or forms for certifications by the successful bidder(s), the County shall comply with the federal and/or state requirements to avoid the loss of federal or state funds, including the use of the federal and/or state certification forms in lieu of the County's mandated certification forms. Where possible on federally or state funded projects and on all other projects, At at the time of execution of the contract, the successful bidder shall certify that it:

SECTION 3: Effective Date. It is hereby found and determined necessary for this Ordinance to become immediately effective, for the reasons that this Ordinance provides for the usual daily and necessary operations of Cuyahoga County government. Therefore, this Ordinance, provided that it receives the affirmative vote of at least eight (8) members of County Council, shall be in full force and effect from and immediately after the earliest time permitted by law.

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0061

Sponsored by: County Executive FitzGerald/Department of Human Resources on behalf of Human Resource Commission	An Ordinance providing for modifications and adoption of the County's Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.
---	---

WHEREAS, the County Executive/Department of Human Resources on behalf of the Human Resource Commission has recommended to amend the Human Resources Personnel Policies and Procedures Manual; and,

WHEREAS, Cuyahoga County Charter Section 9.01 provides that the County's Human Resources Policies and Systems for County employees shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, on April 5, 2011, County Council adopted the Human Resources Personnel Policies and Procedures Manual ("the Policy Manual") for a period not-to-exceed June 30, 2011 (Ordinance No. O2011-0015); and,

WHEREAS, on June 28, 2011, County Council extended the effective period for the Policy Manual for a period not-to-exceed December 31, 2011 (Ordinance No. O2011-0028); and,

WHEREAS, the following sections in the Policy Manual currently do not apply to certain agencies, but are required to ensure consistency throughout all Departments: **Section 6, Workweek and Hours/Payroll; Section 7.03, Employee Assistance Program; Section 8.04, FMLA, Amount of Leave; Section 8.05, FMLA, Coordination with Other Leaves of Absence; and Section 9, Employee Leave;** and,

WHEREAS, the following sections contain proposed modifications to the current policies: **Section 5.09, Non-Bargaining Position Audits; Section 7.03, Employee Assistance Program; Section 7.10, Sustainable Cuyahoga County; Section 11.01, Health Care Benefits; and Section 16.01, Traveling on County Business;** and,

WHEREAS, on October 19, 2011, the Department of Human Resources submitted a revised version of the Personnel Policies and Procedures Manual (attached hereto as Exhibit "A") to the Human Resource Commission; and,

WHEREAS, on November 2, 2011, the Human Resource Commission fully reviewed and considered the proposed revisions to the County's Personnel Policies and Procedures Manual as presented by the County's Department of Human Resources; and,

WHEREAS, the Cuyahoga County Human Resource Commission recommends the approval of the proposed revisions to County Council; 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 development.

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

SECTION 1. Adoption of Revised Human Resources Personnel Policies and Procedures Manual: Council hereby adopts the amended version of the County's Human Resources Personnel Policies and Procedures Manual that is attached hereto as Exhibit "A" as effective for all County employees (added language underlined; ~~deleted language in strikethrough~~), and shall remain in force and effect and shall be followed by County employees under the authority of the County Council and the County Executive.

SECTION 2. Transition to 40-hour Workweek: Employees that are being transitioned from a 35-hour workweek to a 40-hour workweek as a result of passage of this Ordinance shall be transitioned in the following manner: Employees that previously worked a 35-hour workweek with an unpaid lunch period will receive a one-hour paid lunch period as part of their 40-hour workweek. The annual salary of employees who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) shall not be raised or lowered as a result of this transition. Employees who are not exempt from the FLSA overtime provisions will have their hourly pay reduced in a manner that will cause the employee to receive the same amount in annual earnings.

SECTION 3. FMLA Calendar Transition: In accordance with Section 8.04 of the Policies and Procedures Manual, FMLA entitlement will be calculated on a "forward rolling" basis for all County Employees. This Section shall not apply to Departments where the FMLA entitlement was previously calculated using a different method, however, until 90 days after the effective date of this Ordinance. In addition, Human Resources must make this transition in such a way that the affected employees retain the full benefit of 12 weeks of leave under whichever method affords the greatest benefit to the employee.

SECTION 4. Employee Leaves: In accordance with Section 9, all leaves will be governed by the Personnel Policies and Procedures Manual unless superseded by provisions in the respective Collective Bargaining Agreements.

SECTION 5. Excess Vacation Leave Balances: Employees who have an accumulated vacation leave balance that is in excess of the applicable maximum balance set forth in Section 9.2 of the Policies and Procedures Manual shall be granted one year from the effective date of this Ordinance to exhaust the excess balance.

SECTION 6. Non-Bargaining Job Position Audits: Section 5.09 (1), the following language regarding classification reassignments shall be redacted: “If the position audit results in the employee being reassigned to a classification in a lower pay range, the employee’s rate of pay will not be reduced. If the compensation of the reassigned employee exceeds the maximum step of the new pay range, however, the employee will be placed in step X and will not receive an increase in compensation until the maximum rate of pay for the new classification exceeds the employee’s rate of pay”.

SECTION 7. Employee Assistance Program: Section 7.03 shall read as follows: Participation in the program **may be mandated by Management subject to approval by Human Resources**, and is voluntary to all employees, their families and County retirees.

SECTION 8. Sustainable Cuyahoga County: Section 7.10, the following language shall be redacted: “This achievement will commemorate the fiftieth anniversary of the June 22, 1969 Cuyahoga River fire which contributed to the formation of the US Environmental Protection Agency”.

SECTION 9. Waiting Period for Health Care Benefits: Section 11.01 shall be modified so that no sooner than January 1, 2012, all new hires shall be eligible to receive health care benefits on the first day of the month following their date of hire.

SECTION 10. Cuyahoga County Travel Policy: Section 16.01, the attached copy of the revised County Travel Policy shall be made available on the County intranet, as referenced in the Personnel Policies and Procedures.

SECTION 11. It is hereby found and determined necessary for this Ordinance to become immediately effective, for the reason that this Ordinance provides for the usual daily and necessary operations of Cuyahoga County government in accordance with the requirements of the Cuyahoga County Charter; therefore, this Ordinance, provided it receives the affirmative vote of at least eight members of County Council, shall become effective immediately; otherwise it shall be in full force and effect from and immediately after the earliest time permitted by law.

SECTION 12. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date _____

County Executive Date _____

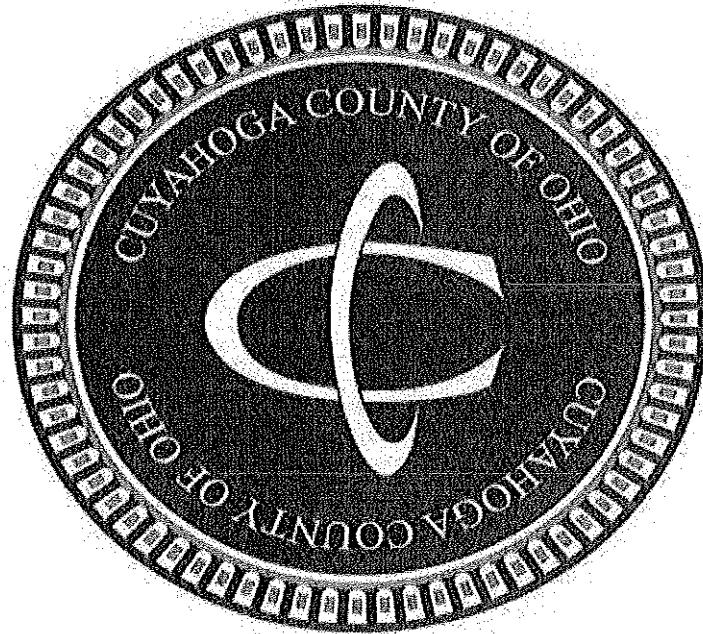
Clerk of Council Date _____

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2011

Personnel Policies and Procedures Manual



Cuyahoga County Department of Human Resources

Initial Effective Date: 4/5/11 (Ordinance No. O2011-0015)

1st Revision: 6/28/11(Ordinance No. O2011-0028)

2nd Revision: x/x/xx (Ordinance No. O2011-0043)

3rd Revision: x/x/xx (Ordinance No. O2011-xxxx)

Table of Contents

SECTION 1: INTRODUCTION / GENERAL INFORMATION.....	
INTRODUCTION.....	1.01
ADMINISTRATION.....	1.02
DISCLAIMER / RESERVATION OF RIGHTS.....	1.03
RELATIONSHIP TO COLLECTIVE BARGAINING AGREEMENTS.....	1.04
RELATIONSHIP TO DEPARTMENTAL POLICY AND PROCEDURE MANUALS.....	1.05
BUILDING CLOSURE POLICY.....	1.06
EMPLOYEE COMMUNICATIONS WITH THE MEDIA.....	1.07
ACKNOWLEDGEMENT OF RECEIPT.....	1.08
SECTION 2: CIVIL SERVICE.....	
CLASSIFICATION.....	2.01
ADMINISTRATIVE RULES.....	2.02
PRIOR SERVICE.....	2.03
SECTION 3: CODE OF ETHICS.....	
ETHICS POLICY.....	3.01
SECTION 4: EQUAL EMPLOYMENT OPPORTUNITY.....	
DIVERSITY STATEMENT.....	4.01
AFFIRMATIVE ACTION POLICY.....	4.02
EQUAL EMPLOYMENT OPPORTUNITY POLICY.....	4.03
WORKPLACE HARASSMENT POLICY.....	4.04
EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE.....	4.05
ANTI-RETALIATION POLICY.....	4.06
THE AMERICANS WITH DISABILITIES ACT (“ADA”).....	4.07
RELIGIOUS ACCOMMODATION.....	4.08
SECTION 5: EMPLOYMENT WITH THE COUNTY.....	
APPLICATION.....	5.01
EXAMINATIONS.....	5.02
EMPLOYMENT ELIGIBILITY VERIFICATION.....	5.03
APPLICANT DRUG TESTING.....	5.04
CRIMINAL BACKGROUND CHECK.....	5.05
NEW HIRE ORIENTATION / ID BADGES.....	5.06
NEW-HIRE PROBATIONARY PERIOD.....	5.07
PERFORMANCE EVALUATION.....	5.08
NON-BARGAINING POSITION AUDITS.....	5.09
PROMOTION.....	5.10
PROMOTIONAL PROBATIONARY PERIOD.....	5.11
TEMPORARY WORKING LEVEL (TWL).....	5.12
LATERAL CLASS CHANGE.....	5.13
DEMOTION.....	5.14
REDUCTION.....	5.15
RESIGNATION - VOLUNTARY TERMINATION OF EMPLOYMENT.....	5.16
REMOVAL – INVOLUNTARY TERMINATION OF EMPLOYMENT.....	5.17
LAYOFFS.....	5.18
DISABILITY SEPARATION.....	5.19



DISABILITY RETIREMENT.....	5.20
SECTION 6: WORKWEEK AND HOURS / PAYROLL.....	
COMPLIANCE WITH THE FAIR LABOR STANDARDS ACT (FLSA).....	6.01
ATTENDANCE RECORDS.....	6.02
TIMESHEET RECORDKEEPING.....	6.03
AUTOMATED TIME RECORDKEEPING.....	6.04
STANDARD WORKWEEK AND HOURS.....	6.05
FLEXTIME / REDUCED WORK HOURS.....	6.06
LUNCH / BREAKS.....	6.07
OVERTIME, COMPENSATORY TIME AND EXCHANGE TIME (ACCRUAL).....	6.08
HOLIDAYS.....	6.09
PAYROLL SYSTEM.....	6.10
PAYROLL DEDUCTIONS.....	6.11
DIRECT DEPOSIT PROGRAM.....	6.12
SAVINGS PROGRAMS.....	6.13
PAYMENT UPON SEPARATION FROM EMPLOYMENT WITH COUNTY.....	6.14
SECTION 7: WORKPLACE WELLNESS.....	
DRUG-FREE WORKPLACE.....	7.01
SMOKE-FREE WORKPLACE.....	7.02
EMPLOYEE ASSISTANCE PROGRAM (EAP).....	7.03
FITNESS FOR DUTY – DRUG AND ALCOHOL TESTING.....	7.04
FITNESS FOR DUTY – PHYSICAL AND MENTAL HEALTH.....	7.05
SAFETY POLICY.....	7.06
WORKPLACE VIOLENCE.....	7.07
MEDIATION PROGRAM.....	7.08
WELLNESS PROGRAMS.....	7.09
SUSTAINABLE CUYAHOGA COUNTY.....	7.10
SECTION 8: FAMILY MEDICAL LEAVE ACT (FMLA).....	
DEFINITIONS.....	8.01
ELIGIBILITY REQUIREMENTS.....	8.02
QUALIFYING CONDITIONS.....	8.03
AMOUNT OF LEAVE.....	8.04
COORDINATION WITH OTHER LEAVES OF ABSENCE.....	8.05
FMLA APPLICATION PROCEDURE.....	8.06
CONTINUATION OF BENEFITS.....	8.07
INTERMITTENT LEAVE AND REDUCED LEAVE SCHEDULES.....	8.08
RETURN TO WORK.....	8.09
SECTION 9: EMPLOYEE LEAVE (GENERAL).....	
GENERAL.....	9.01
VACATION LEAVE.....	9.02
SICK LEAVE.....	9.03
COMPENSATORY TIME.....	9.04
EXCHANGE TIME.....	9.05
FUNERAL/BEREAVEMENT LEAVE.....	9.06
COURT LEAVE/HRC HEARINGS/JURY DUTY.....	9.07
LEAVE DONATION PROGRAM.....	9.08
UNPAID LEAVES OF ABSENCE.....	9.09

SECTION 10: MILITARY LEAVE	
MILITARY LEAVE WITH PAY	<u>10.01</u>
UNPAID MILITARY LEAVE	<u>10.02</u>
SECTION 11: BENEFITS.....	
HEALTH CARE BENEFITS	<u>11.01</u>
OPEN ENROLLMENT	<u>11.02</u>
BENEFITS DURING UNPAID LEAVES OF ABSENCE	<u>11.03</u>
CHANGES IN MEDICAL BENEFITS COVERAGE.....	<u>11.04</u>
CONTINUATION OF COVERAGE	<u>11.05</u>
RETIREMENT – OHIO PUBLIC EMPLOYEE RETIREMENT SYSTEM (OPERS).....	<u>11.06</u>
DEATH BENEFIT.....	<u>11.07</u>
OPTIONAL ADDITIONAL EMPLOYEE BENEFITS.....	<u>11.08</u>
FLEXIBLE SPENDING ACCOUNTS (FSAS).....	<u>11.09</u>
SECTION 12: WORKERS’ COMPENSATION.....	
WORKERS’ COMPENSATION POLICY	<u>12.01</u>
EMPLOYEE PROCEDURE.....	<u>12.02</u>
SUPERVISOR PROCEDURE.....	<u>12.03</u>
RELATIONSHIP TO LEAVE TIME.....	<u>12.04</u>
ALTERNATIVE WORK PROGRAM	<u>12.05</u>
WAGE CONTINUATION PROGRAM	<u>12.06</u>
SECTION 13: EMPLOYEE CONDUCT POLICY	
GUIDELINES FOR APPROPRIATE CONDUCT	<u>13.01</u>
EMPLOYEE DRESS/APPEARANCE	<u>13.02</u>
EMPLOYEE RESPONSIBILITY FOR COUNTY PROPERTY.....	<u>13.03</u>
RECORDING OF CONVERSATIONS	<u>13.04</u>
WORKPLACE SEARCH/PRIVACY POLICY.....	<u>13.05</u>
PROFESSIONAL LICENSES.....	<u>13.06</u>
CRIMINAL CONVICTION	<u>13.07</u>
INAPPROPRIATE CONDUCT / GROUNDS FOR DISCIPLINE	<u>13.08</u>
PROGRESSIVE DISCIPLINE PROGRAM.....	<u>13.09</u>
CONDUCT/PERFORMANCE IMPROVEMENT MEASURES.....	<u>13.10</u>
PRE-DISCIPLINARY CONFERENCE (PDC).....	<u>13.11</u>
APPEALS.....	<u>13.12</u>
SECTION 14: ATTENDANCE CONTROL PLAN	
PURPOSE.....	<u>14.01</u>
AWOL (ABSENT WITHOUT OFFICIAL LEAVE).....	<u>14.02</u>
ATTENDANCE CONTROL PLAN.....	<u>14.03</u>
APPEALS	<u>14.04</u>
SECTION 15: ELECTRONIC EQUIPMENT AND COMMUNICATIONS.....	
ELECTRONIC EQUIPMENT AND COMMUNICATIONS POLICY	<u>15.01</u>
PRIVACY EXPECTATIONS	<u>15.02</u>
SECURITY AND PROPRIETARY INFORMATION	<u>15.03</u>
PROHIBITED USES OF ELECTRONIC EQUIPMENT AND COMMUNICATIONS	<u>15.04</u>
SECTION 16: TRAVEL / DRIVING ON COUNTY BUSINESS.....	
TRAVELING ON COUNTY BUSINESS.....	<u>16.01</u>
SAFETY BELT USAGE.....	<u>16.02</u>
DRIVING ON COUNTY BUSINESS / USE OF COUNTY FLEET VEHICLES.....	<u>16.03</u>

VEHICLE ACCIDENT REPORTING PROCEDURE 16.04

SECTION 17: EMPLOYEE COMPLAINT PROCEDURES.....

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS..... 17.01

FAIR LABOR STANDARDS ACT (FLSA) COMPLAINTS..... 17.02

GENERAL COMPLAINTS..... 17.03

SECTION 18: RECORDS MANAGEMENT

CONFIDENTIAL INFORMATION 18.01

COMPLIANCE WITH RECORDS RETENTION SCHEDULE..... 18.02

PERSONNEL RECORDS 18.03

ELECTRONIC MAIL RECORDS 18.04

COMPLYING WITH REQUESTS TO INSPECT AND COPY COUNTY RECORDS..... 18.05

Section 1: INTRODUCTION / GENERAL INFORMATION

1.01 **Introduction**

Cuyahoga County (“County”) is responsible for providing many vital services to the citizens of Cuyahoga County through its employees. The County expects employees to fulfill their role in providing these services and to perform their job in a professional, fair, honest, and thorough manner. The County expects that employees will strive for excellence in advancing the County’s mission, demonstrating integrity and professional standards.

1.02 **Administration**

All matters relating to the administration of the policies and procedures in this Manual will be under the general supervision of the Director of the Department of Human Resources (“Human Resources”).

Questions regarding interpretation and application of this Manual should be directed to Human Resources.

1.03 **Disclaimer / Reservation of Rights**

The policies and procedures set forth in this Manual supersede all previous written and unwritten County personnel policies. This Manual does not constitute a contract of employment, expressed or implied, and should not be considered as such. Furthermore, this Manual is not a limitation on the County’s right to direct its workforce. Unless restricted by law, the County reserves all rights to manage its workforce. The policies and procedures contained in this Manual do not reflect or represent every conceivable factual situation, but those most often encountered. Situations may differ and will be handled as warranted by the circumstances and at the discretion of the County. The policies and procedures in this Manual are intended to be guidelines to employees and managers. The County retains the right to amend, add to or change the policies and procedures in this Manual at any time.



1.04 **Relationship to Collective Bargaining Agreements**

For employees covered by a collective bargaining agreement, the terms and conditions of the collective bargaining agreement supersede this Manual on any subject covered by the collective bargaining agreement. The subjects covered in this Manual do not diminish the County's management rights and should not in any way be considered a waiver of these rights. Employees should contact their union representative or Human Resources should they have any questions regarding conflicts between your collective bargaining agreement and this Manual.

1.05 **Relationship to Departmental Policy and Procedure Manuals**

The terms and conditions of this Manual supersede any contradictory terms or conditions set forth in any Departmental Policy and Procedure Manual.

1.06 Building Closure Policy

Timesheet Code: AWD

Closing for the Full Day

In the event that it appears necessary to close County Buildings for a complete day, either the evening before or prior to 6:30 a.m. on the day of the proposed closing, the County Executive or designee will authorize the placing of a recording on the County's main number (216) 443-7000 regarding the closing of County Buildings. The recording will also identify the County's 24-hour security number (216) 443-2141. This number will provide person-to-person solutions in unusual cases of emergency.

In addition, arrangements for dissemination of County building status information have been made with local television and radio stations. These announcements can be heard/found on the following radio and television stations/websites:

<u>Television Stations</u>	<u>Radio Stations</u>	<u>Websites</u>
WKYC – TV, Channel 3	WTAM, 1100 AM	www.cuyahogacounty.us
WOIO-TV, Channel 19	WMVX, 106.5 FM	www.wkyc.com
WUAB-TV, Channel 43	WMJI, 105.7 FM	www.wtam.com
WVIZ/PBS, ideastream	WGAR, 99.5 FM	www.wmvx.com
	WAKS, 96.5 FM	www.wmji.com
	WMMS, 100.7 FM	www.wgar.com
	WHLO, 640 AM	www.kisscleveland.com
	WKDD, 98.1 FM	www.wmms.com
	WCRF, 103.3 FM	www.640whlo.com
	WCPN, 90.3 FM	www.wkdd.com
	WCLV, 104.9 FM	www.1350radiofreeohio.com
	Radio Free Ohio, 1350 AM	

The announcement will state “CUYAHOGA COUNTY GOVERNMENT BUILDINGS CLOSED.” In the absence of an announcement, employees should assume the County's buildings are open for operation.

Early Closings / Abbreviated Work Day

Employees will be notified by their respective Department's management should it be necessary to close buildings early because of weather or other emergency. Employees will be instructed by management as to the actual closing time of the building and the proper procedure for completing their timesheet for that day.

“Essential Employees”

Any notice of closing will not apply to “essential employees” (i.e., employees necessary to protect the immediate safety and/or security of person or property for which the County has direct responsibility, or the provision of emergency services which cannot be interrupted.) All elected officials, agency heads, and Department Directors will identify their essential employees and any buildings that must remain open and operating during an emergency building closing.



1.07 **Employee Communications with the Media**

Any news media request for comment (e.g., on-camera interview, interview by a newspaper) shall be referred immediately to the Director of Communications or applicable Department Director and/or designee for official response.

1.08 **Acknowledgement of Receipt**

Employees are required to acknowledge receipt of this Manual (either electronically or in writing) and are required to make themselves familiar with its contents. A copy of each employee's acknowledgement will be retained by Human Resources.



Section 2: CIVIL SERVICE

2.01 **Classification**

Pursuant to the Ohio Revised Code (“Revised Code”), County employees are divided into either unclassified service or classified service.

Unclassified Service

The unclassified service is comprised of the specific positions listed in the Revised Code, which includes, but is not limited to, Department Directors, the clerical and administrative staff of the County Executive, student interns, and temporary employees. All offices and positions in the unclassified service are exempt from civil service examination and have no tenure under the law. Unclassified employees serve at the pleasure of the County.

Classified Service

All other employees are deemed to be classified employees and their employment is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and this Manual.

2.02 **Administrative Rules**

The County has adopted the rules applicable to county government contained in the Ohio Administrative Code Chapter 123 except as they are modified by the Cuyahoga County Administrative Rules.

2.03 **Prior Service**

Employees who have prior service with the County or another political subdivision of the State of Ohio may be eligible for a higher vacation accrual rate or credit for unused accumulated sick leave.

Employees must provide Human Resources with a letter from their former employer(s), on their letterhead, with qualifying start and end dates of employment and with verification of any unused accumulated sick leave. Vacation accrual rates and available sick leave balances shall be adjusted and be effective upon receipt of documentation deemed acceptable by the County.

NOTE: See Section 9.02 for more information on the impact of prior service on vacation accrual rates and Section 9.03 for the impact on sick leave balances.



Section 3: CODE OF ETHICS

3.01 Ethics Policy

It is the policy of the County to carry out its mission in accordance with the strictest ethical guidelines and to ensure that County members and employees conduct themselves in a manner that fosters public confidence in the integrity of the County, its processes, and its accomplishments. Failure to adhere to the standards of ethical conduct may subject an employee to discipline, up to and including removal, pursuant to Section 13 of this Manual as well as criminal prosecution in certain cases.

See complete policy at hr.cuyahogacounty.us. Hard copies are available upon request to Human Resources.



Section 4: **EQUAL EMPLOYMENT OPPORTUNITY**

4.01 **Diversity Statement**

The County recognizes the value of diversity and all the benefits of fostering an inclusive work environment. All County employees should strive to create and support a work environment representative of the citizens we serve and reflective of the demographics of Cuyahoga County.

Diversity represents those human qualities that are different from our own and outside the groups to which we personally belong. Diversity incorporates the primary characteristics of age, ethnicity, gender, physical abilities and challenges, race and sexual orientation. Diversity dimensions also include educational background, geographic location, parental status, military experience, religious beliefs, and social, economic and political affiliation.

4.02 **Affirmative Action Policy**

Through affirmative action, the County seeks to enhance its equal employment opportunity goal and achieve equitable and sufficient representation of protected class members who have traditionally been underrepresented at all levels of employment and specifically where under-utilization exists.

The County shall make good faith efforts to recruit, train, hire, and promote members of these groups at sufficient levels. This includes preventing discrimination in hiring and promoting, providing access to varieties of jobs at all levels of pay and enhancing opportunities for these groups.



4.03 Equal Employment Opportunity Policy

The County is committed to maintaining a professional work environment in which all individuals are treated with respect and dignity. Each employee has the right to work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices, including harassment. It is the policy of the County to assure equal employment opportunities to all persons. The County strictly prohibits discrimination against any person in the recruitment, training, examination, appointment, retention, discipline or any other aspect of personnel administration based on any of the following characteristics (“protected characteristics”):

- Age
- Ancestry
- Disability
- Genetic Information
- Military Status
- National Origin
- Race
- Religion
- Sex / Gender
- Sexual Orientation
- Veteran Status

The County will not condone nor tolerate acts of discrimination and/or harassment, including sexual harassment, by any supervisor or employee under any circumstances. Appropriate corrective action will be taken if any employee is in violation of this policy.

Employees who feel that they have been discriminated against in violation of this Policy should immediately report their complaint in accordance with the County Equal Employment Opportunity Complaint Procedure ([Section 4.05](#)).



4.04 Workplace Harassment Policy

In furtherance of its Equal Employment Opportunity Policy, the County strictly prohibits any form of “workplace harassment”. “Workplace harassment” is defined as:

- Conduct, whether verbal, non-verbal or physical;
- That is based on a person’s protected characteristic (*see* above); and
- Creates an intimidating, hostile or offensive work environment that unreasonably interferes with work or negatively affects an individual’s employment opportunities.

Workplace harassment can occur between co-workers, an employee and a supervisor/manager, or an employee and a non-employee who conducts business with the County.

Sexual Harassment

The County’s prohibition against “workplace harassment” includes a zero tolerance policy prohibiting sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature that takes place under either of the following conditions:

- Submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in decisions affecting hiring, evaluation, promotion, pay increases, termination or other aspects of employment; or
- This conduct substantially interferes with an individual’s employment or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to:

- Unwanted sexual advances;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Repeated sexual jokes, flirtations, advances or propositions;
- Verbal abuse of a sexual nature - graphic, verbal commentary about an individuals’ body, sexual prowess or sexual nature;
- Whistling or leering;
- Touching, pinching or assault;
- Coerced sexual acts;
- Suggestive insulting, obscene comments or gestures; and
- Display in the workplace of sexually suggestive objects, pictures or written material.

All forms of workplace harassment are unacceptable in the workplace itself and by any employee, in any setting involving business and outside the workplace, including but not limited to, other work-related settings such as business trips, holiday parties, office picnics and County approved events which employees attend.

Employees who feel that they have been subjected to harassment in violation of this Policy should immediately report their complaint in accordance with the County Equal Employment Opportunity Complaint Procedure (Section 4.05).



4.05 Equal Employment Opportunity Complaint Procedure

Employees who feel that they have been subject to discrimination or harassment in violation of the policies set forth in this Manual should immediately report their complaint in accordance with the procedure in this section. An employee or applicant wishing to file a discrimination, harassment, and/or retaliation complaint should contact Human Resources at (216) 443-7190 or TTY (216) 443-7002.

Employees may also contact their immediate supervisor or their Department Director if they so choose. The supervisor or Director will then refer the matter to Human Resources.

If, after initial review of the complaint, it is determined that the complaint involves equal employment opportunity issues, Human Resources will initiate a thorough investigation into the complaint to determine whether there has been a violation of the Equal Employment Opportunity Policy, Workplace Harassment Policy, and/or Anti-Retaliation Policy. The investigation by Human Resources may include:

- Interviews of the complainant, the charged party and any other relevant witnesses;
- Requests for written statements by the complainant, the charged party and any other relevant witnesses; and
- Review of relevant documentation and personnel files.

Efforts will be made to complete the investigation in a prompt manner. The length of the investigation will vary based on the circumstances surrounding the investigation.

Information obtained in the course of investigations will remain confidential to the extent required by law. Information will be kept confidential unless disclosure is required to further the investigation or unless the County is required to release such information as a result of judicial, administrative or grievance proceedings or under the Ohio Public Records Law.

After obtaining and reviewing all necessary information, Human Resources will issue a determination as to whether there is probable cause to believe that the charged party has violated any of the County's equal employment opportunity policies. The complainant and the charged party will be informed in writing of the determination.

If Human Resources finds that there is probable cause, Human Resources, in consultation with Department management, will determine the appropriate corrective action to remedy the violation. Corrective action for violations of County Equal Employment Opportunity, Workplace Harassment, and Retaliation Policies, includes, but is not limited to:

- Discipline, up to and including removal, of the charged party pursuant to the County Discipline Policy ([Section 13](#));
- Mediation referral ([Section 7.08](#));
- Training ([Section 13.10](#)); and/or
- Administrative transfers of employees to separate certain individuals.

Section 4.05



4.06 Anti-Retaliation Policy

The County strictly prohibits retaliatory action against an individual who opposes discrimination and/or harassment.

“Opposing discrimination and/or harassment” may include, but is not necessarily limited to:

- Filing a charge of discrimination or harassment;
- Cooperating with an internal or external investigation of alleged discrimination or harassment;
- Complaining to anyone about alleged discrimination against oneself or others;
- Threatening to file a charge of discrimination or harassment;
- Refusing to obey an order reasonably believed to be discriminatory;
- Picketing in opposition to discrimination; or
- Requesting a reasonable accommodation based on religion or disability.

“Retaliatory action” may include, but is not necessarily limited to:

- Employment actions, such as termination, refusal to hire and denial of promotions;
- Other actions affecting employment such as threats, unjustified negative evaluations, unjustified negative references or increased surveillance; or
- Any other action such as an assault or unfounded civil or criminal charges that is likely to deter reasonable people from pursuing their rights.

Any action that is perceived to be retaliatory against an individual should be immediately reported in accordance with the County Equal Employment Opportunity Complaint Procedure (Section 4.05).

Section 4.06

4.07 The Americans With Disabilities Act (“ADA”)

Cuyahoga County
Department of Human Resources



Policies and Procedures Manual

Last Revised: xx/xx/xx

The County, in accordance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990 (“ADA”), seeks to assure its employees that no individual will be discriminated against in a county workplace due to a disability. Under the ADA, the term disability means: "(a) A physical or mental impairment that substantially limits one or more major life activities of an individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment." Simply having a disability does not ensure ADA coverage.

An “ADA Reasonable Accommodation” may be provided to qualified employees. What constitutes a reasonable accommodation will vary from case to case depending on the needs of the position and of the qualified employee. There is no guarantee that a reasonable accommodation will exist for every situation.

The County seeks to ensure that individuals with a disability are hired and retained, and have reasonable access to County owned and leased facilities, as well as facilities occupied by providers under contract with the County to provide services.

ADA Reasonable Accommodation Request Procedure

The County’s ADA Reasonable Accommodation Request Procedure serves to verify the existence of a disability and the need for an accommodation in testing, program accessibility, or employment.

To request an ADA accommodation, the employee is required to contact Human Resources (216-443-7190) to request a copy of the required forms. The forms need to be returned to Human Resources, who will then contact the medical provider for verification of disability information provided by the employee.

Upon receipt of the required medical information, Human Resources will engage the employee in an interactive process to:

- Ascertain the individual's precise job-related limitations and how they can be overcome with reasonable accommodation; and
- To identify potential accommodations and assess the effectiveness of each.

Human Resources, with input from the employee, department management and other necessary professionals, will determine whether or not a reasonable accommodation may be fashioned, and whenever possible, will recommend an appropriate accommodation. The appropriate accommodation need not be the one desired by the employee.

Human Resources will forward a copy of their recommendation(s) to the Department Director. Once the Director approves the recommendation, Human Resources will then inform the employee. The Employment Relations Division will monitor the situation to ensure that the agreed upon accommodation is achieved and maintained as long as required. **Section 4.07**

4.08 Religious Accommodation



In accordance with federal and state laws and County policy, the County prohibits discrimination on the basis of religion. The County provides reasonable accommodations for sincerely held religious beliefs and/or practices unless doing so would impose an undue hardship on the County. A reasonable religious accommodation is an adjustment to the work environment that will allow an employee to comply with his or her religious beliefs. An employee seeking a reasonable religious accommodation should initially approach their immediate supervisor to discuss their request. If the employee is not satisfied with their supervisor's response, the employee can forward their request to Human Resources for review. Human Resources will respond to the employee's request within a reasonable time.

Section 4.08



Section 5:

EMPLOYMENT WITH THE COUNTY

5.01 **Application**

All persons applying for original appointment to a position under the County shall complete and file with Human Resources an “Employment Application Form”.

No applicant shall be required to disclose their religious or political affiliation or racial or ethnic origin, except as necessary to gather equal employment opportunity or other statistics that, when collected, will not identify any specific individual.

5.02 **Examinations**

Appointments and promotions for positions in the classified service are made according to merit and fitness, which are evaluated through competitive examinations and/or other appropriate mechanisms as determined by the Director of Human Resources. An examination may include an evaluation of such factors as education, training, capacity, knowledge, manual dexterity, and physical or psychological fitness. An examination may involve structured interviews, assessment centers, work simulations, examination of knowledge, skills and abilities, and any other acceptable testing methods.

5.03 **Employment Eligibility Verification**

In accordance with the Immigration Reform and Control Act of 1986, the County is committed to employ only United States citizens and aliens lawfully authorized to work in the United States.

Employees hired after June 1, 1987, are required to complete Section 1 of Form I-9 Employment Eligibility Verification and present documentation within three working days to Human Resources to verify identity and employment eligibility.

Human Resources shall examine the documentation and, if satisfied, shall complete Section 2 of Form I-9 to record information. The completed Form I-9 shall be retained for three years or for one year past the employment of the individual, whichever is longer.



5.04 Applicant Drug Testing

All final applicants tentatively offered a position under the County will be required to submit to urinalysis to test for illegal drug use prior to final appointment. An applicant with a positive test may not be offered employment for a period of one (1) year from the date of the positive test. Applicants shall have an opportunity to submit medical documentation of legally prescribed medications which may explain a positive test result.

NOTE: See Section 7.04 for more information on County drug/alcohol testing policies and procedures.

5.05 Criminal Background Check

All outside applicants for employment may be required to submit to fingerprinting for a criminal background check. A criminal background check may also be required for current employees who are applying for certain types of positions under the County (e.g., positions working with children or seniors). The County in its discretion may also periodically conduct criminal background checks of current employees.

In addition to the performance of a criminal background check, all applicants for employment are required to disclose whether they have been convicted of any of the following crimes:

- Felonies (or under arrest for crime punishable as a felony);
- Crimes involving dishonesty, fraud, or theft (e.g., forgery, burglary, robbery, credit card fraud, perjury, bribery, tax evasion);
- Crimes of moral turpitude (e.g., sex offenses, pandering, prostitution, importuning, public indecency);

NOTE: Current employees are required to disclose if they are arrested for certain crimes. See Section 13.07.

Conviction of a crime or a history of criminal convictions may prevent an applicant from being offered employment. Determination of such action will be based on an analysis of the responsibilities of the position and the nature and time frame of the conviction. Current employees may also be subject to discipline, up to and including removal, pursuant to Section 13 of this Manual, if a background check reveals a criminal conviction.



5.06 New Hire Orientation / ID Badges

All newly appointed employees are required to attend a general County employee orientation. Newly appointed employees may also be required to attend additional employee orientations as required by their respective department.

New employees will receive an identification badge from the County at no cost. Employees are required to wear their identification badges at all times while on County property or County business. It is the responsibility of the employee to contact their supervisor immediately if an identification badge is lost, stolen or damaged. Employees are required to request a new badge within five (5) working days. Employees will be charged a replacement fee to obtain a new badge. Non-compliance with this Section could subject the employee to disciplinary action under Section 13 of this Manual.



5.07 **New-Hire Probationary Period**

All newly appointed employees to a non-bargaining, full or part-time classified position shall be required to successfully complete a probationary period of no less than one hundred eighty (180) calendar days, with its effective date beginning the date of appointment. No appointment is final until the employee has satisfactorily served the probationary period. A probationary employee may be removed or reduced at any time during the probationary period when, in the sole judgment of the County, the employee's fitness and/or quality of work are not such as to merit continuation in the position. A probationary employee has no right to appeal the removal or reduction under the Revised Code.

NOTE: The length of a probationary period for a part-time employee shall be determined in accordance with Ohio Administrative Code Section 123:1-19-04.

A longer probationary period, not in excess of one (1) year, may be established for specific job classifications. The Director of Human Resources may extend an employee's probationary period to allow additional time to review the employee's performance. No extension may be granted, however, if the extension would cause the total probationary period to exceed one (1) year.

Probationary employees will be evaluated with respect to performance efficiency twice during their probationary period. The first performance evaluation will be completed within thirty (30) days of the conclusion of the first half of the probationary period. The second evaluation will be completed within thirty days of completion of the probationary period, unless the employee is given a probationary removal or reduction, in which case the final evaluation will be made at the time of the removal or reduction. The final probationary evaluation shall state whether the employee is to be retained, removed or reduced.

The following time shall not be counted as part of the probationary period:

- Days spent on any unpaid leave of absence; or
- Days spent on a paid leave of absence for more than five (5) consecutive working days.

The employee's probationary period shall be extended by a number of days equal to the number of days that are not counted as part of the probationary period. For example, an employee who misses 10 consecutive working days on paid sick leave will have their probationary period automatically extended for 10 working days.

NOTE: Probationary periods and probationary evaluation requirements for bargaining unit employees are set forth in each applicable collective bargaining agreement.



5.08 Performance Evaluation

Performance evaluations are an opportunity for management to assess work performance of employees and to provide them with instructive feedback. Classified employees will be evaluated with respect to performance efficiency on a schedule determined by the Director of Human resources. Each evaluation shall measure the employee's performance for the year immediately preceding the evaluation date.

Each employee will be evaluated by their immediate supervisor. Upon completion of their evaluation, the evaluator shall prepare a Performance Evaluation Form and review it with the employee. The employee shall sign the evaluation to indicate that he or she has received a copy of the completed form. The employee's signature on the form does not indicate agreement with its contents; it merely acknowledges receipt of the form. Refusal of the employee to sign the form shall constitute waiver of the employee's appeal rights outlined below.

Employees who disagree with their performance evaluation are entitled to prepare a rebuttal statement that will be attached to their evaluation prior to placement in the employee's personnel file.

NOTE: Bargaining unit employees should refer to their collective bargaining agreement for information on performance evaluations.



5.09 Non-Bargaining Position Audits

Non-probationary, non-bargaining, classified employees who believe that their duties have changed significantly and feel that their classification is no longer appropriate may request a position audit.

An employee wishing to initiate a position audit shall submit their request in writing to the Director of Human Resources. Upon receipt of the employee's request, Human Resources shall forward a Comprehensive Position Questionnaire (CPQ) to the employee for completion. The CPQ will be accompanied by a cover letter and instructions for completing the CPQ. The cover letter will also be sent to the employee's Department Director.

The employee shall return the completed CPQ forms to Human Resources within thirty (30) days of receipt. The employee may request in writing to the Director of Human Resources a **onetime** extension of time in which to complete the CPQ. The deadline, however, may not be extended beyond thirty (30) days after the original due date.

Human Resources will review all submitted information and will make a determination as to the appropriate classification. To meet the classification criteria, an employee must perform the mandatory duties stated in the classification function at least 20% of the time. Prior to rendering a decision on the position audit request, Human Resources reserves the right to conduct an on-site audit. Upon completion of their review, Human Resources will send results of the position audit to the employee by certified mail to the address listed on the employee's Request for Position Audit Form with a copy to the Department Director. The employee has the right to appeal the decision rendered by Human Resources. This must be done in writing to the Cuyahoga County Human Resources Commission (HRC) within thirty (30) days of receipt of the letter of notification from Human Resources.

NOTE: Employees may lose their appeal rights if their own negligence caused them to fail to receive the position audit decision from Human Resources (i.e., failure to list correct mailing address on Request for Position Audit Form or failure to sign for the certified letter).

If the position audit results in the employee being reassigned to a classification in a higher pay range, the employee's rate of pay shall be adjusted to either the minimum of the new pay range or to the lowest step in the range which will reflect an increase of at least 5%, whichever is the greater increase.

If the position audit results in the employee being reassigned to a classification in a lower pay range, the employee's rate of pay may be reduced.

If the position audit results in no change in the employee's classification, but a change in the pay range assignment of the classification, the employee will be adjusted to the same step in the new pay range. *Section 5.09 (1)*



If the position audit results in the employee being reassigned to a classification in a higher pay range, any salary adjustment will be computed retroactive to the beginning of the first pay period following the date that the written request for the position audit was received by Human Resources. If the position audit results in the creation of a new classification and/or pay range, any salary adjustment will be effective the first pay period following approval of the new classification and/or pay range by the County (i.e., not retroactive).

If, after conducting a position audit on an employee, Human Resources becomes aware of similarly situated employees, it will reassign the other employees, effective the beginning of the first pay period following the date that the decision was rendered on behalf of the employee that had requested the audit. Similarly situated employees will not be entitled to retroactive pay increases.

An employee may withdraw the request for a position audit at any time prior to a decision being rendered. An employee may not request a position audit more than once in a twelve-month (12) rolling period unless documentation acceptable to the Director of Human Resources is provided at the time of the second request that the job has substantially changed since the date of the completion of the previous audit.

An employee who has received a classification change pursuant to this Section is not required to serve a new probationary period.

NOTE: Bargaining unit employees should refer to their collective bargaining agreement for information on position audits.

Section 5.09 (2)



5.10 **Promotion**

Promotions for positions in the classified service shall be made according to merit and fitness. Competitive examinations or other appropriate mechanisms to determine merit and fitness shall be utilized unless deemed impracticable by the Director of Human Resources.

Whenever a current employee is selected to fill a position which is in a higher pay range, the employee will be adjusted to the minimum of the new pay range, or be placed on a step in the higher pay range that reflects at least a five percent (5%) increase in his or her salary, whichever is greater. At no time will an employee be eligible for promotion while serving a probationary period.

5.11 **Promotional Probationary Period**

All newly promoted classified employees shall be required to successfully complete a probationary period of one hundred eighty (180) days. The promotional probationary period follows the same procedures as the New Employee Probationary Period (Section 5.07) with regard to extension of the period, applicability of time spent on unpaid leave of absence and evaluation. No promotion is final until the employee has served the probationary period.

If an employee accepts a promotion and is found to be unsatisfactory in the advanced position, the employee shall be returned to the position from which the employee was promoted or to a similar position. Upon such return, the employee's salary shall be the same that the employee was receiving prior to promotion, except for changes in pay range that may have occurred or any step increase to which the employee would have been entitled in the lower classification.

Any employee failing a promotional probationary period shall have the right to appeal through the Employee Complaint Procedure (Section 17.03) within five days following issuance of notice of failure of probationary period. A probationary employee, however, has no right to appeal the removal or reduction under the Revised Code.

5.12 **Temporary Working Level (TWL)**

A TWL pay adjustment may be granted when an employee is temporarily assigned a significant amount of the duties of a position with a higher pay range for a minimum of a two (2) week period, but not to exceed one (1) year.

The employee must meet the minimum requirements for the position in the higher pay range to be granted a TWL pay adjustment. An employee that is granted a TWL pay adjustment will be placed on a step that reflects at least a 5% increase in his or her salary, or the lowest step in the higher pay range, whichever is greater.



5.13 Lateral Class Change

A lateral classification change involves the movement of an employee, with the employee's consent, from one classification to another classification that is assigned to the same pay range or to a pay range in which the step one rate is the same as the step one rate as the classification from which the employee moves. An employee who accepts a lateral classification change will not have their pay adjusted and will not be subject to a probationary period.

NOTE: The filing of a Request for Position Audit (Section 5.10) constitutes the employee's consent to a lateral classification change should that be the ultimate decision at the end of the position audit process.

5.14 Demotion

A demotion is a reduction in rank or position to a classification which carries a lower salary range than that previously held. A demotion shall only be made for one or more of the offenses set forth in Section 13.08 of this Manual, except when the employee voluntarily agrees to a demotion in writing.

An employee who is demoted will be placed on a step in the lower pay range which reflects at least a 5% decrease in salary or be adjusted to the maximum of the pay range of the new position, whichever is the greater reduction in salary.

5.15 Reduction

"Reduction" means a change of the classification held by an employee to one having a lower base pay range, a change to lower step within a salary range with an accompanying diminution in compensation, or any decrease in compensation for an employee. A reduction shall only be made for one or more of the offenses set forth in the Section 13.08 of this Manual, except when the employee voluntarily agrees to a reduction in writing.



5.16 Resignation - Voluntary Termination of Employment

An employee may resign his or her employment with the County by submitting sufficient notice to the Department of Human Resources. Upon receipt of an employee's notice of Resignation, the Director of Human Resources will confirm acceptance of the employee's resignation to the employee in writing. A resignation notice may not be rescinded by an employee after acceptance by the Director, unless, in their sole discretion, the County accepts the employee's request to rescind.

Employees are requested, where possible, to provide fourteen (14) days advance written notice of their intended resignation.

5.17 Removal – Involuntary Termination of Employment

Removal is an involuntary termination of County employment. A removal shall only be made for one or more of the offenses set forth in Section 13.08 of this Manual. Employees who are removed may appeal the removal to the HRC or in accordance with the terms of their collective bargaining agreement (See Section 13.12 of this Manual for more information regarding an employee's right to appeal a removal action.)

5.18 Layoffs

County employees in the classified service may be laid off whenever a reduction in force is necessary due one or more of the following reasons:

- Lack of funds;
- Lack of work; or
- The abolishment of positions as a result of reorganization for the efficient operation of the County, for reasons of economy, or for lack of work.

Whenever it becomes necessary for the County to reduce its workforce, the County shall lay off employees or abolish their positions in accordance with the Revised Code and the administrative rules promulgated thereunder. Employees should refer to the applicable Ohio Revised Code and Ohio Administrative Code sections for detailed information regarding retention points, order of layoff, displacement rights and reinstatement rights.

NOTE: Bargaining employees should refer to their respective collective bargaining agreement for information regarding to layoffs.



5.19 Disability Separation

An employee who is unable to perform the essential job duties of his or her position due to a disabling illness, injury or condition may be disability separated. A disability separation may be voluntary or involuntary.

Eligibility

An employee is eligible for disability separation if both of the following conditions are met:

1. The employee is unable to perform the essential job duties of his or her position due to a disabling illness injury or condition; and
2. The employee has exhausted all of his or her paid sick leave and applicable unpaid leave.

When the employee does not dispute his or her inability to perform the essential job duties of his or her position due to a disabling illness, injury or condition, the disability separation process is considered “**voluntary**” and the following conditions apply:

- The County may grant the employee’s request for voluntary disability separation or may require the employee to submit to a medical or psychological fitness for duty examination with a physician chosen by the County. If the examination supports the employee’s request, the County shall grant the employee’s request. If the medical examination does not support the employee’s request, the County will not approve the request.
- An employee who is granted a voluntary disability separation waives his or her right to a pre-separation hearing and to any appeal of the decision to approve his or her request.
- An employee who is granted a voluntary disability separation shall retain the right to be reinstated to his or her position for two (2) years from the date that the employee is no longer in active work status due to a disabling illness, injury or condition. An employee may submit a written request for reinstatement from a voluntary disability in accordance with the procedure established below.

When there is a dispute between the County and the employee as to the employee’s ability to perform the essential job duties of his or her position, the disability separation process is considered “**involuntary**” and the following conditions apply:

- The County must have substantial credible medical evidence of an employee’s disabling illness, injury or condition (e.g., a fitness for duty examination finding the employee unfit for duty).
- The County must determine that the employee is unable to perform any of his or her essential job duties.
- The County will institute a hearing prior to involuntarily disability separating an employee. The employee shall be provided written notice at least seventy two (72) hours in advance of the hearing. If the employee does not waive his or her right to the hearing in writing, the hearing shall go forward and the employee has the right to examine the County’s evidence of disability, to rebut that evidence, and to present testimony and evidence on his or her own behalf.



- If the County determines, after weighing the testimony presented and evidence admitted at the pre-separation hearing, that the employee is unable to perform his or her essential job duties, then the County shall issue an involuntary disability separation order.
- An involuntarily disability separated employee shall have the right to appeal in writing to HRC within ten (10) days following the date the order is served.
- An employee shall have the right to request reinstatement to his or her position for two (2) years from the date of separation.

Reinstatement

An employee on disability separation may make a written request to the County for reinstatement from the separation. An employee may not make a first request for reinstatement until three (3) months from the date the employee was no longer in active work status. The County shall notify the employee of its decision to approve or deny the reinstatement request no later than sixty (60) days after it receives the employee's written request. The employee shall not make subsequent requests for reinstatement more than once every three (3) months from the date the employee is notified of a reinstatement denial.

An employee is not eligible for reinstatement if the request occurs later than two (2) years from the date that the employee was no longer in active work status due to the disabling illness, injury or condition.

NOTE: For purposes of reinstatement under this Section, the date of separation is the date in which the employee was no longer performing active work status due to the disabling illness, injury or condition. If an employee attempts to return to work but fails to perform the essential job duties for six (6) consecutive months, the employee's effective date of separation does not change.

An employee's request for reinstatement shall be accompanied by substantial, credible medical evidence that the employee is once again capable of performing the employee's essential job duties. Upon receipt of this evidence, the County shall either reinstate the employee or require the employee to submit to a medical or psychological fitness for duty examination. If the County determines that the employee is unable to perform his or her essential job duties, the County will institute a pre-reinstatement hearing.

An employee shall be provided written notice at least seventy two (72) hours in advance of the pre-reinstatement hearing. If the employee does not waive the right to the hearing, then at the hearing the employee has a right to examine the County's evidence of continuing disability, to rebut that evidence, and to present testimony and evidence on his or her own behalf.

If the County finds the employee incapable of performing essential duties, the County will not reinstate the employee. The employee will be notified of this decision in writing and shall have the right to appeal in writing to HRC within thirty (30) days of receiving the decision.



If the County determines that the employee is to be reinstated, the employee has a right to be assigned to a position in the classification the employee held at the time of disability separation. If the classification the employee held at the time of disability separation no longer exists or is no longer utilized by the County, the employee shall be placed in a similar classification. If no similar classification exists, or if the employee no longer meets the minimum qualifications, the employee may be laid off in accordance with the Ohio Revised Code or in accordance with an applicable collective bargaining agreement.

County employees who are unable to perform the essential job duties of his or her position on a permanent basis due to a disabling illness, injury or medical condition, may be eligible for disability retirement through OPERS. Employees must contact OPERS to initiate the disability retirement process. If the employee has been granted disability benefits by OPERS, the reinstatement requirements of this Section may apply for up to five years.

NOTE: If the employee has been granted disability benefits by OPERS, the reinstatement requirements of this Section may apply for up to five years. *See* Section 5.20 of this Manual for more details.



5.20 Disability Retirement

County employees who are unable to perform the essential job duties of his or her position on a permanent basis due to a disabling illness, injury or medical condition, may be eligible for disability retirement through OPERS. Employees must contact OPERS to initiate the disability retirement process. Contact information for OPERS can be found in Section 11.06 of this Manual.



Section 6: **WORKWEEK AND HOURS / PAYROLL**

6.01 Compliance with the Fair Labor Standards Act (FLSA)

The FLSA is a federal law which requires that certain employees be paid at least the federal minimum wage for all hours worked and overtime for all hours worked over forty (40) hours in a workweek. It is County policy to comply with all requirements of the FLSA. In accordance with this policy, all positions with the County are categorized as either “non-exempt” or “exempt” based on the nature of the positions:

- **Non-Exempt Employees** – Non-exempt employees receive compensatory time or overtime for time worked beyond forty (40) hours in a workweek.
- **Exempt Employees** – Exempt employees do not receive compensatory time or overtime for time worked beyond forty (40) hours in a workweek. Subject to the provisions of 6.08 of this Manual, however, exempt employees may be eligible to receive exchange time for time worked beyond (40) hours.

An employee who believes that he or she has been improperly categorized as exempt or his or her paycheck has been improperly docked may file a complaint in accordance with the County FLSA Complaint Process ([Section 17.02](#)). If the County determines that the employee has been improperly categorized or docked, the employee will be re-categorized and/or reimbursed.



6.02 Attendance Records

Human Resources utilizes two methods for capturing time worked by employees: (1) timesheets – including paper and electronic forms; and (2) automated time recording system. The following attendance records policies and procedures are established pursuant to principles of public accountability. Attendance records are public records.

Each employee is generally required to record or clock his or her time at the moment of arriving to commence work and departing for the workday. Supervisors will arrange for a sign in/out procedure to be in place for all employees who are required to report directly to a worksite away from the location where the normal sign in/out procedure takes place. The employee, however, is solely responsible for accurately completing and signing his or her own timesheet.

Falsification of a timesheet is grounds for discipline, up to and including removal.

Employees who do not report to work on time are in violation of the Attendance Control Policy (Section 14.03). When an employee is tardy without approved leave (i.e., sick/vacation/FMLA), the time taken will be without pay and will be cumulative toward the employee AWOL hours (*see* Section 14.02).



6.03 Timesheet Recordkeeping

Timesheets (paper or electronic) are to be used to record reasons for absences and additional hours worked which qualify for overtime, compensatory time and/or exchange time. Timesheets will include the following codes for all the various possibilities for absences:

Reason for Absence	Timesheet Code	Policy Manual Section
Abbreviated Work Day	AWD	1.06
Absent w/out Official Leave	AWOL	14.02
Compensatory Time Leave	CT	9.04
Court/Jury Duty/HRC Leave	CL	9.07
Exchange Time Leave	ET	9.05
Extended Unpaid Sick/Medical Leave	LOA	9.09
FMLA Leave	FMLA	8
Holiday	H	6.09
Holiday w/out Pay	HX	N/A
Leave Donation	SLD	9.08
New-Hire Administrative Leave	ALX	9.09
Paid Administrative Leave	AL	13.09
Paid Military Leave	ML	10.01
Personal Day	PD	N/A
Personal Leave of Absence	LOA	9.09
Sick Leave	S	9.03/9.06
Suspension w/out Pay	SUSX	13.09
Suspension w/Pay	SUS	13.09
Unpaid Military Leave	MLX	10.02
Vacation Leave	V	9.02
Voluntary Work Reduction	VWR	6.06
Worker's Compensation Leave w/out Pay	WCX	12.04

Each employee is responsible for ensuring that the employee has adequate available leave time when requesting/claiming leave time on his or her timesheet. Employees who claim leave time that they do not have will be considered AWOL for the claimed period of time (See Section 14.02).

Employees shall adhere to the following procedure for accurately completing their timesheet:

- Accurately record the time they **began work and the time that they ended working** for each regular working day;
- Determine the number of hours and minutes worked each day (only if utilizing paper timesheet);
- Convert the time worked or time off to a decimal (only if utilizing paper timesheet);



- If time worked is less than the scheduled workday, note the hours off and indicate the reason for the absence (only if utilizing paper timesheet);
- Add the weekly regular, overtime, compensatory and exchange hours for each week to reflect in the breakdown of hours worked on the timesheet (only if utilizing paper timesheet); and
- Sign or electronically submit the timesheet to indicate their confirmation of the times noted as the arrival and departure for each day.

The sum of work time, authorized leave and time without pay shall not exceed the amount of time an employee would have been regularly scheduled to work in any day, unless overtime/compensatory time/exchange time was required and authorized by the supervisor/department head.

Upon the validation of the timesheet by the employee, the supervisor shall review the timesheet to certify that the employee rendered the time indicated on the timesheet. Supervisors are accountable for their employees' whereabouts at all times. If the supervisor is satisfied that the employee's timesheet accurately reflects the employee's attendance for the week, the supervisor shall sign or electronically submit the timesheet to reflect the authorization of hours to be paid.

Upon the completion and validation of timesheets, the supervisor (or designee) must ensure that signatures by each employee and the supervisor are included. All completed timesheets must be forwarded on a weekly basis to the appropriate payroll administrator for record keeping and processing.

Falsification of a timesheet by an employee or a supervisor is a violation of the County's Discipline Policy (Section 13), which may result in disciplinary action, up to and including removal from County employment.



6.04 Automated Time Recordkeeping

The second method for time recording utilized by the County is by automated time recording mechanism (e.g., Timelink). The automated payroll system is a precise measure of time and attendance which is based upon keypunches and/or card swipes. No grace period exists for employees who utilize the automated time recording mechanism. Therefore, should an employee key or swipe in after their scheduled time to work or before their scheduled shift ends, the system will note the late arrival or early departure and accordingly dock the earnings of the employee.

Employees who utilize the automated time recording mechanism must do so at their assigned worksite. It is the responsibility of each employee to punch in at the start of the shift and out at the conclusion of the shift. Early arrivals and late departures will not be counted as overtime unless previously approved by a supervisor.

Under no circumstances may an employee swipe/key another employee in at the beginning of a shift or out for the end of a shift. Violation of this provision may result in disciplinary action, up to and including removal.



6.05 Standard Workweek and Hours

The normal workweek for full-time County employees is five (5) days per week, usually Monday through Friday. The normal workday is from 8:30 a.m. to 4:30 p.m., with a paid lunch period in accordance with Section 6.07 of this Manual. The normal workweek and standard hours of work may vary based on operation needs, and/or in cases of 7-day/24-hour-a-day operations or in situations covered by a collective bargaining agreement.

NOTE: A non-exempt employee may not work beyond the standard hours of work so as to exceed the normal forty-hour workweek without prior authorization by the employee's supervisor.

In the case of unexcused absences or absence without approved leave, the time missed will be without pay and will be recorded as AWOL pursuant to Section 14.02.



6.06 Flextime / Reduced Work Hours

Department Directors, in their sole discretion, may authorize employees to participate in flextime. Those authorized to participate in flextime are required to comply with all other policies and procedures, including, but not limited to, the requirements of this Section and the Attendance Control Policy (Section 14). Participation in flextime does not eliminate any of the work rule requirements mandated in this Manual. Department Directors, in their sole discretion, may revoke the offer of flextime at any time.

NOTE: No flextime options permit employees to work before 7:00 a.m. or beyond 6:00 p.m. unless absolutely necessary for County operations.

Flextime Options

OPTION A – Core Hours

- Permits employees to choose, on a day to day basis, a work schedule beginning as early as 7:00 a.m. and as late as 10:00 a.m.
- An employee’s workday will end eight (8) hours from the time they arrive.
- All employees are required to be present during the “core hours” of 10:00 a.m. to 3:00 p.m.

OPTION B – Four (4) Day Work Week

- Permits employees to work four (4) ten (10) hour days.
- Directors and Division Managers are excluded from participation in this Option.
- Department heads may select from three different plans for reallocating the number of workdays from five (5) to four (4) days:
 - **Plan 1** – Department as a whole operates four days. All employees are scheduled to work the same days (i.e., Monday through Thursday; Tuesday through Friday or Thursday through Sunday).
 - **Plan 2** – Department operates five (5) days a week with each employee working only four days – days off are staggered among teams of employees.
 - **Plan 3** – Department operates seven days a week, each employee working four days – schedule alternates as necessary.
- Holiday Scheduling – Employees on the four (4) day work week will revert to a five (5) day, eight (8) hour schedule during each week in which a holiday occurs

OPTION C – Selected Daily Work Hours

- Employee may select a different number of work hours each day.
- Total selected hours must equal forty (40) hours each workweek.
- No less than five (5) hours or more than ten (10) hours may be worked in one day.
- This plan may include Saturday as a workday.
- Holiday Scheduling – Employees who are on selected daily work hours will revert to a five (5) day, eight (8) hour schedule during each week in which a holiday occurs.



Voluntary Work Reduction

Timesheet Code: **VWR**

Department Directors, in their sole discretion, may authorize employees to participate in a voluntary work reduction program. A voluntary work reduction involves a decrease in an employee's amount of hours worked. Those authorized to participate in a voluntary work reduction program are required to comply with all other policies and procedures, including, but not limited to, the requirements of this Section and the Attendance Control Policy (Section 14). Participation in a voluntary work reduction program does not eliminate any of the work rule requirements mandated in this Manual. The Department Director, in their sole discretion, may revoke the offer of a voluntary work reduction program at any time.

NOTE: Exempt employees who participate in a voluntary work reduction program shall not be eligible to accumulate exchange time.

Cost Savings Days

In their sole discretion, the County may establish mandatory or voluntary cost savings programs in accordance with the authority granted by the Revised Code. A cost savings program involves the taking of unpaid cost savings days ("furlough days") by County employees.



6.07 Lunch / Breaks

Unless otherwise specified in a collective bargaining agreement, County employees will receive a one-hour paid lunch period. In addition, County employees may receive two paid rest breaks of fifteen (15) minutes in duration. All rest breaks and lunch periods are to be scheduled by the employee's immediate supervisor based on the operational needs of their unit and in accordance with the following provisions:

- One rest break shall be taken in the first half of the work day and one shall be taken in the second half of the work day;
- Rest breaks shall not abut the end or beginning of the lunch period;
- Rest breaks and lunch periods cannot be used to make-up tardiness or quitting early. For example, an employee who is scheduled to end his or her day at 4:30 may not leave for the day at 3:30 p.m. and take his or her lunch from 3:30 to 4:30 p.m.; and
- An employee must return to work after a lunch period for that period to be considered a lunch period. For example, an employee may not take his or her lunch period from 12 p.m. to 1 p.m. and then take sick leave from 1 p.m. until the end of the day. The employee will be required to use his or her own leave time to cover the period from 12 p.m. to 1 p.m. If, however, the employee only used sick leave from 1 p.m. until 2 p.m. and returned to work for the remainder of the day, the 12 p.m. to 1 p.m. period would be considered a proper lunch period.



6.08 Overtime, Compensatory Time and Exchange Time (Accrual)

The accrual and use (See Sections 9.04 and 9.05) of all overtime/compensatory time/exchange time must be prior approved by an employee's supervisor.

Employees are not permitted to accrue or use compensatory time or exchange time without prior approval by the employee's supervisor

Compensatory Time / Overtime

In accordance with Section 6.01 of this Manual, employees in non-exempt positions who **are required to or are granted prior authorization** to work beyond forty (40) hours in a work week shall accrue compensatory time at a rate of one and one-half (1 ½) hours for every hour worked beyond forty (40) hours. **It is incumbent upon management (including front-line supervisors) to direct their unit operations and/or employee workload so that non-exempt employees do not perform unscheduled work that results in overtime or compensatory time liability.** It is the duty of unit management to exercise control so that work is not performed by non-exempt employees outside of their normal scheduled work hours unless the additional work time has been authorized.

To avoid overtime or compensatory time liability, a supervisor may direct a "temporary schedule change" within the same workweek so that a non-exempt employee's hours in a paid status within the workweek do not exceed forty hours. For example: Employee (a non-exempt employee) has a typical M-F, 8:30 - 4:30 schedule. The supervisor asks Employee to stay 2 hours late on Wednesday to finish a critical project. If Employee works the remainder of the standard work schedule through the end of the week, Employee will have worked 42 hours, and shall be entitled to overtime or compensatory time for the additional 2 hours. To avoid the overtime or compensatory time liability, the supervisor may direct Employee to work two fewer hours on Thursday or Friday of the same week to maintain the employee's work week at the standard forty hours. **The extra time worked and the reduced work hours must be within the same week (Sunday to Saturday) in order for a temporary schedule change to be effective to avoid unnecessary overtime or compensatory time liability.**

NOTE: A "temporary schedule change" is a separate and distinct concept from a flexible work schedule (Section 6.06). A temporary schedule change must be pre-approved by an employee's supervisor and does not constitute a permanent change to an employee's regular work schedule. Non-exempt employee's who work beyond their regular work schedule without prior authorization may be subject to disciplinary action, up to and including termination of employment. A supervisor shall only approve a "temporary schedule change" as a means to avoid overtime or compensatory time liability in extraordinary situations in which a non-exempt employee is required to work additional hours on a particular day during a workweek.



Supervisors must ensure that the employees for whom they sign timesheets understand and comply with the policy on non-exempt overtime/compensatory time. Employees who do not comply with the policy and proceed to work unauthorized overtime should be counseled, the discussion should be documented, and progressive discipline should be initiated with Human Resources for further violations. Supervisors who do not regulate their employees' work hours may also be subject to disciplinary action.

The maximum amount of compensatory time a non-exempt employee may accrue is two hundred forty (240) hours, unless the employee works in a public safety, emergency response position, in which case the maximum is four hundred eighty (480) hours. Employees who have accrued unused compensatory time up to these limits will be paid overtime on a time and one-half basis for all additional overtime worked.

Accrued compensatory time may be used in accordance with Section 9.04 of this Manual. At the sole discretion of the County, non-exempt employees may be paid overtime on a time and one-half basis in lieu of accrual of compensatory time.

Exchange Time

Employees in overtime-exempt positions may receive exchange time on an hour-for-hour basis for time worked beyond forty (40) hours in a work week, provided the following:

- There is a compelling, extraordinary reason for the exempt employee to be required to stay beyond normal working hours – staying to finish up normal assignments does not qualify;
- There is a “meeting of the minds” between the exempt employee and the supervisor - the employee must either be required to work the overtime or be granted **prior** authorization by their supervisor to work the additional hours; and
- The required or authorized increment of additional time is greater than one-half hour per day of required additional time.

After the initial half-hour period is accrued, exchange time is accrued in increments of one-minute. The maximum balance of exchange time an exempt employee may maintain is forty (40) hours.

Accrued exchange time may be used in accordance with Section 9.05 of this Manual.



6.09 Holidays

Timesheet Code: **H**

All County employees are entitled to eight (8) hours of holiday pay for:

New Year's Day	Columbus Day
Martin Luther King Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

In the event that any of the aforementioned holidays falls on Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that any of the aforementioned holidays fall on Sunday, the Monday immediately following shall be observed as the holiday.

NOTE: Bargaining unit employees should refer to their respective collective bargaining agreement for applicable provisions on holidays and holiday pay.

If the employee's work schedule is other than Monday through Friday, he or she is entitled to holiday pay for holidays observed on the employee's day off regardless of the day of the week on which they are observed.

An employee in a non-exempt position who is required to work on a day designated as holiday by this Section shall be entitled to pay for such time worked at overtime rates in addition to his or her regular pay. An employee in an exempt position who is required to work on a day designated as a holiday shall be entitled to exchange time on an hour-for-hour basis for all hours worked in addition to their regular pay.

Temporary employees are not entitled to holiday pay. Part-time/permanent employees are entitled to holiday pay for a portion of the holiday based on the number of hours that they are regularly scheduled to work on the day that the holiday falls.

Employees who are in an unpaid status on the regular work day immediately preceding or following the holiday are not eligible for holiday pay.



6.10 Payroll System

The County's compensation schedule is based on a two-week or eighty-hour (80) pay period, which begins on Sunday morning and ends on Saturday night. Paychecks are distributed on Friday's of pay weeks.

6.11 Payroll Deductions

There are two types of payroll deductions that the County shall be authorized to make from employee wages:

Mandatory

- Federal, state and local withholding taxes
- Ohio Public Employees Retirement System (OPERS)
- Garnishments
- Court ordered child or spousal support
- Medicare portion of Social Security for employees hired after April 1, 1986
- Union dues / Fair Share Fees

Voluntary: Employees may authorize deductions from wages for (these options are subject to change periodically at management's discretion):

- Benefit selections
- Charity Choice contributions
- RTA bus passes and vehicle parking, subsidized monthly
- Purchase of prior Ohio service time (contact OPERS @ 614-466-2085)
- Deferred compensation contributions
 - County Commissioners Association of Ohio Deferred Compensation Program (800-423-3699)
 - Ohio Public Employees Deferred Compensation Program (877-644-6457)
- Credit union deductions
 - Cleveland Postal Employees Credit Union (located in basement of County Administration Building – 443-7290)
 - United Telephone Credit Union (440-333-6366)

Employees interested in taking advantage of any of these voluntary deductions should contact the Payroll Division at (216) 443-7380 for more information.



6.12 Direct Deposit Program

In lieu of paper paychecks, the County can electronically transfer net pay into an employee's checking or savings account at the financial institution of the employee's choice. Employees interested in participating in the Direct Deposit Program should contact the Payroll Division at (216) 443-7380 for more information or complete a Direct Deposit Authorization Form on the MyHR website and submit it to the Payroll Division.

6.13 Savings Programs

Employees of the County may be eligible to participate in various savings programs through payroll deduction, including:

- Deferred compensation investment; and
- Credit union savings accounts.

Employees interested in any of these programs should contact the Payroll Division at (216) 443-7380 or refer to the County intranet for more information.

6.14 Payment Upon Separation from Employment with County

Compensation for accrued vacation leave and compensatory time will be included in the last paycheck.

No employee shall be paid for any unused sick leave upon termination of employment, except that, upon retirement, an employee with ten (10) or more years of service may receive cash payment for one-fourth (1/4) the value of the accrued, but unused sick leave credit, not to exceed 240 hours (30 days).



Section 7: **WORKPLACE WELLNESS**

7.01 Drug-Free Workplace

The County is committed to maintaining a drug-free workplace. All County employees are required to abide by the County Drug Free Workplace Policy. Employees who abuse alcohol and other controlled substances or who use illegal drugs violate this policy and undermine the County's goal of providing responsible and professional service to the public. Employees who violate the County's Drug Free Workplace Policy are subject to discipline up to and including removal.

All individuals who have received a job offer with the County are required to submit to a test for alcohol and/or illegal drugs pursuant to Section 5.04 of this Manual. Current employees may be tested pursuant to the County Fitness for Duty Program (Section 7.04) when there is a reasonable suspicion of impairment or post-accident.

Employees whose jobs require them to possess a commercial driver's license (CDL) and who drive vehicles for which testing is required under Federal regulations are also subject to alcohol and drug testing pursuant to Federal law.

In addition, since early identification and treatment are safeguards to job investment for both the County and its employees, employees who have a substance abuse problem are encouraged to voluntarily seek treatment.



7.02 Smoke-free Workplace

The County passed a resolution approving a smoke-free workplace policy effective August 1, 1994. It provides (in relevant part) that:

“...Be it further resolved that smoking will be strictly prohibited within all areas of County owned or leased buildings including: offices, hallways, entrance ways, lobbies and waiting areas, reception areas, rest rooms, cafeterias, snack bars, elevators, stairwells, meeting and conference rooms, kitchen areas, parking garages and **areas immediately adjacent to any entrances...**”

Furthermore, the Revised Code prohibits smoking in any “public place” or “place of employment”, including **any place adjacent to locations of ingress or egress to the public place or place of employment.**

NOTE: Smoking is also prohibited in all County vehicles (*See Section 16.03*).

An employee wishing to report a violation of this Section should:

- If the violation is occurring on County-owned property or is being committed by a County Employee – contact Protective Services at (216) 443-2141 or 1-888-81-HELPU (43578).
- If the violation is occurring on non-County-owned property by a non-County employee (i.e., County-leased property) – contact the Ohio Department of Health Smoking Ban Hotline at 1-866-559-OHIO (6446).

In addition to the penalties proscribed by the Revised Code, employees of the County who violate this section may be subjected to discipline, up to and including removal.



7.03 Employee Assistance Program (EAP)

Employee Assistance Program (EAP) services assist County employees with resolving personal and family related problems which adversely affect work, relationships, and quality of life. EAP services also help identify and alleviate obstacles to maintaining good mental and personal health.

Participation in the program may be mandated by Management with approval from Human Resources or voluntary and is available to all employees, their family members and County retirees. The County pays all costs related to EAP enrollment. EAP services include:

- Assessment of problem areas;
- Counseling, if necessary; and
- Referral to additional support services for more comprehensive treatment.

If extended treatment or counseling is required, an employee's health plan may cover most costs.

All communications with the EAP are confidential and employees who participate are assured that their job, future, and reputation will neither be jeopardized nor benefited by utilizing the EAP program. It is the responsibility of the employee to follow through with referrals for assessment of a problem and to follow recommendations of the diagnostician or counseling agent.

Employees interested in using the EAP services or who have questions regarding the program should contact Human Resources or the County's EAP provider:

Ease@Work

(216) 241-EASE (3273) or (800) 521-3273

www.easeatwork.com/EASEy

Username: COUNTY

Password: EASE



7.04 Fitness for Duty – Drug and Alcohol Testing

In accordance with its Drug Free Workplace Policy, the County has established the following Fitness for Duty/Drug and Alcohol Testing Program.

NOTE: Bargaining unit employees should refer to their collective bargaining agreement for information regarding drug and alcohol testing.

Reasonable Suspicion

If a supervisor or Department manager/Director has a reasonable suspicion that an employee may be under the influence of drugs and/or alcohol, the supervisor shall immediately:

- If during regular business hours (8:30 a.m. – 4:30 p.m.), contact the Fitness for Duty Coordinator at 216-443-7630.
- If before or after regular business hours, contact the Protective Services Division at (216) 443-2141

The Fitness for Duty Coordinator will come to the worksite and perform an evaluation of the employee. If the Fitness for Duty Coordinator, in consultation with Department management, determines that a drug and/or alcohol test is appropriate, the employee's immediate supervisor and another member of Department management will be required to sign a Reasonable Suspicion Form.

The employee will then be asked whether he or she is willing to submit to a drug and/or alcohol test. If the employee refuses, the employee will be treated as having tested positive and will be referred to and disciplined in accordance with the Fitness for Duty Program (*see below*).

If the employee agrees to the drug and/or alcohol test, he or she will be escorted by either the Fitness for Duty Coordinator or a Protective Services representative to an approved testing site. If the employee leaves the testing site at any point prior to being tested, the employee will be treated as having tested positive and will be referred to and disciplined in accordance with the Fitness for Duty Program (*see below*). Upon conclusion of the test, the Fitness for Duty Coordinator will determine whether the employee will be taken back to their worksite or to their residence. The leave status of the employee during this period of time will be determined by the County in light of the particular circumstances of each case.

If the employee's test results are positive, the employee will be referred to and disciplined in accordance with the Fitness for Duty Program (*see below*). If the employee's test results are negative, the investigation will be closed by the Fitness for Duty Coordinator.



Post-Accident

Employees involved in a vehicle accident as defined under Section 16.04 of this Manual, must follow the reporting procedures outlined in that Section. Upon being notified of a vehicle accident by the employer's supervisor and/or Protective Services, the Fitness for Duty Coordinator will consult with the appropriate parties and determine whether a drug and/or alcohol test is appropriate.

If the Fitness for Duty Coordinator determines that a drug and/or alcohol test is appropriate, the Fitness for Duty Coordinator or a representative from Protective Services will meet the employee at the accident site and take him or her directly to an approved testing facility. If the employee needs to seek immediate medical attention, the Fitness for Duty Coordinator will attempt to contact the medical facility where the employee seeks treatment in order to arrange for a drug and/or alcohol test of the employee.

If the employee refuses to submit to the test or leaves the testing site at any point prior to being tested, the employee will be treated as having tested positive and will be referred to and disciplined in accordance with the Fitness for Duty Program (*see below*). Upon conclusion of the test, the Fitness for Duty Coordinator will determine whether the employee will be taken back to his or her worksite or residence. The leave status of the employee during this period of time will be determined by the County in light of the particular circumstances of each case.

If the employee's test results are positive, the employee will be referred to and disciplined in accordance with the Fitness for Duty Program (*see below*). If the employee's test results are negative, the investigation will be closed by the Fitness for Duty Coordinator.

Employees involved in a non-vehicle related accident on work time may be required to submit to a drug and/or alcohol test pursuant to the County's Workers' Compensation Procedures (Section 12.02). The results of the drug and/or alcohol test, or the employee's refusal to submit to the test may affect the employee's eligibility for compensation and benefits pursuant to Revised Code Section 4123.54 and Chapter 4121 of the Revised Code and will subject the employee to the provisions of the County's Fitness for Duty Program (*see below*).

Commercial Driver License

In accordance with rules issued by the U.S. Department of Transportation (49 C.F.R. 382), the Ohio Department of Transportation (Section 4506 of the Ohio Revised Code) and the County's Drug-Free Workplace Program, employees who are required by the County to have a Commercial Driver License (CDL) are subject to drug and alcohol testing.



Fitness for Duty Program

New-hire probationary employees are not eligible to participate in the Fitness for Duty Program. If a new-hire probationary employee tests positive for drugs or alcohol under any of the above-cited testing procedures, he or she will be immediately removed from employment with the County.

All non-new-hire probationary employees who test positive for drugs and/or alcohol pursuant to a “reasonable suspicion” or “post-accident” test will be offered a chance to enroll in the Fitness for Duty Program. If the employee declines to enroll in the Program, he or she will be removed from their employment with the County based on the positive test. If the employee enrolls in the program, they will be required to sign a “last chance agreement”.

Employees enrolled in the Fitness for Duty Program will be required to submit to intensive outpatient treatment through the County’s EAP. Employees who refuse or neglect to seek treatment will be in violation of the terms of their Fitness for Duty Agreement and will be removed from employment with the County. The employee will also be subject to random drug/alcohol tests for the duration of the two-year (2) program. If the employee tests positive for drugs and/or alcohol at any time during that two-year (2) period or refuses to submit to a random test, the employee will be considered in violation of his or her last chance agreement and will be removed from employment with the County. If the employee complies with all requirements of the program and does not test positive during the two-year (2) period, he or she will return to regular status.

An employee who is concerned about a substance abuse problem may voluntarily enroll in the Fitness for Duty Program at any time. Employees who voluntarily enroll, however, will not be required to sign a “last chance agreement” unless they test positive for drugs or alcohol while in the program.

An employee whose performance is below standard or who has violated a work rule cannot avoid discipline by enrolling in a treatment program or by enrolling in the Fitness for Duty Program.



7.05 Fitness for Duty – Physical and Mental Health

The County may require that an employee submit to medical or psychological examinations for purposes of determination of the employee's fitness for duty. If a Department Director, in consultation with Human Resources, determines that an employee's behavior and/or condition warrants a Fitness for Duty Examination, the Department Director shall complete a Medical Examination Request Form and submit it to Human Resources. Upon receipt of the Examination Request Form, the employee will be scheduled for an examination with an appropriate licensed practitioner. The employee will be notified of the date and time of their examination. At the sole discretion of the Director of Human Resources, the employee may be placed on paid administrative leave pending the results of the examination. The employee will be required to adhere to all requirements of employees on paid-administrative leave (*see Note Box on p. 101*).

An employee's refusal to submit to an examination or the unexcused failure to appear for an examination amounts to insubordination, which may result in discipline, up to and including removal. An employee will be responsible for the costs associated with an unexcused failure to appear at a scheduled examination.

Upon completion of the examination, the County will receive a report outlining the physician's opinion regarding the employee's fitness for duty. The employee will also receive a copy of the physician's report unless the physician determines that the disclosure of the information is likely to have an adverse effect on the employee, in which case the information shall be released to a physician, psychiatrist, or psychologist who is designated by the person or by the person's legal guardian. If the physician determines that the employee is fit for duty, the employee shall return to work on the day immediately following the day they are notified of the physician's findings or as soon as practicable. Failure to return to work will subject the employee to discipline pursuant to the Attendance Control Policy (*see Section 14.03*).

If the physician determines that the employee is not fit for duty, the employee will not be returned to work and will be taken off paid administrative leave and will be required to use their accrued paid leave (sick, vacation, exchange time, and/or compensatory time) or go on an unpaid leave in accordance with Section 9.09 of this Manual. The employee will remain off work while the medical conditions identified by the physician remain unresolved. The employee should submit medical documentation from their treating physician to the Fitness for Duty physician. The Fitness for Duty physician will determine whether the treatment provided renders the employee fit for duty and able to return to work in their job classification.

Once the employee exhausts all of their paid and unpaid leave, the County will move forward with disability separation proceedings pursuant to Section 5.19 of this Manual.

NOTE: An employee that is determined to be not fit for duty may be eligible for disability retirement through OPERS. Please refer to Section 5.20. for more information on disability retirement through OPERS.



7.06 Safety Policy

All County employees are charged with the responsibility of promoting the safety and security of fellow employees and the general public who come in contact with the County services and facilities.

All employees and contractors of the County are expected to conduct their duties in a safe manner, aimed at preventing or minimizing injuries and property damage throughout all County operations. Each employee must operate safely, use equipment, tools and materials properly and be totally familiar with work rules and procedures for his or her areas of responsibility. Each employee shall take an active part in the identification and reporting of hazards. Supervisors shall actively participate in the assessment and resolution of hazards and shall fully cooperate with Central Services and Protective Services to eliminate or control hazards in all areas of County facilities.

7.07 Workplace Violence

Threats, threatening behavior, or acts of violence against employees, clients, or guests by anyone on County property will not be tolerated. In addition to applicable criminal penalties, employees who violate this section may be subject to discipline, up to and including removal. The County reserves the right to remove anyone who engages in violent or threatening behavior from the premises and may require that they remain off the premises pending the outcome of an investigation and/or as long as they are still considered a threat.

Employees should immediately contact Protective Services at (216) 443-2141 or 1-888-81-HELPU (43578), and/or the appropriate law enforcement authority (911) if an employee (or guest/client) is creating or communicating a threat of violence. Employees that fail to report such threats will be subject to disciplinary action, up to and including termination of employment.

Employees with a criminal or civil protective or restraining order which lists company locations as being protected areas are responsible for providing a copy of such documents to Protective Services and Human Resources. Human Resources may meet with the employee and offer EAP or other services that might assist the employee.



7.08 Mediation Program

Mediation is a voluntary process in which a neutral third person (“the mediator”) assists individuals in resolving their conflicts. The mediator assists the parties in clarifying, discussing, and resolving the issues that created the conflict. The mediator, however, will not judge the parties or make decisions for them. The County has established a mediation program to prevent the progression and escalation of inter-personal conflicts and to help employees respond to conflict in an effective and positive manner. It is the desire of the County that employees make use of the mediation service before conflict affects the quality of work relationships or results in workplace violence.

The County mediation program is available to all County employees at all levels and can be requested by either party at any time. County management may also refer employees to the mediation program when appropriate. Mediation communication is confidential to the extent allowed by law. Communication that is never confidential, however, includes signed agreements between the parties, threats of bodily injury, plans to commit a crime and complaints of mediator misconduct. Participation in the County Mediation Program does not exempt employees from following County policies and procedures and will not delay any pending discipline. The County reserves the right to take disciplinary measures where standard rules of conduct are violated or where behavior deteriorates to unacceptable levels.

Employees interested in participating in or learning more about the County Mediation Program should contact Human Resources, Employment Relations Division, at (216) 443-7190 or TTY (216) 443-7002.

7.09 Wellness Programs

The County is committed to their employees maintaining good health. To that end, at the sole discretion of the County, wellness opportunities may be periodically offered to employees, including:

- Lunch and learn programs;
- Fitness classes (e.g., aerobics or body sculpting);
- Flu shots at discounted prices;
- Discounted fitness club memberships;
- Health screenings (e.g., mammograms, cholesterol, hypertension);
- Annual wellness fair;
- Health risk assessment;
- Certain preventative care covered at 100% through benefits; and/or
- Discounts on medications for asthma, cholesterol, diabetes and hypertension;

Employees will be notified of these offers as they become available.



7.10 Sustainable Cuyahoga County

The County is committed to sustainability and sustainable development as defined in the Brundtland Commission Report, *Our Common Future*, 1987:

"Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs."

Critical to this is the financial balance of the "triple bottom line" - measuring success through economic, environmental, and social equity.

Office Practice

The County encourages all employees to seek opportunities to incorporate sustainable principles in work and home life. Some examples include:

- Conserve energy by turning off lights, adjusting thermostats, and turning off equipment when not in use;
- Reduce, Reuse and Recycle products to reduce waste and conserve natural resources;
- Buy local;
- Use public transportation, reduce vehicle idling, and use fuel efficient vehicles; and
- Increase personal wellness.

Information regarding county sustainability programs such as recycling may be found on the County intranet, Sustainability Office website links, as well as by direct notifications.

Climate Change and the "Carbon Footprint"

On November 15, 2007, the County adopted a resolution making a Climate Stabilization Declaration to:

"Work closely with local, state, and federal governments and other leaders to reduce county geographical greenhouse gas (GHG) emissions to 80 percent below current levels by 2050..."

As a result of this declaration, a mid-term goal was set to achieve 20 percent reduction in emissions by June 22, 2019. In furtherance of this declaration, the County is reducing its annual "carbon footprint" or ecological footprint through reduction in use of fossil fuels such as coal, oil & gas that produce greenhouse gas emissions. The sum total direct use of fuels and indirect use through procurement of products and services equal ones "carbon footprint".

Section 7.10



Section 8: FAMILY MEDICAL LEAVE ACT (FMLA)

Timesheet Code: FMLA

8.01 Definitions

- Active Duty*** Duty under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.
- Adoption*** Legally and permanently assuming the responsibility of raising a child as one's own. The source of an adopted child is not a factor in determining eligibility for FMLA leave.
- Chronic Serious Health Condition*** A health condition that meets the following criteria:
- Requires periodic visits (at least twice a year) for ***treatment*** by a ***health care provider***, or by a nurse under the direct supervision of a ***health care provider***;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of ***incapacity*** (e.g., asthma, diabetes, epilepsy, etc.).
- Conditions Requiring Multiple Treatments*** Any period of absence to receive multiple ***treatments*** (including any period of recovery therefrom) by a ***health care provider*** or by a provider of health care services under orders of, or on referral by, a ***health care provider***, for either:
- Restorative surgery after an accident or other injury; or
 - A condition that would likely result in a period of ***incapacity*** of more than 3 consecutive days in the absence of medical intervention or ***treatment***, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).
- Contingency Operation*** Same meaning as definition provided in section 101(a)(13) of title 10, United States Code.



Covered Servicemember Current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical *treatment*, recuperation , or therapy, is otherwise in *outpatient status* or is otherwise on the temporary disability retired list, for a *serious injury or illness* incurred in the line of duty on active duty.

Daughter For purposes of FMLA leave taken for birth or *adoption*, or to care for a family member with a *serious health condition*, daughter means a biological, *adopted*, or *foster child*, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and “*incapable of self-care* because of a *mental or physical disability*” at the time that FMLA leave is to commence.

Forward Rolling Twelve (12) Month Period The twelve month period measured forward from the date an employee’s first FMLA leave begins.

Foster Care 24-hour care for children in substitution for, and away from, their parents or guardian. Such placement is made by or with the agreement of the State as a result of a voluntary agreement between the parent or guardian that the child be removed from the home, or pursuant to a judicial determination of the necessity for foster care, and involves agreement between the State and foster family that the foster family will take care of the child.

Health Care Provider A health care provider for purposes of the FMLA includes:

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices.
- Podiatrists, dentists, clinical psychologists, chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist), and optometrists.
- Nurse practitioners, nurse-midwives, clinical social workers, and physician assistants.
- Christian Science Practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.
- A health care provider listed above who practices in a country other than the United States, who is authorized to practice in accordance with the law of that country, and who is performing within the scope of his or her practice as defined under such law.

Inpatient Care An overnight stay in a hospital, hospice, or residential medical care facility, including any period of *incapacity*.



Incapable of Self-Care

Where the individual requires active assistance or supervision to provide daily self-care in three or more of the “activities of daily living” (ADL’s) or “instrumental activities of daily living” (IADL’s). ADL’s include adaptive activities such as scaring appropriately for one’s grooming and hygiene, bathing, dressing and eating. IADL’s include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

Incapacity and Treatment

A period of ***incapacity*** of more than 3 consecutive, full calendar days, and any subsequent ***treatment*** or period of ***incapacity*** relating to the same condition, that also involves one of the following:

- ***Treatment*** 2 or more times, within 30 days of the first day of ***incapacity***, by a ***health care provider***.
 - Both ***treatments*** must involve an in-person visit to a ***health care provider***.
 - The first in-person visit must take place within 7 days of the first day of ***incapacity***.
 - Whether the second ***treatment*** visit is necessary must be determined by the ***health care provider*** (i.e., the doctor must request that the employee follow-up).
- ***Treatment*** by a ***health care provider*** on at least one occasion, which results in a ***regimen of continuing treatment*** under the supervision of the ***health care provider***.
 - The initial ***treatment*** requires an in-person visit to a ***health care provider***.
 - The initial in-person visit must take place within 7 days of the first day of ***incapacity***.
 - Whether the ***regimen of continuing treatment*** is necessary must be determined by the ***health care provider*** (i.e., doctor must prescribe the regimen).

Incapacity

Inability to work, attend school or perform other regular daily activities due to the ***serious health condition, treatment*** therefore, or recovery therefrom.

In Loco Parentis

Those with day-to-day responsibilities to care for and financially support a child, or, in the case of an employee, who had such responsibilities for the employee when the employee was a child. A biological or legal relationship is not necessary.

Intermittent Leave

Leave taken in separate blocks of time due to a single illness or injury rather than for one continuous period of time.



<i>Next of Kin of a Covered Servicemember</i>	The nearest blood relative other than the <i>covered servicemember's spouse, parent, son, or daughter.</i>
<i>Outpatient Status</i>	With respect to a <i>covered servicemember</i> , the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
<i>Parent</i>	A biological, <i>adoptive</i> , step or <i>foster father or mother</i> , or any other individual who stood <i>in loco parentis</i> to the employee when the employee was a <i>son</i> or <i>daughter</i> as defined in this section. In-law family members are not covered.
<i>Parent of a Covered Servicemember</i>	A <i>covered servicemember's</i> biological, <i>adoptive</i> , step or <i>foster father or mother</i> , or any other individual who stood <i>in loco parentis</i> to the covered servicemember. This term does not include parents "in law".
<i>Permanent or Long-Term Conditions</i>	A period of <i>incapacity</i> which is permanent or long-term due to a condition for which <i>treatment</i> may not be effective (e.g., Alzheimer's, a severe stroke, or the terminal stages of a disease). The individual must be under the continuing supervision of, but need not be receiving active <i>treatment</i> by a <i>health care provider</i> .
<i>Physical or Mental Disability</i>	A physical or mental impairment that substantially limits one or more of the major life activities of an individual.
<i>Qualifying Exigency</i>	The following types of military-related events may qualify as a "qualifying exigency" for purposes of eligibility for purposes of military-related FMLA leave under this Section: <ul style="list-style-type: none"> • <i>Short-Notice Deployment</i> • <i>Military Events and Related Activities</i> • <i>Childcare and School Activities</i> • <i>Financial and Legal Arrangements</i> • <i>Counseling</i> • <i>Rest and Recuperation</i> • <i>Post-Deployment Activities</i> • <i>Additional Activities</i>
<i>Reduced Leave Schedule</i>	Leave schedule that reduces an employee's usual number of working hours per week or hours per day for a period of time.

Regimen of Continuing Treatment

Includes a course of prescription medication (e.g., antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves, or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for FMLA purposes.

Serious Health Condition

An illness, injury, impairment or physical or mental condition that involves at least one of the following:

- **Inpatient Care;**
- **“Incapacity and Treatment”;**
- Pregnancy or Prenatal Care;
- **Chronic Serious Health Condition;**
- **Permanent or Long-Term Conditions;** or
- **Conditions Requiring Multiple Treatments.**

Serious Illness or Injury

An injury or illness incurred by a **covered servicemember** in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

Son

For purposes of FMLA leave taken for birth or **adoption**, or to care for a family member with a **serious health condition**, son means a biological, **adopted**, or **foster child**, a stepchild, a legal ward, or a child of a person standing **in loco parentis**, who is either under age 18, or age 18 or older and **“incapable of self-care because of a mental or physical disability”** at the time that leave is to commence.

Son or Daughter of a Covered Servicemember

The **covered servicemember’s** biological, **adopted**, or **foster child**, stepchild, legal ward, or a child for whom the servicemember stood **in loco parentis**, and who is of any age.

Son or Daughter on Active Duty or Call to Active Duty

The employee’s biological, **adopted**, or **foster child**, stepchild, legal ward, or a child for whom the employee stood **in loco parentis**, who is on active duty or a call to active duty status, and who is of any age.

Spouse

A husband or wife as defined or recognized under Ohio law for purposes of marriage in Ohio.

Treatment

Includes, but is not limited to, examinations to determine if a **serious health condition** exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.



8.02 **Eligibility Requirements**

Prior to making an application for FMLA under this Section, an employee must meet both of the following conditions to be considered eligible:

- The employee must have completed twelve (12) months of employment with the County. These twelve (12) months do not need to be consecutive; and
- The employee must have worked a minimum of one-thousand two-hundred-fifty (1,250) hours over the twelve (12) month period immediately preceding the commencement of the leave.

An employee returning from National Guard or Reserve military service will be credited with the hours of service that would have been worked, but for the period of military service, towards his or her one-thousand two-hundred-fifty (1,250) hour requirement.

8.03 **Qualifying Conditions**

Eligible employees shall be entitled to a certain amount of FMLA leave (*see* Section 8.04) under any of the following six circumstances:

- Birth of a *son* or *daughter*, and to care for the newborn child.
- Placement with the employee of a *son* or *daughter* for *adoption* or *foster care*.

NOTE: Eligibility for leave for birth or placement for *adoption* or *foster care* expires at the end of the twelve (12) month period beginning on the date of birth or placement.

- Because of a *serious health condition* that makes the employee unable to perform the functions of the employee's job.
- To care for the employee's *spouse, son, daughter, or parent* with a *serious health condition*.
- Because of any *qualifying exigency* arising out of the fact that the employee's *spouse, son, daughter, or parent* is on *active duty* (or has been notified of an impending call or order to *active duty*) in the Armed Forces in support of a *contingency operation*.
- To care for a *covered servicemember* with a *serious injury or illness* if the employee is the *spouse, son, daughter, parent* or *next of kin* of the *covered servicemember*. The leave described in this paragraph shall only be available during a single twelve (12) month period.



8.04 Amount of Leave

Except in the case of leave to care for a *covered servicemember* with a *serious injury or illness*, an eligible employee is limited to a total of twelve (12) workweeks of FMLA leave during any *forward rolling twelve (12) month period*.

An eligible employee who is the *spouse, son, daughter, parent, or next of kin* of a *covered servicemember* shall be entitled to a total of twenty six (26) workweeks of leave during a single twelve (12) month period to care for the *covered servicemember*. If an employee uses *covered servicemember* family leave in combination with another form of FMLA leave (e.g., pregnancy leave), the maximum amount of combined FMLA leave that an employee can take in a single twelve (12) month period is twenty six (26) workweeks. In this scenario, though, the other form of FMLA leave can only account for a maximum of twelve (12) workweeks of the combined twenty six (26) workweeks of leave.

NOTE: When both spouses are employed by the County, FMLA leave is limited to a combined twelve (12) work weeks during any rolling twelve (12) month period if leave is taken for birth, *adoption*, or placement in *foster care*. This limitation does not apply to leave taken by either spouse to care for the other or for a child if the spouse or child has a *serious health condition*.

In addition, the aggregate number of leave to which both spouses are entitled to is limited to twenty six (26) workweeks during a single twelve (12) month period for *covered servicemember* leave, if the leave is leave for the *covered servicemember* or a combination of leave for the *covered servicemember* and the other forms of FMLA leave.



8.05 Coordination With Other Leaves of Absence

Employers are mandated by law to grant up to twelve (12) weeks of unpaid leave to eligible employees under the FMLA. If an employee qualifies for FMLA leave, any paid leave accrued by the employee shall be applied concurrently to the FMLA leave in the following order:

TYPE OF PAID LEAVE	ASSOCIATED POLICY MANUAL SECTION
Sick	<u>9.03</u>
Vacation	<u>9.02</u>
Compensatory Time	<u>9.04</u>
Exchange Time	<u>9.05</u>

If the medical condition does not qualify under the FMLA, then sick time shall apply in accordance with Section 9.03 of this Manual.

In addition, FMLA will automatically be applied to all employees who meet the FMLA qualifying criteria and utilize the following types of leave:

- Unpaid medical leaves of absence provided to employees by County policy or by any of the collective bargaining agreements;
- Leaves of absence using sick leave that is provided through the Leave Donation Program (Section 9.08); or
- Workers' Compensation leave of absence.

NOTE: As is the case with all unpaid leaves, an employee is not entitled to accrue sick or vacation benefits during any unpaid portion of FMLA leave.

Section 8.05



8.06 FMLA Application Procedure

An employee that would like to request the use of FMLA leave should contact Human Resources. At least thirty (30) days advance notice must be provided before FMLA leave is to begin if the need for leave is foreseeable. In case of emergency, notice must be given as soon as practicable. If an employee fails to give thirty (30) days notice for foreseeable leave with no reasonable excuse for the delay, the County may delay the taking of FMLA leave until thirty (30) days after the date that the employee actually provided notice of the need for FMLA leave.

Completion of an FMLA Medical Certification Form is required whenever an employee requests FMLA leave due to the *serious health condition* of the employee or their *spouse, son, daughter, or parent*. Employees must return the FMLA Medical Certification Form to Human Resources within fifteen (15) calendar days of the employee's receipt of the form. If the certification is incomplete or insufficient, the employee may be required to provide additional information within seven (7) calendar days. Failure to cure the deficiencies identified by the County may result in a denial of FMLA leave. After the FMLA Medical Certification Form has been returned to Human Resources, employees will be notified in writing whether their FMLA request is approved or denied.

For *adoption or foster care* placement, legal documentation should be submitted from a court or social service agency.

In any case in which the necessity for leave under the *qualifying exigency* condition is foreseeable, whether because the *spouse, or a son, daughter, or parent* of the employee is on *active duty*, or because of notification of an impending call or order to *active duty* in support of a *contingency operation*, the employee shall provide such notice to the employer as is reasonable and practicable. In addition the request for leave under the *qualifying exigency* condition must be supported by certification deemed sufficient by the Department of Labor.

The County reserves the right to require employees to recertify their conditions periodically upon request. Failure to submit a certification of health care provider form for the re-certification within fifteen (15) calendar days will result in delay or discontinuation of approved FMLA leave until the completed form is submitted.

If an employee needs an extension of FMLA leave, the employee must provide Human Resources notice as soon as practicable of the changed circumstances. Employees shall not be granted an extension beyond the applicable maximum amount of FMLA entitlement.

NOTE: Only persons who are authorized by the County may contact the health care provider of an employee to clarify the information in a FMLA Medical Certification Form or to verify its authenticity. **Supervisors and other management representatives may not contact an employee's health care provider.**



8.07 Continuation of Benefits

The County will continue to pay its portion of medical and supplemental benefits (vision & dental) when an employee is on FMLA leave. **Employees on FMLA leave are still responsible to pay the employee's contribution for these benefits.** Employees who take paid leave will continue to have their usual payroll deduction for health insurance benefits. **Employees on unpaid FMLA leave will be billed for their usual contribution for medical and supplemental benefits.** The amount billed will be the monthly amount that the employee would normally have paid for health insurance benefits through payroll deduction. Any new or additional coverage or changes in health benefits will be made available to employees on FMLA leave.

Employees on unpaid FMLA leave will also be billed for their life insurance deductions. If a death occurs and life insurance deductions have not been paid while on unpaid leave, death benefits will not be payable to the beneficiary.

8.08 Intermittent Leave and Reduced Leave Schedules

Intermittent leave or a *reduced leave schedule* may only be granted if:

- There is a medical necessity that can be accommodated by such leave; or
- Because of any ***qualifying exigency*** arising out of the fact that the ***spouse, son, daughter, or parent*** of the employee is on ***active duty*** (or has been notified of an impending call or order to ***active duty***) in the Armed Forces in support of a ***contingency operation***.

Eligible employees are required to make every reasonable effort to schedule leave so as not to disrupt the operations of their Department. Accordingly, the County may temporarily assign an employee to an alternate position with equivalent pay and benefits if the employee is qualified and the County determines that the alternative position will better accommodate the employee's intermittent leave or reduced leave schedule.

The actual amount of leave taken under an ***intermittent*** or ***reduced leave schedule*** shall be counted towards the twelve (12) weeks of FMLA entitlement. For example, a full-time employee who reduces from an eight (8) hour work day to a four (4) hour work day will use (20) hours of FMLA leave each week.

Employees on ***intermittent*** FMLA leave may be required to periodically provide an updated medical certification form.



8.09 Return to Work

Upon return from FMLA leave, an employee is entitled to be returned to the same position held when leave commenced, or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. Failure to return to work upon the expiration of the approved leave, without reasonable explanation, may subject the employee to discipline, up to and including removal, under Sections 13 and/or 14 of this Manual.

An employee who has been on FMLA leave because of his or her own *serious health condition* may be required to present medical documentation of his or her ability to return to work. The County may require that an employee obtain a second medical opinion from a physician selected by the County and at the County's expense. If the second medical opinion disagrees with the employee's health care provider, the County's health care provider and the employee's health care provider will select a third health care provider whose opinion shall be final. The County shall pay the cost of the third opinion.

Benefit deductions through payroll resume the first pay period of the month after an employee returns from leave. Benefits requires documentation of the return through use of either a Personnel Action Form (PAN) or Benefits Office Change Form (BOC).



Section 9: **EMPLOYEE LEAVE (General)**

9.01 General

All leaves described in this section are subject to prior approval, unless otherwise noted. Depending on the practice of an employee's respective Department, the employee may be required to complete an Employee Request for Leave Form.

Every request for leave will be given fair consideration in accordance with the following policies and procedures and the staffing needs of the departmental unit. Any leave approved upon a false statement is invalid and any approved leave shall terminate if the reason for granting the leave is no longer applicable. Moreover, employees providing false statements or documentation are subject to discipline, up to and including removal, under Section 13 of this Manual.

Employees are solely responsible to ensure that they have adequate vacation leave, sick leave and/or compensatory/exchange time when taking paid leave.

NOTE: Bargaining unit employees should refer to their collective bargaining agreement for information on paid leave.



9.02 Vacation Leave

Timesheet Code: V

Each full-time permanent employee, after service of one (1) year with the county or any political subdivision of the State of Ohio, is eligible for vacation leave. Employees accrue vacation leave based on years of service. Vacation accrual for eligible employees is pro-rated based on the number of hours paid in a pay period. One year of service shall be computed on the basis of twenty six (26) bi-weekly pay periods. Overtime hours are not included in the accrual of vacation leave.

Vacation leave is earned during the time the employee is in active pay status. Time spent on unpaid leaves of absence count toward service credit, but employees in unpaid status do not accrue vacation leave.

Employees may carry their vacation leave from year to year, up to a maximum of three years. Once an employee accumulates the maximum allowable vacation balance for the employee's current accrual rate, the employee has a period of one (1) year from the date on which the maximum balance was attained to use the accrued time in excess of the maximum allowable balance. Upon the end of the year period, any time over the maximum amount will be forfeited.

Vacation accrual is computed as follows:

Length of Ohio Public Service Completed	Accrual Rate (hours earned per 80 hours in active status)	Annual Amount (hours earned per 2080 hours in active pay status)	Maximum Accrual Balance (total hours)
Less than 1 year	3.1	80 hours (not awarded until completion of one year of Ohio public service)	N/A
1 year – less than 5 years	3.1	80	240
5 years – less than 15 years	4.6	120	360
15 years – less than 25 years	6.2	160	480
25 years or more	7.7	200	600



NOTE: An individual who is appointed by the County as a non-bargaining employee and provides proper documentation of prior service (*See Section 2.04*) is entitled, immediately upon submission of the appropriate documentation, to begin accruing vacation benefits at the rate set forth in this Manual that reflects their prior service level. The employee is also entitled to use such vacation leave at any time during the year in which it is accrued, upon approval from their supervisor.

However, an employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio and who is employed by the County on or after June 24, 1987, shall not have prior service for the purpose of computing vacation leave. All employees currently receiving credit for service time prior to June 24, 1987, though, shall continue to receive service credit for such time.

Upon separation from County service, an employee is entitled to compensation for any earned and unused vacation leave to his or her credit at the time of separation.



9.03 Sick Leave

Timesheet Code: S

Sick leave may only be used for the purposes set forth in this Section. The use of sick leave is not an entitlement. Sick leave is not another form of vacation or personal leave. Supervisors and management should ensure that sick leave is properly used.

All County full-time, part-time, permanent and temporary employees accrue paid sick leave at the rate of .0575 hours for each hour of service in active pay status. For purposes of this Section, “active pay status” includes vacation, sick, overtime, compensatory time, and holidays. Employees in an unpaid leave status do not accrue sick leave.

NOTE: An individual who is appointed by the County as a non-bargaining employee who has a balance of sick leave earned while employed by a political subdivision of the State of Ohio within the past ten years may have the unused sick leave balance credited to their current sick leave balance. *See Section 2.04* for more information on the proper procedure for submitting documentation of prior service.

Sick leave is charged in minimum units of one minute. Sick leave payment shall not exceed the normal, scheduled workday earnings, or a maximum of forty (40) hours per week. Employees may not use sick leave that was accrued in the same pay period. In addition, sick leave may not be used to cover absences that occurred prior to the accrual of the leave.

Permissible Uses

Sick leave shall be granted for absences due to the following reasons and must be approved by management:

- Illness, injury, or pregnancy-related condition of the employee;
- Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees;
- Death of a member of the employee’s immediate family* (*see Section 9.06*);
- Examination of the employee, including medical, psychological, dental or optical examination by an appropriate practitioner;
- Illness, injury or pregnancy-related condition of a member of the employee’s immediate family*; or
- Examination including medical, psychological, dental, or optical examination for a member of the employee’s immediate family* by an appropriate practitioner where the employee’s presence is reasonably necessary.

[* For purposes of this Section, Section 3.01 and Section 9.06, immediate family includes spouse, domestic partner, mother, father, sister, brother, son, daughter, grandmother, grandfather, grandson, granddaughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, a legal guardian or other person who has an “in loco parentis” relationship with the employee, or any other relative residing with the employee.]



Procedure

An employee who is ill and unable to report to work shall notify their supervisor or designee on the first day of absence and each day thereafter, unless emergency conditions prevent such notification or unless the employee submits medical evidence of a planned extended medical-related absence. An employee working in a seven day continuous operation must report their absence two hours prior to their scheduled starting time except when emergency conditions prevent such notification. Other employees must give notice within one half-hour **before** the time the employee is scheduled to report for work unless emergency conditions prevent such notification.

NOTE: Upon being put on notice that an employee has been out on sick leave for three or more consecutive days, the employee's supervisor should immediately contact Human Resources so that they may send out FMLA information to the employee's home address. Employees should refer to Section 8 for more information on FMLA leave.

Upon return to work, the employee shall follow their Department's guidelines with regard to completion of the Employee Request for Leave Form. If the need for leave is foreseeable, sick leave should be requested in writing prior to the date or dates that an employee will be scheduled off from work. The County reserves the right to require documentation to support the employee's sick leave request (i.e., a doctor's statement) for all absences of three (3) or more days.

An employee's sick leave balance is provided bi-weekly. The employee is solely responsible for knowing his or her balance. Taking time off without sufficient leave to cover the absence may lead to the accrual of AWOL time (*See Attendance Control Policy, Section 14*).

Prohibited Use

The use of sick leave for any purpose other than its intended purposes is considered abuse of sick leave. Examples of abuse of sick leave include, but are not limited to the following:

- Calling in sick when one of the above cited reasons for using sick leave does not exist;
- Reporting illness in the immediate family when such illness does not exist;
- Reporting off sick to participate in some other activity or to take care of personal business;
- Establishing a pattern of reporting off sick, reporting tardy, or leaving early on certain days of the week, on days following regular days off (e.g., weekends), or on the day before or after a holiday or previously scheduled vacation; or
- Failure to follow the rules and regulations regarding the use of sick leave and reporting procedures.



If a supervisor or management official has a reasonable suspicion that sick time is being abused, either on an individual case or by virtue of a demonstrated pattern, he or she should immediately consult with Human Resources. Human Resources may then require an employee to provide a physician's statement or other appropriate documentation to support the use of sick leave. If it is determined that the employee abused his or her sick leave, Human Resources may charge the employee with AWOL and may pursue disciplinary action against the employee, up to and including removal.

Unused Sick Leave

Employees will not be paid for unused sick leave upon termination of employment with the exception that upon retirement, an employee with ten (10) or more years of service will receive cash payment for one-fourth (1/4) of the accrued, unused sick leave balance up to a maximum of two-hundred forty (240) hours.



9.04 Compensatory Time

Timesheet Code: **CT**

NOTE: See Section 6.08 for information regarding accrual of compensatory time.

As stated in Section 6.08, compensatory time is granted to non-exempt (i.e., overtime eligible) employees. An employee who has requested the use of compensatory time from their direct supervisor shall be permitted to use it within a reasonable time after the request, so long as it does not unduly disrupt the operations of the agency.

Compensatory time not used within one hundred eighty (180) days after it is earned shall be paid to the employee. Upon termination all unused compensatory time is paid out to the employee.

Employees moving from a non-exempt position to an exempt position will receive payment for their accrued compensatory time at the time of the move.

9.05 Exchange Time

Timesheet Code: **ET**

NOTE: See Section 6.08 for information regarding accrual of exchange time.

As stated in Section 6.08, exchange time is granted to exempt (i.e., not overtime eligible) employees. Use of accrued exchange time may be granted to the employee by the employee's immediate supervisor at a time mutually convenient to the operation of the County and the employee. Exchange time may not be used in the same pay period in which it was earned.

Exchange time not used within six (6) months of accrual shall expire. At no time shall exchange time be paid out to the employee.



9.06 Funeral/Bereavement Leave

Timesheet Codes: **S/V/CT/ET/ALX**

Sick leave shall be granted for absences due to the death of a member of an employee's immediate family*. In the event of the death of a member of his or her immediate family*, an employee shall be granted time off with pay, to be charged against his or her accumulated and unused sick leave, not to exceed five (5) days.

NOTE: In the event the employee has no sick time available, the employee may use vacation, compensatory or exchange time. If the employee has no vacation, compensatory or exchange time, the employee may request an unpaid Personal Leave of Absence.

In the event of the death of a relative other than a member of their immediate family*, an employee shall be granted a leave of absence with pay, to be charged against their accumulated and unused sick leave, for one (1) day to attend the funeral if within the State of Ohio or two (2) days when the funeral is outside the State of Ohio. Any additional time off requested by the employee is subject to the approval of his or her supervisor, manager and/or Department Director.

To be eligible for the above described funeral leave, an employee must attend the funeral, or other obligations related to the death and/or estate, etc. The failure to do so, or a misrepresentation of facts related to funeral leave shall be proper cause for disciplinary action, up to and including removal, as well as forfeiture of pay for the time away from work. The County reserves the right to request documentation of the family member's death and/or documentation establishing the familial relationship between the employee and the deceased family member.

[* See Section 9.03 for definition of "immediate family".]



9.07

Court Leave/HRC Hearings/Jury Duty

Timesheet Code: **CL**

General Provisions

- Any compensation or reimbursement for jury duty or for court attendance compelled by subpoena, when such duty is performed during an employee's normal working hours, shall be remitted by the employee to their Department Director or supervisor for transmittal to the County Treasurer.
- In order to be approved for court leave under this Section, the employee shall furnish a copy of the court/HRC notification or jury summons to their supervisor prior to their appearance date(s).
- Unless there will be less than one (1) hour left in the employee's regularly scheduled work day upon reporting to work, an employee out on approved court leave is required to immediately report to work after the court appearance is completed. (e.g., an employee on an 8:30 – 4:30 schedule who is released from jury duty at 1 p.m. is required to immediately report to work.)

Court Leave

An employee may be granted court leave with full pay if all of the following conditions are met:

- The legal matter is work related;
- The employee is not a party to the legal matter; **and**
- The employee is requested by the County to appear or is subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses.

If any of these conditions are not met, the employee is not entitled to court leave. An employee not entitled to court leave, however, may use vacation leave, compensatory/exchange leave for purposes of appearing before a court or other legally constituted body in a matter in which he or she is a party or witness. Such instances would include, but not be limited to, criminal or civil cases, traffic court, divorce proceedings, custody, or appearing as directed as parent or guardian of juveniles.

HRC Hearings

An employee who is the appellant or is requested to appear in any action before the HRC and is in active pay status at the time of the scheduled hearing before the Commission, shall be granted court leave with full pay for purposes of attending the hearing. The employee, however, shall not be granted any mileage, travel or other related expenses for the hearing.

Jury Duty

Court leave with full pay shall be granted to any employee who is summoned for jury duty by a court of competent jurisdiction.

NOTE: For information regarding appearance at Industrial Commission (i.e., workers' compensation) hearings, please see [Section 12.02](#).



9.08 Leave Donation Program

Timesheet Code: **SLD**

County employees may donate accrued sick or vacation leave to a fellow County employee who has a serious health condition as defined under the FMLA and are in critical need of time off due to the condition. FMLA leave will run concurrently with the donated leave time.

An employee may receive donated leave provided that:

- The employee is first approved for FMLA leave that removes them from the workplace for fifteen (15) consecutive work days for their *own* serious health condition. Employees on intermittent FMLA leave do not qualify to participate in the program;
- Has exhausted all sick leave, vacation leave and compensatory/exchange time; and
- Has not had any discipline for attendance within the previous year.

An employee may donate accrued sick or vacation leave provided the donating employee:

- Voluntarily elects to donate leave to a designated recipient, who has qualified for the donation program, and does so with the understanding that donated leave which is used by the designated recipient will not be returned;
- Retains a sick balance of at least one hundred twenty (120) hours **after their donation**; and
- Is in active pay status at the time their sick time is to be used;

Employees interested in receiving donated time should contact Human Resources. Employees who qualify may receive leave through the Leave Donation Program for up to twelve (12) weeks. An employee's supervisor or representative may, with the written permission of the employee who is in need of leave or a member of the employee's immediate family, inform an employee's co-workers of such need for leave. When an employee has exhausted all donated time they will be placed on an unpaid extended sick/medical leave or may be separated in accordance with this Manual or their collective bargaining agreement.

Donation of leave time is strictly voluntary. Any employee who feels that they are being pressured to donate leave time should file a General Employee Complaint (See Section 17.03).

NOTE: Employees that are denied participation in the Leave Donation Program may file an appeal in writing to the Director of Human Resources.



9.09 Unpaid Leaves of Absence

The County offers employees three types of unpaid leave: (1) New-Hire Administrative Leave of Absence; (2) Personal Leave of Absence; and (3) Extended Unpaid Sick/Medical Leave. Depending on the practice of an employee's respective Department, the employee may be required to complete an Employee Request for Leave Form to request an unpaid leave of absence.

Any leave approved upon a false statement is invalid and any approved leave shall terminate if the reason for granting the leave is no longer applicable. Moreover, employees providing false statements or documentation are subject to discipline, up to and including removal, under Section 13 of this Manual.

An employee on an unpaid leave of absence does not accrue sick or vacation leave. In addition, time spent on an unpaid leave of absence does not count towards an employee's new hire or promotional probationary period. However, the time spent on an unpaid leave of absence is counted in determining length of service for purposes of vacation eligibility, annual step increases and layoff purposes, provided the employee is properly returned to service and is not serving a probationary period.

NOTE: With the exception of Extended Unpaid Sick/Medical Leave taken concurrently with FMLA leave, an employee in an unpaid status on the first day of a month will not receive health care coverage and related benefits unless he or she elect to pay the entire expense. The employee may be required to pay up to one-hundred and two percent (102%) of the entire health insurance and related benefits premium costs to retain his or her benefits status.

The total amount of time for all leaves under this section shall not exceed six (6) months in any forward rolling twelve month period. Employees are responsible to ensure that they have received proper approval when taking unpaid leave.

Failure to return to work upon the expiration of the approved leave, without reasonable explanation, may subject the employee to discipline, up to and including removal.

NOTE: An employee who fails to return to service from an unpaid leave of absence and who is subsequently removed or voluntarily resigns from service shall not receive service credit for the time spent on such leave and is deemed to have a termination date corresponding to the starting date of the unpaid leave of absence.

An employee may be permitted to return to work prior to the originally scheduled expiration of the leave if such earlier return is agreed to by both the employee and Human Resources. Upon completion of an unpaid leave of absence, the employee shall be returned to the same or similar position within the employee's former classification. If the employee's former classification no longer exists, the employee shall be placed in a classification similar to that formerly occupied.



New-Hire Administrative Leave of Absence

Timesheet Code: **ALX**

An administrative leave may be granted to a newly-appointed employee if they need to take time off from the job due to extenuating circumstances, subject to the following limitations:

- New-hire administrative leave is unpaid;
- New-hire administrative leave may only be granted during a newly-appointed employee's first year of employment with the County;
- Prior approval must be received from the newly-appointed employee's Department Director;
- New-hire administrative leave may only be granted when all appropriate accumulated paid leave time (e.g., sick leave, vacation, and compensatory/exchange time) leave has been exhausted; and
- An employee is limited to a total of 80 hours of new-hire administrative leave.

Personal Leave of Absence

Timesheet Code: **LOA**

A personal leave of absence involves a temporary separation from active pay status, authorized by the County. Such leave must be for a minimum of ten (10) working days, but may not exceed a maximum period of six (6) months, with no extension or renewal allowed.

A personal leave of absence may only be granted when all appropriate accumulated leave (vacation leave and compensatory/exchange time leave) has been exhausted.

A personal leave of absence must be requested by the employee in writing and must be approved by the employee's Department Director. The request shall state reasons for taking the leave and the dates for which such leave is being requested and shall be accompanied by any necessary supporting documentation. Every request for leave will be given fair consideration in accordance with the following policies and procedures and the staffing needs of the departmental unit.

Extended Unpaid Sick/Medical Leave

Timesheet Code: **LOA**

An employee who is unable to perform any of the essential functions of his or her position due to disabling illness, injury or condition, and the disability continues after the employee has exhausted his or her accumulated sick leave benefits, may be granted a leave of absence without pay for a period of up to six (6) months upon presentation of evidence as to the probable date for return to active work status.

The following additional criteria must be met in order to be granted leave under this section:

- The employee's absence will be at least five (5) consecutive workdays;
- The employee must demonstrate that the probable length of absence will not exceed six (6) months; and
- The employee must present to Human Resources, at the time the request is made, a licensed physician's report stating diagnosis, prognosis, and probable period for which the employee will be unable to perform the essential job duties of their position.



FMLA leave for eligible employees shall run concurrently with leave taken under this Section if the reason for leave qualifies under the FMLA.

If the employee is unable to return to work after expiration of the six-month period, the employee may be given a disability separation in accordance with Section 5.19 of this Manual or may apply for OPERS disability retirement, if qualified (*See Section 11.06* for contact information for OPERS).



Section 10: **MILITARY LEAVE**

NOTE: County Employees who are related to members of the Armed Forces, including members of the National Guard or Reserves, should be aware that they may be eligible for military-related FMLA leave. Please see Section 8. for more information regarding military-related FMLA leave.

10.01 Military Leave With Pay (Military Reserve Leave)

Timesheet Code: **ML**

Permanent County employees who are members of the Ohio National Guard, the Ohio defense corps, the Ohio naval militia, or any other reserve component of the United States armed forces, are entitled to a leave of absence from their duties without loss of pay for a period or periods not to exceed twenty-two (22) working days (176 hours) in any one calendar year, provided they are called for field training or active duty. This service does not need to be in one continuous period. The maximum number of hours for which payment under this provision will be made in any calendar year is one-hundred seventy-six (176).

Any military pay received for this twenty-two (22) or less day period of military service shall have no effect on pay from the County. This twenty-two (22) day period of military leave will not affect accrual of sick leave or vacation credits. The employee will continue to accrue sick leave and vacation credits at the normal rate.

An employee who is entitled to leave provided under this Section, and who is called or ordered to the uniformed services for longer than a month, for each calendar year in which the employee performed service in the uniformed services, because of an executive order issued by the governor pursuant to the Revised Code is entitled, during the period designated in the order or act, to a leave of absence and to be paid, during each monthly pay period of that leave of absence, the lesser of the following:

- The difference between the employee's regular gross monthly wage or salary and the sum of the employee's gross uniformed pay and allowances received that month; or
- Five hundred dollars (\$500).

No employee, however, shall receive payments pursuant to the above paragraph if the sum of the employee's gross uniformed pay and allowances received in a pay period exceeds the employee's regular gross wage or salary. In order to obtain any paid leave under this Section, the employee must submit to Human Resources a copy of military orders or other statement in writing from the appropriate military authority as evidence of a call to training or duty.



10.02 Unpaid Military Leave

Timesheet Code: **MLX**

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), an eligible County employee shall be granted, upon giving notice to his or her Department and Human Resources, a leave of absence to serve in the uniformed service, as defined in the Revised Code. This leave shall be without pay and shall be considered as a leave of absence from service with reinstatement rights. No single leave of absence or combination of uniformed service leaves of absence may exceed five (5) years or a single, longer period required to complete an initial period of obligated service.

Employees on military leave without pay for up to thirty (30) days must be given the option of making direct payments of the employee's share of the health insurance premium. Employees with longer periods of service will be given the option of continuing health care coverage and related benefits for up to twenty-four (24) months. Such continuation shall be at the employee's expense.

NOTE: the employee may be required to pay up to one-hundred and two percent (102%) of the entire health insurance and related benefits premium costs.

Employees on military leave who are reinstated to employment with the County pursuant to this Section are entitled to immediate reinstatement of health insurance for the employee and any other individual who is covered by such plan by reason of the reinstatement of the coverage for the employee, with no waiting period and no exclusion of preexisting conditions, except for service-connected illness or injury. Even if the employee does not elect to continue health coverage during his or her military service, he or she will have the same right to immediate reinstatement of health insurance.

Employees returning from military service will be reinstated in the job that they would have attained had they not been absent for military service and with the same seniority, job status and pay, as well as other rights and benefits determined by seniority. The County will make all reasonable efforts to enable returning employees to refresh or upgrade their skills to enable them to qualify for reemployment. If refresher training is not successful, the County will reinstate the employee in a position that most nearly approximates that position originally held.

An employee returning from military leave must apply for reinstatement to their Department or Human Resources within the following time frames:

- Leave of less than thirty (30) days – the employee must report back to work at the next regularly scheduled shift on the day following release from the military, safe travel home, and eight (8) hours of rest.
- Leave of thirty-one (31) to one hundred eighty (180) days – the employee must apply for reinstatement within fourteen (14) days following release.
- Leave of one hundred eighty-one (181) days or more – the employee must apply for reinstatement within ninety (90) days after release.



Failure to return to work or apply for reinstatement in accordance with these time limits does not necessarily forfeit the employee's reinstatement rights, however, the employee will be subject to the County Attendance Control Policy (Section 14).

Following a period of service of thirty-one (31) days or more, employees will be required to provide documentation to the County which establishes the following:

- The timeliness of the employee's application for reinstatement;
- That the employee has not exceeded their cumulative 5-year limit of military leave; and
- That the character of their discharge or separation from uniformed service does not meet one of the types set forth in 20 CFR 1002.135.

If the documentation is not readily available, or does not exist, the County will not deny reinstatement, however, if the documentation later becomes available and it shows that the employee did not qualify for reinstatement, the employee will be immediately removed from employment.

For employees who were disabled while on military duty, or if a pre-existing disability is aggravated by military service, the County will make reasonable efforts to accommodate the disability (*See Section 4.07* for more information on disability accommodations.)

If the employee's service was one-hundred eighty-one (181) days or more, they are protected from discharge, except for cause, for one (1) year. If the employee's service was for thirty-one (31) to one-hundred eighty (180) days, the period of protection from discharge, except for cause, is one-hundred eighty (180) days.

Employees may elect to use any vacation leave they have accrued for a period of unpaid military leave. Use of vacation is strictly optional. Employees on unpaid military leave do not accrue sick or vacation leave.



Section 11: BENEFITS

11.01 Health Care Benefits

The County's comprehensive benefits program, consists of group medical, prescription, dental, vision, life insurance and flexible spending accounts.

NOTE: Part-time employees hired on or after January 1, 2008 are not eligible for County provided health care benefits. Part-time employees who were receiving County health care benefits prior to January 1, 2008 will continue to remain eligible to receive health care benefits.

New employees have thirty (30) days from their hire date to make their benefit elections and to submit documentation regarding dependents. Under most circumstances, if an employee fails to make benefit elections within that time period, the employee will have to wait until open enrollment to elect benefits.

New employees shall be eligible to receive health care benefits on the first day of the month following their date of hire. The costs of the employee's selected benefits plans are shared between the employee and the County. The County will make its first contribution on the first payroll deduction for the first month following the employee's hire date. Employees, at their own expense, can elect to begin medical, dental, vision and flexible spending account coverage on the first day of hire. Employees who choose this option are responsible for 100% of the cost of their benefits.

Employees who take a leave of absence during any benefits waiting period may incur a delay in the effective date of County paid benefits. The new effective date will be calculated from the day the waiting period is completed.

The County's health benefits may cover an employee's spouse and dependent children. To be covered, children must be under age twenty-three (23), unmarried, and legal dependents of the employee. Health benefits may also cover certain other dependent children if the employee has legal guardianship, as outlined in each of the County's group insurance carrier contracts. No dependent can be covered by more than one County sponsored benefit plan. Documentation is required before dependents can be added.

NOTE: Effective January 1, 2011, employees may be able to add dependents whose age is greater than 23 to their benefits coverage. Federal rules will allow employees to add dependents who will be covered through the month of their 26th birthday (with proper documentation). The



State of Ohio allows dependents to be added following the month of their 26th birthday through the month of their 28th birthday if they meet all the State of Ohio criteria.

If an employee is covered by medical coverage elsewhere, the employee may be entitled to waive County coverage and receive a taxable wage incentive for maintaining non-County coverage. Employees should contact the County Benefits Department at (216) 443-3539 or benefits@cuyahogacounty.us for more information on this incentive.

Employee contributions for health benefits are paid through a pre-tax payroll deduction, both during and after the waiting period.

Fraud Warning: Any person who, with intent to defraud or knowing that he or she is facilitating a fraud, submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud. Any employee found making false or deceptive statements may be subject to disciplinary action, up to and including removal.

By enrolling in a County benefit plan, an employee agrees to comply with eligibility rules for themselves and for all of their dependents in these plans. The enrolling of ineligible dependents may be considered fraud. An employee may be subject to an eligibility audit during the benefit year. An employee selected for an eligibility audit may be required to submit copies of documentation such as certified birth certificate(s), marriage certificate(s), income tax return(s) and/or other related documentation including affidavits.



11.02 Open Enrollment

Open enrollment generally occurs between October and December. Employees must go on line annually to make their elections. Employees who do not make elections on line by the open enrollment deadline will default to the medical plan that the County designates. Once an employee is defaulted to this designated plan, he or she cannot appeal or change this plan unless a qualifying event occurs. Employees are also bound by the deadlines to submit documentation during open enrollment for addition and/or deletion of dependents.

11.03 Benefits During Unpaid Leaves of Absence

If an employee is on an unpaid leave of absence, benefits may be maintained. To continue benefits, employees must make required monthly contribution payments which may be greater than those paid by employees in active pay status. Employees should contact the County Benefits Department at (216) 443-3539 or benefits@cuyahogacounty.us for more information on continuation of benefits during a leave of absence.



11.04 Changes in Medical Benefits Coverage

Under most circumstances, employees can only make changes to benefit elections during the annual open enrollment period. After enrollment, revision to an employee's elections is only permitted due to an eligible change in status. Employees must notify Human Resources and complete a Benefits Office Change Form, including attachment of required documentation, within thirty (30) days of an eligible change of status.

Examples of changes of status include:

- Marriage;
- Divorce, legal separation, or annulment;
- Birth, adoption, placement for adoption, or legal guardianship;
- Change of status in child custody;
- Death of dependent;
- A child who is no longer a legal dependent or a dependent reaching age twenty- three (23) (please see note box in Section 11.01 regarding changes to this requirement on or after January 1, 2011);
- Loss of alternate coverage; and/or
- Certain reductions/increases in work hours and or work status (i.e., from part-time to full-time).

NOTE: Employees are responsible for notifying the Benefits Division if their legal guardianship ends or if their dependent children get married, leave home with their own job and/or are no longer shown by the employee as a dependent on their income tax returns.

Changes in status can affect the employee's single/family coverage entitlement for medical, prescription drugs, dental and vision, as well as impacting flexible spending accounts and life insurance. In the case of divorce, legal separation and annulment, employees must adjust their covered dependents by removing former spouses within thirty (30) days of divorce, legal separation or annulment. Copies of the first and last pages of the court document must be included. Failure to adhere to this requirement may subject the employee to discipline, up to and including removal.

NOTE: Divorced employees who are required by court order to pay benefits for their ex-spouse cannot cover the ex-spouse under County benefits. A separate policy must be purchased outside of County benefits. It is illegal to cover an ex-spouse under County benefits.



11.05 Continuation of Coverage

In compliance with Federal COBRA laws, all new employees receive a comprehensive letter concerning their rights with respect to continuing group health care benefits. Generally, a former employee can continue benefits for up to eighteen (18) months, providing that they pay the monthly group rate in addition to a small administrative fee. Some unique situations, as defined by law, may warrant a longer period of up to twenty-nine (29) months. Upon severing employment with the County, eligible employees will receive notification of their COBRA entitlement, duration and payment instruction.

In addition, Federal HIPAA laws require that the County (or its designated agent) provide eligible employees a certificate of group health care coverage. This document may be used as evidence of their insurability to another employer or organization whose group health carrier may otherwise impose an exclusion for certain pre-existing conditions. Employees needing a copy of their certificate of group health care coverage should contact the County Benefits Department at (216) 443-3539 or benefits@cuyahogacounty.us.

The County's group term life insurance has two features allowing employees to take a portion or all of their life insurance with them under an individual arrangement with the County's insurance carrier:

- The "conversion provision" allows an employee to convert the basic insured amount, if applicable to their group, and the supplemental coverage into a whole life policy.
- The "portability provision" allows an employee to take the insured amount that is in excess of the basic coverage and create an individual term life policy at the same prevailing group premium. Changes in premium still occur at the same five-year (5) age intervals as when employed.

NOTE: The "conversion" and "portability" provisions both involve direct payment to the insurance carrier.

There are deadlines associated with both the "conversion" and "portability" provisions of the County's sponsored life insurance program. The County routinely sends an informative notification concerning preservation of life insurance when employment ends. However, employees should contact the County Benefits Department at (216) 443-3539 or benefits@cuyahogacounty.us prior to separation from employment with the County.



11.06 Retirement – Ohio Public Employee Retirement System (OPERS)

All County employees are required by state law to participate in OPERS through payroll deduction.

Information regarding OPERS is available by contacting Human Resources or by directly contacting OPERS:

Ohio Public Employee Retirement System
277 East Town Street
Columbus, Ohio 43215-4642
1-800-222-PERS (7377)
www.opers.org

11.07 Death Benefit

Employees who elect life insurance coverage must complete a Beneficiary Form. Upon the death of an employee or their covered dependents, death benefits will be payable. Contact the County Benefits Department at (216) 443-3539 or benefits@cuyahogacounty.us for more information regarding death benefits.

11.08 Optional Additional Employee Benefits

At the sole discretion of the County, certain additional optional employee benefits may be offered to County employees, including:

- Voluntary benefits, such as accident insurance, whole life insurance with long term care rider, and/or short term disability;
- Discounted RTA bus/transit passes and parking;
- Health and wellness programs; and
- Tuition reimbursement.

County employees will be notified of these offers as they become available.



11.09 Flexible Spending Accounts (FSAs)

Flexible Spending Accounts are offered by the County as an additional benefit. The County offers two types of FSAs: (1) Medical Payment Accounts; and (2) Dependent Care Payment Accounts. More information on both of these plans can be found in the open enrollment material distributed by the Benefits Division or by contacting the Benefits Division at (216) 443-3539 or benefits@cuyahogacounty.us.

Medical Payment Account (MPA)

The MPA allows employees to use pretax deductions to pay medical, prescription drug and dental expenses that are not covered by the employee's medical plan (e.g., co-pays, deductibles, orthodontia, etc.). Employees deposit these payroll deductions in a separate account with the County's third party provider. To draw on the account, employees must submit receipts for eligible expenses to the third party provider through use of reimbursement form. The employee will then be reimbursed by the third party provider.

Dependent Care Payment Account (DCPA)

The DCPA allows employees to use pretax deductions to pay childcare expenses. The DCPA works in the same manner as the MPA with regard to submission of receipts and reimbursement form. Childcare services can be provided in or out of the employee's home as long as the sitter is not a dependent that you claim on your income tax. The DCPA covers childcare for children less than thirteen (13) years of age, but also may be used to pay for an incapacitated adult who is dependent on the employee for 50% of their support and who needs care while the employee is at work.

NOTE: Employees should be aware that there are strict deadlines associated with the submittal of claims for withdrawal of funds from flexible spending accounts. Employees that fail to submit claims prior to the deadline will forfeit any remaining balances in their flexible spending accounts. More information regarding specific deadlines can be obtained by contacting Human Resources.



Section 12:

WORKERS' COMPENSATION

12.01 Workers' Compensation Policy

The State of Ohio Workers' Compensation Laws cover County employees. A County employee who sustains a job-related injury or occupational disease may be eligible to receive benefits from the Bureau of Workers' Compensation (BWC).

12.02 Employee Procedure

A County employee who is involved in a work-related accident/injury or is diagnosed with an occupational disease must adhere to the following procedure:

1. The employee must immediately notify their supervisor of the work-related accident/injury or occupational disease diagnosis. If the employee is incapacitated, the employee must notify their supervisor as soon as practicable.
2. The employee must complete a Cuyahoga County Accident Investigation Report within 24 hours of the occurrence, unless confined to the hospital. If confined to the hospital, the employee must complete the accident report within 24 hours of release from the hospital.
3. The employee may seek treatment at the medical provider of their choice so long as the provider is BWC certified. If medical care is needed, the employee should obtain a Managed Care Organization (MCO) card from Human Resources for submittal to their provider. If immediate medical care is needed, the employee does not need to obtain a MCO card. Rather, the employee should inform their provider that they have a work-related injury and refer them to the County's MCO, **1-888-OHIOCOMP**.

NOTE: An employee who is involved in a work-related accident/injury may be required to submit to a drug and/or alcohol test pursuant to Revised Code Section 4123.54. The results of the drug and/or alcohol test, or the employee's refusal to submit to the test may affect the employee's eligibility for compensation and benefits pursuant to Revised Code Section 4123.54 and Chapter 4121 of the Revised Code and will subject the employee to the provisions of the County's Fitness for Duty Program (Section 7.04).



Employees who are off work due to a work-related accident/injury or occupational disease are responsible to keep their supervisors notified of their work status and to provide appropriate documentation from their physician. Appropriate documentation includes certification of total disability (BWC Form - C-84) and physician's reports of work ability (BWC Form - Medco-14).

If the employee is released to light or full duty, the employee must provide appropriate documentation from their physician to Human Resources and the County Workers' Compensation Office.

If an employee is required to attend an Industrial Commission hearing, he or she will be given up to two (2) hours of paid leave. The employee must present the Hearing Notice from the Industrial Commission to their supervisor prior to the hearing date in order to be granted the paid leave.

If an employee is required to attend a County or BWC mandated medical examination, he or she will be given up to four (4) hours of paid leave time to attend. The employee must present their supervisor with the written letter from the BWC, MCO or TPA in order to be granted the paid leave.

NOTE: Time off for attendance at any medical appointment not mandated by the County or BWC must be covered by the employee's own leave time.



12.03 Supervisor Procedure

Immediately upon receipt of notification from an employee of a job-related accident/injury or occupational disease diagnosis, the supervisor shall:

1. Provide the employee with a “Workers’ Compensation Injury Reporting Packet.” Reporting packets can be obtained from Human Resources. The reporting packets contain the Accident Investigation Report that must be filled out by the employee; and
2. Contact Human Resources to notify them of the incident.

NOTE: If the incident in question involves a vehicle accident, the supervisor is also required to contact Fitness for Duty and Protective Services in accordance with Section 16.04 of this Manual.

Upon receipt of the completed Accident Report from the employee, the supervisor shall immediately give the form to Human Resources.



12.04 Relationship to Leave Time

Employees who are off work for more than seven (7) calendar days due to a job-related accident/injury or occupational disease may be entitled to disability benefits through the BWC. It may be several weeks, however, before the BWC determines eligibility and issues the first disability check to an injured employee. County employees who are off work due to a job-related accident/injury or occupational disease have the following options while waiting for the BWC to determine eligibility and issue disability payments:

- **Sick Leave** – An employee may elect to use their accrued sick leave. The employee will continue to receive their full wages and benefits while using sick leave. The BWC, however, will not reimburse an employee for the usage of their sick time (i.e., the BWC will not issue retroactive payment of disability payments to cover the period of time where sick leave was used). In addition, the County will not reimburse or re-credit the employee for the sick time used.
- **Vacation/Compensatory/Exchange/Personal Leave** – An employee may elect to use their accrued vacation, compensatory, exchange or personal leave. The employee will continue to receive their full wages and benefits while using vacation, compensatory, exchange or personal leave. Should the BWC determine that the employee is eligible for disability payments, the BWC will issue retroactive disability payments to cover eligible periods where vacation, compensatory, exchange or personal leave were used. The County, however, will not reimburse or re-credit the employee for the vacation, compensatory, exchange or personal leave time used.
- **Unpaid Workers' Compensation Leave** Timesheet Code: WCX - Injured employees also have the option of not receiving a paycheck from the county and waiting on BWC wage benefits. However, the decision to go into a no-pay status may affect health care benefits. Should the BWC determine that the employee is eligible for disability payments, the BWC will issue retroactive disability payments to cover eligible periods where unpaid workers' compensation leave was used. Should the BWC determine that the employee is ineligible to receive disability, the employee will not receive any retroactive payment or reimbursement from the BWC or the County.

In addition, in the event that an FMLA eligible employee suffers lost time of three (3) days or more, the employee will be required to use their available FMLA time to cover up to the first twelve (12) weeks of lost time.



12.05 Alternative Work Program

Policy

On July 1, 2003, the County passed a Resolution adopting the Cuyahoga County Alternative Work Policy. The passage of this Resolution indicates that the County fully supports the provision of alternative work opportunities for employees who have been injured at work and are eligible for Workers' Compensation Benefits. Employees who have been injured may be able to work for a specific period of time in a modified form of their present job or at a different job assignment.

This policy only pertains to employees with County work related injuries who have been released by their physician for alternative work/light duty. The policy may also be limited based on individual departmental work needs at a particular time.

Procedure

- When an employee is injured, the County's MCO, 1-888-OHIOCOMP, will review the employee's medical records and discuss restrictions with the employee's physician (or review Medco-14 form from physician). The MCO will also make available Functional Job Analyses for certain positions for review by the physician. The MCO will then make recommendations on appropriate candidates. A Department may also make recommendations for appropriate candidates. Appropriate candidates will likely miss more than 7 calendar days of work.
- The employee must file a workers' compensation claim with the BWC and complete the County's accident report before being considered for alternative work. However, the County's initial allowance order does not have to be issued prior to participation in the program.
- The County Workers' Compensation Office will work in conjunction with Department management to determine whether there is an appropriate alternative position within the employee's department.
- The Department may object to the assignment if there are already two employees from the Department participating in this program.
- If a bargaining employee is involved, the union will be notified of the assignment. The employee will be notified of their right to union representation regarding the assignment.
- The employee will maintain their current rate of pay and their bargaining status will remain in force. Where possible, all efforts will be made to assign the employee to their regular shift.



- The County Workers' Compensation Office will inform the employee by certified mail in writing of the new assignment, reporting time and work hours. A copy of this letter will be sent to the union (if applicable), Human Resources, Department Director(s) and supervisor(s).
- An employee will be eligible for alternative work for up to sixty (60) calendar days. This initial sixty-day period may be extended by agreement between the Department and employee (or union if a bargaining employee). At no time may an alternative work assignment exceed one hundred twenty (120) days.
- For an employee to be allowed to return to their prior position, the employee must provide a full release from their physician, indicating that the employee can perform the essential functions of the position, with or without accommodation, or have been granted a reasonable accommodation under the ADA. (*See Section 4.07 of this Manual for more information on making a request for an ADA Accommodation.*)



12.06 Wage Continuation Program

The County Wage Continuation Program is an optional program available for employees who are injured at work and meet specific eligibility requirements. Under the Program, the employee will continue to receive their regular County wages as opposed to receiving workers' compensation disability benefits for up to sixty (60) calendar days while they are recovering from their injuries. The employee will also continue to receive their applicable benefits, including accrual of sick, vacation and retirement credit.

The program is entirely voluntary and the employee may opt out of the program at any time. The employee must meet all eligibility requirements and follow all mandated procedures to participate in the program. **The County reserves the right to make determinations on eligibility on a case by case basis.**

Eligibility

- Injury or occupational disease must be compensable under Workers' Compensation Laws of the State of Ohio;
- Employee must miss more than seven (7) calendar days of work;
- Employee must fill out a county accident report in accordance with Section 12.02 of this Manual;
- Employee must use a medical provider from either MetroHealth or OccuCenters facilities.
- Employee must fill out a Wage Continuation Form (available from Human Resources), and return it to the County Workers' Compensation Office within 72 hours of the injury/diagnosis. If employee is hospitalized, the employee must return the form within 72 hours of their discharge from the hospital. There will be no retroactive application to this program;
- Employee must submit FMLA paperwork to Human Resources and are required to use their FMLA leave. Employees who are not eligible for FMLA leave are not eligible to participate in this program; **and**
- Employee must agree to participate in alternative work if eligible. The employee's participation in the alternative work program shall be governed by the rules set forth in Section 12.05 of this Manual.

Procedure

- Upon receipt of the required forms, the Workers' Compensation Office will consult with the employee's supervisor and make a decision to either certify or reject the injury/occupational disease claim.
 - **Rejected** - the employee will not be eligible to participate in the program.
 - **Certified** - the Workers' Compensation Office will enroll the employee in the program.
 - **Certified, but later disallowed by the BWC** - the employee's participation in the program will be suspended until a final decision is issued on the claim. The employee will be required to use accumulated paid leave or FMLA leave during



this period of time if the employee has not been released by their doctor. If the employee does not have sufficient leave time to cover the absence, the employee may be placed on an extended unpaid sick/medical leave.

- If, after the appeals are exhausted, the claim is allowed, leave time used will be refunded.
- The employee's physician will be required to submit both a C-84 and Medco-14 along with an estimated return to work date to the Workers' Compensation Office. The Workers' Compensation Office will use these forms to determine the appropriateness of an alternative work assignment.
- Wage continuation may continue for a maximum of **sixty (60) calendar days** or until the employee's physician releases the employee to either full duty or alternative work, whichever is earlier.
 - The sixty-day limit applies to each injury (i.e., if an employee returns to work after forty-five (45) days of wage continuation, but later needs to be off work again for the same injury – the employee will only be authorized for fifteen (15) additional days of wage continuation. After a total of sixty (60) calendar days of wage continuation, the employee will not be eligible to participate in wage continuation for the same injury for the duration of the participant's service with the County.)
- If the employee is unable to return to work at the end of the sixty-day time period, he or she will be directed to seek benefits from the BWC. The employee will be required to continue on FMLA leave until exhausted.
- An employee may discontinue the program at any time. If the employee decides to opt out of the program, the employee may use his or her accumulated leave time and apply to use the standard Workers' Compensation Program. An employee who has opted out of the program may not opt back in at a later date.

Medical Treatment

- Employees in the program must use a medical provider from either MetroHealth or OccuCenters facilities. It is recommended that employees with less serious injuries use OccuCenter, and employees with more serious injuries use MetroHealth.
- Any employee who fails to fully comply with his or her treating physicians recommendations, including treatment, medication, therapy, vocational rehabilitation, and/or alternative/transitional work assignment, will be immediately removed from the program and will forfeit any future claim to program benefits. Missing appointments will be considered non-cooperation.
- Employees in the program who are working in an alternative work position will be granted paid leave time for medical or physical therapy appointments with their approved physician. The employee will be required to submit documentation of the appointment to their supervisor, including the time he or she arrived and left the appointment. Failure to submit appropriate documentation will result in the employee being charged with sick leave for the time away from work
- Employees in the wage continuation program who have returned to full duty will be granted up to two (2) hours of leave time per day for medical appointments related to



their work-related injury for up to one (1) year following their date of injury. The appointment must be with their approved physician under this program and the employee will be required to submit documentation in the manner described in the prior paragraph.

Prohibitions

- An employee is not eligible to use leave donation while participating in this program.
- Employees in the program shall only be paid for their regularly scheduled hours during the period of disability.
- Employees may not maintain any other employment while collecting wage continuation.
- In the event that the County finds that an employee who has received wage continuation has filed a fraudulent claim, the County reserves the right to discipline the employee pursuant to Section 13 of this Manual, up to and including removal, and to recoup the full worth of all wage and benefit payments rendered to the employee.

NOTE: The County reserves the right to modify the wage continuation program at any time.



Section 13:

EMPLOYEE CONDUCT POLICY

13.01 Guidelines for Appropriate Conduct

All County Employees are responsible for performing their jobs in a competent, professional manner and for conducting themselves, at all times, in a way that advances the goals of the County and increases public confidence in Cuyahoga County government. This requires County employees to exercise due care and regard for the safety and security of persons and property, and to refrain from behavior which might be harmful to the county's interests, or which violates or conflicts with the county policies and procedures.



13.02 Employee Dress/Appearance

County employees are required to dress in a manner appropriate for their position. Unless otherwise required by their position, employees are generally required to dress in a manner that is “business appropriate.”

Although it is not possible to compile a complete list of acceptable and unacceptable attire, employees should always strive to dress in a way that maintains a business appearance and promotes a positive image and level of professionalism.

Employees should be aware that their respective Departments may have additional rules and regulations or more specific guidelines regarding employee dress/appearance. In determining the appropriate dress standards for individual units, Department management should consider the following factors:

- The nature of the work performed by the unit;
- The likelihood of interaction with the public; and
- Consistency amongst similarly situated units.

Department management has the right to take corrective action when an employee is improperly dressed. An employee who is dressed inappropriately may be sent home to change his or her clothes and may be subject to further discipline under this Section. An employee who is sent home shall be required to use his or her own accumulated vacation, compensatory or exchange leave to cover the time that he or she is away from the worksite to change clothes. In the event the employee has no vacation, compensatory or exchange time, the employee will be placed in AWOL status for the time that he or she is away from the worksite.

Nothing in this policy is intended to abridge an employee’s rights relating to non-discrimination or to hinder the advancement of diversity at the County. The County will reasonably accommodate those employees whose bona fide religious belief or disability requires special attire (*see Section 4.08* for information regarding requests for religious accommodation; *see Section 4.07* for information regarding disability accommodation requests).



13.03 Employee Responsibility for County Property

Employees shall not abuse, neglect, waste or misappropriate County property. All employees are responsible for the proper care of any tools, materials, equipment or vehicles assigned for the performance of their jobs. No County tools, equipment, materials or vehicles shall be used for any purpose other than authorized work-related activities. No County tools, equipment or materials shall be taken from the worksite for any purpose unless specifically authorized by the employee's supervisor and/or management. Any violation of these requirements may subject an employee to discipline, up to and including removal.

Upon separation from County employment, employees must return to their Department Management all County-issued cell phones, pagers, computers, keys, uniforms, and other such equipment. In addition, employees must return their ID badges to Human Resources.



13.04 Recording of Conversations

The County has established the following guidelines for the recording of telephone conversations, office meetings and office conversations concerning County business. Any violation of this Section could result in disciplinary action, up to and including removal.

Telephone Conversations

County employees shall not record any telephone conversation involving the discussion of County business unless at least one of the following applies:

1. All parties first consent either verbally or in writing;
2. The party intending to record the conversation notified the other party – both at the beginning and at the end of the conversation – that the call is being recorded;
3. The Law Director or designee authorizes in writing an employee to record a telephone conversation without the other party's consent (e.g., in furtherance of a sexual harassment investigation); or
4. County management authorizes the recording of a telephone conversation as a standard course of business (e.g., all telephone calls to the 696-KIDS hotline are recorded).

Office Meetings and Conversations

County employees shall not record any internal office meetings, conversations, and/or any oral communication involving the discussion of matters pertaining to County business unless at least one of the following applies:

1. All parties first consent either verbally or in writing; or
2. The Law Director or designee authorizes in writing an employee to record a meeting/conversation without the other party's consent (e.g., in furtherance of a sexual harassment investigation).

An internal office meeting is defined as an assembly of two or more County employees for the purpose of discussing matters relating to the conduct of County business.

NOTE: This policy shall not apply to public meetings or any other meeting or forum involving the discussion of County business that is open to members of the general public, including, but not limited to, public hearings.



13.05 Workplace Search/Privacy Policy

NOTE: See Section 15.02 for information regarding the County's electronic equipment/e-mail privacy policies.

County management may question employees and/or inspect any personal property or any area from which the County conducts business, including any spaces, facilities and/or vehicles leased by the county, when there are **reasonable grounds** for suspecting that the search will reveal evidence of work-related misconduct, including, but not limited to:

- When management has a reasonable suspicion that a search/questioning is necessary to safeguard another employee's safety or property;
- When management has a reasonable suspicion that a search/questioning is necessary to safeguard a County customer or their property;
- To protect County property from destruction and/or theft;
- To investigate possible violations of County policy; or
- In furtherance of an internal workplace harassment/discrimination investigation.

County management will obtain authorization from either Human Resources or the Protective Services Division prior to conducting a workplace search.

NOTE: Employees who are without their County issued ID Badge may be required to submit to a search through the use of a metal detector. In addition, all County employees may periodically be required to submit to a search through the use of a metal detector.



13.06 Professional Licenses

Any County employee who is required as a condition of his or her employment to possess and maintain in good standing, a professional license (e.g., social worker license, license to practice law, etc.), shall immediately report any change in his or her licensure status to their Department Management (i.e., license revoked due to bad behavior or failure to renew). An employee who fails to promptly report any change in their licensure status may be subject to disciplinary action, up to and including removal.

13.07 Criminal Conviction

Pursuant to Section 5.05 of this Manual, all applicants for appointment to positions under the County are required to declare whether they have been previously convicted of certain crimes. Any employee that fails to disclose a previous criminal conviction or current arrest for one of the listed crimes on their application is subject to disciplinary action, up to and including removal for falsification of their application.

Any current County employee that is arrested for one of the following crimes must immediately report said arrest to Human Resources:

- Felonies (or under arrest for crime punishable as a felony);
- A crime involving dishonesty, fraud, or theft (e.g., forgery, burglary, robbery, credit card fraud, perjury, bribery, tax evasion);
- Crimes of moral turpitude (e.g., sex offenses, pandering, prostitution, importuning, public indecency);
- Crimes involving physical violence (e.g., assault, patient abuse or neglect); and
- Drug-related crimes (e.g., trafficking offenses, drug possession).

Any employee who fails to disclose the fact that he or she has been arrested for one of the above-described crimes is subject to disciplinary action, up to and including removal.

Conviction of a crime or a history of criminal convictions may constitute cause for disciplinary action. Determination of such action will be based on an analysis of the responsibilities of the position and the nature and time frame of the conviction.



13.08 Inappropriate Conduct / Grounds for Discipline

Inappropriate Conduct

In accordance with Ohio civil service laws, the County considers the following conduct to be inappropriate and grounds for disciplinary action:

Incompetency	Violation of County Policy and/or Procedure
Inefficiency	Violation of any Ohio Civil Service Law
Dishonesty	Failure of Good Behavior
Drunkness / Substance Abuse	Misfeasance
Immoral Conduct	Malfeasance
Insubordination	Nonfeasance
Discourteous Treatment of the Public	Felony Conviction
Neglect of Duty	

Examples of Inappropriate Conduct

The following examples of inappropriate conduct are provided to assist County management with administration of the Progressive Discipline Program. **The examples, however, are provided solely for illustration, and are NOT intended to be exhaustive or exclusive.**

MINOR INFRACTIONS:

The following is a non-exclusive list of examples of minor infractions:

Type of Conduct	Examples:
<i>Neglect of Duty / Inefficiency / Incompetency</i>	<ul style="list-style-type: none"> • Failing to follow call-in procedures for a single day of absence without approved leave. • Taking unauthorized or extended lunch or other breaks. • Being away from the worksite without permission or leaving work prior to the end of the shift without authorization. • Loafing, loitering, or failing to perform work in a prompt and efficient manner. • Reading material during regular work hours that is not job-related or authorized by management. • Conducting non-work related business while on County time.
<i>Violation of County Policy and/or Procedure</i>	<ul style="list-style-type: none"> • Abuse of County telephones for personal, local calls. • Using County equipment or property for other than its intended purpose (including, but not limited to, e-mail and Internet). • Failing to sign time sheets, properly register time or to punch time card. • Smoking on County owned or leased properties.
<i>Insubordination</i>	<ul style="list-style-type: none"> • Failing to follow supervisor's instructions or Departmental procedures.



MAJOR INFRACTIONS:

The following is a non-exclusive list of examples of major infractions:

Type of Conduct	Examples:
<i>Neglect of Duty / Inefficiency / Incompetency</i>	<ul style="list-style-type: none"> • Sleeping while on duty. • Leaving a post of continuous operation without authorization prior to the end of the shift or prior to proper relief. • Failing to follow call-in procedures for two consecutive days of absence without approved leave. • Failing to report for overtime after being scheduled to work overtime or refusing to work mandated (mandatory) overtime when assigned. • Failure to complete a legitimate job assignment.
<i>Violation of County Policy and/or Procedure</i>	<ul style="list-style-type: none"> • Abuse of County telephone for personal long distance calls.
<i>Discourteous Treatment of the Public</i>	<ul style="list-style-type: none"> • Failure to provide prompt, courteous service to the public.
<i>Failure of Good Behavior</i>	<ul style="list-style-type: none"> • Verbal abuse or profanity directed at a co-worker, supervisor, or the public. • Unauthorized sharing of confidential information about clients and/or employees. • Using another employee's confidential computer identification code without authorization or giving another's code to anyone to use.
<i>Insubordination</i>	<ul style="list-style-type: none"> • Refusing a legitimate job assignment or failing to perform a directive from a supervisor or management representative.

REMOVABLE INFRACTIONS:

The following is a non-exclusive list of examples of removable infractions:

Type of Conduct	Examples:
<i>Neglect of Duty / Inefficiency / Incompetency</i>	<ul style="list-style-type: none"> • Egregious, flagrant or willful neglect in the performance of assigned duties. • Disregarding safety or security regulations that results or would likely in serious physical harm or major property loss or damage. • Failing to follow call-in procedures for three consecutive days of absence without approved leave.
<i>Violation of County Policy and/or Procedure</i>	<ul style="list-style-type: none"> • Intentionally destroying County property or records without prior authorization.
<i>Dishonesty</i>	<ul style="list-style-type: none"> • Falsification of employment records or other County records in manual or automated systems, including falsification of stated reason for use of leave (e.g., abuse of sick leave or using sick leave for unauthorized purposes.)



	<ul style="list-style-type: none"> • Unauthorized punching, signing or altering other employee's time cards or timesheets • Unauthorized altering of one's own time card or sheet. • Making false claims or providing false information in investigations of workplace misconduct or accidents. • Making false claims or misrepresentations in an attempt to obtain any County benefit (e.g., health benefits, promotion, paid leave of absence, etc.).
<i>Felony Conviction</i>	<ul style="list-style-type: none"> • Conviction of a felony.
<i>Failure of Good Behavior</i>	<ul style="list-style-type: none"> • Soliciting or accepting a gratuity or bribe from anyone conducting business with the County or seeking to do business with the County. • Using obscene, abusive, or threatening language or gestures, or performing an act with intent to cause injury to another. • Striking or physically assaulting another person. • Fighting, except for self-defense. • Theft of property from co-workers, the County or others. • Unauthorized possession of a firearm, explosives, or other dangerous weapons on County property or while engaged in County business. • Performing an act which constitutes a felony under the laws of the United States, the State of Ohio or the jurisdiction in which the act was committed. • Making an unwelcome, uninvited sexual advance or request for a sexual favor, especially of a subordinate, a vendor or a customer, and/or touching someone else if it is unwelcome and uninvited. • Engaging in a pattern of behavior which creates a hostile, intimidating, or offensive work environment based on a protected characteristic.
<i>Drunkenness / Substance Abuse</i>	<ul style="list-style-type: none"> • Using alcoholic beverages on County property, or using alcoholic beverages while engaged in County business. • Possessing an open container of alcohol on County property or while engaged in County business. • Manufacturing, using, selling, or distributing alcohol or illicit drugs on County time or County property. • Refusal or failure to submit to a drug test as required. • Failing an alcohol or drug test in violation of the County's Fitness for Duty Policy.



Evaluation of Inappropriate Conduct

All inappropriate conduct shall be evaluated on a case by case basis, considering the following factors:

- 1) Level of disruption to County business.
- 2) Level of harm to the County's interests.
- 3) Level of damage to the public's trust and confidence in Cuyahoga County government.
- 4) The employee's position and the degree of responsibility inherent in that position (i.e., supervisory vs. non-supervisory positions). **Employees who occupy a supervisory or management position are held to a higher standard of conduct commensurate with the level of leadership required of them.**
- 5) Whether the employee's conduct is part of a continuing problem.
- 6) Whether the employee's conduct put a co-worker, vendor or customer's safety and/or security at risk.
- 7) Whether the employee's honesty and veracity is brought into question because of his or her conduct.
- 8) Whether there are extenuating or mitigating circumstances.
- 9) Whether the inappropriate factor involves a violation of the County's Code of Ethics (See Section 3.).



13.09 Progressive Discipline Program

Purpose

The County subscribes to a policy of progressive discipline. Progressive discipline is not intended to be punitive. Rather, the goal of this policy is to help the employee recognize and correct certain unacceptable behavior before it becomes serious enough, or frequent enough, to warrant termination of employment.

Application

The Progressive Discipline Program applies to:

- Regular full-time and part-time employees (bargaining and non-bargaining); and
- Promotion or transfer probationary employees.

The Progressive Discipline Program may not apply to:

- New-hire probationary employees;
- Interns; and
- Temporary or seasonal employees
- Any employee who commits an offense deemed to be “removable” pursuant to Section 13.08.

In the event of a conflict, Federal, State and Local laws, rules, and regulations take precedence over Progressive Discipline policies and procedures. In addition, in the event of a conflict, collective bargaining agreements take precedence over Progressive Discipline policies and procedures.

Relationship to Attendance Control Program

All attendance related discipline shall be administered in accordance with the Attendance Control Program (Section 14). Attendance related discipline, however, may be relevant under this Section as evidence of a continuing performance problem. In addition, failure to follow call in procedures is considered a Progressive Discipline offense and may be addressed separately from the related attendance control issue.

Procedure

When a management representative determines that an employee has conducted himself or herself in a manner that is deemed “inappropriate” under Section 13.08 of the Policies and Procedures Manual, the management representative shall consult with Human Resources to determine the appropriate action to take. If an investigation is necessary, Human Resources will work with the management representative to gather the necessary information regarding the inappropriate conduct.

If Human Resources determines that the facts of the case may justify the imposition of a suspension, demotion, or removal, Human Resources will have the management representative complete a request for Pre-Disciplinary Conference in accordance with Section 13.11 of this Manual.



Depending on the nature of the discipline that is ultimately issued, the employee will either be notified of the discipline by his or her supervisor or Human Resources.

NOTE: All finalized disciplinary actions are permanently placed in the employee's personnel file. **The disciplinary action, however, will only remain active for two (2) years for purposes of progressive discipline.** The two-year period shall be measured backward from the date of the subsequent offense to the date the prior discipline was imposed.

Types of Disciplinary Action

- **Written Reprimand** – The purpose of a written reprimand is to give an employee formal written notice that his or her conduct has been deemed to be inappropriate and of any action that may be necessary to correct said conduct. The written reprimand should also specify consequences if the employee does not correct his or her inappropriate conduct. If Human Resources determines that a written reprimand is appropriate pursuant to the Progressive Discipline Program, the supervisor or management representative shall prepare the written reprimand and submit it to Human Resources for review. Once approved by Human Resources, the supervisor or management representative will give the written reprimand to the employee. The written reprimand shall be signed by the supervisor or management representative, the employee and any third-party who witnessed the issuance of the written reprimand. The employee's signature is an acknowledgement of receipt of the form, not agreement with its contents. The original written reprimand shall be sent to Human Resources to be placed in the employee's personnel file, with copies to the employee and the employee's direct supervisor.
- **Suspension** - A suspension is a forced unpaid leave of absence from employment with the County. The County may require an employee who is suspended to report to work to serve the suspension. An employee serving a suspension in this manner shall continue to be compensated at the employee's regular rate of pay for hours worked. The disciplinary action shall be recorded in the employee's personnel file and has the same effect as a suspension without pay for the purpose of recording disciplinary actions.
- **Reduction** - See Section 5.15.
- **Demotion** - See Section 5.14.
- **Removal** – See Section 5.17.



NOTE: At the sole discretion of the Director of Human Resources or designee, an employee may be temporarily placed on paid administrative leave when the employee's inappropriate behavior is so serious that immediate removal from the workplace is necessary. This may be necessary because the employee's actions indicate that remaining on the job or returning to the job may be detrimental to the employee, co-workers, customers or the County. The employee will be required to leave County property pending an investigation into the employee's behavior. Examples of behavior that may require a placement on paid administrative leave include, but are not limited to, the "Removable Offenses" set forth in Section 13.08 of this Manual. Employees who are placed on paid administrative leave shall be prepared to return to work each day on leave and are required to call Human Resources prior to their regular starting time each day to determine whether they should return to work that day.



13.10 Conduct/Performance Improvement Measures

The utilization of the measures described below can oftentimes help an employee improve his or her performance or conduct without having to initiate formal disciplinary procedures. Their purpose is to establish an understanding of the issues, exchange information, and establish job expectations. If the employee's performance or conduct does not improve, however, the supervisor shall initiate disciplinary proceedings in accordance with Section 13.09 of this Manual.

Management is strongly encouraged to consult with Human Resources prior to making use of the following measures:

NOTE: The following measures are NOT considered disciplinary action for purposes of the Progressive Discipline Program. These measures, however, may be mandated in conjunction with disciplinary action under the Progressive Discipline Program. An employee's failure to fulfill a mandate pursuant to this section constitutes insubordination and may subject the employee to disciplinary action. For example, an employee that is being suspended for inappropriate conduct may also receive a mandatory referral to the Employee Assistance Program as part of the disciplinary order. The employee's failure to fulfill the mandated referral would subject them to further disciplinary action for insubordination.

Verbal Counseling

Verbal counseling involves a private meeting between supervisor and employee, whereby the employee is informed in detail of his or her conduct that the supervisor has deemed inappropriate and of any action that may be necessary to correct said conduct. The supervisor shall create a document detailing the reasons for and outcomes of the counseling. The supervisor and the employee shall sign the document. The supervisor shall retain the original and the employee shall receive a copy of the document. The employee's signature is an acknowledgement of receipt of the form, not agreement with its contents.

NOTE: "Verbal counseling" may also be referred to as "oral counseling" or "coaching".

Performance Improvement Plan ("PIP")

A performance improvement plan is a formal process used by supervisors to help employees improve performance or modify behavior. The performance improvement plan, or PIP, as it is often called, identifies performance and/or behavioral issues that need to be corrected and creates a written plan of action to guide the improvement and/or corrective action. A PIP may be used in conjunction with a verbal counseling, a disciplinary action or a poor performance review.

Fundamentally, a PIP is a structured communication tool designed to facilitate constructive discussion between the employee and the supervisor. An effective PIP will:



- Consider the employee’s input;
- Specifically identify the performance to be improved or behavior to be corrected;
- Provide **reasonable and clear expectations** about the work to be performed or behavior that must change;
- Identify the support and resources available to help the employee make the required improvements;
- Establish a plan for reviewing the employee’s progress and providing feedback to the employee for the duration of the PIP; and
- Specify consequences if performance standards as identified in the PIP are not met.

NOTE: A “performance improvement plan” may also be referred to as a “corrective action plan or “CAP”.

Training

In an effort to further the professional development of its employees, the County will frequently offer a wide variety of training opportunities for its employees. Examples of the types of training that may be offered includes:

- Computer skills;
- Management/leadership training;
- Professionalism and business etiquette;
- Conflict management/resolution;
- Problem solving;
- Effective communication; and
- Project management.

Attendance at training sessions can be mandated by County management. An employee that fails to attend a mandated training session will be subject to disciplinary action, up to and including termination of employment.

Please contact Human Resources or refer to the County Intranet for more information regarding training opportunities.

Management Referral to Employee Assistance Program

Under certain circumstances, the County may deem it necessary to request that an employee seek assistance through the County’s Employee Assistance Program (EAP) (*See Section 7.03*). An employee who receives a management EAP referral will be treated in the same manner as an employee who voluntarily seeks assistance through the EAP except that the employee’s attendance, motivation level, and willingness to follow recommendations will be reported back to County management by the EAP administrator.



13.11 Pre-Disciplinary Conference (PDC)

If Human Resources determines that the severity of the employee's conduct may justify imposition of a suspension, demotion or removal, Human Resources will prepare a Notice of Pre-Disciplinary Conference for issuance to the employee.

At any point prior to the PDC, the employee may choose to waive his or her opportunity to have a PDC. Attendance at the PDC is mandatory unless waived. Upon written request, the presiding Human Resources' official may grant the employee a reasonable continuance, if necessary.

The following rules of procedure shall apply to the PDC:

- a) The employee may present oral and/or written statements, testimony, documents etc., in response to each allegation of inappropriate conduct.
- b) The employee may choose to have one additional person (other than a subordinate employee) accompany them to the PDC as an observer. The observer shall not be permitted to speak on the employee's behalf. It is the employee's responsibility to notify their chosen observer that their attendance is desired.
- c) If the employee is a member of a union, he or she may be accompanied by a union representative in accordance with the applicable collective bargaining agreement. It is the employee's responsibility to notify the union representative that their attendance is desired.
- d) The County reserves the right to record the PDC. The employee has no right to record the PDC, unless otherwise authorized in their collective bargaining agreement.

13.12 Appeals

The Cuyahoga County Charter provides non-bargaining employees an appeals process for certain disciplinary action through the HRC. Revised Code Section 124.34 sets forth the specific types of discipline that may be appealed and outlines the procedures for filing an appeal with the HRC.

NOTE: Certain progressive discipline decisions may be appealed in accordance with the complaint process set forth in Section 17.03.



Section 14:

ATTENDANCE CONTROL PLAN

14.01 Purpose

Absenteeism and tardiness represent two of the most serious problems in county government. Absenteeism and tardiness disrupt work schedules, cause unnecessary overtime, and place an unfair burden on responsible employees and supervisors. The purpose of the Attendance Control Plan is to increase productivity and employee morale through the systematic reduction of employee absenteeism and tardiness.

14.02 AWOL (Absent Without Official Leave)

AWOL occurs when an employee is away from his or her scheduled place of work or is tardy for reasons other than authorized leave. AWOL and tardiness are work rule violations.

The mere procurement of a physician's statement will not prevent the accumulation of AWOL hours, unless the absence is covered by approved leave.



14.03 Attendance Control Plan

Attendance control is administered separately from the Progressive Discipline Program in Section 13.09. **Failure to follow departmental call-in procedures, however, is considered a separate offense which may be addressed under the Progressive Discipline Program in Section 13.09.**

NOTE: An employee may receive separate disciplinary action for a failure to follow call-in procedures and for AWOL arising out of the same incident. For example, if an employee fails to follow call in procedures for a single day of absence without approved leave, the employee would be subject to discipline for a “minor infraction” under Section 13.08 and would also receive eight (8) hours of AWOL time pursuant to the Attendance Control Plan.

The Attendance Control Plan shall be administered as follows:

Stage 1

If the employee accumulates ten (10) or more hours of AWOL in a two-year period, the employee shall receive an **AWOL Written Reprimand**. The supervisor and employee shall sign the AWOL Written Reprimand and the original shall be sent to Human Resources to be placed in the employee’s personnel file, with a copy to the employee.

Stage 2

If the employee accumulates ten (10) or more hours of AWOL in the two-year period after the date of the issuance of their Stage 1 AWOL Written Reprimand, the employee shall be subject to a **three-day suspension**.

Stage 3

If the employee accumulates sixteen (16) or more hours of AWOL in the two-year period after the third day of their Stage 2 three-day suspension, the employee shall be subject to **removal**.

Attendance Control Plan Summary Chart

	AWOL ACCUMULATION	DISCIPLINE
STAGE 1	10 hours in a 2-year period	Written Reprimand
STAGE 2	10 additional hours in the two-year period after the date of the issuance of their Stage 1 AWOL Written Reprimand	3-day Suspension
STAGE 3	16 additional hours in the two-year period after the third day of their Stage 2 three-day suspension	Removal



14.04 Appeals

The Cuyahoga County Charter provides non-bargaining employees an appeals process for certain disciplinary action through the HRC. Revised Code Section 124.34 sets forth the specific types of discipline that may be appealed.

NOTE: Certain progressive discipline decisions may be appealed in accordance with the complaint process set forth in Section 17.03.



Section 15:
**ELECTRONIC EQUIPMENT AND
COMMUNICATIONS**

15.01 Electronic Equipment and Communications Policy

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, World Wide Web browsing, FTP, cellular telephones, and “smart phones” are the property of Cuyahoga County. These systems are to be used for business purposes in serving the interests of the County, the public and agency customers in the course of normal operations. Access and use of County provided communication equipment and services are provided at the discretion of the County and may be revoked at will.

Effective security is a team effort involving the participation and support of every Cuyahoga County employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

The purpose of this policy is to outline the acceptable use of electronic equipment at Cuyahoga County. These rules are in place to protect the employee and Cuyahoga County. Inappropriate use exposes Cuyahoga County to risks including virus attacks, compromise of network systems, data, services, and legal liability issues.

This policy applies to employees, contractors, consultants, temporaries, and other workers at Cuyahoga County, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Cuyahoga County.



15.02 Privacy Expectations

County employees do not have a right, nor should they have an expectation, of privacy while using any County electronic equipment at any time, including accessing the Internet and/or using County owned/provided e-mail. By using County electronic equipment, County employees make express agreement to consent to disclose the contents of any type of information maintained on or passed through County electronic equipment. **In addition, any record created by an employee when using County electronic equipment (e.g., e-mail record, internet usage history), is generally considered a public record subject to disclosure upon request.**

By using County electronic equipment, consent to monitoring and recording is implied with or without cause, including, but not limited to, accessing the Internet and using County owned/provided e-mail. Any use of County communication resources is made with the understanding that such use is generally not secure, is not private, and is not anonymous.

All County provided electronic equipment, and its contents, may be monitored and inspected at any time without prior notice. Electronic communications may be disclosed within a Department to those who have a need to know in the performance of their duties. Department Directors, system managers, and supervisors may access any electronic communications at any time.



15.03 Security and Proprietary Information

The following guidelines are designed to protect County employees, partners and the public from illegal or damaging actions by individuals, either knowingly or unknowingly:

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly, user level passwords should be changed every six months.
2. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for Win2K users) when the host will be unattended.
3. Use encryption of information in compliance with Information Services Center's Acceptable Encryption Use policy. This policy may be found at:
http://10.4.1.23/ccisc/pdf/policies/ISCSecurityPolicyProcedures_0309.pdf
4. Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with good judgment and best practices in protecting county owned equipment.
5. Postings by employees from a Cuyahoga County email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Cuyahoga County, unless posting is in the course of business duties.
6. All hosts used by the employee that are connected to the Cuyahoga County Internet/Intranet/Extranet, whether owned by the employee or Cuyahoga County, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.
7. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.



15.04 Prohibited Uses of Electronic Equipment and Communications

Prohibited use of County equipment and/or electronic communications may subject the violator to disciplinary action, up to and including removal. Prohibited usage may also expose the violator to criminal prosecution. Examples of prohibited uses of electronic equipment and communication are:

NOTE: Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services.)

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Cuyahoga County.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Cuyahoga County or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Sharing or revealing your account password to others or allowing use of your account by others. This includes friends, family and other household members when work is being done at home.
6. Using a Cuyahoga County computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any Cuyahoga County account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.



10. Port scanning or security scanning is expressly prohibited unless prior notification to the Research and Security Department is completed.
11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, Cuyahoga County employees to parties outside Cuyahoga County.
16. Accessing inappropriate websites (e.g., pornography, gambling, etc.).

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Cuyahoga County's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Cuyahoga County or connected via Cuyahoga County's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Weblogs ("Blogging")

1. Blogging by employees using Cuyahoga County's equipment or systems is subject to the terms and restrictions set forth in this Policy. Use of Cuyahoga County's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Cuyahoga County's policy, is not detrimental to Cuyahoga County's best interests, and does not interfere with an employee's regular work duties. Blogging from Cuyahoga County's systems is subject to monitoring.
2. Cuyahoga County's Information Sensitivity policy also applies to blogging. As such, employees are prohibited from revealing any Cuyahoga County confidential or proprietary information, trade secrets or any other material covered by Cuyahoga County's Information Sensitivity policy when engaged in blogging.
3. Employees are prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Cuyahoga County's Non-Discrimination and Anti-Harassment policy.



4. Employees may also not attribute personal statements, opinions or beliefs to Cuyahoga County when engaged in blogging from Cuyahoga County systems. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Cuyahoga County. Employees assume any and all risk associated with blogging, to include legal liability. Employees may blog freely from their home personal computers or other access outlets assuming legal liability at their own risk.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Cuyahoga County's trademarks, logos and any other Cuyahoga County intellectual property may not be used in connection with any blogging activity



Section 16:

TRAVEL / DRIVING ON COUNTY BUSINESS

16.01 Traveling on County Business

Employees may be required to travel on County business in conjunction with their normal job assignments or in order to fulfill a special departmental need. Any decision to travel must be made in accordance with the policies and procedures set forth in the Cuyahoga County Travel Policy. An employee may be denied reimbursement for their travel expenses and may be subject to discipline, up to and including removal, if they fail to follow the policies and procedures set forth in the Cuyahoga County Travel Policy. **A copy of the Cuyahoga County Travel Policy is available on the County intranet. A copy may also be obtained by contacting Human Resources.**

County employees who are required to travel are responsible for conducting themselves, at all times, in a manner that advances the goals of the County and increases public confidence in County government. This requires County employees to refrain from behavior that might be harmful to the County's interests, or which violates or conflicts with County policies, practices and/or procedures. County employees shall exercise good judgment while traveling on County business and shall observe all of the County's rules while traveling, including, but not limited to rules regarding:

- Personal appearance (Section 13.02);
- Alcohol and drug use (Section 7.01); and
- Sexual or other workplace harassment (Section 4.03).

Any failure to adhere to these requirements constitutes an infraction of the County Discipline Policy (Section 13), which may result in disciplinary action, up to and including removal from County employment.



16.02 Safety Belt Usage

The County recognizes that safety belts are an important item of personal protective equipment and that safety belts save lives and reduce the severity of injuries to those who wear them. It is the County's commitment to do everything reasonable to prevent injuries to employees and damage to property and to protect the County, its employees and the general public from the results of vehicle accidents.

This policy applies to all County employees and to all occupants of vehicles driven by employees on County business. Occupants shall use safety belts in all vehicles driven on County business (whether County owned or privately owned vehicles). It is especially important that all employees demonstrate their commitment to and support of this policy by their strict adherence to it.

Any employee who is cited by a law enforcement agency for not wearing a safety belt will be responsible for any fines or other actions that may result as part of the citation. Employees who violate this policy may be subject to disciplinary action, up to and including removal.



16.03 Driving on County Business / Use of County Fleet Vehicles

Every employee who drives or operates a County fleet vehicle at any time, or who operates any motor vehicle (i.e., employee's personal vehicle, rental vehicle) on, or in the course of County business must strictly adhere to the following requirements:

- The employee must have and maintain at all times, without interruption, a **valid driver's license** and the minimum **automobile insurance coverage** required by Ohio law. Employees are solely responsible to make sure that their licenses and automobile insurance are properly renewed/maintained.
- Employees are responsible to make sure that the **Ohio Bureau of Motor Vehicles (BMV) has the employee's correct mailing address**. Employees can notify the BMV of an address change by visiting the BMV website (<http://www.ohiobmv.com/>). If the BMV sends notification of a license suspension or other mailing to the address in its records, the employee is deemed to be properly notified and held responsible for having knowledge of the suspension or other matter.
- If the employee's **driver's license and/or insurance is expired, suspended, revoked, or otherwise invalid**, the employee shall **immediately report** this fact to their immediate supervisor, and **immediately stop driving** on, or in the course of County business. The employee's Department Director, with the concurrence of the Director of Human Resources, may allow the employee to resume driving on, or in the course of County business upon the employee providing acceptable proof of insurance coverage and driver's license (or appropriate occupational driving privileges granted by a court of competent jurisdiction). Other conditions may be imposed as appropriate in light of the circumstances of each individual case.

NOTE: Driving records are public information. County management has the authority and does conduct **routine inspections** of the driving records of its employees. Employees who are required to drive on, or in the course of County business are encouraged to periodically visit the Ohio BMV website (<http://www.ohiobmv.com>) to monitor the status of their license.

- All occupants (including non-employees) of any motor vehicle being used on, or in the course of County business are required to wear a **safety belt** at all times.
- Employees who are required to transport children on, or in the course of County business must follow all applicable Ohio laws regarding the use of **car seats** or other restraints.
- Employees must follow all **traffic laws and parking regulations**. Employees are solely responsible for the cost of any driving/moving infraction/violation, parking



tickets, impound charges, towing charges, and/or storage charges incurred while driving a County fleet vehicle or any vehicle on, or in the course of County business.

- The use of **alcohol** and/or other **controlled substances** – including a prescription or over the counter medication, which may temporarily render an employee unable to operate a vehicle safely – is strictly prohibited.
- An employee involved in a **motor vehicle accident** must strictly adhere to the vehicle accident reporting requirements set forth in Section 16.04 of this Manual.

NOTE: It is strongly recommended that an employee operating a vehicle pull to a safe location and park the vehicle **before** using a cell phone. It should also be noted that several municipalities strictly prohibit the use of a cell phone while driving.

Use of County Fleet Vehicle

Immediately upon becoming aware of the need for the use of a County fleet vehicle, a County employee should contact the Fleet Services Department at (216) 443-8952 to determine if a vehicle is available on their travel date. If a vehicle is available, the employee should submit a Vehicle Request Form to the Fleet Services Garage via facsimile at (216) 443-7806.

A County employee that operates a County fleet vehicle must adhere to the following additional requirements:

- **Personal use** of a fleet/pool vehicle is strictly prohibited.
- Fleet/pool vehicles may only be used during the **employee's regular working hours** or as approved by the employee's department management.
- Fleet/pool vehicles shall only be **operated by County employees**.
- **Non-County employees** shall not travel in a fleet/pool vehicle unless specifically authorized by the employee's department management.
- **Smoking** is strictly prohibited inside a fleet/pool vehicle.
- Employees must comply with the Cuyahoga County **Vehicle Idling** Policy. A copy of the Idling Policy can be obtained by contacting the Fleet Services Department or by logging onto the County intranet.
- Fleet/pool vehicles may not be driven **out-of-state** without prior approval by the County.
- Fleet/pool vehicles may never be driven **out of the country**.
- Fleet/pool vehicles and keys must be **returned** by the specific date and time given and in the condition that they were received.



Use of Personal Vehicle

A County employee who is required to drive or operate their personal vehicle on, or in the course of County business must adhere to the following additional requirements:

- The employee's personal vehicle's **automobile registration** must be current. If the employee's personal vehicle's automobile registration expires or is otherwise invalid, the employee must immediately notify his or her supervisor and immediately stop driving in the course of County business. The employee's Department Director, with the concurrence of the Director of Human Resources, may allow the employee to resume driving their personal vehicle on, or in the course of County business upon the employee providing acceptable proof of valid automobile registration.
- An employee on, or in the course of County business **may not be transported by a non-County employee unless approved by the employee's supervisor.**
- Every employee who submits a **Travel Expense Report** for operating a personal vehicle on, or in the course of County business, certifies that he or she has a valid driver's license, vehicle registration, financial responsibility (insurance), and personally operated the vehicle for which the travel expense is claimed.
- The employee must maintain the vehicle in a **good and safe operating condition.**

Employees who are required to drive their personal vehicle on, or in the course of County business should refer to the policies and procedures set forth in the Cuyahoga County Travel Policy for information regarding mileage and parking reimbursement. A copy of the Cuyahoga County Travel Policy is available on the County intranet. A copy may also be obtained by contacting Human Resources. **Any failure to conform to the requirement set forth in this Section constitutes an infraction of the County Discipline Policy (Section 13), which may result in disciplinary action, up to and including removal from County employment.**



16.04 Vehicle Accident Reporting Procedure

For purposes of this Section, a “vehicle accident” is an accident that results in property damage and/or physical injuries to any parties involved in the accident.

Employee Duties

An employee involved in a vehicle accident either, (1) occurring in the course of County business in a private/rental vehicle, or (2) occurring in a County vehicle at any time, **must** follow the following steps:

- 1) Remain at the accident site unless it is necessary to immediately go to hospital.**
- 2) Contact the appropriate authorities (i.e., dial 911).**
- 3) Contact County Protective Services at 216-443-2141 or 1-888-814-3578.**
- 4) Contact their immediate supervisor.**

After such accidents, the County employee may be required to submit to an alcohol and drug test depending on the circumstances. (See Section 7.04 for more information on County drug/alcohol testing policies and procedures.) Therefore, the employee shall remain at the accident site until they receive further instruction from either their supervisor, Protective Services or the Fitness for Duty Coordinator.

NOTE: An employee who is incapacitated and/or transported by EMS to the hospital as a result of a vehicle accident shall contact their immediate supervisor as soon as practicable.

Supervisor Duties

Upon receipt of notification of a vehicle accident involving a County employee, the supervisor shall immediately notify County Protective Services (216-443-2141).

Any failure to conform to the requirement set forth in this Section constitutes an infraction of the County Discipline Policy (Section 13), which may result in disciplinary action, up to and including removal from County employment.



Section 17:

EMPLOYEE COMPLAINT PROCEDURES

17.01 Equal Employment Opportunity Complaints

See Section 4.05 for information regarding the Equal Employment Opportunity Complaint procedure.

17.02 Fair Labor Standards Act (FLSA) Complaints

Non-bargaining employees shall use the following complaint procedure for disputes regarding alleged violations of the FLSA (*see Section 6.01*). Employees covered by a collective bargaining agreement shall use the grievance procedure outlined in their agreement.

An employee who has been designated by the County as being exempt from receiving overtime and/or compensatory time may file a written complaint if he or she believe that:

- He or she has been improperly designated as an exempt employee; **or**
- His or her paycheck has been improperly docked.

The written complaint should outline why the employee should not be considered exempt or the specific dates, amounts and circumstance regarding when the alleged improper docking occurred. This written complaint should be submitted to the County Human Resources Director for review.

Upon receipt of the complaint, the Human Resources Director or designee will investigate the allegation. After review, if the employee has been improperly designated or docked, the County will re-designate, reimburse and/or correct the wages of the employee. The decision issued pursuant to this section will be the final decision of the County.



17.03 General Complaints

Policy

For all complaints not involving equal employment or FLSA issues, County employees are encouraged to make every reasonable effort to resolve such complaints with his or her immediate supervisor. If the complaint cannot be resolved informally, employees may file a County General Complaint pursuant to the procedure outlined in this Section.

Limitations

Certain issues are not subject to the County General Complaint Procedure. Examples include, but are not limited to:

- Administration of disciplinary action that entitles the employee to a right of appeal to the HRC;
- Removals, reductions or demotions during the new-hire probationary period;
- Collective bargaining issues (bargaining unit employees should refer to the grievance process set forth in their collective bargaining agreement);
- Position audit results;
- Temporary transfers of thirty (30) days or less;
- Layoffs;
- Disability separation decisions
- Performance evaluations; and
- Decisions based on fitness for duty examinations.

Procedure

STEP 1: WRITTEN COMPLAINT TO DIRECTOR

- Employees wishing to file a complaint under this Section shall document his or her complaint in writing and submit it to his or her Department Director within ten (10) working days of the event upon which the complaint is based. **The complaint must specifically state the remedy the employee is seeking.**
- The Department Director and/or designee will investigate the complaint and/or discuss the issue with the employee.
- The Department Director will issue a written response within a reasonable period of time, generally not to exceed thirty (30) calendar days.

STEP 2: APPEAL TO DIRECTOR OF HUMAN RESOURCES

- If the employee is not satisfied with his or her Department Director's response, the employee may request review by the Director of Human Resources.
- The employee shall send his or her original complaint and the Department Director's response to the Director of Human Resources within ten (10) working days of receipt of the Department Director's response.
- The Director of Human Resources and/or designee will investigate the complaint and/or discuss the issue with the employee.



- The Director of Human Resources and/or designee will issue a written response to the complaint within a reasonable period of time, generally not to exceed thirty (30) calendar days.

STEP 3: APPEAL TO THE COUNTY EXECUTIVE/DESIGNEE

- If the employee is not satisfied with the response submitted by the Director of Human Resources, the employee may request review by the County Executive/Designee.
- The employee shall send their original complaint and both prior responses to the County Administrator within ten (10) working days of receipt of the Director of Human Resources' response.
- The County Executive and/or designee will investigate the complaint and/or discuss the issue with the employee.
- The County Executive or designee will render a final decision on the appeal within a reasonable period of time, generally not to exceed forty-five (45) calendar days.



Section 18: **RECORDS MANAGEMENT**

18.01 Confidential Information

The County prohibits the release of confidential information, which consists of any information that is required by state or federal law or state or federal administrative rule to be kept confidential.

In addition, some information is specifically exempt from public inspection and copying under state public records law but is not required to be kept confidential. Release of such information is permitted only by any of the County's designated public records managers, and release of such information by anyone else is a violation of this section.

An employee who violates this section may be subject to disciplinary action, up to and including removal.

18.02 Compliance with Records Retention Schedule

Each Department has established a policy to ensure that all County records are retained in compliance with all known local, state, and federal laws and regulations, all Ohio Historical Society requirements, and the internal operating needs of the County. Before disposing of any County records, employees must determine whether the disposal is in accordance with the applicable Records Retention Policy adopted by the employee's Department.

An employee should contact his or her Department's designated public records manager with any questions regarding records retention.



18.03 Personnel Records

A personnel file on each employee is kept in the Human Resources Department's office. It contains information regarding training, experience, and employment as well as the work history of the employee with the County. An employee shall have the right to inspect his or her personnel file provided reasonable notification is given to the Human Resources Department.

It is the responsibility of the employee to immediately notify the Human Resources Department of any changes in address, telephone number, emergency information, name change and marital status. Employees are required to have a current permanent residence address and contact number on file at all times with the Human Resources Department. Post Office boxes are not sufficient for this purpose. Name and marital status changes require legal documentation (e.g., marriage certificate, divorce decree, etc.), which will also be provided to the Personnel and Benefits Divisions.

18.04 Electronic Mail Records

Employees using electronic mail in the normal course of the County's business are responsible for adhering to the rules established for electronic mail (see Section 15). Electronic mail is to be used judiciously as such for conducting the business of the County. The use of e-mail for improper purposes, such as intimidation, harassment, non-County business, etc., may subject the employee to disciplinary action, up to and including removal.

There is no expectation of privacy for County owned/provided e-mail accounts. The County, without notice to employees, reserves the right to routinely and randomly monitor and/or access any employee's County owned/provided e-mail account. In addition, any record created or received by an employee when using County owned/provided e-mail accounts is generally considered a public record subject to disclosure upon request.

NOTE: See Section 15 for more information on the County's Electronic Equipment and Communications Policy.

All e-mail sent or received through County owned/provided e-mail accounts is the property of Cuyahoga County.

The County has established a policy that electronic mail messages are records of the County and that they are subject to all established rules concerning records retention and management. The deletion of e-mail messages shall be done in accordance with the applicable Records Retention Policy adopted by the County.



18.05 Complying with Requests to Inspect and Copy County Records

In cooperation with the County's designated public records managers, all County employees shall maintain public records so that they are readily available for inspection and copying and shall make public records available for inspection and provide copies of public records in accordance with the County's Public Records Policy, which is as follows:

Public Records Policy of Cuyahoga County, Ohio

Chapter 1: Rationale

Believing that open government leads to a better-informed citizenry, greater public participation in government, better government, better public policy, and more effective use of public resources, the County Council establishes this Public Records Policy to insure the preservation and public accessibility of records relating to all functions of Cuyahoga County government. Cuyahoga County's policy in all of its functions is to strictly adhere to all of its obligations under Ohio's Public Records Law and to exceed those obligations whenever it is practical and makes sense to do so.

Chapter 2: Definitions

Section 2.1: "Committee" shall include subcommittees.

Section 2.2: "Public office" includes the following:

- (A) the office of the County Executive
- (B) the Cuyahoga County Council, including all of its committees
- (C) all departments, divisions, offices, or other organized bodies operating under the administration of the County Executive,
- (D) the Cuyahoga County Prosecuting Attorney,
- (E) all Boards, Commissions, and Advisory Councils to which the County Executive and/or the County Council appoint at least a majority of its members,
- (F) all Boards, Commissions, Advisory Councils and any similar body created by the Cuyahoga County Charter, the County Council, and/or the County Executive.

Section 2.3: As used in Section 2.2, a "similar body" must be formally organized, be on-going, and be involved in making or advising on public policy decisions.

Section 2.4: "Public record" includes any document, device, or item, regardless of physical form or characteristic, including electronic records, created or received by or coming under the jurisdiction of any public office, which serves to document the organization, functions, policies,



decisions, procedures, operation, or other activities of the office. All records which meet this definition are public records, unless exempted under section 149.43 of the Ohio Revised Code.

Section 2.5: "Electronic record" includes prepared documents such as word processing documents, spreadsheets, and graphic presentations as well as written electronic communications, including but not limited to electronic mail and text messages.

Chapter 3: Scope of Ordinance

Section 3.1: Applicability

This ordinance is hereby adopted as the public records policy, required under Section 149.43 of the Ohio Revised Code, for every public office in Cuyahoga County government, as public office is defined in Section 2.2 of this ordinance, over which the Cuyahoga County Council has legislative authority.

Chapter 4: County Records Commission

Section 4.1: Creation of County Records Commission

There is hereby created, the County Records Commission, which shall succeed and replace the current County Records Commission. The County Records Commission shall consist of the County Executive, who shall serve as chairperson, the President of County Council, the Prosecuting Attorney, the Fiscal Officer, and the Clerk of Court of Common Pleas.

Section 4.2: Appointment of Designees

Each member of the County Records Commission shall appoint one designee, an employee of his/her office who is knowledgeable about the maintenance of public records, who shall attend meetings of the County Records Commission whenever the member is unable to do so.

Section 4.3: Powers and Duties of County Records Commission

The County Records Commission shall have all the powers and perform all the duties of County Records Commissions provided for in Section 149.38 of the Ohio Revised Code, including, but not limited to, the power to recommend applications for one-time disposal of records or proposed records retention schedules to the Ohio Historical Society.

Section 4.4: Rules and Procedures of the County Records Commission

The County Records Commission shall adopt its own rules and procedures, which shall be consistent with Section 149.38 of the Ohio Revised Code. Until such time as the County Records Commission adopts such rules, it shall operate under the rules of the prior County Records Commission that existed prior to the enactment of this ordinance.

Section 4.5: Meetings of the County Records Commission

The County Records Commission shall meet at the call of the chair as often as needed to respond to proposed records retention schedules and proposed one-time disposals of records, but shall meet a minimum of once every six (6) months.



Section 4.6: Within sixty (60) days after receiving a request for one-time disposal of records or a proposed records retention schedule from any office, the County Records Commission shall either approve the request and send it to the Ohio Historical Society for its consideration or return the request disapproved to the office that submitted it with a letter stating the reasons for disapproval.

Chapter 5: Public Records

Section 5.1: Maintenance of Public Records

All public offices within the scope of this ordinance shall organize and maintain all their public records so that they are readily available for inspection and copying in accordance with the Ohio Public Records Law and the Public Records Policy of Cuyahoga County.

Section 5.2: Maintenance of Electronic Mail

All electronic mail sent or received through the Cuyahoga County Information Services Center shall be the property of Cuyahoga County. The necessity to maintain electronic mail as public records shall depend on the content of the records, not on the medium in which it is kept. It shall be the responsibility of the public records managers and each individual user to insure that electronic mail is maintained in accordance with the records retention schedule for each office, and that records which must be kept for an extended length of time will not be placed in files where they will be automatically deleted.

Each person covered by this ordinance shall also insure that all public record electronic mail sent or received outside of the County Information Service Center system are maintained so that they are readily available for inspection and copying in accordance with the records retention schedule for each office.

Section 5.3: Designation of Countywide Public Records Manager

The County Archivist is hereby designated as the Countywide Public Records Manager and shall do the following:

- (A) Manage the public records of Cuyahoga County to insure that they are organized so as to be readily available to the public for inspection and copying and are maintained and disposed of in accordance with the records retention schedules of the various offices within Cuyahoga County government.
- (B) Assist the public records managers of the various public offices in Cuyahoga County in implementing a sound and consistent countywide public records process in accordance with this ordinance.
- (C) Assist the public offices within the scope of this ordinance in preparing and updating public records retention schedules.

Section 5.4: Designation of Deputy Countywide Public Records Manager

The County Executive shall designate one employee of the executive office staff as Deputy County Public Records Manager, who shall do the following:

- (A) Assist the Countywide Public Records Manager in the performance of his/her duties;
- (B) Maintain the public records request log provided for in Section 6.5 of this ordinance;



- (C) Work with each public office to determine what kinds of public records requests are received by that office that relate to personal or business matters, rather than governmental operations, and are not required to be included in the public records request log;
- (D) Provide a copy of Cuyahoga County's Public Records policy to each public records manager and obtain a written acknowledgement from each records manager that the policy was received; and
- (E) Serve as the public records manager for the County Executive's office.

Section 5.5: Designation of Public Records Managers

(A) Each public office shall designate a public records manager who shall be responsible for the maintenance of the public records for that office and for handling public records requests directed to that office.

(B) For the following offices, the person designated as public records manager shall be an employee of the office who works at the principal place at which that office does business:

- (1) the County Executive, including all executive office staff
- (2) the County Council
- (3) the Law Department
- (4) the Sheriff
- (5) the Medical Examiner
- (6) the Clerk of Courts
- (7) the Department of Economic Development, which shall include the Office of Regional Collaboration
- (8) the Information Officer
- (9) the Department of Public Works
- (10) the Department of Purchasing
- (11) the Department of Human Resources
- (12) the Fiscal Office
- (13) the Child Support Enforcement Agency
- (14) the Division of Children and Family Services
- (15) the Division of Employment and Family Services
- (16) the Division of Senior and Adult Services
- (17) the Director of Human Services, which shall include the Director's Office and all other offices in the Department of Human Services not covered by items twelve (12) through fifteen (15) above.
- (18) the Inspector General

(C) Each office not listed in Subsection B of this section shall designate a public records manager who shall be one of the following:

- (1) an employee of that office or an officer of a Board, Commission, or Advisory Council,
- (2) the Deputy County Public Records Manager, or
- (3) an employee of Cuyahoga County, approved by the Deputy County Public Records Manager, who is the public records manager for another office with responsibilities related to those of the designating office.



Section 5.6: Public Records Manager for County Council

The Clerk of Council is hereby designated as public records manager for Cuyahoga County Council.

Section 5.7: Records Retention Schedules

Each public office shall have a records retention schedule in place, which shall specify, consistent with state law, the methods by which and the length of time that records shall be kept. For any office that has a records retention schedule in place at the time that this ordinance becomes effective, that records retention schedule shall remain in effect until it is amended according to the procedure set forth in Section 149.38 of the Ohio Revised Code. Each public office that does not have a records retention schedule in place at the time that this ordinance becomes effective shall propose a public records retention schedule to the County Records Commission, in accordance with the procedure set forth in Section 149.38 of the Ohio Revised Code, not later than June 30, 2011.

Section 5.8: Interim Transient Records Retention Schedule

Except to the extent that a different records retention schedule on transient communications is required for an office by state law, each public office that does not have a records retention schedule on transient communications in place at the time that this ordinance becomes effective shall use the transient records retention policy and schedule adopted by the County Commissioners on January 12, 2009, until such time as the office's records retention schedule on transient communications is updated, according to the procedure set forth in Section 149.38 of the Ohio Revised Code.

Section 5.9: Publication of Public Records Policy

(A) Each public office having public office space shall prepare a poster which shall describe the public records policy of that office, explain how to obtain public records, and name the public records manager for that office. The poster shall be displayed in a conspicuous place at the office and at any branch office where the office conducts business. Each office shall post the same information and its public records retention schedule on its web-page on the county's website.

(B) The County Executive and the Clerk of Council shall each post on their respective web-pages the full Public Records Policy of Cuyahoga County, a summary of that policy, instructions on how to obtain public records, and a list of all of the public records managers for Cuyahoga County government and their contact information, and the public records retention schedule for each office.

(C) The manual of general policies and procedures issued to all employees shall include the county's public records policy.

Section 5.10: County Website

The County shall maintain a readily accessible website, which shall include separate pages for the County Executive, the County Council, and each department in County government. The County Executive and the Clerk of County Council shall insure that the website is regularly updated to provide current information, including the notice, agenda, minutes, and reports of all



public meetings conducted by offices within the scope of this ordinance and instructions on how to obtain public records.

Chapter 6: Public Records Requests

Section 6.1: Form of Records Request

Any person requesting public records shall identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records requested. No specific language or form is required to make the request. If the records request is not sufficiently clear, the public records manager must contact the requestor for clarification, and should assist the requestor by providing information about the manner in which the office keeps its records.

Section 6.2: Identity of Requestor Not Required

The requestor is not required to put a public records request in writing and does not need to provide his/her identity or the intended use of the records requested. The public office may request this information, particularly to aid in complying with the request, but must clearly state that providing this information is voluntary.

Section 6.3: Availability of Records

Records shall be made available promptly for inspection or copying. Public records requests shall be given priority attention in any office receiving them, but reasonable time shall be allowed to comply with requests that are large, involve records stored other than at the site where the request was made, or involving records that must be inspected for possible redaction of information exempt from the public records law. Whenever a request is received that cannot be complied with immediately, the public office shall provide the requestor a receipt acknowledging and describing the public records request and may provide an estimate as to when a response can be provided.

Section 6.4: Denial of Request and Redaction of Records

Any denial of records requested must include a written explanation, including legal authority. If part of a record requested is exempt from public records law, that part shall be redacted, and the remainder provided. Each redaction shall be accompanied by a written explanation, including legal authority.

Section 6.5: Public Records Request Log

Each office shall maintain a log of all public records requests received that relate to governmental operations and shall forward a copy of the log at the end of each week to the Deputy Countywide Records Manager, who shall maintain a countywide public records log. Each office shall, with the approval of the Deputy Countywide Public Records Manager, determine what kinds of public records requests received by that office relate to personal or business matters, rather than governmental operations; and these requests shall not be required to be included in the log. For each public records request required to be included in the public records request log, the following information shall be provided:

- (A) the office that received the request
- (B) the date that the request was received,



- (C) the name of the requestor, if known
- (D) a brief description of what records were requested,
- (E) the date that response to the request was completed,
- (F) a brief description of any denials or redactions required.

Chapter 7: Costs of Public Records

Section 7.1: Persons requesting copies of public records shall be required to pay for the cost of making copies, at a rate not to exceed the actual cost of making copies. Payment in advance may be required.

Starting in calendar year 2011, the County Council shall biannually determine and establish the copying costs for public records.

Section 7.2: Except as otherwise provided by court order, the following copying costs shall apply until the County Council first determines and establishes copying costs for public records:

(A) The charge for paper copies shall be three cents (\$.03) per page. The charge shall be waived when less than one dollar (\$1.00).

(B) The charge for computer files downloaded to a compact disc shall be the actual cost, not to exceed \$1.26 per disc. The charge shall be waived when only one (1) disc is required to fulfill the request.

(C) There shall be no charge for copies provided by email.

(D) Each public office shall have the discretion to waive copying costs of ten dollars (\$10.00) or less when it determines that it is practical and cost-effective to do so, provided that the public office follows a consistent policy on waiver of copying fees for all requestors.



County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0054

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Procurement & Diversity	An Ordinance approving the revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual, effective 1/1/2012, and declaring the necessity that this Ordinance become immediately effective.
---	---

WHEREAS, the County Executive/Office of Procurement & Diversity has submitted a revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual, effective 1/1/2012; and,

WHEREAS, the primary goal of the revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures is to incorporate current best practices and the new county government structure; and,

WHEREAS, the objective of the Cuyahoga County Small Business Enterprise (SBE) Program is to promote and encourage full and open competition in the procurement of goods and services by Cuyahoga County; encourage all personnel involved with procurement and contracting activities to maintain good faith efforts and appropriate purchasing procedures; to protect Cuyahoga County from becoming a passive participant in any unlawful discrimination; and to otherwise spur economic development in the public and private sectors of the Cuyahoga County economy; and,

WHEREAS, the revised policy is submitted in accordance with the requirements of Section 4.6 of the Contracting and Purchasing Procedures Ordinance (Ordinance No. O2011-0044) in which the County Executive shall submit the proposed revisions to County Council on or before 12/31/2011; and,

WHEREAS, the revisions to the Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual replace the Small Business Enterprise Program Policies and Procedures, adopted 12/20/2005; 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 county government.

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

SECTION 1. The revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual, attached as Exhibit A, is hereby adopted effective January 1, 2012.

SECTION 2. It is hereby found and determined necessary for this Ordinance to become immediately effective, for the reason that this Ordinance provides for the usual daily and necessary operations of Cuyahoga County government in accordance with the requirements of the Cuyahoga County Charter; therefore, this Ordinance, provided it receives the affirmative vote of at least eight members of County Council, shall become effective immediately upon the signature of the County Executive.

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

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

Yeas:

Nays:

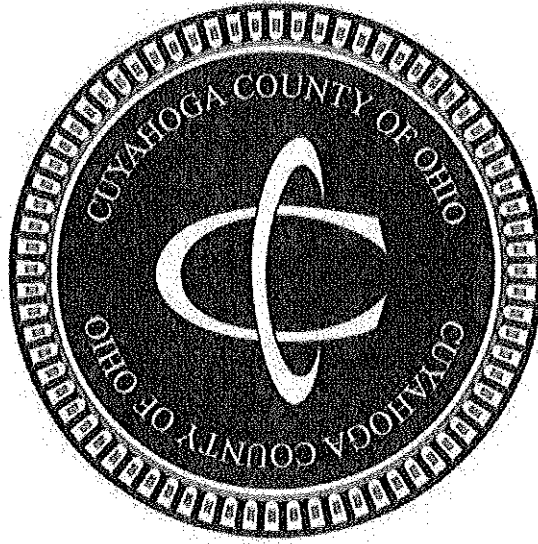
County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 2011



COUNTY OF CUYAHOGA, OHIO

SMALL BUSINESS ENTERPRISE PROGRAM
POLICIES AND PROCEDURES

Revised January 1, 2012

TABLE OF CONTENTS

I.	INTRODUCTION	2
II.	PROGRAM SCOPE AND APPLICABILITY	2
III.	THE OFFICE OF PROCUREMENT & DIVERSITY	3
IV.	CERTIFICATION	4
V.	ELIGIBILITY STANDARDS FOR SBE CERTIFICATION	5
VI.	OPERATIONAL CONTROL	6
VII.	MANAGERIAL CONTROL	6
VIII.	THE PURPOSE AND USE OF GOALS	7
IX.	EXCLUSIONS AND WAIVER OF NON-COMPLIANCE WITH SBE GOAL	9
X.	REQUIREMENTS OF PRIME CONTRACTORS	10
XI.	GOOD FAITH EFFORTS	11
XII.	AWARD OF CONTRACTS	12
XIII.	MONITORING AND POST-AWARD REPORTING	12
XIV.	GRIEVANCE PROCESS	14
XV.	SANCTIONS AND PENALTIES FOR NON-COMPLIANCE	15
XVI.	TRAINING AND OUTREACH STRATEGIES	16
XVII.	GRADUATION BY SBE PROGRAM PARTICIPANTS	17
XVIII.	MENTOR-PROTÉGÉ PROGRAM	17
XIX.	BOND ASSISTANCE PROGRAM	18
XX.	DEFINITIONS	18

APPENDIX A CUYAHOGA COUNTY SBE VENDORS' MANUAL

I. INTRODUCTION

Policy Statement: It is the policy of the Cuyahoga County to develop a strategic plan and establish administrative rules and procedures to insure that all businesses participate fully and fairly in Cuyahoga County's procurement and contract awards. In an effort to ameliorate the effects of past and present arbitrary barriers that Small Business Enterprises (SBEs) have in contracting with Cuyahoga County, Cuyahoga County hereby adopts this Small Business Enterprise (SBE) Program.

Promotion of Equal Opportunity: No person shall be denied the benefit of, or otherwise discriminated against, on the basis of race, creed, color, national origin, handicap, sex, age, marital status, or sexual orientation in connection with the award performance, and/or modification of a contract between a vendor or contractor and Cuyahoga County where said contract is paid for, in whole or in part, with monetary appropriations by Cuyahoga County.

Program Objectives: Accordingly, the objective of this SBE Program is to promote and encourage full and open competition in the procurement of goods and services by Cuyahoga County; encourage all Cuyahoga County personnel involved with procurement and contracting activities to maintain good faith efforts and appropriate purchasing procedures; to protect Cuyahoga County from becoming a passive participant in any unlawful discrimination; and to otherwise spur economic development in the public and private sectors of the Cuyahoga County economy.

II. PROGRAM SCOPE AND APPLICABILITY

The following categories provide an overview and summary of the nature and types of Cuyahoga County purchasing and contracting:

Category A – Construction, Architectural and Engineering: Includes any and all contracting relating to buildings, facilities and other erected structures on real estate of Cuyahoga County such as architectural engineering, new construction, rehabilitation, remodeling and repairs.

Category B - Commodities: Includes the purchase of all goods, equipment, food, office and other supplies, art, furniture, textbooks and other materials for education, and other tangible personal property not associated with the services identified in Categories A, B or C.

Category C - Professional Services: Includes the purchase of any or all services for which applicable selection criteria may require a Participant to possess a license or other certificate of competency such as accounting, auditing, landscape architecture, engineering, insurance, laboratory, legal, lifeguard, medical, dental, nursing, and student transportation.

Category D – Business Services: Includes the procurement of advertising, printing, non-construction repairs, janitorial services, training seminars and workshops, computer and information systems, security, shipping and mailing, microfiche and microfilm, courier, storage, travel, consulting, retail and other non-professional services.

III. THE OFFICE OF PROCUREMENT & DIVERSITY

The Office of Procurement and Diversity (OPD) develops, administers and enforces the SBE Program. OPD shall encourage equal business opportunities and achieve the policies and objectives of the SBE Program by:

- (1) Administering and enforcing Cuyahoga County policies;
- (2) Establishing written rules, regulations and procedures consistent with this SBE Program;
- (3) Publishing and making public said rules, regulations and procedures;
- (4) Maintaining outreach and assistance programs to promote equal contracting opportunities for SBEs that wish to contract with the Cuyahoga County;
- (5) Establishing, enhancing and maintaining relationships with agencies and stakeholders in the area;
- (6) Maintaining a current database of available SBEs and making this database accessible to interested parties;
- (7) Monitoring and collecting data and informational on the utilization of SBEs in Cuyahoga County's procurement activities;
- (8) Establishing and assessing the reasonableness of SBE participation goals for Cuyahoga County procurements;
- (9) Attending pre-bid/proposal conferences for all contract solicitations by Cuyahoga County;
- (10) Attending kick-off meetings for major projects;
- (11) Participating on evaluation panels for request for proposals and requests for qualifications;
- (12) Investigating written complaints related to the SBE Program;
- (13) Mediating payment disputes between prime contractors and SBE sub-contractors
- (14) Notifying affected parties in writing as to the right to review and appeal an adverse decision by OPD;
- (15) Monitoring Cuyahoga County's purchasing activities and determining compliance with SBE Program policies and procedures;
- (16) Preparing annual reports on the SBE Program;

- (17) Reviewing and determining whether a contractor or vendor has failed to implement its contractual agreements and commitments regarding this policy;
- (18) Developing and revising SBE Program policies and procedures to implement current best practices and maintaining records of SBE Program activities; and
- (19) Performing other tasks as may be required to fulfill the above-stated duties of OPD.

Authority to Investigate Discriminatory Practices: Should a Participant submit a written complaint of discrimination, OPD shall be authorized to submit the complaint for investigation to the pertinent county authority including but not limited to the County Executive, County Council, and the Inspector General or his/her designee. Further, such investigations may be initiated when OPD receives information, which provides a reasonable basis to believe that an individual contractor seeking to contract or contracting with Cuyahoga County may be engaging in public or private discriminatory conduct.

IV. CERTIFICATION

Certification: Certification is the process that ensures that a particular business may become a part of a pool of vendors identified for the purpose of increasing opportunities with respect to contracts awarded by Cuyahoga County.

All firms submitting applications for SBE consideration must be certified prior to submission of bid.

Applications for certification will be on standard forms provided by the SBE Program and will include, but will not be limited to, primary business location, evidence of ownership, control, operation, and experience. The application shall be in the form of an affidavit and shall be signed by the applicant; such signature to be notarized by an officer duly authorized to notarize signatures. All certified SBE firms will be required to update their listing continually including changes of addresses, telephone numbers and changes of ownership, control and operation.

The Director of Procurement & Diversity shall grant certification of an approved SBE for a period of one (1) year. The Director may grant a provisional SBE certification prior to specific bids or proposals. All companies must recertify their business on an annual basis on the anniversary of their certification. Should provisional certification be granted to a business and be awarded a prime contract and the provisional certification is later rescinded, that business is obligated to meet the SBE participation percentage goal of the original proposal or specifications.

If an SBE is denied certification on the basis of information submitted, the company cannot reapply for certification for a period of one (1) year from the date of the notice or denial, provided that such company shall have the right to appeal such denial and to be certified if such appeal is decided in its favor as provided herein. Certification records will be maintained by OPD for a period of five (5) years.

V. ELIGIBILITY STANDARDS FOR SBE CERTIFICATION

The following standards will be used to determine whether a firm is eligible to be certified as a Small Business Enterprise:

1. To become eligible for the SBE Program a Small Business Enterprise firm must demonstrate that it has been in continuous operation in the category or the related category for which it is requesting certification for one year, that majority ownership has at least one (1) year of work experience relevant to the business' certification category, and that its annual gross revenues or its' total workforce are at or less than the amounts established by the Small Business Administration.
2. A business applying for certification as a SBE must establish that it has a physical presence located within the geographical limits of Cuyahoga County. Mailbox facilities or other similar arrangements alone do not constitute a physical presence.
3. SBE ownership and control shall be real, substantial and continuing and shall go beyond the "pro forma" ownership as reflected in the ownership document. The SBE owners shall share in the risks and profits commensurate with their ownership interest as demonstrated by an examination of the substance rather than form of arrangements.
4. SBE owners shall possess the power to direct or cause the direction of the management and policies of the firm and to make the day-to-day as well as major decisions on matters of management, policy, and operation. The firm shall not be subject to any formal or informal restrictions that limit the customary discretion of the SBE owners. There shall be no restrictions through, for example, by-law provisions, partnerships, arrangements or charter requirements for cumulative voting rights or otherwise that prevent the SBE owners, without the cooperating or vote of any owner who is not listed, from making a business decision of the firm.
5. Where the actual management of the firm is contracted out to individuals other than the owner, those persons who have the ultimate power to hire and fire managers can, for the purpose of this part, be deemed to be controlling the business.
6. All securities that constitute ownership and/or control of a corporation shall be held directly by the owners. No securities held in trust, or by any guardian for a minor, shall be considered as held by an owner in determining the ownership or control of a corporation.
7. The contribution of capital or expertise by the owners to acquire their interest in the firm shall be real and substantial. Examples of insufficient contributions include a promise to contribute capital, a note payable to firm, or the mere participation as an employee, rather than as a manager.
8. In addition to the above standards, the SBE Program shall give special consideration to the following circumstances in determining eligibility for certification:
 - a. Newly formed firms and firms whose ownership and/or control has changed since the date of the advertisement of the contract are closely

scrutinized to determine the reasons for the timing of the formation of or change in the firm.

- b. A previous and/or continuing employer-employee relationship between or among present owners is carefully reviewed to ensure that the employee-owner has management responsibilities and capabilities discussed in this section.
- c. Any relationship between a Small Business Enterprise and a business which is not a Small Business Enterprise, which has an interest in the Small Business Enterprise is carefully reviewed to determine if the interest of the non-Small Business Enterprise conflicts with the ownership and control requirements of this section.

VI. OPERATIONAL CONTROL

OPD shall review the extent of “operational” control. The primary consideration in determining operational control and the extent to which the applicant actually operates the business will rest upon the peculiarities in the industry of which the business is a part. For example, for small contractors, it is reasonable to expect the applicant to be knowledgeable of all aspects of the business. This may not apply to large contractors who have the assets and personnel to specialize. Accordingly, in order to clarify the level of operational involvement, which an applicant must have in a business for it to be considered eligible, the following criteria are put forth, but are not intended to be all inclusive.

- 1. The applicant should have some experience in the industry for which certification is being sought.
- 2. The applicant should show that basic decisions pertaining to the daily operations of business can be independently made. This means the applicant must possess the knowledge to weigh all advice given and to make an independent determination.
- 3. The applicant should have some technical competence in the industry in which certification is being sought. Technical competence in this sense does not mean expert knowledge. It does mean the applicant should have a working knowledge of the technical requirements of the business needed to operate in the industry.

VII. MANAGERIAL CONTROL

OPD shall review the extent of “managerial” control. Managerial control means that the applicant has the demonstrable ability to make independent and unilateral business decisions needed to guide the future of the business. Managerial control may be demonstrated in many ways. For an applicant to demonstrate managerial control, the following criteria are put forth, but are not intended to be all-inclusive:

1. Articles of incorporation, corporate bylaws and partnership agreements or other agreements shall be free of restrictive language, which would dilute the applicant's control, thereby preventing the applicant from making those decisions, which affect the future of the business.
2. The applicant shall be able to show clearly through production of documents the areas of applicant control, such as, but not limited to:
 - a) Authority and responsibility to initiate and sign checks, letters of credit, and loan agreements.
 - b) Authority to negotiate and signature authority for insurance and/or bonds;
 - c) Authority to negotiate for banking services.
3. Agreements for support services that do not lessen the applicant's control of the company are permitted as long as the applicant's power to manage the company is not restricted or impaired.

VIII. THE PURPOSE AND USE OF GOALS

Definition and Purpose: Cuyahoga County maintains a compelling interest in providing equal business opportunities for all persons wishing to do business with it. Therefore, OPD will continue to encourage, monitor, and track SBE participation in the procurement process through SBE Participation Goals. Goals are not quotas, but rather a method enabling Cuyahoga County to encourage and promote inclusion of SBEs in the procurement process.

Procedure for Establishing Overall Goals: Cuyahoga County has established an overall thirty percent (30%) subcontracting goal for SBE Participation in county procurements. If desired, Cuyahoga County may establish a revised overall SBE Participation Goal for Cuyahoga County. To establish a revised SBE overall goal, Cuyahoga County shall conduct an analysis of SBE participation in county purchasing activities. First, Cuyahoga County shall evaluate the levels of SBE participation for the Cuyahoga County overall procurement program for the previous year. As part of the review, Cuyahoga County may also consider data regarding SBE participation for the past three (3) fiscal years for a more accurate portrayal of SBE participation. Secondly, OPD shall review available SBE totals and percentages for the Cuyahoga County area. Based on the data, OPD shall make a recommendation for a revised overall SBE Participation Goal for review and approval by the County Executive and County Council.

Procedure for Establishing Individual Goals: To achieve the overall goal for SBE participation, the Director of OPD will establish SBE goals on a contract by contract basis based on an analysis of market availability and a commercially useful function within the contract. The Director of OPD may also waive the SBE goals for particular procurements.

Cuyahoga County will use the following criteria to determine the types of participation toward Cuyahoga County's overall annual SBE goal:

- 1) The total dollar value of the subcontract may be counted toward determining the specified goal. This includes the fees and commissions charged for professional services, legal counsel, manufacturers, financial consultants, and insurance agents.

- 2) Contract goals will be used to meet any portion of the annual goal. Contract goals are established so that, over the period to which the goal applies, they will cumulatively result in meeting any portion of the goal projected to be met through the use of race-neutral means.

Contract goals will only be established on those contracts that have subcontracting opportunities for SBE participation. The size of contract goals will be adapted to the circumstances of each contract (e.g., type and location of work, availability of SBEs to perform the particular type of work) and functionality within the contract.

SBE Participation in Meeting Goals: All Participants, including SBE Participants, shall make good faith efforts to attain goals through all subcontractor work.

- (1) Prime Contractors: A Prime Contractor should subcontract portions of its contract consistent with industry standards. However, all SBE subcontractors must perform a commercially useful function as defined herein. Only such participation by an SBE will be counted towards any goal. Only work provided in a SBE's certification category will count towards the SBE Goal.
- (2) Subcontractor Participation: Where a Prime utilizes one or more subcontractors or 2nd tier subcontractors to attain an SBE goal, the Participant may only count said SBE subcontractor or sub-subcontractor work toward goals. In no way shall subcontractors' or sub-subcontractors' work or dollar amount be construed to count toward said goal more than once. Only expenditures to SBE subcontractors that perform a commercially useful function in the work of that project or contract will be counted.
- (3) Supplier Participation: Where a Participant utilizes suppliers or distributors to satisfy the goal(s) in whole or in part, the SBE suppliers must perform a commercially useful function. Supplier participation may be approved upon review of the following factors:
 - i) The nature and amount of supplies to be furnished;
 - ii) Whether the SBE is a manufacturer, wholesaler or distributor of the supplies and has the capabilities to deliver same in accordance with its certification;
 - iii) Whether the SBE actually performs, manages and supervises the work to furnish the supplies; and
 - iv) Whether the SBE intends to purchase supplies from a non-SBE and simply resell same to the general or prime contractor for allowing those supplies to be counted towards fulfillment of the goal(s). Participants will receive no credit for the dollar amount of the supply contracted from brokers.

IX. EXCLUSIONS AND WAIVER OF NON-COMPLIANCE WITH SBE GOAL

1. Exclusions: This Small Business Enterprise policy shall not apply to the following:
 - a) "Sole Source" procurements under the Cuyahoga County ordinances which by their very nature limit the source of supply to one vendor.
 - b) County purchases from political subdivisions/government entities;
 - c) County purchases off state contracts, off federal contracts, and from joint purchasing programs.
 - d) The acquisition of any interest in real property including lease holdings.
 - e) Direct and indirect employee payments including payroll expenditures, pensions and unemployment compensation and other employee-related expenditures;
 - f) Any other categories and subcategories of goods and services Cuyahoga County may from time to time establish as excluded contracts upon recommendation of the Director of the Ohio of Procurement & Diversity and approval by the Cuyahoga County Executive and Cuyahoga County Council.

2. Application for Waiver. If the Contractor, consultant, supplier or vendor does not meet the project goal, the bidder or offeror may seek a partial or total waiver of the project goal. The application for waiver of all or part of the project goal shall include full documentary evidence of the Participant's good faith efforts to meet the project goal and why the request for waiver should be granted. The application shall be notarized and submitted as a part of the bid or offer. Additional explanation, affidavits, exhibits or other materials may be required by the SBE Program to substantiate good faith efforts. (See the Good Faith Effort Certification, SBE-3, 2 pages, in the attached SBE Vendors' Manual). Waivers may also be granted for an acceptable explanation as to why the goals should be waived.

3. Waiver for Detriment to Public Health, Safety or Financial Welfare. The SBE Program goal may be waived if the same causes a detriment to public health, safety or the financial welfare of the County. The SBE Program goal may also be waived in the event available SBEs provide price quotes which are unreasonably high in that they exceed competitive levels beyond amounts which can be attributed to cost, overhead and profit.

X. REQUIREMENTS OF PRIME CONTRACTORS

In consideration of the right and privilege to submit a bid or proposal on construction projects and other contracts with Cuyahoga County, at the time of submitting a proposal or bid, each participant shall be required to present appropriate documentation. The documents described below must be completed and signed by each Participant before a proposal or bid can be considered responsive:

- 1) Covenant of Non-Discrimination: Each Participant must submit a duly executed and attested Covenant of Non-Discrimination (SBE-1, found in the attached SBE Vendors' Manual). This written instrument shall contain promises, declarations and/or affirmations made by the Participant. The completed document must contain an original signature and date of signature.
- 2) SBE Subcontractor Participation Plan: Each Participant must submit a duly executed Subcontractor Participation Plan (SBE-2, found in the attached SBE Vendors' Manual) for each SBE subcontractor proposed. Copies and/or facsimiles of SBE-2 submitted with bids/proposals are acceptable BUT all required signatures must be dated as indicated. Also, please note the following:
 - a) Certified SBEs who are bidding as prime contractors **MUST** complete and submit the top portion of Form SBE-2 to guarantee the 20% SBE credit.
 - b) SBEs with multiple geographical locations shall enter the Cuyahoga County address and contact information on Form SBE-2.
 - c) Prime vendors are **PROHIBITED** from using SBE(s) with whom the prime vendor has a familial relationship, joint or co-ownership, common partners, officers, or a shareholder relationship to meet the SBE Participation Goal. Hence, on Cuyahoga County projects/contracts, any portion of work subcontracted to a SBE vendor by a prime vendor that meets the above-mentioned criteria will **NOT** count towards the achievement of the established SBE Participation Goal.

Use of 2nd Tier Subcontractors: In the event that a subcontractor portions out work and utilizes the services of a sub-subcontractor or vendor, the prime contractor shall be required to report this use to OPD. For reporting purposes, the prime contractor shall report statistical data for the sub-subcontractor or sub-vendor, including race, gender, business size, area of specialization, dollar value, description of services or products purchased, and contact information. No SBE subcontractor will be permitted to subcontract more than 25% of their subcontract work (based on dollar value) without prior approval by OPD.

Other Information and Data: OPD may request additional information and data prior to a contract award. This information may include, but is not limited to, information regarding business ownership of all subcontractors to be utilized on the project, all of which shall reflect the race, gender, location, size, and area of specialization and structure of the identified businesses.

A PARTICIPANT'S FAILURE OR REFUSAL TO PROVIDE INFORMATION AND DATA REQUIRED BY THIS PROGRAM AND REQUESTED BY OPD SHALL SUBJECT THE PARTICIPANT TO HAVING A PROPOSAL OR BID DEEMED NON-RESPONSIVE.

XI. GOOD FAITH EFFORTS

Aggressive “Good Faith Efforts” to include SBEs in the procurement process are required of all Participants. These Good Faith Efforts should be in addition to the Participant’s regular and customary solicitation process of contact with potential subcontractors and/or vendors.

Written Notice to SBEs: To demonstrate good faith efforts, a Participant shall deliver written or electronic notice to potential SBEs. SBEs should be contacted not less than one (1) week before the bid or proposal due date. Names, addresses, and telephone numbers for available SBEs may be obtained by contacting OPD or reviewing the database on the website at <http://opd.cuyahogacounty.us/>.

The written or electronic notice sent to potential subcontractors or vendors shall contain the following:

- (1) Sufficient information about the plans, specifications, and relevant terms and conditions of the solicitation. This should include information about the work which will be subcontracted or the goods which will be obtained from subcontractors and suppliers;
- (2) A contact person knowledgeable of the project scope documents, within the Participant’s office, to answer questions about the conditions of the contract;
- (3) Information as to the Participant’s bonding requirements; and
- (4) The deadline for price quotations.

Evaluation of Good Faith Efforts: In evaluating good faith efforts, OPD will determine whether the Participant has made reasonable good faith efforts to obtain SBE participation as part of its bid or proposal. OPD may evaluate not only the different kinds of efforts made by a Participant, but also the quantity and intensity of those efforts.

OPD will consider a completed Good Faith Effort Certification (SBE-3, 2 pages, found in the attached SBE Vendors’ Manual), as evidence of a Participant’s good faith in trying to obtain SBE participation in a bid or proposal.

Required Documentation: To demonstrate good faith efforts, Participants shall keep detailed records of all correspondence and responses thereto, logs of all telephone calls made and received regarding the project or contract, confirmation receipts for fax transmissions, receipts from registered or certified mail, copies of advertisements in publications and other media, and other relevant papers required by this Program.

Good Faith Effort Certification: Participant must submit a completed Good Faith Certification (SBE-3, found in the attached SBE Vendors' Manual) ONLY if the SBE Participation Goal is not met. Additional documentation demonstrating a good faith effort must accompany the checklist. The completed document must contain an original signature, notarizations, and date of signature.

XII. AWARD OF CONTRACTS

Award of Contracts: Proposals/ bids may be rejected and projects re-submitted for the sole purpose of attaining goals where no "good faith effort" has been demonstrated. Cuyahoga County reserves the right to determine the action to be taken on the contract if a goal is not met, including rejecting any or all bids or proposals. If an awarded contract is later amended for additional dollars, SBE subcontractor participation should still reflect the percentage of dollars originally contracted for.

When evaluating a bid to determine the lowest and best bid, the County may consider, in addition to all of the other factors set forth in the instructions to bidders, whether a bid is SBE compliant; provided, however, that such SBE compliance shall not be considered if the difference between the SBE-compliant bid and the lowest responsive bid is more than the price preference specified below.

Lowest Bid Received Range (\$)	Price Preference (%) & Limit	Price Preference (\$)
0 – 500,000	10%	0 – 50,000
500,001 – 1,000,000	10% up to max \$80,000 (10-8)	50,000 – 80,000
1,000,001 – 3,000,000	8% up to max \$210,000 (8-7)	80,000 – 210,000
3,000,001 – 5,000,000	7% up to max \$250,000 (7-5)	210,000 – 250,000
>5,000,000	\$250,000 maximum (<5)	250,000 maximum

XIII. MONITORING AND POST-AWARD REPORTING

Office of Procurement and Diversity Authorization to Monitor: OPD shall be authorized to collect from all Participants such data and information as is necessary to monitor this Program. This information may include information as to business ownership, supplier information, subcontractor information, all of which shall reflect the contract information, race, gender, business location, and size of the identified businesses.

OPD shall continuously monitor the participation of SBEs in the procurement of goods and services for Cuyahoga County. Such monitoring shall include, but is not necessarily limited to, a statistical analysis of each construction trade, business service, professional service and commodity to determine whether there is utilization of SBEs in a manner that is proportionate to the established goal.

OPD will provide written reports on an annual basis. OPD's report shall contain a summary of the purchases and contracts placed with SBEs for the period and the relative percentage to the

total of purchases and contracts for that period and the size, quantity and quality of SBE involvement by dollar volume.

Participant's Post-Award Reporting: Participants who are awarded contracts must submit reports, during the course of, and at the end of the contract as requested by OPD. These reports shall summarize the number and dollar amounts of payments made during the term of the contract to subcontractors. The final report shall summarize the number and dollar amounts of payments made during the term of the contract to all subcontractors and shall reflect the SBE designation of the subcontractor if any. OPD reserves the right to audit a contract for SBE participation at his/her discretion during any phase of the project. An audit would include but not be limited to: on site reviews, desk reviews, requests for cancelled checks, requests for invoices, certified payroll reports, etc.

SBE Subcontractor Substitutions or Replacements: The prime contractor shall report any replacements or substitutions of the use of SBE subcontractors to OPD immediately. Prior approval by the Director of OPD is required for SBE substitutions/replacements. For reporting purposes, the prime contractor shall report to OPD statistical data pertaining to the new subcontractor, including race, gender, business size, area of specialization, and contact information on the SBE Subcontractor Participation Plan form (SBE-2).

OPD will require a Participant to make good faith efforts to replace a SBE that is terminated or has otherwise failed to complete its work on a contract with another SBE to the extent needed to meet the contract SBE Participation Goal. The Participant must notify OPD immediately, and in writing, of the SBE's inability or unwillingness to perform and provide reasonable documentation. The request should include at a minimum: the name of the SBE firm, the contact, the phone number, the scope of work initially assigned to the SBE firm, dollars paid to date, percent of scope completed, and the reason for the substitution request including documentation of the SBE's withdrawal.

The Participant will be given five (5) business days to find a SBE substitution if the request is granted. In this situation, the Participant will be required to obtain prior approval of the substitute SBE and to provide copies of SBE Subcontractor Participation Plan (SBE-2) or documentation of good faith efforts.

If the Participant fails or refuses to comply in the time specified, OPD may issue a recommendation to stop all or part of payment and/or work until satisfactory action has been taken. If the Participant still fails to comply, OPD may issue a recommendation of termination of the contract.

Contractors' Closeout Activity Reports: To further monitor SBE participation, closeout activity reports will be required from project prime contractors and prime consultants identifying activities of all subcontractors and sub-consultants. This report shall include all modifications/amendments/change orders and shall reflect the contact information, race, gender, business size, scope of work, and amount paid to each firm.

XIV. GRIEVANCE PROCESS

Any Participant or other party allegedly aggrieved by the provisions of this program may submit a written complaint to OPD who will notify the SBE Grievance Hearing Board. The SBE Grievance Hearing Board is empowered to hear all grievances concerning certification, de-certification, goal complaints, good faith efforts and any other grievances called by the provisions of this program.

SBE Grievance Hearing Board: The SBE Grievance Hearing Board consists of the following five (5) members:

- Director of Public Works or his/her designee
- Two (2) members of the County Executive's Office staff or their designees
- Two (2) County Council Members appointed by the President of County Council

The SBE Grievance Hearing Board meets as required to hear grievances pertaining to the SBE Program. A meeting quorum of this board consists of four (4) members. An affirmative vote by at least three (3) members is required for action items.

Request for Review: An allegedly aggrieved party may seek review of an OPD determination or decision by filing a written Request for Review with OPD within five (5) days of receipt of the Determination of Non-Compliance, certification denial, recertification denial, or other SBE decision.

Scheduling the Hearing/Notice of Hearing: Upon receipt of the request for review from the allegedly aggrieved party, OPD shall forward the request for review to the SBE Grievance Hearing Board within three (3) business days of receipt and proceed with scheduling the hearing. Every effort shall be made to hold the hearing no more than twenty (20) days from the date of receipt of the request for review. All external parties shall be sent a written notice by registered mail which shall state the date, time, and place of the hearing.

Hearing: The hearings shall be informal. Participants shall include OPD and the allegedly aggrieved person(s), or a representative of the allegedly aggrieved person. Said hearing shall comply with State of Ohio law relative to the Open Meetings Act.

Decision: The SBE Grievance Hearing Board shall issue a decision at the conclusion of the hearing which may approve or disapprove of OPD's decision or determination.

Exhaustion of Legal Remedies: An aggrieved person or entity must comply with the review process as outlined herein. Once a person or entity has exhausted the administrative remedies outlined in the Program, that person or entity may seek any other statutory, legal or equitable remedies that may be available. Failure to exhaust all administrative remedies listed above is an affirmative defense to any statutory, legal or equitable proceeding that may arise.

XV. SANCTIONS AND PENALTIES FOR NON-COMPLIANCE

Cuyahoga County shall have the authority and power to enforce the provisions of this Program. Failure of a participant to comply with the requirements shall subject it to administrative sanctions. In addition, a violation of this Program shall constitute a material breach of contract enforceable at law or in equity, as will all other contract provisions, including the imposition of penalties. The following sanctions and penalties are established for the enforcement of this Program:

- (1) Determination of Non-Responsiveness: In addition to standard factors in its evaluation, Cuyahoga County may declare a bid or proposal non-responsive where it is determined that a Participant has not filed with Cuyahoga County a duly executed Covenant of Non-Discrimination or any other document as required by this Program.
- (2) Limited Suspension: For falsifications, misrepresentations, deception to obtain a contract, Cuyahoga County may remove a Participant from its list of eligible firms entitled to do business with Cuyahoga County.
- (3) Rejection of Future Proposals: Cuyahoga County may reject any or all future Proposals of a Participant until such time as the Participant demonstrates that it is or shall come into compliance.
- (4) Withholding Payment: Cuyahoga County may withhold payment, until such time as the Participant demonstrates that it is or shall come into compliance.
- (5) Cancellation of Contract: Cuyahoga County may declare a contract null and void where, after such contract has been awarded, an investigation determines that the Participant's documents contain false, fictitious, or fraudulent information.
- (6) Permanent Debarment: For repeated violations, Cuyahoga County may remove a Participant from its list of firms entitled to do business with Cuyahoga County indefinitely.

Guidelines for Imposition of Sanctions: The authority and power for imposition of sanctions and penalties shall lie with county authorities and elected/appointed officials as outlined in the County Charter, County Ordinances, state laws, and federal laws. The recommendation however, may come from the SBE Grievance Hearing Board or OPD.

- (1) General: Sanctions may be recommended if there is evidence of specific conduct on the part of the Participant that is inconsistent with or in direct opposition to the applicable provisions of this Program. Furthermore, the imposition and enforcement of sanctions shall be consistent with applicable county ordinances, state laws, and federal laws.
- (2) Severity of Sanctions: In determining the length of any suspension, Cuyahoga County shall consider the following factors:

- (i) Whether the failure to comply with applicable requirements involved intentional conduct or, alternatively, may be reasonably concluded to have resulted from a misunderstanding on the part of the Participant of the duties imposed on them by this Program;
 - (ii) The number of specific incidences of failure by the Participant to comply;
 - (iii) Whether the Participant has been previously suspended;
 - (iv) Whether the Participant has failed or refused to provide Cuyahoga County or OPD with any information required or requested by this Program;
 - (v) Whether the Participant has materially misrepresented any applicable facts in any filing or communication to Cuyahoga County or OPD; and
 - (vi) Whether any subsequent restructuring of the Participant's business or other action has been undertaken to cure the deficiencies in meeting applicable requirements.
- (1) Length of Suspension: Suspensions may be for any length of time. Cuyahoga County may impose suspensions in excess of one year in cases involving intentional or fraudulent misrepresentation or concealment of material facts, multiple acts in breach of the Program, cases where the Participant has been previously suspended, or other similarly situated misconduct.

Prohibition Against False Statements: It shall be unlawful for any person, knowingly and willfully and with intent to mislead or to make any false or fraudulent representations to Cuyahoga County. Cuyahoga County may impose sanctions against any person making such false representation in connection with the SBE Program.

XVI. TRAINING AND OUTREACH STRATEGIES

Training: Cuyahoga County remains committed to implementing a program that increases the participation of SBEs in Cuyahoga County's procurement opportunities. To ensure that all Cuyahoga County employees involved in purchasing decisions are appropriately informed, certain personnel would undergo training to increase sensitivity regarding the utilization of SBEs. Internal training shall ensure that all staff with purchasing authority have the capacity and capability to engage in a consistent, fair and open procurement process. Training sessions shall occur periodically. The objective of the training is to effectively communicate the importance of the Program and the mechanics of how the Program operates. The training shall address the following topics, among others:

- (i) Understanding the purpose of the Program.
- (ii) Understanding the benefits of doing business with SBEs.
- (iii) Understanding how the Program is administered.

- (iv) Developing innovative techniques to increase SBE participation.

Outreach Program: To ensure that opportunities to participate in Cuyahoga County's contracts are available to the widest feasible universe of willing, available and qualified businesses, OPD shall develop and engage in outreach designed to increase public awareness of the Program. This outreach may consist of any of the following:

- (1) Public Awareness of the Program. To increase the visibility of OPD and to increase the awareness of the Program, OPD shall disseminate at community events, trade shows, and other appropriate business functions, and publish at regular intervals information describing the Program. This information shall also identify ongoing contracting opportunities. OPD will actively participate in the various advocacy groups to provide constant feedback and to keep SBEs abreast of the Program and contracting opportunities.
- (2) Outreach to SBEs. OPD shall assist SBEs by providing workshops and seminars on Cuyahoga County's procurement policies and procedures.

XVII. GRADUATION BY SBE PROGRAM PARTICIPANTS

If a certified and otherwise eligible SBE achieves annual gross revenues or similar indicators of business size for three (3) consecutive years in its respective industry in excess of the pertinent SBA Size Standards for its certification category, then it shall be deemed to have overcome the effects of size and to have reached a competitive status in the marketplace. Upon achievement of such status, said firm(s) shall be graduated from the program and shall thereafter be ineligible for utilization to fulfill enforceable SBE Program participation goals. A graduated SBE may not subsequently re-enter the program unless, after the expiration of two calendar years, the SBE demonstrates:

1. that its annual gross receipts have declined to levels below those as set forth above and;
2. that during said two calendar years it was unable to achieve meaningful participation in Cuyahoga County contracts and/or in the public and private sectors of the larger local economy despite its good faith efforts to do so.

XVIII. MENTOR-PROTÉGÉ PROGRAM

OPD may develop a Mentor-Protégé program and encourage all contractors and subcontractors to participate. If the program has been established, OPD shall make available a database of potential Mentor and Protégé firms. Participation in this program is strictly voluntary. No contractor or vendor shall be penalized or preferred based upon participation or non-participation in the program. Any Participants volunteering for this program shall be given recognition by OPD.

XIX. BOND ASSISTANCE PROGRAM

As an initiative to enhance SBE participation, Cuyahoga County may investigate, develop, and implement a bond assistance program.

XX. DEFINITIONS

For the purpose of this Program, the following words, terms, phrases and abbreviations shall have the following meanings:

“Certification”: shall mean the qualifying process that ensures buyers and local, state, and federal agencies that a particular business is eligible to become a part of the database which performs a commercially useful function.

“Commercially Useful Function”: shall mean the performance of real and actual services by a Participant who contracts with Cuyahoga County, or subcontracts with another business enterprise which contracts with Cuyahoga County. A business enterprise serving as a “conduit”, “front” or “pass-through” for another business shall not be deemed to perform a commercially useful function. In determining whether a business is performing a commercially useful function, factors, including but not limited to the following, will be considered:

- i) The nature and amount of work contracted;
- ii) Whether the SBE has the skill and expertise to perform work for which it has been certified;
- iii) Whether the SBE actually performs, manages and supervises the work;
- iv) Whether the SBE intends to purchase commodities and/or services from a non-SBE and simply resell same to the general or prime contractor for the purpose of allowing those commodities and/or services to be counted towards the fulfillment of a goal;
- v) Standard industry practices relating to the use of the subcontractors. Consistent with standard industry practices, an SBE subcontractor may enter into second tier subcontracts. If an SBE subcontractor subcontracts a significantly greater portion of the work of its subcontract to a non-SBE inconsistent with standard industry practices, the SBE subcontractor shall be presumed not to be performing a commercially useful function.

“Compliance”: shall mean the condition existing when a Participant has met the requirements of this Program.

“Conduit”: shall mean a business which purchases goods or services that are not normally purchased or sold as part of its daily business from another business(es) for the sole purpose of resale to Cuyahoga County or a contractor doing business with Cuyahoga County.

“Contract”: shall mean any mutually binding legal obligation of Cuyahoga County created to acquire some good and/or service from one or more Participants, which is paid or which is to be paid for, in whole or in part, with monetary appropriations of Cuyahoga County. In this context, the terms “contracting”, “purchasing”, and “procurement” are synonymous and refer to the process or processes under which Cuyahoga County undertakes such acquisitions.

“Cuyahoga County”: shall mean the government agency which provides public contracting to increase quality of life in the County.

“Covenant of Non-Discrimination”: shall mean, collectively, one or more contractual affirmative promises (1) to adopt the policies of Cuyahoga County relating to the participation of SBEs in the procurement process; (2) to undertake certain good faith efforts to solicit SBEs participation; and (3) not to otherwise engage in discriminatory conduct against SBEs.

“Department”: Shall mean a department, division or elected officials office which solicits proposals through OPD.

“Goal”: shall mean an aspirational effort to attain a certain level of SBEs participation on contracts awarded by the Cuyahoga County based on subcontracting opportunities and available SBEs to perform.

“Good Faith Efforts”: shall mean the aggressive actions of a Participant undertaken in earnest to achieve an SBE goal and ensure that it does not discriminate in its contracting practices.

“Independent”: shall mean that with respect to the ownership, control and activity of a SBE, the business shall operate separate and apart from the ownership, control or undue influence of another business owned and controlled by one or more non-SBEs.

“Joint Venture”: shall mean an association of two or more independent persons, partnerships, corporations (or any combination of them) formed, consistent with the laws of the State of Ohio. This joint venture would carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills and knowledge, and in which the SBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

“Manufacturer”: shall mean an individual (or individuals) who owns, operates, or maintains a factory or establishment that produces on the premises the components, materials, or supplies obtained by the Participant or Cuyahoga County.

“OPD”: shall mean the Office of Procurement & Diversity, which is responsible for administration of the SBE Program.

“Non-Compliance”: shall mean the condition that exists when a Participant has failed to meet the requirements of the SBE.

“Office”: shall mean that a business enterprise with an established place of business in the Cuyahoga County area at which one or more of its employees is regularly based and that such place of business has a substantial role in the business’ performance of a commercially useful function as herein defined. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not constitute a significant business presence.

“Participant”: shall mean any contractor, vendor, supplier, or other person, partnership, joint venture, corporation or other business entity that submits a bid or proposal to Cuyahoga County or expressed interest in submitting a bid or proposal in response to competitive solicitation issued by Cuyahoga County or who has been awarded a contract by Cuyahoga County.

“Project Owner”: shall mean the representative of Cuyahoga County that enters into agreement or contracts with a firm for services or supplies or any other item which shall cause a disbursement of funds from Cuyahoga County.

“Proposal”: shall mean a quotation, proposal, bid or offer by a Participant to perform or provide labor, materials, supplies, or services to Cuyahoga County in response to competitive solicitation issued by Cuyahoga County.

“Race/Gender-Conscious”: shall mean any governmental or legislative policy or programmatic action that uses race or gender as criteria for participation. The use of an MBE or WBE goal is a primary example of a race-conscious measure.

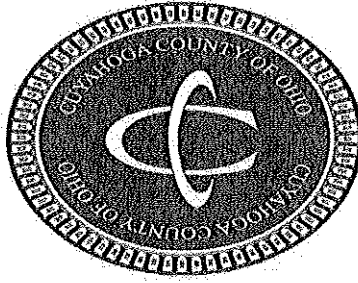
“Race/Gender-Neutral”: shall mean any governmental or legislative policy or a programmatic action in which race or gender is not among, or the specific criteria for participation. While benefiting MBEs and WBEs, it is not solely focused on MBE or WBE firms and can be used to assist all small businesses. For example, small business outreach programs, technical assistance programs, mobilization fees, bonding assistance and prompt payment provisions can assist a wide variety of small businesses, not just MBEs and WBEs.

“Responsible”: shall reference a Participant’s integrity, compliance with public policy, and record of past performance and financial and technical resources. A Participant must meet certain requirements to be considered a responsible bidder.

“Responsive”: shall mean that a bid must comply in all material respects, both to the method and timeliness of submission and to the substance of any resulting contract, so that all Participants may stand on an equal footing and the integrity of the competitive bidding system may be maintained.

“Small Business Enterprise” (“SBE”): shall refer to a firm that is certified by OPD, submitted an application and has been accepted as a firm eligible to take advantage of affirmative action efforts established in this Program.

“Underutilization”: shall mean the percentage of dollars spent by Cuyahoga County with SBEs which is less than would be expected based on SBE availability in the County.



RQ {ENTER RQ#}

SBE VENDORS' MANUAL

Small Business Enterprise Program

For Construction, Services, Supplies and Professional Service Contracts

The goal of the Small Business Enterprise (SBE) Program is to support small businesses by creating positive partnerships in County contracting and other procurement opportunities. The Small Business Enterprise Program will achieve this goal by providing and supporting opportunities for small firms to grow and thereby compete effectively in the general environment for contracting opportunities.

THE SBE SUBCONTRACTOR PARTICIPATION GOAL
FOR THIS BID/PROPOSAL IS

{ENTER SBE %} %

OF THE CONTRACT AWARD

Cuyahoga County
Is an Equal Opportunity Employer

SBE VENDORS' MANUAL

TABLE OF CONTENTS

Section I.	Small Business Enterprise (SBE) Certification	Page 3
Section II.	SBE Participation Goal	Page 3
Section III.	Mandatory Bidding Requirements for Prime Contractors	Page 3
Section IV.	Good Faith Efforts	Page 4
Section V.	Award of Contracts	Page 5
Section VI.	Monitoring and Post-Award Reporting	Page 6

REQUIRED FORMS:

- Covenant of Non-Discrimination (SBE-1)
- SBE Subcontractor Participation Plan (SBE-2)
- Good Faith Effort Certification (SBE-3, 2 pages)
- Sample of Completed SBE forms (4 pages)

INSTRUCTIONS TO VENDORS

I. Small Business Enterprise (SBE) Certification

Only those Small Business Enterprises certified by the Cuyahoga County 's Office of Procurement & Diversity (OPD) shall be eligible for the fulfillment of the SBE participation goal. SBE listings may be obtained from the Office of Procurement & Diversity. If a Small Business Enterprise elects to compete for county business without being certified as such, they may do so, but any bid/proposal submitted will not be counted towards fulfillment of the SBE participation goal.

An SBE desiring certification with OPD must complete the certification application. SBE applications may be obtained from the:

Office of Procurement & Diversity
County Administration Building, Room 110
1219 Ontario Street
Cleveland, Ohio 44113
(216) 443-7230
or downloaded at www.opd.cuyahogacounty.us

II. SBE Participation Goal

The SBE Participation goal can be achieved in the following manner(s):

1. A prime vendor subcontracts with one or more certified SBEs to meet or exceed the SBE goal;
2. A prime vendor subcontracts with one or more certified SBEs in an amount short of the SBE goal, but submits a complete Good Faith Effort (further described below);
3. A certified SBE who bids as a prime contractor subcontracts a portion of the work to another certified SBE. Certified SBEs bidding as prime contractors will receive a 20% credit towards the SBE participation goal. However, the certified SBE must secure additional certified SBE subcontractor participation and/or seek a waiver based on Good Faith Effort (further described below) for any remaining balance of the SBE goal.

III. Mandatory Requirements for Prime Contractors

In consideration of the right and privilege to submit a bid or proposal on construction projects and other contracts with Cuyahoga County, at the time of submitting a proposal or bid, each participant shall be required to present appropriate documentation. The documents described below must be completed and signed by each Participant before a proposal or bid can be considered responsive:

- 3) Covenant of Non-Discrimination: Each Participant must submit a duly executed and attested Covenant of Non-Discrimination (SBE-1, found in the attached SBE Vendors' Manual). This written instrument shall contain promises, declarations and/or affirmations made by the Participant. The completed document must contain an original signature and date of signature.
- 4) SBE Subcontractor Participation Plan: Each Participant must submit a duly executed Subcontractor Participation Plan (SBE-2, found in the attached SBE Vendors' Manual) for each SBE subcontractor

proposed. Copies and/or facsimiles of SBE-2 submitted with bids/proposals are acceptable BUT all required signatures must be dated as indicated. Also, please note the following:

- a) Certified SBEs who are bidding as prime contractors **MUST** complete and submit the top portion of Form SBE-2 to guarantee the 20% SBE credit.
- b) SBEs with multiple geographical locations shall enter the Cuyahoga County address and contact information on Form SBE-2.
- c) Prime vendors are **PROHIBITED** from using SBE(s) with whom the prime vendor has a familial relationship, joint or co-ownership, common partners, officers, or a shareholder relationship to meet the SBE Participation Goal. Hence, on Cuyahoga County projects/contracts, any portion of work subcontracted to a SBE vendor by a prime vendor that meets the above-mentioned criteria will **NOT** count towards the achievement of the established SBE Participation Goal.

Use of 2nd Tier Subcontractors: In the event that a subcontractor portions out work and utilizes the services of a sub-subcontractor or vendor, the prime contractor shall be required to report this use to OPD. For reporting purposes, the prime contractor shall report statistical data for the sub-subcontractor or sub-vendor, including race, gender, business size, area of specialization, dollar value, description of services or products purchased, and contact information. No SBE subcontractor will be permitted to subcontract more than 25% of their subcontract work (based on dollar value) without prior approval by OPD.

Other Information and Data: OPD may request additional information and data prior to a contract award. This information may include, but is not limited to, information regarding business ownership of all subcontractors to be utilized on the project, all of which shall reflect the race, gender, location, size, and area of specialization and structure of the identified businesses.

A PARTICIPANT'S FAILURE OR REFUSAL TO PROVIDE INFORMATION AND DATA REQUIRED BY THIS PROGRAM AND REQUESTED BY OPD SHALL SUBJECT THE PARTICIPANT TO HAVING A PROPOSAL OR BID DEEMED NON-RESPONSIVE.

IV. Good Faith Efforts

Aggressive "Good Faith Efforts" to include SBEs in the procurement process are required of all Participants. These Good Faith Efforts should be in addition to the Participant's regular and customary solicitation process of contact with potential subcontractors and/or vendors.

Written Notice to SBEs: To demonstrate good faith efforts, a Participant shall deliver written or electronic notice to potential, SBEs. SBEs should be contacted not less than one (1) week before the bid or proposal due date. Names, addresses, and telephone numbers for available SBEs may be obtained by contacting OPD or reviewing the database on the website at <http://opd.cuyahogacounty.us/>.

The written or electronic notice sent to potential subcontractors or vendors shall contain the following:

- (1) Sufficient information about the plans, specifications, and relevant terms and conditions of the solicitation. This should include information about the work which will be subcontracted or the goods which will be obtained from subcontractors and suppliers;

- (2) A contact person knowledgeable of the project scope documents, within the Participant's office, to answer questions about the conditions of the contract;
- (3) Information as to the Participant's bonding requirements; and
- (4) The deadline for price quotations.

Evaluation of Good Faith Efforts: In evaluating good faith efforts, OPD will determine whether the Participant has made reasonable good faith efforts to obtain SBE participation as part of its bid or proposal. OPD may evaluate not only the different kinds of efforts made by a Participant, but also the quantity and intensity of those efforts.

OPD will consider a completed Good Faith Effort Certification (SBE-3, 2 pages, found in the attached SBE Vendors' Manual), as evidence of a Participant's good faith in trying to obtain SBE participation in a bid or proposal.

Required Documentation: To demonstrate good faith efforts, Participants shall keep detailed records of all correspondence and responses thereto, logs of all telephone calls made and received regarding the project or contract, confirmation receipts for fax transmissions, receipts from registered or certified mail, copies of advertisements in publications and other media, and other relevant papers required by this Program.

Good Faith Effort Certification: Participant must submit a completed Good Faith Certification (SBE-3, found in the attached SBE Vendors' Manual) ONLY if the SBE Participation Goal is not met. Additional documentation demonstrating a good faith effort must accompany the checklist. The completed document must contain an original signature, notarizations, and date of signature.

V. Award of Contracts

Award of Contracts: Proposals/ bids may be rejected and projects re-submitted for the sole purpose of attaining goals where no "good faith effort" has been demonstrated. Cuyahoga County reserves the right to determine the action to be taken on the contract if a goal is not met, including rejecting any or all bids or proposals. If an awarded contract is later amended for additional dollars, SBE subcontractor participation should still reflect the percentage of dollars originally contracted for.

When evaluating a bid to determine the lowest and best bid, the County may consider, in addition to all of the other factors set forth in the instructions to bidders, whether a bid is SBE compliant; provided, however, that such SBE compliance shall not be considered if the difference between the SBE-compliant bid and the lowest responsive bid is more than the price preference specified below.

Lowest Bid Received Range (\$)	Price Preference (%) & Limit	Price Preference (\$)
0 – 500,000	10%	0 – 50,000
500,001 – 1,000,000	10% up to max \$80,000 (10-8)	50,000 – 80,000
1,000,0001 – 3,000,000	8% up to max \$210,000 (8-7)	80,000 – 210,000
3,000,001 – 5,000,000	7% up to max \$250,000 (7-5)	210,000 – 250,000
>5,000,000	\$250,000 maximum (≤5)	250,000 maximum

VI. Monitoring and Post-Award Reporting

Office of Procurement and Diversity Authorization to Monitor: OPD shall be authorized to collect from all Participants such data and information as is necessary to monitor this Program. This information may include information as to business ownership, supplier information, subcontractor information, all of which shall reflect the contract information, race, gender, business location, and size of the identified businesses.

OPD shall continuously monitor the participation of SBEs in the procurement of goods and services for Cuyahoga County. Such monitoring shall include, but is not necessarily limited to, a statistical analysis of each construction trade, business service, professional service and commodity to determine whether there is utilization of SBEs in a manner that is proportionate to the established goal.

OPD will provide written reports on an annual basis. OPD's report shall contain a summary of the purchases and contracts placed with SBEs for the period and the relative percentage to the total of purchases and contracts for that period and the size, quantity and quality of SBE involvement by dollar volume.

Participant's Post-Award Reporting: Participants who are awarded contracts must submit reports, during the course of, and at the end of the contract as requested by OPD. These reports shall summarize the number and dollar amounts of payments made during the term of the contract to subcontractors. The final report shall summarize the number and dollar amounts of payments made during the term of the contract to all subcontractors and shall reflect the SBE designation of the subcontractor if any. OPD reserves the right to audit a contract for SBE participation at his/her discretion during any phase of the project. An audit would include but not be limited to: on site reviews, desk reviews, requests for cancelled checks, requests for invoices, certified payroll reports, etc.

SBE Subcontractor Substitutions or Replacements: The prime contractor shall report any replacements or substitutions of the use of SBE subcontractors to OPD immediately. Prior approval by the Director of OPD is required for SBE substitutions/replacements. For reporting purposes, the prime contractor shall report to OPD statistical data pertaining to the new subcontractor, including race, gender, business size, area of specialization, and contact information on the SBE Subcontractor Participation Plan form (SBE-2).

OPD will require a Participant to make good faith efforts to replace a SBE that is terminated or has otherwise failed to complete its work on a contract with another SBE to the extent needed to meet the contract SBE Participation Goal. The Participant must notify OPD immediately, and in writing, of the SBE's inability or unwillingness to perform and provide reasonable documentation. The request should include at a minimum: the name of the SBE firm, the contact, the phone number, the scope of work initially assigned to the SBE firm, dollars paid to date, percent of scope completed, and the reason for the substitution request including documentation of the SBE's withdrawal.

The Participant will be given five (5) business days to find a SBE substitution if the request is granted. In this situation, the Participant will be required to obtain prior approval of the substitute SBE and to provide copies of SBE Subcontractor Participation Plan (SBE-2) or documentation of good faith efforts.

If the Participant fails or refuses to comply in the time specified, OPD may issue a recommendation to stop all or part of payment and/or work until satisfactory action has been taken. If the Participant still fails to comply, OPD may issue a recommendation of termination of the contract.

Contractors' Closeout Activity Reports: To further monitor SBE participation, closeout activity reports will be required from project prime contractors and prime consultants identifying activities of all subcontractors and sub-consultants. This report shall include all modifications/amendments/change orders and shall reflect the contact information, race, gender, business size, scope of work, and amount paid to each firm.

REQUIRED DOCUMENTS

The following forms regarding the Small Business Enterprise Program must be completed and submitted with bids/proposals:

COVENANT OF NON-DISCRIMINATION (SBE-1)

SBE SUBCONTRACTOR PARTICIPATION PLAN (SBE-2)

GOOD FAITH EFFORT CERTIFICATION (SBE-3, 2 PAGES)

COVENANT OF NON-DISCRIMINATION

(MUST be completed and submitted with ALL bids or proposals)

Know All Men By These Presents, that I/we, (_____),
Name(s)
(_____), (_____),
Title(s) Name of Company

(hereinafter "Company"), in consideration of the privilege to submit Bids/Proposals on contracts funded, in whole or in part, by Cuyahoga County, hereby consents, covenants and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any Bid/Proposal submitted to Cuyahoga County or the performance of any contract resulting from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible Small Business Enterprises (hereinafter "SBEs");

(3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands and agrees to make a Good Faith Effort to solicit SBEs to do business with this Company;

(4) That the Covenant of Non-Discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the Covenant of Non-Discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and

(6) That the failure of this Company to satisfactorily discharge any of the Covenant of Non-Discrimination as made and set forth herein shall constitute a material breach of contract entitling Cuyahoga County to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

(Original Signature of Company Representative Identified Above)

(Date)

SBE SUBCONTRACTOR PARTICIPATION PLAN
(MUST be submitted for EACH SBE Subcontractor Proposed)

(A) TOTAL AMOUNT OF OVERALL CONTRACT BID/PROPOSAL \$ _____

CHECK ONE:

SERVICE CONTRACT SUPPLY CONTRACT CONSTRUCTION CONTRACT

BUSINESS NAME OF PRIME BIDDER _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE (____) _____ E-MAIL _____

FIRM OWNED BY: MAJORITY MINORITY (SPECIFY: _____) FEMALE

(B) AMOUNT TO BE SUBCONTRACTED TO SBE: \$ _____ PERCENT OF TOTAL OVERALL CONTRACT BID [(B)/(A)]: _____ %

SCOPE OF WORK PROVIDED BY SBE: _____

PRIME BIDDER'S NAME _____ TITLE _____
(TYPE OR PRINT)

PRIME BIDDER'S SIGNATURE _____
(DATE OF SIGNATURE)

SBE SUBCONTRACTOR TO BE UTILIZED
(MUST BE CERTIFIED BY THE CUYAHOGA COUNTY OFFICE OF PROCUREMENT & DIVERSITY)

NAME OF SBE SUBCONTRACTOR _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

AREA CODE (____) TELEPHONE _____

*******NOTE: SBE MUST BE A COUNTY CERTIFIED SBE*******

THE UNDERSIGNED HEREWITH AGREES TO SUBCONTRACT WITH THE ABOVE NAMED BIDDER FOR THE ABOVE SAID SERVICE(S) OR SUPPLY(IES) TO BE FURNISHED TO THE COUNTY.

SBE SUBCONTRACTOR'S NAME _____ TITLE _____
(TYPE OR PRINT)

SBE SUBCONTRACTOR'S SIGNATURE _____
(DATE OF SIGNATURE)

GOOD FAITH EFFORT CERTIFICATION

(Must be submitted with bids NOT meeting SBE goal or requesting full or partial waiver)

Pursuant to the requirements for bidders under the SBE Program, and in consideration of the privilege to submit bids/proposals funded, in whole or in part, by Cuyahoga County,

I/We, (_____), (_____) of
(_____)
Name(s) of Person(s) Signing Below Title(s) Company Name

attest that I/We have exercised the following good faith efforts in addition to my/our regular and customary solicitation process: (Check ALL that apply and complete as indicated)

- I/We are requesting a FULL/PARTIAL WAIVER of the SBE Participation Goal for the following reason(s): _____
- I/We are a non-profit agency and are requesting a FULL WAIVER of the SBE Participation Goal.
- I/We have contacted OPD or website to obtain a list of SBEs appropriate to the bid/proposal.
- I/We delivered written notice to available certified SBEs for each potential subcontracting or supply category in the contract AND all potential subcontractors or vendors which requested information on the contract.
- I/We have provided all potential subcontractors or vendors with adequate information as to plans, specifications, relevant terms and conditions of the contract, bonding requirements, and the last date and time for receipt of price quotations.
- I/We have attended the pre-bid/proposal conference.
- I/We have provided a written explanation for rejection of any potential SBE subcontractor or vendor to OPD, where price competitiveness is not the reason for rejection.
- I/We have actively solicited, through sending letters, emails or initiating personal contact, SBEs in all feasible and appropriate categories providing subcontracting opportunities for the contract under consideration.
- I/We have utilized the services of available community organizations and associations, contractors' groups, and trade associations known to publicize contracting and procurement opportunities, for the purpose of obtaining assistance in the contacting and recruitment of SBEs for the Cuyahoga County contract under consideration.
- I/We have conducted discussions with interested SBEs in good faith, and provided the same willingness to assist SBEs as has been extended to any other similarly situated subcontractor.
- I/We have taken steps to ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the obligation to maintain a non-discriminatory work environment, free of harassment, intimidation and coercion at all construction sites, offices and other facilities to which employees are assigned to work.

If applicable, identify all SBEs contacted to participate that declined or were not chosen:

RO#

1. _____

_____	_____	_____	_____
Name of Subcontractor/Vendor	Address		Phone
_____	_____	_____	_____
Name of Contact	Date of Offer to Participate	Bid Amount	Date Offer Declined

Reasons Given for Declining _____

2. _____

_____	_____	_____	_____
Name of Subcontractor/Vendor	Address		Phone
_____	_____	_____	_____
Name of Contact	Date of Offer to Participate	Bid Amount	Date Offer Declined

Reasons Given for Declining _____

3. _____

_____	_____	_____	_____
Name of Subcontractor/Vendor	Address		Phone
_____	_____	_____	_____
Name of Contact	Date of Offer to Participate	Bid Amount	Date Offer Declined

Reasons Given for Declining _____

(Make additional copies to extend list of SBE contacts if needed)

I/We affix my/our signature to this document to attest that I/We have exercised the above-indicated Good Faith Effort to promote SBE participation on the Bid/Proposal and Contract under consideration and to comply fully with the provisions of the Cuyahoga County Small Business Enterprise Program.

_____	_____
Printed/Typed Name of Company Official	Date
_____	_____
Signature (Must be Original)	Title of Company Official
_____	_____
Full Company Name	Mailing Address
_____	_____
Area Code/ Phone Number	City, State, Zip
_____	_____
Notary Public	My Commission Expires

PLEASE NOTE: Failure to properly complete and submit SBE-1, SBE-2 and SBE-3 (if applicable) will result in bids/proposals being ruled non-responsive.

COVENANT OF NON-DISCRIMINATION

(MUST be completed and submitted with ALL bids or proposals)

Know All Men By These Presents, that I/we, (John Doe),
Name(s)
(President, Owner), (ABC Company, Inc.),
Title(s) Name of Company

(hereinafter "Company"), in consideration of the privilege to submit Bids/Proposals on contracts funded, in whole or in part, by Cuyahoga County, hereby consents, covenants and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any Bid/Proposal submitted to Cuyahoga County or the performance of any contract resulting from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible Small Business Enterprises (hereinafter "SBEs");

(3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands and agrees to make a Good Faith Effort to solicit SBEs to do business with this Company;

(4) That the Covenant of Non-Discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the Covenant of Non-Discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and

(6) That the failure of this Company to satisfactorily discharge any of the Covenant of Non-Discrimination as made and set forth herein shall constitute a material breach of contract entitling Cuyahoga County to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

John Doe February 1, 2008
(Original Signature of Company Representative Identified Above) (Date)

SBE SUBCONTRACTOR PARTICIPATION PLAN
(MUST be submitted for EACH SBE Subcontractor Proposed)

SBE-2
RQ# XXXXX

(A) Total Amount of Overall Contract Bid/Proposal \$ 500,000

Check One:

Service Contract Supply Contract Construction Contract

Business Name of Prime Bidder ABC Company, Inc.

Address 111 Main Street

City Anywhere State Ohio Zip Code 44000

Telephone (216) 555-5555 E-Mail abccompany@yahoo.com

Firm Owned by: Majority Minority (specify: _____) Female

(B) Amount to be Percent of Total
Subcontracted to SBE: Overall Contract Bid
\$ 100,000 [(B)/(A)]: 20 %

Scope of Work Provided By SBE: Electrical Contracting Services

Prime Bidder's Name: John Doe Title: President/Owner
(Type or Print)

Prime Bidder's Signature: John Doe Date: February 1, 2008
(Date of Signature)

SBE SUBCONTRACTOR TO BE UTILIZED
(Must be certified by the Cuyahoga County Office of Procurement & Diversity)

Name of SBE: Electrifying Electric Company

Address: 456 Main Street, Anywhere, OH 44000

City Anywhere State Ohio Zip Code 44000

Area Code (216) Telephone 555-5551

*****NOTE: SBE MUST BE A COUNTY CERTIFIED SBE*****

The undersigned herewith agrees to subcontract with the above named bidder for the above said services(s) or supply(ies) to be furnished to the County.

SBE Subcontractor's Name: Tom Edison Title: President/Owner
(Type or Print)

Prime Bidder's Signature: Tom Edison Date: January 23, 2008
(Date of Signature)

GOOD FAITH EFFORT CERTIFICATION

(Must be submitted with bids NOT meeting SBE goal or requesting full or partial waiver)

Pursuant to the requirements for bidders under the SBE Program, and in consideration of the privilege to submit bids/proposals funded, in whole or in part, by Cuyahoga County,

I/We, (John Doe), (President, Owner) of (ABC Company, Inc.) Name(s) of Person(s)
Signing Below Title(s) Company Name

attest that I/We have exercised the following good faith efforts in addition to my/our regular and customary solicitation process: (Check ALL that apply and complete as indicated)

- I/We are requesting a FULL/PARTIAL WAIVER of the SBE Participation Goal for the following reason(s): We are requesting a partial waiver of the SBE Goal as we were only able to meet 20% of the 25% goal. We were unable to find an SBE to meet the additional 5% required.
- I/We are a non-profit agency and are requesting a FULL WAIVER of the SBE Participation Goal.
- I/We have contacted OPD or website to obtain a list of SBEs appropriate to the bid/proposal.
- I/We delivered written notice to available certified SBEs for each potential subcontracting or supply category in the contract AND all potential subcontractors or vendors which requested information on the contract.
- I/We have provided all potential subcontractors or vendors with adequate information as to plans, specifications, relevant terms and conditions of the contract, bonding requirements, and the last date and time for receipt of price quotations.
- I/We have attended the pre-bid/proposal conference.
- I/We have provided a written explanation for rejection of any potential SBE subcontractor or vendor to OPD, where price competitiveness is not the reason for rejection.
- I/We have actively solicited, through sending letters, emails or initiating personal contact, SBEs in all feasible and appropriate categories providing subcontracting opportunities for the contract under consideration.
- I/We have utilized the services of available community organizations and associations, contractors' groups, and trade associations known to publicize contracting and procurement opportunities, for the purpose of obtaining assistance in the contacting and recruitment of SBEs for the Cuyahoga County contract under consideration.
- I/We have conducted discussions with interested SBEs in good faith, and provided the same willingness to assist SBEs as has been extended to any other similarly situated subcontractor.
- I/We have taken steps to ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the obligation to maintain a non-discriminatory work environment, free of harassment, intimidation and coercion at all construction sites, offices and other facilities to which employees are assigned to work.

If applicable, identify all SBEs contacted to participate that declined or were not chosen:

1. Perfect Plumbing Company 222 Main Street, Anywhere, OH 44000 216-555-5553
Name of Subcontractor/Vendor Address Phone
Paul Perfect January 15, 2008 \$25,000 (5%) January 18, 2008
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining Has other commitments at this time and is unable to work with us.

2. Dan's DuctWork Company 333 Main Street, Anywhere, OH 44000 216-555-5554
Name of Subcontractor/Vendor Address Phone
Dan Handy January 18, 2008 \$25,000 (5%) January 19, 2008
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining They are no longer providing the required sub-contracting service as part of its business.

3. Dave's Landscapes Inc 444 Main Street, Anywhere, OH 44000 216-555-5556
Name of Subcontractor/Vendor Address Phone
Dave Curbappeal January 16, 2008 \$25,000 (5%) January 17, 2008
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining Has other commitments at this time and is unable to work with us.

(Make additional copies to extend list of SBE contacts if needed)

I/We affix my/our signature to this document to attest that I/We have exercised the above-indicated Good Faith Effort to promote SBE participation on the Bid/Proposal and Contract under consideration and to comply fully with the provisions of the Cuyahoga County Small Business Enterprise Program.

John Doe
Printed/Typed Name of Company Official

February 1, 2008
Date

John Doe
Signature (Must be Original)

President, Owner
Title of Company Official

ABC Company, Inc.
Full Company Name

111 Main Street
Mailing Address

216-555-5555
Area Code/ Phone Number

Anywhere, OH 44000
City, State, Zip

Nancy Notarious
Notary Public

December 31, 2010
My Commission Expires

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0049

Sponsored by: County Executive FitzGerald/Department of Development	An Ordinance authorizing the County Executive to establish an Economic Development Fund for the purpose of investing in job growth and economic development in Cuyahoga County; and declaring the necessity that this Ordinance become immediately effective.
--	--

WHEREAS, Article VII, Section 7.01 of the Cuyahoga County Charter mandates that “the County shall develop and implement policies, programs and activities for the expansion and enhancement of economic activity in the County so as to create and preserve jobs and employment opportunities for and available to residents of the County;” and,

WHEREAS, the Cuyahoga County Economic Development Commission has proposed, and this Council has adopted, the Cuyahoga County Economic Development Plan in Ordinance No. O2011-0026; and,

WHEREAS, the County Executive/ Department of Development has proposed the establishment of a \$100,000,000.00 Economic Development Fund to invest in job growth and economic development in Cuyahoga County under the Economic Development Plan; and,

WHEREAS, the Economic Development Fund shall strive to meet the principal objectives of expanding the economic base in the county, including outcomes consistent with economic growth including job creation and improved quality of life; and,

WHEREAS, the County Executive/Department of Development has proposed that the Economic Development Fund should invest in specific programs for Workforce Development, Property Reutilization, Small Business Growth, and Large Scale Business Growth and Attraction; and,

WHEREAS, the Executive has proposed, and this Council concurs, that the Department of Development shall administer the Economic Development Fund in a manner that promotes inclusion of economically isolated populations, transparency for public accountability, and collaboration with existing economic development organizations as priorities for the department’s approach; 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 agency.

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

SECTION 1. There is hereby created the Cuyahoga County Economic Development Fund, which shall be administered by the County Executive through the Department of Development.

SECTION 2. The Economic Development Fund shall undertake the following four priorities:

- a) Large Business Growth and Attraction;
- b) Small Business Growth;
- c) Property Reutilization; and
- d) Workforce Development.

SECTION 3. The Department of Development shall make a report to the County Council detailing the operations, performance measures and changes to the Fund annually in concert with updates to the County's Five Year Economic Development Plan as required by the County Charter.

SECTION 4. It is necessary that this Ordinance become immediately effective in order to retain secured financing and project completion. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

SECTION 5. 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.

Yeas:

Nays:

County Council President

Date

County Executive

Date

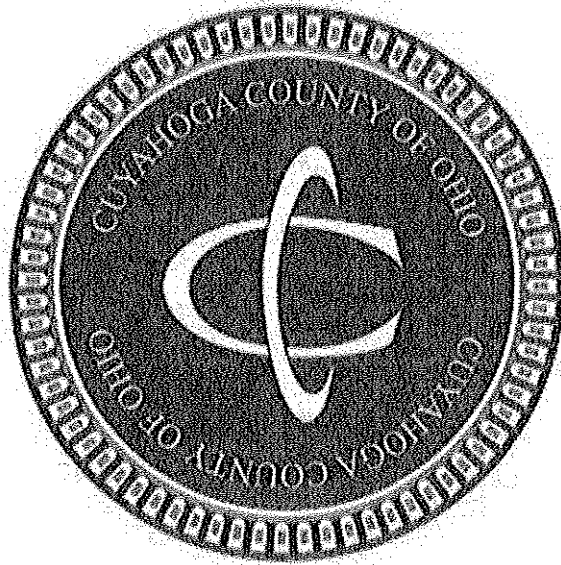
Clerk of Council

Date

First Reading/Referred to Committee: October 25, 2011

Committee(s) Assigned: Economic Development & Planning

Journal _____
_____, 2011



\$100 Million Economic Development Fund

Executive Summary.....	3
Introduction	5
Purpose	5
Goal and Objectives	6
Investment Approach	7
Funding	8
Uses of Funds	10
Innovation Development: Four Programs	13
Property Reutilization: Three Programs	28
Business Growth, Commercialization and Attraction: Four Programs	34
Management and Organization	49
Evaluation Criteria.....	53
Communications Plan	54
Operational Plan [TBD]	56
Financial Plan [TBD]	56

Executive Summary

Cuyahoga County's \$100 Million Dollar Economic Development Fund is a first-of-its-kind initiative designed to deliver jobs and prosperity to Greater Cleveland. Specificity, strategy and funding distinguish this plan from thinner attempts at regional economic development.

A yearlong survey of the commercial landscape has identified three vital components of progress: innovation, property development and business growth. It is a fundamental shift away from mega-projects and toward calculated and effective investments in human capital and quality place.

The overarching goal of the Fund is simple: make \$100 million dollars available to spur county job creation and economic growth.

The \$100 Million Dollar Fund will reinvigorate the urban fabric, nurturing the place-based values expounded in the Five Year Economic Development Plan. The Fund will be collaborative and inclusive, binding regional assets together to augment strengths, repair weaknesses and embracing economically isolated populations. All of this will be achieved with uppermost accountability and transparency.

Gleaned through making county operations more efficient, the means to make this critical investment are already in place—without increasing local taxes. The county will marshal flexible, cost-effective and strategic funds to meet the demands—and customer service expectations—for those businesses poised to grow and add jobs.

Funding

The county has committed to fund the Economic Development Fund using the savings generated from making county government more efficient. To ensure the most cost effective and productive use of public funds, the county will adjust the allocation of resources to meet private sector demand.

Administration, Approval Process and Public Engagement

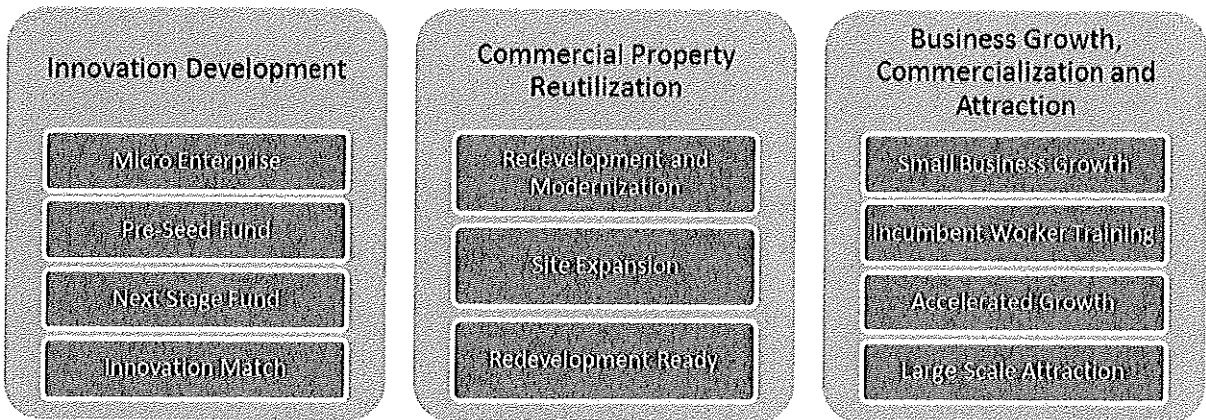
The Department of Development will manage the Fund, relying mostly on staff already in place and resources available in other departments for oversight and Fund administration.

The Cuyahoga County Community Investment Corporate (CCCIC) will be tasked with reviewing, troubleshooting and making funding recommendations. The County Council and County Executive have final authority over Economic Development Fund investments consistent with the county's contracting and procurement ordinances. Transparency and reporting outcomes are critical priorities throughout county government, and especially for the Economic Development Fund

Starting in January 2012, the Department of Development will lead a countywide Economic Development Fund Roadshow to engage the business community and development stakeholders directly, in concert with the County Council and partner Economic Development Organizations. Cuyahoga County will lean heavily on its non-profit and for-profit partners both in the administration and promotion of the Fund.

Investment Priorities

There are three priority areas for investment available countywide, each with distinct programs:



Innovation Development			
Micro Enterprise	Pre-Seed Fund	Next Stage Fund	Innovation Match
Finances Business Too Small or Unestablished for Traditional Lenders	Early Stage Funding to Accelerate Growth and Attract Investors	Invests In Companies Primed for Full Commercial Launch	Provides Local Match Required by Federal and State Innovation Grants

These four programs are designed to nourish early stage companies. By channeling capital to promising companies with a pipeline of inventive products and services, the county adds critical funding to the creative mixture of concepts, employees and management.

Commercial Property Reutilization, Expansion and Acquisition		
Redevelopment and Modernization	Site Expansion	Redevelopment Ready
Finances Existing Site Improvements, Including Modernization	Finances Environmental Cleanup of Sites Adjacent to Existing End-User	Finances Environmental Cleanup of Underutilized Sites Without End Users

Firms that are growing need to modernize and expand. These resources swiftly address that need for successful companies already in Cuyahoga County, and help them grow in place. Further, local dollars present the opportunity to leverage federal and state grants already in place for remediation.

Business Growth, Commercialization and Attraction			
Small Business Growth	Incumbent Worker Training	Accelerated Growth	Large Scale Attraction
Increases Access to Traditional Lending Market	Reimburses 50% of Expenses for Retraining Workers	Capital for Expansion Via Acquisition, New Markets and Diversification	Gap Financing and Incentives for Large Scale Growth and Attraction

The greatest source of potential job growth lies in small business. The four program portfolio addresses needs gleaned from active engagement with loaned executives, economic development professionals and transition volunteers.

Introduction

For the first time in its history, Cuyahoga County has established a Five Year Economic Development Plan that defines development priorities and strategies.

This plan identifies three vital components of growth—innovation, property development and business growth, commercialization and attraction; these crucial areas are supported by 11 strategies. The tools are the result of more than a year of engagement with the public, economic development stakeholders and loaned executives; the outcome is a funding source with the tools to make the county's first Five Year Economic Development Plan a reality.

Purpose

The purpose of the \$100 Million Economic Development Fund is to strategically invest in economic development on a meaningful scale. The Fund is an instrument of the Five Year Economic Development Plan and the means to implement a local strategy for growth. The Fund demonstrates a departure from spending on large scale projects in the name of economic development. Instead, the Fund will support an environment that fosters and attracts job growth, incentivizes collaboration in the name of human capital development and improved quality of life.

Goal and Objectives

Goal: Invest \$100 million dollars to spur county job creation and economic growth.

The bedrock of this plan is straightforward: deliver unprecedented resources for economic development and do so without raising taxes or fees.

The county crafted three objectives to ensure the \$100 Million Dollar Economic Development Fund is implemented correctly.

Objective 1: Use evidence-based process for making the most strategic use of the Fund and the means for fulfilling the County's Five Year Economic Development Plan

By strengthening areas already designated in the county's five year economic plan, the \$100 Million Dollar Fund works with current investments and initiatives.

Objective 2: Make the program as user friendly as possible, while maintaining rigorous attention to outcomes

It is a common crutch for the public sector to be focused on process rather than outcomes. It is the county's commitment to build a Fund and commensurate tools that plug into the robust economic development ecosystem that already exists in our region. The system is comprised of partners from all sectors that represent myriad constituencies. The county's commitment is to make accessing the right county resources easy and deliver decision-making swiftly—not just to potential Fund users, but to the county's non-profit partners in economic development as well.

Objective 3: Challenge the private sector to share the public sector's risk by using available resources to accelerate business growth and add jobs.

The county knows that the private sector is fully capable of producing worthwhile projects and challenges the business community to push outside its comfort zone to do just that. The private sector is expected to shoulder financial risk commensurate with the public. Similarly, it is the responsibility of the public sector to not compete with or interfere with the natural marketplace or displace investments that would occur without the county's partnership.

Investment Approach

Leveraging Existing Assets

Cuyahoga County's many assets are the foundation of the regional economy and its global competitiveness. The Fund will seek to leverage the assets we already have, not endeavor to build new ones.

Complement Place-Based Economic Development

Quality of place is the cornerstone of the Five Year Economic Development Plan. Strong regions are driven by dynamic urban cores. To that end, the county will collaborate to reinvigorate areas well-served by existing infrastructure but challenged by disinvestment. The Fund will invest in order to create high-quality, well-connected places that provide residents with great communities to live, work, play and learn.

Collaborative

Collaboration augments strengths and rectifies weaknesses through smart partnerships. The county will forge a public, private and non-profit coalition centered on the tenant of letting these sectors perform in the functions in which they were bred to excel.

Inclusive

For too long, the county has stood idle while pockets of economically isolated populations languished. Greater Cleveland cannot be an efficient economic engine while significant portions of the region's human capital remain trapped in silos of seclusion. The county will strategically invest in order to tear down these relics of the old paradigm and build jobs with a living wage. This new inclusivity will, in turn, signal to the best and brightest transplants and newcomers that Cuyahoga County is a welcoming place to do business.

Transparent and Accountable

As Cuyahoga County attempts to strengthen its global competitiveness and economic vibrancy, it is essential to measure investment performance, assess economic progress, and examine industrial trends. The \$100 Million Economic Development Plan's performance measures are based, when possible, on those used in the Five Year Economic Development Plan.

Sustainable

The purpose of the fund is to make investments in growth that will have the greatest impact balanced with reasonable execution risk and degree of certainty for positive outcomes. By creating a dedicated fund, Cuyahoga County has established a funding priority in economic development that can be recapitalized as needed in the future. While fund balances may fluctuate, its purpose is to spur growth elsewhere on the county's balance sheet, and most significantly among the household budgets of county residents as a result of public investment in growth.

Funding

\$100 Million Available for Economic Development

Using multiple sources of funding to generate capital for an Economic Development Fund will allow the County to diversify sources available for a variety of project uses. To ensure the most cost effective and productive use of public funds, the county will adjust the allocation of resources to meet private sector demand. Capital stacks, similar to those used in individual project financing, will be built by combining the diverse funding sources within an Economic Development Fund and matching those sources of capital or liquidity with strategic economic development initiatives.

POTENTIAL FUNDING SOURCES		
FUNDING SOURCE	FUNDING (\$MM)	DESCRIPTION
Note / Bond Issuance – Round 1	\$25	First round of note or bond issuance to be completed in the fourth quarter of 2011. Proceeds to be deposited in the Loan Fund.
Loan Repayments	\$25	Advance of cash from the General Fund to the Loan Fund in 2012, if appropriate. Proceeds from loan repayments included.
Available Funding as of 12/31/2011	\$50	Combination of note/bond proceeds available for economic development purposes would total \$50 million 12/31/2011.
Note / Bond Issuance – Round 2	\$25	A second round of note or bond financing to occur first half of 2012. Proceeds to be deposited in the Loan Fund.
Sale of County Assets	\$5-\$10	Net cash from sale of County fixed assets and potential leasing concessions would be transferred to Loan Fund at completion of transactions.
County Portfolio Liquidity	\$5-\$10	Loan Fund could offer additional lending capacity through the County investment portfolio under the current investment policy for municipal obligations.
Bond Issuance - Round 3	\$15 (new)	Final round of bond issuance would both take out first two rounds of notes (\$50 million) and add new money of up to \$15 million to build \$100 million in capacity.
Available Funding as of 12/31/2012 or sooner.	\$100	The final cumulative amount of resources made available to the Loan Fund by the end of 2012. Does not include other sources such as loan guarantees.

Economic Development Revenue Bonds – The initial share of funding can be raised in a relatively short amount of time through a bond issue. The proceeds would flow into the funding pool as a source of funding for identified projects. Annual debt service for bonds would be paid from a combination of project revenue and county operating revenue. At maximum, a \$100 million bond issue would carry an approximate annual debt payment of \$8.5 million. The amount of development bonds used to generate proceeds for the Fund would vary based on the use of the other fund sources. Capital from bond proceeds could make up the majority share of the funding that goes into the stack.

Transfers of Economic Development Loan Repayments –A portion of loan repayments from existing economic development loans can be directed and included as an equity investment in the fund pool. There would be a high degree of flexibility on how this source is applied towards project uses.

Proceeds From Sale of Assets – The county is evaluating its fixed assets, which may demonstrate opportunities for one-time funding through a sale. Proceeds' net liabilities can provide a secondary equity investment in the development fund capital stack. Revenue from this source would have a high degree of flexibility for project uses.

County Portfolio Liquidity – County reserves are held in a fixed asset investment portfolio managed by the County Treasurer. The county investment policy includes a provision that allows investment in unrated municipal obligations. In limited cases several local governments have relied on the county as a source of liquidity to borrow funds in the form of taxable municipal debt with the county being the investor. This aspect of the policy could be repurposed to include a source of liquidity in the Economic Development Fund. The current investment policy allows for a more than adequate limit on this type of investment (10% of portfolio) that could be directed towards investments in local project financing. The purchase of taxable municipal debt would channel local project needs through the Fund and align the strategic investment aims of municipal partners with those of the county's fund. Based on the current policy the county could include close to \$75 million in local municipal investments in the portfolio.

Economic Loan Guarantees – The county could pledge a limited portion of its own balance sheet in the form of economic loan guarantees. Loan guarantees can be made available to projects that need a credit enhancement to attain other private financing. The guarantees would require a pledge of General Fund resources and impact the county's ending balance. This tool increases capital diversity and can be coupled with other funding sources.

Aggregating these diverse sources into a unified pool of capital will increase the options for matching funding sources with a potential investment needs. Combining these sources and leveraging outside dollars will prove to be an effective funding mechanism for achieving the strategic goals the county's Economic Development Fund.

Uses of Funds

The Economic Development Fund targets three funding areas, with its own set of programs. Detailed descriptions follow in subsequent pages.

Innovation Development

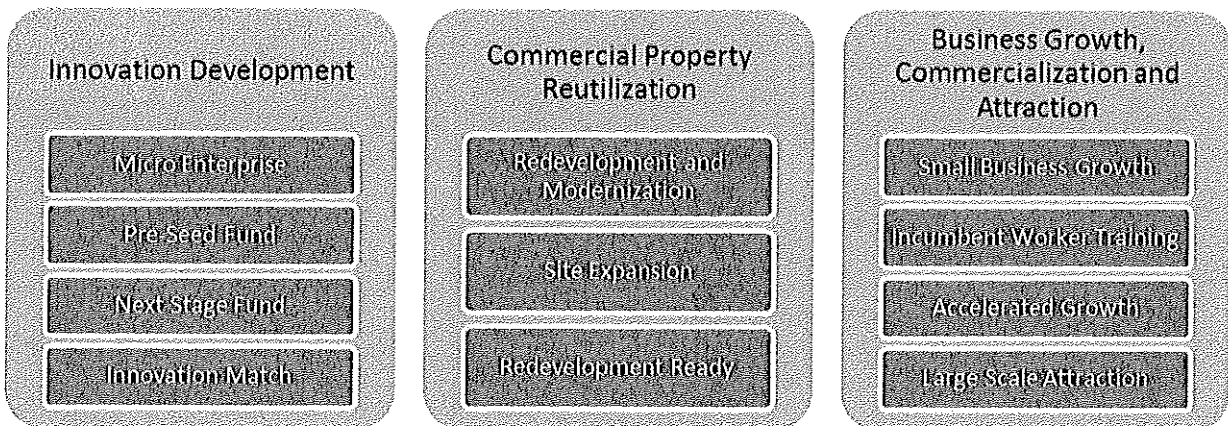
1. Micro Enterprise
2. Pre-Seed Fund
3. Next Stage Fund
4. Innovation Match

Commercial Property Reutilization

1. Redevelopment and Modernization
2. Site Expansion
3. Redevelopment Ready

Business Growth, Commercialization and Attraction

1. Small Business Growth
2. Incumbent Worker Training
3. Accelerated Growth
4. Large Scale Attraction



\$100 Million Dollar Economic Development Fund

Summary	Innovation Development				Commercial Property Reutilization, Expansion and Acquisition				Business Growth, Commercialization and Attraction			
	Micro Enterprise	Pre-Seed Fund	Next Stage Fund	Innovation Match	Redevelopment and Modernization	Site Expansion	Redevelopment Ready	Small Business Growth	Incumbent Worker Training	Accelerated Growth	Large Scale Attraction	
Summary	Finances Business Development for Small or Established for Traditional Lender	Early Stage Funding to Accelerate Growth and Attract Investors	Invests in Companies Primed for Full Commercial Launch	Provides Local Match Required by Federal and State Incentive Grants	Finances Existing Site Improvements, Including Modernization	Finances Environmental Cleanup of Sites Adjacent to Existing End-User	Finances Environmental Cleanup of Underutilized Sites Without End Users	Increases Access to Traditional Lending Market	Reimburses 50% of Expenses for Retraining Workers	Capital for Expansion Via Gap Financing and Acquisition. New Markets and Diversification	Large Scale Attraction	
Funding Type	Loan	Loan	Debt Investment	Grant	Loan	Loan	Loan	Loan (Bank Backing)	Grant	Debt Investment	Loan	
Amount	\$10,000 - \$100,000	\$25,000 - \$125,000	\$400,000 - \$700,000	Up to \$300,000	Up to \$500,000	Up to \$1 Million	Up to \$1 Million	Up to \$500,000	\$400,000 - \$700,000	\$500,000 - \$7 Million	\$500,000 - \$7 Million	
Payable	No	No	Partially (Up to 35%)	Up to \$300,000	Partially (Up to 40%)	Partially (Up to 40%)	Partially (Up to 40%)	50% of Costs	50% of Costs	50% of Costs	Up to 100%	
Term	7 - 10 Years	5 Years	4 - 7 Years	10 Years	10 Years	10 Years	10 Years	10 Years	4 - 7 Years	3 - 15 Years	3 - 15 Years	
Eligibility	<ul style="list-style-type: none"> • Fifteen or fewer employees • Credit Score Above 550 • Current on Taxes and Supported • Personal Guarantee and Collateral • Must Participate in Technical Assistance Program 	<ul style="list-style-type: none"> • High Growth Technology Company • Jumpstart Registered and Supported • Not Engaged in Due Diligence • Have Not Received Investments Trazing Program 	<ul style="list-style-type: none"> • Entering Broad Market • High Growth Technology Company • Part of Northeast Ohio Entrepreneurial Network • 25% Minimum Contribution 	<ul style="list-style-type: none"> • High / Competitive in Target Industry • Focused on Research and Development • Strong Potential For Marketable Products • Seeking State or Federal Funds 	<ul style="list-style-type: none"> • For-Profit Borrower • Support From Local Municipality • Must Oversee Project • Own / Operate Site for Minimum of 7 Years After Completion 	<ul style="list-style-type: none"> • For-Profit Borrower • Support From Local Municipality • Must Oversee Remediation • Job Creation Requirement • Own / Operate for a Minimum of 7 Years After Completion 	<ul style="list-style-type: none"> • For-Profit Borrower • Support From Local Municipality • Must Oversee Remediation • Job Creation Requirement • Own / Operate for a Minimum of 7 Years After Completion 	<ul style="list-style-type: none"> • Small Business Referred to County by Bank • In Target Industry • Wide Latitude of Potential Fund Uses • Potential Use Must Create Jobs 	<ul style="list-style-type: none"> • Demonstrated Agency Capacity • Must Provide Skill Training for an Incumbent Worker in Target Industry • Must Document Job Creation • Reimbursement Based 	<ul style="list-style-type: none"> • Small to Medium Size Businesses • Established in Target Industry • High Growth Potential • Potential Uses Can Add at Least 25 Jobs 	<ul style="list-style-type: none"> • At Least 50 Jobs with Average Salary Above County Median • In Target Industry • Expanding or Reconstituting • Demonstrated Ability to Repay Loan • Adequate Collateral and Credit 	<ul style="list-style-type: none"> • Term NEQ Jobs Ohio • Greater Cleveland Partnership • Fund For Our Economic Future • City of Cleveland • Cleveland • Cuyahoga Port
Partners	<ul style="list-style-type: none"> • Jumpstart • BioEnterprise • MAGNET • Nortech 	<ul style="list-style-type: none"> • Jumpstart • BioEnterprise • MAGNET • Nortech 	<ul style="list-style-type: none"> • Jumpstart 	<ul style="list-style-type: none"> • Jumpstart • BioEnterprise • MAGNET • Nortech 	<ul style="list-style-type: none"> • U.S. and Ohio EPA • HUD • Job Ohio • Local Land Banks • Local • Municipalities • CCCC • NEO Sewer District • Many More 	<ul style="list-style-type: none"> • U.S. and Ohio EPA • HUD • Job Ohio • Local Land Banks • Local • Municipalities • CCCC • NEO Sewer District • Many More 	<ul style="list-style-type: none"> • U.S. and Ohio EPA • HUD • Job Ohio • Local Land Banks • Local • Municipalities • CCCC • NEO Sewer District • Many More 	<ul style="list-style-type: none"> • Small Business Association • Federal Reserve Bank of Cleveland • Participating Lender Institutions • Ohio Capital Access Program 	<ul style="list-style-type: none"> • Employment Connection Area Employers 	<ul style="list-style-type: none"> • Term NEQ Jobs Ohio • Greater Cleveland Partnership • Fund For Our Economic Future • City of Cleveland • Cleveland • Cuyahoga Port 	<ul style="list-style-type: none"> • Term NEQ Jobs Ohio • Greater Cleveland Partnership • Fund For Our Economic Future • City of Cleveland • Cleveland • Cuyahoga Port 	
Performance Indicators	<ul style="list-style-type: none"> • Dollars Leveraged • Follow-on Funding • Jobs Created • Payroll Growth • Patents Filed • New Revenue Generated 	<ul style="list-style-type: none"> • Dollars Leveraged • Follow-on Funding • Jobs Created • Payroll Growth • Patents Filed • New Revenue Generated 	<ul style="list-style-type: none"> • Dollars Leveraged • Follow-on Funding • Jobs Created • Payroll Growth • Patents Filed • New Revenue Generated 	<ul style="list-style-type: none"> • Dollars Leveraged • Patents Filed • Follow-on Funding • Job Creation • Job Placement • Payroll Growth 	<ul style="list-style-type: none"> • Loan Repayments • Jobs Created/Retained • Dollars Leveraged • Acres/Square Feet Returned to Productivity 	<ul style="list-style-type: none"> • Loan Repayments • Jobs Created/Retained • Dollars Leveraged • Acres/Square Feet Returned to Productivity 	<ul style="list-style-type: none"> • Loan Repayments • Jobs Created/Retained • Dollars Leveraged • Acres/Square Feet Returned to Productivity 	<ul style="list-style-type: none"> • Dollars Leveraged • Patents Filed • Follow-on Funding • Job Placement • Payroll Growth 	<ul style="list-style-type: none"> • Job Retention of Trained Employees • Wage Gain of Trained Employees • Jobs Created 	<ul style="list-style-type: none"> • Dollars Leveraged • Follow-on Funding • Payroll Growth • New Revenue Generated • Exports • Patents Filed • Skilled Workforce • Program Income • Tax Revenue 	<ul style="list-style-type: none"> • Dollars Leveraged • Follow-on Funding • Payroll Growth • New Revenue Generated • Exports • Patents Filed • Skilled Workforce • Program Income • Tax Revenue 	<ul style="list-style-type: none"> • Dollars Leveraged • Follow-on Funding • Payroll Growth • New Revenue Generated • Exports • Patents Filed • Skilled Workforce • Program Income • Tax Revenue

Universal Terms

While each program in the \$100 million Economic Development Fund is different, there are certain criteria that span the 11 programs. These basic criteria focus the plan on its mission of providing jobs and prosperity to Cuyahoga County.

Location in Cuyahoga County

Because the \$100 Million Dollar Economic Development Fund is furnished by Cuyahoga County, all investments are aimed at the county's residents. Business and innovation related programs require the recipient to be either located or planning to locate in Cuyahoga County. Only real estate located in the county are eligible for land related programs. Further, recipients are required to remain in Cuyahoga County on penalty via monetary clawbacks.

Job Creation

Creating jobs is at the foundation of the Fund. With that in mind, every program aims to put Cuyahoga residents to work, and each program's success or failure will be measured, in some degree, by job creation.

Target Industries

In order to build a healthy economic ecosystem, the county is focusing its investments on innovative, progressive and growing industries. Investment in these industries not only produces high-paying jobs, it maximizes the potential for follow-on funding, spin-off innovation and the construction of tacit business networks that are the fabric of industry clusters.

With the exception of the Micro Enterprise and the three programs that comprise the Commercial Property Reutilization, Expansion and Acquisition vertical, all programs will target industries that were identified in the county's five year plan:

- Bioscience & Medical Devices
- Advanced Materials
- Instruments Controls & Electronics
- Advanced Energy
- Aerospace, Power & Propulsion
- Advanced Manufacturing

Innovation Development: Four Programs

1. Micro Enterprise
2. Pre-Seed Fund
3. Next Stage Fund
4. Innovation Match

	Innovation Development			
	Micro Enterprise	Pre-Seed Fund	Next Stage Fund	Innovation Match
Summary	Finances Business Too Small or Unestablished for Traditional Lenders	Early Stage Funding to Accelerate Growth and Attract Investors	Invests in Companies Primed for Full Commercial Launch	Provides Local Match Required by Federal and State Innovation Grants
Funding Type	Loan	Loan	Debt Investment	Grant
Amount	\$10,000 - \$100,000	\$25,000 - \$125,000	\$400,000 - \$700,000	Up to \$300,000
Forgivable	No	No		
Interest	7% - 12%	5% (Deferred for 5 years)		
Time Period	3 - 7 Years	5 years	4 - 7 Years	
Eligibility	<ul style="list-style-type: none"> • Fifteen or Fewer Employees • Credit Score Above 550 • Current on Taxes • Personal Guarantee and Collateral • Must Participate in Technical Assistance Program 	<ul style="list-style-type: none"> • High Growth Technology Company • Jumpstart Registered and Supported • Not Engaged in Due Diligence • Have Not Received Investments Totaling 	<ul style="list-style-type: none"> • Entering Broad Market • High Growth Technology Company • Part of Northeast Ohio Entrepreneurial Network • 25% Minimum Contribution 	<ul style="list-style-type: none"> • Highly Competitive • In Target Industry • Focused on Research and Development • Strong Potential For Marketable Products • Seeking State or Federal Funds
Partners	<ul style="list-style-type: none"> • Goldman Sachs • Jumpstart • ECDI • Huntington Bank • Cleveland Foundation • CNDC • NPI • WECO 	<ul style="list-style-type: none"> • Jumpstart • BioEnterprise • MAGNET • Nortech 	<ul style="list-style-type: none"> • Jumpstart 	<ul style="list-style-type: none"> • Jumpstart • BioEnterprise • MAGNET • Nortech
Performance Indicators	<p>Primary</p> <ul style="list-style-type: none"> • Dollars Leveraged • Follow-on Funding <p>Secondary</p> <ul style="list-style-type: none"> • Jobs Created • Payroll Growth • Patents Filed • New Revenue Generated 	<p>Primary</p> <ul style="list-style-type: none"> • Dollars Leveraged • Follow-on Funding <p>Secondary</p> <ul style="list-style-type: none"> • Jobs Created • Job Placements • Payroll Growth • Patents Filed • New Revenue Generated 	<p>Primary</p> <ul style="list-style-type: none"> • Dollars Leveraged • Follow-on Funding • Job Created • Payroll Growth • Technical Assistance Provided <p>Secondary</p> <ul style="list-style-type: none"> • Patents Filed • New Revenue Generated • Program Income • Investment Exits 	<p>Primary</p> <ul style="list-style-type: none"> • Dollars Leveraged • Patents Filed <p>Secondary</p> <ul style="list-style-type: none"> • Follow-on Funding • Job Creation • Job Placement • Payroll Growth

Innovation Development: Micro Enterprise

Overview: background, problem statement, rationale

Small business is the backbone of the U.S. economy. According to the Small Business Administration (SBA), US small businesses represent 99.7 percent of all employer firms and employ just over half of all private sector employees. Not only do businesses constitute a large segment of the US economy, small businesses are a major source of economic growth and innovation. Over the past 15 years, small businesses have generated 64 percent of net jobs in the US economy and small businesses produce 13 times more patents per employee than large patenting firms.

The availability of capital for small businesses is tight. The SBA reported the number of small loans (less than \$1 million) from depository institutions fell by 15 percent between 2008 and 2009. The SBA's 7(a) loan guarantees and 504 loans followed the pattern, as their combined value was down 4.3 percent. As credit supply in the loan markets remained restricted, small firms needing credit find it difficult to raise the capital they need to grow.

Micro finance is a critical source of capital for small business seeking to grow and thrive. Access to micro finance resources is necessary to support micro enterprise businesses that have traditionally been under-banked. Conventional small business lending programs do not address the unique capital needs of micro enterprises which typically lack sufficient credit and collateral to access traditional loan programs. Additionally, conventional small business programs do not offer the type of capital and services micro enterprises need.

Micro enterprises tend to be service oriented businesses that range from landscaping to pet day care, and products ranging from specialty foods to designer jewelry. These types of businesses seldom have a need for large capital outlays for fixed asset equipment but rather need access to credit and working capital. Currently, the capital resources to support the need of micro enterprises are insufficient. Organizations such as the WECO Fund, Inc. serve this market but lack the resources to adequately address the demand for capital.

Micro finance not only helps financially underserved small businesses grow, but it is also an effective way to generate economic opportunity for low-income individuals or groups who have limited access to financial services. Micro enterprise development is an opportunity to become economically self-sufficient, improve credit, borrow money, and benefit the community. Micro finance seeks to help micro enterprises by loaning small amounts of capital to these businesses.

In 2010 Cuyahoga County established a Micro Enterprise Fund administer by WECO. The demonstration program was created to provide funding to develop and support micro enterprises that are under-represented businesses in the US HUD defined Cuyahoga Urban County. In addition to financial assistance, the program provides intensive financial counseling for entrepreneurs unable to obtain traditional loans. Although the program has experienced marginal results, the need to provide micro financing for small businesses is well established.

Investment Strategy: program description, purpose, target industries

The Micro Enterprise Fund is a program specifically designed to assist small businesses and entrepreneurs that can be capitalized with modest loan and can attain traditional financing within three to five years. The goal of the program is to transform traditionally unbankable micro enterprises into bankable small businesses with positive cash flow. The MEF program will provide both financing and intensive financial counseling for entrepreneurs unable to obtain traditional loans.

Technical assistance is a key component to managing the county's micro lending program. Although access to capital is critical for growing small businesses, understanding how to manage and make sensible investments in the operations will greatly impact the ability of the small business to generate positive cash flow and pay back the loan. This assistance will not only benefit the small business but it also helps to mitigate the high risk involved in micro lending.

Integrating and formalizing the existing network of micro finance service providers within Cuyahoga County is the best way to ensure that small businesses are effectively served. A network approach will efficiently allocate resources and maximize leverage from private, state and federal institutions. In addition to establishing the CMEF, the County will coordinate with other micro finance organizations to provide technical assistance, manage deal flow, vet applicants, and connect to traditional sources of capital to help companies grow.

Primary Activities: investment structure and process

The Micro Enterprise Fund (MEF) is a micro loan program. The MEF provides small, short-term loans to small business concerns. The MEF will make funds available to specially designated intermediary lender(s), which is nonprofit community-based organization that is a certified CDFI. The intermediary will make loans to eligible borrowers. The maximum loan amount is \$100,000, but the average micro loan is about \$20,000.

MEF Loans

- Loans from \$10,000 - \$100,000, typical loans in the \$20K - \$30K range
- 3 to 7 years
- Interest rate is 7.00% to 12.00%
- Loan proceeds must be used on a reimbursement basis for a specific project or initiative that will bring the company closer to achieving follow-on funding

Eligibility

- Must be a business located in or planning to move to Cuyahoga County with 15 or fewer employees
- Must have a credit score above 550 and be current with all taxes
- Must provide personal guarantee and sufficient collateral to secure the loan – although collateral will not be the sole determinant in approval of the loan, risk exposure is factored in the analysis
- *Technical Assistance:* the borrower is required to participate in business training and technical assistance programs associated with the loan. Applicants for micro loan financing may be

required to fulfill training and/or planning requirements for loan considerations. Business training is designed to help launch or expand your small business

Application

- Submit a business plan and brief description of the specific project that funding is being sought and illustrate how the project will bring the company closer to positive cash flow and closer to follow-on funding from a traditional lender – demonstrate feasibility and viability
- Completed balance sheet and profit and loss statement (projection or actual)
- Monthly cash flow projections for the next two years of business operations showing ability to repay debt and maintain adequate level of permanent working capital
- A detailed sources and uses table for financing of the business or project
- Debt schedule showing existing business debts – creditor name, address, and acct #, interest rate, term, and collateral used to secure the debt
- Personal financial statements of all principals owning 20% or more of the business (SBA 412), past 2 years personal income tax returns, and equity position (current bank statement)
- Personal History Statement of all principals owning 20% or more of the business (SBA 913)
- Verification of costs/invoices in proposals (i.e. quotes, pricing lists, buy/sell agreements, etc.)
- Itemization and verification of collateral (i.e. appraisals, serial numbers, titles, insurance, etc.)
- Verification of customer base (i.e. lists of current customers; market survey summary, etc.)
- Verification of character (i.e. credit report, references, resumes, etc.)
- Adequate managerial and entrepreneurial capability exists

Partners: leveraged funds and technical assistance

Cuyahoga County is currently working with the Cleveland Foundation and other organizations to formalize the existing network of micro finance service providers. The Cleveland Foundation has facilitated a micro lending working group. The group advocates the importance of technical assistance and access to capital, and the need for a more coordinated system that will build upon the current intellectual, financial and leadership resources to increase small business growth.

The working group is currently examining the state of micro lending across the region and is assessing the capacity of regional micro lending organizations to provide robust, diverse, and expansive technical assistance. A successful micro enterprise development strategy requires loan programs be seamlessly embedded in an expansive technical assistance systems approach.

The Cleveland Foundation through the working group has commissioned a study of the regional micro finance landscape. Additionally, several informational benchmarking meetings have been held to gain insight on best practice models. Results of the study are expected in the 4th quarter of 2011. The MEF program is closely aligned with this effort and will be integrated into the network. The County is currently working with a wide array of organizations dedicated to micro enterprise development:

- Goldman Sachs 10,000 small businesses & Jumpstart
- ECDI & Huntington Bank
- WECO
- Cleveland Foundation
- CNDC & NPI

Performance Indicators: metrics, milestones

There are three sets of performance measure for the loan program: Primary (Year 1) and Secondary (Years 2-5). Metrics are also distinguished between those that are directly, and indirectly a consequence of County activity and programs.

Primary Metrics – key measures to be targeted within the first year:

- Dollars Leveraged
- Follow-on Funding

Secondary Metrics – measures to be targeted within the 2 to 5 years:

- Job Creation and Job Placements
- Payroll Growth
- Patents Filed

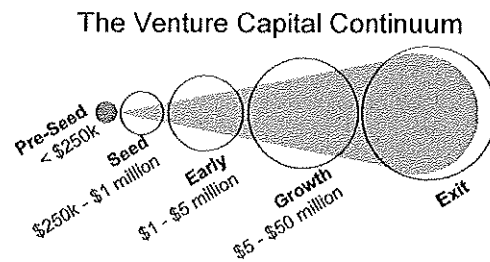
Innovation Development: Pre-Seed Fund

Overview: background, problem statement, rationale

Northeast Ohio has created an entrepreneurial ecosystem that is recognized as a national model. This ecosystem is made up of a robust network of entrepreneurial support organizations working together to help high-growth companies grow within the region. The network has created a diversity of capital resources along the venture capital continuum and is accelerating the commercialization of new technologies, products and services.

Despite a strong and expanding entrepreneurial infrastructure, high-growth entrepreneurial companies still face difficulties in raising the necessary capital to bridge the “valley of death”. According to the 2006 Greater Cleveland Venture Capital Report, it was estimated that Northeast Ohio needed \$375 million in early-stage capital to continue funding a stream of emerging companies.ⁱ

In 2008, Cuyahoga County created the North Coast Opportunities (NCO) Technology Fund to address the need for pre-seed capital within the venture capital continuum. The NCO Technology Fund provides access to critically-needed early-stage capital and enhances the deal flow within the entrepreneurial ecosystem. To date the NCO Fund has invested \$1.6 million across 18 high-growth companies, created 39 jobs, added \$1.2 million in annual payroll, and attracted more than \$6 million in follow-on funding.



Source: 2006 Greater Cleveland Venture Capital Report

NCO Fund is part of a regional collaborative approach to entrepreneurial development. Early stage companies have progressed more rapidly along the venture capital continuum because of the county’s innovative fund. The NCO Fund increases access to pre-seed capital and helps position companies for later-stage funding, strengthening the regional entrepreneurial eco-system. Since 2006, over \$1 billion has been invested in 205 unique Northeast Ohio companies within the region’s entrepreneurial eco-system.ⁱⁱ

Although the NCO Fund plays an important role for early-stage companies, there remains a growing need for additional pre-seed capital. Cuyahoga County finds itself with a robust deal flow of companies seeking pre-seed investments. Ramping the NCO Fund up to scale will increase the availability of pre-seed funding to meet demand, increase the number companies reaching later-stage funding rounds, and enhance the overall pipeline of companies within the entrepreneurial network.

Investment Strategy: program description, purpose, target industries

The goal of Cuyahoga County’s NCO Technology Fund is to invest in and accelerate the development of early-stage companies in Cuyahoga County, create high paying jobs, and increase the flow of private investment. In collaboration with JumpStart Inc., the county identifies and targets high growth companies that are excellent candidates for future capital investment. Companies that are selected receive a payment-deferred, low interest loan to fund a specific project that will make the company significantly more attractive to investors.

Eligible candidates must be high-growth technology companies based in or planning to move to Cuyahoga County and must be part of the Northeast Ohio Entrepreneurial Network (Network). Funded by the State of Ohio Third Frontier program, the Network is a formalized group of entrepreneurial support organizations (investors, advisors and incubators) across the 21 counties of Northeast Ohio. The Network functions as a one-stop-shop to help connect entrepreneurs with the right resources at the right time to grow their companies. The Network helps the county manage deal flow, vet applicants, and connect to additional sources of capital to help companies grow.

This unique public-private partnership has proven to be an effective model for accelerating entrepreneurial development. Early-stage companies have progressed more rapidly along the venture capital continuum because of the county's innovative partnership with JumpStart through the Network.

Primary Activities: investment structure and process

The NCO Fund provides low interest loans to help growing technology companies finance a specific project that is expected to make the company significantly more attractive to follow-on funding. Companies submit a detailed application to a skilled investment specialist known as an Entrepreneurs-In-Residence (EIRs). The EIRs provide NCO applicants with technical assistance across five signature technology areas: advanced materials, biosciences, electronics, information and communication technologies, and advanced energy.

A selection committee comprised of the EIRs and the county analyzes the applications and identifies the candidate that has the greatest prospect for raising follow-on funding. After a company is select and approved, the county works with the company to define the project scope and deliverables, budget, and milestones for the loan. The loan is designed to mimic venture funding and prepare entrepreneurs for future equity investments.

Pre-Seed Fund Loans

- Loans range from \$25K- \$125K, with typical loans in the \$50-75K range
- Typically the interest rate is 5.00% fixed for the term of the loan
- Payments deferred for 5 years or until a significant financing event - \$1.5 million or greater
- Loan proceeds must be used for a specific project or initiative that will bring the company closer to achieving follow-on funding

Eligibility

- Must be a high growth, technology company judged to have excellent prospects for raising venture capital in the future
- Must be located in or planning to move to Cuyahoga County
- Must be a JumpStart Entrepreneurial Network registered and supported company (www.jumpstartinc.org/Request)
- Companies currently engaged in due diligence or have successfully received investment totaling more than \$1.5 million are not eligible

Application

- Submit a brief description of the specific project that funding is being sought and illustrate how the project will bring the company closer to venture or seed stage funding

- Companies with the highest potential for attracting future venture capital investment will be ranked highest by the NCO Selection Committee and be invited to provide a short presentation about the proposed project
- The NCO Selection Committee consists of JumpStart Entrepreneurial Network Director and Entrepreneurs-in-Residence, the MAGNET Incubator Director and Entrepreneurial Expert, and a Cuyahoga County representative
- Recommendations are reviewed consistent with the county contracting process
- The county will draft loan documents based on the selected and approved project – the description must identify project milestones

Partners: leveraged funds and technical assistance

The NCO Fund is an example how local governments can play an important role in supporting technology based entrepreneurship. The NCO Fund demonstrates that one of the most effective ways for local governments to support early-stage technology companies is to form strong collaborative partnerships with regional technology based economic development organizations.

Creating a dynamic partnership with Jumpstart and the regional entrepreneurial network is a major factor in the success of the NCO Fund. This collaboration enabled Cuyahoga County to maximize resources, access state-level program funding, leverage institutional core competencies, and develop a fully integrated systematic approach to entrepreneurial development. As the county focuses on growing the NCO Fund, strengthening this public-private partnership will be instrumental.

Rather than creating a new process apart from other regional efforts, the county works with key stakeholders. Working with Jumpstart, BioEnterprise, MAGNET, and Nortech, is an extremely efficient and effective strategy for the county to manage deal flow and identify promising companies with strong intellectual property.

Performance Indicators: metrics, milestones

There are two sets of performance measures for the loan program: Primary (Year 1) and Secondary (Years 2-5). Metrics are also distinguished between those that are directly, and indirectly a consequence of county activity and programs.

Primary Metrics – key measures to be targeted within the first year:

- Dollars Leveraged
- Follow-on Funding

Secondary Metrics – measures to be targeted within the 2 to 5 years:

- Job Creation and Job Placements
- Payroll Growth
- Patents Filed
- New Revenue Generated

Innovation Development: Next Stage Fund

Overview: background, problem statement, rationale

Northeast Ohio has developed a robust entrepreneurial ecosystem with diverse early-stage funding sources that support innovative start-up companies primed for high-growth. The collaborative environment is composed of organizations that help dynamic businesses expand within the region: over \$1 billion has been invested in 205 companies since 2006.ⁱⁱⁱ

Successful early-stage investments build a pipeline of opportunities that increasingly attracts later-stage venture capital funding. At the state level, the Third Frontier Pre-Seed Fund Capitalization Program helped funnel \$521 million in pre-seed funds to Northeast Ohio in the past five years. However, these state funds support companies that are gathering resources for incubating and demonstrating new technologies and products.

Many Northeast Ohio companies have graduated past early-stage investments and are ready to generate customers and sales in the broad market. Unfortunately, the availability of capital to fund the final stages of the commercialization process is limited.

With its strong entrepreneurial network and portfolios of developing businesses, the region needs next-stage funding to support these maturing high-growth companies. The Next Stage Fund targets companies on the cusp of full commercial launch, helping them reach scale while speeding return on investment and creating jobs.

Investment Strategy: Program Description, Purpose and Targeted Clusters

The Next Stage Fund builds on the success of the NCO Technology Fund—a public-private pre-seed initiative—by providing capital to market-ready companies positioned to achieve rapid commercial sales. The goal of this evergreen fund is to transform innovative and high-growth commercial opportunities into viable businesses.

Next Stage will cultivate a deal flow by leveraging the pipeline of companies within the Northeast Ohio Entrepreneurial Network. There are a number of early-stage funds within the ecosystem that have created a dynamic portfolio of companies preparing to scale up and enter the market. Next Stage will rely on this existing expertise to channel its investments into thoroughly vetted early-stage companies. Selected companies will receive an investment to fund capitalized expenses in connection with a commercial launch.

Eligible candidates must be high growth technology companies based in or planning to move to Cuyahoga County and must be part of the Northeast Ohio Entrepreneurial Network. The Network is a formalized group of support organizations (investors, advisors and incubators) spanning the 21 counties of Northeast Ohio. This one-stop-shop connects entrepreneurs with resources critical to their company's development. The Network will help the county manage deal flow, vet applicants, and connect to additional sources of capital to help companies expand.

Primary Activities: Investment Structure and Process

Allowable Project Costs/Uses

Allowable costs are limited to those that can be capitalized under applicable generally accepted accounting principles (GAAP) including the following:

- Acquisition
- Land and/or building purchase; if the project involves the purchase of an existing building, the business must occupy at least 51% of the premises
- Machinery & equipment purchase
- Building construction and/or renovation costs; if the project involves new construction the business must occupy at least 60% of the premises
- Long-term leasehold improvements
- Ongoing business fixed asset purchase
- Capitalizable costs directly related to a fixed-asset purchase
- Software development
- Creating and protecting intellectual property including costs of securing appropriate patent, trademark, trade secret, trade dress, copyright or other forms of intellectual property protection for an eligible innovation project or related products or services
- Refinancing is ineligible

Funding

- Investments ranging from \$400,000 to \$700,000 with typical investments averaging \$500,000
- Term: 4 – 7 years or upon the useful life of the allowable project costs/uses financed, determined by staff
- Job Creation/Retention: Development requires a commitment to create or retain jobs. While there is not a specified dollar per job ratio, the number of jobs committed, as well as the annual payroll will be considered when determining the funding amount
- Applicant Contribution: Development requires a 25% minimum contribution in the allowable project costs/uses. The required contribution may be higher for early-stage companies and special purpose facilities. In-kind contributions of labor, equipment or similar items are not acceptable as the applicant's contribution

Security & Collateral

Development requires a first and/or shared first priority mortgage and/or lien position on project costs/uses financed with the loan proceeds. Development may require the following additional collateral or credit enhancements:

- Personal guarantees from owners with more than 20% ownership in the company
- Corporate guarantees from related companies
- Full or partial letter of credit
- Life insurance on key business owners and/or managers
- Other types of credit enhancement, if necessary

Application Process

- Non-refundable \$700 application fee is due upon submitting a completed Financial Assistance Application
- Participation fee equal to 10% of the maximum drawn principal will be payable upon maturity of the loan. This fee is in lieu of Development's ability to take an equity position in the applicant company
- The application will be reviewed by an external evaluator in concert with Development through a due diligence process. The external evaluator has a blanket Non-Disclosure of Confidential Information Agreement with Development. The external evaluator and Development will review all applications received, and consider which applications to submit to the Cuyahoga County Community Improvement Corporation (CCCIC) for review
- A preliminary project term sheet will be provided by Development staff
- Loans will be presented to the CCCIC for review and recommendation
- Loans will be presented to the county approval process for final approval
- A loan approval, confirmation and commitment letter will be issued by Development upon county approval
- Loan closing documents are prepared upon receipt of a signed loan approval, confirmation and commitment letter and processing fee
- Loan proceeds are normally disbursed after project completion and loan closing ("take-out" financing), interim financing may need to be arranged by the business

Evaluation Criteria

Applications will be reviewed by both Development and an outside reviewer. Factors that will be considered include, but are not limited to:

- Number of high-value jobs to be created as a result of the successful commercialization of a new product
- Level of risk associated with the commercialization of the new product or service
- Degree to which the applicant has attracted or will be able to attract additional third party capital
- Degree to which the company's business plan identifies the market need and demonstrates a feasible plan for serving that need
- Level of financial risk and ability of the borrower to repay the loan

Preliminary Application Notification

Potential applicants shall submit a short, Preliminary Application that Development will review to determine whether the applicant understands the intent and eligibility requirements of the Next Stage Fund and appears to have merit. Development requests that the document be a maximum of five pages plus financial statements. Potential applicants are asked to:

- Describe the company
 - The company's location, size and operating history
 - The products and/or services currently offered

- Describe the proposed project
 - The innovative product or service to be commercialized
 - Amount of Next Step funds requested and how the proceeds will be used
 - The economic impact, including employment (both direct and indirect) and revenue growth resulting from the project
 - The applicant's position that the uses of loan proceeds can be capitalized under GAAP
 - Total eligible project costs
 - Amount and source of matching funds
- Include three years reviewed and/or audited financials

Development will provide feedback to the potential applicant as to whether the company's planned application meets the eligibility requirements and intent of the Next Stage Fund. Development may also respond with a list of questions that can be answered either (1) before the potential applicant submits a formal application for additional feedback from Development or (2) in the formal application should the potential applicant feel confident the questions will be addressed. The Preliminary Application will not be considered in the evaluation of formal applications; rather, this is an opportunity for potential applicants to gain confidence that the full Financial Assistance Application will meet the intent of loan.

Development prefers that Preliminary Applications be sent electronically to Cuyahoganextstagefund@cuyahogacounty.us. Development will respond to the submission of a Preliminary Application as quickly as possible and in the order they are received. The submittal of a Preliminary Application does not bind the applicant to submit a formal application. Similarly, feedback given by Development does not indicate any intent to provide IOF Loan funding.

Partners: leveraged funds and technical assistance

Cuyahoga County will partner with Jumpstart to establish the Next Stage Fund. This partnership gives the county access to a regional effort to build capacity and connect to an entrepreneur support infrastructure across the 21 counties of Northeast Ohio. This Network has evolved into an extremely efficient construct for developing and advancing entrepreneurs.

As the facilitator of the Entrepreneurial Network, Jumpstart has invested in companies, raised funds for entrepreneurial technical support, and attracted additional sources of capital for entrepreneurs. Jumpstart has attracted more than \$28 million for technical assistance and more than \$19 million for direct investment from the Ohio Third Frontier Program alone.^{iv} The entrepreneurial system cultivated by Jumpstart has performed so well that the region now has a growing need for next stage funding to support these maturing high growth companies.

Creating a dynamic partnership with Jumpstart presents the county with the opportunity to collaborate with an organization that has a well-established investment-making process and a track record of raising funds from the state. Partnering with Jumpstart, the county will double its investment capital, mitigate risk by co-investing with private funds, and access a pipeline of deal flow that will ensure greater economic returns and job growth.

Performance Indicators: metrics, milestones

There are two sets of performance measures for the loan program: Primary (Year 1) and Secondary (Years 2-5). Metrics are also distinguished between those that are directly, and indirectly a consequence of county activity and programs.

Primary Metrics – key measures to be targeted within the first year:

- Dollars Leveraged
- Follow-on Funding
- Job Creation and Job Placements
- Payroll Growth
- Technical Assistance Provided

Secondary Metrics – measures to be targeted within the 2 to 5 years:

- Patents Filed
- New Revenue Generated
- Program Income
- Investment Exits

Innovation Development: Innovation Match

Overview: background, problem statement, rationale

Northeast Ohio possesses a wealth of world class research centers and institutions as well as cutting-edge industrial research lab facilities. Leveraging these assets is an important part of technology commercialization strategy. As Northeast Ohio strives to build, support, and advance innovation and develop its knowledge based economy, it is critical to take advantage of federal and state research and development programs and attract industrial research investment.

Programs like the Ohio Third Frontier, the National Science Foundation and the US Department of Energy help fund basic and applied research, establish research facilities, and support technology demonstrations and transfer for development of new commercial products. Many state and federal innovation grant programs require cost share or local match. Support for business related research and development is also critical for accelerating technology transfer and commercialization.

Entities that need the initial match to leverage these external resources can rely on Cuyahoga County to provide matching funds to enhance research capacity and accelerate the time to commercial market entry of products. The Cuyahoga Innovation Match Fund will secure new research and development funding, help establish new research centers, and advance technology commercialization.

Investment Strategy: program description, purpose, and target industries

The Cuyahoga Innovation Match Fund (CIMF) is a flexible source of funding to ensure that research and development efforts in Cuyahoga county result in commercial products that help drive economic growth. The goal of the CIMF is to accelerate the movement of new technology developed by county based institutions and businesses to the commercial market in sectors important to the county's economy. The CIMF provides local match for technology development efforts seeking state or federal funding. The investment is made in the form of a grant and is conditioned on a funding award from the applicable state or federal program or RFP. The county anticipates that the CIMF will fund 1-2 projects per year at a maximum of \$300,000 per investment and will focus on the target industry clusters.

Primary Activities: investment structure and process

The CIMF will prioritize funding based on the availability of program income from investments made through the Cuyahoga Next Stage Fund. The CIMF provides local match for technology development efforts seeking state or federal funding.

Only the most meritorious proposals are sought for funding. Implicit in the evaluation criteria is the quality of the work plan, budget and cost share:

- Leverage existing research investments and core competencies
- Relevance for key regional industry clusters
- Degree of private industry responsiveness
- Degree of Sustainable Competitive Advantage
- Demonstrated Leadership Assets
- Identified Stage of Market Development
- Impact on Cuyahoga County
- Past Performance (if applicable)

- Potential for Leverage
- Potential for Products
- Size of Opportunity
- Vision for Success

A selection committee comprised of Jumpstart, BioEnterprise, Nortech, MAGNET and the county will analyze the applications and identify the candidate that has the greatest prospect for successfully commercializing technology. After an applicant is selected and approved, the county works with the applicant to define the project scope and deliverables, budget, and milestones for the investment.

Partners: leveraged funds and technical assistance

Creating a dynamic partnership with Jumpstart and the regional entrepreneurial network is a major factor in the success of the NCO Fund. This collaboration enabled Cuyahoga County to maximize resources, access state-level program funding, leverage institutional core competencies, and develop a fully integrated systematic approach to entrepreneurial development. As the county focuses on growing the NCO Fund, strengthening this public-private partnership will be instrumental.

Rather than creating a new process apart from other regional efforts, the county works with key stakeholders. Working with Jumpstart, BioEnterprise, MAGNET, and Nortech, is an extremely efficient and effective strategy for the county to manage deal flow and identify promising companies with strong intellectual property.

Performance Indicators: metrics, milestones

There are two sets of performance measures for the loan program: Primary (Year 1) and Secondary (Years 2-5). Metrics are also distinguished between those that are directly, and indirectly a consequence of county activity and programs.

Primary Metrics – key measures to be targeted within the first year:

- Dollars Leveraged
- Patents Filed

Secondary Metrics – measures to be targeted within the 2 to 5 years:

- Follow-on Funding
- Job Creation and Job Placements
- Payroll Growth

Property Reutilization: Three Programs

1. Redevelopment and Modernization
2. Site Expansion
3. Redevelopment Ready

Commercial Property Reutilization, Expansion and Acquisition			
	Redevelopment and Modernization	Site Expansion	Redevelopment Ready
Summary	Finances Existing Site Improvements, Including Modernization	Finances Environmental Cleanup of Sites Adjacent to Existing End-User	Finances Environmental Cleanup of Underutilized Sites Without End Users
Funding Type	Loan	Loan	Loan
Amount	Up to \$1 Million	Up to \$500,000	Up to \$1 Million
Forgivable	Partially (Up to 35%)	Fully	Partially (Up to 40%)
Interest	4% (2 Years Interest Only)	0%	4% (2 Years Interest Only)
Time Period	10 Years	10 Years	10 Years
Eligibility	<ul style="list-style-type: none"> • For-Profit Borrower • Support From Local Municipality • Must Oversee Project • Own / Operate Site for Minimum of 7 Years After Completion 	<ul style="list-style-type: none"> • For-Profit Borrower • Support From Local Municipality • Must Oversee Remediation • Job Creation Requirement • Own / Operate for a Minimum of 7 Years After Completion 	<ul style="list-style-type: none"> • For-Profit Borrower • Support From Local Municipality • Must Oversee Remediation • Must Execute County Workforce Agreement • Own / Operate for 7 Years After Completion
Partners	<ul style="list-style-type: none"> • U.S. and Ohio EPA • HUD • Jobs Ohio • Local Land Banks • Local Municipalities • CCCIC • NEO Sewer District • Many More 	<ul style="list-style-type: none"> • U.S. and Ohio EPA • HUD • Jobs Ohio • Local Land Banks • Local Municipalities • CCCIC • NEO Sewer District • Many More 	<ul style="list-style-type: none"> • U.S. and Ohio EPA • HUD • Jobs Ohio • Local Land Banks • Local Municipalities • CCCIC • NEO Sewer District • Many More
Performance Indicators	Primary <ul style="list-style-type: none"> • Loan Repayments • Jobs Created/Retained • Dollars Leveraged • Acres/Square Feet Returned to Productivity 	Primary <ul style="list-style-type: none"> • Loan Repayments • Jobs Created/Retained • Dollars Leveraged • Acres/Square Feet Returned to Productivity 	Primary <ul style="list-style-type: none"> • Loan Repayments • Jobs Created/Retained • Dollars Leveraged • Acres/Square Feet Returned to Productivity

Overview: Background, Problem Statement and Rationale

The most fundamental asset of any economic development strategy that includes government participation is land. The challenge is to make the best use of land for maximum economic benefit.

The challenge is two-fold. Industrial development led to the region's periods of economic growth. Modernization, environmental requirements and market dynamics have forced many businesses to close or relocate, leaving behind vestiges of a historic economy marked by nonproductive and oftentimes environmentally hazardous land. Ironically, these parcels are among those that are best served by the needs of today's growing business: infrastructure and labor supply. The second challenge is meeting the growth and modernization needs of those businesses that have endured through the ages or capitalized on these resources. Where local businesses have the need to grow or modernize, resources should be available to swiftly meet these demands to keep prosperity and growth in place.

As such, the preparation of land for redevelopment and rapid response for the expansion and modernization of existing properties served by developed infrastructure is a key strategy to the county's place-based economic development plan.

Investment Strategy: Program Description, Purpose and Targeted Clusters

The county is uniquely positioned to **marshal external resources** from the federal, state and local levels and to work across political subdivisions to position properties for redevelopment. The Department of Development has an award-winning, experienced and qualified team to assemble the necessary public-private partnerships that **get these properties back to productivity** with responsible owners and jobs producers.

The myriad strategies and variables in land redevelopment, which incorporate multiple public and private funding sources, will require a comprehensive and **centrally managed approach**. The county will oversee three forgivable loan programs for property reutilization, expansion, acquisition and improvement.

The key to the public-private partnership for land reutilization and redevelopment is to provide applicable, attractive and relevant programs **that provide swift and clear opportunities for companies seeking to locate, expand or modernize** in areas already served by existing infrastructure and transportation networks. Complementing this strategy with the county's demonstrated ability to **leverage existing external programs** (e.g. NEORS's Green Infrastructure Program, Clean Ohio, JobsOhio, Historic Tax Credits, New Market Tax Credits, USEPA grants, and HUD) adds value and velocity to public and private development dollars in Cuyahoga County.

Universal Requirements

Eligibility Requirements

- The project will require a resolution of support from the local municipality
- The borrower must oversee the remediation or project
- The borrower must have at least 10% equity in the project

Application Process

- Complete application and meet underwriting criteria
- Recommendation for funding from Cuyahoga County Community Improvement Corporation (CCCIC) Economic Development Loan Committee
- County approval process

Terms

- The county will require a second-position mortgage with up to a 90% LTV, minimum DCR of 1.1 and personal and/or corporate guarantees
- Fees: \$250 application fee, \$2,500 loan commitment fee, \$5,000 loan origination fee, legal costs, and 1% annual servicing fee

Property Reutilization: Redevelopment and Modernization Loan

This partially-forgivable loan program will provide financing to for-profit entities with committed end users for existing site improvements, including asbestos abatement and tenant improvements, as well as the modernization of buildings located in Cuyahoga County.

Eligibility Requirements

- The borrower must own and operate at the project location for a minimum of 7 years after the completion of remediation
- Up to 25% of the funding may be utilized for acquisition

Terms

- Loans of up to \$1 million at 4% interest
- 2-year interest only period and maximum loan term of 10 years
- The forgivable portion of the loan will be reduced in equal amounts over 7 years after project completion
- Loan Forgiveness (up to 35%):
 - Percentage of funds spent on vendors located in the county (10%)
 - Project location in Business Attraction Agreement Community or identified area of economic growth (compatible with place based economics) (10%)
 - Job creation credit of 1% per job created above average county wage (up to 15%)

Partners

United States Environmental Protection Agency
United States Department of HUD
Ohio Department of Development, Jobs Ohio
Ohio Environmental Protection Agency
Northeast Ohio Regional Sewer District
Cleveland-Cuyahoga County Port Authority

Cuyahoga County Board of Health
County and municipal land banks
First Suburbs Development Council
National Development Council
Cleveland Development Advisors
CDCs and municipalities

Performance Measures

- Loan repayments
- Job creation/retention
- Dollars leveraged
- Acres/square footage returned to productivity

Property Reutilization: Site Expansion

This fully-forgivable loan program will provide financing to for-profit entities with committed end users for the environmental cleanup and demolition of abandoned, vacant and otherwise underutilized properties that are adjacent to the existing committed end user in Cuyahoga County.

Eligibility Requirements

- The borrower must obtain an Ohio EPA VAP NFA within two years of project initiation
- The borrower must own and operate at the project location for a minimum of 7 years after the completion of remediation
- The borrower must create and maintain a minimum of 15 jobs within three years of receipt of NFA letter; 75% of which must be Cuyahoga County residents and/or local college graduates. 1 job per \$25,000 loaned
- 50% of funds must be spent with vendors in Cuyahoga County
- Redevelopment of adjacent sites into parking lots does not qualify for funding
- Borrower must execute County Workforce Agreement

Terms

- Loans up to \$500,000 at 0% interest with a two-year project completion period
- The forgivable portion of the loan will be reduced in equal amounts over 10 years after the VAP NFA has been issued
- Failure to meet job creation requirements will trigger recapture provisions in an amount proportional to 1 job per \$25,000

Property Reutilization: Redevelopment Ready Loan

This partially-forgivable loan program will provide financing to for-profit entities with or without end users for the environmental cleanup and demolition of abandoned, vacant and otherwise underutilized properties in Cuyahoga County.

Eligibility Requirements

- The borrower must obtain an Ohio EPA VAP NFA within two years of project initiation
- Up to 35% of the funding may be utilized for acquisition
- Up to 15% of the funding may be utilized for infrastructure
- Borrower must execute County Workforce Agreement

Terms

- Loans of up to \$1 million at 4% interest
- 2-year interest only period and maximum loan term of 10 years
- The forgivable portion of the loan will be reduced in equal amounts over 5 years after the VAP NFA has been issued
- Up to 40% of the loan may be forgiven.
 - Known end user maintained for seven years or more (15%)
 - Percentage of funds that are spent with vendors located in the county (up to 10%)
 - Job creation credit of 1% per job created above average county wage (up to 15%)

Business Growth, Commercialization and Attraction: Four Programs

1. Small Business Growth
2. Incumbent Worker Training
3. Accelerated Growth
4. Large Scale Attraction

Business Growth, Commercialization and Attraction				
	Small Business Growth	Incumbent Worker Training	Accelerated Growth	Large Scale Attraction
Summary	Increases Access to Traditional Lending Market	Reimburses 50% of Expenses for Retraining Workers	Capital for Expansion Via Acquisition, New Markets and Diversification	Gap Financing and Incentives for Large Scale Growth and Attraction
Funding Type	Loan (Bank Backing)	Grant	Debt Investment	Loan
Amount	Up to \$500,000	50% of Costs	\$400,000 - \$700,000	\$200,000 - \$2 Million
Forgivable	No			Up to 100%
Interest				2% - 7%
Time Period			4 - 7 Years	3 - 15 Years
Eligibility	<ul style="list-style-type: none"> • Small Business • Referred to County by Bank • In Target Industry • Wide Latitude of Potential Fund Uses • Potential Use Must Create Jobs 	<ul style="list-style-type: none"> • Demonstrated Aged Vacancy • Must Provide Skill Training for an Incumbent Worker • In Target Industry • Must Document Job Creation • Reimbursement Based 	<ul style="list-style-type: none"> • Small-to-Medium Size Business • Established • In Target Industry • High Growth Potential • Potential Idea Can Add at Least 20 Jobs 	<ul style="list-style-type: none"> • At Least 50 Jobs with Average Salary Above County Median • In Target Industry • Expanding or Relocating • Demonstrated Ability to Repay Loan • Adequate Collateral and Credit
Partners	<ul style="list-style-type: none"> • Small Business Association • Federal Reserve Bank of Cleveland • Participating Lender Institutions • Ohio Capital Access Program 	<ul style="list-style-type: none"> • Employment Connection • Area Employers 	<ul style="list-style-type: none"> • Team NEO/Jobs Ohio • Greater Cleveland Partnership • Jumpstart • BioEnterprise • MAGNET • Nortech • WIRE-Net 	<ul style="list-style-type: none"> • Team NEO/Jobs Ohio • Greater Cleveland Partnership • Fund For Our Economic Future • City of Cleveland • Cleveland - Cuyahoga Port
Performance Indicators	Primary <ul style="list-style-type: none"> • Dollars Leveraged • Jobs Created • New Revenue Generated 	Primary <ul style="list-style-type: none"> • Job Retention of Trained Employees • Wage Gain of Trained Employees • Jobs Created 	Primary <ul style="list-style-type: none"> • Jobs Created • Job Placement • Dollars Leveraged • Follow-on Funding • Payroll Growth Secondary <ul style="list-style-type: none"> • New Revenue Generated • Exports • Patents Filed • Skilled Workforce • Program Income • Tax Revenue 	Primary <ul style="list-style-type: none"> • Job Creation • Job Placement • Dollars Leveraged • Follow-on Funding • Payroll Growth Secondary <ul style="list-style-type: none"> • New Revenue Generated • Exports • Skilled Workforce • Tax Revenue

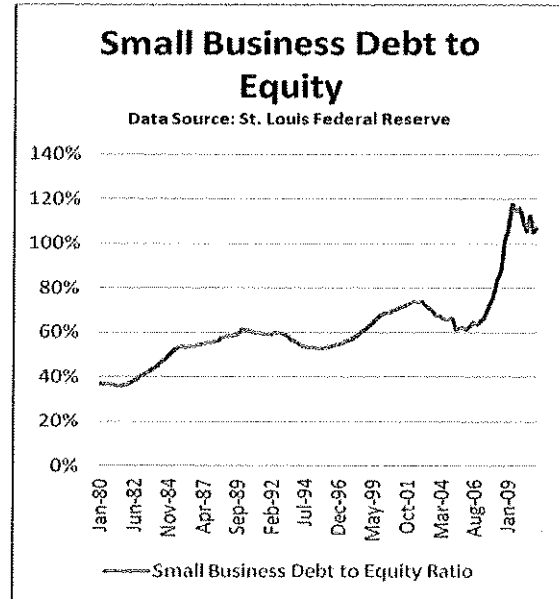
Business Growth: Small Business Growth

Overview: Background, Problem Statement and Rationale

Growing businesses assert that banks are not lending. Businesses' cash crunch is exacerbated by tightening credit lines and lending policies. Small businesses are the most nimble of job producers, and without growth, cannot add jobs. Without capital, businesses cannot grow.

Banks *are* lending, though they maintain that good borrowers and strong lending opportunities are few and far between. Since 2008, and for the first time in history, small businesses, on average, have more debt than their ability pay those debts. Lenders risk being overexposed. Both banks and small business want to do deals, but they can't: market failure.

Simultaneously, businesses report – through interviews with loaned executives, business leaders, business organizations and lenders themselves – that local businesses need new loans for working capital. Maturing short term debt met with limited ability to refinance those debts (because of more strict lending) constricts firms' ability to operate at its previous scale. Even in more robust times, lenders are loathe to lend for working capital, even to meet the needs of a contract a borrower seeks capital to fulfill.



Investment Strategy: Program Description, Purpose and Targeted Clusters

The county's Small Business Growth strategy creates a linkage between banks' community development and small business lending strategies and their desire for greater deal flow and credit-worthy borrowers.

The county is partnering with banks' sales and credit organizations to provide a credit enhancement that improves borrowers' credit request in a way that meets banks' underwriting criteria. Based largely on the Small Business Administration's 7a and 8a lending programs, this approach ensures that public dollars are not replacing private capital which meanwhile benefits from banks' underwriting criteria and expertise by integrating public and private efforts. The approach leverages the county's low cost of capital and multiplies the impact of dollars earmarked for economic development by guaranteeing a loan delivered by traditional lenders rather than lending hard dollars.

The Small Business Growth strategy guarantees a portion of loans made by traditional lenders to those borrowers who would have otherwise been unable to access capital needed to grow. The outcome is a larger local pool of borrowers eligible for loans that foster growth and job creation in Cuyahoga County, while leveraging the expertise, systems, and infrastructure of traditional lenders.

The county's network of participating lenders has developed a specific set of criteria for culling through declined applications, which are referred to the county's small business growth application process.

For applicants who meet the banks' underwriting standards, and reinforced by the county's additional due diligence, credit may be extended to the borrower, contingent on securing traditional financing.

The Small Business Growth strategy is supported with required technical assistance to propel business growth and monitor loan performance. Technical assistance is provided as needed (usually monthly) on a one-on-one basis with qualified county representatives.

Eligibility

- Referred by participating banks after application is declined
- Meets underwriting standards (high growth potential, capable management, demonstrated plan for growth, established market, not a startup)
- Job creation requirement
- In approved cluster

Application Process

- Complete application and meet underwriting criteria
- Approval letter from participating lenders
- County approval process
- Quarterly disbursements. However, if the company is not making significant progress in accordance with the cash flow projections, county reserves the right to withhold disbursement.

Terms

- 75% guarantee up to \$250,000
- 60% guarantee up to \$500,000

Eligible Uses

- The purchase of land or buildings, to cover new construction as well as expansion or conversion of existing facilities
- The purchase of equipment, machinery, furniture, fixtures, supplies, or materials
- Long-term working capital, including the payment of accounts payable and/or the purchase of inventory
- Short-term working capital needs, including seasonal financing, contract performance, construction financing and export production
- Financing against existing inventory and receivable under special conditions
- To purchase an existing business outside the county and consolidate in Cuyahoga
- Targeted growth industries in the Five Year Economic Development Plan

Prohibited uses

- To refinance existing debt where the lender is in a position to sustain a loss and the county would take over that loss through refinancing
- To effect a partial change of business ownership or a change that will not benefit the business
- To permit the reimbursement of funds owed to any owner
- To repay delinquent state or federal withholding taxes or other such debts
- For a non-sound business purpose

Partners

- The Small Business Administration
- The Federal Reserve Bank of Cleveland
- Participating lending institutions in Cuyahoga County
- Ohio Capital Access Program

Performance Indicators

Dollars leveraged

Easy goal: \$10 (private) to \$1 (county) match

Jobs Created

Total jobs added

Jobs added that are greater than county average salary

Revenue Generated

Quarterly assessment of new revenue created

Business Growth: Incumbent Worker Training

Overview: Background, Problem Statement and Rationale

Employers report that there are thousands of jobs in the county that go unfilled because of disconnect between the skills employers need and the skills job seekers possess.

Employment Connection is the pioneering workforce development collaboration between Cuyahoga County and the City of Cleveland. In recent years, it has received national acclaim for its effective delivery of federally funded job placement and occupational training by implementing an employer-driven strategy for workforce development. Federal funding limits Employment Connection's ability to implement some effective strategies, despite proven local need.

The workforce component of the county's \$100 Million Economic Development Fund will provide employer-led training and education that enhances the skills of full-time incumbent workers, raising earnings for workers and revenues of businesses by increasing productivity and the quality of services.

Investment Strategy: Program Description, Purpose and Targeted Clusters

Incumbent Worker Training (IWT) is an employer-driven business service designed to develop a highly skilled workforce which will result in increased financial viability, stability and competitiveness. Successful Incumbent Worker Strategies fill positions or skill set demand to meet employer need, and create a new job vacancy that can be filled by Employment Connections' existing federally funded strategies. The outcome is a higher skilled, better compensated employee, a newly employed non-incumbent, and a business better positioned to meet its strategic growth goals.

The strategy also has significant job retention and business retention benefits. IWT:

- **Improves employee performance** in quality, quantity, speed, safety, problem solving, attitude, ethics, motivation, leadership, and communication
- **Saves labor** by reducing duplication of effort, time spent on problem solving, and time spent on correcting mistakes
- **Saves money** by creating a higher skilled workforce. A better skilled workforce means fewer machine breakdowns, lower maintenance costs, lower staff turnover, lower recruitment costs, fewer bad debts, fewer customer support calls, fewer help desk calls, less need for supervision, reduced downtime, and increased worker productivity
- **Improves a company's competitive edge** because it is employer driven IWT can respond quickly to market trends and conditions as well as introduce new technology into the workplace
- **Improves customer satisfaction:** Better-quality work translates to improved products and services
- **Improves employee satisfaction and retention** of staff whose skill sets are enhanced as a result of their employer's investment in them are more likely to stay put. Their self-esteem improves, which in turn improves their morale in the workplace and their loyalty to their employer

Approach

Working within the context of the Fund, the county will partner with Employment Connection to deploy a competitive process for awarding IWT grants to successful company applicants. Companies applying for training grants must complete an application providing the following information:

- Specific strategies that will benefit workers and the local economy including but not limited to wage gains, attainment of credentials, retention and recruitment improvement
- How training supports competitiveness in the industry
- How are training needs assessed within the company
- Types of training to be delivered
- How training providers will be selected and how are they qualified to provide the training
- How workers are recruited and selected for training
- Activities supporting individuals in completing, utilizing and/or building upon the training being provided

Eligibility Requirements

- Limited for positions with demonstrated aged unfilled vacancy
- Businesses are among the targeted industries
- Reimbursable training expenses include instructors' salaries, tuition, curriculum development and textbooks / manuals

Terms

- Reimbursement based (must have approved application prior to training and reimbursement)
- 50% employer match
- Borrower must document job creation
- Borrower must execute County Workforce Agreement

Partners

- Employment Connection
- Area employers

Performance Measures

- Job retention of trained employees
- Wage gain of trained employees
- Number of new jobs created in Cuyahoga County

Business Growth: Accelerated Growth

Overview: background, problem statement, rationale

Northeast Ohio is an economic region in transition. Several industry sectors have undergone major restructuring as the result of new technologies and globalization. Despite lackluster economic performance, the region maintains a strong, innovative industrial base well positioned for economic growth and industry transformation. The region's rich asset base and continued industrial strength presents Cuyahoga County with a unique opportunity to revitalize its economy.

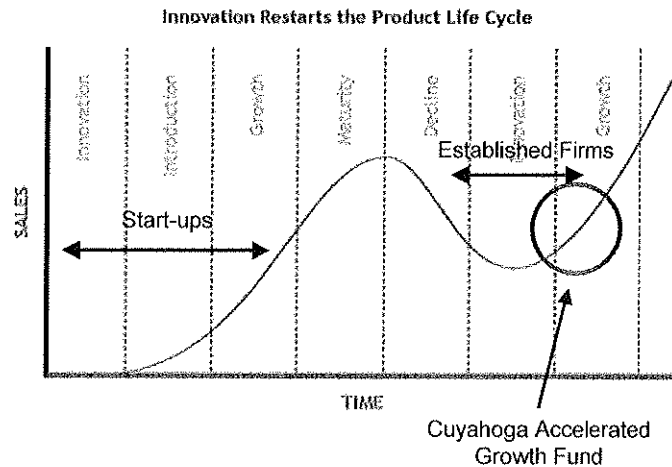
The foundational strengths of the Northeast Ohio industrial economy must evolve and adapt to new market realities. Companies must integrate new technologies and develop new competencies to remain competitive. Deploying innovations in precision manufacturing, material science, and chemical and mechanical engineering will foster a new paradigm for the region and drive economic growth.

Many industry sectors have responded and have begun to reinvigorate their innovative capacity. Across the region, innovative industry clusters such as the biosciences, advanced energy, instruments controls and electronics, and advanced materials have begun applying new technologies to streamline production and develop cutting edge, high value adding products. This industrial evolution is transforming the regional economy and creating the conditions for

growing the economy.

Advanced manufacturing will play a critical role in transitioning the regional economy. Small and medium sized manufacturers in particular are well positioned to deploy new technologies, adapt to new supply chains, and enter new growing markets. Achieving this transformation at a meaningful scale will require sophisticated and deliberate support systems and resources. Many manufacturing firms need help identifying specific market opportunities. Connecting companies to the appropriate business development and financial resources will enable them to move more rapidly into and advance the emerging clusters.

Cuyahoga County seeks to accelerate this growth and maximize the potential of businesses and industries already in the region. There are myriad organizations and initiatives that seek to build the networks that foster innovation and identify opportunities for growth. Businesses still need the means to take the critical next step. To that end, the county will fill a gap in the region's economic development ecosystem. The Cuyahoga Accelerate Growth Fund will provide access to growth capital to those businesses that want to expand through acquisition, capturing new markets or diversifying their products and services.



Investment Strategy: program description, purpose, target customer-cluster industries

Companies seek growth capital to finance a transformational event in their life cycle. These companies are typically established businesses, able to generate revenue and operating profits but unable to generate sufficient cash to fund major expansions, acquisitions or other investments. These companies generally find few alternative conduits to secure capital for growth, so access to growth capital is critical to pursue necessary facility expansion, sales and marketing initiatives, equipment purchases, and new product development. The CAGF targets businesses within target industry clusters that create at least 20 jobs over a 3-5 year period.

Eligible candidates must be established small-to-medium sized (SMSs) businesses with high-growth potential. A company must submit a description of the specific project that funding is being sought and illustrate how the project will bring the company closer to revenue generation. Companies will be assessed based on current operations, business development potential, product pipeline, commercialization process, management team, and compatibility with county industry clusters. Companies with the highest potential for exploiting new markets and increasing revenue and hiring new workers will be ranked highest.

Primary Activities: Investment Structure and Process

The Cuyahoga Accelerated Growth Fund (CAGF) will be structured as a debt investment designed to mimic private equity growth capital. The CAGF targets established small-to-medium sized (SMS) businesses that need access to capital to take the critical next step and restart the innovation process. The Fund will provide resources to businesses that are well positioned to expand and possess the capacity to capture new markets or diversify their products and services.

Selected companies will work with a "Growth-Relationship-Manager" (GRM) to vet and define the parameters of the company growth opportunity. The GRM will provide preliminary market and/or technology validation, connect the SMS to key NEO growth markets, and identify and leverage resources (labor, capital, & technology) necessary to implement the growth plan. The GRM will also work with the company to produce a growth plan prospectus for the business and create an implementation plan that identifies key milestones.

Application for funding is competitive. A company must submit an application to a review committee composed of financiers, accountants, industry specialists, and the county. The application should describe the current business and identify specific opportunities for growth which funding is being sought. The company must illustrate how the project will bring the company closer to job creation.

Eligible use of funds:

- Acquisition of a business outside the region and relocated to Cuyahoga County
- Commercialize new products beyond the development stage with proven market demand
- Attract businesses that are both new to the county and are complementary to cluster development.
- Facilitate rapid growth by increasing scale, efficiency or both.
- Gap financing needed to attract or close on funding available from other resources.

Funding

- Investments ranging from \$400,000 to \$700,000 with typical investments averaging \$500,000
- Term 4 – 7 years or upon the useful life of the allowable project costs/uses financed
- 2-7% interest
- Job Creation/Retention - Development requires a commitment to create or retain jobs. While there is not a specified dollar per job ratio, the number of jobs committed, as well as the annual payroll will be considered when determining the funding amount.
- Applicant Contribution - Development requires a 25% minimum contribution in the allowable project costs/uses. The required contribution may be higher for early-stage companies and special purpose facilities. In-kind contributions of labor, equipment or similar items are not acceptable as the applicant's contribution.

Security & Collateral

Development requires a first and/or shared first priority mortgage and/or lien position on project costs/uses financed with the loan proceeds. Development may require the following additional collateral or credit enhancements:

- Personal guarantees from owners with more than 20% ownership in the company
- Corporate guarantees from related companies
- Full or partial letter of credit
- Life insurance on key business owners and/or managers
- Other types of credit enhancement, if necessary

Application Process

- Non-refundable \$700 application fee is due upon submitting a completed Financial Assistance Application
- Participation fee equal to 10% of the maximum drawn principal will be payable upon maturity of the loan. This fee is in lieu of Development's ability to take an equity position in the applicant company
- The Application will be reviewed by an external evaluator in concert with Development through a due diligence process. The external evaluator has a blanket Non-Disclosure of Confidential Information Agreement with Development. The external evaluator and Development will review all applications received, and consider which applications to submit to the Cuyahoga County Community Improvement Corporation (CCCIC) for review
- A preliminary project term sheet will be provided by Development staff
- Loans will be presented to the CCCIC for review and recommendation.
- Loans will be presented for review and approval consistent with the county contracting process.
- A loan approval, confirmation and commitment letter will be issued by Development upon approval by the County Controlling Board
- Loan-closing documents are prepared upon receipt of a signed loan approval, confirmation and commitment letter and processing fee

- Loan proceeds are normally disbursed after project completion and loan closing (“take-out” financing), interim financing may need to be arranged by the business

Evaluation Criteria

- Applications will be reviewed by both Development and an outside reviewer. Factors that will be considered include, but are not limited to:
- Number of high-value jobs to be created as a result of the successful commercialization of a new product
- Level of risk associated with the commercialization of the new product or service
- Degree to which the applicant has attracted or will be able to attract additional third party capital
- Degree to which the company’s business plan identifies the market need and demonstrates a feasible plan for serving that need
- Level of financial risk and ability of the borrower to repay the loan

Preliminary Application Notification

Potential applicants may submit a short, Preliminary Application that Development will review to determine whether the applicant understands the intent and eligibility requirements of the Fund and appears to have merit. Development requests that the document be a maximum of five pages plus financial statements, and potential applicants are asked to:

- Describe the company
 - The company’s location, size and operating history
 - The products and/or services currently offered
- Describe the proposed project
 - The innovative product or service to be commercialized
 - Amount of CAGF funds requested and how the proceeds will be used
 - The economic impact, including employment (both direct and indirect) and revenue growth resulting from the project
 - The applicant’s position that the uses of loan proceeds can be capitalized under GAAP
 - Total eligible project costs
 - Amount and source of matching funds
- Include three years reviewed and/or audited financials

Development will provide feedback to the potential applicant as to whether the company’s planned application appears to meet the eligibility requirements and intent of the CAGF. Development may also respond with a list of questions that can be answered either (1) before the potential applicant submits a formal application for additional feedback from Development or (2) in the formal application should the potential applicant feel confident the questions will be addressed. The Preliminary Application will not be considered in the evaluation of formal applications; rather, this is an opportunity for potential applicants to gain confidence that the full Financial Assistance Application will meet the intent of the IOF Loan.

Development prefers that Preliminary Applications be sent electronically. Development will respond to the submission of a Preliminary Application as quickly as possible and in the order they are received. The submittal of a Preliminary Application does not bind the applicant to submit a formal application. Similarly, feedback given by Development does not indicate any intent to provide funding.

Partners: leveraged funds and technical assistance

Cuyahoga County possesses a dynamic regional economic development system. There are several economic development organizations within Cuyahoga County that are focused on helping businesses to transition and deploy new technologies, adapt to new supply chains, and enter new growing markets. The county must actively partner with these organizations to maximize return on investment and achieve the greatest leverage possible. Several new initiatives present an opportunity to establish unique public-private partnerships.

The creation of JobsOhio and the JobsOhio Network by the State of Ohio represents a significant new approach to achieve alignment and maximize state investments. The county can utilize the JobsOhio Network to attract additional funding support for businesses that are pursuing new market opportunities. The State has also identified commercial acceleration funding as an important effort to help companies target new opportunities. Within this new regional and statewide collaborative deal flow management system, the county must cultivate partnership with organizations such as:

Team Neo/JobsOhio	JumpStart
The Greater Cleveland Partnership	BioEnterprise
MAGNET - PRISM	Nortech
WIRE-Net	

Accelerating business transformation at a meaningful scale will require sophisticated and deliberate support systems and resources. MAGNET has recently created the Partnership for Regional Innovation Services to Manufactures (PRISM). This new program was developed in collaboration with the Brookings Institute and initially funded by the Cleveland Foundation. PRISM is an initiative to develop and price out a comprehensive, integrated economic development ecosystem for supporting the growth activities of small to medium size manufacturers. MAGNET is currently in the beta launch of the program. The county will work closely with MAGNET to integrate PRISM and the CAGF programs.

Performance Indicators: metrics, milestones

There are two sets of performance measures for the loan program: Primary (Year 1) and Secondary (Years 2-5). Metrics are also distinguished between those that are directly, and indirectly a consequence of county activity and programs.

Primary Metrics – key measures to be targeted within the first year:

- Job Creation and Job Placements
- Dollars Leveraged
- Follow-on Funding
- Payroll Growth

Secondary Metrics – measures to be targeted within the 2 to 5 years:

- New Revenue Generated
- Exports
- Patents Filed
- Skilled Workforce
- Program Income
- Tax Revenue: Sales, Property & Commercial Activity

Business Growth: Large Scale Attraction

Overview: background, problem statement, rationale

Cuyahoga County is fortunate to possess a highly sophisticated regional economic development system. There are several economic development organizations within Cuyahoga County focused on business attraction and expansion. However, navigating this system is time consuming and often frustrating for businesses that are seeking to locate or expand in Cuyahoga County. Moreover, to be a partner in this ecosystem, the county must have predictable resources to respond quickly when opportunity arises.

Economic development projects are funded primarily through owner equity and private bank financing, with public economic development funds available for "gap financing". Oftentimes owner equity and conventional bank financing do not provide all of the funding that is needed for projects with significant economic development benefit. Meanwhile, companies seeking to grow or relocate are coveted: as regions work to retain their best employers, they are in competition with other regions seeking to attract businesses poised to move.

Economic development financing tools exist to help fill this funding "gap" and provide incentives to attract and retain those businesses with dramatic economic impact and community benefit to the region. To respond to large scale attraction and retention opportunities that arise from marketing and participation in large scale growth and attraction efforts, gap financing and incentives must be predictably deployed.

Investment Strategy: program description, purpose, target industries

The Business Growth & Attraction Loan Program provides businesses with financial assistance to support the job creation in Cuyahoga County. The Fund is available to provide gap financing and incentives for large scale growth and attraction opportunities for communities in Cuyahoga County.

The program targets businesses in select industry clusters that create at least 50 jobs with an average annual salary above the median annual wage.

Primary Activities: investment structure and process

The program provides long term, fixed-rate financing at interest rates lower than conventional financing. Loans generally range from a minimum of \$200,000 to a maximum of \$2,000,000, up to forty percent (40%) of total project cost. Forgiveness and non-traditional repayment arrangements will be considered for the most catalytic and large scale opportunities. Loan terms are typically 3-5 years on working capital, 5-10 on leasehold improvements, 7 years on equipment and up to 15 years on land and building. The interest rate is typically between 2% and 7%.

Eligibility

- At least 50 jobs with an average annual salary above the median annual wage
- Businesses within the targeted industry clusters
- Priority to locations in communities participating in the county's business attraction and anti-poaching agreement
- For-profit commercial, industrial or service businesses that expand or relocating to the county
- Demonstrated ability to repay the loan, maintain adequate collateral and acceptable credit

Terms

- Up to 40% of project costs
- 3-5 years on working capital
- 5-10 on leasehold improvements
- 7 years on equipment
- Up to 15 years on land and building
- 2-7% interest rate
- Forgiveness available for unique and very large attraction opportunities

Eligible Uses

Loan proceeds may be used for any legitimate business purpose, including working capital, machinery and equipment, acquisition of land and building, construction, renovations and tenant improvements. Loans cannot be used to refinance debt, purchase inventory or pay other non-capital costs. The County does not finance restaurants, retail or speculative real estate projects without a committed end-user.

Requirements

- \$150 nonrefundable application fee
- Businesses are required to create one new, full time, permanent job for every \$35,000 loaned within three years of loan closing. The business must document and report on all hiring activity and submit all necessary Job Creation Report forms at the end of each year
- Businesses are required to execute Workforce Cooperation Agreement with the county that designates Employment Connections as first source of referral for mutually agreed positions at the company
- Businesses must provide a minimum of ten percent (10%) equity
- Personal guarantee of business owner and/or majority stockholder(s) are required unless a letter of credit is provided
- Corporate guarantee of a subsidiary or related company are required, unless a letter of credit is provided
- Business Hazard insurance in the amount of the loan, naming Cuyahoga County as a loss payee
- Funds are disbursed based on documentation of costs. The company must submit invoices with their request for payment. Proof of payment, (usually cancelled check or bank statement) may also be required. Disbursements may be made as a lump sum or a partial disbursement and take 3 weeks for processing. The repayment start date is triggered by the initial disbursement, whether or not all funds are drawn at that time
- If the loan is for any type of new construction, rehabilitation, expansion or renovation, State of Ohio Prevailing Wages must be used. All estimates of construction costs for a project using County Economic Development Loan funds for construction must use State of Ohio Prevailing wage & benefit rates. Not required for projects where the county funds are being used to purchase equipment only
- A loan fee equal to 0.50% of the loan amount is due at closing to cover actual costs to process the loan. Fees cover the mortgage, filing fees and/or costs associated with environmental review report. An additional Legal Fee will be assessed at closing to cover the county's legal expenses

Partners: leveraged funds and technical assistance

It is critical for the county to clearly identify its role within the regional economic development system, coordinate deal flow, and leverage regional and state resources in a highly efficient manner. This new county structure for economic development will help to align local efforts within the region, engage partners and coordination with the state. Developing strong collaborative partnerships with other economic development organizations will help the county to leverage its investments and ensure greater success. Within this new regional and statewide collaborative deal flow management system, the county has established a local Deal Team approach. Partners included:

- Team Neo (JobsOhio Partner)
- The Greater Cleveland Partnership
- The Fund for Our Economic Future
- The City of Cleveland
- The Cleveland-Cuyahoga County Port Authority

Performance Indicators: metrics, milestones

There are two sets of performance measures for the loan program: Primary (Year 1) and Secondary (Years 2-5). Metrics are also distinguished between those that are directly, and indirectly a consequence of county activity and programs.

Primary Metrics – key measures to be targeted within the first year:

- Job Creation and Job Placements
- Business Leads Generated into Deals
- Dollars Leveraged
- Follow-on Funding
- Payroll Growth

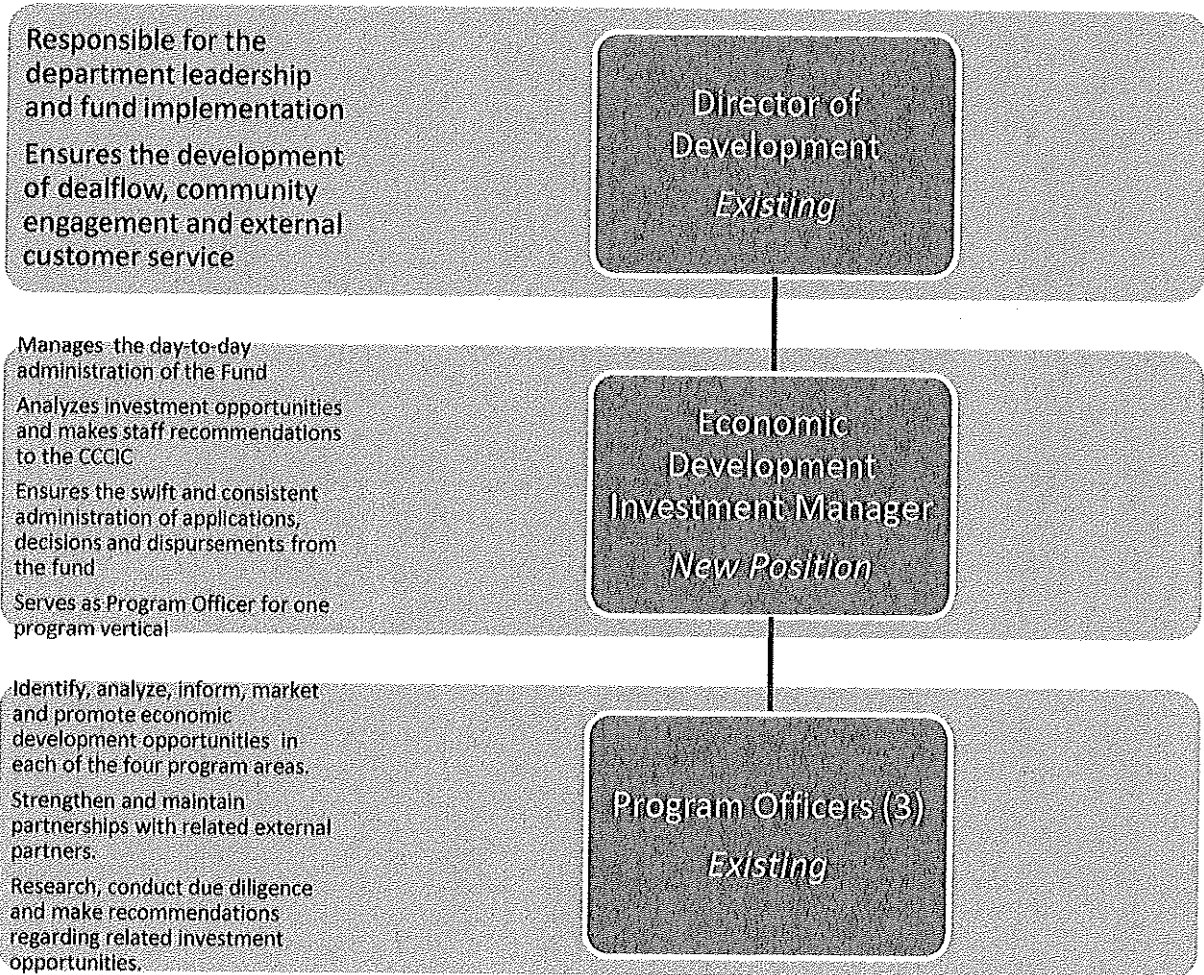
Secondary Metrics – measures to be targeted within the 2 to 5 years:

- New Revenue Generated
- Tax Revenue: Sales, Property & Commercial Activity
- Exports
- Skilled Workforce

Management and Organization

County Staffing and Administration

The Department of Development will manage the Fund with budgeted staff resources. The department has the talent to implement and administer the Fund, though one additional hire may be required to round out needed skill sets.



Third Party Investment Review: Cuyahoga County Community Improvement Corporation (CCCIC)

The Cuyahoga County Community Improvement Corporation will be tasked with reviewing, troubleshooting and making final funding recommendations for the Fund. Following their external review, applications are subject to the county contracting process.

The Cuyahoga County Community Improvement Corporation is an existing Community Improvement Corporation authorized by O.R.C. Title XVII, §1724 and §1702 for the sole purpose of advancing, encouraging and promoting the industrial, economic, commercial and civic development Cuyahoga County. Currently, the board is Cuyahoga County's formal review agent for industrial revenue bond financing in regular meetings open to the public.

Consistent with Cuyahoga County Resolution #237321 (July 29, 1982), the CCCIC is composed of five county appointments and six members appointed by the Greater Cleveland Partnership.

<i>Current Composition</i>	
Name	Affiliation - Expertise
Lenora Lockett	County – Office of Procurement and Diversity
Matt Rubino	County – Budget Director
Larry Benders	County – Economic Development Director
Wade Steen	County – Fiscal Officer
Dave Reines	County – Workforce Investment Board
Vince Panichi	Private – Accounting
Jeffrey Bechtel	Private – Banking
Renee Richard	Private – Law
Cedric Beckett	Private – Employer (manufacturing supply)
Kirk Jacobson	Private – Banking
Richik Sarkar	Private – Attorney

With an expanded role and elevated profile, the CCCIC will be reconstituted. State law requires that the County appointments must be elected or appointed officials within the county. Current vacancies provide the opportunity for change from the private sector as well (current private sector appointees' bios are available at Appendix XX). Further, this plan recommends that a representative of the Inspector General attend all meetings.

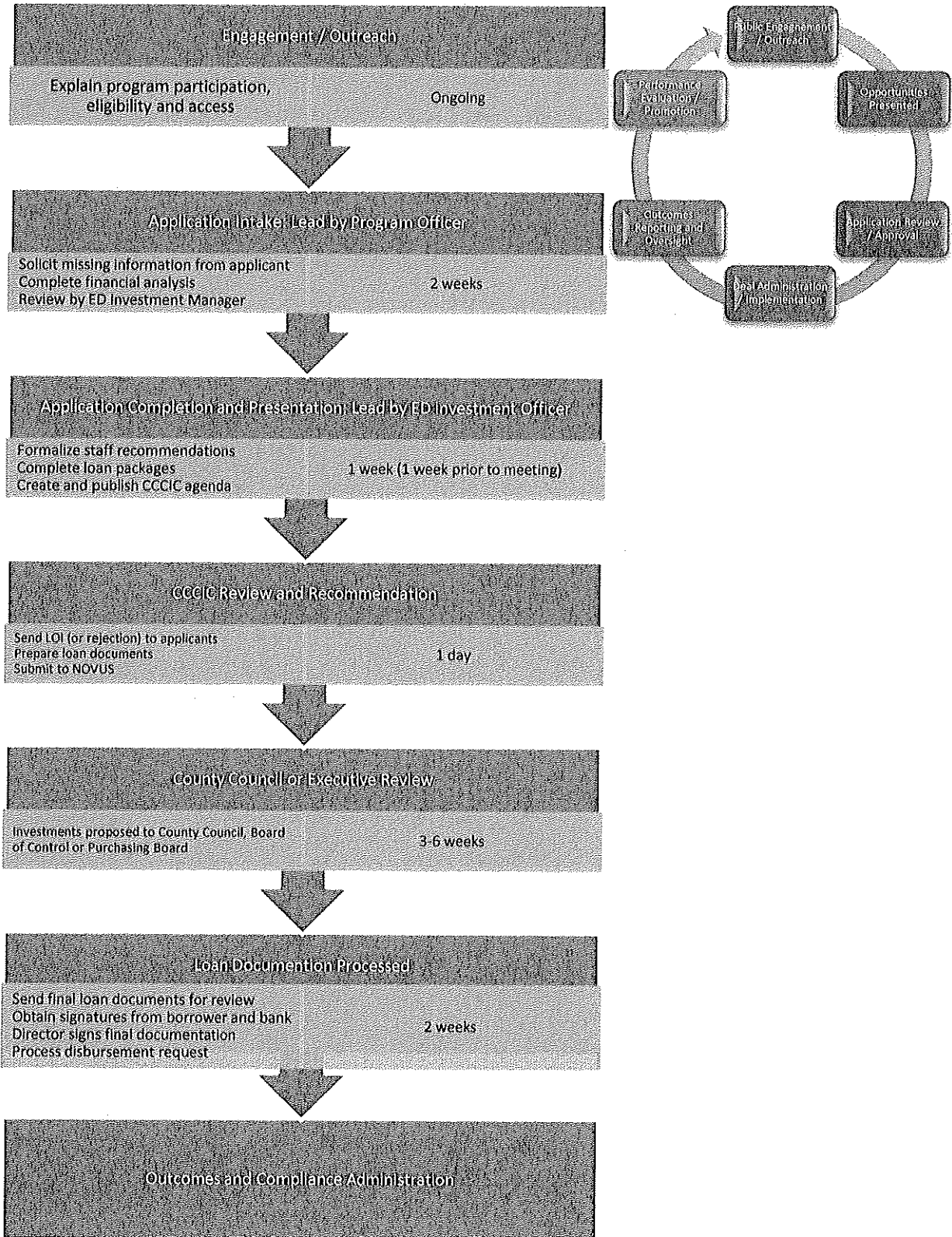
A recommended CCCIC composition to consider:

<i>Proposed Composition</i>	
<i>Name</i>	<i>Affiliation- Expertise</i>
TBD	County – Budget Director
TBD	County – Workforce Investment Board
TBD	County – County Council
TBD	County – Cleveland Economic Development
TBD	County – Suburban Economic Development
TBD	Private –
TBD	Private –
TBD	Private –
TBD	Private –
TBD	Private –
TBD	Private –

The CCCIC will need to amend its article to reflect the County Charter, the board composition recommended above and to add appointment terms and term limits.

The CCCIC will meet at least monthly (the chair has the ability to call special meetings if needed) and will make quarterly reports to the Economic Development Commission. As experience dictates, the frequency of both meetings and reports will be adjusted.

Application Review and Approval Process



Evaluation Criteria

Distribution of the \$100 Million Dollar Fund will be evaluated consistent with the tenets outlined in Investment Approach (p. 7). Because each program has different uses and users, universal application criteria do not exist. Since applications will be accepted on a rolling basis, they will not be scored against one another. Rather, investment opportunities will be evaluated for their impact. However, some programs may be competitive or have minimum qualification criteria before they are evaluated.

Potential evaluation criteria:

- Potential for Follow-on Funding
- Job Creation/Retention
- Exports Expected
- Potential for Patents Files
- Expected Program Income
- Expected Payroll Growth
- Skilled Workforce Growth
- Tax Revenue Increase
- Leverage
- Potential for Catalytic Results
- Potential for Place Creation
- Community's participation in Business Collaboration Agreement
- Credit
- Acres/Square Footage Returned to Productivity
- Impacted Residents
- Reuse of Existing Public Infrastructure
- Export Potential
- Workforce Development

Alignment with Business Attraction and Anti-Poaching Protocol

Alignment with the Cuyahoga County Business Attraction and Anti-Poaching Protocol (Appendix XX) is fundamental to collaboration among the county's cities and businesses alike.

Participating communities agree to collaborate with the county, the Greater Cleveland Partnership, TeamNEO and the Ohio Department of Development in a new business attraction effort. Participation in the Protocol ensures that the county and its partners:

- Know each community's economic development point of contact
- Understand each community's economic development goals and incentives
- Know available properties in each community

This information cache and interaction will allow the county to maximize its investment and to make the county's business environment more consistent and responsive to business growth needs.

The Protocol does not limit participants' ability to offer incentives to existing or new businesses. It does not obligate businesses in any way.

By agreeing to the protocol, participating communities agree to not compete for those business assets that are already in the county. Competition among the county's cities for the same business wastes public funds; this competition increases the costs to taxpayers without increasing benefit.

To maximize the impact of the Fund, businesses located in communities that have signed the Protocol will be rewarded with additional points in competitive applications and eligibility applications. Businesses located in non-participating communities, or seeking to locate in non-participating communities, may still benefit from local incentives, and potentially qualify for county Fund programs.

Communications Plan

Business and Community Engagement Plan

Starting in January 2012, the Department will lead a countywide Economic Development Fund Roadshow to engage the business community and economic development stakeholders to:

- Promote the use of the Economic Development Fund
- Establish the county's new role in economic development
- Strengthen partnerships with our partners in economic development

Partnering with Employment Connections, the department will use an automated dialer system to invite businesses to one of eleven presentations, generally divided by County Council district. The presentations will provide an overview of the Five Year Economic Development Plan, and information on accessing the \$100 Million Economic Development Fund. With appropriate audiences, the department will also present information regarding county community development (housing) programming.

In addition to this direct engagement with businesses, the department will similarly engage public and private organizations that work with businesses, including the Cuyahoga County Mayors and Managers Association, the First Suburbs Development Council, the Greater Cleveland Partnership, local chambers and rotaries, TeamNEO and other organizations committed to the region's economic development.

October / November 2011

- Meet with editorial boards to share the details of the Fund
- Continue meeting with economic development partners to share and refine plan details

December 2011

- Convene regional banking leaders to announce Small Business Growth program
- Announce Economic Development Fund roadshow schedule

January 2012 and beyond

- Announce Economic Development Fund roadshow results
- Advertise economic development achievements
- Link all economic development achievements to Economic Development Fund
- Report awards
- Relentlessly promote resulting outcomes
- Report progress towards benchmarks

Operational Plan [TBD]

2011 – Implementation

2012 – Deployment and Operation

Financial Plan [TBD]

-
- ⁱ Nortech Study
 - ⁱⁱ Jumpstart 2010 VC Annual report
 - ⁱⁱⁱ Jumpstart 2010 VC Annual Report
 - ^{iv} ESP awards from 2007-2012 and Pre-seed awards 2005-2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0050

Sponsored by: County Executive FitzGerald/Human Resource Commission	An Ordinance providing for the adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.
--	--

WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Human Resource Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and,

WHEREAS; Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and,

WHEREAS, the Director of Human Resources submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan to the Human Resource Commission; and,

WHEREAS, the Human Resource Commission held several public meetings on this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and,

WHEREAS, on November 2, 2011, the Human Resource Commission met for their final review of the classification changes (attached hereto as Exhibits A through X), and recommended to County Council the formal adoption and implementation of the attached changes; and,

WHEREAS, it is necessary that this 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 agency.

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

SECTION 1. Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

New Classifications

- Exhibit A: Class Title: *Accountant 3*
Number: 1055113
Pay Grade: 10

- Exhibit B: Class Title: *Accounting Manager*
Number: 1055114
Pay Grade: 12

- Exhibit C: Class Title: *Administrative Clerk*
Number: 1011121
Pay Grade: 3

- Exhibit D: Class Title: *Appraisal Systems Analyst*
Number: 1057121
Pay Grade: 13

- Exhibit E: Class Title: *Budget Commission Manager*
Number: 1055171
Pay Grade: 11

- Exhibit F: Class Title: *Appraisal Manager - Commercial/Industrial*
Number: 1057107
Pay Grade: 15

- Exhibit G: Class Title: *Commercial/Industrial Appraiser*
Number: 1057104
Pay Grade: 10

- Exhibit H: Class Title: *Data Collector*
Number: 1057101
Pay Grade: 4

- Exhibit I: Class Title: *Director of Real Estate Appraisal*
Number: 1057131
Pay Grade: 17

- Exhibit J: Class Title: *Fiscal Office Senior Supervisor*
Number: 1055134
Pay Grade: 11

Exhibit K: Class Title: *Fiscal Office Supervisor*
Number: 1055134
Pay Grade: 9

Exhibit L: Class Title: *GIS Analyst*
Number: 1053192
Pay Grade: 10

Exhibit M: Class Title: *Hotel/Motel Audit Supervisor*
Number: 1055133
Pay Grade: 10

Exhibit N: Class Title: *Inspector*
Number: 1055161
Pay Grade: 5

Exhibit O: Class Title: *Accounts Payable Manager*
Number: 1055135
Pay Grade: 13

Exhibit P: Class Title: *Map Room Supervisor*
Number: 1055132
Pay Grade: 9

Exhibit Q: Class Title: *Microfilm Technician*
Number: 1011142
Pay Grade: 3

Exhibit R: Class Title: *Payroll Manager*
Number: 1053628
Pay Grade: 14

Exhibit S: Class Title: *Residential/Agricultural Appraiser*
Number: 1057102
Pay Grade: 8

Exhibit T: Class Title: *Senior Commercial/Industrial Appraiser*
Number: 1057106
Pay Grade: 11

Exhibit U: Class Title: *Senior Payroll Officer*
Number: 1053624
Pay Grade: 8

Exhibit V: Class Title: *Senior Residential/Agricultural Appraiser*
Number: 1057103
Pay Grade: 9

Exhibit W: Class Title: *Tax Assessment Manager*
Number: 1055172
Pay Grade: 12

Exhibit X: Class Title: *Weights and Measures Supervisor*
Number: 1055162
Pay Grade: 9

SECTION 2. It is necessary that this Ordinance 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 agency. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

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: October 25, 2011

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

Second Reading/Referred to Committee: November 9, 2011

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

Journal CC004

December 6, 2011

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accountant 3	Class Number:	
FLSA:	Exempt	Pay Grade:	10
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to maintain the accuracy of the financial data within the Financial Accounting Management Information System (FAMIS) and to provide the necessary reporting needed by County agencies; assists in preparing the Comprehensive Annual Financial Report (CAFR).

Distinguishing Characteristics

This is a advanced journey level classification with responsibility for performing technical activities in the Accounting Division of the Fiscal Office. This class works under direction from the Accounting Manager, and is responsible for performing timely and accurate accounting of revenues and expenses. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 20% +/- 10%
- Reviews, analyses and inputs FAMIS documents on a daily basis to adjust expenditures, revenues and appropriations; reviews and analyzes requests for new funds, organizational structure changes and other account classification data; produces financial reports that display all the transactions that occur for all funds on a monthly basis; prepares monthly reconciliation reports for various special revenue funds.

- 20% +/- 10%
- Serves as liaison with assigned County departments and agencies to provide a line of communication with fiscal officers; provides daily technical assistance to fiscal officers regarding FAMIS; provides FAMIS training for new fiscal staff; reviews conveyance and transfer revenue receipts and transaction detail; processes transfers of files for monthly reconciliations; .

- 40% +/- 10%
- Assists in preparation and review of the County's CAFR by extracting data from FAMIS and summarizing in various financial statements; prepares cash basis financial statements and creates adjusting journal entries fo generate GAAP basis financial statements; prepares statements to analyze variances.

- 20% +/- 10%
- Assists in preparation of the Schedule of Expenditures of Federal Awards; prepares annual receivables/payables report for internal service funds; attends necessary meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree with coursework in accounting or a related field; and three (3) years previous experience in accounting or a related field; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including FAMIS, trial reports, cash financial statements, grants and CAFR reports.
- Ability to comprehend a variety of reference books and manuals including the GAAFR, Auditor of State website, Ohio Revised Code (ORC), County Policy Handbook, and related websites, program manuals and procedures.
- Ability to prepare Single Audit spreadsheets, CAFR reports, Auditor and Treasurer reconciliations, memos, forms, financial statements, correspondence, spreadsheets, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.

- Ability to use and interpret accounting terminology and language.
- Ability to communicate with staff, and employees from outside agencies and departments and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accounting Manager	Class Number:	
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to manage and control the Financial Reporting staff of the Fiscal Office for preparation of the Comprehensive Annual Financial Report (CAFR), Federal Single Audit Report, maintain Financial Accounting Management Information Systems (FAMIS) and other reporting needs.

Distinguishing Characteristics

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

Essential Job Functions

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

- 60% +/- 10%
- Manages, prepares and reviews the preparation of the County's CAFR; manages and responsible for updating and rollup of the Excel spreadsheets that produce the CAFR; manages and coordinates the County's audit and assists with the preparation and review of the Schedule of Expenditures of Federal Awards; reviews work papers of staff for CAFR and reviews new Government Accounting Standards and implements new standards; reviews and assists in preparing contents for the County's Popular Annual Financial Report (PAFR); monitors the addition of new grants and capital projects.
- 10% +/- 5%
- Supervises the Financial Reporting staff directly and through one supervisor; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%
- Maintains FAMIS; manages system upgrades; establishes policies and procedures for Countywide processing; reviews appropriateness of all journal entries, budget adjustments, subfunds and implements organizational changes; establishes balancing methods to locate errors in closing funds; supervises closing of expired grants and capital projects.
- 10% +/- 5%
- Assists with Budget Reporting & Analysis Support System; assists in review of the performance audit; assists with evaluating Requests for Proposals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, financial management or a related field; and five (5) years previous experience in accounting or financial management; or an equivalent combination of education, training, and experience.

Additional Requirements

License as a Certified Public Accountant.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, invoices, investment reports and payroll reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, Government Accounting Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).
- Ability to prepare CAFR, PAFR, GAAFR Checklist, Schedule of Expenditures of Federal Awards, memos, policies, performance appraisals, disciplinary reports, spreadsheets, financial statements,

Accounting Manager

and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with staff, consultants, external auditors, employees from other departments, departmental employees and administrators, and elected officials.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Clerk	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to perform a variety of general clerical work in support of the organizational unit to which assigned; to provide word processing and data entry support; and to provide general information and assistance to staff and the public.

Distinguishing Characteristics

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

Essential Job Functions

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

- 30% +/- 10%
- Acts as a receptionist; assists and responds to requests for information from staff and the public in person or by phone, provides basic information on department and assigned program policies and procedures; assists in the registration of participants in assigned County sponsored programs; issues, receives types and processes various applications, reports, permits, licenses and other forms; collects and processes fees and charges.
- 20% +/- 10%
- Types, enters, records, proofreads and processes a variety of documents including general correspondence, reports, memos and statistical charts from rough draft, Dictaphone recordings or verbal instruction; may compose routine correspondence.
- 20% +/- 10%
- Performs various clerical duties on a computer which may include data processing, entering data into a spreadsheet or database program; may perform routine system back-up duties; runs computer reports as requested; processes department reports.
- 10% +/- 10%
- Maintains a variety of statistical records; checks and tabulates statistical data; prepares routine statistical reports.
- 20% +/- 10%
- Performs a wide variety of routine clerical work including sorting, filing, copying, billing, verifying, recording information on records and sending delinquent notices when necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No licenses or corticated required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including emails, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare vouchers, reports, data entry and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret general administrative terminology and language.
- Ability to communicate with vendors, co-workers, supervisors, and employees and managers of other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal Systems Analyst	Class Number:	
FLSA:	Exempt	Pay Grade:	13
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to assist with coordination of the Commercial/Industrial Appraisal Unit and compile statistical data for the Triennial Update and Sexennial Revaluation.

Distinguishing Characteristics

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

Essential Job Functions

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

- 50% +/- 10%
- Processes and coordinates commercial maintenance items including building permits, sub-registers and razing affidavits; maintains and updates industrial reports; maintains and updates commercial and industrial property databases; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed; resolves problems with property values.
- 15% +/- 5%
- Plans for major projects including the Triennial Update and Sexennial Revaluation.
- 10% +/- 5%
- Plans and executes special projects.
- 15% +/- 10%
- Conducts data querying and modeling for specific reports or data updating of the CAMA system.
- 10% +/- 5%
- Communicates with taxpayers; resolves problems.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, computer science or a related field; and three (3) years previous experience in appraisal, tax collections, and customer service, including some supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including building permits, sub-register split sheet, sales conveyance, journal entries, property inquiries, cost valuation report and time-sheets.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, computer operation manuals, appraisal manual, Ohio Revised Code (ORC), maps, and resolutions.
- Ability to prepare maintenance report, production reports, sales ratio report, value ratio report, letters 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret appraisal terminology and language.
- Ability to communicate with staff, taxpayers, employees and management from other departments, departmental employees, vendors, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Budget Commission Manager	Class Number:	
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the activities of the Budget Commission of the Auditor's Office to include directing the review and analysis of tax budgets of local government taxing authorities in the County; to analyze, formulate, and communicate financial information to all taxing authorities, the State Department of Taxation, law firms, audit firms and taxpayers; to provide responsible and complex administrative support to the County Auditor.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing and controlling the analysis and distributions of monies to appropriate division throughout the County. This class works under direction from the Fiscal Officer. The employee works with a framework of policies, procedures, and local and State laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 5%
- Sets property tax rates for taxing authorities; ensures that estimates of property tax revenues are calculated and analyzed; authorizes and directs the proper distribution of revenues including inheritance tax, automobile registration, local government taxes and real and personal property taxes.
- 20% +/- 10%
- Audits and reviews the work of staff pertaining to tax budgets and the certification of available resources; issues certificate of estimated resources; certifies and oversee state abstracts; reviews and approves or modifies recommendations by budget analysts to reject appropriation measures.
- 20% +/- 10%
- Supervises staff; assigns, coordinates, plans, and reviews work; maintains standards; allocates personnel; acts on employee problems; recommends hiring, promotions, discharges, and disciplinary actions; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%
- Directs the operations of the County budget commission; explains certifications, distributions, allocation formulae, and technical problems related to changes in state law; handles external and internal problems and questions; supplies information for the Comprehensive Annual Financial Report (CAFR); compiles statistical information.

Budget Commission Manager

10% +/- 5%

- Attends and participates in meetings, including Statutory Budget Commission meetings; works with Bond councils to determine mileage limitations.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree desirable in accounting and financial management or a related field; and two (2) years previous experience in financial management, or an equivalent combination of education, training, and experience.

Additional Requirements

No required licenses or certifications.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; use high school geometry and trigonometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including tax budgets, Financial Accounting Management Information System (FAMIS) reports, State reports, CAFR reports, and a variety of other reports.

Budget Commission Manager

- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), County policies and procedures, and Budget Commission Manual.
- Ability to prepare state abstracts, Schedule a, State Election Certificate forms, certificate of estimated resources, Does-not-Exceed Certificate, Supplemental Financial Statement, budget reports, 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, County entities, taxpayers, attorneys, State departments, and employees from other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal Manager - Commercial/Industrial	Class Number:	
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to oversee the work of employees in performing appraisals of commercial, industrial, exempt, land bank and public utility parcels; to assess and evaluate taxpayer complaints and inquiries regarding appraised values; communicate with taxpayers regularly to provide information, answer questions, and assist with appeals.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class performs technical and functional oversight over journey level classes, and is responsible for ensuring duties are performed in a timely and accurate manner. The employee is supervised by the Director of Appraisal. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 35% +/- 10%

• Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; conducts staff meetings; verifies time and mileage sheets; establishes and promotes employee morale; acts on employee problems; enters accurate and corrected data into the human resources computer system.
- 30% +/- 5%

• Creates and executes Appraisal Project Work Plan; directs and manages projects; tracks project's milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 5%

• Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.
- 10% +/- 2%

• Directs administrative work for the Inquiry department.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, economics or a related field or vocational school in real estate appraisal or a related field; and six (6) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser 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.

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.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; calculate and use geometry and algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.

- Ability to use and interpret real estate appraising terminology and language.
- Ability to communicate with taxpayers, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Commercial/Industrial Appraiser	Class Number:	
FLSA:	Exempt	Pay Grade:	10
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to establish fair market value for large income-producing properties; maintain a database for all property types including commercial, industrial, residential and exempt with analysis of value for ad valorem (tax based on the value of real estate or personal property) tax purposes.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class works under technical and functional oversight from a Senior Commercial and Industrial Appraiser, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures.

Essential Job Functions

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

- 50% +/- 5%
- Inspects new construction and major improvements to existing structures for value determination.
- 10% +/- 5%
- Researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties.
- 10% +/- 5%
- Surveys and analyzes property sales data, lease information, and physical characteristics.
- 15% +/- 5%
- Maintains and updates database of current real estate characteristics; maintains a database of sales periodicals and market data for apartment buildings using local and national trade publications.
- 10% +/- 5%
- Prepares market value valuations reports for all property types for ad valorem purposes using methods including field inspections, structure measurements, calculations, sales analysis, market trend studies, and income and expense analysis.
- 5% +/- 2%
- Communicates findings to taxpayers, attorneys and property agents.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in finance, economics or a related field or certification as a real estate appraiser or a related field; and three (3) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is desirable, but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

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 cash flow statements, construction cost manuals, local and national trade publications, national commercial property publications, property listings, sales agreements, and lease data.
- Ability to comprehend a variety of reference books and manuals including blueprints, plat maps County Commercial Property manual, trade and property publications, construction cost manual and dictionary of real estate.
- Ability to prepare property valuations reports, commercial sales verification and property record cards, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret appraisal terminology and language.

Commercial/Industrial Appraiser

- Ability to communicate with taxpayers, co-workers, supervisors, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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:	Data Collector	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to assist in the development of an opinion of the value of real property by which taxes can be assessed.

Distinguishing Characteristics

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

Essential Job Functions

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

- 70% +/- 20%
Collects and verifies information pertaining to a real property improvement in the field; adds or removes real property value based on building permits; performs sketching of a residential home or changes sketch; verifies or changes land use code; determines percentage of real property completion; conducts interior inspection if necessary; interacts with municipal building departments and taxpayers; interacts with police departments to inform them of appraisal activities.
- 30% +/- 10%
Conducts sales verifications; conducts parcel accounting, performs data entry; answers phone for real property value questions; reconciles mileage and expenses; routes next day's work.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Education; vocational school/coursework required for Weights and Measures state certification; and two (2) years previous experience requiring public contact; or an equivalent combination of education, training, and experience.

Additional Requirements

No additional requirements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, weight test, retail fuel prover, volume metric gauges, scales, seal press, and tags and seals.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a building permits, GUI Graphic User Interface and plat maps.
- Ability to comprehend a variety of reference books and manuals including plat maps, conversion tables, sales verification, GUI and blueprints.
- Ability to prepare weekly activity reports, mileage reports, new construction sheets, office permits and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal terminology and language.
- Ability to communicate with co-workers, supervisor, other County employees, taxpayers, municipal building officials and the general public.

Environmental Adaptability

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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:	Director of Appraisal	Class Number:	
FLSA:	Exempt	Pay Grade:	17
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Appraisal division of the Fiscal Office to include supervision of staff performing and handling appeals of appraisals of residential, commercial, industrial, exempt, land bank and public utility parcels; to provide responsible and complex administrative support to the Fiscal Officer.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a division of the Auditor's Office responsible for appraisal of large income-producing properties, directly and through subordinate supervisors. This class works under administrative direction from the County Auditor, and work requires the analysis and solution of operational, technical, administrative and management problems related to property appraisals, field inspections, property reappraisals, and related areas. The employee is expected meet, consult and collaborate with the Fiscal Officer to discuss appraisal plans, programs, 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.

- 20% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with County policy, and State and local laws and regulations; in conjunction with the Fiscal Officer, directs appraisal plans, programs, and objectives.

- 25% +/- 10%
- Supervises the Appraisal division's functions directly and through subordinate supervisors; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

- 10% +/- 5%
- Develops and directs the development of policies, procedures, staffing plans, training programs, designed to complete mass reappraisal and annual new Construction for residential and real estate appraisal.

- 25% +/- 10%
- Researches and responds to public information requests, disseminates information for the public, including the local media; oversees re-appraisal and updates, and conducts homeowner meetings.

- 10% +/- 5%
- Acts as a liaison between the Ohio Department of Tax Equalization and the County; prepares and advises County prosecutor's Office on comparable sales reports for the settlement of Real Estate stipulations; analyzes Board of Revision decisions for future certified values.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in business, accounting, financial management or a related field desirable and/or a minimum of three hundred and forty (340) hours real estate appraisal education required for a State of Ohio license in Real Estate Appraisal and continuing education for licensure maintenance; and five (5) years previous experience in real estate appraisal, including three years of supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

License as an Ohio Department of Real Estate Appraisal.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including field appraiser reports, clerical production reports, mileage reports, building permits and related newspaper articles.
- Ability to comprehend a variety of reference books and manuals including departmental and county personnel policy manual, new construction manual, tax abatement manual, re-appraisal manuals, annual maintenance manual and sales reports.

Director of Appraisal

- Ability to prepare memos, performance appraisals, chart of completion of new construction, city reports of new construction, phone reports, parcel accounting reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, director of other divisions, departmental employees, external appraisal firms, taxpayers, the media, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Office Senior Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities directly and through subordinate supervisors within the Fiscal Office; provides clerical and administrative support to management staff.

Distinguishing Characteristics

This is the second- line supervisory level classification, working under direction of a manager within the Fiscal Office. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner. This class is distinguished from the Fiscal Office Supervisor in that the later is a first line supervisor and takes direction from this class.

Essential Job Functions

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

- 30% +/- 20%
- Plans, coordinates and supervises and participates in ensuring that office services and activities are completed in a timely and efficient manner; serves the public including providing documents and information as needs; reviews consumer complaints and takes action to resolve the complaint; researches and responds to public information requests and responds to related emails.
- 30% +/- 10%
- Supervises staff directly and through subordinate supervisors; coordinates, through other support staff when necessary, the flow of paper in the office in order to assure the management's attention to important items and the prompt disposition of a large variety of correspondence and documents.
- 10% +/- 5%
- Coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.
- 20% +/- 5%
- Coordinates the flow of information throughout the office; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.
- 10% +/- 5%
- Attends meetings; acts as team coordinator; assists other departments with special projects.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree or equivalent vocational school/coursework in business administration or a related field; and five (5) years previous related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including customer complaint forms, timesheets, memo, letters, forms and a variety of reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, map books, copy machine manuals and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, work load reports, order forms, equipment purchase forms, forms, spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret administrative, appraisal and legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Office Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	9
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities within the Fiscal Office; to maintain related records.

Distinguishing Characteristics

This is a supervisory level classification, working under direction of a senior supervisor within the Fiscal Office. The employee may supervise lower-level supervisors or supervise a program requiring project management. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

- 30% +/- 10%
- Plans, coordinates and supervises and participates in ensuring that office services and activities are completed in a timely and efficient manner; serves the public including providing documents and information as needed.

- 30% +/- 10%
- Supervises staff and coordinates, through other support staff when necessary, the flow of paper in the office in order to assure the management's attention to important items and the prompt disposition of a large variety of correspondence and documents.

- 10% +/- 5%
- Reviews consumer complaints and takes action to resolve the complaint.

- 20% +/- 5%
- Coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 10% +/- 5%
- Attends meetings; approves retention schedules and disposition of records.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree or equivalent vocational school/coursework in business administration or a related field; and three (3) years previous related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including customer complaint forms, timesheets, memo, letters, forms and a variety of reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, map books, copy machine manuals and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, work load reports, order forms, equipment purchase forms, forms, spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret administrative, appraisal and legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY ISC CLASSIFICATION SPECIFICATION

Class Title:	GIS Analyst	Class Number:	
FLSA:	Non-exempt	Pay Grade:	10
Departments:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to assist higher level GIS developer and manager administer the Oracle database and maintain GIS software.

Essential Job Functions

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

- Administers Oracle database (e.g.- installs and administers Oracle web server; deploys and administers Oracle map viewer; administers Oracle APEX web development platform; administers computer server system; maintains, refines and updates database data).
- Designs, develops, and maintains Oracle web applications.
- Designs and maintains Oracle spatial GIS model.
- Designs and maintains GIS metadata.
- Administers GIS data access and desktop GIS software (e.g. – coordinates extra/intra departmental data exchanges; designs and maintains desktop database files; designs and maintains desktop spreadsheet files; attends all GIS coordination meetings).
- Administers and designs work management system.
- Performs other duties (e.g. – provides other software assistance; scans and copies documents; provides computer hardware assistance).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to provide instruction to other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report 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 GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Hotel/Motel Tax Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	10
Dept:	Fiscal Office - Auditor		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 50% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; recommends disciplinary actions; documents misconduct; verifies payroll timesheets; approves time off requests based on audit schedule requirements; conducts employee performance evaluations; establishes and promotes employee morale.
- 10% +/- 10%
- Oversees the monthly tax return process; enters hotel audit and invoice payments; files and organizes documentation as it relates to hotel liens and contracts; balances revenue collections using the Financial Accounting Management Information System (FAMIS); distributes all monthly and audit revenue collections according to the Ohio Code of Regulations (OCR).
- 10% +/- 5%
- Communicates with vendors and hotel representative to provide information regarding the OCR.
- 20% +/- 10%
- Reviews file folders for late filings, contract payments, or non-payment of audits to be submitted to the prosecutor for filing; consults with the prosecutor's office in issues related to liens, contracts, administrative appeals, OCR's and outstanding court cases; prepares invoices and letters for late filings and letters for outstanding returns; determines if final reassessment of audit findings should be altered based on hotel representatives' arguments and additional documentation during an appeal; attains all documentation for a Praecipe (a document that commands a defendant to appear and show cause why an act or thing should not be done) when a hotel files an administrative appeal in court.
- 10% +/- 5%
- Re-Updates Bed Tax Program with hotel information and all spreadsheets relating to hotel audits and revenue collections; researches for establishments doing business as an entity with sleeping accommodations for transient guest without notifying the Fiscal Office.

Hotel/Motel Tax Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree with coursework in business, accounting, law, computer science or a related field; and two (2) years previous experience in bookkeeping or accounting or a related field with some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including tax returns, return verification reports, outstanding return reports, revenue receipt reports, distribution reports, invoices, deposit forms, checks, FAMIS reports, and a variety of other reports, communications, and forms.
- Ability to comprehend a variety of reference books and manuals including the OCR, Code of Regulations, Policy Handbook, related websites, program manuals and procedures, forms and checklists.

Hotel/Motel Tax Supervisor

- Ability to prepare memos, forms, transmittals, worksheets, performance reviews, correspondence, contracts, reports, charts, spreadsheet, procedure manuals, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, hotel representatives, County Prosecutor's Office, the media, the general public, and employees from outside agencies and departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Inspector	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to verify the accuracy of transactions involving a count, weight, or measure of products sold to the general public; to maintain related records.

Distinguishing Characteristics

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

Essential Job Functions

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

- 60% +/- 20%
- Tests scales including computing, spring, counter, platform, jeweler, prescription, and point of sales scales for accuracy, correctness, and appropriate electrical/mechanical functions; scans products to determine price accuracy of prices; tests digital computing scales to include checking interface with other electronic cashiering equipment; tests balances for sensitivity requirements and shift error; tests graduate and linear measures; verifies tare weights; inspects and tests other mechanical and electronic scales; accepts or rejects scales based on outcome of testing.
- 20% +/- 10%
- Tests retail service station petroleum dispensers to determine accuracy; inspects hose condition and device functioning; test diesel fast-flow meters; tests for suppressed values; test effectiveness of anti-drain valve; and checks money value computations; tests vehicle tank meters and other mechanical and electronic liquid measuring devices; accepts or rejects dispensers based on outcome of testing.
- 10% +/- 5%
- Investigates consumer complaints and takes action to resolve the complaint; completes forms and write reports.
- 10% +/- 5%
- Informs business owners/managers and/or device operators of applicable laws, specifications and tolerances; informs them of outcome of inspection and test, and of action required to correct devices not meeting specifications or tolerances.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Education; vocational school/coursework required for Weights and Measures state certification; and two (2) years previous experience requiring public contact; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio State Weights and Measures certification should be obtained within a year of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, weight test, retail fuel prover, volume metric gauges, scales, seal press, and tags and seals.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a package checking report, scanner report, scale test report, gas pump report, request for service, food store reports, and retail store reports.
- Ability to comprehend a variety of reference books and manuals including weights and measures handbooks, the Ohio Revised Code (OCR), and examination procedure outline.
- Ability to prepare inspection and test reports, package checking report, retail fuel forms, time device forms, measuring forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret weights and measures legal terminology and language.
- Ability to communicate with co-workers, supervisor, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Accounts Payable	Class Number:	
FLSA:	Exempt	Pay Grade:	13
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to supervise and perform the day-to-day functions of County accounts payable unit in the Fiscal Office.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County Accounts Payable unit in the Fiscal Office Office. This class works under direction from the Director of Accounting, and is responsible for ensuring timely and accurate payment to vendors and to ensure that applicable laws and procedures are followed regarding vendor payment. The incumbent exercises discretion in applying procedures to resolve vendor payment issues.

Essential Job Functions

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

- 50% +/- 10%
- Performs and oversees accounts payable administration functions in compliance with County policy, departmental procedures, and required schedules; schedules check runs to pay vendors; schedules direct deposits utilizing the County mainframe computers and updates or adds vendor direct deposit information, as necessary; issues Internal Revenue Service (IRS) 1099 forms to all eligible vendors and sends the 1099 file to the IRS; updates vendor information according to IRS files.
- 15% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; recommends disciplinary actions; documents misconduct; evaluates training needs and provides instruction; establishes and promotes employee morale.
- 20% +/- 10%
- Schedules and/or sends out reports such as end of the month fiscal reports, I.R.S. B-Notices, daily report for the Fiscal Office - Treasurer, and special reports for the fiscal staff of other agencies.
- 10% +/- 5%
- Prepares vouchers for unclaimed fund orders from the courts to claimants; reissues checks made in error; oversees process for reimbursement to vendors for warrants illegally cashed by another party through forgery; researches Ohio Revised Code and prosecutor opinions regarding legal issues regarding making or not making payments in a certain manner.
- 5% +/- 5%
- Communicates and provides information for vendors, banks, and staff from other County agencies

Manager, Accounts Payable

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, computer science or a related field; and two (2) years previous experience in bookkeeping/accounting including some supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including yearly listing of warrants not yet redeemed attendance sheets, indemnity bonds and affidavits, and professional judgment documents.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, Ohio Revised Code, Ohio Attorney General's Opinions, Prosecutor Opinions, and computer operation manuals.
- Ability to prepare memos, forms, transmittals, transactions, reports, responses to public information requests, scheduling of warrants and of direct deposits, revenue receipts, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Manager, Accounts Payable

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with vendors, staff, the Information Services Center staff, employees from other departments, departmental employees, bank employees, and employees from outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Map Room Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	9
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise the Map, Graphics and digital imaging unit in the Fiscal Office.

Distinguishing Characteristics

This is the first line supervisory level classification, working under direction of management within the Fiscal Office. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that the unit's activities are performed in a timely manner and according requirements. This class requires extensive public contact in order to provide service requests.

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% +/- 20%
- Plans, coordinates, supervises and participates in the storage and provision of maps that are created by the County and are available for citizens of the County including maps of voting districts, streets and roads, zoning, etc.; serves the public including to pull documents, copy public records, receive fees from customers for copies of records, and prepare receipts.

- 20% +/- 10%
- Supervises staff and participates in the storage and retention/purging of records; creates and maintains records storage policy for storage of department documents; scans and retrieves documents; maintains department employee files; tracks records retention schedules.

- 10% +/- 5%
- Coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 10% +/- 5%
- Attends meetings; approves retention schedules and disposition of records.

- 30% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; conducts employee performance evaluations; establishes and promotes employee morale.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Education; vocational school/coursework in office administration desirable; and five (5) years previous related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certification requirements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including employee timesheets, inventory forms, invoices, letters, records retention forms and records disposition forms.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, map books, copy machine manuals and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, work load reports, mail out order forms, equipment purchase forms, records retention schedules, records disposition forms, spreadsheets for digital imaging, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, agencies and commissions, title companies, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Microfilm Technician	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Fiscal Office - Recorder		

Classification Function

The purpose of this classification is to scan, archive and organize deeds, mortgages, legal documents and special projects.

Distinguishing Characteristics

This is an entry level clerical classification with responsibility for performing activities in the Microfilm unit of the Fiscal Office. This class works under general supervision from the unit manager, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of well defined regulations, policies, and procedures.

Essential Job Functions

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

- Develops microfilm to provide accessible public record of recorded documents; transfers documents recorded each day for computer database to microfilm; reviews image quality; transfers documents images from main computer to archive writer. 55% +/- 10%
- Completes special projects requested by other departments to archive records from computer databases. 30% +/- 10%
- Segments documents on film by date; maintains Kodak processor for film development per ORC. 15% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma; and two (2) years previous experience in bookkeeping or clerical accounting, or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or certifications required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers, scanners, Archive Film Kodak Writer and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including deeds, mortgages, land contract, liens, easements, reports and images.
- Ability to comprehend a variety of reference books and manuals including Kodak processing manual and policies and procedure manuals.
- Ability to prepare microfilm, reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret general office and administrative terminology and language.
- Ability to communicate with vendors, co-workers, supervisors, and employees and managers of other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Payroll Manager	Class Number:	
FLSA:	Exempt	Pay Grade:	14
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to supervise and perform the day-to-day functions of County payroll operations in the County Auditor's Office.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County payroll unit in the Accounting Division of the Auditor's Office. This class works under direction from the Director of Accounting, and is responsible for ensuring timely and accurate payroll processing for County employees. The incumbent exercises discretion in applying procedures to resolve payroll issues, and coordinates payroll functions with Payroll Officers from the other County departments.

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%
- Performs and oversees assigned payroll administration functions in compliance with County policy and departmental procedures and schedules; updates and oversees updating of computer mainframe control cards for payroll timeframes and table files changes to the payroll system for changes of employees' status and particulars; uses mainframe computers to run validation and pre register reports and to process payroll transactions; processes changes to existing deferred compensation deductions or adding new deductions.
- 20% +/- 5%
- Coordinates with departmental Payroll Officers; enters payroll changes received from Payroll Officers into the database; notifies Payroll Officers of changes to payroll tables; answers phone inquiries; provides validation reports for change verification.
- 10% +/- 10%
- Supervises payroll and clerical staff; plans, coordinates, assigns and reviews work; recommends disciplinary actions; documents misconduct; evaluates training needs and provides instruction; establishes and promotes employee morale.
- 5% +/- 10%
- Communicates with the bank regarding direct deposits; provides the bank with computer payroll files and withholding tax files
- 20% +/- 10%
- Prepares and updates a variety of spreadsheets containing tax and benefits information; files quarterly and end-of-year reports; provides information to other departments as needed regarding information for W-2 forms.
- 5% +/- 5%
- Re-issues incorrect checks; processes reversal transactions for incorrect checks and manually updates corrected checks.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, computer science or a related field; and five (5) years previous experience in bookkeeping, payroll, employee benefits, or accounting; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including vehicle benefits, employee attendance records, personal checks, dependent care reports, deduction warrant checks, deferred compensation files, computer mainframe files, garnishment files, and pension information.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, computer operation manuals, payroll manuals, OPERS handbook and a variety of related websites regarding tax regulations.
- Ability to prepare memos, forms, transmittals, transactions, reports, responses to public information requests, receipts, 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.

Payroll Manager

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, Payroll Officers, Information Services Center schedulers, employees from other departments, departmental employees, retirees, bank employees, and employees from outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Residential/Agricultural Appraiser	Class Number:	3521
FLSA:	Non - Exempt	Pay Grade:	8
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to appraise residential, condominium, and agricultural properties for tax purposes; to be responsible for the Current Agricultural Use Value (CAUV), Agricultural District, and the Ohio Forest Tax Law - ForestLand (OFTL) programs and correspondence; to perform valuation for Oil and Gas Wells Mineral Rights.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class works under technical and functional oversight from a Senior Residential/Agricultural Appraiser, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures.

Essential Job Functions

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

- 30% +/- 5%
- Performs annual maintenance for a variety of properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction.
- 2% +/- 5%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
- 60% +/- 5%
- Oversees the CAUV, OFTL and Mineral rights programs; assists taxpayers; maintains paperwork and files; appraises commercial agricultural properties and residential properties; performs data entry and queries on the computer; reviews permit lists for oil and gas wells; mails new and renewal applications and letters; prepares petitions, tax abstracts, reconciliations, and listings; processes applications and approves or disapproves of same; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
- 8% +/- 0%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; assists with computer program development and maintenance.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in finance, economics or a related field or certification as a real estate appraiser or a related field; and two (2) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is desirable, but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; calculate and use high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including a variety of applications, tax bills, certificates, lists, and letters.
- Ability to comprehend a variety of reference books and manuals including computer manuals, architectural drawings, the Ohio Revised Code (OCR), tax appeals, plat maps, maps, architectural drawings, procedures, policy manual and condominium manuals.
- Ability to prepare handouts, applications, petitions, appraisals, sketches of properties, reports, forms, lists, databases, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Commercial/Industrial Appraiser	Class Number:	
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to prepare appraisals of more complex and high-value commercial and industrial parcels; to assess and evaluate taxpayer complaints and inquiries regarding appraised values; communicate with taxpayers regularly to provide information, answer questions, and assist with appeals.

Distinguishing Characteristics

This is an advance journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class performs technical and functional lead work over journey level classes. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 15% +/- 10%
- May serve as lead worker over journey level workers; may provide technical training and instruction; may review work of other staff.

- 30% +/- 5%
- Maintains and updates industrial reports; maintains and updates commercial and industrial property databases; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed; resolves problems with property values.

- 35% +/- 5%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.

- 20% +/- 5%
- Communicates with school board attorneys, taxpayers and developers; assists with developing standards.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in finance, economics or a related field or vocational school in real estate appraisal or a related field; and five (5) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is desirable, but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; calculate and use geometry and algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.

Senior Commercial/Industrial Appraiser

- Ability to use and interpret real estate appraising terminology and language.
- Ability to communicate with taxpayers, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Payroll Officer	Class Number:	
FLSA:	Non Exempt	Pay Grade:	8
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to maintain accurate payroll records for employees in all County agencies ensuring that all paychecks are accurate and consequent deduction warrants are correct.

Distinguishing Characteristics

This is a journey-level classification that works under general supervision and is responsible for ensuring timely and accurate payroll processing for County employees. The employee works under a framework of well established policies and procedures. The incumbent coordinates payroll functions with Payroll Officers from the other County departments. This class requires a higher level of experience than the journey level Payroll Officer class and is responsible for County-wide payroll services.

Essential Job Functions

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

- 30% +/- 10%
- Enters payroll and personnel data; ensures that all data entries are correct.
- 20% +/- 5%
- Downloads pay data including hours and earnings into the payroll system; generates payroll checks and deduction warrants; sends out deduction reports and warrants to all agencies.
- 10% +/- 10%
- Prepares and files municipal income taxes; calls in Federal tax deposits and payments.
- 5% +/- 10%
- Processes mail and information requests.
- 10% +/- 10%
- Performs online reporting of OPERS including buyback, disability reporting, and sending out of checks.
- 20% +/- 5%
- Answers phone calls and questions from department Payroll Officers, County employees and the public; provides assistance with problems and corrections.
- 5% +/- 5%
- Sets up and processes prosecutor stipends.

Minimum Training and Experience Required to Perform Essential Job Functions

An Associate's degree in bookkeeping, computer science, business or a related field; and three (3) years previous experience in bookkeeping, payroll, employee benefits, or accounting; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including employee data, bank reports, tax reports, garnishment files, OPERS reports and forms, letters and warrants.
- Ability to comprehend a variety of reference books and manuals including payroll manual, pay registers, work histories, and FAMIS.
- Ability to prepare file maintenance reports, gross to net registers, spreadsheets, stipend reports, revenue receipts, checks, money orders, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with Payroll Officers, employees from other departments, departmental employees, OPERS and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

Senior Payroll Officer

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Residential/Agricultural Appraiser	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	9
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to appraise more complex and high value residential, condominium, and agricultural properties for tax purposes; to be responsible for the Current Agricultural Use Value (CAUV), Agricultural District, and the Ohio Forest Tax Law - ForestLand (OFTL) programs and correspondence; to perform valuation for Oil and Gas Wells Mineral Rights.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class works under technical and functional oversight from the Appraisal Manager Residential/Agricultural, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures.

Essential Job Functions

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

- 30% +/- 5%
- Performs annual maintenance of more complex and high value residential and agricultural properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction.

- 2% +/- 5%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.

- 60% +/- 5%
- Oversees the CAUV, OFTL and Mineral rights programs; assists taxpayers; maintains paperwork and files; appraises commercial agricultural properties and residential properties; performs data entry and queries on the computer; reviews permit lists for oil and gas wells; mails new and renewal applications and letters; prepares petitions, tax abstracts, reconciliations, and listings; processes applications and approves or disapproves of same; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.

- 8% +/- 0%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; assists with computer program development and maintenance.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in finance, economics or a related field or certification as a real estate appraiser or a related field; and three (3) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is desirable, but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; calculate and use high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including a variety of applications, tax bills, certificates, lists, and letters.
- Ability to comprehend a variety of reference books and manuals including computer manuals, architectural drawings, the Ohio Revised Code (OCR), tax appeals, plat maps, maps, architectural drawings, procedures, policy manual and condominium manuals.
- Ability to prepare handouts, applications, petitions, appraisals, sketches of properties, reports, forms, lists, databases, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Tax Assesment Manager	Class Number:	
FLSA:	Exempt	Pay Grade:	12
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, organize, direct and coordinate the tax cycle process for real property in the Fiscal Office; to provide responsible administrative support to the Fiscal Officer.

Distinguishing Characteristics

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

Essential Job Functions

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

- 60% +/- 10%
- Acts as liaison between the Fiscal Office and the tax system vendor that provides software for land administration and property tax management. Coordinates property tax settlement with Budget Commission.

- 10% +/- 5%
- Calculates tax settlements; balances tax settlements; prepares reports for disbursement.

- 5% +/- 5%
- Uploads city-wide special assessments into the tax system; prepares special assessment payment reports and audits; calculates Tax Increment Financing (TIF) taxes, adjustments and refunds; prepares refunds and TIF Reports for the State.

- 20% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; documents misconduct and recommends and approves disciplinary actions; recommends and approves selection of new employees; evaluates training needs and provides instruction; signs time-sheets and requests for leave; establishes and promotes employee morale; conducts performance evaluations.

- 5% +/- 10%
- Communicates with taxpayers; resolves problems.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree business, accounting, computer science or a related field; and five (5) years previous experience in accounting, tax collections, and customer service, including some supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including petitions, split cards, complaint forms, exempt applications, forms, certifications, ordinances, resolutions reports, and time-sheets.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, computer operation manuals, Ohio Revised Code (OCR), maps, deeds, ordinances, resolutions, and a variety of related websites regarding tax regulations.
- Ability to prepare letters, reports, tax bills, spreadsheets, forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, taxpayers, employees and management from other departments, departmental employees, vendors, and attorneys...

Real Property Manager

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Weights and Measures Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	9
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise inspection and testing of counts, weights, and measures of products sold to the general public for verification of the accuracy of transactions; to maintain related records.

Distinguishing Characteristics

This is the first line supervisory level classification in the Inspector series, working under direction of management within the Fiscal Office. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that inspections are performed in a timely manner and according to state standards. This class requires extensive public contact in enforcement of laws and regulations.

Essential Job Functions

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

- 40% +/- 20%
- Plans, coordinates and supervises the inspection and testing of scales, motor fuel pumps and other weighing and measuring devices including computing, spring, counter, platform, jeweler, prescription, and point of sales scales for accuracy, correctness, and appropriate electrical/mechanical functions; oversees the inspection of packages consumer products.
- 20% +/- 10%
- Supervises staff and participates in the inspection and certification of weights and measures devices; implements policies and procedures to ensure compliance with laws, rules, and regulations; prepares reports indicating the number, types and results of inspections performed in the unit; prepares year-end report.
- 10% +/- 5%
- Reviews consumer complaints and takes action to resolve the complaint.
- 10% +/- 5%
- Meets with business owners/managers and/or device operators of applicable laws, specifications and tolerances; informs them of outcome of inspection and test, and of action required to correct devices not meeting specifications or tolerances.
- 20% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; approves mileage reports and timesheets; recommends discipline, disciplinary actions, discharge and salary increases; conducts employee performance evaluations; establishes and promotes employee morale.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Education; vocational school/coursework required for Weights and Measures state certification; and three (3) years previous related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio State Weights and Measures certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

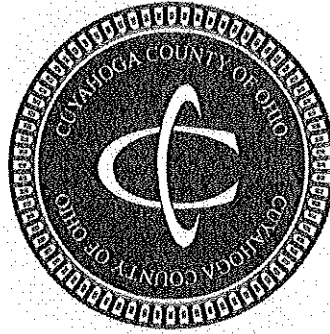
- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including daily reports, inspectors and scanners, customer complaint forms, timesheets and mileage reports.
- Ability to comprehend a variety of reference books and manuals including weights and measures handbooks, tolerances and technical requirements, Ohio Weights and Measures Laws and Rules, and examination procedure outline.
- Ability to prepare inspection and test reports, annual report, weekly meeting notes, training classes and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret weights and measures legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is performed in an office environment and in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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.



MINUTES

**CUYAHOGA COUNTY COUNCIL SPECIAL MEETING
THURSDAY, NOVEMBER 17, 2011
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
5:00 PM**

1. CALL TO ORDER

The meeting was called to order by Council President Connally at 5:08 p.m.

2. ROLL CALL

Council President Connally asked the Clerk to call the roll. Councilmembers Jones, Rogers, Simon, Greenspan, Miller, Brady, Germana, Gallagher, Conwell and Connally were in attendance and a quorum was determined. Mr. Schron was absent from the meeting.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Connally requested a moment of silent meditation be dedicated in honor of George W. White, retired chief judge of the United States District Court in Cleveland, who recently passed away.

5. PUBLIC COMMENT RELATED TO AGENDA

No public comments were given.

6. APPROVAL OF MINUTES

- a) November 9, 2011 Regular Meeting

A motion was made by Mr. Greenspan, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes of the November 9, 2011 regular meeting.

7. MESSAGES FROM THE COUNTY EXECUTIVE

- a) Contracts executed by County Executive (attachment).

There was no report given by the County Executive.

8. CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER
SUSPENSION OF RULES

A motion was made by Ms. Simon, seconded by Mr. Gallagher and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2011-0325 and R2011-0326.

- a) R2011-0325: A Resolution rescinding Resolution No. R2011-0298, dated 11/9/2011, which approved the determination to proceed with submitting to the electors of Cuyahoga County to renew an existing 4.8 mill Health and Human Services levy for the purpose of supplementing general fund appropriations for health and human or social services, for a period of four years, outside the ten mill limitation, in accordance with the provisions of Section 5705.191 of the Ohio Revised Code; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Law

On a motion by Mr. Miller with a second by Mr. Rogers, Resolution No. R2011-0325 was considered and adopted by unanimous vote.

- b) R2011-0326: A Resolution determining to proceed with submitting to the electors of Cuyahoga County to renew an existing 4.8 mill Health and Human Services levy for the purpose of supplementing general fund appropriations for health and human or social services, for a period of four years, outside the ten mill limitation, in accordance with the provisions of Section 5705.191 of the Ohio Revised Code; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Health and Human Services and Councilmembers Conwell, Jones, Rogers, Simon, Greenspan, Miller, Brady, Germana, Gallagher, Schron and Connally

On a motion by Mr. Miller with a second by Mr. Jones, Resolution No. R2011-0326 was considered and adopted by unanimous vote.

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

A motion was made by Ms. Simon, seconded by Mr. Miller and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2011-0327.

- a) R2011-0327: A Resolution **rejecting** the report containing findings and recommendations of Fact-finder Marvin J. Feldman regarding negotiations between the County and the Fraternal Order of Police, Ohio Labor Council, Inc. for a collective bargaining agreement covering approximately 15 employees in the classification of Correction Sergeant at the Sheriff's Department; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/County Sheriff

A motion was made by Mr. Gallagher, seconded by Ms. Conwell and approved by unanimous vote to move to Executive Session for the purpose of discussing with the Law Director matters concerning findings of a Fact-finder, and for no other purpose whatsoever. Executive Session was then called to order by Council President Connally at 5:19 p.m. The following members were present: Councilmembers Jones, Rogers, Simon, Greenspan, Miller, Brady, Germana, Gallagher, Conwell and Connally. The following additional attendees were present: Clerk of Council Jeanne Schmotzer, Director of Law Majeed Makhlof, Assistant Law Director Christopher Russ, Assistant Law Director Ed Morales, Senior Policy Advisor for the Council Joanne Gross and Deputy Clerk of Council Nikima Barnhill. At 5:31 p.m., a motion was made by Mr. Germana, seconded by Ms. Simon and unanimously approved to adjourn Executive Session. Council President Connally then reconvened the regular meeting.

A motion was then made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to amend the Resolution to reject the Fact-finder report.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2011-0327 was considered and adopted by unanimous vote, as amended.

10. MISCELLANEOUS COMMITTEE REPORTS

There were no miscellaneous committee reports.

11. MISCELLANEOUS BUSINESS

Council President Connally asked for a motion to excuse Mr. Schron from the meeting. A motion was then made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to excuse Mr. Schron from the meeting due to business-related reasons.

Ms. Simon stated that contestants for the Top Dog Contest have submitted their essays. Councilmembers are needed to serve as judges for the contest.

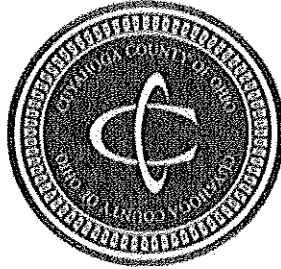
On behalf of the Cuyahoga County Council, Council President Connally wished everyone a Happy Thanksgiving.

12. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given.

13. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Greenspan with a second by Mr. Miller, the meeting was adjourned at 5:38 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
MONDAY, NOVEMBER 28, 2011
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
1:30 PM**

1. CALL TO ORDER

At the request of Council President Connally, the meeting was called to order by Councilmember Miller, Chairman of the Finance & Budgeting Committee, at 2:05 p.m.

2. ROLL CALL

Chairman Miller asked the Clerk to call the roll. Councilmembers Rogers, Simon, Greenspan, Miller, Brady, Germana, Gallagher, Schron, Conwell, Jones and Connally were in attendance and a quorum was determined.

3. PUBLIC COMMENT RELATED TO THE AGENDA

No public comments were given.

4. APPROVAL OF MINUTES

a) November 14, 2011

A motion was made by Mr. Brady, seconded by Ms. Connally and approved by unanimous vote to approve the minutes of the November 14, 2011 meeting.

b) November 17, 2011

A motion was made by Mr. Rogers, seconded by Mr. Jones and approved by unanimous vote to approve the minutes of the November 17, 2011 meeting.

5. MATTERS REFERRED TO COMMITTEE

Ms. Jeanne Schmotzer, Clerk of Council, read Resolution No. R2011-0291 into the record.

- a) R2011-0291: A Resolution adopting the 2012/2013 Biennial Operating Budget and Capital Improvements Program, and declaring the necessity that this Resolution become immediately effective.

- 1) Adoption of Substitute Resolution
- 2) Additional Amendments
- 3) Committee Report to Council

Committee Assignment and Chair: Finance & Budgeting – Miller

Mr. Miller introduced several written technical amendments on the floor from the Office of Management & Budget. Matt Rubino, Director, Office of Budget & Management, addressed the Committee regarding the amendments. Discussion ensued.

Councilmembers asked questions of Mr. Rubino pertaining to the technical amendments, which he answered accordingly.

A motion was made by Mr. Rogers, seconded by Ms. Connally and approved by unanimous vote to approve the technical amendments from the Office of Budget & Management.

A motion was then made by Mr. Brady, seconded by Mr. Rogers and approved by unanimous vote to adopt substitute Resolution No. R2011-0291, as amended.

Mr. Miller then introduced several written amendments on the floor.

A motion was made by Mr. Miller seconded by Ms. Connally and approved by unanimous vote to accept the amendments as presented by Mr. Miller and to amend Resolution No. R2011-0291.

A brief recess was taken by the Committee, after which Chairman Miller reconvened the meeting.

Mr. Miller introduced a list of written amendments to Resolution No. R2011-0291, as suggested by Councilmembers, on the floor.

Councilmembers discussed the concept of voting to defer consideration of funding for particular items for a period of six months and/or the mid-year budget review. Discussion ensued.

A motion was then made by Mr. Greenspan, seconded by Mr. Brady and approved by majority vote to allow for deferrals with Councilmembers Greenspan, Miller, Germana,

Gallagher, Schron and Rogers voting in the affirmative and Councilmembers Brady, Conwell, Jones, Simon and Connally casting dissenting votes.

A motion was made by Mr. Brady, seconded by Mr. Greenspan and approved by unanimous vote to delete the allocation for the establishment of the Department of Consumer Affairs in the amount of \$75,000.00 in 2012 and \$100,000.00 in 2013.

A motion was made by Mr. Miller, seconded by Mr. Schron and approved by unanimous vote to delete the allocation of \$42,117.00 to the Office of the Public Defender for a supervisor salary adjustment, pending a pay equity study.

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to require the Office of the Public Defender to conduct a pay equity study and to add the following language to the Resolution:

The Executive's Office, in coordination with the Human Resources Commission shall provide to Council a market salary survey of both the County Prosecutor and the Public Defenders offices in an effort to ensure pay equity. The survey shall be submitted to Council no later than March 16, 2012. Not later than sixty (60) days after the completion of the survey, the Executive's Office shall report to Council on how best to implement the results.

A motion was made by Mr. Miller, seconded by Ms. Connally and approved by majority vote to reduce the overtime allocation to the Office of the Sheriff by \$500,000.00, with Councilmember Germana casting a dissenting vote.

A motion was made by Ms. Connally, seconded by Mr. Gallagher and approved by unanimous vote to require the Office of the Clerk of Courts to draft a plan on court cost collection and to add the following language to the Resolution:

The Clerk of Courts shall provide to Council a comprehensive plan to collect the delinquent fines, fee and other related court costs still owed to the Clerk of Courts since 2002. The plan shall be submitted to Council no later than January 16, 2012. A more aggressive plan, similar to those found in other jurisdictions or based on best practices to collect these delinquent fines and fees, would have a positive impact on the General Fund Revenue.

A motion was made by Mr. Germana, seconded by Mr. Rogers and approved by unanimous vote to reduce the allocation for the Procurement & Diversity/Disparity Study to \$100,000.00 in 2012.

A motion was made by Mr. Greenspan, seconded by Mr. Schron and approved by unanimous vote to require organizations to reuse or properly dispose of American flags and to add the following language to the Resolution:

To condition any request for funding from any organization for Americans flags for Memorial Day Observances or any other observances , stipulating that the requested flags be returned to the County for secondary use or that the organization verifies that the flags have be properly disposed.

A motion was made by Mr. Greenspan and seconded by Mr. Schron to defer the allocation \$37,500.00 to the Domestic Relations Court for an additional mediator until the mid-year budget review. The motion failed on a vote of 2 yeas and 9 nays with Councilmembers Greenspan and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Germana, Gallagher, Conwell, Jones and Connally casting dissenting votes.

A brief recess was taken by the Committee, after which Chairman Miller reconvened the meeting.

A motion was made by Mr. Greenspan and seconded by Mr. Gallagher to defer the subsidy to the Alcohol, Drug Abuse and Mental Health Services Board in the amount of \$1,500,000.00 in 2012 and \$750,000.00 in 2013 until the mid-year budget review. The motion failed on a vote of 4 yeas and 6 nays with Councilmembers Greenspan, Germana, Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Miller, Brady, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Schron and seconded by Mr. Gallagher to reduce the subsidy to the Alcohol, Drug Abuse and Mental Health Services Board by \$1,000,000.00 in 2012 and \$250,000.00 in 2013. The motion failed on a vote of 3 yeas and 8 nays with Councilmembers Greenspan, Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Germana, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Greenspan and seconded by Ms. Conwell to defer the allocation of \$372,000.00 to the Department of Children & Family Services for six direct service staff until the mid-year budget review. The motion failed on a vote of 4 yeas and 7 nays with Councilmembers Greenspan, Germana, Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Greenspan and seconded by Mr. Gallagher to defer the allocation of \$290,000.00 to the Department of Employment & Family Services for six direct service staff until the mid-year budget review. The motion failed on a vote of 4 yeas and 7 nays with Councilmembers Greenspan, Germana, Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Greenspan and seconded by Mr. Gallagher to defer the allocation of an additional \$600,000.00 per year to the Office of Early Childhood/Invest in Children for the Help Me Grow program until the mid-year budget review. The motion failed on a vote of 4 yeas and 7 nays with Councilmembers Greenspan, Germana,

Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Miller, seconded by Mr. Gallagher and approved by majority vote to reduce the allocation to the Help Me Grow program from \$600,000.00 to \$400,000.00, with Councilmember Conwell casting the dissenting vote.

A motion was made by Mr. Greenspan and seconded by Mr. Germana to defer the allocation of an additional \$800,000.00 per year to the Office of Early Childhood/Invest in Children for the Universal Pre-K program until the mid-year budget review. The motion failed on a vote of 4 yeas and 7 nays with Councilmembers Greenspan, Germana, Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Greenspan and seconded by Mr. Gallagher to defer the allocation of \$300,000.00 per year to the Office of Homeless Services for the Re-Housing program until the mid-year budget review. The motion failed on a vote of 4 yeas and 7 nays with Councilmembers Greenspan, Germana, Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Greenspan and seconded by Mr. Gallagher to defer the allocation of \$200,000.00 per year to the Juvenile Courts for diversion programs until the mid-year budget review. The motion failed on a vote of 3 yeas and 8 nays with Councilmembers Greenspan, Gallagher and Schron voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Germana, Conwell, Jones and Connally casting dissenting votes.

A motion was made by Mr. Greenspan and seconded by Mr. Germana to defer the allocation of \$150,000.00 in 2012 and \$250,000.00 in 2013 to the Office of Re-entry Services for the Re-entry Entrepreneurship until the mid-year budget review. The motion failed on a vote of 3 yeas and 8 nays with Councilmembers Greenspan, Germana and Gallagher voting in the affirmative and Councilmembers Rogers, Simon, Miller, Brady, Germana, Schron, Conwell, Jones and Connally casting dissenting votes.

On a motion by Mr. Brady with a second by Ms. Connally, Resolution No. R2011-0291 was referred to the full Council for a second reading by unanimous vote, as amended.

6. MISCELLANEOUS BUSINESS

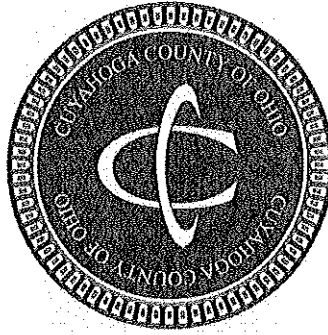
There was no miscellaneous business.

7. OTHER PUBLIC COMMENT

No public comments were given.

8. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Greenspan with a second by Mr. Greenspan, the meeting was adjourned at 5:45 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL SPECIAL MEETING
MONDAY, NOVEMBER 28, 2011
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
1:00 PM**

1. CALL TO ORDER

The meeting was called to order by Council President Connally at 1:09 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Connally requested a moment of silent meditation be taken to reflect on the Thanksgiving holiday and all that we have to be thankful for.

5. PUBLIC COMMENT RELATED TO AGENDA

No public comments were given.

6. MESSAGES FROM THE COUNTY EXECUTIVE

There was no report given by the County Executive.

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

A motion was made by Mr. Miller, seconded by Mr. Germana and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2011-0328.

- a) R2011-0328: A Resolution authorizing an amendment to a Depository Agreement with KeyBank, NA for Deposit of Public Funds for the period 8/24/2009 – 8/23/2013, to change the scope of services, effective 12/1/2011; authorizing the County Executive to execute said amendment; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/County Treasurer

A motion was made by Mr. Miller, seconded by Mr. Brady and approved by unanimous vote to consider substitute Resolution No. R2011-0328.

On a motion by Mr. Schron with a second by Mr. Jones, substitute Resolution No. R2011-0328 was considered and adopted by unanimous vote.

8. MISCELLANEOUS COMMITTEE REPORTS

There were no miscellaneous committee reports.

9. MISCELLANEOUS BUSINESS

Ms. Simon stated that judging for the Top Dog Contest will be held on Tuesday, November 29, 2011 at 11:00 a.m.

10. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given.

11. ADJOURNMENT

With no further business to discuss and on a motion by Ms. Conwell with a second by Mr. Miller, the meeting was adjourned at 1:53 p.m., without objection.

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2011-0050

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board, and declaring the necessity that this Motion become immediately effective.

WHEREAS, the Cleveland/Cuyahoga County Workforce Investment Board was established to fulfill the functions outlined in the Federal Workforce Investment Act of 1998, and was created pursuant to the provisions of ORC Chapter 6301; and,

WHEREAS, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidance and exercises oversight of local programs of workforce activities; and,

WHEREAS, such workforce development activities include helping individuals maximize their employment opportunities; help employers gain access to skilled workers; help employers retain skilled workers; help develop or enhance the skills of incumbent workers; improve the quality of the workforce and enhancing the productivity and competitiveness of the economy; and,

WHEREAS, the nominations for the individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board are submitted pursuant to applicable provisions, including Section 117(b)(2) of the 1998 Federal Workforce Investment Act; and,

WHEREAS, members of the Cleveland/Cuyahoga County Workforce Investment Board shall be appointed to serve a three (3) year term expiring on June 30, 2014; and,

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board:

- a) Gayle Thompkins Agahi, Director of External Partnerships, Talent Management/HR of Cleveland Clinic;
- b) Daniel E. Berry, President and CEO of MAGNET (the Manufacturing Advocacy and Growth Network);
- c) Sari Feldman, Executive Director of the Cuyahoga County Public Library;
- d) Susan Muha, Executive Vice President of Workforce and Economic Development Division at Cuyahoga Community College;
- e) Denise Smudla, Director of Human Resources at Jennings Center for Older Adults;
- f) Harriet Applegate, Executive Secretary at North Shore AFL-CIO Federation of Labor;
- g) Michael (Mick) Latkovich, Vice President, Rehabilitation Services at Vocational Guidance Services;
- h) K. Michael Benz (Community Partner), President and CEO of United Way of Greater Cleveland;
- i) Joseph A. Calabrese, CEO and General Manager/Secretary-Treasurer for Greater Cleveland RTA;
- j) Daniel M. Koncos (Mandatory Partner), Region 2 Coordinator for Ohio Department of Job & Family Services;
- k) Jeffrey K. Patterson, Chief of Staff and Operations for Cuyahoga Metropolitan Housing Authority;
- l) Stephen M. Wing, President of Corporate Voices for Working Families;
- m) Joe Gauntner (Mandatory Partner-TANF), Deputy Chief of Staff for Human Services, Office of the County Executive; and,

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

SECTION 1. The Council of Cuyahoga County hereby confirms the appointment of the following individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board for a three (3) year term expiring on June 30, 2014:

- a) Gayle Thompkins Agahi, Director of External Partnerships, Talent Management/HR of Cleveland Clinic;
- b) Daniel E. Berry, President and CEO of MAGNET (the Manufacturing Advocacy and Growth Network);
- c) Sari Feldman, Executive Director of the Cuyahoga County Public Library;
- d) Susan Muha, Executive Vice President of Workforce and Economic Development Division at Cuyahoga Community College;
- e) Denise Smudla, Director of Human Resources at Jennings Center for Older Adults;
- f) Harriet Applegate, Executive Secretary at North Shore AFL-CIO Federation of Labor;
- g) Michael (Mick) Latkovich, Vice President, Rehabilitation Services at Vocational Guidance Services;
- h) K. Michael Benz (Community Partner), President and CEO of United Way of Greater Cleveland;
- i) Joseph A. Calabrese, CEO and General Manager/Secretary-Treasurer for Greater Cleveland RTA;
- j) Daniel M. Koncos (Mandatory Partner), Region 2 Coordinator for Ohio Department of Job & Family Services;
- k) Jeffrey K. Patterson, Chief of Staff and Operations for Cuyahoga Metropolitan Housing Authority;
- l) Stephen M. Wing, President of Corporate Voices for Working Families;
- m) Joe Gauntner (Mandatory Partner-TANF), Deputy Chief of Staff for Human Services, Office of the County Executive; and,

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011

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

Journal CC004

December 6, 2011

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2011-0051

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of Christopher S. Ronayne to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors, and declaring the necessity that this Motion become immediately effective.

WHEREAS, the Cleveland-Cuyahoga County Port Authority Board of Directors was established in 1968 to manage maritime operations, and the Organization of the Board of Directors was created pursuant to the provisions of 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 County Port Authority Board of Directors has nine members and the members are appointed by both the City of Cleveland and Cuyahoga County; and,

WHEREAS, members of the Cleveland-Cuyahoga County Port Authority Board of Directors shall be appointed to serve a four (4) year term; and,

WHEREAS, the individual appointed shall have a term commencing immediately upon signature of this Motion, and the expiration of said term shall be January 28, 2015; 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 Christopher S. Ronayne, AICP, President of University Circle Incorporated to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors; and,

WHEREAS, Christopher S. Ronayne, AICP has a vast amount of experience to offer to the Board; including expertise in Urban Planning, Economic Development and Green Initiatives, and as holding leadership positions in both Cuyahoga County and the City of Cleveland; and,

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

SECTION 1. The Council of Cuyahoga County hereby confirms the appointment of Christopher S. Ronayne, to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for a term of four years, commencing immediately and with a term expiring January 28, 2015.

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Motion No. M2011-0048

Sponsored by: Council President Connally	A Motion establishing the 2012 schedule of County Council meetings.
---	--

WHEREAS, Rule 5A of the Cuyahoga County Council Rules requires that Council establish a schedule of the dates, times and locations of all regular Council meetings; and

WHEREAS, Rule 5B of said Rules states that all meetings of Council shall take place at the County Council Chambers located on the first floor of the Justice Center at 1200 Ontario Avenue, Cleveland, unless otherwise specified; and

WHEREAS, Rule 5B of said Rules also states that regular Council meetings shall take place on the 2nd and 4th Tuesday of each month at 6:00 p.m., unless otherwise specified in the annual schedule established by the Council.

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

SECTION 1. The Council of Cuyahoga County hereby establishes the 2012 schedule of meetings as follows:

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>MEETING TYPE</u>	<u>LOCATION</u>
TUESDAY	1/10/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	1/24/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	2/14/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	2/28/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	3/13/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	3/27/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	4/10/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	4/24/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	5/8/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	5/22/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	6/12/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	6/26/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	7/10/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	7/24/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	8/14/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	8/28/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	9/11/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	9/25/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	10/9/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER

TUESDAY	10/23/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	11/13/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	11/27/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER
TUESDAY	12/11/2012	5:00 P.M.	REGULAR	COUNCIL CHAMBERS-JUSTICE CENTER

SECTION 2. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Motion 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 Motion was duly approved.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Tabled: October 25, 2011

Second Reading/Referred to Committee: November 9, 2011

Committee(s) Assigned: Rules, Charter Review, Ethics & Council Operations

Journal CC004

December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0323

Sponsored by: Councilmember Conwell	A Resolution supporting a decision of the City of Cleveland Zoning Administrator to deny an application by Ty, Inc. to use property located at 4300 Bradley Road in the City of Cleveland for grading, filling and excavation, including mining, removal, transfer and sale of soils and minerals.
--	---

WHEREAS, W.B. and M.E. Baumann and Bradley Road Inc. (the "Owners") are the owners of certain property located at 4300 Bradley Road (PPNs: 009-36-001, 0099-36-002, 009-36-005, 009-36-006, 009-36-007, 009-34-002, 009-34-004) in the Old Brooklyn neighborhood in the City of Cleveland (the "Property"); and

WHEREAS, Ty, Inc., an independent corporation, as contractor and on behalf of the Owners, applied to the Ohio Department of Natural Resources for a Mineral Mining Permit (#10428) to strip mine 8.5 acres along Skylane Drive and Bradley Road in the City of Cleveland; and

WHEREAS, Ty, Inc. intends to go down 30-40 feet in order to obtain approximately 20,000 to 30,000 cubic yards of clay and sand; and

WHEREAS, the land area requested to be strip mined is located between two creeks running through the area; and

WHEREAS, the strip mine would be adjacent to residences on Skylane Drive in the City of Cleveland; and

WHEREAS, the 15-year permit may compromise the ecosystem of the creeks, the water and air quality of the area, the property value of the area residents and the quality of life of those residents; and

WHEREAS, granting such a permit could cause a negative impact and create poor precedent for other vacant land in our communities; and

WHEREAS, on March 22, 2010, Cleveland City Council adopted Resolution No. 375-10, which opposed the application to the Ohio Department of Natural Resources by Ty, Inc. for a Mineral Mining Permit to strip mine sand and clay from 4300 Bradley Road adjacent to Skylane Drive in the City of Cleveland; and

WHEREAS, on September 29, 2010, the Ohio Department of Natural Resources granted the requested permit to Ty, Inc.

WHEREAS, an application by Ty, Inc., as contractor and on behalf of the Owners, to the City of Cleveland Department of Building and Housing to use the Property for grading, filling and excavation, including mining, removal, transfer and sale of soils and minerals (the "Proposed Use") was denied by the City of Cleveland Zoning Administrator (the "Zoning Administrator"); and

WHEREAS, the Owners and Ty, Inc. have appealed the denial to the City of Cleveland Board of Zoning Appeals (the "BZA") and have filed additional appeals with the BZA for: a) a special permit for the Proposed Use under Section 345.04(b) of the Codified Ordinances of Cleveland, Ohio (the "C.C.O."), and/or b) a use variance authorizing the Proposed Use under Section 329.03 of the C.C.O.; and

WHEREAS, residents living in the vicinity of the Property expressed strong opposition to the Proposed Use at a public meeting hosted by Old Brooklyn Community Development Corporation, WireNet, Cleveland City Councilmember Brancatelli (Ward 12), and the City of Cleveland on May 22, 2010.

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

SECTION 1. That Cuyahoga County Council hereby supports the decision of the Zoning Administrator denying the application for the Proposed Use.

SECTION 2. That the Clerk of Council is hereby directed to transmit copies of this Resolution to the Chief of the Ohio Department of Natural Resources, Division of Mineral Resources Management; to the City of Cleveland Zoning Administrator; to the City of Cleveland Board of Zoning Appeals and to the Clerk of Council of the City of Cleveland.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Environment & Sustainability

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0056

Sponsored by: Councilmember Greenspan	An Ordinance establishing a General Fund Balance Reserve Policy, and declaring the necessity that this Ordinance become immediately effective.
--	---

WHEREAS, the Cuyahoga County Charter provides for the transition, effective January 1, 2011, to a county governed by an elected County Executive and an eleven member elected County Council; and,

WHEREAS, the County Council has the power to establish by ordinance establishing a General Fund Balance Reserve Policy; and,

WHEREAS, the County Council has, through the 2012-2013 Budget Goals, indicated striving to achieve a goal of an unreserved fund balance of 25% (twenty-five percent) reserve balance to current year expenditure ratio of the General Fund as an undedicated General Fund reserve; and,

WHEREAS, a formal reserve policy is recommended by various finance and accounting professional organizations and independent bond rating agencies; and,

WHEREAS, it is recognized by the Government Accounting Standards Board and the Government Finance Officers Association that it is prudent for local government entities to establish a formal reserve policy for General Operating Funds; and,

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

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

SECTION 1. The County Council hereby establishes a 25% (twenty-five percent) (*current protocol*) of the General Fund as an undedicated General Fund reserve of the current fiscal period's ongoing budgeted operating expenditures as a General Fund reserve.

SECTION 2. The reserve may only be used to stabilize revenues, mitigate a projected deficit in the current operating period, retire or defease

outstanding bonds or notes of the County, fund one-time or unanticipated expenditures and pay judgments.

SECTION 3. An affirmative vote of eight members of the County Council is required to reduce the approved General Fund reserve policy.

SECTION 4. Effective Date. It is necessary that this Ordinance become immediately effective in order that critical services being provided by Cuyahoga County can continue without interruption, and to continue the usual daily operation of the County. Provided that this Ordinance receives the affirmative vote of eight members of the County Council, this Ordinance shall become immediately effective upon signature of the County Executive.

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0057

Sponsored by: Councilmember Greenspan	An Ordinance establishing a General Fund Balance Reserve Replenishment Plan, and declaring the necessity that this Ordinance become immediately effective.
--	---

WHEREAS, the Cuyahoga County Charter provides for the transition, effective January 1, 2011, to a county governed by an elected County Executive and an eleven member elected County Council; and,

WHEREAS, the County Council has the power to establish by ordinance establishing a General Fund Balance Reserve Replenishment Plan; and,

WHEREAS, the County Council has, through the 2012-2013 Budget Goals, indicated it is desirous of replenishing the General Fund Balance Reserve should the County Council vote to use any such funds; and,

WHEREAS, a formal reserve replenishment policy may be looked upon favorably by various debt rating agencies; and,

WHEREAS, it is recognized that it is prudent to establish a formal reserve replenishment policy; and,

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

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

SECTION 1. If the General Fund Reserve is not at the level stated in General Fund Balance Reserve Ordinance then that fund shall be replenished at the rate of 100% (one-hundred percent) of any excess in stated General Fund Revenue realized in the then approved year operating budget.

SECTION 2. If the General Fund Reserve is not at the level stated in General Fund Balance Reserve Ordinance then that fund shall be replenished from the proceeds of the sale of county property.

SECTION 3. If the General Fund Reserve is not at the level stated in General Fund Balance Reserve Ordinance then that fund shall be replenished from the subsequent years operating budget.

SECTION 4. Effective Date. It is necessary that this Ordinance become immediately effective in order that critical services being provided by Cuyahoga County can continue without interruption, and to continue the usual daily operation of the County. Provided that this Ordinance receives the affirmative vote of eight members of the County Council, this Ordinance shall become immediately effective upon signature of the County Executive.

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0058

Sponsored by: Councilmember Greenspan	An Ordinance establishing a Health and Human Services Fund Balance Reserve Policy, and declaring the necessity that this Ordinance become immediately effective.
--	---

WHEREAS, the Cuyahoga County Charter provides for the transition, effective January 1, 2011, to a county governed by an elected County Executive and an eleven member elected County Council; and

WHEREAS, the County Council has the power to establish by ordinance establishing a Health and Human Services Fund Balance Reserve Policy; and,

WHEREAS, the County Council has, through the 2012-2013 Budget Goals, indicated striving to achieve a goal of an unreserved fund balance of 15% (fifteen percent) reserve balance to current year expenditure ratio of the Health and Human Services Fund as an undedicated Health and Human Services Fund reserve; and,

WHEREAS, a formal reserve policy is recommended by various finance and accounting professional organizations and independent bond rating agencies; and,

WHEREAS, it is recognized by the Government Accounting Standards Board and the Government Finance Officers Association that it is prudent for local government entities to establish a formal reserve policy for Health and Human Services Operating Funds; and,

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

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

SECTION 1. The County Council hereby establishes a 15% (fifteen percent) of the Health and Human Services Fund as an undedicated Health and Human Services Fund reserve of the current fiscal period's ongoing budgeted operating expenditures as a Health and Human Services Fund reserve.

SECTION 2. The reserve may only be used to stabilize revenues, mitigate a projected deficit in the current operating period, retire or defease outstanding bonds or notes of the County, fund one-time or unanticipated expenditures and pay judgments.

SECTION 3. An affirmative vote of eight members of the County Council is required to reduce the approved Health and Human Services Fund reserve policy.

SECTION 4. Effective Date. It is necessary that this Ordinance become immediately effective in order that critical services being provided by Cuyahoga County can continue without interruption, and to continue the usual daily operation of the County. Provided that this Ordinance receives the affirmative vote of eight members of the County Council, this Ordinance shall become immediately effective upon signature of the County Executive.

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0059

Sponsored by: Councilmember Greenspan	An Ordinance establishing a Health and Human Services Fund Balance Reserve Replenishment Plan, and declaring the necessity that this Ordinance become immediately effective.
--	---

WHEREAS, the Cuyahoga County Charter provides for the transition, effective January 1, 2011, to a county governed by an elected County Executive and an eleven member elected County Council; and,

WHEREAS, the County Council has the power to establish by ordinance establishing a Health and Human Services Fund Balance Reserve Replenishment Plan; and,

WHEREAS, the County Council has, through the 2012-2013 Budget Goals, indicated it is desirous of replenishing the Health and Human Services Fund Balance Reserve should the County Council vote to use any such funds; and,

WHEREAS, a formal reserve replenishment policy may be looked upon favorably by various debt rating agencies; and,

WHEREAS, it is recognized that it is prudent to establish a formal reserve replenishment policy; and,

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

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

SECTION 1. If the Health and Human Services Fund Reserve is not at the level stated in Health and Human Services Fund Balance Reserve Ordinance then that fund shall be replenished at the rate of 100% (one-hundred percent) of any excess in stated Health and Human Services Revenue realized in the then approved year operating budget.

SECTION 2. If the Health and Human Services Fund Reserve is not at the level stated in Health and Human Services Fund Balance Reserve Ordinance then that fund shall be replenished from the proceeds of the sale of county property.

SECTION 3. If the Health and Human Services Fund Reserve is not at the level stated in Health and Human Services Fund Balance Reserve Ordinance then that fund shall be replenished from the General Fund Reserve.

SECTION 4. If the Health and Human Services Fund Reserve is not at the level stated in Health and Human Services Fund Balance Reserve Ordinance then that fund shall be replenished from the subsequent years operating budget.

SECTION 5. Effective Date. It is necessary that this Ordinance become immediately effective in order that critical services being provided by Cuyahoga County can continue without interruption, and to continue the usual daily operation of the County. Provided that this Ordinance receives the affirmative vote of eight members of the County Council, this Ordinance shall become immediately effective upon signature of the County Executive. .

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0060

Sponsored by: Councilmember Greenspan	An Ordinance establishing a Discretionary Funds Utilization Policy, and declaring the necessity that this Ordinance become immediately effective.
--	--

WHEREAS, the Cuyahoga County Charter provides for the transition, effective January 1, 2011, to a county governed by an elected County Executive and an eleven member elected County Council; and,

WHEREAS, the County Council has the power to establish by ordinance establishing a Discretionary Funds Utilization Policy; and,

WHEREAS, the County Council has, through the 2012-2013 Budget Goals, indicated it is desirous of establishing a specific protocol for expending funds in excess any applicable Fund Balance Reserve Balance; and,

WHEREAS, a formal Discretionary Funds Policy may be looked upon favorably by various debt rating agencies; and,

WHEREAS, it is recognized that it is prudent to establish a formal Discretionary Funds Policy; and,

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

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

SECTION 1. If the funds above the stated reserves are available.

SECTION 2. If two-thirds of the County Council votes in the affirmative to expend such funds.

SECTION 3. If such funds are expended, it is to be done so are treated as a one-time expenditure and no further expectations of future funding for stated expenditures shall be inferred.

SECTION 4. Effective Date. It is necessary that this Ordinance become immediately effective in order that critical services being provided by Cuyahoga

County can continue without interruption, and to continue the usual daily operation of the County. Provided that this Ordinance receives the affirmative vote of eight members of the County Council, this Ordinance shall become immediately effective upon signature of the County Executive.

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0042

Sponsored by: Councilmembers Simon, Miller, Rogers, Connally, Brady and Conwell	An Ordinance providing for adoption of a policy granting health benefits to domestic partners of County employees, and declaring the necessity that this Ordinance become immediately effective.
--	---

WHEREAS, Section 9.01 of the Charter of Cuyahoga County (the “Charter”) provides that the County’s Human Resources Policies and Systems for County employees shall be established by ordinance while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 12.07 of the Charter provides that all County employees shall be appointed, employed, promoted and compensated without regard to their race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.02 of the Charter provides that the Human Resource Commission shall have authority to ensure standardization of benefits and such other functions as may be deemed necessary by the Council for the Human Resource Commission to carry out its mission and purpose; and,

WHEREAS, the County’s current health benefits policy specifically restricts family coverage to a legally married spouse of an employee and dependent children; and,

WHEREAS, Adoption of a policy providing health benefits to domestic partners is necessary to create fairness amongst County employees with regard to compensation and to allow the County to be competitive in attracting the “best and brightest” talent to work for Cuyahoga County government; and,

WHEREAS, Offering health benefits to domestic partners is consistent with the County’s commitment to social and economic justice, diversity, and inclusiveness; and,

WHEREAS, It is necessary that this Ordinance become immediately effective in order to provide sufficient time for the Human Resource Commission to meet the deadlines set forth herein.

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

SECTION 1. Pursuant to the authority granted in Section 9.02 of the Charter, and in accordance with the mandate in Section 9.01 of the Charter, the Human Resource Commission is hereby directed to prepare and submit to Council a policy providing for health benefits for domestic partners of County employees. This policy shall be submitted to Council no later than October 4, 2011. The policy shall be submitted in the form of an amendment to this Ordinance and shall include, but not be limited to, the following elements:

- (A) A domestic partner registration and documentation process for all County employees and their same-sex or opposite-sex domestic partners; and
- (B) Amendment to all applicable County health benefit policies to include all domestic partners registered under the process developed in accordance with subsection (A) above.

SECTION 2. It is necessary that this Ordinance become immediately effective in order to provide sufficient time for the Human Resource Commission to meet the deadlines set forth herein. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: August 23, 2011

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

Second Reading/Referred to Committee: October 25, 2011

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

Journal CC004

December 6, 2011

CO753426 – TASC SAMHSA FY11/12		
Personal Services	\$	85,800.00

Funding Source: United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA). No cash match is required.

C.	21A060 – TASC ADAMHSB VRP3		BA1100974
	CO753392 – TASC ADAMHSB VRP3 FY11/12		
	Personal Services	\$	238,177.00
	Other Expenses	\$	279,657.00

Funding Source: Alcohol Drug Addition and Mental Health Services Board of Cuyahoga County. No cash match is required.

D.	21A020 - TB Control Program – Metro Health		BA1100971
	HS157313- TB Control Program – Metro Health		
	Other Expenses	\$	31,750.00

Funding Source: Ohio Department of Health. There is no cash match requirement for this funding.

E.	21A058 - FY2011 Second Chance Act Adult Offender Reentry		BA1100970
	HS157354- FY2011 Second Chance Act Adult Offender Reentry		
	Other Expenses	\$	685,303.00

Funding Source: Department of Justice, Bureau of Justice Assistance.

F.	21A/939Adoption Opportunities Grant		BA1100947
	CF753962 – Adoption Opportunities Grant		
	Other Expenses	\$	400,000.00

Funding Source: Federal Department of Health and Human Services.

G.	20A807 – EC Invest In Children		BA1100948
	EC451393 – Program Administration		
	Other Expenses	\$	8,000.00

Funding Source: Developer’s Diversified Realty Corp.

H.	21A759 – Mt. Sinai H/Care Found. Invest In Children		BA1100952
	EC720888 – Mt. Sinai H/Care Found. Invest In Children		
	Other Expenses	\$	200,000.00

Funding Source: Mt. Sinai Health Care Foundation.

I.	22A003 – 2008 Neighborhood Stabilization Program (NSP)		BA1100918
	DV712810 – 2008 NSP Project Plan		
	Other Expenses	\$	64,801.65

Funding Source: Department of Housing and Urban Development.

J.	40S014 – Energy Efficiency & Conservation Block C Grant (EECBG) C770917 – EECBG Wind Turbine Project	BA1100976
	Other Expenses	\$ 391,486.00

Funding Source: Federal Stimulus dollars passed through the Department of Energy.

K.	22A979 – Clean Ohio Program DV712851 – Clean Ohio Revitalization Fund (CORF) – American Industrial Buildings	BA1100977
	Other Expenses	\$ 3,000,000.00

Funding Source: Ohio Department of Development.

L.	22S274 – Home Weatherization Assistance Program (HWAP) American Recovery and Reinvestment Act (ARRA) 2009-2010 DV725200 – HWAP ARRA Dept of Energy (DOE) Health and Safety 2009-2010	BA1100978
	Other Expenses	\$ 2,125.00

Funding Source: Federal Stimulus dollars passed through the Department of Energy.

M1.	40A524 – Ohio Department of Public Works Integrating Committee CE785220 – Noble Road	BA1100984
	Capital Outlays	\$ 1,700,000.00

M2.	40A524 – Ohio Department of Public Works Integrating Committee CE785212 – Snow Road Bridget # 220	
	Capital Outlays	\$ 1,000,000.00

M3.	40A524 – Ohio Department of Public Works Integrating Committee CE785204 – Prospect Road Culvert #9	
	Capital Outlays	\$ 900,000.00

M4.	40A524 – Ohio Department of Public Works Integrating Committee CE785238 – Barrett Road	
	Capital Outlays	\$ 4,500,000.00

Funding Source: Funding for Noble Road is 40% Issue I and 60% Cuyahoga County (\$7.50 Fund). Funding for the Snow Road Bridget # 220 project is 40% Issue I and 60% Cuyahoga County (\$7.50 Fund). Funding for the Prospect Road Culvert #9 project is 20% Issue I and 80% Cuyahoga County (\$5.00 Fund). Finally, funding for the Barrett Road Project is 50% Issue I and 50% Cuyahoga County (\$7.50 Fund).

N.	40A526 – Ohio Department of Transportation - Local Projects Administration (ODOT - LPA) CE785006 – ODOT - LPA	BA1100985
	Capital Outlays	\$ 15,260,000.00

Funding Source: Funding for the Rockside Road – Turney to Broadway is 80% Federal Highway Administration dollars passed through ODOT and 20% Cuyahoga County (\$5.00 Fund). Funding for the Snow Road / Rockside Road project is 80% Federal (FHA funds), 10% Cuyahoga County (\$5.00 Fund) and 10% from the cities of Parma and Seven Hills. Finally, funding for the Snow Road – West 130th to Ridge Road project is 80% Federal and 20% Cuyahoga County (\$5.00 Fund).

O1.	21A089 – Categorical Grants - Other	BA1100986
	CE757823 – Great Lakes Restoration – Phase I	
	Capital Outlays	\$ 1,750,000.00
O2.	21A089 – Categorical Grants - Other	
	CE757831 – Great Lakes Restoration – Phase II	
	Capital Outlays	\$ 1,750,000.00

Funding Source: Environmental Protection Agency.

P.	22S056 – 2011 State Efficient Appliance Rebate Program	BA1100987
	DV703470 – 2011 State Efficient Appliance Rebate Program	
	Other Expenses	\$ 59,377.00

Funding Source: Department of Energy passed through the Ohio Department of Development.

Q.	21A176 – Treatment capacity Expansion	BA1101006
	CO752824 – Treatment Capacity Expansion FY2011	
	Personal Services	\$ (24,641.34)

Funding Source: Revenue generating agreement with the Alcohol, Drug Addiction and Mental Health Services Board.

R1.	24A301 – Children and Family Services	BA1100962
	CF135509- Direct Services	
	Other Expenses	\$ (100,000.00)
R2.	20A303 – Children Services Fund	
	CF134023- Adoption Services	
	Other Expenses	\$ (105,548.78)
R3.	21H892 – Annie E. Casey Foundation	
	CF783118- Sobriety Treatment	
	Other Expenses	\$ (13,901.86)
R4.	20A303 – Children Services Fund	BA1100961
	CF134049- Services	
	Other Expenses	\$ (9,051,254.98)

Funding Source: Health and Human Services Levy Fund.

S.	24A435 – Cuyahoga Tapestry System of Care	BA1100957
	HS158089- Cuyahoga Tapestry System of Care (CTSOC)	

Other Expenses \$ (844,566.14)

Funding Source: Health and Human Services Levy Fund.

T. 20A615 – Office of Homeless Services **BA1100960**
HS507301- Office of Homeless Services
Other Expenses \$ (1,200.80)

Appropriation decrease is requested to reduce excess appropriations in the various index codes for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contracts for The Office of Homeless Services. The funding source is primarily the Health and Human Services levies.

U1. 24A635 – EC Invest In Children **BA1100959**
EC451484- Early Childhood Admin
Other Expenses \$ (2.40)

U2. 24A635 – EC Invest In Children
EC451435- Early Start
Other Expenses \$ (1,241.07)

U3. 24A635 – EC Invest In Children
EC451443- Health and Safety
Other Expenses \$ (3,767.16)

U4. 21A018 – St. Luke’s Foundation/Med Home Program
EC720730- St. Luke’s Foundation/Med Home Program
Other Expenses \$ (1,321.28)

U5. 24A635 – EC Invest In Children
EC451450- Quality Childcare
Other Expenses \$ (17,239.73)

Funding Source: Health and Human Services Levy Fund.

V. 24A640 – FCFC Public Assistance **BA1100958**
FC451492- Family and Children First Council PA
Other Expenses \$ (60,207.37)

Funding Source: Health and Human Services Levy Fund.

W1. 29A391 - 4.8 Mill HHS Levy **BA1101012**
SU514422 – Executive Office of HHS Subsidy
Other Expenses \$ (1,755,000.00)

W2. 29A391 - 4.8 Mill HHS Levy
SU514281 – Office of Homeless Services Subsidy
Other Expenses \$ 641,989.00

W3. 29A391 - 4.8 Mill HHS Levy

SU514364 – Human Services Other Subsidy
 Other Expenses \$ 370,312.00

W4. 29A391 - 4.8 Mill HHS Levy
 SU514398 – Invest In Children Subsidy
 Other Expenses \$ 1,391,578.00

W5. 29A391 - 4.8 Mill HHS Levy
 SU514547 – Office of Reentry Subsidy
 Other Expenses \$ 1,398,608.00

Funding Source: Health and Human Services Levy Fund..

X. 20A875 – CCCMHB- Behavioral MH/Juv Justice **BA1101011**
 JC753418 – 11/12 Behavioral Mental Health/Juv Justice
 Personal Services \$ 113,160.88
 Other Expenses \$ 2,070.12

Funding Source: Agreement between Cuyahoga County Alcohol, Drug Addiction and Mental Health Services Board and the Cuyahoga County Juvenile Court.

Y. 29A391 – Health & Human Services 4.8 **BA1101007**
 SU514331 – Children Witness Violence Subsidy
 Other Expenses \$ 1,300,000.00

Funding Source: Department of Public Safety and Justice Services.

Z1. 01A001 – General Fund **BA1101008**
 SU513515 – Custody Mediation
 Other Expenses \$ 4,430.00

Z2. 01A001 – General Fund
 SU513754 – CRIS Subsidy
 Other Expenses \$ 202,035.00

Funding Source: General Fund.

AA. 20A806 – Carrying Concealed Weapon Application Fees **BA1100965**
 SH350108 – Carrying Concealed Weapons Application Fees
 Capital Outlays \$ 7,000.00

Funding Source: Application fees for permits to carry concealed weapons and web checks.

BB. 21A762 – Port Security Grant **BA1100989**
 JA767954 – Port Security Grant FFY11-2011/2014
 Personal Services \$ 45,381.78
 Other Expenses \$ 954,618.22

Funding Source: United States Department of Homeland Security, Federal Emergency Management.

CC.	20A425 – Treatment Services Medicaid Funds	BA1101000
	JA107722 – Treatment Services Medicaid Funds	
	Other Expenses	\$ (13,714.13)

Funding Source: Funding was from Medicaid reimbursements.

DD.	20A067 – NE Ohio Regional Fusion Center	BA1101001
	JA108779 – Northeast Ohio Regional Fusion Center	
	Other Expenses	\$ (45,206.06)

Funding Source: Funding was from grant reimbursements covering the period January 1, 2011 through September 30, 2011.

EE.	20A435 – TASC Medicaid Funds	BA1101002
	JA107714 – TASC Medicaid Funds	
	Personal Services	\$ (29,383.72)
	Other Expenses	\$ (12,556.04)
	Capital Outlays	\$ (52.00)

Funding Source: Funding was from Medicaid reimbursements covering the period January 1, 2011 through September 30, 2011.

FF.	21A854 – DNA Backlog Reduction Program	BA1101003
	CR753350 – 11/13 DNA Backlog Reduction Program	
	Personal Services	\$ 116,507.84
	Other Expenses	\$ 7,210.16

Funding Source: United States Department of Justice. Office of Justice Programs, National Institute of Justice.

GG.	01A001 - General Fund	BA1101039
	SU513457 – Planning Commission Subsidy	
	Other Expenses	\$ 220,895.00

Funding Source: General Fund Subsidy.

HH.	01A001 - General Fund	BA1100830
	MC001016 – Medical Mart Operating Account	
	Other Expenses	\$ 5,550,000.00

Funding Source: The funding source for the bonds is non tax revenues of the County made available by the 0.25% increase to the sales tax.

II.	01A001 – General Fund	BA1100831
	SU511535 – Medical Mart Debt Service	
	Other Expenses	\$ (1,555,179.00)

A decrease in the Medical Mart debt service subsidy account is being requested to cover realignment of the Brownfield and Commercial Redevelopment debt service accounts.

JJ.	01A001 – General Fund	BA1100832
-----	-----------------------	------------------

SU513762 – Brownfield Redevelopment Pledge
 Other Expenses \$ 792,130.00

Increase in appropriation to cover 2011 debt service payment for Brownfield Fund.

KK. 01A001 – General Fund **BA1100832**
 SU514125 – Community Redevelopment Fund Subsidy
 Other Expenses \$ 346,925.00

Increase in appropriation to cover annual debt service contribution for Commercial Redevelopment Fund.

LL. 01A001 – General Fund **BA1100833**
 SU513523 – Whiskey Island Purchase - General Fund Subsidy
 Other Expenses \$ 164,000.00

An additional appropriation to allow a cash transfer to post for the seventh year payment of the promissory note for the purchase of Whiskey Island.

MM. 51A404 – County Parking Garage **BA1101025**
 CT571133 – Courthouse Square Parking Lot
 Other Expenses \$ 406,556.00

Funding Source: Funding for the County Parking Garage comes from parking fees paid by parking patrons.

SECTION 2. That the 2011 Annual Appropriation Measure be amended to provide for the following appropriation transfers:

<u>Fund Nos. /Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM:	24A510 - Work & Training Admin WT137315- Work First Services Other Expenses \$ 362,823.96	BA1100953
TO:	24A510 - Work & Training Admin WT137471 - Mount Pleasant NFSC Other Expenses \$ 362,823.96	

Funding Source: Health and Human Services Levy Fund.

B. FROM:	24A301 – Children & Family Services CF135509 – Direct Services Personal Services \$ 15,000.00	BA1100956
TO:	24A301 – Children & Family Services CF135541 – Multi-Systemic Therapy (MST) Unit Personal Services \$ 15,000.00	

Funding Source: Health and Human Services Levy Fund.

C. FROM: 01A001 – General Fund **BA1100999**
CA360057 – Court of Appeals
Other Expenses \$ 46,000.00

TO: 01A001 – General Fund
CA360057 – Court of Appeals
Personal Services \$ 46,000.00

Funding Source: General Fund

D. FROM: 22A719 – Home 2010 **BA1100916**
DV713297 – Home Administration Operations FY2010
Other Expenses \$ 9,034.00

TO: 22A719 – Home 2010
DV713438 – Home Project Plan FY2010
Other Expenses \$ 9,034.00

Funding Source: Department of Housing and Urban Development.

E. FROM: 22A003 – 2008 Neighborhood Stabilization Program **BA1100917**
(NSP)
DV712802 – 2008 NSP Administration
Other Expenses \$ 275,000.00

TO: 22A003 – 2008 Neighborhood Stabilization Program (NSP)
DV712810 – 2008 NSP Project Plan
Other Expenses \$ 275,000.00

Funding Source: Department of Housing and Urban Development.

F1. FROM: 22S145 – Energy Efficiency and Conservation Block **BA1100920**
Grant (EECBG) Block Grant
DV713776 – EECBG Green Energy Implementation
Other Expenses \$ 245,459.00

TO: 22S145 – Energy Efficiency and Conservation Block Grant (EECBG)
Block Grant
DV713875 – EECBG Municipal Grant Program
Other Expenses \$ 245,459.00

F2. FROM: 22S145 – Energy Efficiency and Conservation Block **BA1100921**
Grant (EECBG) Block Grant
DV713677 – EECBG Renewable and Advanced Energy Technology
(RAET) Master Plan
Other Expenses \$ 97,730.00

TO: 22S145 – Energy Efficiency and Conservation Block Grant (EECBG)
Block Grant
DV713578 – EECBG Administration Operating

Personal Services	\$	78,000.00
Other Expenses	\$	19,730.00

Funding Source: Federal stimulus dollars from the Department of Energy.

G. FROM: 22S274 – Home Weatherization Assistance Program **BA1100979**
 (HWAP) American Recovery and Reinvestment Act (ARRA) 2009-2010
 DV725242 – HWAP ARRA Health and Human Services (HHS) Support
 2009-2010
 Capital Outlays \$ 17,378.60

TO: 22S274 – HWAP ARRA 2009-2010
 DV725242 – HWAP ARRA HHS Support 2009-2010
 Other Expenses \$ 17,378.60

Funding Source: Federal stimulus dollars passed through the Department of Health and Human Services.

H. FROM: 22S274 – Home Weatherization Assistance Program **BA1100980**
 (HWAP) American Recovery and Reinvestment Act (ARRA) 2009-2010
 DV725218 – HWAP ARRA Dept of Energy (DOE) Support 2009-10
 Capital Outlays \$ 1,699.72

TO: 22S274 – HWAP ARRA 2009-2010
 DV725218 – HWAP ARRA DOE Support 2009-2010
 Other Expenses \$ 1,699.72

Funding Source: Federal stimulus dollars pass through the Department of Energy.

I. FROM: 61A607 – Centralized Custodial Services **BA1100983**
 CT571034 – Buildings & Grounds – Special Trades
 Personal Services \$ 150,000.00

TO: 61A607 – Centralized Custodial Services
 CT577395 – Buildings & Grounds – Trades Services
 Other Expenses \$ 140,000.00
 Capital Outlays \$ 10,000.00

Funding Sources: Funding for Special Trades and Trades Services comes from space maintenance charges to user agencies.

J. FROM: 63A100 – Information Services Center **BA1101009**
 IS821009 – Information Services Center
 Personal Services \$ 20,000.00

TO: 63A100 – Information Services Center
 IS821009 -- Information Services Center
 Capital Outlay \$ 20,000.00

Funding Source: Charges to agencies for data processing services.

K. FROM: 21A837 – State Homeland Security (SHSG) **BA1100966**
 JA763391 – FY2008 State Homeland Security (SHSP)
 Personal Services \$.68

TO: 21A837 – State Homeland Security (SHSG)
 JA763391 – FY2008 State Homeland Security (SHSP)
 Capital Outlays \$.68

Funding Source: United State Department of Homeland Security passed through Ohio Emergency Management Agency covering the period September 1, 2008 through June 30, 2011.

L. FROM: 21A218 – State SHSP-Law Enforcement **BA1100967**
 JA767913 – FFY10 State Homeland-Law Enforcement 10/13
 Other Expenses \$ 90,300.00

TO: 21A218 – State SHSP-Law Enforcement
 JA767913 – FFY10 State Homeland-Law Enforcement 10/13
 Capital Outlays \$ 90,300.00

Funding Source: United State Department of Homeland Security passed through Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013.

M. FROM: 01A001 – General Fund **BA1100996**
 DR391052 – Domestic Relations
 Other Expenses \$ 14,875.00

TO: 01A001 – General Fund
 DR495515 – Domestic Relations Child Support
 Personal Services \$ 12,643.00

TO: 01A001 – General Fund
 DR391052 – Domestic Relations
 Personal Services \$ 2,232.00

Funding Source: General Fund, 2011.

N. FROM: 20A806 – Carrying Concealed Weapons **BA1101004**
 Application Fee
 SH350108 – Carrying Concealed Weapons Application Fee
 Other Expenses \$ 8,000.00

TO: 20A806 – Carrying Concealed Weapons Application Fee
 SH350108 – Carrying Concealed Weapons Application Fee
 Capital Outlays \$ 8,000.00

Funding Source: Funding is from fees generated from application fees to permits to carry a concealed weapons covering the period January 1, 2011 through December 31, 2011. Sufficient cash exists for this request.

O. FROM: 01A001 – General Fund **BA1101005**

JA301325 – Justice Services-Criminal Justice Administration
 Other Expenses \$ 6,000.00

TO: 01A001 – General Fund
 JA302224 – Public Safety Grants Administration
 Other Expenses \$ 6,000.00

Funding Source: General Fund.

P. FROM: 01A001 – General Fund **BA1100835**
 CC012831 – Transition Advisory Group
 Other Expenses \$ 465,000.00

TO: 01A001 – General Fund
 SU514141 – General Fund Subsidy
 Other Expenses \$ 465,000.00

Funding Source: General Fund

SECTION 3. That the 2011 Annual Appropriation Measure be amended to provide for the following cash transfers between County funds.

Fund Nos. /Budget Accounts **Journal Nos.**

A. FROM: 68A100 – Hospitalization Self-Insurance Fund **JT1100015**
 CC499202 – Human Resources Benefits Office
 Transfer Out \$ 36,000.00

TO: 80P237 – RTA Monthly Pass
 ND509026 – RTA Monthly Pass
 Revenue Transfer \$ 36,000.00

Funding Source: Funding for the self-insurance fund comes from employer and employee contributions.

B. FROM: 26A601 – General Gas and License Fees **JT1100016**
 CE411058 – County Engineer - Administration
 Transfer Out \$ 10,630.00

TO: 21A550 – Towpath Trail Survey - OECA
 CE757773 - Trail Engineering and Signage Design '09
 Revenue Transfer \$ 10,630.00

Funding Source: Environmental Protection Agency.

C. FROM: 01A001 – General Fund **JT1100017**
 SU513200 – County Airport
 Transfer Out \$ 621,302.00

TO: 52A100 – County Airport

DV520031 – County Airport District
 Revenue Transfer \$ 621,302.00

Funding Source: General Fund Subsidy and fees from airport operations.

D1. FROM: 29A391– 4.8 Mill HHS Levy **JT1100135**
 SU514422 – Executive Office of HHS Subsidy
 Transfer Out \$ 800,458.00

TO: 24A430 – Executive Office of HHS
 HS157289 – Executive Office of HHS
 Revenue Transfer \$ 800,458.00

D2. FROM: 29A391– 4.8 Mill HHS Levy
 SU514372 – System of Care Subsidy
 Transfer Out \$ 4,213,115.00

TO: 24A435 – Cuyahoga Tapestry System of Care
 HS158089 – Cuyahoga Tapestry System of Care
 Revenue Transfer \$ 4,213,115.00

D3. FROM: 29A391 – 4.8 Mill HHS Levy
 SU514430 - Employment & Family Services Subsidy
 Transfer Out \$ 3,371,882.00

29A390 – 2.9 Mill HHS Levy
 SU513986 - Employment & Family Services Subsidy
 Transfer Out \$ 2,247,522.00

TO: 24A510 – Employment & Family Services
 WT137109 – Administrative Services
 Revenue Transfer \$ 5,619,404.00

D4. FROM: 29A391 – 4.8 Mill HHS Levy
 SU514299 – Children & Family Services Subsidy
 Transfer Out \$ 6,255,965.00

29A390 – 2.9 Mill HHS Levy
 SU513960 – Children & Family Services Subsidy
 Transfer Out \$ 3,518,981.00

TO: 24A301 – Children & Family Services
 CF135467 - Administrative Services – CF
 Revenue Transfer \$ 9,774,946.00

D5. FROM: 29A391 – 4.8 Mill HHS Levy
 SU514414 – Senior and Adult Services Subsidy
 Transfer Out \$ 1,621,448.00

29A390 – 2.9 Mill HHS Levy
 SU513994 – Senior and Adult Services Subsidy
 Transfer Out \$ 1,621,448.00

TO:	24A601 – Senior & Adult Services SA138321 - Administrative Services Revenue Transfer	\$ 3,242,896.00
D6.FROM:	29A391 – 4.8 Mill HHS Levy SU514315 – Children Services Fund – Bd & Care Subsidy Transfer Out	\$ 12,486,603.00
	29A390 – 2.9 Mill HHS Levy SU513978 – Children Services Fund – Bd & Care Subsidy Transfer Out	\$ 12,486,603.00
TO:	20A303 – Children Services Fund CF134049 – Purchased Congregate & Foster Care Revenue Transfer	\$ 24,973,206.00
D7.FROM:	29A391 – 4.8 Mill HHS Levy SU514349 – Family and Children First Subsidy Transfer Out	\$ 1,971,559.00
TO:	24A640 – Family And Children First PA FC451492 – Family And Children First PA Revenue Transfer	\$ 1,971,559.00
D8.FROM:	29A391 – 4.8 Mill HHS Levy SU514281 – Office of Homeless Services Subsidy Transfer Out	\$ 1,815,776.00
TO:	20A615 – Office of Homeless Services HS507301 – Office of Homeless Services Revenue Transfer	\$ 1,815,776.00
D9.FROM:	29A391 – 4.8 Mill HHS Levy SU514281 – Office of Homeless Services Subsidy Transfer Out	\$ 4,186,985.00
TO:	24A641 – Office of Homeless Services HS158097 – Office of Homeless Services Revenue Transfer	\$ 4,186,985.00
D10.FROM:	29A391 – 4.8 Mill HHS Levy SU514364 – Human Services Other Subsidy Transfer Out	\$ 1,120,813.00
TO:	20A495 – Human Services Other Programs MI511410 – Human Services Other Programs Revenue Transfer	\$ 1,120,813.00
D11.FROM:	29A391 – 4.8 Mill HHS Levy SU514323 – Children w/Medical Handicap Subsidy	

	Transfer Out	\$	1,180,513.00	
TO:	24A530 – Children w/Medical Handicap			
	WT137935 -- Children w/Medical Handicap			
	Revenue Transfer	\$	1,180,513.00	
D12.FROM:	29A391 – 4.8 Mill HHS Levy			JT1100136
	SU514398 – Invest In Children Subsidy			
	Transfer Out	\$	11,234,724.00	
TO:	20A807 – Early Childhood IIC			
	EC451385 – Administrative Services			
	Revenue Transfer	\$	985,982.00	
	24A635 – Early Childhood IIC Public Assistance			
	EC451435 – Early Start			
	Revenue Transfer	\$	10,248,742.00	
D13.FROM:	29A391 – 4.8 Mill HHS Levy			
	SU514547 – Office of Reentry Subsidy			
	Transfer Out	\$	2,192,812.00	
TO:	24A878 – Office of Reentry			
	HS749069 – HHS Office of Reentry			
	Revenue Transfer	\$	2,192,812.00	

Funding Source: Health and Human Levy Fund.

E. FROM:	29A391 – Health & Human Services Levy 4.8			JT1100129
	SU514273 – Child Support Enforcement Subsidy			
	Transfer Out	\$	706,663.00	
TO:	20A600 – Cuyahoga Support Enforcement Agency			
	SE496000 – Cuyahoga Support Enforcement Agency			
	Revenue Transfer	\$	706,663.00	

Funding Source: Health and Human Levy Fund.

F. FROM:	29A391 – Health and Human Services 4.8			JT1100132
	SU514331 – Children Witness Violence Subsidy			
	Transfer Out	\$	1,293,332.00	
TO:	20A824 – Family Justice Center			
	JA107441 – Family Justice Center			
	Revenue Transfer	\$	1,293,332.00	

Funding Source: Health and Human Levy Fund.

G. FROM:	29A391 – Health and Human Services 4.8			JT1100131
	SU514331 – Children Witness Violence Subsidy			
	Transfer Out	\$	342,251.00	

29A391 – Health and Human Services 4.8
SU514497 – H&HS Subsidy Treatment Services
Transfer Out \$ 274,420.00

29A391 – Health and Human Services 4.8
SU514216 – Criminal Justice Intervention
Transfer Out \$ 140,798.00

TO: 20A824 – Family Justice Ctr.
JA107441 – Family Justice Center
Revenue Transfer \$ 342,251.00

20A803 – Treatment Services HHS
JA107185 – Treatment Services HHS
Revenue Transfer \$ 274,420.00

20A810 – Criminal Justice Intervention HHS
JA107433 – Criminal Justice Intervention HHS
Revenue Transfer \$ 140,798.00

Funding Source: Health and Human Levy Fund.

H. FROM: 01A001 – General Fund **JT1100130**
SU513515 – Custody Mediation Subsidy
Transfer Out \$ 4,430.00

01A001 – General Fund
SU513101 – Civil Defense
Transfer Out \$ 214,820.00

01A001 – General Fund
SU513754 – CRIS Subsidy
Transfer Out \$ 204,189.00

TO: 20A822 – Custody Mediation
JA108118 – Custody Mediation
Revenue Transfer \$ 4,430.00

20A390 – Emergency Management
JA100123 – Emergency Management
Revenue Transfer \$ 214,820.00

50A410 – Cuyahoga Regional Information Systems
JA090068 – Cuyahoga Regional Information System
Revenue Transfer \$ 204,189.00

Funding Source: General Fund.

I. FROM: 29A391 – Health and Human Services 4.8 **JT1100134**
SU514877 – Public Defender HHS

Transfer Out \$ 77,983.00

29A391 – Health and Human Services 4.8

SU514539 – Common Pleas HHS Subsidy

Transfer Out \$ 1,022,577.00

29A391 – Health and Human Services 4.8

SU514216 – Criminal justice Intervention

Transfer Out \$ 431,367.00

TO:

20A267 - Public Defender HHS

PD141333 – Public Defender HHS

Revenue Transfer \$ 77,983.00

20A891 – Common Pleas HHS

CO456517 – Common Pleas HHS

Revenue Transfer \$ 1,022,577.00

20A192 – TASC HHS

CO456533 – TASC HHS

Revenue Transfer \$ 431,367.00

Funding Source: Health and Human Levy Fund.

J. FROM: 20A395 – DYSR Recreation Fund **JT1100128**

JA015214 – Youth Services-Dudley Blossom

Transfer Out \$ 21,808.83

TO:

20A268 – CF Treatment Services Medicaid Funds

CF134056 – CF Treatment Services Medicaid Funds

Revenue Transfer \$ 21,808.83

Funding Source: Funding is from the trust account of Dudley Blossom for youth that were at the Youth Development Center and the remaining funds can be retained by the County for services to youth. This completes the close out of this fund with Justice Services.

K. FROM: 20A425 – Treatment Services Medicaid Funds **JR1101859**

JA107722 – Treatment Services Medicaid Funds

Transfer Out \$ 41,382.58

TO:

20A268 – CF Treatment Services Medicaid Funds

CF134056 – CF Treatment Services Medicaid Funds

Revenue Transfer \$ 41,382.58

Funding Source: Funding was from Medicaid reimbursements covering the period January 1, 2011 through September 30, 2011.

L. FROM: 20A435 – TASC Medicaid Funds **JR1101860**

JA107714 – TASC Medicaid Funds

Transfer Out \$ 40,312.29

TO: 20A099 – TASC Medicaid Funds (CO)
 CO456525 – TASC Medicaid Funds (CO)
 Revenue Transfer \$ 40,312.29

Funding Source: Funding was from Medicaid reimbursements covering the period January 1, 2011 through September 30, 2011.

M1.FROM: 29A391 – Health and Human Services Levy 4.8 **JT1100140**
 SU514224 – Juvenile Court Placement and Treatment HHS Subsidy
 Transfer Out \$ 13,250,479.00

TO: 20A811 – Juvenile Court Detention and Probation Services
 JC107524 – Juvenile Court Detention Services
 Revenue Transfer \$ 13,250,479.00

M2.FROM: 29A391 – Health and Human Services Levy 4.8
 SU514521 – HHS Subsidy Youth/Family Community Partnership
 Transfer Out \$ 3,507,404.00

TO: 20A823 – Juvenile Court HHS Youth/Family Community Part.
 JC108092 – Youth and Family Community Partnership
 Revenue Transfer \$ 3,507,404.00

Funding Source: Health and Human Levy Fund.

N. FROM: 01A001 – General Fund **JT1100141**
 SU514018 – County Storeroom Subsidy
 Transfer Out \$ 330,375.00

TO: 64A601 – Supplies
 CC577700 – County
 Revenue Transfer \$ 330,375.00

Funding Source: Funding for the County Supplies account comes from charges to agencies for the purchase of supplies.

O. FROM: 01A001 – General Fund **JT1100019**
 SU513358 – County Road and Bridges
 Transfer Out \$ 485,787.00

TO: 26A601 – General Gas and License Fees
 CE835025 – County Engineer Administration
 Revenue Transfer \$ 485,787.00

Funding Source: Funding for the Engineer comes from a general fund fixed subsidy, gas tax and license fees, cash matches from the communities, and from fines and forfeitures.

P. FROM: 01A001 – General Fund **JT1100133**
 SU513457 – Planning Commission Subsidy

	Transfer Out	\$	1,448,269.00
TO:	20A307 – County Planning Commission		
	CP522110 – County Planning Commission		
	Revenue Transfer	\$	1,448,269.00

Funding Source: General Fund Subsidy.

Q. FROM:	01A001 – General Fund		JT1100187
	SU513523 – Whiskey Island Purchase GF Subsidy		
	Transfer Out	\$	164,000.00
TO:	40A069 – Capital Projects Fund		
	CC766543 – Whiskey Island Purchase		
	Transfer In	\$	164,000.00

Funding Source: Cash from the General Fund is transferred on an annual basis to make the payment.

R. FROM:	01A001 – General Fund		JT1100194
	SU514141 – Capital Improv G/F Subsidy		
	Transfer Out	\$	613,306.00
TO:	40A069 – Capital Projects Fund		
	CC767889 – 4 th Fl. Adm. Bldg Renov. County Council Office		
	Transfer In	\$	40,000.00
TO:	40A069 – Capital Projects Fund		
	CC767921 – Admin. Executive Area Renovations		
	Transfer In	\$	292,000.00
TO:	40A069 – Capital Projects Fund		
	CC767871 – Council Chambers/Multi Purpose Room		
	Transfer In	\$	281,306.00

Funding Source: General Fund.

S. FROM:	01A001 - General Fund		JT1100188
	SU514711-Gateway Arena Debt Service Subsidy		
	Transfer Out	\$	2,432,251.00
TO:	30A905 - Debt Service-Gateway Arena		
	DS100370 - Debt Service-Gateway Arena		
	Revenue Transfer	\$	2,432,251.00

Funding Source: General Fund.

T. FROM:	01A001 - General Fund		JT1100188
	SU511535- Medical Mart Series 2010 DS Pledge		
	Transfer Out	\$	17,369,820.42

TO: 30A915 – DS - Medical Mart Series 2010
DS039115 - DS - Medical Mart Series 2010
Revenue Transfer \$ 17,369,820.42

Funding Source: General Fund.

U. FROM: 01A001 - General Fund **JT1100188**
SU513762 – Brownfield Redevelopment Pledge
Transfer Out \$ 1,570,008.00

TO: 30A910 – Brownfield Debt Service
DS039966 - Brownfield Debt Service
Revenue Transfer \$ 1,570,008.00

Funding Source: General Fund.

V. FROM: 01A001 - General Fund **JT1100188**
SU514125 – Community Redevelopment Fund Subsidy
Transfer Out \$ 1,015,165.00

TO: 30A913 – Community Redevelopment Debt Service
DS040121 - Community Redevelopment Debt Service
Revenue Transfer \$ 1,015,165.00

Funding Source: General Fund.

W. FROM: 01A001 - General Fund **JT1100189**
SU515676- Shaker Square 2000A GF Pledge
Transfer Out \$ 140,000.00

TO: 30A912 - Shaker Square 2000A Debt Service
DS039974 - Shaker Square 2000A Debt Service
Revenue Transfer \$ 140,000.00

Funding Source: General Fund.

E. FROM: 51A404-County Parking Garage **JT1100190**
CT571125 – Huntington Park Garage
Transfer Out \$ 186,444.00

TO: 30A900 – Bond Retirement General Obligation
DS039990 – Debt Service Bond Retirement General Obligation
Revenue Transfer \$ 186,444.00

Funding Source: Parking fees.

F. FROM: 51A404 – County Parking Garage **JT1100018**
CT571133 – Court House Square Parking Lot
Transfer Out \$ 406,556.00

TO: 40A069 – Capital Project Future Debt Issue
CC766246 – Land Purchase – Courthouse Square
Revenue Transfer \$ 406,556.00

Funding Source: Parking fees.

SECTION 4. This Resolution is hereby determined to be an emergency measure and that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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 CC004
December 6, 2011

November 29, 2011

Clerk of County Council

Dear Ms. Schmotzer:

What follows is a brief summary of the fiscal items, which will be presented for your consideration at the Council meeting scheduled for December 6, 2011.

Additional Appropriation Summary – Additional appropriations are needed when there is a new or increased revenue source, or a revision to the original budget appropriation that is required to cover expenses that exceed the original estimate.

A reduction in appropriation is requested in conjunction with the close out of a program, grant, project or decertification of an encumbrance.

General Fund/Health & Human Services	Amount
Children & Family Services – Decreasing appropriation in various accounts due to contract encumbrances being decertified. Funding is from the Health & Human Services Levy Fund.	-\$9,270,705.62
Cuyahoga Tapestry System of Care – Decreasing appropriation due to contract encumbrances being decertified. Funding is from the Health & Human Services Levy Fund.	-\$844,566.14
Office of Homeless Services -- Decreasing appropriation due to contract encumbrances being decertified. Funding is from the Health & Human Services Levy Fund.	-\$1,200.80
Early Childhood/Invest in Children -- Decreasing appropriation in various accounts due to contract encumbrances being decertified. Funding is from the Health & Human Services Levy Fund.	-\$23,571.64
Family & Children First Council -- Decreasing appropriation due to contract encumbrances being decertified. Funding is from the Health & Human Services Levy Fund.	-\$60,207.37
Health & Human Services Levy Subsidy Accounts – Decrease and increase appropriations to process subsidy transfers to the Public Assistance Funds.	\$2,047,487.00
Health & Human Services Levy Subsidy – Increase in appropriation to process year-end subsidy to the Witness Victim and Children Who Witness Violence programs.	\$1,300,000.00
Health & Human Services Levy Subsidy – Increasing appropriation to process year-end subsidy to Custody Mediation and CRIS.	\$206,465.00
Planning Commission Subsidy – An increase in appropriation to cover the 2011 operating subsidy.	\$220,895.00
Medical Mart Operating Account – The annual increase in appropriation for the account to track monthly operating and lease payments to the trustee bank based on the provisions in the trust indenture.	\$5,550,000.00
Medical Mart Debt Service Subsidy – A decrease in the subsidy to cover realignment of the Brownfield and Commercial Redevelopment Debt Service accounts.	-\$1,555,179.00
Brownfield Debt Service Subsidy – An increase in appropriation to cover the 2011 debt service payment.	\$792,130.00
Community Redevelopment Subsidy – An increase in appropriation to cover the 2011 debt service payment.	\$346,925.00
Whiskey Island General Fund Subsidy – An increase in appropriation to post the seventh year payment of the 10 year promissory note.	\$164,000.00
TOTAL	(\$1,127,528.57)

Other Operating Funds	Amount
Justice Services – Decreasing appropriation in the Treatment Services Medicaid Fund to close-out the account. Funding is from Medicaid reimbursements.	-\$13,714.13
Justice Services – Decreasing appropriation in the Northeast Ohio Regional Fusion Center to close-out fund. Funding is from grant reimbursements.	-\$45,206.06
Justice Services – Decreasing appropriation in the Treatment Alternatives to Street Crimes Medicaid Fund to close out the fund which is now performed by the Court of Common Pleas Corrections Planning Board. Funding is from Medicaid reimbursements.	-\$41,991.76
Public Works/County Parking Garage – An increase in appropriation to pay back start-up costs for the Court House Square Parking Lot. Funding is from parking fees.	\$406,556.00
TOTAL	\$305,644.05

Grants/Projects	Amount
-----------------	--------

Court of Common Pleas – To appropriate the Treatment Alternatives to Street Crimes Substance Abuse & Mental Health Services Administration (SAMHSA) FY10/11 grant from the U.S. Department of Health & Human Services, Substance Abuse & Mental Health Services Administration.	\$81,800.00
Court of Common Pleas – To appropriate the Treatment Alternatives to Street Crimes Substance Abuse & Mental Health Services Administration (SAMHSA) FY11/12 grant from the U.S. Department of Health & Human Services, Substance Abuse & Mental Health Services Administration.	\$85,800.00
Court of Common Pleas – To appropriate the Treatment Alternatives to Street Crimes VRP3 grant from the Ohio Rehabilitation Services Commission, the Ohio Department of Alcohol, and Drug Addictions Services.	\$517,834.00
Human Services – To appropriate the TB Control Program MetroHealth award from the Ohio Department of Health.	\$31,750.00
Human Services – To appropriate funds for the FY2011 Second Chance Act Adult Offender Re-Entry program from the Department of Justice, Bureau of Justice Assistance.	\$685,303.00
Children & Family Services – To appropriate year four of the Adoption Opportunities grant from the Federal Department of Health & Human Services.	\$400,000.00
Early Childhood/Invest in Children – To appropriate a grant from the Developer's Diversified Realty Corporation to sponsor the annual meeting.	\$8,000.00
Early Childhood – To appropriate funds received from the Mt. Sinai Health Care Foundation for the Newborn Home Visiting and County At-Risk Home Visiting programs.	\$200,000.00
Development – To appropriate program income for the 2008 Neighborhood Stabilization Program Project Plan. Funding is from the Department of Housing and Urban Development.	\$64,801.65
Capital Projects/American Recovery & Reinvestment Act (ARRA) – To appropriate funds for the Energy Efficiency & Conservation Block Grant (EECBG) program from federal stimulus dollars passed thru the Department of Energy.	\$391,486.00
Development – To appropriate the Clean Ohio Revitalization Fund (CORF) American Industrial Buildings project from the Ohio Department of Development.	\$3,000,000.00
Development – Additional appropriation to cover expenditures in the 2009 – 2010 Home Weatherization Assistance Program. Funding is from federal stimulus dollars passed thru the Department of Energy.	\$2,125.00
Public Works/Engineer – To appropriate funding for various road projects. Funding for the Nobel Road is 40% Issue I and 60% County \$7.50 Fund (\$1,700,000), Snow Road Bridge #220 is 40% Issue I and 60% County \$7.50 Fund (\$1,000,000), Prospect Road Culvert #9 funding is 20% Issue I and 80% County \$5.00 Fund (\$900,000), the Barrett Road Project is 50% Issue I and 50% County \$7.50 Fund (\$4,500,000).	\$8,100,000.00
Public Works/Engineer – To appropriate funding for the Rockside Road – Turney to Broadway (\$4.73 M) 80% Federal Highway Administration and 20% County \$5.00 Fund, Snow Road/Rockside – West 130 th to Ridge Road (\$4.73M) 80% Federal Highway Administration, 10% County \$5.00 Fund, and 10% from City of Parma and Seven Hills, and the Snow Road – West 130 th to Ridge Road (\$5.8M) 80% Federal and 20% County \$5.00 Fund.	\$15,260,000.00
Public Works/Engineer – To appropriate the Great Lakes Restoration Initiative Phase I and II for the Towpath Trail. Funding is from the Environmental Protection Agency.	\$3,500,000.00
Development – To appropriate the 2011 State Efficient Appliance Rebate Program grant from the Department of Energy.	\$59,377.00
Common Pleas – Decreasing appropriation in the Treatment Capacity Expansion grant from the Alcohol, Drug Addiction & Mental Health Services Board to close-out the grant.	-\$24,641.34
Juvenile Court – To appropriate the Behavioral Mental Health Juvenile Justice Project grant from the Alcohol, Drug Addiction, & Mental Health Services Board.	\$115,231.00
Sheriff – Increase in appropriation in the Sheriff's Carrying Concealed Weapons Application Fees account to cover the purchase of computer equipment and software. Funding is from application fees.	\$7,000.00
Justice Services – To appropriate a grant award from the U.S. Department of Homeland Security, Federal Emergency Management Agency for the implementation of the Port Wide Risk Management/Mitigation Plan.	\$1,000,000.00
Medical Examiner – To appropriate the DNA Backlog Reduction Program grant from the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice grant.	\$123,718.00
TOTAL	\$33,609,584.31

Total Additional Appropriations - All Funds	\$32,787,699.79
--	------------------------

The following represents the overall changes made to the 2011 Annual Appropriation Measure since its adoption on October 28, 2010. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation measure.

APPROPRIATION STATUS SUMMARY:

	<u>12/06 Agenda</u>	<u>Year to Date</u>	<u>Adjusted Annual Appropriation</u>
General Fund	\$ 5,725,236.00	\$ 30,491,389.19	\$ 335,408,541.19
Other Fund	\$ <u>27,062,463.79</u>	\$ <u>176,328,239.47</u>	\$ <u>1,585,322,600.71</u>
Total	\$ 32,787,699.79	\$ 206,819,628.66	\$ 1,920,731,141.90

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

General Fund/Health & Human Services	Amount
Employment & Family Services – Realigning appropriations from the Work First Services to the Mount Pleasant Neighborhood Family Service Center to cover a contract. Funding is from the Health & Human Services Levy Fund.	\$362,823.96
Children & Family Services – Realigning appropriation to cover unemployment and Early Retirement Incentive Program charges. Funding is from the Health & Human Services Levy Fund.	\$15,000.00
Court of Appeals – Realigning appropriations to cover personal services through year-end. Funding is from the General Fund.	\$46,000.00
Domestic Relations – Realigning appropriations to the proper accounts for scheduler and attorney payroll expenses. Funding is from the General Fund.	\$14,875.00
Justice Services – Realigning appropriations from the Criminal Justice Administration account to the Public Safety Grants Administration account to cover anticipated data processing charges. Funding is from the General Fund.	\$6,000.00
General Fund Transition Advisory Group – A realignment from the Transition Advisory Group to the General Fund Subsidy.	\$465,000.00
TOTAL	\$909,698.96

Other Operating Funds	Amount
Information Services Center – Realigning appropriation to cover the purchase of video equipment. Funding is from charges to user agencies.	\$20,000.00
Sheriff – Realigning appropriation to cover the purchase of new computer equipment in the Carrying Concealed Weapons Application Fee account. Funding is from application fees.	\$8,000.00
TOTAL	\$28,000.00

Grants/Projects	Amount
Development – Realignment to cover re-certification of contracts. Funding is from the Department of Housing and Urban Development.	\$9,034.00
Development – Realigning appropriation from the 2008 Neighborhood Stabilization Program (NSP) Administration account to the NSP Project Plan account to cover vendor payments. Funding is from the Department of Housing and Urban Development.	\$275,000.00
Development – Realigning appropriation from the Energy Efficiency & Conservation Block Grant (EECBG) Green Energy Implementation to the EECBG Municipal Grant Program (\$245,459.00) and from the EECBG Renewable & Advanced Energy Technology (RAET) Master Plan to the EECBG Administration Operating account (\$97,730.00). Funding is from the Department of Energy.	\$343,189.00
Development – Realigning the Home Weatherization Assistance Program (HWAP American Recovery & Reinvestment Act (ARRA) Health & Human Services (HHS) Support to cover operating expenses. Funding is from the Department of Health & Human Services.	\$17,378.60
Development – Realigning the HWAP ARRA Department of Energy (DOE) Support to cover operating expenses. Funding is from the Department of Energy.	\$1,699.72
Public Works – Central Services – Realigning appropriation from Special Trades to Building and Grounds Trades Services to cover expenses through year-end.	\$150,000.00
Justice Services – Realigning appropriation within the State Homeland Security to close-out grant. Funding is from the U.S. Department of Homeland Security.	\$.68
Justice Services – Realigning appropriations within the State SHSP Law Enforcement to cover capital expenditures. Funding is from the U.S. Department of Homeland Security.	\$90,300.00
TOTAL	\$886,602.00

Total Appropriation Transfers - All Funds	\$1,359,300.96
--	-----------------------

Cash Transfer Summary – Operating transfers support operating expenditures, related to a cash matches for a grants, transfer of taxes or fees to a debt service fund, transfers from the General Fund to a capital project fund or operating subsidies to special revenue funds, enterprise funds, or internal service funds. This type of transaction posts as an expenditure and sufficient appropriation must be available to process the transaction.

Residual Equity Transfers are non-recurring or non-routine transfers of cash between funds. They are used to close out a fund and to transfer remaining fund balance to another fund. This transaction only affects cash fund balance and does not post as a revenue or expenditure. No appropriation is required to process this type of transaction.

General Fund/Health & Human Services	Amount
Health & Human Services Subsidy – Various cash transfers of the second half of 2011 subsidy requirement to the Public Assistance operating accounts.	\$72,327,207.00
Health & Human Services Subsidy – A cash transfer to process the second half subsidy from the Health & Human Services Levy Fund to the Cuyahoga Support Enforcement Agency.	\$706,663.00
Health & Human Services Subsidy - A cash transfer to process the second half subsidy from the Health & Human Services Levy Fund to the Children Who Witness Violence and Witness Victim.	\$1,293,332.00
Health & Human Services Subsidy – Various cash transfer of the second half of 2011 subsidy payments to the Department of Public Safety and Justice Services accounts.	\$757,469.00
General Fund Subsidy – Cash transfers of the second half of 2011 subsidy payments to various Public Safety & Justice Services HHS accounts.	\$423,439.00
Health & Human Services Subsidy – Cash transfer of the second half subsidy payments to the Public Defender HHS, Common Pleas HHS, and Common Pleas Treatment Alternatives to Street Crimes HHS accounts.	\$1,531,927.00
Health & Human Services Subsidy - - Cash transfers of the second half of 2011 subsidy payments Juvenile Court Detention and Probation, and the Youth & Family Partnership accounts.	\$16,757,883.00
General Fund Subsidy – Cash transfer from the GF Road & Bridge Fund to the General Gas & License Fees.	\$485,787.00
General Fund Subsidy – Cash transfer to the County Planning Commission to cover 2011 operations.	\$1,448,269.00
Whiskey Island Purchase General Fund Subsidy – A cash transfer to cover the payment of the seventh year payment of a ten year note obligation for Whiskey Island.	\$164,000.00
Capital Projects General Fund Subsidy – Cash transfers to fund the 2011 General Fund Capital Projects. Projects were related to reconfiguring County office space.	\$613,306.00
Gateway Arena Debt Service Subsidy – A cash transfer to cover the County's portion of the 2011 principal and interest payment made in the first quarter of 2011.	\$2,432,251.00
Medical Mart General Fund Subsidy – A cash transfer to cover the County's portion of the 2011 principal and interest payment for the debt service.	\$17,369,820.42
Brownfield Redevelopment General Fund Subsidy – A cash transfer to cover the County's portion of the 2011 principal and interest payment for the debt service.	\$1,570,008.00
Community Redevelopment General Fund Subsidy - A cash transfer to cover the County's portion of the 2011 principal and interest payment for the debt service.	\$1,015,165.00
Shaker Square General Fund Subsidy – A cash transfer to cover the County's portion of the 2011 principal and interest payment for the debt service.	\$140,000.00
TOTAL	\$119,036,526.42

Other Operating Funds	Amount
Hospitalization Self-Insurance Fund – A cash transfer from the Hospitalization Self Insurance Fund to the RTA Monthly Pass account to cover subsidized mass transportation passes. Funding comes from employer & employee contributions.	\$36,000.00
General Fund County Airport Subsidy – A cash transfer to the County Airport subsidy to the Airport. Funding is from fees from airport operations.	\$621,302.00
Justice Services – A residual equity transfer from the Treatment Services Medicaid Funds to the Children & Family Services Treatment Services Medicaid Fund account to prepare the account for close out. Funding is from Medicaid reimbursements.	\$41,382.58
Justice Services - A residual equity transfer from the Treatment Alternatives to Street Crimes Medicaid Funds to the Children & Family Services Treatment Alternatives to Street Crimes Medicaid Fund account to prepare the account for close out. Funding is from Medicaid reimbursements.	\$40,312.29
County Storeroom/OPD – A cash transfer to provide a one-time subsidy to cover a deficit in the Supplies account. Funding is from charges to user agencies.	\$330,375.00
County Parking Garage – A cash transfer from the County Parking Garage to the Courthouse Square Parking Lot used to fund construction of the lot. Funding was proceeds from the 2004 General Obligation debt issuance.	\$406,556.00
TOTAL	\$1,475,927.87

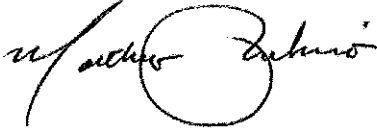
Grants/Projects	Amount
Public Works/Engineer – A cash transfer from the Administration account to the Towpath Trail Engineering & Signage Design '09 account to close out the grant. Funding is from the Environmental Protection Agency.	\$10,630.00
Justice Services – Realigning appropriation from the Youth Services Dudley Blossom fund to the Department of Children & Family Services for the MST program. Funding is a grant from the Dudley Blossom Trust.	\$21,808.83
County Parking Garage – Annual cash transfer to cover the Garage Fund's portion of the 2004 General Obligation Bond and the 2005 General Obligation Bond debt service payment.	\$186,444.00
TOTAL	\$218,882.83

Total Cash Transfers - All Funds

\$120,731,337.12

Thank you for your consideration regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew Rubino". The signature is fluid and cursive, with a large, circular flourish at the end.

Matthew Rubino
Director, Office of Budget & Management
mrubino@cuyahogacounty.us
(216) 443-7448
Fax: (216) 443-7256

MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council

FROM: Matthew Rubino, Director, Office of Budget & Management

DATE: November 29, 2011

RE: Agenda Items

The Office of Budget & Management requests that the following fiscal items be presented to the members of County Council for their consideration at the meeting of December 6, 2011. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolution: Additional Appropriations

A. 21A062 – TASC SAMHSA **BA1100972**
CO753400 – TASC SAMHSA FY10/11
Personal Services \$ 81,800.00

To establish appropriations for the above grant. The SAMHSA Grant is a grant to expand the substance abuse treatment capacity for the adult drug courts. This grant covers the cost of 1.5 TASC assessors. The assessor utilizes the GAIN assessment tool to assess the adult drug court clients. The grant period is from 09/30/2010 to 09/29/2011 and the funding source is the United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA). No cash match is required.

B. 21A062 – TASC SAMHSA **BA1100973**
CO753426 – TASC SAMHSA FY11/12
Personal Services \$ 85,800.00

To establish appropriations for the above grant. The SAMHSA Grant is a grant to expand the substance abuse treatment capacity for the adult drug courts. This grant covers the cost of 1.5 TASC assessors. The assessor utilizes the GAIN assessment tool to assess the adult drug court clients. The grant period is from 09/30/2011 to 09/29/2012 and the funding source is the United States Department of Health and Human Services, Substance Abuse and Mental health Services Administration (SAMHSA). No cash match is required.

C. 21A060 – TASC ADAMHSB VRP3 **BA1100974**
CO753392 – TASC ADAMHSB VRP3 FY11/12
Personal Services \$ 238,177.00
Other Expenses \$ 279,657.00

To establish appropriations for the above grant. VRP3 is a statewide collaboration between the Ohio Rehabilitation Services Commission (RSC), the Ohio Department of Alcohol and Drug Addiction Services (ODADAS), the Ohio Department of Mental Health (ODMH) and

the Ohio Association of County Behavioral Health Authorities (OACBHA). The program focuses on a return to work program for individuals with disabilities, including addiction and mental illness who are in need of treatment to attain the goal of employment. Administrative funding covers the cost of a supervisor and 2 case managers. Case services covers the cost of treatment and other client specific needs. The grant period is from 04/01/2011 to 09/30/2012 and the funding source is the Alcohol Drug Addition and Mental Health Services Board of Cuyahoga County. No cash match is required.

D.	21A020 - TB Control Program – Metro Health	BA1100971
	HS157313- TB Control Program – Metro Health	
	Other Expenses	\$ 31,750.00

To increase appropriation to cover an additional award from the Ohio Department of Health, received as a pass thru by Cuyahoga County for use by Metro Health Hospital for tuberculosis treatment. The amended award amount now totals \$200,750. There is no cash match requirement for this funding.

E.	21A058 - FY2011 Second Chance Act Adult Offender Reentry	BA1100970
	HS157354- FY2011 Second Chance Act Adult Offender Reentry	
	Other Expenses	\$ 685,303.00

This new appropriation will cover an award from the Department of Justice, Bureau of Justice Assistance. Funding is for various planning and demonstration projects that assist formerly incarcerated felons. The funding period is from October 1, 2011 to September 30, 2012.

F.	21A/939Adoption Opportunities Grant	BA1100947
	CF753962 – Adoption Opportunities Grant	
	Other Expenses	\$ 400,000.00

The Department of Children and Family Services requests additional appropriation of \$400,000.00 in response to additional cash received for year four of the Adoption Opportunities Grant. The grant award is made pursuant to the legislative authority of the Adoption Opportunities program, of the Child Abuse Prevention and Treatment and Adoption Reform Act, as amended by the Keeping Children and Families Safe Act of 2003. There is no cash match in conjunction with this grant. The source of funding is the Federal Department of Health and Human Services.

G.	20A807 – EC Invest In Children	BA1100948
	EC451393 – Program Administration	
	Other Expenses	\$ 8,000.00

The Department of Early Childhood requests additional appropriation of \$8,000.00 for the 2011 Operating Budget to support a donation from the Developer’s Diversified Realty Corp. The donation will be used for the sponsorship of the Invest In Children Annual Meeting being held on November 17, 2011. The donation has been approved by the County Executive on October 03, 2011.

H.	21A759 – Mt. Sinai H/Care Found. Invest In Children	BA1100952
	EC720888 – Mt. Sinai H/Care Found. Invest In Children	
	Other Expenses	\$ 200,000.00

The Department of Early Childhood requests additional appropriation of \$200,000.00 for the 2011 Operating Budget to support a donation from the Mt. Sinai Health Care Foundation. The donation will be used for The Newborn Home Visiting Program and County At-Risk Home Visiting Program, for the period commencing from 8/1/2012 to 7/31/2012. The donation has been approved by the County Executive on July 19, 2011.

I.	22A003 – 2008 Neighborhood Stabilization Program (NSP) DV712810 – 2008 NSP Project Plan Other Expenses	\$ 64,801.65	BA1100918
----	--	--------------	------------------

Additional appropriation is requested for the 2008 Neighborhood Stabilization Program (NSP) Project Plan to cover the receipt of program income. When program income is received (for example, from the sale of a house), these funds are reinvested in the community in the contracts line. Funding for the 2008 NSP Project Plan comes from the Department of Housing and Urban Development.

J.	40S014 – Energy Efficiency and Conservation Block Grant (EECBG) CC770917 – EECBG Wind Turbine Project Other Expenses	\$ 391,486.00	BA1100976
----	--	---------------	------------------

Appropriation is requested for the Energy and Efficiency Conservation Block Grant Wind Turbine project to help fund the program. Funding for EECBG Block Grant programs comes from Federal Stimulus dollars passed through the Department of Energy.

K.	22A979 – Clean Ohio Program DV712851 – Clean Ohio Revitalization Fund (CORF) – American Industrial Buildings Other Expenses	\$ 3,000,000.00	BA1100977
----	---	-----------------	------------------

Appropriation is requested for the Clean Ohio Revitalization Fund – American Industrial Buildings project to fund the clean up of the American Industrial Buildings brownfield site. Funding for this grant comes from the Ohio Department of Development.

L.	22S274 – Home Weatherization Assistance Program (HWAP) American Recovery and Reinvestment Act (ARRA) 2009-2010 DV725200 – HWAP ARRA Dept of Energy (DOE) Health and Safety 2009-2010 Other Expenses	\$ 2,125.00	BA1100978
----	--	-------------	------------------

Appropriation is requested to cover expenses incurred for the 2009-2010 Home Weatherization Assistance Program (HWAP), which provides heating assistance to low-income households. Funding for this fund comes in part from deposits from landlords for furnace and hot water tank replacements. These funds are then used to offset expenditures incurred in the HWAP grant. Funding for the HWAP grant comes from Federal Stimulus dollars passed through the Department of Energy.

M1.	40A524 – Ohio Department of Public Works Integrating Committee CE785220 – Noble Road Capital Outlays	\$ 1,700,000.00	BA1100984
M2.	40A524 – Ohio Department of Public Works Integrating Committee CE785212 – Snow Road Bridget # 220 Capital Outlays	\$ 1,000,000.00	
M3.	40A524 – Ohio Department of Public Works Integrating Committee CE785204 – Prospect Road Culvert #9 Capital Outlays	\$ 900,000.00	
M4.	40A524 – Ohio Department of Public Works Integrating Committee CE785238 – Barrett Road Capital Outlays	\$ 4,500,000.00	

Appropriation is requested for the following Issue I projects: Noble Road, Snow Road Bridge # 220, Prospect Road Culvert #9 and Barrett Road. Funding for Noble Road is 40% Issue I and 60% Cuyahoga County (\$7.50 Fund). Funding for the Snow Road Bridget # 220 project is 40% Issue I and 60% Cuyahoga County (\$7.50 Fund). Funding for the Prospect Road Culvert #9 project is 20% Issue I and 80% Cuyahoga County (\$5.00 Fund). Finally, funding for the Barrett Road Project is 50% Issue I and 50% Cuyahoga County (\$7.50 Fund).

N.	40A526 – Ohio Department of Transportation - Local Projects Administration (ODOT - LPA) CE785006 – ODOT - LPA Capital Outlays	\$ 15,260,000.00	BA1100985
----	--	------------------	------------------

Appropriation is requested for three Ohio Department of Transportation – Local Projects Administration projects: Rockside Road – Turney to Broadway (\$4.73 million), Snow Road / Rockside Road (\$4.73 million) and Snow Road – West 130th to Ridge Road (\$5.8 million). Funding for the Rockside Road – Turney to Broadway is 80% Federal Highway Administration dollars passed through ODOT and 20% Cuyahoga County (\$5.00 Fund). Funding for the Snow Road / Rockside Road project is 80% Federal (FHA funds), 10% Cuyahoga County (\$5.00 Fund) and 10% from the cities of Parma and Seven Hills. Finally, funding for the Snow Road – West 130th to Ridge Road project is 80% Federal and 20% Cuyahoga County (\$5.00 Fund).

O1.	21A089 – Categorical Grants - Other CE757823 – Great Lakes Restoration – Phase I Capital Outlays	\$ 1,750,000.00	BA1100986
-----	--	-----------------	------------------

O2.	21A089 – Categorical Grants - Other CE757831 – Great Lakes Restoration – Phase II Capital Outlays	\$ 1,750,000.00	
-----	---	-----------------	--

Appropriation is requested for the Great Lakes Restoration Initiative Phase I and Phase II for the Towpath Trail – Trail Engineering and Signage Design. Funding for the Great Lakes Restoration Initiative comes from a grant from the Environmental Protection Agency.

P.	22S056 – 2011 State Efficient Appliance Rebate Program DV703470 – 2011 State Efficient Appliance Rebate Program Other Expenses	\$ 59,377.00	BA1100987
----	--	--------------	------------------

Appropriation is requested for a new Grant in the Department of Development called the 2011 State Efficient Appliance Rebate Program. Funding for this grant comes from the Department of Energy passed through the Ohio Department of Development.

Q.	21A176 – Treatment capacity Expansion CO752824 – Treatment Capacity Expansion FY2011 Personal Services	\$ (24,641.34)	BA1101006
----	--	----------------	------------------

This decrease in appropriations is to prepare this grant for closure. The funding source for this grant is a revenue generating agreement with the Alcohol, Drug Addiction and Mental Health Services Board. Sufficient appropriations exist for this decrease.

R1.	24A301 – Children and Family Services CF135509- Direct Services Other Expenses	\$ (100,000.00)	BA1100962
-----	--	-----------------	------------------

R2.	20A303 – Children Services Fund CF134023- Adoption Services		
-----	--	--	--

	Other Expenses	\$	(105,548.78)	
R3.	21H892 – Annie E. Casey Foundation CF783118- Sobriety Treatment			
	Other Expenses	\$	(13,901.86)	
R4.	20A303 – Children Services Fund			BA1100961
	CF134049- Services			
	Other Expenses	\$	(9,051,254.98)	

Appropriation decrease is requested to reduce excess appropriations in the various index codes for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contracts for The Department of Children and Family Services. The funding source is primarily the Health and Human Services levies.

S.	24A435 – Cuyahoga Tapestry System of Care			BA1100957
	HS158089- Cuyahoga Tapestry System of Care (CTSOC)			
	Other Expenses	\$	(844,566.14)	

Appropriation decrease is requested to reduce excess appropriations in the various index codes for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contracts for Cuyahoga Tapestry System of Care. The funding source is primarily the Health and Human Services levies.

T.	20A615 -- Office of Homeless Services			BA1100960
	HS507301- Office of Homeless Services			
	Other Expenses	\$	(1,200.80)	

Appropriation decrease is requested to reduce excess appropriations in the various index codes for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contracts for The Office of Homeless Services. The funding source is primarily the Health and Human Services levies.

U1.	24A635 – EC Invest In Children			BA1100959
	EC451484- Early Childhood Admin			
	Other Expenses	\$	(2.40)	
U2.	24A635 – EC Invest In Children			
	EC451435- Early Start			
	Other Expenses	\$	(1,241.07)	
U3.	24A635 – EC Invest In Children			
	EC451443- Health and Safety			
	Other Expenses	\$	(3,767.16)	
U4.	21A018 – St. Luke’s Foundation/Med Home Program			
	EC720730- St. Luke’s Foundation/Med Home Program			
	Other Expenses	\$	(1,321.28)	
U5.	24A635 – EC Invest In Children			
	EC451450- Quality Childcare			
	Other Expenses	\$	(17,239.73)	

Appropriation decrease is requested to reduce excess appropriations in the various index codes for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contracts for The Office of Early Childhood / Invest In Children. The funding source is primarily the Health and Human Services levies

V.	24A640 – FCFC Public Assistance FC451492- Family and Children First Council PA Other Expenses	\$ (60,207.37)	BA1100958
----	---	----------------	------------------

Appropriation decrease is requested to reduce excess appropriations in the various index codes for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contracts for The Family and Children First Council. The funding source is primarily the Health and Human Services levies.

W1.	29A391 - 4.8 Mill HHS Levy SU514422 – Executive Office of HHS Subsidy Other Expenses	\$ (1,755,000.00)	BA1101012
W2.	29A391 - 4.8 Mill HHS Levy SU514281 – Office of Homeless Services Subsidy Other Expenses	\$ 641,989.00	
W3.	29A391 - 4.8 Mill HHS Levy SU514364 – Human Services Other Subsidy Other Expenses	\$ 370,312.00	
W4.	29A391 - 4.8 Mill HHS Levy SU514398 – Invest In Children Subsidy Other Expenses	\$ 1,391,578.00	
W5.	29A391 - 4.8 Mill HHS Levy SU514547 – Office of Reentry Subsidy Other Expenses	\$ 1,398,608.00	

Realignment of Health and Human Services levy accounts in order to transfer levy dollars to the Public Assistance Funds operating accounts.

X.	20A875 – CCCMHB- Behavioral MH/Juv Justice JC753418 – 11/12 Behavioral Mental Health/Juv Justice Personal Services Other Expenses	\$ 113,160.88 \$ 2,070.12	BA1101011
----	--	------------------------------	------------------

This request provides appropriation of grant dollars for the Behavioral Health/Juvenile Justice Project for the period of July 1, 2011 through June 30, 2012. The grant funding source is an agreement between Cuyahoga County Alcohol, Drug Addiction and Mental Health Services Board and the Cuyahoga County Juvenile Court.

Y.	29A391 – Health & Human Services 4.8 SU514331 – Children Witness Violence Subsidy Other Expenses	\$ 1,300,000.00	BA1101007
----	--	-----------------	------------------

Request to increase appropriation to process the year end HHS levy subsidy to the Witness Victim and Children Who Witness Violence programs in the Department of Public Safety and Justice Services.

Z1.	01A001 – General Fund SU513515 – Custody Mediation		BA1101008
	Other Expenses	\$	4,430.00

Z2.	01A001 – General Fund SU513754 – CRIS Subsidy		
	Other Expenses	\$	202,035.00

Request to increase appropriation to process the year end General Fund subsidy to the Custody Mediation and CRIS programs in the Department of Public Safety and Justice Services.

AA.	20A806 – Carrying Concealed Weapon Application Fees SH350108 – Carrying Concealed Weapons Application Fees		BA1100965
	Capital Outlays	\$	7,000.00

To provide appropriations in the Sheriff's Carrying Concealed Weapons Application Fees account for five personal computers and monitors per Information Services Center (ISC) Customer Service Request (CSR) SH110852. Funding is from application fees for permits to carry concealed weapons and web checks. Sufficient cash exists for this request.

BB.	21A762 – Port Security Grant JA767954 – Port Security Grant FFY11-2011/2014		BA1100989
	Personal Services	\$	45,381.78
	Other Expenses	\$	954,618.22

To establish appropriations for the recent award to Cuyahoga County administered by Public Safety and Justice Services for the Port Security Grant Program. The grant will cover costs related to the implementation of the Port Wide Risk Management/Mitigation plan and provide funding for protection of critical port infrastructures from terrorism. The grant was accepted through the Board of Control on July 11, 2011, EA2011-0937. Funding is from the United States Department of Homeland Security, Federal Emergency Management Agency covering the period September 1, 2011 through August 31, 2014. This is the forth such award by the U.S. Department of Homeland Security.

CC.	20A425 – Treatment Services Medicaid Funds JA107722 – Treatment Services Medicaid Funds		BA1101000
	Other Expenses	\$	(13,714.13)

To reduce appropriations in the Justice Services Treatment Services Medicaid Fund to facilitate the closure of the fund since the activity is now being performed by the Department of Children and Family Services. Funding was from Medicaid reimbursements covering the period January 1, 2011 through September 30, 2011.

DD.	20A067 – NE Ohio Regional Fusion Center JA108779 – Northeast Ohio Regional Fusion Center		BA1101001
	Other Expenses	\$	(45,206.06)

To reduce appropriations in the Justice Services Northeast Ohio Regional Fusion Center to facilitate the closure of the fund since the activity is now being performed by the City of Cleveland and the County Sheriff's Department. Funding was from grant reimbursements covering the period January 1, 2011 through September 30, 2011.

EE.	20A435 – TASC Medicaid Funds		BA1101002
	JA107714 – TASC Medicaid Funds		
	Personal Services	\$	(29,383.72)
	Other Expenses	\$	(12,556.04)
	Capital Outlays	\$	(52.00)

To reduce appropriations in the Justice Services TASC (Treatment Alternatives to Street Crime) Medicaid Fund to facilitate the closure of the fund now that the activity is now being performed by the Common Pleas Court Corrections Planning Board. Funding was from Medicaid reimbursements covering the period January 1, 2011 through September 30, 2011.

FF.	21A854 – DNA Backlog Reduction Program		BA1101003
	CR753350 – 11/13 DNA Backlog Reduction Program		
	Personal Services	\$	116,507.84
	Other Expenses	\$	7,210.16

To establish appropriations for the recent award to Cuyahoga County administered by Medical Examiner for the DNA Backlog Reduction Program. The grant was accepted through the Board of Control on June 28, 2011, EA2011-0860. Funding is from the United States Department of Justice, Office of Justice Programs, National Institute of Justice covering the period October 1, 2011 through March 31, 2013.

GG.	01A001 - General Fund		BA1101039
	SU513457 – Planning Commission Subsidy		
	Other Expenses	\$	220,895.00

Appropriation increase is necessary to cover 2011 operating subsidy.

HH.	01A001 - General Fund		BA1100830
	MC001016 – Medical Mart Operating Account		
	Other Expenses	\$	5,550,000.00

Additional appropriation requested for the Medical Mart Operating Account. This account is utilized to track the monthly operating and lease payments to the trustee bank based on the provisions in the trust indenture. The appropriation includes the payments made to the construction account and remaining annual operating/lease payment to be made in 2011. This account is appropriated on an annual basis based on the provisions in the trust indenture. The funding source for the bonds is non tax revenues of the County made available by the 0.25% increase to the sales tax.

II.	01A001 – General Fund		BA1100831
	SU511535 – Medical Mart Debt Service		
	Other Expenses	\$	(1,555,179.00)

A decrease in the Medical Mart debt service subsidy account is being requested to cover realignment of the Brownfield and Commercial Redevelopment debt service accounts.

JJ.	01A001 – General Fund		BA1100832
	SU513762 – Brownfield Redevelopment Pledge		
	Other Expenses	\$	792,130.00

Increase in appropriation to cover 2011 debt service payment for Brownfield Fund.

KK.	01A001 – General Fund		BA1100832
	SU514125 – Community Redevelopment Fund Subsidy		
	Other Expenses	\$	346,925.00

Increase in appropriation to cover annual debt service contribution for Commercial Redevelopment Fund.

LL.	01A001 – General Fund		BA1100833
	SU513523 – Whiskey Island Purchase - General Fund Subsidy		
	Other Expenses	\$	164,000.00

An additional appropriation to allow a cash transfer to post for the seventh year payment of the promissory note for the purchase of Whiskey Island.

MM.	51A404 – County Parking Garage		BA1101025
	CT571133 – Courthouse Square Parking Lot		
	Other Expenses	\$	406,556.00

Additional appropriation is requested for the Court House Square Parking Lot to pay back initial startup costs over time. Funding for the County Parking Garage comes from parking fees paid by parking patrons.

Resolutions: Appropriation Transfers

A.	FROM:	24A510 - Work & Training Admin WT137315- Work First Services Other Expenses	\$	362,823.96	BA1100953
	TO:	24A510 - Work & Training Admin WT137471 - Mount Pleasant NFSC Other Expenses	\$	362,823.96	

The Department of Employment and Family Services requests a transfer of appropriations, in order to cover the Mount Pleasant Neighborhood Center contract. The funding source is primarily the Health and Human Services Levy Fund.

B.	FROM:	24A301 – Children & Family Services CF135509 – Direct Services Personal Services	\$	15,000.00	BA1100956
	TO:	24A301 – Children & Family Services CF135541 – Multi-Systemic Therapy (MST) Unit Personal Services	\$	15,000.00	

The Department of Children and Family Services requests a transfer of appropriations, in order to cover the unemployment and ERIP charges within the benefits budget line. The funding source is primarily the Health and Human Services Levy Fund.

C.	FROM:	01A001 – General Fund CA360057 – Court of Appeals Other Expenses	\$	46,000.00	BA1100999
	TO:	01A001 – General Fund CA360057 – Court of Appeals Personal Services	\$	46,000.00	

This transfer is to cover projected non-sufficient fund status in the salary budget line for the Court of Appeals. Sufficient appropriations exist for this transfer.

D.	FROM:	22A719 – Home 2010 DV713297 – Home Administration Operations FY2010 Other Expenses	\$	9,034.00	BA1100916
	TO:	22A719 – Home 2010 DV713438 – Home Project Plan FY2010 Other Expenses	\$	9,034.00	

An appropriation transfer is requested between HOME 2010 Administration Operations to the 2010 Home Project Plan to cover contract re-certifications. Funding for HOME 2010 comes from the Department of Housing and Urban Development.

E.	FROM:	22A003 – 2008 Neighborhood Stabilization Program (NSP) DV712802 – 2008 NSP Administration Other Expenses	\$	275,000.00	BA1100917
----	-------	---	----	------------	------------------

TO: 22A003 – 2008 Neighborhood Stabilization Program (NSP)
 DV712810 – 2008 NSP Project Plan
 Other Expenses \$ 275,000.00

An appropriation transfer is requested between the 2008 Neighborhood Stabilization Program (NSP) Administration account to the 2008 NSP Project Plan account to cover vendor payments. Funding for the 2008 NSP is from the Department of Housing and Urban Development.

F1. FROM: 22S145 – Energy Efficiency and Conservation Block Grant (EECBG) Block Grant **BA1100920**
 DV713776 – EECBG Green Energy Implementation
 Other Expenses \$ 245,459.00

TO: 22S145 – Energy Efficiency and Conservation Block Grant (EECBG) Block Grant
 DV713875 – EECBG Municipal Grant Program
 Other Expenses \$ 245,459.00

F2. FROM: 22S145 – Energy Efficiency and Conservation Block Grant (EECBG) Block Grant **BA1100921**
 DV713677 – EECBG Renewable and Advanced Energy Technology (RAET) Master Plan
 Other Expenses \$ 97,730.00

TO: 22S145 – Energy Efficiency and Conservation Block Grant (EECBG) Block Grant
 DV713578 – EECBG Administration Operating
 Personal Services \$ 78,000.00
 Other Expenses \$ 19,730.00

The Department of Development requests appropriation to be moved from two Energy Efficiency and Conservation Block Grant (EECBG) Programs into the EECBG Municipal Grant Program and Administration. The two programs that will be discontinued are the EECBG Green Energy Implementation and the EECBG Renewable and Advanced Technology Master Plan. Funding for the EECBG programs comes from Federal stimulus dollars from the Department of Energy.

G. FROM: 22S274 – Home Weatherization Assistance Program **BA1100979**
 (HWAP) American Recovery and Reinvestment Act (ARRA) 2009-2010
 DV725242 – HWAP ARRA Health and Human Services (HHS) Support 2009-2010
 Capital Outlays \$ 17,378.60

TO: 22S274 – HWAP ARRA 2009-2010
 DV725242 – HWAP ARRA HHS Support 2009-2010
 Other Expenses \$ 17,378.60

An appropriation transfer is requested between the capital outlays and other expenses in the HWAP ARRA HHS Support 2009-2010 account to cover ongoing operating expenses. Funding for the Home Weatherization Assistance Program Health and Human Services Support comes from federal stimulus dollars passed through the Department of Health and Human Services.

H. FROM: 22S274 – Home Weatherization Assistance Program **BA1100980**
 (HWAP) American Recovery and Reinvestment Act (ARRA) 2009-2010
 DV725218 – HWAP ARRA Department of Energy (DOE) Support 2009-10
 Capital Outlays \$ 1,699.72

TO: 22S274 – HWAP ARRA 2009-2010
 DV725218 – HWAP ARRA DOE Support 2009-2010
 Other Expenses \$ 1,699.72

An appropriation transfer is requested between the capital outlays and other expenses in the HWAP ARRA DOE Support 2009-2010 account to cover ongoing operating expenses. Funding for the Home Weatherization Assistance Program Department of Energy Support comes from federal stimulus dollars pass through the Department of Energy.

I. FROM: 61A607 – Centralized Custodial Services **BA1100983**
 CT571034 – Buildings & Grounds – Special Trades
 Personal Services \$ 150,000.00

TO: 61A607 – Centralized Custodial Services
 CT577395 – Buildings & Grounds – Trades Services
 Other Expenses \$ 140,000.00
 Capital Outlays \$ 10,000.00

Appropriation is requested to move \$150,000 from the personal services budget line in the Special Trades account to other expenses and capital outlays in the Trades Services account to cover expenses through the year end. Funding for Special Trades and Trades Services comes from space maintenance charges to user agencies.

J. FROM: 63A100 – Information Services Center **BA1101009**
 IS821009 – Information Services Center
 Personal Services \$ 20,000.00

TO: 63A100 – Information Services Center
 IS821009 – Information Services Center
 Capital Outlay \$ 20,000.00

An appropriation transfer is requested to move surplus budget from personal services to the capital budget line for the purchase of video equipment. The surplus in personal services is due to position vacancy savings. Funding for this budget comes from charges to agencies for data processing services.

K. FROM: 21A837 – State Homeland Security (SHSG) **BA1100966**
 JA763391 – FY2008 State Homeland Security (SHSP)
 Personal Services \$.68

TO: 21A837 – State Homeland Security (SHSG)
 JA763391 – FY2008 State Homeland Security (SHSP)
 Capital Outlays \$.68

To transfer appropriations within the FY2008 State Homeland Security Program to prepare the grant for closure. Funding is from the United State Department of Homeland Security passed through Ohio Emergency Management Agency covering the period September 1, 2008 through June 30, 2011.

L. FROM: 21A218 – State SHSP-Law Enforcement **BA1100967**
 JA767913 – FFY10 State Homeland-Law Enforcement 10/13
 Other Expenses \$ 90,300.00

TO: 21A218 – State SHSP-Law Enforcement
 JA767913 – FFY10 State Homeland-Law Enforcement 10/13
 Capital Outlays \$ 90,300.00

To transfer appropriations within the FFY10 State Homeland-Law Enforcement 10/13 grant for pending expenses in capital. Funding is from the United State Department of Homeland Security passed through Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013.

M. FROM: 01A001 – General Fund **BA1100996**
 DR391052 – Domestic Relations
 Other Expenses \$ 14,875.00

TO: 01A001 – General Fund
 DR495515 – Domestic Relations Child Support
 Personal Services \$ 12,643.00

TO: 01A001 – General Fund
 DR391052 – Domestic Relations
 Personal Services \$ 2,232.00

To transfer appropriations within the Domestic Relations Court for scheduler and attorneys payroll expenses in the proper accounts. Funding is from the General Fund covering the period January 1, 2011 through December 31, 2011.

N. FROM: 20A806 – Carrying Concealed Weapons Application Fee **BA1101004**
 SH350108 – Carrying Concealed Weapons Application Fee
 Other Expenses \$ 8,000.00

TO: 20A806 – Carrying Concealed Weapons Application Fee
 SH350108 – Carrying Concealed Weapons Application Fee
 Capital Outlays \$ 8,000.00

To transfer appropriations within the Sheriff's Carrying Concealed Weapons Application Fee account for new computers. Funding is from fees generated from application fees to permits to carry a concealed weapons covering the period January 1, 2011 through December 31, 2011. Sufficient cash exists for this request.

O. FROM: 01A001 – General Fund **BA1101005**
 JA301325 – Justice Services-Criminal Justice Administration
 Other Expenses \$ 6,000.00

TO: 01A001 – General Fund
 JA302224 – Public Safety Grants Administration
 Other Expenses \$ 6,000.00

To transfer appropriations within the Public Safety and Justice Services accounts for anticipated data processing costs in Public Safety Grants Administration. Funding is from the General Fund covering the period January 1, 2011 through December 31, 2011.

P. FROM: 01A001 – General Fund **BA1100835**
 CC012831 – Transition Advisory Group
 Other Expenses \$ 465,000.00

TO:	01A001 – General Fund		
	SU514141 – General Fund Subsidy		
	Other Expenses	\$	465,000.00

To transfer appropriation to fund a cash transfer for office space configuration projects. (See related cash transfer, item R, on page 22.)

Resolutions: Cash Transfers

A. FROM: 68A100 – Hospitalization Self-Insurance Fund **JT1100015**
CC499202 – Human Resources Benefits Office
Transfer Out \$ 36,000.00

TO: 80P237 – RTA Monthly Pass
ND509026 – RTA Monthly Pass
Revenue Transfer \$ 36,000.00

A cash transfer is requested from the Benefits Office to the RTA Monthly Pass account to cover subsidized mass transportation passes offered to County employees. Funding for the self-insurance fund comes from employer and employee contributions.

B. FROM: 26A601 – General Gas and License Fees **JT1100016**
CE411058 – County Engineer - Administration
Transfer Out \$ 10,630.00

TO: 21A550 – Towpath Trail Survey - OECA
CE757773 - Trail Engineering and Signage Design '09
Revenue Transfer \$ 10,630.00

A cash transfer is requested between Administration to the Towpath Engineering and Signage Design account to close out the project. Funding for the Towpath Trail Engineering and Signage Design '09 comes from a grant from the Environmental Protection Agency.

C. FROM: 01A001 – General Fund **JT1100017**
SU513200 – County Airport
Transfer Out \$ 621,302.00

TO: 52A100 – County Airport
DV520031 – County Airport District
Revenue Transfer \$ 621,302.00

A cash transfer is requested for the County Airport subsidy from the General Fund to the Airport. Funding for the Airport comes from a General Fund Subsidy and fees from airport operations.

D1. FROM: 29A391– 4.8 Mill HHS Levy **JT1100135**
SU514422 – Executive Office of HHS Subsidy
Transfer Out \$ 800,458.00

TO: 24A430 – Executive Office of HHS
HS157289 – Executive Office of HHS
Revenue Transfer \$ 800,458.00

D2. FROM: 29A391– 4.8 Mill HHS Levy
SU514372 – System of Care Subsidy
Transfer Out \$ 4,213,115.00

TO: 24A435 – Cuyahoga Tapestry System of Care
HS158089 – Cuyahoga Tapestry System of Care
Revenue Transfer \$ 4,213,115.00

D3.	FROM:	29A391 – 4.8 Mill HHS Levy SU514430 - Employment & Family Services Subsidy Transfer Out	\$	3,371,882.00
		29A390 – 2.9 Mill HHS Levy SU513986 - Employment & Family Services Subsidy Transfer Out	\$	2,247,522.00
	TO:	24A510 – Employment & Family Services WT137109 – Administrative Services Revenue Transfer	\$	5,619,404.00
D4.	FROM:	29A391 – 4.8 Mill HHS Levy SU514299 – Children & Family Services Subsidy Transfer Out	\$	6,255,965.00
		29A390 – 2.9 Mill HHS Levy SU513960 – Children & Family Services Subsidy Transfer Out	\$	3,518,981.00
	TO:	24A301 – Children & Family Services CF135467 - Administrative Services – CF Revenue Transfer	\$	9,774,946.00
D5.	FROM:	29A391 – 4.8 Mill HHS Levy SU514414 – Senior and Adult Services Subsidy Transfer Out	\$	1,621,448.00
		29A390 – 2.9 Mill HHS Levy SU513994 – Senior and Adult Services Subsidy Transfer Out	\$	1,621,448.00
	TO:	24A601 – Senior & Adult Services SA138321 - Administrative Services Revenue Transfer	\$	3,242,896.00
D6.	FROM:	29A391 – 4.8 Mill HHS Levy SU514315 – Children Services Fund – Bd & Care Subsidy Transfer Out	\$	12,486,603.00
		29A390 – 2.9 Mill HHS Levy SU513978 – Children Services Fund – Bd & Care Subsidy Transfer Out	\$	12,486,603.00
	TO:	20A303 – Children Services Fund CF134049 – Purchased Congregate & Foster Care Revenue Transfer	\$	24,973,206.00
D7.	FROM:	29A391 – 4.8 Mill HHS Levy SU514349 – Family and Children First Subsidy Transfer Out	\$	1,971,559.00

	TO:	24A640 – Family And Children First PA FC451492 – Family And Children First PA Revenue Transfer	\$	1,971,559.00	
D8.	FROM:	29A391 – 4.8 Mill HHS Levy SU514281 – Office of Homeless Services Subsidy Transfer Out	\$	1,815,776.00	
	TO:	20A615 – Office of Homeless Services HS507301 – Office of Homeless Services Revenue Transfer	\$	1,815,776.00	
D9.	FROM:	29A391 – 4.8 Mill HHS Levy SU514281 – Office of Homeless Services Subsidy Transfer Out	\$	4,186,985.00	
	TO:	24A641 – Office of Homeless Services HS158097 – Office of Homeless Services Revenue Transfer	\$	4,186,985.00	
D10.	FROM:	29A391 – 4.8 Mill HHS Levy SU514364 – Human Services Other Subsidy Transfer Out	\$	1,120,813.00	
	TO:	20A495 – Human Services Other Programs MI511410 – Human Services Other Programs Revenue Transfer	\$	1,120,813.00	
D11.	FROM:	29A391 – 4.8 Mill HHS Levy SU514323 – Children w/Medical Handicap Subsidy Transfer Out	\$	1,180,513.00	
	TO:	24A530 – Children w/Medical Handicap WT137935 – Children w/Medical Handicap Revenue Transfer	\$	1,180,513.00	
D12.	FROM:	29A391 – 4.8 Mill HHS Levy SU514398 – Invest In Children Subsidy Transfer Out	\$	11,234,724.00	JT1100136
	TO:	20A807 – Early Childhood IIC EC451385 – Administrative Services Revenue Transfer	\$	985,982.00	
		24A635 – Early Childhood IIC Public Assistance EC451435 – Early Start Revenue Transfer	\$	10,248,742.00	
D13.	FROM:	29A391 – 4.8 Mill HHS Levy SU514547 – Office of Reentry Subsidy Transfer Out	\$	2,192,812.00	
	TO:	24A878 – Office of Reentry HS749069 – HHS Office of Reentry Revenue Transfer	\$	2,192,812.00	

These transfers from the Health and Human Services levies represent the second half of 2011 subsidy requirement for the Health & Human Services agencies in the public assistance sub-funds. This funding is to support the children in custody, at risk families and children, the homeless, our vulnerable seniors, and assist the working poor.

E.	FROM:	29A391 – Health & Human Services Levy 4.8	JT1100129
		SU514273 – Child Support Enforcement Subsidy	
		Transfer Out	\$ 706,663.00
	TO:	20A600 – Cuyahoga Support Enforcement Agency	
		SE496000 – Cuyahoga Support Enforcement Agency	
		Revenue Transfer	\$ 706,663.00

Request to process the second half subsidy from the County’s Health and Human Services levy fund to the Cuyahoga Support Enforcement Agency to support expenses through the rest of the year.

F.	FROM:	29A391 – Health and Human Services 4.8	JT1100132
		SU514331 – Children Witness Violence Subsidy	
		Transfer Out	\$ 1,293,332.00
	TO:	20A824 – Family Justice Center	
		JA107441 – Family Justice Center	
		Revenue Transfer	\$ 1,293,332.00

Request to process the second half subsidy from the County’s Health and Human Services levy fund to the Children Who Witness Violence and Witness Victim programs in the Department of Public Safety and Justice Services to support expenses through the rest of the year.

G.	FROM:	29A391 – Health and Human Services 4.8	JT1100131
		SU514331 – Children Witness Violence Subsidy	
		Transfer Out	\$ 342,251.00
		29A391 – Health and Human Services 4.8	
		SU514497 – H&HS Subsidy Treatment Services	
		Transfer Out	\$ 274,420.00
		29A391 – Health and Human Services 4.8	
		SU514216 – Criminal Justice Intervention	
		Transfer Out	\$ 140,798.00
	TO:	20A824 – Family Justice Ctr.	
		JA107441 – Family Justice Center	
		Revenue Transfer	\$ 342,251.00
		20A803 – Treatment Services HHS	
		JA107185 – Treatment Services HHS	
		Revenue Transfer	\$ 274,420.00
		20A810 – Criminal Justice Intervention HHS	
		JA107433 – Criminal Justice Intervention HHS	
		Revenue Transfer	\$ 140,798.00

Request to process second half subsidy payments from the County’s Health and Human Services levy fund to various programs in the Department of Public Safety and Justice Services to support expenses

through the rest of the year. The \$274,420 subsidy eliminates a negative cash balance in the Treatment Services Fund – this is a one-time payment as Treatment Services moved to the Department of Children and Family Services in the fourth quarter of 2010. The \$140,798 subsidy to Criminal Justice Intervention supports Early Retirement Program payments for participating staff; these costs expire in 2012.

H.	FROM:	01A001 – General Fund	JT1100130
		SU513515 – Custody Mediation Subsidy	
		Transfer Out	\$ 4,430.00
		01A001 – General Fund	
		SU513101 – Civil Defense	
		Transfer Out	\$ 214,820.00
		01A001 – General Fund	
		SU513754 – CRIS Subsidy	
		Transfer Out	\$ 204,189.00
	TO:	20A822 – Custody Mediation	
		JA108118 – Custody Mediation	
		Revenue Transfer	\$ 4,430.00
		20A390 – Emergency Management	
		JA100123 – Emergency Management	
		Revenue Transfer	\$ 214,820.00
		50A410 – Cuyahoga Regional Information Systems	
		JA090068 – Cuyahoga Regional Information System	
		Revenue Transfer	\$ 204,189.00

Request to process General Fund subsidies to the Custody Mediation, Emergency Management, and CRIS programs in the Department of Public Safety and Justice Services to support expenses through the rest of the year.

I.	FROM:	29A391 – Health and Human Services 4.8	JT1100134
		SU514877 – Public Defender HHS	
		Transfer Out	\$ 77,983.00
		29A391 – Health and Human Services 4.8	
		SU514539 – Common Pleas HHS Subsidy	
		Transfer Out	\$ 1,022,577.00
		29A391 – Health and Human Services 4.8	
		SU514216 – Criminal justice Intervention	
		Transfer Out	\$ 431,367.00
	TO:	20A267 - Public Defender HHS	
		PD141333 – Public Defender HHS	
		Revenue Transfer	\$ 77,983.00
		20A891 – Common Pleas HHS	
		CO456517 – Common Pleas HHS	
		Revenue Transfer	\$ 1,022,577.00

20A192 – TASC HHS
 CO456533 – TASC HHS
 Revenue Transfer \$ 431,367.00

Request to process HHS levy subsidies to the Public Defender's Office and Common Pleas Court to cover expenses through the rest of the year.

J. FROM: 20A395 – DYSR Recreation Fund **JT1100128**
 JA015214 – Youth Services-Dudley Blossom
 Transfer Out \$ 21,808.83

TO: 20A268 – CF Treatment Services Medicaid Funds
 CF134056 – CF Treatment Services Medicaid Funds
 Revenue Transfer \$ 21,808.83

To transfer funds from the Justice Services-Youth Services Dudley Blossom fund to the Department of Children and Family Services for the MST program. These funds must be used for services for youth and is being deposited into the CF Treatment Services Medicaid Funds account. Funding is from the trust account of Dudley Blossom for youth that were at the Youth Development Center and the remaining funds can be retained by the County for services to youth. This completes the close out of this fund with Justice Services.

K. FROM: 20A425 – Treatment Services Medicaid Funds **JR1101859**
 JA107722 – Treatment Services Medicaid Funds
 Transfer Out \$ 41,382.58

TO: 20A268 – CF Treatment Services Medicaid Funds
 CF134056 – CF Treatment Services Medicaid Funds
 Revenue Transfer \$ 41,382.58

To transfer residual equity in the Treatment Services Medicaid Funds account within Justice Services to Children and Family Services to prepare the account for close out. Funding was from Medicaid reimbursements covering the period January 1, 2011 through September 30, 2011.

L. FROM: 20A435 – TASC Medicaid Funds **JR1101860**
 JA107714 – TASC Medicaid Funds
 Transfer Out \$ 40,312.29

TO: 20A099 – TASC Medicaid Funds (CO)
 CO456525 – TASC Medicaid Funds (CO)
 Revenue Transfer \$ 40,312.29

To transfer residual equity in the TASC (treatment alternatives to street crime) Medicaid Funds account within Justice Services to Common Pleas Court, Corrections Planning Board to prepare the account for close out. Funding was from Medicaid reimbursements covering the period January 1, 2011 through September 30, 2011.

MI. FROM: 29A391 – Health and Human Services Levy 4.8 **JT1100140**
 SU514224 – Juvenile Court Placement and Treatment HHS Subsidy
 Transfer Out \$ 13,250,479.00

TO: 20A811 – Juvenile Court Detention and Probation Services
 JC107524 – Juvenile Court Detention Services
 Revenue Transfer \$ 13,250,479.00

M2. FROM: 29A391 – Health and Human Services Levy 4.8
SU514521 – HHS Subsidy Youth/Family Community Partnership
Transfer Out \$ 3,507,404.00

TO: 20A823 – Juvenile Court HHS Youth/Family Community Part.
JC108092 – Youth and Family Community Partnership
Revenue Transfer \$ 3,507,404.00

A cash transfer is requested to process the subsidy from the County's Health and Human Services levy fund to the Juvenile Court Probation and Detention and the Juvenile Court Youth and Family Partnership programs.

N. FROM: 01A001 – General Fund **JT1100141**
SU514018 – County Storeroom Subsidy
Transfer Out \$ 330,375.00

TO: 64A601 – Supplies
CC577700 – County
Revenue Transfer \$ 330,375.00

This cash transfer will provide a one-time subsidy to the County Office Supplies fund administered by the Office of Procurement and Diversity. The deficit in this fund has grown over the past several years because some of the costs have not been adequately recovered from user budgets. Funding for the County Supplies account comes from charges to agencies for the purchase of supplies.

O. FROM: 01A001 – General Fund **JT1100019**
SU513358 – County Road and Bridges
Transfer Out \$ 485,787.00

TO: 26A601 – General Gas and License Fees
CE835025 – County Engineer Administration
Revenue Transfer \$ 485,787.00

A cash transfer is requested to move funds from the General Fund to the General Gas and License Fees Fund at the County Engineer. Funding for the County Engineer comes from a general fund fixed subsidy, gas tax and license fees, cash matches from the communities, and from fines and forfeitures.

P. FROM: 01A001 – General Fund **JT1100133**
SU513457 – Planning Commission Subsidy
Transfer Out \$ 1,448,269.00

TO: 20A307 – County Planning Commission
CP522110 – County Planning Commission
Revenue Transfer \$ 1,448,269.00

This transfer will cover the 2011 operations of the County Planning Commission. The Commission is empowered by the Ohio Revised Code to study, plan, and recommend regional needs, priorities, and policies and provide land use, zoning, development for the county's cities, villages, and townships.

Q. FROM: 01A001 – General Fund **JT1100187**
SU513523 – Whiskey Island Purchase GF Subsidy
Transfer Out \$ 164,000.00

TO: 40A069 – Capital Projects Fund
 CC766543 – Whiskey Island Purchase
 Transfer In \$ 164,000.00

A cash transfer is required to fund the payment of the seventh year note obligation for Whiskey Island. Whiskey Island was purchased by the County in 2004. A promissory note in the amount of \$2,250,000 was to be paid back over a 10-year schedule. Cash from the General Fund is transferred on an annual basis to make the payment.

R. FROM: 01A001 – General Fund **JT1100194**
 SU514141 – Capital Improv G/F Subsidy
 Transfer Out \$ 613,306.00

TO: 40A069 – Capital Projects Fund
 CC767889 – 4th Fl. Adm. Bldg Renov. County Council Office
 Transfer In \$ 40,000.00

TO: 40A069 – Capital Projects Fund
 CC767921 – Admin. Executive Area Renovations
 Transfer In \$ 292,000.00

TO: 40A069 – Capital Projects Fund
 CC767871 – Council Chambers/Multi Purpose Room
 Transfer In \$ 281,306.00

A cash transfer is required to fund the 2011 General Fund Capital projects. These projects are being funded with General Fund dollars and are related to space renovations to accommodate changes in County office space.

S. FROM: 01A001 - General Fund **JT1100188**
 SU514711-Gateway Arena Debt Service Subsidy
 Transfer Out \$ 2,432,251.00

TO: 30A905 - Debt Service-Gateway Arena
 DS100370 - Debt Service-Gateway Arena
 Revenue Transfer \$ 2,432,251.00

A cash transfer from the General Fund is necessary to cover the County's portion of the 2011 principal and interest payment that was made in the first quarter of 2011 for the Gateway Arena Bonds debt service. A transfer to the pledge account was made on January 15th.

T. FROM: 01A001 - General Fund **JT1100188**
 SU511535- Medical Mart Series 2010 DS Pledge
 Transfer Out \$ 17,369,820.42

TO: 30A915 – DS - Medical Mart Series 2010
 DS039115 - DS - Medical Mart Series 2010
 Revenue Transfer \$ 17,369,820.42

A cash transfer from the General Fund is necessary to cover the County's portion of the 2011 principal and interest payment that was made in the first quarter of 2011 for the Medical Mart 2010 Bonds debt service.

U.	FROM:	01A001 - General Fund	JT1100188
		SU513762 – Brownfield Redevelopment Pledge	
		Transfer Out	\$ 1,570,008.00
	TO:	30A910 – Brownfield Debt Service	
		DS039966 - Brownfield Debt Service	
		Revenue Transfer	\$ 1,570,008.00

A cash transfer from the General Fund is necessary to cover the County's portion of the 2011 principal and interest payment that was made in the first quarter of 2011 for the Brownfield debt service.

V.	FROM:	01A001 - General Fund	JT1100188
		SU514125 – Community Redevelopment Fund Subsidy	
		Transfer Out	\$ 1,015,165.00
	TO:	30A913 – Community Redevelopment Debt Service	
		DS040121 - Community Redevelopment Debt Service	
		Revenue Transfer	\$ 1,015,165.00

A cash transfer from the General Fund is necessary to cover the County's portion of the 2011 principal and interest payment that was made in the first quarter of 2011 for the Community Redevelopment debt service.

W.	FROM:	01A001 - General Fund	JT1100189
		SU515676- Shaker Square 2000A GF Pledge	
		Transfer Out	\$ 140,000.00
	TO:	30A912 - Shaker Square 2000A Debt Service	
		DS039974 - Shaker Square 2000A Debt Service	
		Revenue Transfer	\$ 140,000.00

A cash transfer from the General Fund is necessary to cover the County's portion of the 2011 principal and interest payment that was made in the first quarter of 2011 for the Shaker Square bonds. The County appropriates a guaranty for the annual debt service of the County issued bonds (\$169,900 in 2011). The reduction in property values at Shaker Square has decreased the amount of revenue available to pay the annual debt service. The County is required to cover the deficiency for the semi-annual debt payments with General Fund dollars. The amount paid in the first half of 2011 was \$ 60,931 and the second half payment due on December 15th from the County is estimated to be \$74,000.

E.	FROM:	51A404-County Parking Garage	JT1100190
		CT571125 – Huntington Park Garage	
		Transfer Out	\$ 186,444.00
	TO:	30A900 – Bond Retirement General Obligation	
		DS039990 – Debt Service Bond Retirement General Obligation	
		Revenue Transfer	\$ 186,444.00

Annual cash transfer to the Debt Retirement fund from Huntington Park Garage. A transfer is made to reimburse the Debt Retirement Fund for the Garage Fund's portion of the 2004 General Obligation Bond and 2005 General Obligation Refunding Bond debt service payment. The transfer covers the related principal and interest payment for 2011.

F.	FROM:	51A404 – County Parking Garage	JT1100018
		CT571133 – Court House Square Parking Lot	
		Transfer Out	\$ 406,556.00
	TO:	40A069 – Capital Project Future Debt Issue	
		CC766246 – Land Purchase – Courthouse Square	
		Revenue Transfer	\$ 406,556.00

A cash transfer is requested between the Courthouse Square Parking Lot and the Capital project used to fund construction of the parking lot. Funding for the capital project was from proceeds from the 2004 General Obligation debt issuance.

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0330

<p>Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management on behalf of Human Resource Commission</p>	<p>A Resolution amending the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.</p>
---	---

WHEREAS, on October 28, 2010, the former governing body of Cuyahoga County adopted the 2011 Annual Appropriation Measure establishing the 2011 annual budgets for all County departments, offices and agencies;

WHEREAS, it is necessary to adjust the 2011 Annual Appropriation Measure to reflect budgetary funding increases, funding reductions, to transfer budget appropriations, and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices, and agencies; and

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

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

SECTION 1. That the 2011 Annual Appropriation Measure be amended to provide for the following appropriation transfers:

<u>Fund Nos. /Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM:	
01A001 – General Fund	BA1101132
HC019018 – Human Resource Commission	
Personal Services	\$ 140,000.00
TO:	
01A001 – General Fund	
HC019018 – Human Resource Commission	
Other Expenses	\$ 140,000.00

Funding Source: General Fund.

SECTION 2. This Resolution is hereby determined to be an emergency measure and that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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

Journal CC004
December 6, 2011

November 29, 2011

Special Agenda

Clerk of County Council

Dear Ms. Schmotzer:

What follows is a brief summary of the fiscal items, which will be presented for your consideration at the Council meeting scheduled for December 6, 2011.

Additional Appropriation Summary – Additional appropriations are needed when there is a new or increased revenue source, or a revision to the original budget appropriation that is required to cover expenses that exceed the original estimate.

A reduction in appropriation is requested in conjunction with the close out of a program, grant, project or decertification of an encumbrance.

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

General Fund/Health & Human Services	Amount
Human Resources Commission – Realignment to cover contractual services for hearing officers. Funding is from the General Fund.	\$140,000.00
TOTAL	\$140,000.00

Total Appropriation Transfers - All Funds	\$140,000.00
--	---------------------

Cash Transfer Summary – Operating transfers support operating expenditures, related to a cash matches for a grants, transfer of taxes or fees to a debt service fund, transfers from the General Fund to a capital project fund or operating subsidies to special revenue funds, enterprise funds, or internal service funds. This type of transaction posts as an expenditure and sufficient appropriation must be available to process the transaction.

Residual Equity Transfers are non-recurring or non-routine transfers of cash between funds. They are used to close out a fund and to transfer remaining fund balance to another fund. This transaction only affects cash fund balance and does not post as a revenue or expenditure. No appropriation is required to process this type of transaction.

Thank you for your consideration regarding this matter.

Sincerely,



Matthew Rubino
Director, Office of Budget & Management
mrubino@cuyahogacounty.us
(216) 443-7448
Fax: (216) 443-7256

MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council

FROM: Matthew Rubino, Director, Office of Budget & Management

DATE: November 29, 2011

RE: Agenda Items

The Office of Budget & Management requests that the following fiscal items be presented to the members of County Council for their consideration at the meeting of December 6, 2011. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolutions: Appropriation Transfers

A.	FROM:	01A001 – General Fund		BA1101132
		HC019018 – Human Resource Commission		
		Personal Services	\$	140,000.00
	TO:	01A001 – General Fund		
		HC019018 – Human Resource Commission		
		Other Expenses	\$	140,000.00

The Human Resource Commission current year budget provides funding for the hiring of hearing officers staff. The Human Resource Commission will instead consult with hearing officers on a contractual basis. This transfer would move appropriation from the salary line to the contractual services line to provide sufficient appropriation for a one-year agreement for these consultant services.

S:_NewServer\Resos\Fiscal Agendas\2011\ADDDDEC06.doc

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0331

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution amending Resolution No. R2011-0164 dated 4/26/2011, which amended the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, on April 26, 2011, Cuyahoga County Council adopted Resolution No. R2011-0164 which amended the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and,

WHEREAS, it is necessary to amend Resolution No. R2011-0164 to provide for the following cash transfers between County funds outlined in Section 3, Subsections A3 and A4:

Fund Nos./Budget Accounts

- A3. From: 29A389 – Health and Human Services Levy 4.9
SU513325 – Employment and Family Subsidy 4.9
Transfer Out \$1,122,336.80
- To: 24A510 – Work and Training Administration
WT137109 – Administrative Services
Revenue Transfer \$1,122,336.80
- A4. From: 29A389 – Health and Human Services Levy 4.9
SU513325 – Employment and Family Subsidy 4.9
Transfer Out \$493,359.64
- To: 24A510 – Work and Training Administration
WT137109- Administrative Services

Revenue Transfer \$493,359.64

Funding Source: Health and Human Services Levy Fund

Amending the cash transfers as set forth below:

Fund Nos./Budget Accounts

A3. From: 29A391 – Health and Human Services Levy 4.8
 SU514430 – Employment and Family Subsidy 4.8
 Transfer Out \$1,122,336.80

 To: 24A510 – Work and Training Administration
 WT137109 – Administrative Services
 Revenue Transfer \$1,122,336.80

A4. From: 29A391 – Health and Human Services Levy 4.8
 SU514430 – Employment and Family Subsidy 4.8
 Transfer Out \$493,359.64

 To: 24A510 – Work and Training Administration
 WT137109 – Administrative Services
 Revenue Transfer \$493,359.64

Funding Source: Health and Human Services Levy Fund; and,

WHEREAS, amendment is necessary for reconciliation of the 2011 appropriations in the County's financial system; and,

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

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

SECTION 1. The County Council hereby approves the amendments to the 2011 Annual Appropriation Measure, Resolution No. R2011-0164 for the following cash transfers between County funds outlined in Section 3, Subsections A3 and A4:

Fund Nos./Budget Accounts

A3. From: 29A389 – Health and Human Services Levy 4.9
 SU513325 – Employment and Family Subsidy 4.9
 Transfer Out \$1,122,336.80

 To: 24A510 – Work and Training Administration

WT137109 – Administrative Services
Revenue Transfer \$1,122,336.80

A4. From: 29A389 – Health and Human Services Levy 4.9
SU513325 – Employment and Family Subsidy 4.9
Transfer Out \$493,359.64

To: 24A510 – Work and Training Administration
WT137109- Administrative Services
Revenue Transfer \$493,359.64

Funding Source: Health and Human Services Levy Fund

Amending the cash transfers as set forth below:

Fund Nos./Budget Accounts

A3. From: 29A391 – Health and Human Services Levy 4.8
SU514430 – Employment and Family Subsidy 4.8
Transfer Out \$1,122,336.80

To: 24A510 – Work and Training Administration
WT137109 – Administrative Services
Revenue Transfer \$1,122,336.80

A4. From: 29A391 – Health and Human Services Levy 4.8
SU514430 – Employment and Family Subsidy 4.8
Transfer Out \$493,359.64

To: 24A510 – Work and Training Administration
WT137109 – Administrative Services
Revenue Transfer \$493,359.64

Funding Source: Health and Human Services Levy Fund.

SECTION 2. The remainder of Resolution No. R2011-0164 remains in full force and effect.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members elected to Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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:

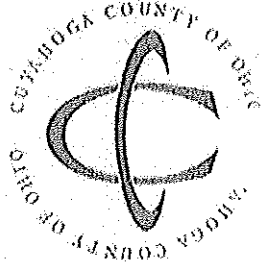
Nays:

County Council President Date

County Executive Date

Clerk of Council Date

Journal CC004
December 6, 2011



Item Details:

Agency/Dept. Name: Office of Budget and Management **Agency/Dept. Head Name:** Matt Rubino

Type of Request:

Request Prepared by: Chris Murray **Telephone No.:** (216) 443-7175

SUMMARY OF REQUESTED ACTION:

Requesting authority to prepare an amendment to Resolution No. R2011-0164, passed by the County Council on April 26, 2011 for Operating Transfer. This item is the correction of a clerical error; no dollar amounts will be affected.

Original Item:

A3. FROM: 29A389 - Health and Human Services Levy 4.9
SU513325 - Employment and Family Subsidy 4.9
Transfer Out \$ 1,122,336.80

TO: 24A510 - Work and Training Administration
WT137109 - Administrative Services
Revenue Transfer \$ 1,122,336.80

A4. FROM: 29A389 - Health and Human Services Levy 4.9
29A389 - SU513325 - Employment and Family Subsidy 4.9
Transfer Out \$ 493,359.64

TO: 24A510 - Work and Training Administration
WT137109 - Administrative Services
Revenue Transfer \$ 493,359.64

Funding Source: Health and Human Services Levy Fund

Amended Item:

A3. FROM: 29A391 - Health and Human Services Levy 4.8
SU514430 - Employment and Family Subsidy 4.8
Transfer Out \$ 1,122,336.80

TO: 24A510 - Work and Training Administration
WT137109 - Administrative Services
Revenue Transfer \$ 1,122,336.80

A4. FROM: 29A391 - Health and Human Services Levy 4.8
SU514430 - Employment and Family Subsidy 4.8
Transfer Out \$ 493,359.64

TO: 24A510 - Work and Training Administration
WT137109 - Administrative Services
Revenue Transfer \$ 493,359.64

Funding Source: Health and Human Services Levy Fund

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source: Explanation:

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

[memo](#)

[Resolution](#)

History

Time

Who

Clerk of the Board

Approval

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0332

<p>Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management</p>	<p>A Resolution amending Resolution No. R2011-0220 dated 7/12/2011, which amended the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, on July 12, 2011, Cuyahoga County Council adopted Resolution No. R2011-0220 which amended the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and,

WHEREAS, it is necessary to amend Resolution No. R2011-0220 to provide for the following cash transfer between County funds outlined in Section 3, Subsection A:

	<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A.	From: 21A182 – TASC Drug Court CO752840 – FY2011 TASC Drug Court Transfer Out \$12,477.25	JT1100123
	To: 20A317 – ADAMHSBCC (As of 07/01/2009) MH535560 – Pass Thru Services Revenue Transfer \$12,477.25	

Amending the cash transfer as set forth below:

	<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A.	From: 21A182 – TASC Drug Court CO752840 – FY2011 TASC Drug Court	JT1100123

Transfer Out \$12,477.25

To: 20A317 – ADAMHSBC (As of 07/01/2009)
MH435560 – Pass Thru Services
Revenue Transfer \$12,477.25; and,

WHEREAS, amendment is necessary for the reconciliation of the 2011 appropriations in the County’s financial system; and,

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

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

SECTION 1. The County Council hereby approves the amendments to the 2011 Annual Appropriation Measure, Resolution No. R2011-0220 for the following cash transfer between County funds outlined in Section 3, Subsection A:

	<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A.	From: 21A182 – TASC Drug Court CO752840 – FY2011 TASC Drug Court Transfer Out \$12,477.25	JT1100123
	To: 20A317 – ADAMHSBCC (As of 07/01/2009) MH535560 – Pass Thru Services Revenue Transfer \$12,477.25	

Amending the cash transfer as set forth below:

	<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A.	From: 21A182 – TASC Drug Court CO752840 – FY2011 TASC Drug Court Transfer Out \$12,477.25	JT1100123
	To: 20A317 – ADAMHSBC (As of 07/01/2009) MH435560 – Pass Thru Services Revenue Transfer \$12,477.25	

SECTION 2. The remainder of Resolution No. R2011-0220 remains in full force and effect.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to

continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members elected to Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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 CC004
December 6, 2011



Item Details:

Agency/Dept. Name: Office of Budget and Management **Agency/Dept. Head Name:** Matthew Rubino

Type of Request: Other

Request Prepared by: Konrad Fuetter **Telephone No.:** 443-7236

SUMMARY OF REQUESTED ACTION:

Recommending to amend Resolution No. R2011-0220 dated 07/12/2011, by correcting Item A In Section 3 from:

A. FROM: 21A182 - TASC Drug Court **JT1100123**
CO752840 - FY 2011 TASC Drug Court
Transfer Out \$ 12,477.25

TO: 20A317 - ADAMHSBCC (As of 07/01/2009)
MH535560 - Pass Thru Services
Revenue Transfer \$ 12,477.25

Amend to:

A. FROM: 21A182 - TASC Drug Court **JT1100123**
CO752840 - FY2011 TASC Drug Court
Transfer Out \$ 12,477.25

TO: 20A317 - ADAMHSBC (As of 07/01/2009)
MH435560 - Pass Thru Services
Revenue Transfer \$ 12,477.25

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source: Explanation:

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

- [Amend Reso R2011-0220](#)
- [Original Resolution](#)
- [Amend_Reso_R2011-0220 Word Doc](#)

History

Time

Who

Clerk of the Board

Approval

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0333

Sponsored by: County Executive FitzGerald/Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities	A Resolution authorizing amendments to various contracts with North Coast Community Homes, Inc. for the lease/purchase of various properties for use as group homes for persons with developmental disabilities to change the terms, effective 10/1/2011; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the County Executive/Department of Public Works on behalf of the Cuyahoga County Board of Developmental Disabilities requests approval to amend various contracts with North Coast Community Homes, Inc. for the lease/purchase of various properties for use as group homes for persons with developmental disabilities to change the terms, effective 10/1/2011; and,

WHEREAS, the four leased properties that are subject to the amendments are as follows:

- a. Brooklyn House, with a lease termination date of August 31, 2012 (Contract No. CE03448);
- b. Lomond House, with a lease termination date of November 30, 2012 (Contract No. CE03299);
- c. Pearl House, with a lease termination date of April 30, 2012 (Contract No. CE03434);
- d. Tremont House, with a lease termination date of July 31, 2012 (Contract No. CE03447); and,

WHEREAS, the amendments to the four (4) leased properties with North Coast Community Homes, Inc. will transfer the County's interest to the Cuyahoga County Board of Developmental Disabilities ("CCBDD") and facilitate the ability of CCBDD to exercise the purchase options directly without needing written consent from North Coast Community Homes, Inc; and,

WHEREAS, the amendments to the four (4) leased properties will reduce the notice provision to purchase said properties from 270 days to 45 days for CCBDD; and,

WHEREAS, there will be no financial impact as the expenditures associated with these leases; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County and the Cuyahoga County Board of Developmental Disabilities can continue without interruption, to provide adequate time to the Board of Developmental Disabilities to exercise the options to purchase under the assigned leases, and to provide for the usual, daily operation of a county developmental disabilities board.

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

SECTION 1. The County Council hereby approves the amendments to various contracts between the County and North Coast Community Homes, Inc. to the Cuyahoga County Board of Developmental Disabilities for the lease/purchase of the following properties, effective 10/1/2011:

- a. Brooklyn House, with a lease termination date of August 31, 2012 (Contract No. CE03448);
- b. Lomond House, with a lease termination date of November 30, 2012 (Contract No. CE03299);
- c. Pearl House, with a lease termination date of April 30, 2012 (Contract No. CE03434);
- d. Tremont House, with a lease termination date of July 31, 2012 (Contract No. CE03447).

SECTION 2. The County Council authorizes the County Executive to execute the amendments to contracts with the Cuyahoga County Board of Developmental Disabilities in accordance with this Resolution and to take any other measures necessary to effectuate the amendments authorized herein.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County and the Cuyahoga County Board of Developmental Disabilities can continue without interruption, to provide adequate time to the Board of Developmental Disabilities to exercise the options to purchase under the assigned leases, and to provide for the usual, daily operation of a county developmental disabilities board; therefore, provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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:

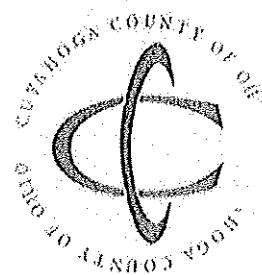
County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee:
Committee Assigned:

Journal _____
_____, 2011



Item Details:

Agency/Dept. Name:	Department of Central Services	Agency/Dept. Head Name:	Bonnie Teeuwen
Type of Request:	Contract/Amendment		
Request Prepared by:	Wanda Graves / John Myers	Telephone No.:	(216) 443-7095
SUMMARY OF REQUESTED ACTION:			
<p>A. Scope of Work Summary Department of Public Works (Central Services), submitting an amendment to each of four (4) Lease's (contract number's listed below) by and between Cuyahoga County (Lessee) and North Coast Community Homes, Inc.(Lessor). This on behalf of Cuyahoga County Board of Development Disabilities (CCBDD), the end using agency/tenant. These amendments will allow the County to transfer its interests in the Lease to the CCBDD without needing written consent from North Coast Community Homes, Inc. and for reducing the notice provision to purchase said properties from 270 days to 45 days.</p> <p>*CE-03447 Brooklyn House for the period 09/1/1987 - 8/31/2012, effective 10/1/2011 4248 W. #5th Street, Cleveland, Ohio 44109</p> <p>*CE-03299 Lomond House for the period 12/01/1987 - 11/30/2012, effective 10/01/2011 16613 Lomond Rd., Shaker Heights, Ohio 44120</p> <p>*CE-03434 Pearl House for the period 05/01/1987 - 04/30/2012, effective 10/01/2011 6063 Pearl Rd., Parma Heights, Ohio 44130</p> <p>*CE-03447 Tremont House for the period 08/01/1987 - 07/31/2012, effective 10/01/2011 2440 W. 14th Street, Cleveland, Ohio 44113</p>			
<p>B. Procurement 1) There will be no financial impact as the expenditures associated with these leases. C. Contractor and Project Information North Coast Community Homes, Inc. 14221 Broadway Ave. Cleveland, OH 44125 Stephen McPeake, President & CEO Council District 3 D. Project Status and Planning:</p>			

1) Changing the terms will enable the County as "Assignor" to assign its interest in these four Leases to the Cuyahoga County Board of Developmental Disabilities (CCBDD) without written consent of the Landlord, facilitating CCBDD to exercise the purchase options directly, and reducing the notice provision from 270 days to 45 days. CCBDD will assume full responsibility contained in the Lease's.

E. Funding:

1) This amendment requires "no" additional funds: **PURPOSE/OUTCOMES- PRINCIPAL OWNER(S):**

- 1) The purpose is to continue to provide residences for individuals with developmental disabilities who reside in Cuyahoga County in the most cost efficient manner.
- 2) Principal Owner is North Coast Community Homes, Inc. an Ohio Not-for Profit Corp.

Total Amount Requested: \$0.00

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

To amend four Leases with North Coast Community Homes, Inc. to make it simpler to transfer the County's interest in these Four Lease's to the CCBDD and facilitate the ability of CCBDD to exercise the purchase options directly and to shorten the notice provision in the Lease from 270 days to 45 days for CCBDD. All to continue to provide residential housing for person's with Developmental Disabilities.

Explanation for late submittal:

Late submittal of signed documents from Vendor

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source: Explanation:

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

- [Lease - Brooklyn House](#)
- [Brooklyn House - Property Search](#)
- [Lease - Lomond House](#)
- [Lomond House - Property Search](#)
- [Lease - Pearl House](#)
- [Pearl House - Property Search](#)

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0334

<p>Sponsored by: County Executive FitzGerald/Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities</p>	<p>A Resolution authorizing an assignment of leases from Cuyahoga County to Cuyahoga County Board of Developmental Disabilities, effective 1/1/2012, in connection with various contracts with North Coast Community Homes, Inc. for the lease/purchase of various properties for use as group homes for persons with developmental disabilities; authorizing the County Executive to execute the assignment of leases and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
---	---

WHEREAS, Cuyahoga County leases 56 properties from North Coast Community Homes for use by the Cuyahoga County Board of Developmental Disabilities for the purpose of providing residences for individuals with developmental disabilities; and,

WHEREAS, the term of the leases is for 25 years with the option to purchase the leased properties any time after ten years after the commencement of the leases and prior to the termination of the leases; and,

WHEREAS, the Cuyahoga County Board of Developmental Disabilities desires the County to assign four leased properties for the purpose of purchasing the properties prior to the termination of the respective leases; and,

WHEREAS, the four leased properties that are subject to the Assignment of Leases are as follows:

- a. Brooklyn House, with a lease termination date of August 31, 2012 (Contract No. CE03448);
- b. Lomond House, with a lease termination date of November 30, 2012 (Contract No. CE03299);
- c. Pearl House, with a lease termination date of April 30, 2012 (Contract No. CE03434);
- d. Tremont House, with a lease termination date of July 31, 2012 (Contract No. CE03447); and,

WHEREAS, if approved, the Assignment of Leases shall become effective on January 1, 2012; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County and the Cuyahoga County Board of Developmental Disabilities can continue without interruption, to provide adequate time to the Board of Developmental Disabilities to exercise the options to purchase under the assigned leases, and to provide for the usual, daily operation of a county developmental disabilities board.

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

SECTION 1. The County Council hereby approves the County's assignment of the following four leases between the County and North Coast Community Homes to the Cuyahoga County Board of Developmental Disabilities:

- a. Brooklyn House, with a lease termination date of August 31, 2012 (Contract No. CE03448);
- b. Lomond House, with a lease termination date of November 30, 2012 (Contract No. CE03299);
- c. Pearl House, with a lease termination date of April 30, 2012 (Contract No. CE03434);
- d. Tremont House, with a lease termination date of July 31, 2012 (Contract No. CE03447); and,

SECTION 2. The County Council authorizes the County Executive to execute an Assignment of Leases agreement with the Cuyahoga County Board of Developmental Disabilities in accordance with this Resolution and to take any other measures necessary to effectuate the assignments authorized herein to take place as of January 1, 2012.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County and the Cuyahoga County Board of Developmental Disabilities can continue without interruption, to provide adequate time to the Board of Developmental Disabilities to exercise the options to purchase under the assigned leases, and to provide for the usual, daily operation of a county developmental disabilities board; therefore, provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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 Assigned:

Journal _____
_____, 2011



Item Details:

Agency/Dept. Name:	Cuyahoga Board of Mental Retardation and Developmental Disabilities	Agency/Dept. Head Name:	Terrence M. Ryan, Ph.D.
Type of Request:	Other		
Request Prepared by:	Charles Corea	Telephone No.	216-736-4522
SUMMARY OF REQUESTED ACTION:			
Cuyahoga Board of Developmental Disabilities desires the assignment of four leases from the County of Cuyahoga to the Cuyahoga County Board of Developmental Disabilities.			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
Cuyahoga County, Ohio will assign four leases between it and North Coast Community Homes to the Cuyahoga County Board of Developmental Disabilities which will give the CCBDD the right to purchase the four homes.			
Explanation for late submittal:			

Contract/Agreement Information:

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

Financial Information:

Funding source:	Explanation:
Total Amount Requested:	
\$	

ATTACHMENTS:

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0335

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution authorizing an amendment to a Brownfields Revolving Loan Subgrant award to City of Cleveland for an asbestos abatement project located at 5701 Carnegie Avenue, Cleveland, in connection with the American Recovery and Reinvestment Act Brownfields Revolving Loan Fund Program to add the time period 10/1/2009 - 9/30/2012 and for additional funds in the amount of \$674,835.47; 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 Development requests approval of an amendment to the United States Environmental Protection Agency (“USEPA”) American Recovery and Reinvestment Act (“ARRA”) Brownfield Revolving Loan Fund (“BRLF”) Subgrant award with the City of Cleveland for an asbestos abatement project located at 5701 Carnegie Avenue, Cleveland, Ohio to add the time period of 10/1/2009 – 9/30/2012, and for additional funds in the amount of \$674,835.47; and,

WHEREAS, the Department of Development applied for and received a \$1,900,000.00 USEPA American Recovery and Reinvestment Act Revolving Loan Fund grant in the amount of \$1,900,000.00; and,

WHEREAS, the grant funds are to be utilized for environmental cleanup activities, such as asbestos abatement, of eligible properties located in Cuyahoga County; and,

WHEREAS, the City of Cleveland applied to the County for funding through the USEPA BRLF for asbestos abatement services of the 5701 Carnegie Avenue property located in Cuyahoga County for the redevelopment project (known as the Warner Swasey Project); and,

WHEREAS, the County’s assistance will leverage approximately \$18,000,000.00 in additional investment, and once developed, the project is anticipated to create up to 360 jobs; and,

WHEREAS, the Cuyahoga County Council authorized the County Executive and Director of Development to enter into the Subgrant award in the amount not-to-exceed \$454,953.00 (Resolution No. R2011-0127) in support of the asbestos abatement of the 5701 Carnegie Avenue property; and,

WHEREAS, USEPA has granted the Department of Development's funding waiver request which will place remaining funds from projects that did not utilize all of the funds (allocated through subgrants) in the amount of \$674,835.47, into the Warner Swasey Project; and,

WHEREAS, the new total project amount awarded to the County and the City of Cleveland is in the amount not-to-exceed \$1,129,788.47; and,

WHEREAS, the USEPA has approved the time period of 10/1/2009 – 9/30/2011 as well as an extension submitted by the Department of Development to extend the termination period from September 30, 2011 until September 30, 2012 for the entire grant award; and,

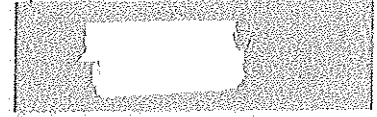
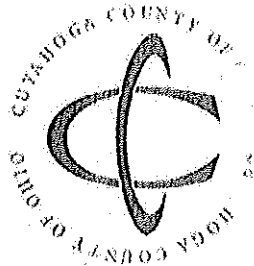
WHEREAS, it is necessary that this resolution become immediately effective in order to achieve progress towards the stated goal of the Charter of Cuyahoga County to promote economic development opportunities for the citizens of the County.

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

SECTION 1. The County Council hereby approves such request, for the amended USEPA American Recovery and Reinvestment Act (ARRA) Brownfield Revolving Loan Fund Subgrant award between County of Cuyahoga, on behalf of the Department of Development, and the City of Cleveland, for asbestos abatement in connection with the Warner & Swasey project located at 5701 Carnegie Avenue, Cleveland, Ohio, to add the time period of 10/1/2009 – 9/30/2012, for additional funds in the amount of \$674,835.47, and authorizing the County Executive to execute all necessary documents in relation to the Revolving Loan Fund Subgrant award.

SECTION 2. It is necessary that this Resolution become immediately effective in order achieve progress towards the stated goal of the Charter of Cuyahoga County to promote economic development opportunities for the citizens of the County. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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.



Item Details:

Agency/Dept. Name:	Department of Development	Agency/Dept. Head Name:	Larry Benders, Director
Type of Request:	Other		
Request Prepared by:	Laura Clark	Telephone No.	698.2575

SUMMARY OF REQUESTED ACTION:

SCOPE OF WORK SUMMARY:

The Department of Development is requesting approval of an amendment to the United States Environmental Protection Agency (USEPA) American Recovery and Reinvestment Act (ARRA) Brownfield Revolving Loan Fund (BRLF) Subgrant agreement with the City of Cleveland, to increase the award by \$674,835.47; new total project award not to exceed \$1,129,788.47, and to extend the terminal date of the agreement from September 30, 2011 until September 30, 2012. Authorizing the Director of the Department of Development to sign all necessary documents in relation to the Brownfield Revolving Loan Fund Subgrant Agreement.

The primary goals of the project are to ready the property for redevelopment through the removal of asbestos. The County's assistance will leverage approximately \$18,000,000 in additional investment and the project, once redeveloped, is anticipated to create up to 360 jobs.

PROCUREMENT: Grant Agreement

CONTRACTORS AND PROJECT INFORMATION:

City of Cleveland
601, Lake Side
Cleveland OH 44113
The Mayor of Cleveland is Frank Jackson.
Cuyahoga County Council District - 7

The Project is located at

Former Warner & Swasey Building
5701 Carnegie Avenue,
Cleveland, Ohio.
Property owner is City of Cleveland
Cuyahoga County Council District 8.

PROJECT STATUS AND PLANNING:

The Subgrant is funded through an existing Department of Development program that is funded exclusively by USEPA. This current grant from the USEPA is through ARRA, so time is of the essence to commit and expend the funding. Therefore, the former Warner & Swasey project is on a critical path. The City is ready to begin the project as soon as the Subgrant Agreement is amended.

FUNDING:

This project is funded 100% by federal funds - USEPA ARRA RLF Grant award to Cuyahoga County. The City will submit requests for reimbursement on a monthly basis.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

OUTCOMES: The City of Cleveland conducted an RFP for developers to redevelop the former Warner & Swasey buildings located in the Midtown Neighborhood. During the preliminary environmental investigations, it was determined that the asbestos-containing building materials had never been removed from the building. The City requested financial assistance for the removal of the asbestos-containing building materials so the property could be redeveloped. The County entered into a Subgrant Agreement for \$454,953 in support of the asbestos abatement of the property (R2011-0127).

Since the Department of Development's initial subgrant award to the project, the City has aggressively sought other sources of funding for the environmental issues at the site. The City has secured an additional \$13 million in funding from HUD and over \$1 million in equity from the Developer; however, there is still an approximately \$900,000 gap for the asbestos abatement.

The Department has a substantial amount of the USEPA ARRA RLF grant remaining. This is because several of the Department's other USEPA ARRA RLF projects did not utilize all the funds allocated through the subgrants; many benefited from competitive bidding and others simply did not need all the funding originally requested. Therefore the Department will consolidate the remaining funds and allocate them to the Warner Swasey project. A table is attached summarizing all of the projects assisted with this USEPA grant.

To that end, the Department submitted a time extension request for the entire USEPA ARRA RLF grant award, to extend the availability of funds until September 30, 2012, which has been approved (attached). Then, the Department submitted a funding waiver request to USEPA, which has been granted (attached), to put the remaining \$674,835.47 to the Warner & Swasey Project.

The additional funds will assist the City and the Developer in redeveloping this blighted building, which is located along two main thoroughfares in Cleveland; East 55th Street and Carnegie Avenue.

PRINCIPAL OWNER: The City of Cleveland, Mayor Frank G. Jackson.

Explanation for late submittal:

As soon as approved by USEPA

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source:	Explanation:
Federal	U.S.EPA-2010 ARRA Supplemental BRLF

Total Amount Requested:
\$1,129,788.47

ATTACHMENTS:

Click to download

- [USEPA ARRA RLF Project Summary Table](#)
- [USEPA Time Extension of Grant Approval](#)
- [USEPA Funding Waiver Approval](#)
- [Warner and Swasey Project Summary](#)

History

Time

Who

Clerk of the Board

Approval

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0336

<p>Sponsored by: County Executive FitzGerald on behalf of The MetroHealth System</p>	<p>A Resolution authorizing The MetroHealth System to become a member and participate in one or more group 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 2012, in accordance with Ohio Revised Code Section 339.05; and declaring the necessity that this Resolution become immediately effective.</p>
---	--

WHEREAS, Ohio Revised Code Section 339.05 authorized the Board of Trustees of The MetroHealth System to annually adopt bidding procedures and purchasing policies to obtain supplies, equipment and services routinely used in the operations of the Hospital, which, upon said adoption and the approval of the County Executive, may be followed by the Board of Trustees in lieu of following the competitive bidding procedures of Ohio Revised Code Section 307.86 to 307.92.

WHEREAS, the cost of supplies necessary for hospital operations including drugs, food stuffs, and other medical and related materials has escalated at a rapid rate which requires further action to attempt to reduce expense.

WHEREAS, The MetroHealth System seeks to participate in one or more group purchasing associations available to health care facilities in order to obtain the favorable volume pricing available to the member institutions, thereby reducing the Hospital's overall expense for such supplies, equipment and services.

WHEREAS, the County Director of Law has thoroughly reviewed this recommendation to reduce the Hospital's overall supply expense.

WHEREAS, it is necessary that this Resolution become immediately effective because The MetroHealth System's current purchasing policy expires December 31, 2011; and in order that critical services provided by The MetroHealth System can continue.

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

SECTION 1. The County Council hereby authorizes The MetroHealth System to adopt a purchasing policy which authorizes the President to seek membership and to participate in one or more group purchasing associations for the purpose of acquiring such supplies, equipment and services routinely used in the operations of the Hospital which are available through group purchasing

arrangements in order to achieve economies, which the System does not currently enjoy, for the 2012 Calendar Year.

SECTION 2. That the purchases of such supplies, equipment and services through group purchasing arrangements shall be exempt from the competitive bidding procedures of Ohio Revised Code Section 307.05.

SECTION 3. It is necessary that this Resolution become immediately effective because The MetroHealth System's current purchasing policy expires December 31, 2011; and in order that critical services provided by The MetroHealth System can continue. Provided that this Resolution receives the affirmative vote of eight members Council, this Resolution shall become immediately effective up the signature of the County Executive.

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 any of its committees that resulted 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 _____
_____, 2011

NOV 29 2011

Cuyahoga County Council

November 17, 2011

Jean M. Schmotzer
Clerk of Council
County Administration Building
1214 Ontario Street #424
Cleveland, OH 44113

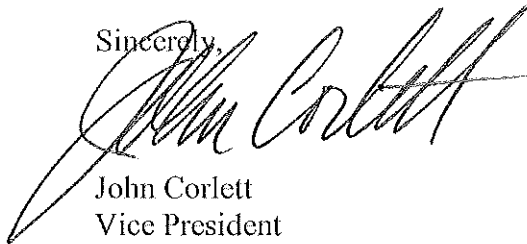
Dear Ms. Schmotzer:

As you know, the Board of Trustees of The MetroHealth System annually adopts a resolution authorizing certain purchasing policies and procedures pursuant to Section 339.05 of the Ohio Revised Code. These resolutions are subsequently submitted to the County Council for approval.

Enclosed is a similar resolution for calendar year 2012, adopted at the November 16, 2011 meeting of the Board of Trustees. The resolution refers to the applicable sections of the Ohio Revised Code. I respectfully submit this resolution for consideration and approval by the County Council at its next meeting.

If you need additional information, please call me.

Sincerely,



John Corlett
Vice President
Government Relations & Community Affairs

JC:par

c: Jeff Rooney
Thomas Onusko
Joseph Lash

RESOLUTION 18247

WHEREAS, the Board of Trustees of The MetroHealth System has been presented a recommendation for certain annual purchasing policies and procedures; and

WHEREAS, the Board's Finance Committee has reviewed this recommendation and now recommends its approval.

NOW, THEREFORE BE IT RESOLVED, The Board of Trustees of The MetroHealth System hereby approves certain annual purchasing policies and procedures, for products required for Emergency Use, and for participation in group/joint procurement arrangements.

1. As used here, "Emergency Use" means any use where either the Chief Operating Officer or the Chief Medical Officer determines that the use of a Product is immediately and unavoidably necessary to address critical patient health, safety or other imminent public health needs, and any delay would create an unreasonable risk to the System's patients, employees, or visitors.
2. For the purpose of acquiring supplies, equipment, and services routinely used in the operations of the System, the System may obtain membership and participate in either:
 - a.) One or more group purchasing organizations (each a "GPO") sponsored by non-profit organizations, for all products available through such GPOs; and,
 - b.) One or more state or federally operated joint purchasing programs (each a "JPP"), for purchase of all products available through such JPPs.

The System may pay GPO and JPP participation or membership fees and costs, if any, out of general operating funds.

4. Upon the recommendation of the Chief Medical Officer or the Chief Operating Officer, the President and CEO may authorize procurement of products for Emergency Use without competitive bidding, using any commercially reasonable procurement method, provided that, where available, the System will procure such products through a GPO or JPP that the System participates in.

BE IT FURTHER RESOLVED, The Chief Executive Officer and President or his designees are hereby authorized to negotiate and execute agreements and other documents, and develop and execute procedures consistent with this resolution.

AYES: Ms. Clemo, Dr. Fountain, Mr. Gaskill, Mr. McDonald, Mr. Moss
Mr. Spain, Dr. Silvers, Ms. Whiting

NAYS: None

ABSENT: Mr. Monnolly, Mrs Rego

DATE: November 16, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0337

Sponsored by: County Executive FitzGerald/County Sheriff	A Resolution authorizing an agreement with The MetroHealth System in the amount not-to-exceed \$1,300,000.00 for medical, psychiatric, dental and pharmacy services for the period 1/1/2012 - 12/31/2012; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/County Sheriff has submitted a request for approval of an agreement with The MetroHealth System in the amount not-to-exceed \$1,300,000.00 for medical, psychiatric, dental and pharmacy services for the period 1/1/2012 – 12/31/2012; and

WHEREAS, the primary goal of this agreement is to provide medical services to the detainees of the Cuyahoga County Corrections Center; and

WHEREAS, The MetroHealth System is a County hospital organized and operated under Chapter 339 of the Ohio Revised Code, which eliminated any need for a procurement method; and

WHEREAS, the purpose of this arrangement is for the County to form an agreement with The MetroHealth System in order to secure temporary physician staffing services at the Cuyahoga County Corrections Center. These services will be used in order to fill temporary shortages in physician staffing due to any number of reasons; and

WHEREAS, Midwest Medical Staffing, Inc. currently fills any and all physician staffing vacancies; and

WHEREAS, it is necessary that this Resolution become immediately effective because the Cuyahoga County Corrections Center current contract with Midwest Medical Staffing, Inc. expires on 12/31/2011; and

WHEREAS, this project is funded 100% by the General Fund and The MetroHealth System will submit monthly invoices for accrued fees which the Sheriff's Office will pay monthly.

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

SECTION 1. The County Council hereby approves the proposed agreement with The MetroHealth System in the amount not-to-exceed \$1,300,000.00 for medical, psychiatric, dental and pharmacy services for the period 1/1/2012 – 12/31/2012.

SECTION 2. The County Executive is hereby authorized to execute an agreement and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective because the Cuyahoga County Corrections Center current contract with Midwest Medical Staffing, Inc. expires on 12/31/2011. Provided that this Resolution receives the affirmative vote of eight members Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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 _____
_____, 2011



Item Details:

Agency/Dept. Name:	County Sheriff	Agency/Dept. Head Name:	Bob Reid
Type of Request:	Agreement/Amendment		
Request Prepared by:	Donna Kaleal	Telephone No.	443-6317

SUMMARY OF REQUESTED ACTION:

Lead Department: Cuyahoga County Sheriff's Office
 Year: 2011
 Agency: Metro Health System
 Agreement/Contract Type: Agreement
 Project Title: Agreement for the Services of Licensed Professionals

A. The Cuyahoga County Sheriff's Office is requesting approval of an agreement with Metro Health Systems for the anticipated cost of (\$ name dollar amount). The anticipated start and completion dates are January 1, 2012 through December 31, 2012. The primary goals of the project are to provide medical services to the detainees of the Cuyahoga County Correction Center.

B. Metro Health Systems is a county hospital organized and operated under Chapter 339 of the ORC which eliminated any need for a procurement method.

C. Contractor Information is as follows:
 Metro Health Systems
 2500 Metro Health Drive, Cleveland Ohio 44109

D. Project Planning or Status
 This project is new to the County. The term will be for one year. This project is "mission critical" because the contract that the Correction Center currently has with Midwest Medical expires on 12/31/2011. Midwest Medical currently fills any physician staffing vacancies.

E. This project is funded 100% by the General Fund. Metro Health will submit monthly

Invoices for accrued fees which the Sheriff's Office will pay monthly.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

To form an agreement with Metro Health Systems in order to secure temporary Physician staffing services at the Cuyahoga County Correction Center. These services will be used in order to fill temporary shortages in Physician staffing due to any number of reasons.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source: **Explanation:**

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

[Agreement for Services of Licensed Professionals](#)

History

Time

Who

Approval

Office of Procurement &
Diversity

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0338

Sponsored by: County Executive FitzGerald/Department of Public Works	A Resolution amending BOCC Resolution No. 014247 dated 11/6/2001, which authorized an amendment to Contract No. CE11084-02 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.
---	--

WHEREAS, the County Executive/Department of Public Works is hereby recommending to amend BOCC Resolution No. 014247 dated 11/6/2001, which authorized an amendment to Contract No. CE11084-02 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; and,

WHEREAS, it is necessary to amend BOCC Resolution No. 014247 by changing the time period from 10/1/2000 – 9/30/2010 to 10/1/2000 – 11/30/2011; and,

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

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

SECTION 1. The County Council hereby approves the amendment to BOCC Resolution No. 014247 dated 11/6/2001, which authorized an amendment to Contract No. CE11084-02 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.

SECTION 2. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to

RESOLUTION

Approving an amendment to Contract No. CE11084-02 by and between the Board of County Commissioners of Cuyahoga County, Ohio and 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 the Department of Central Services for the period October 1, 2000 through September 30, 2010 for additional funds in the amount of \$700,000.00; authorizing Jimmy Dimora, President, to sign said amendment on behalf of the Board of County Commissioners.

BE IT RESOLVED by the Board of County Commissioners of Cuyahoga County, Ohio, that an amendment to Contract No. CE11084-02 by and between said Board and 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 the Department of Central Services for the period October 1, 2000 through September 30, 2010 for additional funds in the amount of \$700,000.00, be, and the same is, hereby approved.

BE IT FURTHER RESOLVED that Jimmy Dimora, President, be, and he is, hereby authorized to sign said amendment on behalf of the Board of County Commissioners.

BE IT FURTHER RESOLVED that the Clerk of the Board be, and she is, hereby instructed to transmit a copy of this resolution together with a copy of said amendment to the County Auditor; one copy each to Marilu Acevedo, Contract Coordinator, Office of the Clerk of the Board; and three copies of each to Jay Ross, Director, Department of Central Services, with instructions to forward one complete set to Mt. Pleasant NOW Development Corporation; and one copy of this resolution to Michael Kochan, Purchasing Manager, Office of Procurement & Diversity.

On Motion of Commissioner Campbell, seconded by Commissioner McCormack, the foregoing resolution was duly adopted.

Ayes: Campbell, McCormack, Dimora.

Nays: None.

Resolution Adopted.

Marjorie J. Pettus,
Clerk of the Board

Journal 272
November 6, 2001
014247
fg

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0339

<p>Sponsored by: County Executive FitzGerald/Department of Public Works</p>	<p>A Resolution authorizing an amendment to Contract No. CE11084-02 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.</p>
--	--

WHEREAS, the County Executive/Department of Public Works has submitted a request to amend Contract No. CE11084-02 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; and

WHEREAS, this amendment increases the total amount of the contract to \$16,965,184.00; and

WHEREAS, the term of the lease is three (3) years starting 12/01/2011 through 11/30/2014, with two (2) one year renewal options. The County will also maintain a twelve (12) month termination option at any time; and

WHEREAS, the lease is for 52,967 square feet of space at \$13.70 per square foot for the first ten months. Starting in the eleventh month, the square footage will be reduced to 39,426 square feet and the rental rate will be reduced to \$11.00 per square foot. This totals \$676,987.60 for the first year of the lease and \$1,544,359.60 for the entire three year term; and

WHEREAS, the primary purpose is to provide continuing operating space for the Division of Employment and Family Services/Cuyahoga Support Enforcement Agency,

Division of Children and Family Services and Division of Senior and Adult Services. The County has leased space at this location for many years; and

WHEREAS, the funding for the lease will come from each of the three (3) agencies, proportioned to their use of space at the leased location as follows: (1) funding is through the Health & Human Services Levy Dollars (33%); (2) reimbursement from state dollars (66%) for EFS and CFS; and (3) HHS Levy for Senior and Adult's portion of the lease (100%). All payments will be made monthly directly to the landlord.

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

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

SECTION 1. The County Council hereby approves the amended Contract No. CE11084-02 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.

SECTION 2. That the County Executive is authorized to execute all documents required in connection with said amendment.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members elected to Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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 any of its committees that resulted 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

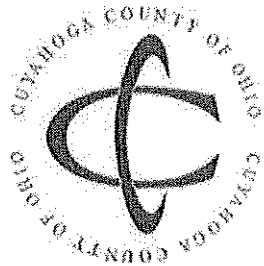
Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee Assigned:

Journal _____
_____, 2011



COMMISSIONERS
Jimmy Dimora
Timothy F. Hagan
Peter Lawson Jones

Item Details:

Agency/Dept. Name:	Department of Central Services	Agency/Dept. Head Name:	Bonnie Teeuwen
Type of Request:	Contract/Amendment		
Request Prepared by:	Wanda Graves / John Myers	Telephone No.	(216) 443-7095

SUMMARY OF REQUESTED ACTION:

Title: Mt. Pleasant NFSC 2011 Lease Renewal

Scope of Work:

Department of Public Works seeking approval of Amendment with Mount Pleasant NOW Development Corporation for the lease of office space on behalf of Department of Employment and Family Services, Department of Children and Family Services and Department of Senior and Adult Services.

Term:

Lease Term of Three (3) years starting December 01, 2011 and running through November 30, 2014, with two (2) one year renewal options. The County will also maintain a 12 month termination option at any time.

The lease is for 52,967 square feet of space at \$13.70 per square foot for the first ten months. Starting in the eleventh month the square footage will be reduced to 39,426 square feet and the rental rate will be reduced to \$11.00 per square foot. This totals \$676,987.60 for the first year of the lease and \$1,544,359.60 for the entire three year term.

The primary purpose is to provide continuing operating space for these three departments. The County has leased space at this location for many years.

Procurement:

The County initiated a public bid process (RQ1170) which resulted in the awarding of this Lease to Mt. Pleasant NOW Development Corporation, a neighborhood, non-profit CDC

(Community Development Corporation). The Lease was awarded pursuant to Resolution #990362 which called for a ten year term with a renewal clause which is the subject of the pending Amendment to the Lease.

Contractor & Project Information:

Mt. Pleasant NOW Development Corporation located at 13815 Kinsman Rd., Cleveland, Ohio 44120. Mr. Tom Stone is the Executive Director of Mt. Pleasant NOW Development Corporation. The site is located in County Council District 9.

Project Status and Planning:

This lease of space will be in place for a three year term, unless terminated sooner under provisions of the lease. No further action steps are needed or required at this time.

Funding:

The funding is from each of the three (3) agencies proportioned to their use of space at this leased location. The payments will be made monthly to the Landlord. Funding is through the Health and Human Services Levy dollars (33%) and reimbursement from State dollars (66%) for EFS & CFS and will be almost 100% HHS Levy for Senior and Adult's portion of the Lease.

Total Amount Requested:

\$1,544,359.60

Principal Owner (s):

Mt. Pleasant NOW Development Corporation, Thomas K. Stone, Executive Director

Lease Location:

13815 Kinsman Road
Cleveland, Ohio 44120
Council District 9

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

contract negotiations

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

Financial Information:

Funding source: Explanation:

Total Amount Requested:

\$

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0291

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution adopting the 2012/2013 Biennial Operating Budget and Capital Improvements Program, and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, Article 2, Section 3, Subsections 9 and 10 of the Cuyahoga County Charter directs the County Executive to submit to the Council prior to the beginning of each fiscal year, a proposed operating budget and a capital improvements program for the upcoming fiscal year; and

WHEREAS, Article 3, Section 9, Subsection 5 of the Cuyahoga County Charter gives County Council the power to adopt and amend the County's operating budget and capital improvements program and to make appropriations for the County; and

WHEREAS, County Council enacted Ordinance No. O2011-0036 on September 13, 2011, which established the procedure for a two-year budget, capital improvements and appropriations process with an annual update; and

WHEREAS, Ordinance No. O2011-0036 states that not later than at the first County Council meeting in October of each odd-numbered year, the County Executive shall submit to Council a proposed operating budget and capital improvements program for the two fiscal years beginning January 1 of the year following the submission. The materials submitted shall include all information required by Article 2, Section 3, Subsections 9, 10, and 11 of the Cuyahoga County Charter; and

WHEREAS, Ordinance No. O2011-0036 also states that County Council shall review, amend as needed, and adopt the biennial operating budget and capital improvements program and make all necessary appropriations not later than December 15th of each odd-numbered year.

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

SECTION 1. County Council hereby adopts the Cuyahoga County 2012/2013 Biennial Operating Budget and Capital Improvements Program as follows:

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Office of the County Executive

EX016006 Office of the County Executive							
INDEX	EX016006	Office of the County Executive	SUBFUND	01A001	Personal Services	1,159,616	1,164,434
INDEX	EX016006	Office of the County Executive	SUBFUND	01A001	Other Expenses	601,286	601,286
INDEX	EX016006	Office of the County Executive	SUBFUND	01A001	Capital Outlays	2,425	2,425
Total Office of the County Executive						1,763,327	1,768,145
Total Office of the County Executive						1,763,327	1,768,145

County Law Department

LA000794 County Law Department							
INDEX	LA000794	County Law Department	SUBFUND	01A001	Personal Services	850,153	858,945
INDEX	LA000794	County Law Department	SUBFUND	01A001	Other Expenses	265,500	267,600
INDEX	LA000794	County Law Department	SUBFUND	01A001	Capital Outlays	1,621	1,621
Total County Law Department						1,117,274	1,128,166
Total County Law Department						1,117,274	1,128,166

Human Resources

HR018010 Human Resources Administration							
INDEX	HR018010	Human Resources Administration	SUBFUND	01A001	Personal Services	3,211,844	3,114,252
INDEX	HR018010	Human Resources Administration	SUBFUND	01A001	Other Expenses	637,828	637,828
INDEX	HR018010	Human Resources Administration	SUBFUND	01A001	Capital Outlays	6,092	6,092
Total Human Resources Administration						3,855,764	3,758,172
ND570002 County Wellness Program							
INDEX	ND570002	County Wellness Program	SUBFUND	20A550	Other Expenses	12,000	12,000
Total County Wellness Program						12,000	12,000
Total Human Resources						3,867,764	3,770,172

Development

DV014100 Economic Development							
INDEX	DV014100	Economic Development	SUBFUND	01A001	Personal Services	1,016,030	1,027,601
INDEX	DV014100	Economic Development	SUBFUND	01A001	Other Expenses	2,221,412	2,221,412
INDEX	DV014100	Economic Development	SUBFUND	01A001	Capital Outlays	1,624	1,624
Total Economic Development						3,239,066	3,250,637
DV520692 Development-Revolving Loan Fund							
INDEX	DV520692	Development-Revolving Loan Fund	SUBFUND	20D445	Other Expenses	1,997,630	1,997,630
Total Development-Revolving Loan Fund						1,997,630	1,997,630
DV520726 Brownfield Revolving Loan Fund							
INDEX	DV520726	Brownfield Revolving Loan Fund	SUBFUND	20D446	Other Expenses	177,024	177,024
Total Brownfield Revolving Loan Fund						177,024	177,024
DV520031 County Airport							
INDEX	DV520031	County Airport	SUBFUND	52A100	Personal Services	783,162	785,959
INDEX	DV520031	County Airport	SUBFUND	52A100	Other Expenses	764,910	764,910
INDEX	DV520031	County Airport	SUBFUND	52A100	Capital Outlays	1,384	1,384
Total County Airport						1,549,456	1,552,253
DV014175 Blue Ribbon Task Force							
INDEX	DV014175	Blue Ribbon Task Force	SUBFUND	01A001	Personal Services	0	0
INDEX	DV014175	Blue Ribbon Task Force	SUBFUND	01A001	Other Expenses	0	0
INDEX	DV014175	Blue Ribbon Task Force	SUBFUND	01A001	Capital Outlays	0	0
Total Blue Ribbon Task Force						0	0
Total Development						6,963,176	6,977,544

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Regional Collaboration

DV014225 Regional Collaboration					
INDEX DV014225	Regional Collaboration	SUBFUND 01A001	Personal Services	218,976	219,488
INDEX DV014225	Regional Collaboration	SUBFUND 01A001	Other Expenses	10,200	10,200
INDEX DV014225	Regional Collaboration	SUBFUND 01A001	Capital Outlays	419	419
Total Regional Collaboration				229,595	230,107
Total Regional Collaboration				229,595	230,107

County Fiscal Office

FS109611 Fiscal Office Administration					
INDEX FS109611	Fiscal Office Administration	SUBFUND 01A001	Personal Services	700,416	700,416
INDEX FS109611	Fiscal Office Administration	SUBFUND 01A001	Capital Outlays	1,374	1,374
Total Fiscal Office Administration				701,790	701,790

FS109629 Office of Budget & Management					
INDEX FS109629	Office of Budget & Management	SUBFUND 01A001	Personal Services	1,006,125	977,263
INDEX FS109629	Office of Budget & Management	SUBFUND 01A001	Other Expenses	182,844	182,844
INDEX FS109629	Office of Budget & Management	SUBFUND 01A001	Capital Outlays	1,851	1,851
Total Office of Budget & Management				1,190,820	1,161,958

FS109637 Financial Reporting					
INDEX FS109637	Financial Reporting	SUBFUND 01A001	Personal Services	4,316,519	3,934,923
INDEX FS109637	Financial Reporting	SUBFUND 01A001	Other Expenses	3,209,243	3,209,243
INDEX FS109637	Financial Reporting	SUBFUND 01A001	Capital Outlays	7,182	7,182
Total Financial Reporting				7,532,944	7,151,348

FS109645 Operations-Records & Licenses					
INDEX FS109645	Operations-Records & Licenses	SUBFUND 01A001	Personal Services	2,663,806	2,644,762
INDEX FS109645	Operations-Records & Licenses	SUBFUND 01A001	Other Expenses	1,403,498	1,403,498
INDEX FS109645	Operations-Records & Licenses	SUBFUND 01A001	Capital Outlays	6,204	6,204
Total Operations-Records & Licenses				4,073,508	4,054,464

FS109694 Operations-Title Bureau					
INDEX FS109694	Operations-Title Bureau	SUBFUND 20A658	Personal Services	2,891,728	2,894,721
INDEX FS109694	Operations-Title Bureau	SUBFUND 20A658	Other Expenses	1,243,360	1,243,360
INDEX FS109694	Operations-Title Bureau	SUBFUND 20A658	Capital Outlays	4,806	4,806
Total Operations-Title Bureau				4,139,894	4,142,887

FS109702 Operations-Tax Assessments					
INDEX FS109702	Operations-Tax Assessments	SUBFUND 20A301	Personal Services	6,461,072	6,311,650
INDEX FS109702	Operations-Tax Assessments	SUBFUND 20A301	Other Expenses	5,951,959	5,951,959
INDEX FS109702	Operations-Tax Assessments	SUBFUND 20A301	Capital Outlays	12,650	12,650
Total Operations-Tax Assessments				12,425,681	12,276,259

FS109678 Office of Procurement and Diversity					
INDEX FS109678	Office of Procurement and Diversity	SUBFUND 01A001	Personal Services	1,260,491	1,158,416
INDEX FS109678	Office of Procurement and Diversity	SUBFUND 01A001	Other Expenses	465,024	365,024
INDEX FS109678	Office of Procurement and Diversity	SUBFUND 01A001	Capital Outlays	2,055	2,055
Total Office of Procurement and Diversity				1,727,570	1,525,495

FS109751 Fiscal- Office Supply Contract					
INDEX FS109751	Fiscal- Office Supply Contract	SUBFUND 64A601	Other Expenses	467,090	467,090
Total Fiscal- Office Supply Contract				467,090	467,090

Total County Fiscal Office				32,259,297	31,481,291
-----------------------------------	--	--	--	-------------------	-------------------

Treasury Management

FS109660 Treasury Management					
INDEX FS109660	Treasury Management	SUBFUND 01A001	Personal Services	1,426,288	1,345,122

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Treasury Management

FS109660 Treasury Management						
INDEX FS109660	Treasury Management	SUBFUND	01A001	Other Expenses	1,407,755	1,407,755
INDEX FS109660	Treasury Management	SUBFUND	01A001	Capital Outlays	2,862	2,862
Total Treasury Management					2,836,905	2,755,739
FS109710 Treasury DRETAC						
INDEX FS109710	Treasury DRETAC	SUBFUND	20A322	Personal Services	982,375	959,096
INDEX FS109710	Treasury DRETAC	SUBFUND	20A322	Other Expenses	551,222	551,222
INDEX FS109710	Treasury DRETAC	SUBFUND	20A322	Capital Outlays	2,789	2,789
Total Treasury DRETAC					1,536,386	1,513,107
FS109728 Fiscal -Tax Prepayment Special Interest						
INDEX FS109728	Fiscal -Tax Prepayment Special Interest	SUBFUND	20A325	Personal Services	192,943	193,613
INDEX FS109728	Fiscal -Tax Prepayment Special Interest	SUBFUND	20A325	Other Expenses	378,304	378,304
INDEX FS109728	Fiscal -Tax Prepayment Special Interest	SUBFUND	20A325	Capital Outlays	343	343
Total Fiscal -Tax Prepayment Special Interest					571,590	572,260
FS109736 Fiscal -Tax Certificate Admin.						
INDEX FS109736	Fiscal -Tax Certificate Admin.	SUBFUND	20A340	Personal Services	137,328	137,884
INDEX FS109736	Fiscal -Tax Certificate Admin.	SUBFUND	20A340	Other Expenses	348,069	348,069
INDEX FS109736	Fiscal -Tax Certificate Admin.	SUBFUND	20A340	Capital Outlays	235	235
Total Fiscal -Tax Certificate Admin.					485,632	486,188
FS109744 Fiscal-County Land Reutilization Corporation						
INDEX FS109744	Fiscal-County Land Reutilization Corporation	SUBFUND	20AA03	Other Expenses	7,000,000	7,000,000
Total Fiscal-County Land Reutilization Corporation					7,000,000	7,000,000
Total Treasury Management					12,430,513	12,327,294

Information Services Center

IS821009 ISC Administration						
INDEX IS821009	ISC Administration	SUBFUND	63A100	Personal Services	3,744,421	3,762,985
INDEX IS821009	ISC Administration	SUBFUND	63A100	Other Expenses	2,339,454	2,982,369
INDEX IS821009	ISC Administration	SUBFUND	63A100	Capital Outlays	14,188	14,188
Total ISC Administration					6,098,063	6,759,542
IS691287 ISC Application Development						
INDEX IS691287	ISC Application Development	SUBFUND	63A100	Personal Services	977,594	977,594
INDEX IS691287	ISC Application Development	SUBFUND	63A100	Other Expenses	78,572	78,572
Total ISC Application Development					1,056,166	1,056,166
IS692004 ISC Operations						
INDEX IS692004	ISC Operations	SUBFUND	63A100	Personal Services	989,910	989,910
INDEX IS692004	ISC Operations	SUBFUND	63A100	Other Expenses	1,061,517	1,061,517
INDEX IS692004	ISC Operations	SUBFUND	63A100	Capital Outlays	250,000	250,000
Total ISC Operations					2,301,427	2,301,427
IS694117 ISC Communications						
INDEX IS694117	ISC Communications	SUBFUND	63A100	Personal Services	798,664	798,664
INDEX IS694117	ISC Communications	SUBFUND	63A100	Other Expenses	2,069,349	2,069,349
Total ISC Communications					2,868,013	2,868,013
IS694018 ISC User Supply						
INDEX IS694018	ISC User Supply	SUBFUND	63A100	Other Expenses	287,979	287,979
Total ISC User Supply					287,979	287,979
IS694125 ISC Engineering						
INDEX IS694125	ISC Engineering	SUBFUND	63A100	Personal Services	1,542,698	1,542,698
INDEX IS694125	ISC Engineering	SUBFUND	63A100	Other Expenses	182,575	182,575
Total ISC Engineering					1,725,273	1,725,273

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Information Services Center

IS694588 County GIS Management							
INDEX	IS694588	County GIS Management	SUBFUND	63A300	Personal Services	300,328	300,887
INDEX	IS694588	County GIS Management	SUBFUND	63A300	Other Expenses	440,169	432,669
INDEX	IS694588	County GIS Management	SUBFUND	63A300	Capital Outlays	590	590
Total County GIS Management						741,087	734,146
Total Information Services Center						15,078,008	15,732,546

Public Works - Central Services

CT571000 Central Services Admin.							
INDEX	CT571000	Central Services Admin.	SUBFUND	61A607	Personal Services	2,508,042	2,449,806
INDEX	CT571000	Central Services Admin.	SUBFUND	61A607	Other Expenses	380,364	380,364
INDEX	CT571000	Central Services Admin.	SUBFUND	61A607	Capital Outlays	959	2,316
Total Central Services Admin.						2,889,365	2,832,486
CT575001 Maintenance Garage							
INDEX	CT575001	Maintenance Garage	SUBFUND	62A603	Personal Services	374,354	375,483
INDEX	CT575001	Maintenance Garage	SUBFUND	62A603	Other Expenses	1,096,633	1,096,633
INDEX	CT575001	Maintenance Garage	SUBFUND	62A603	Capital Outlays	300,577	577
Total Maintenance Garage						1,771,564	1,472,693
CT577106 Risk & Property Management							
INDEX	CT577106	Risk & Property Management	SUBFUND	01A001	Personal Services	559,718	541,331
INDEX	CT577106	Risk & Property Management	SUBFUND	01A001	Other Expenses	2,490,570	2,490,570
INDEX	CT577106	Risk & Property Management	SUBFUND	01A001	Capital Outlays	1,038	1,038
Total Risk & Property Management						3,051,326	3,032,939
CT577353 County Mailroom							
INDEX	CT577353	County Mailroom	SUBFUND	65A604	Personal Services	605,716	560,320
INDEX	CT577353	County Mailroom	SUBFUND	65A604	Other Expenses	839,837	839,837
INDEX	CT577353	County Mailroom	SUBFUND	65A604	Capital Outlays	894	894
Total County Mailroom						1,446,447	1,401,051
CT577551 Fast Copy							
INDEX	CT577551	Fast Copy	SUBFUND	64A606	Personal Services	712,053	691,058
INDEX	CT577551	Fast Copy	SUBFUND	64A606	Other Expenses	2,492,409	1,941,253
INDEX	CT577551	Fast Copy	SUBFUND	64A606	Capital Outlays	35,000	35,000
Total Fast Copy						3,239,462	2,667,311
CT577601 Archives							
INDEX	CT577601	Archives	SUBFUND	01A001	Personal Services	263,124	268,269
INDEX	CT577601	Archives	SUBFUND	01A001	Other Expenses	723,846	723,846
INDEX	CT577601	Archives	SUBFUND	01A001	Capital Outlays	3,715	3,715
Total Archives						990,685	995,830
CT577379 Custodial Services							
INDEX	CT577379	Custodial Services	SUBFUND	61A607	Personal Services	6,764,521	6,630,864
INDEX	CT577379	Custodial Services	SUBFUND	61A607	Other Expenses	484,314	484,314
INDEX	CT577379	Custodial Services	SUBFUND	61A607	Capital Outlays	7,768	7,768
Total Custodial Services						7,256,603	7,122,946
CT577395 Trades Services							
INDEX	CT577395	Trades Services	SUBFUND	61A607	Personal Services	8,834,308	8,660,613
INDEX	CT577395	Trades Services	SUBFUND	61A607	Other Expenses	948,493	948,493
INDEX	CT577395	Trades Services	SUBFUND	61A607	Capital Outlays	17,720	17,720
Total Trades Services						9,800,521	9,626,826
CT577411 Other Services							
INDEX	CT577411	Other Services	SUBFUND	61A607	Other Expenses	16,134,558	16,134,558
Total Other Services						16,134,558	16,134,558

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Public Works - Central Services

CT571034 Special Trades					
INDEX CT571034	Special Trades	SUBFUND 61A607	Personal Services	0	0
Total Special Trades				0	0
CT050047 Dog Kennel Operations					
INDEX CT050047	Dog Kennel Operations	SUBFUND 20A302	Personal Services	790,066	792,345
INDEX CT050047	Dog Kennel Operations	SUBFUND 20A302	Other Expenses	837,235	837,235
INDEX CT050047	Dog Kennel Operations	SUBFUND 20A302	Capital Outlays	37,431	37,431
Total Dog Kennel Operations				1,664,732	1,667,011
CT571125 Huntington Park Garage					
INDEX CT571125	Huntington Park Garage	SUBFUND 51A404	Personal Services	854,328	759,698
INDEX CT571125	Huntington Park Garage	SUBFUND 51A404	Other Expenses	2,129,125	2,129,086
INDEX CT571125	Huntington Park Garage	SUBFUND 51A404	Capital Outlays	181,404	1,404
Total Huntington Park Garage				3,164,857	2,890,188
Total Public Works - Central Services				51,410,120	49,843,839

Public Works- County Engineer

CE835025 County Engineer Admin					
INDEX CE835025	County Engineer Admin	SUBFUND 26A601	Personal Services	5,171,928	4,764,202
INDEX CE835025	County Engineer Admin	SUBFUND 26A601	Other Expenses	1,270,004	1,270,004
INDEX CE835025	County Engineer Admin	SUBFUND 26A601	Capital Outlays	125,000	125,000
Total County Engineer Admin				6,566,932	6,159,206
CE835249 Cnty Engineer Maintenance Eng					
INDEX CE835249	Cnty Engineer Maintenance Eng	SUBFUND 26A601	Personal Services	5,485,992	5,170,654
INDEX CE835249	Cnty Engineer Maintenance Eng	SUBFUND 26A601	Other Expenses	1,376,212	1,376,212
INDEX CE835249	Cnty Engineer Maintenance Eng	SUBFUND 26A601	Capital Outlays	400,000	400,000
Total Cnty Engineer Maintenance Eng				7,262,204	6,946,866
CE418053 \$5.00 Fund Road Improvements					
INDEX CE418053	\$5.00 Fund Road Improvements	SUBFUND 26A650	Other Expenses	2,780,000	2,780,000
INDEX CE418053	\$5.00 Fund Road Improvements	SUBFUND 26A650	Capital Outlays	2,480,000	2,480,000
Total \$5.00 Fund Road Improvements				5,260,000	5,260,000
CE417477 \$7.50 Fund Road Improvements					
INDEX CE417477	\$7.50 Fund Road Improvements	SUBFUND 26A651	Other Expenses	862,562	862,562
INDEX CE417477	\$7.50 Fund Road Improvements	SUBFUND 26A651	Capital Outlays	9,446,464	4,635,000
Total \$7.50 Fund Road Improvements				10,309,026	5,497,562
Total Public Works- County Engineer				29,398,162	23,863,634

Public Works - Sanitary Engineer

ST540252 Sanitary Engineer Operations					
INDEX ST540252	Sanitary Engineer Operations	SUBFUND 54A100	Personal Services	8,506,409	8,530,771
INDEX ST540252	Sanitary Engineer Operations	SUBFUND 54A100	Other Expenses	2,885,725	2,885,725
INDEX ST540252	Sanitary Engineer Operations	SUBFUND 54A100	Capital Outlays	1,635,000	1,585,000
Total Sanitary Engineer Operations				13,027,134	13,001,496
ST540583 Sanitary Engineer Debt Service					
INDEX ST540583	Sanitary Engineer Debt Service	SUBFUND 54A100	Other Expenses	1,058,470	1,058,470
Total Sanitary Engineer Debt Service				1,058,470	1,058,470
ST540625 Sanitary Eng. Note Retirement					
INDEX ST540625	Sanitary Eng. Note Retirement	SUBFUND 54A901	Other Expenses	324,704	324,704
Total Sanitary Eng. Note Retirement				324,704	324,704
Total Public Works - Sanitary Engineer				14,410,308	14,384,670

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

County Sheriff

SH586115 Sheriff - Home Detention Fees					
INDEX SH586115	Sheriff - Home Detention Fees	SUBFUND 20A630	Other Expenses	166,308	166,308
Total Sheriff - Home Detention Fees				166,308	166,308
SH350108 Carrying Concealed Weapons App					
INDEX SH350108	Carrying Concealed Weapons App	SUBFUND 20A806	Personal Services	100,122	100,293
INDEX SH350108	Carrying Concealed Weapons App	SUBFUND 20A806	Other Expenses	51,117	51,117
INDEX SH350108	Carrying Concealed Weapons App	SUBFUND 20A806	Capital Outlays	156	156
Total Carrying Concealed Weapons App				151,395	151,566
SH456483 Sheriff Dept Special Project I					
INDEX SH456483	Sheriff Dept Special Project I	SUBFUND 20A812	Personal Services	164,247	164,841
INDEX SH456483	Sheriff Dept Special Project I	SUBFUND 20A812	Capital Outlays	291	291
Total Sheriff Dept Special Project I				164,538	165,132
SH456608 State Alien Criminal Asst Prog					
INDEX SH456608	State Alien Criminal Asst Prog	SUBFUND 20A821	Personal Services	54,739	54,738
INDEX SH456608	State Alien Criminal Asst Prog	SUBFUND 20A821	Capital Outlays	188	188
Total State Alien Criminal Asst Prog				54,927	54,926
SH456616 Law Enforcement CPT					
INDEX SH456616	Law Enforcement CPT	SUBFUND 20AA05	Other Expenses	7,013	7,013
Total Law Enforcement CPT				7,013	7,013
SH350272 Law Enforcement					
INDEX SH350272	Law Enforcement	SUBFUND 01A001	Personal Services	15,535,488	15,578,892
INDEX SH350272	Law Enforcement	SUBFUND 01A001	Other Expenses	721,037	721,037
INDEX SH350272	Law Enforcement	SUBFUND 01A001	Capital Outlays	26,144	26,144
Total Law Enforcement				16,282,669	16,326,073
SH350470 Jail Operations					
INDEX SH350470	Jail Operations	SUBFUND 01A001	Personal Services	42,257,142	42,381,219
INDEX SH350470	Jail Operations	SUBFUND 01A001	Other Expenses	14,472,302	14,572,302
INDEX SH350470	Jail Operations	SUBFUND 01A001	Capital Outlays	73,322	73,322
Total Jail Operations				56,802,766	57,026,843
SH350579 Sheriff Operations					
INDEX SH350579	Sheriff Operations	SUBFUND 01A001	Personal Services	4,980,787	4,639,701
INDEX SH350579	Sheriff Operations	SUBFUND 01A001	Other Expenses	1,367,948	1,367,948
INDEX SH350579	Sheriff Operations	SUBFUND 01A001	Capital Outlays	8,729	8,729
Total Sheriff Operations				6,357,464	6,016,378
SH351080 Impact Unit/Community Policing					
INDEX SH351080	Impact Unit/Community Policing	SUBFUND 01A001	Personal Services	846,284	849,404
INDEX SH351080	Impact Unit/Community Policing	SUBFUND 01A001	Other Expenses	101,590	101,590
INDEX SH351080	Impact Unit/Community Policing	SUBFUND 01A001	Capital Outlays	52,126	49,006
Total Impact Unit/Community Policing				1,000,000	1,000,000
SH352005 Building Security Services					
INDEX SH352005	Building Security Services	SUBFUND 61A608	Personal Services	10,544,472	10,578,151
INDEX SH352005	Building Security Services	SUBFUND 61A608	Other Expenses	475,992	425,992
INDEX SH352005	Building Security Services	SUBFUND 61A608	Capital Outlays	17,432	17,432
Total Building Security Services				11,037,896	11,021,575
Total County Sheriff				92,024,976	91,935,814

Board & Care Of Prisoners

AE511451 Board & Care Of Prisoners

2012 2013
Annual Annual
Appropriation Appropriation

Board & Care Of Prisoners				2012	2013
				Annual	Annual
				Appropriation	Appropriation
AE511451 Board & Care Of Prisoners					
INDEX AE511451	Board & Care Of Prisoners	SUBFUND 01A001	Other Expenses	994,920	994,920
Total Board & Care Of Prisoners				994,920	994,920
Total Board & Care Of Prisoners				994,920	994,920
Public Safety & Justice Services					
JA050088 Justice Affairs Admin					
INDEX JA050088	Justice Affairs Admin	SUBFUND 01A001	Personal Services	556,592	428,138
INDEX JA050088	Justice Affairs Admin	SUBFUND 01A001	Other Expenses	647,287	647,287
INDEX JA050088	Justice Affairs Admin	SUBFUND 01A001	Capital Outlays	1,387	1,387
Total Justice Affairs Admin				1,205,266	1,076,812
JA301093 Justice Planning					
INDEX JA301093	Justice Planning	SUBFUND 01A001	Personal Services	0	0
Total Justice Planning				0	0
JA108118 Custody Mediation					
INDEX JA108118	Custody Mediation	SUBFUND 20A822	Personal Services	498,260	498,763
INDEX JA108118	Custody Mediation	SUBFUND 20A822	Other Expenses	49,985	49,985
INDEX JA108118	Custody Mediation	SUBFUND 20A822	Capital Outlays	1,015	1,015
Total Custody Mediation				549,260	549,763
JA107425 Witness Victim HHS					
INDEX JA107425	Witness Victim HHS	SUBFUND 20A809	Personal Services	1,376,025	1,376,024
INDEX JA107425	Witness Victim HHS	SUBFUND 20A809	Other Expenses	759,789	759,789
INDEX JA107425	Witness Victim HHS	SUBFUND 20A809	Capital Outlays	2,092	2,092
Total Witness Victim HHS				2,137,906	2,137,905
JA107433 Criminal Justice Intervent HHS					
INDEX JA107433	Criminal Justice Intervent HHS	SUBFUND 20A810	Personal Services	167,711	0
Total Criminal Justice Intervent HHS				167,711	0
JA100123 Emergency Management					
INDEX JA100123	Emergency Management	SUBFUND 20A390	Personal Services	674,053	655,850
INDEX JA100123	Emergency Management	SUBFUND 20A390	Other Expenses	254,882	254,882
INDEX JA100123	Emergency Management	SUBFUND 20A390	Capital Outlays	1,178	1,178
Total Emergency Management				930,113	911,910
JA090068 Cuyahoga Regional Information System					
INDEX JA090068	Cuyahoga Regional Information System	SUBFUND 50A410	Personal Services	901,914	867,728
INDEX JA090068	Cuyahoga Regional Information System	SUBFUND 50A410	Other Expenses	1,013,436	1,013,436
INDEX JA090068	Cuyahoga Regional Information System	SUBFUND 50A410	Capital Outlays	1,562	1,562
Total Cuyahoga Regional Information System				1,916,912	1,882,726
JA100354 CECOMS					
INDEX JA100354	CECOMS	SUBFUND 01A001	Personal Services	102,685	103,536
INDEX JA100354	CECOMS	SUBFUND 01A001	Other Expenses	223,005	223,005
INDEX JA100354	CECOMS	SUBFUND 01A001	Capital Outlays	205	205
Total CECOMS				325,895	326,746
JA106773 Wireless 9-1-1 Government Asst					
INDEX JA106773	Wireless 9-1-1 Government Asst	SUBFUND 20A814	Personal Services	975,126	947,007
INDEX JA106773	Wireless 9-1-1 Government Asst	SUBFUND 20A814	Other Expenses	6,080,531	1,080,531
INDEX JA106773	Wireless 9-1-1 Government Asst	SUBFUND 20A814	Capital Outlays	1,688	1,688
Total Wireless 9-1-1 Government Asst				7,057,345	2,029,226
JA302224 Public Safety Grants Admin.					
INDEX JA302224	Public Safety Grants Admin.	SUBFUND 01A001	Personal Services	723,305	733,598
INDEX JA302224	Public Safety Grants Admin.	SUBFUND 01A001	Other Expenses	467,224	461,224

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Public Safety & Justice Services

JA302224 Public Safety Grants Admin.					
INDEX JA302224 Public Safety Grants Admin.	SUBFUND	01A001	Capital Outlays	1,352	1,352
Total Public Safety Grants Admin.				1,191,881	1,196,174
JA100990 Div. of Information Technology					
INDEX JA100990 Div. of Information Technology	SUBFUND	01A001	Personal Services	844,599	854,825
Total Div. of Information Technology				844,599	854,825
Total Public Safety & Justice Services				16,326,888	10,966,087

Justice Systems Management

JS200048 Justice Systems Management					
INDEX JS200048 Justice Systems Management	SUBFUND	01A001	Other Expenses	30,000	30,000
Total Justice Systems Management				30,000	30,000
Total Justice Systems Management				30,000	30,000

Domestic Violence

AE511550 Domestic Violence					
INDEX AE511550 Domestic Violence	SUBFUND	20A330	Other Expenses	244,118	244,118
Total Domestic Violence				244,118	244,118
Total Domestic Violence				244,118	244,118

Clerk of Courts

CL200055 Clerk of Courts-Admin.					
INDEX CL200055 Clerk of Courts-Admin.	SUBFUND	01A001	Personal Services	6,016,647	6,159,110
INDEX CL200055 Clerk of Courts-Admin.	SUBFUND	01A001	Other Expenses	5,124,238	5,124,238
INDEX CL200055 Clerk of Courts-Admin.	SUBFUND	01A001	Capital Outlays	10,888	10,888
Total Clerk of Courts-Admin.				11,151,773	11,294,236
CL456491 Clerk Courts Special Project I					
INDEX CL456491 Clerk Courts Special Project I	SUBFUND	20A812	Personal Services	443,033	444,617
INDEX CL456491 Clerk Courts Special Project I	SUBFUND	20A812	Other Expenses	4,598	4,598
INDEX CL456491 Clerk Courts Special Project I	SUBFUND	20A812	Capital Outlays	775	775
Total Clerk Courts Special Project I				448,406	449,990
CL576124 Clerk Of Courts-Computers					
INDEX CL576124 Clerk Of Courts-Computers	SUBFUND	20A695	Personal Services	678	678
INDEX CL576124 Clerk Of Courts-Computers	SUBFUND	20A695	Other Expenses	182,277	182,277
Total Clerk Of Courts-Computers				182,955	182,955
Total Clerk of Courts				11,783,134	11,927,181

Medical Examiner

CR180026 Coroner-Operations					
INDEX CR180026 Coroner-Operations	SUBFUND	01A001	Personal Services	4,019,066	3,946,485
INDEX CR180026 Coroner-Operations	SUBFUND	01A001	Other Expenses	3,053,156	3,053,156
INDEX CR180026 Coroner-Operations	SUBFUND	01A001	Capital Outlays	11,846	11,846
Total Coroner-Operations				7,084,068	7,011,487
CR180034 Coroner's Lab					
INDEX CR180034 Coroner's Lab	SUBFUND	20A312	Personal Services	379,149	380,221
INDEX CR180034 Coroner's Lab	SUBFUND	20A312	Other Expenses	270,741	270,741
INDEX CR180034 Coroner's Lab	SUBFUND	20A312	Capital Outlays	705	705
Total Coroner's Lab				650,595	651,667
CR180265 Cuy Co Reg Forensic Science La					

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Medical Examiner

CR180265 Cuy Co Reg Forensic Science La							
INDEX	CR180265	Cuy Co Reg Forensic Science La	SUBFUND	20A076	Personal Services	2,643,079	2,312,531
INDEX	CR180265	Cuy Co Reg Forensic Science La	SUBFUND	20A076	Other Expenses	372,911	353,459
Total Cuy Co Reg Forensic Science La						3,015,990	2,665,990
Total Medical Examiner						10,750,653	10,329,144

Office of Health and Human Services

HS157305 Health Care Access Programming							
INDEX	HS157305	Health Care Access Programming	SUBFUND	20AA01	Other Expenses	50,000	0
Total Health Care Access Programming						50,000	0
HS157289 Office of Health and Human Svc							
INDEX	HS157289	Office of Health and Human Svc	SUBFUND	24A430	Personal Services	1,566,642	1,286,565
INDEX	HS157289	Office of Health and Human Svc	SUBFUND	24A430	Other Expenses	1,507,277	1,507,277
INDEX	HS157289	Office of Health and Human Svc	SUBFUND	24A430	Capital Outlays	2,864	2,864
Total Office of Health and Human Svc						3,076,783	2,796,706
HS157362 Executive HHS Human Resources							
INDEX	HS157362	Executive HHS Human Resources	SUBFUND	24A430	Personal Services	694,901	697,240
INDEX	HS157362	Executive HHS Human Resources	SUBFUND	24A430	Capital Outlays	1,140	1,140
Total Executive HHS Human Resources						696,041	698,380
HS749069 HHS Office of Reentry							
INDEX	HS749069	HHS Office of Reentry	SUBFUND	24A878	Personal Services	476,048	477,017
INDEX	HS749069	HHS Office of Reentry	SUBFUND	24A878	Other Expenses	1,561,842	1,661,842
INDEX	HS749069	HHS Office of Reentry	SUBFUND	24A878	Capital Outlays	533	533
Total HHS Office of Reentry						2,038,423	2,139,392
HS158097 PA - Homeless Services							
INDEX	HS158097	PA - Homeless Services	SUBFUND	24A641	Personal Services	322,785	323,713
INDEX	HS158097	PA - Homeless Services	SUBFUND	24A641	Other Expenses	4,938,095	4,938,095
INDEX	HS158097	PA - Homeless Services	SUBFUND	24A641	Capital Outlays	619	619
Total PA - Homeless Services						5,261,499	5,262,427
Total Office of Health and Human Services						11,122,746	10,896,905

Children and Family Services

CF135467 CFS Administrative Services							
INDEX	CF135467	CFS Administrative Services	SUBFUND	24A301	Personal Services	4,303,961	4,231,509
INDEX	CF135467	CFS Administrative Services	SUBFUND	24A301	Other Expenses	10,339,953	10,339,953
INDEX	CF135467	CFS Administrative Services	SUBFUND	24A301	Capital Outlays	7,517	7,517
Total CFS Administrative Services						14,651,431	14,578,979
CF135483 Training							
INDEX	CF135483	Training	SUBFUND	24A301	Personal Services	691,547	693,647
INDEX	CF135483	Training	SUBFUND	24A301	Other Expenses	127,986	127,986
INDEX	CF135483	Training	SUBFUND	24A301	Capital Outlays	1,265	1,265
Total Training						820,798	822,898
CF135491 Information Services							
INDEX	CF135491	Information Services	SUBFUND	24A301	Personal Services	2,585,041	2,504,644
INDEX	CF135491	Information Services	SUBFUND	24A301	Other Expenses	1,318,707	1,318,707
INDEX	CF135491	Information Services	SUBFUND	24A301	Capital Outlays	4,348	4,348
Total Information Services						3,908,096	3,827,699
CF135509 Direct Services							
INDEX	CF135509	Direct Services	SUBFUND	24A301	Personal Services	33,145,124	33,549,544
INDEX	CF135509	Direct Services	SUBFUND	24A301	Other Expenses	1,394,646	1,394,646

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Children and Family Services

CF135509 Direct Services				
INDEX CF135509	Direct Services	SUBFUND 24A301	Capital Outlays	60,029 60,029
Total Direct Services				34,599,799 35,004,219
CF135525 Supportive Services				
INDEX CF135525	Supportive Services	SUBFUND 24A301	Personal Services	3,126,629 3,177,717
INDEX CF135525	Supportive Services	SUBFUND 24A301	Other Expenses	2,234,656 2,234,656
INDEX CF135525	Supportive Services	SUBFUND 24A301	Capital Outlays	5,669 5,669
Total Supportive Services				5,366,954 5,418,042
CF135442 Caregiver Parent Recruitment				
INDEX CF135442	Caregiver Parent Recruitment	SUBFUND 24A301	Personal Services	392,709 376,479
INDEX CF135442	Caregiver Parent Recruitment	SUBFUND 24A301	Other Expenses	184,805 184,805
INDEX CF135442	Caregiver Parent Recruitment	SUBFUND 24A301	Capital Outlays	689 689
Total Caregiver Parent Recruitment				578,203 561,973
CF134015 Client Supportive Services				
INDEX CF134015	Client Supportive Services	SUBFUND 20A303	Other Expenses	6,079,494 6,079,494
Total Client Supportive Services				6,079,494 6,079,494
CF135541 Visitation Center				
INDEX CF135541	Visitation Center	SUBFUND 24A301	Personal Services	619,626 560,633
INDEX CF135541	Visitation Center	SUBFUND 24A301	Other Expenses	143,156 143,156
INDEX CF135541	Visitation Center	SUBFUND 24A301	Capital Outlays	1,019 1,019
Total Visitation Center				763,801 704,808
CF135608 Contracted Placements				
INDEX CF135608	Contracted Placements	SUBFUND 24A301	Personal Services	1,497,846 1,484,606
INDEX CF135608	Contracted Placements	SUBFUND 24A301	Other Expenses	11,230 11,230
INDEX CF135608	Contracted Placements	SUBFUND 24A301	Capital Outlays	2,676 2,676
Total Contracted Placements				1,511,752 1,498,512
CF135616 CFS Foster Homes/Resource Mgt				
INDEX CF135616	CFS Foster Homes/Resource Mgt	SUBFUND 24A301	Personal Services	3,525,730 3,425,151
INDEX CF135616	CFS Foster Homes/Resource Mgt	SUBFUND 24A301	Other Expenses	92,816 92,816
INDEX CF135616	CFS Foster Homes/Resource Mgt	SUBFUND 24A301	Capital Outlays	6,092 6,092
Total CFS Foster Homes/Resource Mgt				3,624,638 3,524,059
CF134031 CFS Foster Care				
INDEX CF134031	CFS Foster Care	SUBFUND 20A303	Other Expenses	3,238,390 3,238,390
Total CFS Foster Care				3,238,390 3,238,390
CF134049 Purchased Congregate & Foster				
INDEX CF134049	Purchased Congregate & Foster	SUBFUND 20A303	Other Expenses	51,707,564 51,707,564
Total Purchased Congregate & Foster				51,707,564 51,707,564
CF135582 Permanent Custody Adoptions				
INDEX CF135582	Permanent Custody Adoptions	SUBFUND 24A301	Personal Services	4,430,103 4,441,889
INDEX CF135582	Permanent Custody Adoptions	SUBFUND 24A301	Other Expenses	165,816 165,816
INDEX CF135582	Permanent Custody Adoptions	SUBFUND 24A301	Capital Outlays	8,108 8,108
Total Permanent Custody Adoptions				4,604,027 4,615,813
CF134023 Adoption Services				
INDEX CF134023	Adoption Services	SUBFUND 20A303	Other Expenses	9,035,234 9,035,234
Total Adoption Services				9,035,234 9,035,234
CF135004 Cuyahoga Tapestry System of Care				
INDEX CF135004	Cuyahoga Tapestry System of Care	SUBFUND 24A435	Personal Services	636,500 636,500
INDEX CF135004	Cuyahoga Tapestry System of Care	SUBFUND 24A435	Other Expenses	6,358,205 6,358,205

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Children and Family Services

CF135004 Cuyahoga Tapestry System of Care					
INDEX	CF135004	Cuyahoga Tapestry System of Care	SUBFUND 24A435	Capital Outlays	1,109 1,109
Total Cuyahoga Tapestry System of Care					6,995,814 6,995,814
Total Children and Family Services					147,485,995 147,613,498

Senior Adult Services

SA138321 SAS Administrative Services					
INDEX	SA138321	SAS Administrative Services	SUBFUND 24A601	Personal Services	711,017 699,856
INDEX	SA138321	SAS Administrative Services	SUBFUND 24A601	Other Expenses	1,688,739 1,688,739
INDEX	SA138321	SAS Administrative Services	SUBFUND 24A601	Capital Outlays	1,233 1,233
Total SAS Administrative Services					2,400,989 2,389,828
SA138354 SAS Management Services					
INDEX	SA138354	SAS Management Services	SUBFUND 24A601	Personal Services	1,313,638 1,146,750
INDEX	SA138354	SAS Management Services	SUBFUND 24A601	Other Expenses	25,536 25,536
INDEX	SA138354	SAS Management Services	SUBFUND 24A601	Capital Outlays	2,065 2,065
Total SAS Management Services					1,341,239 1,174,351
SA138305 Community Social Serv Programs					
INDEX	SA138305	Community Social Serv Programs	SUBFUND 24A601	Other Expenses	1,001,214 1,001,214
Total Community Social Serv Programs					1,001,214 1,001,214
SA138420 Home Support					
INDEX	SA138420	Home Support	SUBFUND 24A601	Personal Services	1,453,494 1,442,157
INDEX	SA138420	Home Support	SUBFUND 24A601	Other Expenses	162,564 162,564
INDEX	SA138420	Home Support	SUBFUND 24A601	Capital Outlays	2,415 2,415
Total Home Support					1,618,473 1,607,136
SA138479 Adult Protective Services					
INDEX	SA138479	Adult Protective Services	SUBFUND 24A601	Personal Services	2,741,597 2,635,462
INDEX	SA138479	Adult Protective Services	SUBFUND 24A601	Other Expenses	670,214 670,214
INDEX	SA138479	Adult Protective Services	SUBFUND 24A601	Capital Outlays	4,780 4,780
Total Adult Protective Services					3,416,591 3,310,456
SA138503 Information and Outreach Unit					
INDEX	SA138503	Information and Outreach Unit	SUBFUND 24A601	Personal Services	461,234 330,015
INDEX	SA138503	Information and Outreach Unit	SUBFUND 24A601	Other Expenses	10,766 10,766
INDEX	SA138503	Information and Outreach Unit	SUBFUND 24A601	Capital Outlays	346 346
Total Information and Outreach Unit					472,346 341,127
SA138388 Home Care Skilled Services					
INDEX	SA138388	Home Care Skilled Services	SUBFUND 24A601	Personal Services	619,542 582,307
INDEX	SA138388	Home Care Skilled Services	SUBFUND 24A601	Other Expenses	56,927 56,927
INDEX	SA138388	Home Care Skilled Services	SUBFUND 24A601	Capital Outlays	1,061 1,061
Total Home Care Skilled Services					677,530 640,295
SA138602 Home Based Services					
INDEX	SA138602	Home Based Services	SUBFUND 24A601	Personal Services	2,689,067 2,604,226
INDEX	SA138602	Home Based Services	SUBFUND 24A601	Other Expenses	117,178 117,178
INDEX	SA138602	Home Based Services	SUBFUND 24A601	Capital Outlays	3,672 3,672
Total Home Based Services					2,809,917 2,725,076
SA138610 Community Resources					
INDEX	SA138610	Community Resources	SUBFUND 24A601	Personal Services	577,731 532,474
INDEX	SA138610	Community Resources	SUBFUND 24A601	Other Expenses	24,788 24,788
INDEX	SA138610	Community Resources	SUBFUND 24A601	Capital Outlays	753 753
Total Community Resources					603,272 558,015
SA138701 SAS Options Program					

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Senior Adult Services

SA138701 SAS Options Program					
INDEX SA138701	SAS Options Program	SUBFUND 24A601	Personal Services	1,365,893	1,356,950
INDEX SA138701	SAS Options Program	SUBFUND 24A601	Other Expenses	1,958,262	1,958,262
INDEX SA138701	SAS Options Program	SUBFUND 24A601	Capital Outlays	2,613	2,613
Total SAS Options Program				3,326,768	3,317,825
Total Senior Adult Services				17,668,339	17,065,323

Employment and Family Services

WT137109 Administrative Operations					
INDEX WT137109	Administrative Operations	SUBFUND 24A510	Personal Services	2,080,485	2,038,706
INDEX WT137109	Administrative Operations	SUBFUND 24A510	Other Expenses	9,177,193	9,177,193
INDEX WT137109	Administrative Operations	SUBFUND 24A510	Capital Outlays	3,575	3,575
Total Administrative Operations				11,261,253	11,219,474

WT137943 Information Services					
INDEX WT137943	Information Services	SUBFUND 24A510	Personal Services	2,136,396	2,051,078
INDEX WT137943	Information Services	SUBFUND 24A510	Other Expenses	943,032	943,032
INDEX WT137943	Information Services	SUBFUND 24A510	Capital Outlays	3,772	3,772
Total Information Services				3,083,200	2,997,882

WT137315 Work First Services					
INDEX WT137315	Work First Services	SUBFUND 24A510	Personal Services	1,456,789	1,462,061
INDEX WT137315	Work First Services	SUBFUND 24A510	Other Expenses	8,079,605	8,079,605
INDEX WT137315	Work First Services	SUBFUND 24A510	Capital Outlays	2,553	2,553
Total Work First Services				9,538,947	9,544,219

WT137414 Southgate NFSC					
INDEX WT137414	Southgate NFSC	SUBFUND 24A510	Personal Services	3,666,259	3,477,138
INDEX WT137414	Southgate NFSC	SUBFUND 24A510	Other Expenses	598,659	598,659
INDEX WT137414	Southgate NFSC	SUBFUND 24A510	Capital Outlays	6,025	6,025
Total Southgate NFSC				4,270,943	4,081,822

WT137430 Ohio City NFSC					
INDEX WT137430	Ohio City NFSC	SUBFUND 24A510	Personal Services	3,879,749	3,748,284
INDEX WT137430	Ohio City NFSC	SUBFUND 24A510	Other Expenses	851,218	851,218
INDEX WT137430	Ohio City NFSC	SUBFUND 24A510	Capital Outlays	6,496	6,496
Total Ohio City NFSC				4,737,463	4,605,998

WT137455 Quincy Place					
INDEX WT137455	Quincy Place	SUBFUND 24A510	Personal Services	3,017,114	2,855,353
INDEX WT137455	Quincy Place	SUBFUND 24A510	Other Expenses	1,774,456	1,774,456
INDEX WT137455	Quincy Place	SUBFUND 24A510	Capital Outlays	4,987	4,987
Total Quincy Place				4,796,557	4,634,796

WT137463 Virgil Brown					
INDEX WT137463	Virgil Brown	SUBFUND 24A510	Personal Services	16,542,692	16,294,580
INDEX WT137463	Virgil Brown	SUBFUND 24A510	Other Expenses	1,976,663	1,971,663
INDEX WT137463	Virgil Brown	SUBFUND 24A510	Capital Outlays	30,114	30,114
Total Virgil Brown				18,549,469	18,296,357

WT137471 Mount Pleasant NFSC					
INDEX WT137471	Mount Pleasant NFSC	SUBFUND 24A510	Personal Services	2,924,748	2,607,592
INDEX WT137471	Mount Pleasant NFSC	SUBFUND 24A510	Other Expenses	673,593	673,593
INDEX WT137471	Mount Pleasant NFSC	SUBFUND 24A510	Capital Outlays	4,448	4,448
Total Mount Pleasant NFSC				3,602,789	3,285,633

WT137539 West Shore NFSC					
INDEX WT137539	West Shore NFSC	SUBFUND 24A510	Personal Services	4,554,056	4,429,478
INDEX WT137539	West Shore NFSC	SUBFUND 24A510	Other Expenses	1,169,617	1,169,617

	2012 Annual Appropriation	2013 Annual Appropriation
--	---------------------------------	---------------------------------

Employment and Family Services

WT137539 West Shore NFSC					
INDEX WT137539 West Shore NFSC	SUBFUND	24A510	Capital Outlays	7,692	7,692
Total West Shore NFSC				5,731,365	5,606,787
WT137141 Client Support Services					
INDEX WT137141 Client Support Services	SUBFUND	24A510	Personal Services	5,926,935	5,653,778
INDEX WT137141 Client Support Services	SUBFUND	24A510	Other Expenses	4,898,678	4,898,678
INDEX WT137141 Client Support Services	SUBFUND	24A510	Capital Outlays	9,813	9,813
Total Client Support Services				10,835,426	10,562,269
WT137935 Children With Medical Handicap					
INDEX WT137935 Children With Medical Handicap	SUBFUND	24A530	Other Expenses	1,180,513	1,180,513
Total Children With Medical Handicap				1,180,513	1,180,513
Total Employment and Family Services				77,587,925	76,015,750

Cuyahoga Support Enforcement Agency
--

SE496000 Cuyahoga Support Enforcement Agency					
INDEX SE496000 Cuyahoga Support Enforcement Agency	SUBFUND	20A600	Personal Services	19,587,199	19,030,425
INDEX SE496000 Cuyahoga Support Enforcement Agency	SUBFUND	20A600	Other Expenses	11,839,927	11,839,927
INDEX SE496000 Cuyahoga Support Enforcement Agency	SUBFUND	20A600	Capital Outlays	33,384	33,384
Total Cuyahoga Support Enforcement Agency				31,460,510	30,903,736
SE496018 Fatherhood Initiative					
INDEX SE496018 Fatherhood Initiative	SUBFUND	20A600	Personal Services	128,201	128,201
INDEX SE496018 Fatherhood Initiative	SUBFUND	20A600	Other Expenses	850,000	850,000
Total Fatherhood Initiative				978,201	978,201
Total Cuyahoga Support Enforcement Agency				32,438,711	31,881,937

Early Childhood Invest In Children

EC451484 EC Administrative Services					
INDEX EC451484 EC Administrative Services	SUBFUND	24A635	Personal Services	648,601	650,002
INDEX EC451484 EC Administrative Services	SUBFUND	24A635	Other Expenses	313,146	313,146
INDEX EC451484 EC Administrative Services	SUBFUND	24A635	Capital Outlays	1,240	1,240
Total EC Administrative Services				962,987	964,388
EC451419 Early Intervention					
INDEX EC451419 Early Intervention	SUBFUND	20A807	Other Expenses	2,691,450	2,691,450
Total Early Intervention				2,691,450	2,691,450
EC451427 Early Childhood Mental Health					
INDEX EC451427 Early Childhood Mental Health	SUBFUND	20A807	Other Expenses	669,566	669,566
Total Early Childhood Mental Health				669,566	669,566
EC451435 Early Start					
INDEX EC451435 Early Start	SUBFUND	24A635	Other Expenses	3,784,418	3,784,418
Total Early Start				3,784,418	3,784,418
EC451443 Health & Safety					
INDEX EC451443 Health & Safety	SUBFUND	24A635	Other Expenses	203,000	203,000
Total Health & Safety				203,000	203,000
EC451450 Quality Child Care					
INDEX EC451450 Quality Child Care	SUBFUND	24A635	Other Expenses	8,038,206	8,038,206
Total Quality Child Care				8,038,206	8,038,206
Total Early Childhood Invest In Children				16,349,627	16,351,028

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Family & Children First Council

FC451492 FCFC Public Assistance

INDEX FC451492 FCFC Public Assistance	SUBFUND 24A640	Personal Services	701,888	703,952
INDEX FC451492 FCFC Public Assistance	SUBFUND 24A640	Other Expenses	3,629,219	3,499,601
INDEX FC451492 FCFC Public Assistance	SUBFUND 24A640	Capital Outlays	1,329	1,329
Total FCFC Public Assistance			4,332,436	4,204,882

Total Family & Children First Council

4,332,436 4,204,882

Workforce Development

WI140905 WIA Executive & Financial Operations

INDEX WI140905 WIA Executive & Financial Operations	SUBFUND 28W036	Personal Services	901,208	903,953
INDEX WI140905 WIA Executive & Financial Operations	SUBFUND 28W036	Other Expenses	10,061,124	10,061,124
INDEX WI140905 WIA Executive & Financial Operations	SUBFUND 28W036	Capital Outlays	1,649	1,649
Total WIA Executive & Financial Operations			10,963,981	10,966,726

Total Workforce Development

10,963,981 10,966,726

Subsidies

SU513101 Civil Defense

INDEX SU513101 Civil Defense	SUBFUND 01A001	Other Expenses	525,650	507,447
Total Civil Defense			525,650	507,447

SU513150 Soil Conservation

INDEX SU513150 Soil Conservation	SUBFUND 01A001	Other Expenses	75,000	75,000
Total Soil Conservation			75,000	75,000

SU513200 County Airport

INDEX SU513200 County Airport	SUBFUND 01A001	Other Expenses	730,292	733,089
Total County Airport			730,292	733,089

SU513358 County Roads & Bridges

INDEX SU513358 County Roads & Bridges	SUBFUND 01A001	Other Expenses	690,787	690,787
Total County Roads & Bridges			690,787	690,787

SU513457 County Planning Comm

INDEX SU513457 County Planning Comm	SUBFUND 01A001	Other Expenses	1,353,015	1,346,948
Total County Planning Comm			1,353,015	1,346,948

SU514422 Health and Human Svcs Subsidy

INDEX SU514422 Health and Human Svcs Subsidy	SUBFUND 29A391	Other Expenses	982,543	704,805
Total Health and Human Svcs Subsidy			982,543	704,805

SU514372 Tapestry System of Care Sub

INDEX SU514372 Tapestry System of Care Sub	SUBFUND 29A391	Other Expenses	6,162,290	6,162,290
Total Tapestry System of Care Sub			6,162,290	6,162,290

SU513754 Cris Subsidy

INDEX SU513754 Cris Subsidy	SUBFUND 01A001	Other Expenses	373,912	339,726
Total Cris Subsidy			373,912	339,726

SU514273 CSEA HHS 4.8 Mill Subsidy

INDEX SU514273 CSEA HHS 4.8 Mill Subsidy	SUBFUND 29A391	Other Expenses	4,043,367	3,854,063
Total CSEA HHS 4.8 Mill Subsidy			4,043,367	3,854,063

SU514711 Gateway Arena Pledge

INDEX SU514711 Gateway Arena Pledge	SUBFUND 01A001	Other Expenses	3,500,000	3,250,000
Total Gateway Arena Pledge			3,500,000	3,250,000

SU514299 Children and Family Svcs Sub

2012 2013
Annual Annual
Appropriation Appropriation

Subsidies							
SU514299 Children and Family Svcs Sub							
INDEX	SU514299	Children and Family Svcs Sub	SUBFUND	29A391	Other Expenses	33,057,362	34,850,611
Total Children and Family Svcs Sub						33,057,362	34,850,611
SU514315 Children Svcs Fund Subsidy							
INDEX	SU514315	Children Svcs Fund Subsidy	SUBFUND	29A391	Other Expenses	38,830,269	30,627,498
Total Children Svcs Fund Subsidy						38,830,269	30,627,498
SU514323 Children w/Medical Handicaps							
INDEX	SU514323	Children w/Medical Handicaps	SUBFUND	29A391	Other Expenses	1,180,513	1,180,513
Total Children w/Medical Handicaps						1,180,513	1,180,513
SU514398 EC-Invest In Children Subsidy							
INDEX	SU514398	EC-Invest In Children Subsidy	SUBFUND	29A391	Other Expenses	11,719,875	11,721,276
Total EC-Invest In Children Subsidy						11,719,875	11,721,276
SU514414 Senior and Adult Svcs Subsidy							
INDEX	SU514414	Senior and Adult Svcs Subsidy	SUBFUND	29A391	Other Expenses	13,521,520	12,918,504
Total Senior and Adult Svcs Subsidy						13,521,520	12,918,504
SU514281 Office of Homeless Svc Subsidy							
INDEX	SU514281	Office of Homeless Svc Subsidy	SUBFUND	29A391	Other Expenses	5,185,991	5,186,919
Total Office of Homeless Svc Subsidy						5,185,991	5,186,919
SU514349 Family & Children First Cncl							
INDEX	SU514349	Family & Children First Cncl	SUBFUND	29A391	Other Expenses	2,745,120	2,617,566
Total Family & Children First Cncl						2,745,120	2,617,566
SU513762 Brownfield Redevelopment							
INDEX	SU513762	Brownfield Redevelopment	SUBFUND	01A001	Other Expenses	1,874,990	1,873,855
Total Brownfield Redevelopment						1,874,990	1,873,855
SU514430 Employment & Family Svc Sub							
INDEX	SU514430	Employment & Family Svc Sub	SUBFUND	29A391	Other Expenses	11,828,095	10,255,920
Total Employment & Family Svc Sub						11,828,095	10,255,920
SU515676 Shaker Square 2000 Pldg GF							
INDEX	SU515676	Shaker Square 2000 Pldg GF	SUBFUND	01A001	Other Expenses	173,700	129,262
Total Shaker Square 2000 Pldg GF						173,700	129,262
SU514224 HHS JC Plcmt & Trmt Sub							
INDEX	SU514224	HHS JC Plcmt & Trmt Sub	SUBFUND	29A391	Other Expenses	15,530,087	14,864,644
Total HHS JC Plcmt & Trmt Sub						15,530,087	14,864,644
SU513515 Custody Mediation HHS							
INDEX	SU513515	Custody Mediation HHS	SUBFUND	01A001	Other Expenses	46,927	47,430
Total Custody Mediation HHS						46,927	47,430
SU514216 Criminal Justice Intervent Sub							
INDEX	SU514216	Criminal Justice Intervent Sub	SUBFUND	29A391	Other Expenses	481,386	486,844
Total Criminal Justice Intervent Sub						481,386	486,844
SU513549 HHS Subsidy Witness Victim							
INDEX	SU513549	HHS Subsidy Witness Victim	SUBFUND	29A389	Other Expenses	1,857,445	1,857,264
Total HHS Subsidy Witness Victim						1,857,445	1,857,264
SU514125 Comm. Redevelopment Fund Sub.							
INDEX	SU514125	Comm. Redevelopment Fund Sub.	SUBFUND	01A001	Other Expenses	890,870	893,600
Total Comm. Redevelopment Fund Sub.						890,870	893,600
SU514521 JC HHS Community Partnership							

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Subsidies			2012	2013	
			Annual	Annual	
			Appropriation	Appropriation	
SU514521 JC HHS Community Partnership					
INDEX SU514521	JC HHS Community Partnership	SUBFUND 29A391	Other Expenses	3,284,675	3,287,753
Total JC HHS Community Partnership				3,284,675	3,287,753
SU514539 Common Pleas HHS Subsidy					
INDEX SU514539	Common Pleas HHS Subsidy	SUBFUND 29A391	Other Expenses	1,310,304	1,310,304
Total Common Pleas HHS Subsidy				1,310,304	1,310,304
SU514547 JA Office of Re-Entry Subsidy					
INDEX SU514547	JA Office of Re-Entry Subsidy	SUBFUND 29A391	Other Expenses	2,038,423	2,139,392
Total JA Office of Re-Entry Subsidy				2,038,423	2,139,392
SU514877 Public Defender HHS Subsidy					
INDEX SU514877	Public Defender HHS Subsidy	SUBFUND 29A391	Other Expenses	298,334	266,744
Total Public Defender HHS Subsidy				298,334	266,744
SU519000 Criminal Justice Interv HHS					
INDEX SU519000	Criminal Justice Interv HHS	SUBFUND 29A391	Other Expenses	167,711	0
Total Criminal Justice Interv HHS				167,711	0
SU511535 Medical Mart Series 2010 Pledg					
INDEX SU511535	Medical Mart Series 2010 Pledg	SUBFUND 01A001	Other Expenses	31,158,884	31,161,790
Total Medical Mart Series 2010 Pledg				31,158,884	31,161,790
SU514885 Regional Crime Lab GF Subsidy					
INDEX SU514885	Regional Crime Lab GF Subsidy	SUBFUND 01A001	Other Expenses	2,668,466	2,549,650
Total Regional Crime Lab GF Subsidy				2,668,466	2,549,650
Total Subsidies				198,287,803	187,891,494
Employee Health and Wellness					
CC499509 Self Insurance-Regionalization					
INDEX CC499509	Self Insurance-Regionalization	SUBFUND 20A195	Other Expenses	944,612	944,612
Total Self Insurance-Regionalization				944,612	944,612
CC499202 Benefits Administration					
INDEX CC499202	Benefits Administration	SUBFUND 68A100	Personal Services	494,832	419,253
INDEX CC499202	Benefits Administration	SUBFUND 68A100	Other Expenses	865,707	865,707
INDEX CC499202	Benefits Administration	SUBFUND 68A100	Capital Outlays	791	791
Total Benefits Administration				1,361,330	1,285,751
CC499004 Hospitalization Self Insurance					
INDEX CC499004	Hospitalization Self Insurance	SUBFUND 68A100	Other Expenses	68,962,844	68,962,844
Total Hospitalization Self Insurance				68,962,844	68,962,844
CC499012 Hosp. Regular Insurance					
INDEX CC499012	Hosp. Regular Insurance	SUBFUND 68A200	Other Expenses	12,498,841	12,498,841
Total Hosp. Regular Insurance				12,498,841	12,498,841
Total Employee Health and Wellness				83,767,627	83,692,048
Workers Compensation					
CC498790 Workers Comp Retro '02					
INDEX CC498790	Workers Comp Retro '02	SUBFUND 67A002	Other Expenses	4,734,729	4,734,729
Total Workers Comp Retro '02				4,734,729	4,734,729
CC498808 Workers Comp Retro 2003					
INDEX CC498808	Workers Comp Retro 2003	SUBFUND 67A003	Other Expenses	90,700	90,700
Total Workers Comp Retro 2003				90,700	90,700

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Workers Compensation					
CC498816 Workers Comp Retro 2004					
INDEX CC498816	Workers Comp Retro 2004	SUBFUND 67A004	Other Expenses	116,968	116,968
Total Workers Comp Retro 2004				116,968	116,968
CC498824 Workers Comp Retro 2005					
INDEX CC498824	Workers Comp Retro 2005	SUBFUND 67A005	Other Expenses	180,661	180,661
Total Workers Comp Retro 2005				180,661	180,661
CC498832 Workers Comp Retro 2006					
INDEX CC498832	Workers Comp Retro 2006	SUBFUND 67A006	Other Expenses	124,246	124,246
Total Workers Comp Retro 2006				124,246	124,246
CC498840 Workers Comp Retro 2007					
INDEX CC498840	Workers Comp Retro 2007	SUBFUND 67A007	Other Expenses	217,287	217,287
Total Workers Comp Retro 2007				217,287	217,287
CC498857 Workers Comp Retro 2008					
INDEX CC498857	Workers Comp Retro 2008	SUBFUND 67A008	Other Expenses	271,450	271,450
Total Workers Comp Retro 2008				271,450	271,450
CC498865 Workers Comp Retro 2009					
INDEX CC498865	Workers Comp Retro 2009	SUBFUND 67A009	Personal Services	0	0
INDEX CC498865	Workers Comp Retro 2009	SUBFUND 67A009	Other Expenses	531,307	531,307
Total Workers Comp Retro 2009				531,307	531,307
CC498873 Worker's Comp Retro 2010					
INDEX CC498873	Worker's Comp Retro 2010	SUBFUND 67A010	Personal Services	129,363	118,948
INDEX CC498873	Worker's Comp Retro 2010	SUBFUND 67A010	Other Expenses	3,871,777	3,871,777
INDEX CC498873	Worker's Comp Retro 2010	SUBFUND 67A010	Capital Outlays	216	216
Total Worker's Comp Retro 2010				4,001,356	3,990,941
CC498881 Worker's Comp Retroactive 2011					
INDEX CC498881	Worker's Comp Retroactive 2011	SUBFUND 67A011	Other Expenses	589,228	589,228
Total Worker's Comp Retroactive 2011				589,228	589,228
Total Workers Compensation				10,857,932	10,847,517
Debt Service					
DS039990 DS Rev-Bond Retirement GF					
INDEX DS039990	DS Rev-Bond Retirement GF	SUBFUND 30A900	Other Expenses	37,419,939	39,993,882
Total DS Rev-Bond Retirement GF				37,419,939	39,993,882
DS100370 Gateway Arena Project					
INDEX DS100370	Gateway Arena Project	SUBFUND 30A905	Other Expenses	3,500,000	3,250,000
Total Gateway Arena Project				3,500,000	3,250,000
DS039966 Brownfield Debt Service					
INDEX DS039966	Brownfield Debt Service	SUBFUND 30A910	Other Expenses	1,874,990	1,873,855
Total Brownfield Debt Service				1,874,990	1,873,855
DS039974 Shaker Square Series 2000					
INDEX DS039974	Shaker Square Series 2000	SUBFUND 30A912	Other Expenses	130,275	129,262
Total Shaker Square Series 2000				130,275	129,262
DS040121 Commercial Redevelopment Debt					
INDEX DS040121	Commercial Redevelopment Debt	SUBFUND 30A913	Other Expenses	890,870	893,600
Total Commercial Redevelopment Debt				890,870	893,600
DS040154 DS - Rock & Roll Hall of Fame					

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Debt Service				
DS040154	DS - Rock & Roll Hall of Fame			
INDEX DS040154	DS - Rock & Roll Hall of Fame	SUBFUND 30A914	Other Expenses	
				3,158,038
Total DS - Rock & Roll Hall of Fame				3,158,038
DS039115	Medical Mart Debt Service			
INDEX DS039115	Medical Mart Debt Service	SUBFUND 30A915	Other Expenses	
				31,158,884
Total Medical Mart Debt Service				31,158,884
Total Debt Service				78,132,996
				80,419,547
Medical Mart Operating Account				
MC001016	Medical Mart Operating Account			
INDEX MC001016	Medical Mart Operating Account	SUBFUND 01A001	Other Expenses	
				12,800,000
Total Medical Mart Operating Account				12,800,000
Total Medical Mart Operating Account				12,800,000
				13,325,000
Capital Improvement GF Subsidy				
SU514141	Capital Improvement GF Subsidy			
INDEX SU514141	Capital Improvement GF Subsidy	SUBFUND 01A001	Other Expenses	
				200,000
Total Capital Improvement GF Subsidy				200,000
Total Capital Improvement GF Subsidy				200,000
				250,000
General Fund/Self Insurance Fund				
MI100594	GF-Self Insurance Fund			
INDEX MI100594	GF-Self Insurance Fund	SUBFUND 01A001	Other Expenses	
				150,000
Total GF-Self Insurance Fund				150,000
Total General Fund/Self Insurance Fund				150,000
				300,000
Miscellaneous Obligations				
MI512657	Miscellaneous			
INDEX MI512657	Miscellaneous	SUBFUND 01A001	Other Expenses	
				1,011,256
Total Miscellaneous				1,011,256
MI512715	GF-Reserve/Contingencies			
INDEX MI512715	GF-Reserve/Contingencies	SUBFUND 01A002	Other Expenses	
				3,382,476
Total GF-Reserve/Contingencies				3,382,476
Total Miscellaneous Obligations				4,393,732
				1,011,256
Statutory Expenditures				
AE511055	Agricultural Society			
INDEX AE511055	Agricultural Society	SUBFUND 01A001	Other Expenses	
				3,300
Total Agricultural Society				3,300
AE511204	Agriculture-Apiary Inspection			
INDEX AE511204	Agriculture-Apiary Inspection	SUBFUND 01A001	Personal Services	
				1,385
INDEX AE511204	Agriculture-Apiary Inspection	SUBFUND 01A001	Other Expenses	
				403
Total Agriculture-Apiary Inspection				1,788
AE511253	Registrar-Vital Statistics			
INDEX AE511253	Registrar-Vital Statistics	SUBFUND 01A001	Other Expenses	
				10,976
Total Registrar-Vital Statistics				10,976
AE511352	Memorial Day Allowance			

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Statutory Expenditures					
AE511352 Memorial Day Allowance					
INDEX AE511352	Memorial Day Allowance	SUBFUND 01A001	Other Expenses	67,772	67,772
Total Memorial Day Allowance				67,772	67,772
Total Statutory Expenditures				83,836	83,836
County Council					
CN017004 County Council					
INDEX CN017004	County Council	SUBFUND 01A001	Personal Services	1,400,529	1,409,400
INDEX CN017004	County Council	SUBFUND 01A001	Other Expenses	504,517	504,517
INDEX CN017004	County Council	SUBFUND 01A001	Capital Outlays	50,000	50,000
Total County Council				1,955,046	1,963,917
Total County Council				1,955,046	1,963,917
County Prosecutor					
PR191056 General Office					
INDEX PR191056	General Office	SUBFUND 01A001	Personal Services	16,108,371	16,341,738
INDEX PR191056	General Office	SUBFUND 01A001	Other Expenses	3,613,069	3,613,069
INDEX PR191056	General Office	SUBFUND 01A001	Capital Outlays	30,588	30,588
Total General Office				19,752,028	19,985,395
PR200071 Prosecutor-Child Support					
INDEX PR200071	Prosecutor-Child Support	SUBFUND 01A001	Personal Services	2,937,069	2,984,071
INDEX PR200071	Prosecutor-Child Support	SUBFUND 01A001	Other Expenses	387,370	387,370
INDEX PR200071	Prosecutor-Child Support	SUBFUND 01A001	Capital Outlays	5,597	5,597
Total Prosecutor-Child Support				3,330,036	3,377,038
PR495572 Prosecutor-DTAC					
INDEX PR495572	Prosecutor-DTAC	SUBFUND 20A820	Personal Services	1,969,379	1,975,713
INDEX PR495572	Prosecutor-DTAC	SUBFUND 20A820	Other Expenses	1,606,141	1,606,141
INDEX PR495572	Prosecutor-DTAC	SUBFUND 20A820	Capital Outlays	3,546	3,546
Total Prosecutor-DTAC				3,579,066	3,585,400
PR194720 Prosecutor-Children & Family					
INDEX PR194720	Prosecutor-Children & Family	SUBFUND 01A001	Personal Services	2,024,685	2,061,588
INDEX PR194720	Prosecutor-Children & Family	SUBFUND 01A001	Other Expenses	45,707	45,707
INDEX PR194720	Prosecutor-Children & Family	SUBFUND 01A001	Capital Outlays	3,661	3,661
Total Prosecutor-Children & Family				2,074,053	2,110,956
Total County Prosecutor				28,735,183	29,058,789
Court of Common Pleas					
CO380113 Common Pleas-Legal Research					
INDEX CO380113	Common Pleas-Legal Research	SUBFUND 01A001	Other Expenses	44,953	44,953
Total Common Pleas-Legal Research				44,953	44,953
CO380121 Common Pleas Judicial Admin					
INDEX CO380121	Common Pleas Judicial Admin	SUBFUND 01A001	Personal Services	7,003,207	7,122,533
INDEX CO380121	Common Pleas Judicial Admin	SUBFUND 01A001	Other Expenses	15,464,949	15,464,949
INDEX CO380121	Common Pleas Judicial Admin	SUBFUND 01A001	Capital Outlays	13,136	13,136
Total Common Pleas Judicial Admin				22,481,292	22,600,618
CO456475 Common Pleas Special Projects					
INDEX CO456475	Common Pleas Special Projects	SUBFUND 20A812	Personal Services	1,391,808	1,394,509
INDEX CO456475	Common Pleas Special Projects	SUBFUND 20A812	Other Expenses	35,674	35,674
INDEX CO456475	Common Pleas Special Projects	SUBFUND 20A812	Capital Outlays	2,704	2,704
Total Common Pleas Special Projects				1,430,186	1,432,887

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Court of Common Pleas

CO380196 Magistrates							
INDEX	CO380196	Magistrates	SUBFUND	01A001	Personal Services	904,364	919,320
INDEX	CO380196	Magistrates	SUBFUND	01A001	Other Expenses	253,202	252,902
INDEX	CO380196	Magistrates	SUBFUND	01A001	Capital Outlays	1,715	1,715
Total Magistrates						1,159,281	1,173,937
CO380220 Court Services							
INDEX	CO380220	Court Services	SUBFUND	01A001	Personal Services	6,681,804	6,803,692
INDEX	CO380220	Court Services	SUBFUND	01A001	Other Expenses	988,643	988,643
INDEX	CO380220	Court Services	SUBFUND	01A001	Capital Outlays	12,400	12,400
Total Court Services						7,682,847	7,804,735
CO380410 Common Pleas-Probation							
INDEX	CO380410	Common Pleas-Probation	SUBFUND	01A001	Personal Services	9,441,732	9,628,294
INDEX	CO380410	Common Pleas-Probation	SUBFUND	01A001	Other Expenses	553,651	553,651
INDEX	CO380410	Common Pleas-Probation	SUBFUND	01A001	Capital Outlays	17,300	17,300
Total Common Pleas-Probation						10,012,683	10,199,245
CO507228 Probation Supervision Fees							
INDEX	CO507228	Probation Supervision Fees	SUBFUND	20A377	Other Expenses	358,487	358,487
Total Probation Supervision Fees						358,487	358,487
CO446070 Urinalysis Testing Fees							
INDEX	CO446070	Urinalysis Testing Fees	SUBFUND	20A720	Other Expenses	53,609	53,609
Total Urinalysis Testing Fees						53,609	53,609
CO456517 Common Pleas HHS Subsidy							
INDEX	CO456517	Common Pleas HHS Subsidy	SUBFUND	20A891	Personal Services	46,186	46,186
INDEX	CO456517	Common Pleas HHS Subsidy	SUBFUND	20A891	Other Expenses	1,264,019	1,264,019
INDEX	CO456517	Common Pleas HHS Subsidy	SUBFUND	20A891	Capital Outlays	99	99
Total Common Pleas HHS Subsidy						1,310,304	1,310,304
CO456525 TASC Medicaid Funds (CO)							
INDEX	CO456525	TASC Medicaid Funds (CO)	SUBFUND	20A099	Personal Services	5,537	5,648
INDEX	CO456525	TASC Medicaid Funds (CO)	SUBFUND	20A099	Other Expenses	57,154	57,154
Total TASC Medicaid Funds (CO)						62,691	62,802
CO456533 TASC HHS							
INDEX	CO456533	TASC HHS	SUBFUND	20A192	Personal Services	191,324	196,782
INDEX	CO456533	TASC HHS	SUBFUND	20A192	Other Expenses	289,735	289,735
INDEX	CO456533	TASC HHS	SUBFUND	20A192	Capital Outlays	327	327
Total TASC HHS						481,386	486,844
Total Court of Common Pleas						45,077,719	45,528,421

Domestic Relations Court

DR391052 Domestic Relations							
INDEX	DR391052	Domestic Relations	SUBFUND	01A001	Personal Services	2,437,375	2,233,325
INDEX	DR391052	Domestic Relations	SUBFUND	01A001	Other Expenses	878,687	878,687
INDEX	DR391052	Domestic Relations	SUBFUND	01A001	Capital Outlays	3,902	3,902
Total Domestic Relations						3,319,964	3,115,914
DR495697 Domestic Relations Legal Research							
INDEX	DR495697	Domestic Relations Legal Research	SUBFUND	20A337	Other Expenses	100	100
Total Domestic Relations Legal Research						100	100
DR495515 Bureau Of Support							
INDEX	DR495515	Bureau Of Support	SUBFUND	01A001	Personal Services	2,838,648	2,724,564
INDEX	DR495515	Bureau Of Support	SUBFUND	01A001	Other Expenses	587,700	587,700

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Domestic Relations Court

DR495515 Bureau Of Support							
INDEX	DR495515	Bureau Of Support	SUBFUND	01A001	Capital Outlays	4,790	4,790
Total Bureau Of Support						3,431,138	3,317,054
Total Domestic Relations Court						6,751,202	6,433,068

Juvenile Court

JC372052 Juvenile Court Judicial							
INDEX	JC372052	Juvenile Court Judicial	SUBFUND	01A001	Personal Services	1,756,032	1,573,468
INDEX	JC372052	Juvenile Court Judicial	SUBFUND	01A001	Other Expenses	5,173,039	5,173,039
INDEX	JC372052	Juvenile Court Judicial	SUBFUND	01A001	Capital Outlays	2,790	2,790
Total Juvenile Court Judicial						6,931,861	6,749,297

JC495051 Juvenile Court Legal Research							
INDEX	JC495051	Juvenile Court Legal Research	SUBFUND	20A601	Other Expenses	1,383	1,383
Total Juvenile Court Legal Research						1,383	1,383

JC372060 Juvenile Court-Legal							
INDEX	JC372060	Juvenile Court-Legal	SUBFUND	01A001	Personal Services	7,205,871	6,781,168
INDEX	JC372060	Juvenile Court-Legal	SUBFUND	01A001	Other Expenses	3,412,371	3,412,371
INDEX	JC372060	Juvenile Court-Legal	SUBFUND	01A001	Capital Outlays	11,953	11,953
Total Juvenile Court-Legal						10,630,195	10,205,492

JC510925 Alternate Dispute Resolution							
INDEX	JC510925	Alternate Dispute Resolution	SUBFUND	20A334	Other Expenses	257,040	257,040
Total Alternate Dispute Resolution						257,040	257,040

JC514919 Legal Computerization							
INDEX	JC514919	Legal Computerization	SUBFUND	20A585	Other Expenses	123,199	123,199
Total Legal Computerization						123,199	123,199

JC515189 Juvenile Court Incentives							
INDEX	JC515189	Juvenile Court Incentives	SUBFUND	20A590	Other Expenses	514	514
Total Juvenile Court Incentives						514	514

JC107532 JC Legal Services HHS							
INDEX	JC107532	JC Legal Services HHS	SUBFUND	20A811	Personal Services	211,217	211,866
INDEX	JC107532	JC Legal Services HHS	SUBFUND	20A811	Other Expenses	2,576,265	2,576,265
INDEX	JC107532	JC Legal Services HHS	SUBFUND	20A811	Capital Outlays	379	379
Total JC Legal Services HHS						2,787,861	2,788,510

JC107516 JC Probation Services HHS							
INDEX	JC107516	JC Probation Services HHS	SUBFUND	20A811	Personal Services	5,977,126	5,308,810
INDEX	JC107516	JC Probation Services HHS	SUBFUND	20A811	Other Expenses	3,771,477	3,771,477
INDEX	JC107516	JC Probation Services HHS	SUBFUND	20A811	Capital Outlays	9,345	9,345
Total JC Probation Services HHS						9,757,948	9,089,632

JC108092 Youth and Family Community Partnership							
INDEX	JC108092	Youth and Family Community Partnership	SUBFUND	20A823	Personal Services	785,239	788,317
INDEX	JC108092	Youth and Family Community Partnership	SUBFUND	20A823	Other Expenses	2,498,100	2,498,100
INDEX	JC108092	Youth and Family Community Partnership	SUBFUND	20A823	Capital Outlays	1,336	1,336
Total Youth and Family Community Partnership						3,284,675	3,287,753

JC375055 Juvenile Court-Child Support							
INDEX	JC375055	Juvenile Court-Child Support	SUBFUND	01A001	Personal Services	3,154,768	3,049,521
INDEX	JC375055	Juvenile Court-Child Support	SUBFUND	01A001	Other Expenses	913,175	913,175
INDEX	JC375055	Juvenile Court-Child Support	SUBFUND	01A001	Capital Outlays	5,049	5,049
Total Juvenile Court-Child Support						4,072,992	3,967,745

JC517318 Title IV-E Juvenile Court

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

Juvenile Court

JC517318 Title IV-E Juvenile Court							
INDEX	JC517318	Title IV-E Juvenile Court	SUBFUND	20A635	Other Expenses	389,939	389,939
Total Title IV-E Juvenile Court						389,939	389,939
JC517326 Title IV-E Admin. Juv. Ct.							
INDEX	JC517326	Title IV-E Admin. Juv. Ct.	SUBFUND	20A635	Personal Services	186,738	187,047
INDEX	JC517326	Title IV-E Admin. Juv. Ct.	SUBFUND	20A635	Other Expenses	419,000	419,000
INDEX	JC517326	Title IV-E Admin. Juv. Ct.	SUBFUND	20A635	Capital Outlays	385	385
Total Title IV-E Admin. Juv. Ct.						606,123	606,432
JC370056 Juvenile Court-Detention Home							
INDEX	JC370056	Juvenile Court-Detention Home	SUBFUND	01A001	Personal Services	8,551,465	8,465,830
INDEX	JC370056	Juvenile Court-Detention Home	SUBFUND	01A001	Other Expenses	3,144,404	3,144,404
INDEX	JC370056	Juvenile Court-Detention Home	SUBFUND	01A001	Capital Outlays	14,547	14,547
Total Juvenile Court-Detention Home						11,710,416	11,624,781
JC372300 Operation Detention Home-State Subsidy							
INDEX	JC372300	Operation Detention Home-State Subsidy	SUBFUND	20A800	Other Expenses	55,792	55,792
Total Operation Detention Home-State Subsidy						55,792	55,792
JC107524 JC Detention Services HHS							
INDEX	JC107524	JC Detention Services HHS	SUBFUND	20A811	Personal Services	523,719	525,943
INDEX	JC107524	JC Detention Services HHS	SUBFUND	20A811	Other Expenses	2,649,212	2,649,212
INDEX	JC107524	JC Detention Services HHS	SUBFUND	20A811	Capital Outlays	876	876
Total JC Detention Services HHS						3,173,807	3,176,031
Total Juvenile Court						53,783,745	52,323,540

Probate Court

PC400051 Probate Court							
INDEX	PC400051	Probate Court	SUBFUND	01A001	Personal Services	4,419,508	4,160,059
INDEX	PC400051	Probate Court	SUBFUND	01A001	Other Expenses	1,303,568	1,303,568
INDEX	PC400051	Probate Court	SUBFUND	01A001	Capital Outlays	7,395	7,395
Total Probate Court						5,730,471	5,471,022
PC404632 Probate Computerization \$10 Fund							
INDEX	PC404632	Probate Computerization \$10 Fund	SUBFUND	20A602	Other Expenses	365,041	501,084
Total Probate Computerization \$10 Fund						365,041	501,084
PC404665 Indigent Guardianship							
INDEX	PC404665	Indigent Guardianship	SUBFUND	20A331	Other Expenses	194,114	194,114
Total Indigent Guardianship						194,114	194,114
PC404608 Conduct of Business Fund							
INDEX	PC404608	Conduct of Business Fund	SUBFUND	20A610	Other Expenses	3,000	3,000
Total Conduct of Business Fund						3,000	3,000
PC404624 Probate Court Dispute Res Prog							
INDEX	PC404624	Probate Court Dispute Res Prog	SUBFUND	20A604	Other Expenses	50,500	50,500
Total Probate Court Dispute Res Prog						50,500	50,500
PC404616 Probate Court Special Projects							
INDEX	PC404616	Probate Court Special Projects	SUBFUND	20A603	Capital Outlays	32,000	32,000
Total Probate Court Special Projects						32,000	32,000
Total Probate Court						6,375,126	6,251,720

8th District Court of Appeals

CA360057 Court Of Appeals

2012 2013
Annual Annual
Appropriation Appropriation

8th District Court of Appeals

CA360057 Court Of Appeals

INDEX CA360057	Court Of Appeals	SUBFUND 01A001	Personal Services	1,194,938	1,182,170
INDEX CA360057	Court Of Appeals	SUBFUND 01A001	Other Expenses	804,674	804,674
INDEX CA360057	Court Of Appeals	SUBFUND 01A001	Capital Outlays	12,379	12,379
Total Court Of Appeals				2,011,991	1,999,223

Total 8th District Court of Appeals

2,011,991 **1,999,223**

Municipal Judicial Costs

MT805432 Municipal Judicial Costs

INDEX MT805432	Municipal Judicial Costs	SUBFUND 01A001	Personal Services	405,969	407,626
INDEX MT805432	Municipal Judicial Costs	SUBFUND 01A001	Other Expenses	2,580,575	2,580,575
Total Municipal Judicial Costs				2,986,544	2,988,201

Total Municipal Judicial Costs

2,986,544 **2,988,201**

Inspector General

IG030411 Office of Inspector General

INDEX IG030411	Office of Inspector General	SUBFUND 01A001	Personal Services	799,842	810,129
INDEX IG030411	Office of Inspector General	SUBFUND 01A001	Other Expenses	200,109	139,822
INDEX IG030411	Office of Inspector General	SUBFUND 01A001	Capital Outlays	1,565	1,565
Total Office of Inspector General				1,001,516	951,516

Total Inspector General

1,001,516 **951,516**

Department of Internal Audit

IA018002 Internal Audit Department

INDEX IA018002	Internal Audit Department	SUBFUND 01A001	Personal Services	349,790	359,390
INDEX IA018002	Internal Audit Department	SUBFUND 01A001	Other Expenses	293,875	293,875
INDEX IA018002	Internal Audit Department	SUBFUND 01A001	Capital Outlays	602	602
Total Internal Audit Department				644,267	653,867

Total Department of Internal Audit

644,267 **653,867**

Human Resources Commission

HC019018 Human Resources Commission

INDEX HC019018	Human Resources Commission	SUBFUND 01A001	Personal Services	167,872	170,632
INDEX HC019018	Human Resources Commission	SUBFUND 01A001	Other Expenses	303,965	303,965
INDEX HC019018	Human Resources Commission	SUBFUND 01A001	Capital Outlays	3,112	3,112
Total Human Resources Commission				474,949	477,709

Total Human Resources Commission

474,949 **477,709**

Alcohol & Drug Addiction Mental Health Board

SU514646 Alcohol Drug Addiction Mental Health Board 2.9

INDEX SU514646	Alcohol Drug Addiction Mental Health Board	SUBFUND 29A390	Other Expenses	17,556,828	17,181,828
Total Alcohol Drug Addiction Mental Health Board 2.9				17,556,828	17,181,828

SU514596 Alcohol Drug Addiction Mental Health Board 4.8

INDEX SU514596	Alcohol Drug Addiction Mental Health Board	SUBFUND 29A391	Other Expenses	17,556,829	17,181,829
Total Alcohol Drug Addiction Mental Health Board 4.8				17,556,829	17,181,829

Total Alcohol & Drug Addiction Mental Health Board

35,113,657 **34,363,657**

MetroHealth System

SU513937 MetroHealth Subsidy

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

MetroHealth System

SU513937 MetroHealth Subsidy							
INDEX	SU513937	MetroHealth Subsidy	SUBFUND	29A390	Other Expenses	18,040,000	18,040,000
Total MetroHealth Subsidy						18,040,000	18,040,000
SU514463 Hospital Operations Subsidy							
INDEX	SU514463	Hospital Operations Subsidy	SUBFUND	29A391	Other Expenses	18,040,000	18,040,000
Total Hospital Operations Subsidy						18,040,000	18,040,000
Total MetroHealth System						36,080,000	36,080,000

Board of Elections

BE474064 Election Administration							
INDEX	BE474064	Election Administration	SUBFUND	01A001	Personal Services	6,009,289	6,118,605
INDEX	BE474064	Election Administration	SUBFUND	01A001	Other Expenses	3,995,529	3,995,529
INDEX	BE474064	Election Administration	SUBFUND	01A001	Capital Outlays	100,000	100,000
Total Election Administration						10,104,818	10,214,134
BE472050 Primary Election							
INDEX	BE472050	Primary Election	SUBFUND	01A001	Personal Services	1,307,767	622,754
INDEX	BE472050	Primary Election	SUBFUND	01A001	Other Expenses	2,833,237	2,400,591
INDEX	BE472050	Primary Election	SUBFUND	01A001	Capital Outlays	2,328	1,331
Total Primary Election						4,143,332	3,024,676
BE473058 General Election							
INDEX	BE473058	General Election	SUBFUND	01A001	Personal Services	2,415,327	871,729
INDEX	BE473058	General Election	SUBFUND	01A001	Other Expenses	4,877,754	3,377,754
INDEX	BE473058	General Election	SUBFUND	01A001	Capital Outlays	4,262	4,262
Total General Election						7,297,343	4,253,745
BE474056 Special Election							
INDEX	BE474056	Special Election	SUBFUND	01A001	Personal Services	13,854	13,854
INDEX	BE474056	Special Election	SUBFUND	01A001	Other Expenses	97,851	97,851
INDEX	BE474056	Special Election	SUBFUND	01A001	Capital Outlays	30	30
Total Special Election						111,735	111,735
BE475095 Electronic Voting Consultation							
INDEX	BE475095	Electronic Voting Consultation	SUBFUND	01A001	Other Expenses	932,029	932,029
Total Electronic Voting Consultation						932,029	932,029
Total Board of Elections						22,589,257	18,536,319

Board of Revision

BR420067 Brd of Revision-Assessment Fnd							
INDEX	BR420067	Brd of Revision-Assessment Fnd	SUBFUND	20A301	Personal Services	3,099,557	3,108,200
INDEX	BR420067	Brd of Revision-Assessment Fnd	SUBFUND	20A301	Other Expenses	556,686	556,686
INDEX	BR420067	Brd of Revision-Assessment Fnd	SUBFUND	20A301	Capital Outlays	11,729	11,729
Total Brd of Revision-Assessment Fnd						3,667,972	3,676,615
Total Board of Revision						3,667,972	3,676,615

County Planning Commission

CP522110 County Planning Commission							
INDEX	CP522110	County Planning Commission	SUBFUND	20A307	Personal Services	1,277,709	1,271,642
INDEX	CP522110	County Planning Commission	SUBFUND	20A307	Other Expenses	286,207	286,207
INDEX	CP522110	County Planning Commission	SUBFUND	20A307	Capital Outlays	2,359	2,359
Total County Planning Commission						1,566,275	1,560,208
CP522540 Cuyahoga Valley Initiative							

	2012	2013
	Annual	Annual
	Appropriation	Appropriation

County Planning Commission

CP522540 Cuyahoga Valley Initiative							
INDEX	CP522540	Cuyahoga Valley Initiative	SUBFUND	20A308	Other Expenses	5,856	5,856
Total Cuyahoga Valley Initiative						5,856	5,856
Total County Planning Commission						1,572,131	1,566,064

County Board of Developmental Disabilities

MR845024 County Board Of Developmental Disabilities							
INDEX	MR845024	County Board Of Developmental Disabilities	SUBFUND	20R320	Personal Services	93,211,136	86,838,713
INDEX	MR845024	County Board Of Developmental Disabilities	SUBFUND	20R320	Other Expenses	102,550,437	97,972,274
INDEX	MR845024	County Board Of Developmental Disabilities	SUBFUND	20R320	Capital Outlays	4,889,635	4,987,428
Total County Board Of Developmental Disabilities						200,651,208	189,798,415
Total County Board of Developmental Disabilities						200,651,208	189,798,415

County Law Library Resource Board

LL440008 County Law Library Resource Board							
INDEX	LL440008	County Law Library Resource Board	SUBFUND	20A264	Personal Services	225,633	226,295
INDEX	LL440008	County Law Library Resource Board	SUBFUND	20A264	Other Expenses	258,317	258,317
INDEX	LL440008	County Law Library Resource Board	SUBFUND	20A264	Capital Outlays	417	417
Total County Law Library Resource Board						484,367	485,029
Total County Law Library Resource Board						484,367	485,029

NOACA

MI512103 NOACA							
INDEX	MI512103	NOACA	SUBFUND	01A001	Other Expenses	174,259	174,259
Total NOACA						174,259	174,259
Total NOACA						174,259	174,259

Ohio State University Extension

AE514570 Ohio Cooperative Extension HHS							
INDEX	AE514570	Ohio Cooperative Extension HHS	SUBFUND	29A391	Other Expenses	247,000	247,000
Total Ohio Cooperative Extension HHS						247,000	247,000
Total Ohio State University Extension						247,000	247,000

Public Defender

PD140053 Public Defender							
INDEX	PD140053	Public Defender	SUBFUND	01A001	Personal Services	6,230,605	6,142,026
INDEX	PD140053	Public Defender	SUBFUND	01A001	Other Expenses	1,411,299	1,435,999
INDEX	PD140053	Public Defender	SUBFUND	01A001	Capital Outlays	16,164	11,164
Total Public Defender						7,658,068	7,589,189
PD141333 Public Defender HHS							
INDEX	PD141333	Public Defender HHS	SUBFUND	20A267	Personal Services	434,169	402,579
Total Public Defender HHS						434,169	402,579
PD141028 Public Defender-Cleveland Municipal							
INDEX	PD141028	Public Defender-Cleveland Municipal	SUBFUND	20A804	Personal Services	1,816,987	1,821,075
INDEX	PD141028	Public Defender-Cleveland Municipal	SUBFUND	20A804	Other Expenses	276,310	276,310
INDEX	PD141028	Public Defender-Cleveland Municipal	SUBFUND	20A804	Capital Outlays	3,438	3,438
Total Public Defender-Cleveland Municipal						2,096,735	2,100,823
Total Public Defender						10,188,972	10,092,591

2012
Annual
Appropriation 2013
Annual
Appropriation

				2012 Annual Appropriation	2013 Annual Appropriation
Solid Waste Management District					
SM522466 Solid Waste Mgnt District					
INDEX SM522466	Solid Waste Mgnt District	SUBFUND 20A625	Personal Services	471,735	422,781
INDEX SM522466	Solid Waste Mgnt District	SUBFUND 20A625	Other Expenses	388,335	388,335
INDEX SM522466	Solid Waste Mgnt District	SUBFUND 20A625	Capital Outlays	10,824	10,824
Total Solid Waste Mgnt District				870,894	821,940
SM522516 District Boards Of Health					
INDEX SM522516	District Boards Of Health	SUBFUND 20A625	Other Expenses	352,167	352,167
Total District Boards Of Health				352,167	352,167
SM522599 Solid Waste Municipal Grants					
INDEX SM522599	Solid Waste Municipal Grants	SUBFUND 20A817	Other Expenses	117,000	117,000
Total Solid Waste Municipal Grants				117,000	117,000
SM522581 Solid Waste Plan Update 2012					
INDEX SM522581	Solid Waste Plan Update 2012	SUBFUND 20A816	Other Expenses	66,000	66,000
Total Solid Waste Plan Update 2012				66,000	66,000
SM522573 Solid Waste Convenience Center					
INDEX SM522573	Solid Waste Convenience Center	SUBFUND 20A815	Other Expenses	717,000	717,000
INDEX SM522573	Solid Waste Convenience Center	SUBFUND 20A815	Capital Outlays	30,000	30,000
Total Solid Waste Convenience Center				747,000	747,000
Total Solid Waste Management District				2,153,061	2,104,107
Soldiers & Sailors Monument					
AE210005 Soldiers & Sailors Monument					
INDEX AE210005	Soldiers & Sailors Monument	SUBFUND 01A001	Personal Services	144,575	144,963
INDEX AE210005	Soldiers & Sailors Monument	SUBFUND 01A001	Other Expenses	51,126	51,126
INDEX AE210005	Soldiers & Sailors Monument	SUBFUND 01A001	Capital Outlays	276	276
Total Soldiers & Sailors Monument				195,977	196,365
Total Soldiers & Sailors Monument				195,977	196,365
Soil & Water Conservation					
SW500058 Soil & Water Conservation					
INDEX SW500058	Soil & Water Conservation	SUBFUND 20N306	Personal Services	514,553	516,060
INDEX SW500058	Soil & Water Conservation	SUBFUND 20N306	Other Expenses	95,733	95,733
INDEX SW500058	Soil & Water Conservation	SUBFUND 20N306	Capital Outlays	5,645	5,645
Total Soil & Water Conservation				615,931	617,438
Total Soil & Water Conservation				615,931	617,438
Veterans Service Commission					
VS490052 Veterans Service Commission					
INDEX VS490052	Veterans Service Commission	SUBFUND 01A001	Personal Services	2,487,528	2,494,252
INDEX VS490052	Veterans Service Commission	SUBFUND 01A001	Other Expenses	4,997,196	4,997,196
INDEX VS490052	Veterans Service Commission	SUBFUND 01A001	Capital Outlays	14,500	14,500
Total Veterans Service Commission				7,499,224	7,505,948
Total Veterans Service Commission				7,499,224	7,505,948
TOTAL BIENNIAL APPROPRIATION				1,478,736,223	1,434,825,197

Information Technology & Systems Capital Improvement Plan 2012-2016

Description of Request	Priority	Funding	Sponsor	Project Estimate	2012 Impact	2013 Impact	2014 Impact	2015 Impact	2016 Impact
Integrated Real Property, Appraisal, and Board of Revision system	1	Spec	Fiscal	\$ 9,350,000.00	\$ 150,000.00	\$ 4,000,000.00	\$ 4,000,000.00	\$ 600,000.00	\$ 600,000.00
Additional storage and blades for Network Video Recording Sys	1	GF	Sheriff	\$ 225,000.00	\$ 75,000.00	\$ -	\$ 75,000.00	\$ -	\$ 75,000.00
Move county Data Center to new location	1	ISC	ISC	\$ -	Moved to Building CIP	\$ -	\$ -	\$ -	\$ -
Disk storage for web server & mission critical apps environment	1	Debt	ISC	\$ 250,000.00	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00	\$ -
Upgrade CISCO Call Manager telephone system	1	Debt	ISC	\$ 235,200.00	\$ 147,000.00	\$ 22,050.00	\$ 22,050.00	\$ -	\$ 22,050.00
Replacement of communication devices	1	Debt	ISC	\$ 273,000.00	\$ 273,000.00	\$ -	\$ -	\$ -	\$ -
Replace 250 laptops and operating systems(CFS)	1	GF	ISC	\$ 1,470,000.00	\$ 350,000.00	\$ 280,000.00	\$ 280,000.00	\$ 280,000.00	\$ 280,000.00
Replace and consolidate aged servers	1	Debt	ISC	\$ 2,640,000.00	\$ 480,000.00	\$ 560,000.00	\$ 640,000.00	\$ 480,000.00	\$ 480,000.00
Replace 500 desktops, PCs, monitors, and software	1	GF	ISC	\$ 4,125,000.00	\$ 825,000.00	\$ 825,000.00	\$ 825,000.00	\$ 825,000.00	\$ 825,000.00
Replace SUN servers and storage area network	2	Debt	ISC	\$ 1,109,150.00	\$ 50,000.00	\$ 921,000.00	\$ -	\$ -	\$ 138,150.00
Countywide ERP Financial Accounting, Payroll & HR Integrated System	2	Debt	Fiscal/HR	\$ 13,300,000.00	\$ 300,000.00	\$ 6,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00
Video conference equipment	3	GF	ISC	\$ 56,000.00	\$ 33,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ 33,033,350.00	\$ 2,808,600.00	\$ 12,613,650.00	\$ 10,847,650.00	\$ 3,337,650.00	\$ 3,425,800.00

Proposed Funding

General Fund	\$ 5,651,000.00
Special revenue	\$ 9,350,000.00
Debt / Long Term Fin.	\$ 18,032,350.00
	<u>\$ 33,033,350.00</u>

Total CIP 2102-2016

\$ 33,033,350.00

County Buildings Capital Improvements Plan 2012-2016

Sale Period	LOCATION	DESCRIPTION	Estimated Construction Costs	GENERAL FUND	DEBT PROCEEDS	OTHER FUNDING (HPG)	2012 Expenditures	2013 Expenditures	2014 Expenditures	2015 Expenditures	2016 Expenditures
			Estimate	FUNDING SOURCE							
2012.1	County Courthouse	Exterior Stone Work/Waterproof System	500,000		500,000		300,000	200,000			
2012.2	Board of Elections	Elevator Renovation	750,000		750,000		450,000	300,000			
2012.2	Marion Building	Replace Roof & Exterior Masonry	600,000		600,000		360,000	240,000			
2012.2	Justice Center	Justice Center Court Tower Security Phase 1 and 2 - 23 Floors	1,200,000		1,200,000		720,000	480,000			
2012.3	Juvenile Justice Center	Emergency Operations Center/Data Center	4,500,000		4,500,000		900,000	3,600,000			
2012.3	Huntington Park Garage	Dry Standpipe System Repairs	550,000			550,000	110,000	440,000			
2012.3	Huntington Park Garage	Ramp Repair	100,000			100,000	20,000	80,000			
2012.4	Board of Elections	Fire Systems Panel	60,000	60,000			6,000	54,000			
2013.1	GEC Architectural	Engineering	200,000	200,000				30,000	170,000		
2013.1	Justice Center	Justice Center Court Tower Security Phase 3 Repairs	600,000		600,000			480,000	120,000		
2014	Huntington Parking Garage	Repairs	250,000			250,000			125,000	125,000	
2014	Justice Center	Justice Center Court Tower Security Phase 4 & 5 Repairs	1,200,000		1,200,000				600,000	600,000	
2014	Ameritrust	Utility Conversion	300,000		300,000				150,000	150,000	
2014	Justice Center	Repairs	14,000,000		14,000,000				7,000,000	7,000,000	
2015	Huntington Parking Garage	Repairs	250,000			250,000				125,000	125,000
2015	Ameritrust	Repairs	300,000	300,000						150,000	150,000
			25,360,000	560,000	23,650,000	1,150,000	2,866,000	5,904,000	8,165,000	8,150,000	275,000
			Total Funding			25,360,000					
						Total CIP 2012-2016			25,360,000		

Sanitary Engineer Capital Improvements Plan 2012-2016

Sale Period	PROJECT	Project Type	Funding Program	location	Estimated Construction Costs	Sanitary	County Funding Participation	2011 Expenditures	2012 Expenditures	2013 Expenditures	2014 Expenditures	2015 Expenditures	2016 Expenditures	2012-2106 TOTAL
2011.9	Analytical Lab Serv	Lab Testing	Sanitary District Funds	Various	165,000	165,000	165,000	20,000	145,000					145,000
2011.3	Olmsted I&J Study	I&J Investigation	Sanitary District Funds	Olmsted Twp,	200,000	200,000	200,000	25,000	175,000					175,000
2011.3	Olmsted Storm Drainage	Storm Drainage	Sanitary District Funds	Olmsted Twp,	200,000	200,000	200,000	25,000	175,000					175,000
2011.4	SCADA Contract	SCADA System	Sanitary District Funds	Various	180,000	180,000	180,000	20,000	160,000					160,000
2011.4	Engineering Contract	General Engineering Contract	Sanitary District Funds	Various	300,000	300,000	300,000	25,000	275,000					275,000
2012.4	Engineering Contract	Engineering	Sanitary District Funds	Various	300,000	300,000	300,000		50,000	250,000				300,000
2013.1	Engineering Contract	Engineering	Sanitary District Funds	Various	300,000	300,000	300,000		150,000	150,000				300,000
2013.4	SCADA Contract	SCADA System	Sanitary District Funds	Various	180,000	180,000	180,000	25,000	155,000					180,000
2014.1	Analytical Lab Services	Lab Analysis	Sanitary District Funds	Various	160,000	160,000	160,000		100,000	60,000				160,000
2014.4	Engineering Contract	Engineering	Sanitary District Funds	Various	300,000	300,000	300,000		50,000	250,000				300,000
2015.4	Engineering Contract	Engineering - GEC	Sanitary District Funds	Various	300,000	300,000	300,000		50,000	250,000				300,000
2015.4	SCADA Contract	SCADA System	Sanitary District Funds	Various	180,000	180,000	180,000			30,000				180,000
		Engineering Contracts			2,765,000	2,765,000	2,765,000	315,000	980,000	425,000	455,000	390,000	400,000	2,650,000
2013.2	Bradford PS Elimination 7/2016	PS Elimination	Sanitary District Funds	Brecksville	700,000	700,000	700,000			350,000				700,000
2012.2	Broadview Rd. Drift Drop	Connection to truck sewer	Sanitary District Funds	Parma	250,000	250,000	250,000		125,000	125,000				250,000
2013.3	Carriage Hills PS Elimination	Pump Station Elim.	Sanitary District Funds	Brecksville	100,000	100,000	100,000			30,000				100,000
2014.4	Chippewa Creek Sewer Elim.	Sewer Elimination	Sanitary District Funds	Brecksville	600,000	600,000	600,000					300,000		600,000
2012.2	Chippewa Creek Sewer Repair	Repair San. Sewer	Sanitary District Funds	Brecksville	250,000	250,000	250,000							250,000
2014	Cook, Bronson, Barton Rd. Sanitary Sewer	San. Sewer Construct	Sanitary District Funds	Olmsted Twp	1,400,000	1,400,000	1,400,000		125,000					1,400,000
2014.4	Designed \$50 Elimination	Lancaster & Belvoir Replacement	Sanitary District Funds	S. Euclid	500,000	500,000	500,000							500,000
2015.4	East Linden PS	Replacement	Sanitary District Funds	Parma	200,000	200,000	200,000						180,000	200,000
2012.1	Emergency Repair Contract	Repair San./Storm	Sanitary District Funds	Various	1,400,000	1,400,000	1,400,000		840,000	560,000				1,400,000
2014.1	Emergency Repair Contract	Emerg. Repair	Sanitary District Funds	Various	1,400,000	1,400,000	1,400,000							1,400,000
2012.4	Hemlock Falls Pump Station 12/2014	Pump St. Rehab & Engin Costs	Sanitary District Funds	Brecksville	500,000	500,000	500,000		100,000	400,000				500,000
2011.4	Jefferson Road	Lateral Lining	Sanitary District Funds	Highland Hts.	1,200,000	1,200,000	1,200,000	120,000	1,080,000					1,080,000

Sanitary Engineer Capital Improvements Plan 2012-2016

Sale Period	PROJECT	Project Type	Funding Program	location	Estimated Construction Costs	Sanitary	County Funding Participation	2011 Expenditures	2012 Expenditures	2013 Expenditures	2014 Expenditures	2015 Expenditures	2016 Expenditures	2012-2106 TOTAL
2013.4	Lakeside Pump Station elimination	Pump Station Elim. & Engineering	Sanitary District Funds	Climsted Twp	1,400,000	1,400,000	1,400,000			210,000	1,190,000			1,400,000
2014.4	Sewer Lining Manhole Rep	Sewer Lining	Sanitary District Funds	Various	1,500,000	1,500,000	1,500,000	150,000	1,350,000					1,350,000
2013.1	Sewer Lining Manhole Rep	Sewer Lining	Sanitary District Funds	VARIOUS	1,500,000	1,500,000	1,500,000			1,125,000	375,000			1,500,000
2014.1	Sewer Relining	Reline sewers in various communities	Sanitary District Funds		1,500,000	1,500,000	1,500,000				750,000	750,000		1,500,000
2015.1	Sewer Relining	Drive Repair	Sanitary District Funds	Brecksville	1,500,000	1,500,000	1,500,000		40,000	160,000		750,000		1,500,000
2012.4	Southern Est. Drive Repair	Drive Repair	Sanitary District Funds	Brecksville	200,000	200,000	200,000			75,000				200,000
2013.4	W. Sprague Road & PS Replacement	Pump Station Replacement	Sanitary District Funds	Parma	500,000	500,000	500,000				425,000			500,000
2013.4	Wallings Rd Pump Station	Pump Station Replacement Elimination/Re-build & Engineering	Sanitary District Funds	Brecksville	1,000,000	1,000,000	1,000,000			150,000	850,000			1,000,000
2012.3	Wallingsford Rd. Sewer	Sewer Replacement	Sanitary District Funds	Garfield Hts	180,000	180,000	180,000		72,000	108,000				180,000
2012.4	Whitewood Aerial San. Sewer Repair & Storm Headwall Repairs	Aerial Sewer Repair & headwall repairs	Sanitary District Funds	Brecksville	500,000	500,000	500,000		100,000	400,000				500,000
					18,280,000									
					270,000				3,852,000	3,818,000	5,960,000	3,470,000	930,000	18,010,000
Total Design & Construction 2012-2016									4,812,000	4,243,000	6,415,000	3,860,000	1,330,000	20,660,000

Program	Sale Period	PROJECT	Termini	Funding Program	Municipality	Estimated Construction Costs	Federal Participation - Anticipated	ODOTConst / Other	Issue 1 Funds	\$9.00 BUDGET	\$7.50 BUDGET	County Funding Participation	Muni / Other Const	2011 Expenditures	2012 Expenditures	2013 Expenditures	2014 Expenditures	2015 Expenditures	2016 Expenditures	TOTAL		
Professional Services	2013	Misc Anticipated Eng Contracts		\$ 5.00 Fund		1,500,000				1,500,000		1,500,000				750,000	750,000	750,000		1,500,000		
	2014	Misc Anticipated Eng Contracts		\$ 5.00 Fund		1,500,000				1,500,000		1,500,000				750,000	750,000			1,500,000		
	2015	Misc Anticipated Eng Contracts		\$ 5.00 Fund		2,000,000				2,000,000		2,000,000				1,000,000	1,000,000			2,000,000		
	2011	Construction Management Services Contract		\$ 7.50 Fund		200,000					200,000		200,000		25,000	175,000					200,000	
	2011	Construction Management Services Contract		\$ 7.50 Fund		200,000					200,000		200,000		25,000	175,000					200,000	
	2011	Construction Materials Testing Service Contract		\$ 7.50 Fund		250,000					250,000		250,000		50,000	200,000					250,000	
	11-Aug	General Rights of Way Service Contract		\$ 7.50 Fund		250,000					250,000		250,000		25,000	225,000					250,000	
	2011.2	General Engineering Contract		\$ 7.50 Fund		300,000					300,000		300,000		25,000	275,000					300,000	
	2011.2	General Engineering Contract		\$ 7.50 Fund		300,000					300,000		300,000		25,000	275,000					300,000	
	2011.2	CDAO - Bridge Engineering		\$ 7.50 Fund		99,984	79,987				19,997		19,997		99,984	99,984						99,984
	2012	Veterans Memorial Lighting		\$ 7.50 Fund		150,000					150,000		150,000		150,000	150,000						150,000
	2011.4	Wayfinding Signing & Kiosks Program		\$ 5.00 Fund	Cuyahoga County	445,010	356,003				89,000					445,010						445,010
	3/23/2011	Tiedeman Road		\$ 5.00 Fund	Brooklyn	2,232,539	1,786,832				223,354		223,354		1,000,000	1,233,539						2,233,539
	11/16/2010	Sprague Road		\$ 5.00 Fund	North Repton, Parma	4,837,942	3,870,353				488,794		488,794		1,500,000	3,837,942						4,837,942
	2012	Show / Roadside Phase IV		\$ 5.00 Fund	Parma, Seven Hills	4,300,000	3,440,000				860,000		860,000		2,150,000	1,720,000	430,000					4,300,000
	2012	Show Road		\$ 5.00 Fund	Parma, Parma Hts.	5,300,000	4,240,000				1,060,000		1,060,000		2,650,000	2,120,000	530,000					5,300,000
	2012	Roadside Road		\$ 5.00 Fund	Garfield Hts., Maple Hts., Bedford	4,300,000	3,440,000				860,000		860,000		2,150,000	1,720,000	430,000					4,300,000
	2012.1	Cuyahoga ACC Urban Habitat Restoration		\$ 5.00 Fund	Cleveland	3,200,000	3,200,000								1,600,000	1,380,000	300,000					3,200,000
	2013	Belvoir Blvd		\$ 5.00 Fund	University Heights; South Euclid	2,581,218	2,065,534				516,384		516,384			1,494,939	1,032,767	258,192				2,581,218
	2013	Towpath Trail - Stage III		\$ 5.00 Fund	Cleveland	7,700,000	5,975,000								1,725,000	3,850,000	3,080,000	770,000				7,700,000
	2013	Columbia Road		\$ 5.00 Fund	North Olmsted	2,250,000	1,800,000				225,000		225,000		1,125,000	900,000	225,000					2,250,000
	2013	Ridge Road		\$ 5.00 Fund	Brooklyn	12,027,228	9,482,400				1,302,878		56,650		1,359,528	6,013,614	4,810,891	1,202,723				12,027,228
	2013	Warrensville Center/Shaker/Van Alen/Hersheyfield Intersection Improvement		\$ 5.00 Fund	Shaker Heights; Highland Hills	15,567,222	8,075,000	2,240,000			1,000,000		1,000,000		4,252,222	7,765,611	6,226,889	1,536,722				15,567,222
2013	E.105 / MLK Intersection Improvement		\$ 5.00 Fund	Cleveland	8,490,000	4,960,000				2,462,100		100,000		439,950		4,245,000	3,398,000	849,000			8,490,000	
2014	Pleasant Valley / Sagley Road		\$ 5.00 Fund	Middleburg Heights; Parma	19,629,442	14,175,000				5,454,442		5,454,442			9,814,721	7,851,777	1,962,944				19,629,442	
2014	Towpath Trail - Stage IV		\$ 5.00 Fund	Cleveland	25,600,000	20,090,000				4,500,000		4,500,000			12,300,000	9,840,000	2,460,000				24,600,000	
2014	Reynolds Road		\$ 5.00 Fund	North Royalton	12,890,000	10,105,000				1,344,000		69,000		724,000	6,445,000	5,156,000	1,289,000				12,890,000	
2014	Highland Road		\$ 5.00 Fund	Eucly / Richmond Hgts	4,250,000	3,400,000				850,000		850,000			2,125,000	1,700,000	425,000				4,250,000	
2015	Towpath Trail - Stage I		\$ 5.00 Fund	Cleveland, Cuyahoga Heights	8,900,000	6,200,000								2,700,000		4,450,000					8,900,000	
2016	Boston Road		\$ 5.00 Fund	Strongsville; Medina County; Brunswick; Brunswick Hills Township	21,500,000	15,825,000				760,000		1,956,250		2,958,750		10,780,000					21,500,000	

Total Federal Aid Road Projects

Program	Sale Period	PROJECT	Termini	Funding Program	Municipality	Estimated Construction Costs	Federal Participation - Anticipated	ODOTConst / Other	Issue I Funds	\$5.00 BUDGET	\$7.50 BUDGET	County Funding Participation	Muni / Other Const	2011 Expenditures	2012 Expenditures	2013 Expenditures	2014 Expenditures	2015 Expenditures	2016 Expenditures	TOTAL		
FEDERAL AID BRIDGE	9/21/2011	Columbus Road Lift Bridge	Over Cuyahoga River	\$ 5.00 Fund	Cleveland	31,823,618	25,456,895	-	3,032,362	1,666,181	10,000	1,676,181	1,666,181	3,183,362	25,465,995	3,183,362	-	-	-	-	31,823,618	
	1/31/2011	Fitch Road Grade Separation	Over NS RR	\$ 7.50 Fund	Clintond Township / Clintond Falls	5,204,607	4,740,033	-	464,574	-	464,574	-	464,574	89,000	1,561,362	3,122,754	530,461	-	-	-	-	5,204,607
	1/31/2011	Fitch Road Grade Separation	Sanitary Sewer Line	\$ 7.50 Fund	Sanitary Engineer	89,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	89,000
	2013	Bellaire Road Bridge No. 24	Over Big Creek	\$ 5.00 Fund	Cleveland, Limodale	3,849,941	2,597,120	-	892,821	-	892,821	360,000	1,252,821	-	2,569,965	384,994	2,569,965	1,154,982	-	-	-	3,849,941
	2014	Pleasant Valley / Bagley Road Br. 144 & 116	York to Pearl	\$ 5.00 Fund	Middleburg Heights, Pa	1,400,000	1,120,000	-	280,000	-	280,000	280,000	280,000	-	980,000	420,000	980,000	980,000	-	-	-	1,400,000
	2014.1	Highland Road Bridge No. 138	Over Euclid Creek	\$ 5.00 Fund	Euclid	3,083,951	2,112,000	-	971,951	-	971,951	971,951	971,951	-	1,950,396	823,068	1,950,396	308,355	-	-	-	3,083,951
	2014.1	Highland Road Bridge No. 157	Over Euclid Creek	\$ 5.00 Fund	Euclid	2,394,961	1,561,120	-	833,841	-	833,841	833,841	833,841	-	1,436,576	718,463	1,436,576	239,496	-	-	-	2,394,961
	2014.1	Highland Road Bridge No. 159	Over Euclid Creek	\$ 5.00 Fund	Euclid	2,094,951	1,473,120	-	621,831	-	621,831	621,831	621,831	-	3,770,576	665,488	3,770,576	228,496	-	-	-	2,094,951
	2014.1	Highland Road Bridge No. 226	Over East Branch of Euclid Creek	\$ 5.00 Fund	Euclid	3,796,961	2,682,240	-	1,114,721	-	1,114,721	1,114,721	1,114,721	-	2,277,816	1,135,908	2,277,816	379,656	-	-	-	3,796,961
	2014.1	Searns Road Grade Separation	Over NS RR	\$ 5.00 Fund	Clintond Twp.	14,318,990	10,680,388	-	2,000,000	-	2,000,000	1,604,573	3,604,573	34,029	8,591,984	4,796,697	8,591,984	1,481,899	-	-	-	14,318,990
	2014.1	Searns Road Grade Separation	Utility Relocation	\$ 5.00 Fund	Clintond Twp.	135,000	106,600	-	125,000	-	125,000	125,000	125,000	-	87,900	37,500	87,900	37,500	-	-	-	135,000
	2014.1	Searns Road Grade Separation	Sanitary Sewer Line	\$ 5.00 Fund	Clintond Twp.	310,000	310,000	-	310,000	-	310,000	310,000	310,000	-	217,000	95,000	217,000	95,000	-	-	-	310,000
	2013.1	Lakeshore Bridge No. 188	Over Nine Mile Creek	\$ 5.00 Fund	Bratenahl	1,765,000	1,200,000	-	565,000	-	565,000	15,000	565,000	-	1,055,000	706,000	1,055,000	706,000	-	-	-	1,765,000
	2013.2	Cedar Road Bridge No 229	Over Dean Brook	\$ 5.00 Fund	Cleveland	3,215,000	2,380,000	-	903,000	-	903,000	15,000	903,000	-	1,055,000	1,055,000	1,055,000	1,055,000	-	-	-	3,215,000
	2016	Avery Road Bridge No. 77	Over Chippewa Creek	\$ 5.00 Fund	Broadview Heights	2,093,200	1,454,560	-	633,640	-	633,640	25,000	633,640	-	1,235,920	837,280	1,235,920	837,280	-	-	-	2,093,200
	12/8/2010	Hillside Road	Brookview to Brockville Road	\$ 5.00 Fund	Independence/Jenn Wls	1,451,287	-	-	1,161,090	-	1,161,090	48,000	48,000	-	48,000	48,000	48,000	48,000	-	-	-	1,451,287
	2011.4	Austin Powder Drive Bridge No. 137	Over Branch of Thinkers Creek	\$ 5.00 Fund	Glennville	923,000	885,000	-	885,000	-	885,000	92,500	92,500	-	92,500	92,500	92,500	92,500	-	-	-	923,000
	2011.4	Austin Powder Drive Bridge No. 137	W & E Railroad Force Account	\$ 5.00 Fund	Glennville	150,000	100,000	-	100,000	-	100,000	15,000	15,000	-	15,000	15,000	15,000	15,000	-	-	-	150,000
	2011.4	Austin Powder Drive Bridge No. 137	Sunoco Force Account	\$ 5.00 Fund	Glennville	150,000	100,000	-	100,000	-	100,000	15,000	15,000	-	15,000	15,000	15,000	15,000	-	-	-	150,000
	5/7/2011	Monticello Boulevard	Mayfield Road to Taylor Road	\$ 5.00 Fund	Cleveland Heights	1,484,119	1,187,496	-	1,187,496	-	1,187,496	296,624	296,624	-	742,060	742,060	742,060	742,060	-	-	-	1,484,119
8/3/2011	Harvard Road - I - sanitary - Base Repair	Green Road to Camp Forbes	\$ 7.50 Fund		48,000	-	-	48,000	-	48,000	48,000	48,000	-	48,000	48,000	48,000	48,000	-	-	-	48,000	
2011.3	Fitch Road Fire Station Signal	Traffic Signal	\$ 7.50 Fund	Clintond Township	46,130	-	-	46,130	-	46,130	36,038	36,038	-	36,038	36,038	36,038	36,038	-	-	-	46,130	
2012	Columbus Rd	Center Street to W. 25th Street	\$ 7.50 Fund	Cleveland	1,580,000	1,264,000	-	1,264,000	-	1,264,000	96,000	96,000	-	96,000	96,000	96,000	96,000	-	-	-	1,580,000	
2012	Green Road	Chapin to Fairmount	\$ 7.50 Fund	Broadview-Quaker Heights	1,311,825	1,049,460	-	262,365	-	262,365	344,750	344,750	-	344,750	344,750	344,750	344,750	-	-	-	1,311,825	
2013	Taylor Road	Euclid Ave to East Cleveland South Corp Line	\$ 7.50 Fund	East Cleveland	1,500,000	1,200,000	-	1,200,000	-	1,200,000	300,000	300,000	-	300,000	300,000	300,000	300,000	-	-	-	1,500,000	
8/2/2011	Harvard Road - City Issue I	Green Road to Camp Forbes	\$ 7.50 Fund	Highland Hills	456,307	180,430	-	180,430	-	180,430	275,877	275,877	-	180,430	180,430	180,430	180,430	-	-	-	456,307	
4/12/2011	Old Mill Bridge No. 162	Over the Chagrin River	\$ 5.00 Fund	Gates Mills	1,163,153	197,736	-	953,417	-	953,417	10,000	963,417	-	465,261	697,992	465,261	697,992	-	-	-	1,163,153	
1/27/2011	Stumph Road	Snow Road to Pearl	\$ 5.00 Fund	Parma, Parma Heights	6,696,971	4,620,910	-	4,038,080	-	4,038,080	1,038,080	1,038,080	-	1,038,080	4,018,162	1,038,080	4,018,162	-	-	-	6,696,971	
2012	Barrett Road	Road, sanitary replacement	\$ 7.50 Fund	Parma Hts, Parma	4,500,000	-	-	2,150,000	-	2,150,000	2,350,000	2,350,000	-	2,350,000	2,350,000	2,350,000	2,350,000	-	-	-	4,500,000	
2012	Noble Road	Stafford Rd to Berea WCL	\$ 7.50 Fund	Clintond Township	1,495,000	598,000	-	897,000	-	897,000	597,000	597,000	-	897,000	597,000	897,000	597,000	-	-	-	1,495,000	
2012.1	Show Road Bridge No. 220	Over West Branch of Big Creek	\$ 5.00 Fund	Brookpark	862,000	340,800	-	340,800	-	340,800	521,200	521,200	-	421,000	421,000	421,000	421,000	-	-	-	862,000	
2012.1	Prospect Rd Chrt No. 9	Over Bakers Creek	\$ 5.00 Fund	Strongsville	760,000	150,000	-	150,000	-	150,000	480,000	480,000	-	120,000	360,000	480,000	360,000	-	-	-	760,000	
2013	Sprague Road	Wester to York	\$ 7.50 Fund	Middleburg Heights; Strongsville; Parma; North Royalton; Parma	7,455,000	400,000	-	3,377,500	-	3,377,500	2,113,750	2,113,750	-	1,568,750	3,722,500	2,113,750	3,722,500	745,500	-	-	-	7,455,000
		Pump Station Replacement	\$ 5.00 Fund	Parma	500,000	250,000	-	250,000	-	250,000	250,000	250,000	-	250,000	250,000	250,000	250,000	250,000	-	-	-	500,000
Total Issue I Projects																						
						77,924,637	39,081,662	58,570,140	44,466,341	26,564,108	246,936,887										246,936,887	
Total Road & Bridge CIP 2012-2016																						

Program	Sale Period	PROJECT	Termini	Funding Program	Municipality	Estimated Construction Costs	Federal Participation - Anticipated	ODOTConst / Other	Issue I Funds	\$5.00 BUDGET	\$7.50 BUDGET	County Funding Participation	Muni / Other Const	2011 Expenditures	2012 Expenditures	2013 Expenditures	2014 Expenditures	2015 Expenditures	2016 Expenditures	TOTAL			
COUNTY ADMINISTERED PROJECTS	12/8/2010	Hillside Road	Brookview to Brockville Road	\$ 5.00 Fund	Independence/Jenn Wls	1,451,287	-	-	1,161,090	-	48,000	48,000	-	48,000	48,000	48,000	48,000	-	-	-	1,451,287		
	2011.4	Austin Powder Drive Bridge No. 137	Over Branch of Thinkers Creek	\$ 5.00 Fund	Glennville	923,000	885,000	-	885,000	-	92,500	92,500	-	92,500	92,500	92,500	92,500	92,500	-	-	-	923,000	
	2011.4	Austin Powder Drive Bridge No. 137	W & E Railroad Force Account	\$ 5.00 Fund	Glennville	150,000	100,000	-	100,000	-	15,000	15,000	-	15,000	15,000	15,000	15,000	15,000	-	-	-	150,000	
	2011.4	Austin Powder Drive Bridge No. 137	Sunoco Force Account	\$ 5.00 Fund	Glennville	150,000	100,000	-	100,000	-	15,000	15,000	-	15,000	15,000	15,000	15,000	15,000	15,000	-	-	-	150,000
	5/7/2011	Monticello Boulevard	Mayfield Road to Taylor Road	\$ 5.00 Fund	Cleveland Heights	1,484,119	1,187,496	-	1,187,496	-	1,187,496	296,624	296,624	-	742,060	742,060	742,060	742,060	-	-	-	1,484,119	
	8/3/2011	Harvard Road - I - sanitary - Base Repair	Green Road to Camp Forbes	\$ 7.50 Fund		48,000	-	-	48,000	-	48,000	48,000	48,000	-	48,000	48,000	48,000	48,000	-	-	-	48,000	
	2011.3	Fitch Road Fire Station Signal	Traffic Signal	\$ 7.50 Fund	Clintond Township	46,130	-	-	46,130	-	46,130	36,038	36,038	-	36,038	36,038	36,038	36,038	-	-	-	46,130	
	2012	Columbus Rd	Center Street to W. 25th Street	\$ 7.50 Fund	Cleveland	1,580,000	1,264,000	-	1,264,000	-	1,264,000	96,000	96,000	-	96,000	96,000	96,000	96,000	-	-	-	1,580,000	
	2012	Green Road	Chapin to Fairmount	\$ 7.50 Fund	Broadview-Quaker Heights	1,311,825	1,049,460	-	262,365	-	262,365	344,750	344,750	-	344,750	344,750	344,750	344,750	-	-	-	1,311,825	
	2013	Taylor Road	Euclid Ave to East Cleveland South Corp Line	\$ 7.50 Fund	East Cleveland	1,500,000	1,200,000	-	1,200,000	-	1,200,000	300,000	300,000	-	300,000	300,000	300,000	300,000	-	-	-	1,500,000	
	8/2/2011	Harvard Road - City Issue I	Green Road to Camp Forbes	\$ 7.50 Fund	Highland Hills	456,307	180,430	-	180,430	-	180,430	275,877	275,877	-	180,430	180,430	180,430	180,430	-	-	-	456,307	
	4/12/2011	Old Mill Bridge No. 162	Over the Chagrin River	\$ 5.00 Fund	Gates Mills	1,163,153	197,736	-	953,417	-	953,417	10,000	963,417	-	465,261	697,992	465,261	697,992	-	-	-	1,163,153	
	1/27/2011	Stumph Road	Snow Road to Pearl	\$ 5.00 Fund	Parma, Parma Heights	6,696,971	4,620,910	-	4,038,080	-	4,038,080	1,038,080	1,038,080	-	1,038,080	4,018,162	1,038,080	4,018					

County Airport Capital Improvement Plan 2012-2016

COUNTY AIRPORT PRIORITY SUMMARY
(Revised and Updated 9-26-11)

PROJECT NAME AND DESCRIPTION	JUSTIFICATIONS		EXPENSES					
	FED	STATE	CNTY	2012	2013	2014	2015	2016
AIRFIELD AND INFRASTRUCTURE								
Environmental Assessment The study will evaluate current and future airport improvement projects to determine any environmental impacts	X		X	\$400,000	\$450,000	\$0	\$0	\$0
Design Runway/Runway Safety Area and other infrastructure Improvements Upgrades and replacements; remove obstructions and grade terrain	X		X	\$200,000	\$500,000	\$0	\$0	\$0
Runway Safety Area Improvements (Construction) Upgrades and replacements; remove obstructions and grade terrain	X		X	\$0	\$0	\$0	\$9,100,000	\$0
Runway 6-24 Reconstruction Repair seriously deteriorated taxiway and apron pavement	X		X	\$0	\$0	\$0	\$13,491,956	\$0
Taxiway Construction Repair seriously deteriorated taxiway and apron pavement	X		X	\$0	\$0	\$0	\$0	\$1,943,197
Obstruction Study & Removal/Acquire Easements (Multi-Phase) Assessment and removal of objects within the Airport airspace	X		X	\$157,895	\$194,444	\$194,444	\$0	\$300,000
Electrical Upgrades Upgrade/update electrical transformers and field lighting loop			X	\$0	\$0	\$300,000	\$500,000	\$500,000
Security Upgrade Update airfield access gates, hangar doors and security access control system			X	\$0	\$0	\$90,000	\$0	\$0
Airport Fencing Install perimeter fence around 20 acres acquired through Mayfair purchase			X	\$0	\$0	\$0	\$0	\$250,000
Aircraft Run-Up Enclosure Purchase and install run up enclosure to reduce aircraft noise exposure			X	\$0	\$0	\$0	\$700,000	\$1,400,000
BUILDING AND VEHICLE UPGRADES								
American Disabilities Act ADA compliance in Airport offices and Area B			X	\$550,000	\$0	\$0	\$0	\$0
Aircraft Rescue & Fire Fighting Truck (ARFF) Upgrade and consolidate ARFF Equipment			X	\$0	\$0	\$500,000	\$0	\$0
Roof Replace (Area A) Original Roof			X	\$150,000	\$0	\$0	\$0	\$0
Replace Overhead (Bay) Doors ADA compliance in Airport offices and Area B			X	\$45,000	\$0	\$0	\$0	\$0

County Airport Capital Improvement Plan 2012-2016

COUNTY AIRPORT PRIORITY SUMMARY
(Revised and Updated 9-26-11)

PROJECT NAME AND DESCRIPTION	FUNDING SOURCE		EXPENSES				
	FED	STATE	2012	2013	2014	2015	2016
Fire Alarm System and Sprinkler System Installation of a fire alarm and sprinkler system			\$570,000	\$0	\$0	\$0	\$0
BobCat Tractor Multi-purpose tractor for snow removal and landscaping			\$0	\$0	\$0	\$0	\$0
Airport Office & HVAC System Replace Airport offices			\$200,000	\$0	\$0	\$0	\$0
Parking Lot Improvements and Expansion Additional parking spaces for Airport visitors and staff			\$0	\$325,000	\$0	\$0	\$0
TOTAL OF ALL PROJECTS			\$1,872,895	\$1,689,444	\$1,024,444	\$1,759,936	\$2,582,197
						2012-2016 CIP Estimate	<u>\$25,550,936</u>

SECTION 2. The intent of Council is to maintain a General Fund reserve to expenditure ratio of not less than 25% throughout 2012 and 2013 and a Health and Human Services Levy Fund reserve to expenditure ratio of not less than 15% throughout 2012 and 2013.

SECTION 3. That the Clerk of Council be, and she is, hereby instructed to transmit one certified copy of this Resolution to the County Budget Commission, the County Fiscal Officer, and the Director of the Office of Budget & Management.

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

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 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: October 11, 2011

Committee(s) Assigned: Finance & Budgeting/Committee of the Whole

Journal _____
_____, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0306

Sponsored by: County Executive FitzGerald on behalf of Juvenile Court	A Resolution authorizing the County Executive to enter into amendments to contracts with various providers for residential treatment services for youth for various time periods ending 1/31/2012, and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Juvenile Court has submitted amendments to contracts with various providers for residential treatment services for youth for the periods of 2/1/2010-1/31/2012 and 6/1/2010-1/31/2012; and,

WHEREAS, these agreements are for the purpose of providing funding for residential treatment services for youth who need to be removed from the home in order to receive treatment to address substance abuse, mental health and/or sex offender treatment goals in addition to criminogenic risk factors and criminal thinking errors; and,

WHEREAS, intensive aftercare services are provided by the Court in conjunction with community-based services to aid in re-integration to the community; and,

WHEREAS, the performance of each of the twelve selected providers have been evaluated and each provider received satisfactory ratings based upon evaluation indicators for the prior period of 1/1/2010 – 6/30/2011; and,

WHEREAS, funding for these amendments to contracts is provided through the General Fund as special revenue funding.

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

SECTION 1. The County Executive is hereby authorized to amend the contracts with various providers for residential treatment services for youth for the period of 2/1/2010-1/31/2012 providing decrease amounts of funds set forth below as follows:

- 1) No. CE1000250-01 with Applewood Centers, Inc. to reduce the amount by \$75,000.00.
- 2) No. CE1000251-01 with Beech Brook to reduce the amount by \$59,000.00

- 3) No. CE1000258-01 with Carrington Youth Academy LLC to reduce the amount by \$75,000.00.
- 4) No. CE100260-01 with The Cleveland Christian Home Incorporated to reduce the amount by \$103,500.00.

SECTION 2. The County Executive is hereby authorized to amend the contracts with various providers for residential treatment services for youth for the period of 2/1/2010 – 1/31/2012 providing additional amounts of funds set forth below as follows:

- 1) No. CE1000253-01 with Bellefaire Jewish Children’s Bureau in the amount not-to-exceed \$68,500.00.
- 2) No. CE1000257-01 with Berea Children’s Home in the amount not-to-exceed \$7,000.00.
- 3) No. CE1000259-01 with Catholic Charities Services Corporation (Parmadale) in the amount not-to-exceed \$126,000.00.
- 4) No. CE1000263-01 with The Village Network in the amount not-to-exceed \$27,000.00.

SECTION 3. The County Executive is hereby authorized to amend the contracts with various providers for residential treatment services for youth for the period of 6/1/2010 - 1/31/2012 providing additional amounts of funds set forth below as follows:

- 1) No. CE1000724-01 with The Glen Mills School in the amount not-to-exceed \$590,000.00.
- 2) No. CE1000727-01 with Safehouse Ministries in the amount not-to-exceed \$21,534.98.
- 3) No. CE1000726-01 with Keystone Richland dba Foundations for Living in the amount not-to-exceed \$56,500.00.
- 4) No. CE1000725-01 with The House of Emmanuel, Inc. in the amount not-to-exceed \$165,000.00.

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

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

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0315

Sponsored by: County Executive FitzGerald/Department of Public Works/County Engineer	A Resolution authorizing a contract with HNTB Ohio, Inc. in the amount not-to-exceed \$467,910.00 for design engineering services for reconstruction, with additional turning lanes, of Royalton Road from West 130th Street to York Road in the City of North Royalton; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, County Executive FitzGerald/Department of Public Works/County Engineer has submitted a request to contract with HNTB Ohio, Inc. in the amount not-to-exceed \$467,910.00 for design engineering services for reconstruction, with additional turning lanes, of Royalton Road from West 130th Street to York Road in the City of North Royalton; and

WHEREAS, HNTB Ohio, Inc. is a domestic for profit corporation, incorporated in the State of Ohio that provides, without limitations, architecture, engineering, planning and construction services; and

WHEREAS, the organization is located at 1100 Superior Avenue, Suite 1330, Cleveland, Ohio 44114 within Council District 7; and

WHEREAS, the Board of Directors for the Contractor includes: Terry K. Miller, John Friel, John E. Kupke, Roger C. Ward, William C. Clawson and Craig Denson; and

WHEREAS, the primary goal of this project is to reconstruct, with additional turning lanes, of Royalton Road from West 130th Street to York Road in the City of North Royalton. This will increase the capacity, reduce the congestion and increase safety along these routes; and

WHEREAS, the procurement method for this project was an RFQ with an SBE goal of 0%. The total value of the RFQ is estimated at \$1,967,910.00 and there were fourteen (14) pre-proposals submitted for review; and

WHEREAS, the RFQ closed on September 22, 2010; and

WHEREAS, pursuant to BOCC Resolution No. 104903, dated November 10, 2010, the County Engineer was authorized to negotiate a contract with HNTB Ohio, Inc. for design engineering services for said project; and

WHEREAS, this is a new contract to the County and the project consists of two (2) phases. This contract is for HNTB to perform the first phase of the project which includes the planning, environmental and preliminary engineering activities necessary to identify a preferred horizontal and vertical alignment; and

WHEREAS, the second phase of the project will be contracted as an amendment upon environmental approval of the project by the Ohio Department of Transportation (“ODOT”) per federal regulation when using Federal funds; and

WHEREAS, the funding for this project is as follows: (1) 80% by Federal earmarks, (2) 10% by the City of North Royalton, and (3) 10% by the County Road and Bridge \$7.50 fund. The schedule of payments is monthly; and

WHEREAS, it is necessary that this Resolution become immediately effective because this project is on a critical action path, utilizing Federal funds for the design, therefore it is important to keep the project schedule on track; and

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

SECTION 1. That the County Council hereby authorizes a contract with HNTB Ohio, Inc., in the amount not-to-exceed \$467,910.00 for design engineering services for reconstruction, with additional turning lanes, of Royalton Road from West 130th Street to York Road in the City of North Royalton.

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

SECTION 3. It is necessary that this Resolution become immediately effective because this project is on a critical action path, utilizing Federal funds for the design, therefore it is important to keep the project schedule on track. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0316

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/County Engineer and Councilmember Miller</p>	<p>A Resolution approving Right-of-Way plans as set forth in preliminary Right-of-Way Plat M-5011 for the relining of Snow Road Bridge No. 220 over the west branch of Big Creek in the City of Brook Park; authorizing the County Executive through the Department of Public Works to acquire the necessary Right-of-Way; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective.</p>
---	---

WHEREAS, the Department of Public Works/County Engineer has prepared and submitted preliminary Right-of-Way Plat M-5011 for the relining of Snow Road Bridge No. 220 over the west branch of Big Creek in the City of Brook Park and has recommended its approval; and

WHEREAS, since October 17, 2011 and continuing until the present, the Department of Public Works has posted and provided continuous notice of the following on its website:

(1) The Department of Public Works has submitted preliminary Right-of-Way Plat No. M-5011 for County Council approval and the same is available for viewing on said website;

(2) The Department of Public Works intends to acquire Right-of-Way for said improvement;

(3) As part of Right-of-Way Plat No. M-5011, the Department of Public Works will be seeking a finding that no special assessments will be levied nor collected to pay for any part of the County's costs of said improvement;

(4) The Department of Public Works will be seeking that the Resolution approving the Right-of-Way Plat No. M-5011 be passed with the declaration that the Resolution become immediately effective;

(5) That a first reading of the Resolution approving the Right-of-Way Plat No. M-5011 will be made by the Cuyahoga County Council on November 9, 2011 at 6:00 p.m.;

(6) That General Public access and ability to review the preliminary Right-of-Way Plat No. M-5011 is provided via an electronic link as indicated; and

WHEREAS, the construction surveys, plans, profiles, cross sections, estimates of costs and/or specifications of said improvement will be submitted to Council for approval prior to the construction going out to bid; and

WHEREAS, the current estimated total cost for construction of the Right-of-Way \$672,000.00, and the estimated engineering cost is \$67,200.00, for a total estimated cost of \$739,200.00; and

WHEREAS, the construction and engineering of the Right-of-Way will be as follows: (1) 40% by the Ohio Public Works Commission State issue I funds, and (2) 60% will be funded from the County Road and Bridge fund.

WHEREAS, it is necessary that this Resolution become immediately effective because State Issue I funds are being utilized for the construction this project and the need to keep the schedule of the project in order to maintain project funding deadlines, and the Right-of-way construction cannot begin until authority is granted.

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

SECTION 1. That the preliminary Right-of-Way Plat No. M-5011 for said improvement is hereby approved.

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

SECTION 3. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement.

SECTION 4. That all proceedings relative to Right-of-Way Plat No. M-5011 are hereby ordered copied into the Road Record of the County by the Department of Public Works and copied into all other proper records of the County by the Fiscal Officer as required by law.

SECTION 5. It is necessary that this Resolution become immediately effective because State Issue I funds are being utilized for the construction and the need to keep the schedule of the project in order to maintain project funding deadlines, and the Right-of-way acquisition cannot begin until authority is granted. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011

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

Additional Sponsorship Requested on the Floor: November 9, 2011

Journal CC004

December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0317

Sponsored by: County Executive FitzGerald/Department of Public Works/County Engineer and Councilmember Germana	A Resolution approving Right-of-Way plans as set forth in preliminary Right-of-Way Plat M-4985 for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma; authorizing the County Executive through the Department of Public Works to acquire the necessary Right-of-Way; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the Department of Public Works/County Engineer has prepared and submitted preliminary Right-of-Way Plat M-4985 for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma and has recommended its approval; and,

WHEREAS, since October 17, 2011 and continuing until the present, the Department of Public Works has posted and provided continuous notice of the following on its website:

(1) The Department of Public Works has submitted preliminary Right-of-Way Plat No. M-4985 for County Council approval and the same is available for viewing on said website;

(2) The Department of Public Works intends to acquire Right-of-Way for said improvement;

(3) As part of Right-of-Way Plat No. M-4985, the Department of Public Works will be seeking a finding that no special assessments will be levied nor collected to pay for any part of the County's costs of said improvement;

(4) The Department of Public Works will be seeking that the Resolution approving the Right-of-Way Plat No. 4985 be passed with the declaration that the Resolution become immediately effective;

(5) That a first reading of the Resolution approving the Right-of-Way Plat No. M-4985 will be made by the Cuyahoga County Council on November 9, 2011 at 6:00 p.m.;

(6) That General Public access and ability to review the preliminary Right-of-Way Plat No. M-4985 is provided via an electronic link as indicated; and,

WHEREAS, the construction surveys, plans, profiles, cross sections, estimates of costs and/or specifications of said improvement will be submitted to Council for approval prior to the construction going out to bid; and,

WHEREAS, the current estimated total cost for construction of the Right-of-Way acquisition is \$2,400,000.00; and,

WHEREAS, the acquisition will be funded as follows: the first \$50,000.00 will be funded by the County (Road and Bridge Fund); \$50,000.00 to \$2,400,000.00 which will be funded as 50% through Federal and 50% to be funded through the County (Road and Bridge Fund); and,

WHEREAS, it is necessary that this Resolution become immediately effective because Federal funds are being utilized for the Right-of-Way acquisition, the County is required to keep on schedule for the project in order to maintain project funding deadlines, and Right-of-Way acquisition cannot begin until authority is granted.

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

SECTION 1. That the preliminary Right-of-Way Plat No. M-4985 for said improvement is hereby approved.

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

SECTION 3. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement.

SECTION 4. That all proceedings relative to Right-of-Way Plat No. M-4985 are hereby ordered copied into the Road Record of the County by the Department of Public Works and copied into all other proper records of the County by the Fiscal Officer as required by law.

SECTION 5. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to assure that work on the improvement can commence during the prime construction season. Otherwise, any delay in commencement of the work may cause delay to the work and result in significant cost increases to the County. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested on the Floor: November 9, 2011

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0318

Sponsored by: County Executive FitzGerald/Department of Public Works/Central Services	A Resolution authorizing a contract with Reserve Apartments, LTD in the amount of \$2,400,205.56 for lease of office space located at 1701 E. 17 th Street, Cleveland, for use by various County divisions and a department for the period 10/1/2011 - 9/30/2014; and authorizing the County Executive to execute the contract and all other documents consistent with this Resolution.
--	---

WHEREAS, the County Executive/Department of Public Works/Central Services has submitted a request for a Contract with Reserve Apartments, Ltd in the amount of \$2,400,205.56 for lease of office space located at 1701 E. 17th Street, Cleveland, Ohio, for use by various County departments for the period 10/1/2011 – 9/30/2014; and

WHEREAS, the Department of Public Works/Central Services seeks approval of the Lease Agreement with Reserve Apartments, Ltd for the lease of office space on behalf of the Division of Senior & Adult Services (“DSAS”), Division of Employment & Family Services/Child Support Enforcement Agency (“DEFS/CSEA”) and the Department of Development (“DOD”); and

WHEREAS, the term of the Lease is three (3) years starting October 01, 2011 and running through September 30, 2014, with a six (6) months termination option for each agency. For DEFS/CSEA, the termination option is after the first eighteen (18) months, after nine (9) months for the DOD and after six (6) months for the DSAS; and

WHEREAS, the primary purpose of the lease is to provide continuing operating space for the three aforementioned divisions and department; and

WHEREAS, the lease is for 76,197 square feet of office space at \$10.50 per square foot. The total cost of the lease is \$781,019.28 for the first year and \$2,400,205.56 for the entire three year term; and

WHEREAS, the County has leased space at this location for many years and the proposed lease is a reduction of approximately 10,000 square feet from the current lease; and

WHEREAS, this lease is a result of a County RFP process with three (3) responsive bids. This location was chosen as it was the least expensive alternative with no moving or build-out costs; and

WHEREAS, the funding for the lease will come from each of the three (3) agencies, proportioned to their use of space at the leased location as follows: (1) DOD is funded

through the General Fund, (2) DEFS/CSEA is 75% State Funded with 25% fees and Levy Dollars, and (3) DSAS is funded from the Health & Human Services Levy Dollars. All payments will be made monthly directly to the landlord.

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

SECTION 1. The County Council hereby approves the contract with Reserve Apartments, Ltd in the amount of \$2,400,205.56 for lease of office space located at 1701 E. 17th Street, Cleveland, Ohio for use by various County departments for the period 10/1/2011 – 9/30/2014.

SECTION 2. The County Executive is hereby authorized to execute a contract and all other documents consistent with this Resolution.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011

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

Journal CC004

December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0319

Sponsored by: **County Executive FitzGerald/ Department of Public Works/County Engineer and Councilmember Greenspan**

A Resolution authorizing the donation of approximately 20 acres of land (known as "Preservation Parcels") to the Board of Park Commissioners of the Cleveland Metropolitan Park District for wetlands mitigation in connection with improvement and construction of Crocker-Stearns Extension from Lorain Road to the North Olmsted North Corporation Line and the grading, draining, paving and widening of Stearns Road from Interstate 480 to Lorain Road in the Cities of North Olmsted and Westlake, and authorizing the County Executive to execute all documents required in connection with said donation of land.

WHEREAS, the County Executive/Department of Public Works is requesting the approval of the donation of the approximately 20 acres of land to the Board of Park Commissioners of the Cleveland Metropolitan Park District, referred to as the Cleveland Metroparks, for wetlands mitigation purposes; and,

WHEREAS, on November 28, 1998, Resolution No. 884802 was adopted which declared public convenience and welfare of the improvement and construction of Crocker-Stearns Extension from Lorain Road to the North Olmsted North Corporation Line and the grading, draining, paving and widening of Stearns Road from Interstate 480 to Lorain Road in the Cities of North Olmsted and Westlake; and,

WHEREAS, on April 24, 1989, Resolution No. 891706 was adopted which approved the agreements of cooperation between the County and the Cities of North Olmsted and Westlake; and,

WHEREAS, the construction of the Crocker-Stearns Extension and the widening of Stearns Road impacted wetlands located with the project; and,

WHEREAS, a condition for being issued a certification for the project from the Ohio Environmental Protection Agency and for being issued a permit by the Army Corps of Engineers to construct the project was that the County had to mitigate the impact of the project on the wetlands; and,

WHEREAS, on December 12, 2000, Resolution No. 004973 was adopted which authorized the acquisition of 20 acres of land for wetlands mitigation purposes; and,

WHEREAS, to comply with the wetlands mitigation requirements the County purchased approximately 20 acres of land to construct a wetlands and buffer for the wetlands; and,

WHEREAS, the approximately 20 acres of land purchased for wetlands mitigation purposes consist of 75 vacant parcels located within the City of North Olmsted, which parcels abut the Cleveland Metroparks' Bradley Woods Reservation and which parcels are referred to as the "Preservation Parcels;" and,

WHEREAS, to comply with the mitigation requirements the County must preserve and protect the Preservation Parcels in perpetuity; and,

WHEREAS, the Cleveland Metroparks is a political subdivision of the State of Ohio; and,

WHEREAS, the Department of Public Works has acted pursuant to the requirements and direction of the Ohio Environmental Protection Agency and the Army Corps of Engineers in order to complete the mitigation requirements; and,

WHEREAS, to preserve and protect the Preservation Parcels in perpetuity the County has agreed to donate and transfer the Preservation Parcels to the Cleveland Metroparks pursuant to a General Warranty Deed with Use Restrictions, which document has been approved by the Ohio Environmental Protection Agency.

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

SECTION 1. The County Council approves the donation of approximately 20 acres of land to the Board of Park Commissioners of the Cleveland Metropolitan Park District for wetlands mitigation in connection with the improvement and construction of Crocker-Stearns Extension from Lorain Road to the North Olmsted North Corporation Line and the grading, draining, paving and widening of Stearns Road from Interstate 480 to Lorain Road in the Cities of North Olmsted and Westlake, and authorizes the County Executive to execute all documents consistent with said donation of land.

SECTION 2. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Public Works, Procurement & Contracting and Environment
& Sustainability

Additional Sponsorship Requested on the Floor: November 9, 2011

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0320

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution amending the 2011 Annual Appropriation Measure by providing for additional fiscal appropriations from the General Fund and other funding sources and for appropriation transfers between budget accounts, in order to meet the budgetary needs of various County departments, offices, and agencies related to year-end close-out activities; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, on October 28, 2010, the former governing body of Cuyahoga County adopted the 2011 Annual Appropriation Measure establishing the 2011 annual budgets for all County departments, offices and agencies;

WHEREAS, it is necessary to adjust the 2011 Annual Appropriation Measure to reflect budgetary funding increases, funding reductions, and to transfer budget appropriations in order to accommodate the year-end operational needs of certain County departments, offices, and agencies; and

WHEREAS, it is necessary for reconciliation of the 2011 appropriations in the County's financial system for the fiscal period 2011; 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 2011 Annual Appropriation Measure be amended to provide for additional appropriation increases and decreases, to be determined by the Office of Budget & Management (OBM), for the purpose of year-end reconciliation of accounts, provided that the maximum amount of any one item shall not exceed \$100,000.00, unless the additional appropriation increase is offset by a corresponding decrease of the same amount, except that any one item identified to fund pending internal service charge(s) shall not exceed \$500,000.00.

SECTION 2. That the 2011 Annual Appropriation Measure be amended to provide for appropriation transfers, to be determined by OBM, for the purpose of year-end reconciliation of accounts, provided that the maximum amount of any one item shall not exceed \$100,000.00, except that any one item identified to fund pending internal service charge(s) shall not exceed 500,000.00.

SECTION 3. All additional appropriation increases or decreases, or appropriation transfers made under this resolution shall be done between December 5, 2011 and January 6, 2012, inclusive.

SECTION 4. On or before December 13, 2011; December 20, 2011; December 27, 2011; January 3, 2012 and January 10, 2012, OBM shall provide Council a description of all appropriation increases and decreases, and appropriation transfers made under this resolution during the preceding week.

SECTION 5. Not later than January 24, 2012, the County Executive shall submit to Council a budget transfer resolution covering all of the changes made under this resolution.

SECTION 6. This Resolution is hereby determined to be an emergency measure and that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

SECTION 7. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Finance & Budgeting

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0321

Sponsored by: County Executive FitzGerald/County Sheriff	A Resolution authorizing awards on RQ20783 to various providers in the total amount of \$900,000.00 for real estate appraisal services for the Sheriff's sale for the period 1/1/2012 - 12/31/2014 1/1/2014 , and authorizing the County Executive to execute agreements consistent with said awards.
---	--

WHEREAS, the County Executive FitzGerald/County Sheriff has recommended an award on RQ20783 to various providers for real estate appraisal services for the Sheriff's sale in the total amount of \$900,000.00, for the period 1/1/2012 – ~~12/31/2014~~ **1/1/2014**; and

WHEREAS, the authority to seek RFQs was approved under Executive Approval No. EA2011-0836 and closed on 7/25/2011; and

WHEREAS, the primary goal of this project is to award a contract to the fourteen (14) initial appraisers who possessed the qualifications and experience outlined in the RFQ; and

WHEREAS, there were 58 Appraisers pulled from OPD and submitted for review and fourteen (14) were approved as follows:

- | | |
|----------------------|----------------------------|
| 1. Andrews, John W. | 8. Levering, Wayne F. |
| 2. Butler, Mark | 9. Loftus, Christopher J. |
| 3. Conte, Gregory W. | 10. McLaughlin, Paul G. |
| 4. Hogan, Thomas P. | 11. Patriski, Stanley R. |
| 5. Kinzel, Paul | 12. Rocco, Daniel J. |
| 6. Koz, John H. | 13. Schneider, Rosemary A. |
| 7. Lassiter, Ruth A. | 14. Williams, Crystal A. |

WHEREAS, James Bitterman, Chief Deputy of the Civil Division will serve as the Supervisor of the Appraisers; and

WHEREAS, the cost for this project is zero dollars because the appraisers will be paid from the proceeds of the Sheriff's sale. The estimated dollar amount from the sale is \$900,000.00; and

WHEREAS, the project is mandated by the ORC Sections 2329.17 through 2329.21 (the Statute) and Cuyahoga County Court of Common Pleas Rule 27 of the Rules of the General Division (The Rule) (Collectively, the "Project").

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

SECTION 1. County Council hereby approves the County Executive's recommended awards on RQ20783 to various providers for real estate appraisal services for the Sheriff's sale in the total amount of \$900,000.00 for the period 1/1/2012 – ~~12/31/2014~~ **1/1/2014**; and authorizes the County Executive to execute contracts consistent with said awards.

SECTION 2. 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 any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 9, 2011

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

Amended on the Floor: December 6, 2011

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Resolution No. R2011-0322

Sponsored by: County Executive FitzGerald on behalf of Common Pleas Court/ Corrections Planning Board	A Resolution authorizing an award on RQ21041 to Court Community Service in the amount of \$555,000.00 for court community placement and supervision services for probationers for the period 1/1/2012 - 12/31/2014; authorizing the County Executive to execute a contract consistent with said award; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive, Common Pleas Court and Corrections Planning Board have recommended an award on RQ21041 to Court Community Service in the amount of \$555,000.00 for court community placement and supervision services for probationers for the period 1/1/2012-12/31/2014; and,

WHEREAS, on September 20, 2011, the County Executive approved EA2011-1140 authorizing the Common Pleas Court and Corrections Planning Board to seek proposals on RQ21041 for court community placement and supervision services for probationers for the period of 1/1/2012-12/31/2014; and,

WHEREAS, the goals of the Court Community Service are to place offenders ordered by Common Pleas Court into appropriate work service locations as an alternative to monetary restitution for their offenses; ensure appropriate supervision of these same offenders at assigned work sites; and to measure the success of completion of assigned work service for these offenders so as to meet their court ordered obligations and reduce subsequent recidivism; and,

WHEREAS, funding for the Court Community Service is provided by the County's Health and Human Services 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 agency.

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

SECTION 1. County Council hereby approves such recommendation, award on RQ21041 to Court Community Service in the amount of \$555,000.00 for court community placement and supervision services for probationers for the period 1/1/2012-12/31/2014, and authorizes the County Executive to execute a contract in accordance with said award.

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0055

Sponsored by: County Executive FitzGerald/Department of Public Works/Department of Law	An Ordinance amending Ordinance No. O2011-0014, as amended, which enacted the Cuyahoga County Contracting and Purchasing Procedures Ordinance; and declaring the necessity that this Ordinance become immediately effective.
---	---

WHEREAS, the Cuyahoga County Council enacted the Cuyahoga County Contracting and Purchasing Procedures Ordinance in Ordinance No. O2011-0014, as amended; and,

WHEREAS, the Ohio Department of Transportation has objected to the County's use of the factors listed in Section 4.7 and the certifications listed in Section 4.8 of the Contracting and Purchasing Procedures Ordinance in federally and state funded contracts; and,

WHEREAS, Council deems it proper to amend Sections 4.7 and 4.8 of the Contracting and Purchasing Procedures Ordinance to avoid any potential loss of federal or state funding for projects governed by the Contracting and Purchasing Procedures Ordinance; and,

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

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

SECTION 1: Section 4.7 of the Cuyahoga County Contracting and Purchasing Procedures Ordinance, Ordinance No. O2011-0014, as amended, is hereby further amended to add the following section 4.7(p):

(p) On federally or state funded projects, which require the County to comply with specific federal and/or state criteria in selecting the lowest and best bid and/or bidder, the County shall comply with the applicable federal or state mandated criteria to avoid the loss of federal or state funding for the project(s).

SECTION 2: The first paragraph of Section 4.8 of the Cuyahoga County Contracting and Purchasing Procedures Ordinance, Ordinance No. O2011-0014, as amended, is hereby further amended as follows (additions are bolded; deletions are stricken):

On federally or state funded projects, which require the County to comply with specific federal and/or state criteria or forms for certifications by the successful bidder(s), the County shall comply with the federal and/or state requirements to avoid the loss of federal or state funds, including the use of the federal and/or state certification forms in lieu of the County's mandated certification forms. Where possible on federally or state funded projects and on all other projects, At at the time of execution of the contract, the successful bidder shall certify that it:

SECTION 3: Effective Date. It is hereby found and determined necessary for this Ordinance to become immediately effective, for the reasons that this Ordinance provides for the usual daily and necessary operations of Cuyahoga County government. Therefore, this Ordinance, provided that it receives the affirmative vote of at least eight (8) members of County Council, shall be in full force and effect from and immediately after the earliest time permitted by law.

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

Journal CC004
December 6, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0061

Sponsored by: County Executive FitzGerald/Department of Human Resources on behalf of Human Resource Commission	An Ordinance providing for modifications and adoption of the County's Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.
---	---

WHEREAS, the County Executive/Department of Human Resources on behalf of the Human Resource Commission has recommended to amend the Human Resources Personnel Policies and Procedures Manual; and,

WHEREAS, Cuyahoga County Charter Section 9.01 provides that the County's Human Resources Policies and Systems for County employees shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, on April 5, 2011, County Council adopted the Human Resources Personnel Policies and Procedures Manual ("the Policy Manual") for a period not-to-exceed June 30, 2011 (Ordinance No. O2011-0015); and,

WHEREAS, on June 28, 2011, County Council extended the effective period for the Policy Manual for a period not-to-exceed December 31, 2011 (Ordinance No. O2011-0028); and,

WHEREAS, the following sections in the Policy Manual currently do not apply to certain agencies, but are required to ensure consistency throughout all Departments: ***Section 6, Workweek and Hours/Payroll; Section 7.03, Employee Assistance Program; Section 8.04, FMLA, Amount of Leave; Section 8.05, FMLA, Coordination with Other Leaves of Absence; and Section 9, Employee Leave;*** and,

WHEREAS, the following sections contain proposed modifications to the current policies: ***Section 5.09, Non-Bargaining Position Audits; Section 7.03, Employee Assistance Program; Section 7.10, Sustainable Cuyahoga County; Section 11.01, Health Care Benefits; and Section 16.01, Traveling on County Business;*** and,

WHEREAS, on October 19, 2011, the Department of Human Resources submitted a revised version of the Personnel Policies and Procedures Manual (attached hereto as Exhibit "A") to the Human Resource Commission; and,

WHEREAS, on November 2, 2011, the Human Resource Commission fully reviewed and considered the proposed revisions to the County's Personnel Policies and Procedures Manual as presented by the County's Department of Human Resources; and,

WHEREAS, the Cuyahoga County Human Resource Commission recommends the approval of the proposed revisions to County Council; 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 development.

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

SECTION 1. Adoption of Revised Human Resources Personnel Policies and Procedures Manual: Council hereby adopts the amended version of the County's Human Resources Personnel Policies and Procedures Manual that is attached hereto as Exhibit "A" as effective for all County employees (added language underlined; ~~deleted language in strikethrough~~), and shall remain in force and effect and shall be followed by County employees under the authority of the County Council and the County Executive.

SECTION 2. Transition to 40-hour Workweek: Employees that are being transitioned from a 35-hour workweek to a 40-hour workweek as a result of passage of this Ordinance shall be transitioned in the following manner: Employees that previously worked a 35-hour workweek with an unpaid lunch period will receive a one-hour paid lunch period as part of their 40-hour workweek. The annual salary of employees who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) shall not be raised or lowered as a result of this transition. Employees who are not exempt from the FLSA overtime provisions will have their hourly pay reduced in a manner that will cause the employee to receive the same amount in annual earnings.

SECTION 3. FMLA Calendar Transition: In accordance with Section 8.04 of the Policies and Procedures Manual, FMLA entitlement will be calculated on a "forward rolling" basis for all County Employees. This Section shall not apply to Departments where the FMLA entitlement was previously calculated using a different method, however, until 90 days after the effective date of this Ordinance. In addition, Human Resources must make this transition in such a way that the affected employees retain the full benefit of 12 weeks of leave under whichever method affords the greatest benefit to the employee.

SECTION 4. Employee Leaves: In accordance with Section 9, all leaves will be governed by the Personnel Policies and Procedures Manual unless superseded by provisions in the respective Collective Bargaining Agreements.

SECTION 5. Excess Vacation Leave Balances: Employees who have an accumulated vacation leave balance that is in excess of the applicable maximum balance set forth in Section 9.2 of the Policies and Procedures Manual shall be granted one year from the effective date of this Ordinance to exhaust the excess balance.

SECTION 6. Non-Bargaining Job Position Audits: Section 5.09 (1), the following language regarding classification reassignments shall be redacted: “If the position audit results in the employee being reassigned to a classification in a lower pay range, the employee’s rate of pay will not be reduced. If the compensation of the reassigned employee exceeds the maximum step of the new pay range, however, the employee will be placed in step X and will not receive an increase in compensation until the maximum rate of pay for the new classification exceeds the employee’s rate of pay”.

SECTION 7. Employee Assistance Program: Section 7.03 shall read as follows: Participation in the program **may be mandated by Management subject to approval by Human Resources**, and is voluntary to all employees, their families and County retirees.

SECTION 8. Sustainable Cuyahoga County: Section 7.10, the following language shall be redacted: “This achievement will commemorate the fiftieth anniversary of the June 22, 1969 Cuyahoga River fire which contributed to the formation of the US Environmental Protection Agency”.

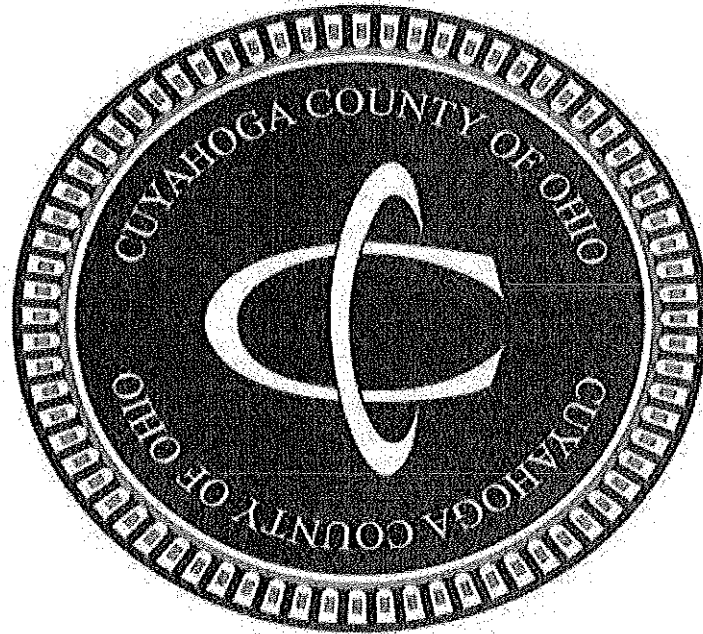
SECTION 9. Waiting Period for Health Care Benefits: Section 11.01 shall be modified so that no sooner than January 1, 2012, all new hires shall be eligible to receive health care benefits on the first day of the month following their date of hire.

SECTION 10. Cuyahoga County Travel Policy: Section 16.01, the attached copy of the revised County Travel Policy shall be made available on the County intranet, as referenced in the Personnel Policies and Procedures.

SECTION 11. It is hereby found and determined necessary for this Ordinance to become immediately effective, for the reason that this Ordinance provides for the usual daily and necessary operations of Cuyahoga County government in accordance with the requirements of the Cuyahoga County Charter; therefore, this Ordinance, provided it receives the affirmative vote of at least eight members of County Council, shall become effective immediately; otherwise it shall be in full force and effect from and immediately after the earliest time permitted by law.

SECTION 12. 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.

Personnel Policies and Procedures Manual



Cuyahoga County Department of Human Resources

Initial Effective Date: 4/5/11 (Ordinance No. O2011-0015)

1st Revision: 6/28/11(Ordinance No. O2011-0028)

2nd Revision: x/x/xx (Ordinance No. O2011-0043)

3rd Revision: x/x/xx (Ordinance No. O2011-xxxx)

Table of Contents

SECTION 1: INTRODUCTION / GENERAL INFORMATION.....	
INTRODUCTION.....	1.01
ADMINISTRATION.....	1.02
DISCLAIMER / RESERVATION OF RIGHTS.....	1.03
RELATIONSHIP TO COLLECTIVE BARGAINING AGREEMENTS.....	1.04
RELATIONSHIP TO DEPARTMENTAL POLICY AND PROCEDURE MANUALS.....	1.05
BUILDING CLOSURE POLICY.....	1.06
EMPLOYEE COMMUNICATIONS WITH THE MEDIA.....	1.07
ACKNOWLEDGEMENT OF RECEIPT.....	1.08
SECTION 2: CIVIL SERVICE.....	
CLASSIFICATION.....	2.01
ADMINISTRATIVE RULES.....	2.02
PRIOR SERVICE.....	2.03
SECTION 3: CODE OF ETHICS.....	
ETHICS POLICY.....	3.01
SECTION 4: EQUAL EMPLOYMENT OPPORTUNITY.....	
DIVERSITY STATEMENT.....	4.01
AFFIRMATIVE ACTION POLICY.....	4.02
EQUAL EMPLOYMENT OPPORTUNITY POLICY.....	4.03
WORKPLACE HARASSMENT POLICY.....	4.04
EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE.....	4.05
ANTI-RETALIATION POLICY.....	4.06
THE AMERICANS WITH DISABILITIES ACT (“ADA”).....	4.07
RELIGIOUS ACCOMMODATION.....	4.08
SECTION 5: EMPLOYMENT WITH THE COUNTY.....	
APPLICATION.....	5.01
EXAMINATIONS.....	5.02
EMPLOYMENT ELIGIBILITY VERIFICATION.....	5.03
APPLICANT DRUG TESTING.....	5.04
CRIMINAL BACKGROUND CHECK.....	5.05
NEW HIRE ORIENTATION / ID BADGES.....	5.06
NEW-HIRE PROBATIONARY PERIOD.....	5.07
PERFORMANCE EVALUATION.....	5.08
NON-BARGAINING POSITION AUDITS.....	5.09
PROMOTION.....	5.10
PROMOTIONAL PROBATIONARY PERIOD.....	5.11
TEMPORARY WORKING LEVEL (TWL).....	5.12
LATERAL CLASS CHANGE.....	5.13
DEMOTION.....	5.14
REDUCTION.....	5.15
RESIGNATION - VOLUNTARY TERMINATION OF EMPLOYMENT.....	5.16
REMOVAL – INVOLUNTARY TERMINATION OF EMPLOYMENT.....	5.17
LAYOFFS.....	5.18
DISABILITY SEPARATION.....	5.19



DISABILITY RETIREMENT.....	5.20
SECTION 6: WORKWEEK AND HOURS / PAYROLL.....	
COMPLIANCE WITH THE FAIR LABOR STANDARDS ACT (FLSA).....	6.01
ATTENDANCE RECORDS.....	6.02
TIMESHEET RECORDKEEPING.....	6.03
AUTOMATED TIME RECORDKEEPING.....	6.04
STANDARD WORKWEEK AND HOURS.....	6.05
FLEXTIME / REDUCED WORK HOURS.....	6.06
LUNCH / BREAKS.....	6.07
OVERTIME, COMPENSATORY TIME AND EXCHANGE TIME (ACCRUAL).....	6.08
HOLIDAYS.....	6.09
PAYROLL SYSTEM.....	6.10
PAYROLL DEDUCTIONS.....	6.11
DIRECT DEPOSIT PROGRAM.....	6.12
SAVINGS PROGRAMS.....	6.13
PAYMENT UPON SEPARATION FROM EMPLOYMENT WITH COUNTY.....	6.14
SECTION 7: WORKPLACE WELLNESS.....	
DRUG-FREE WORKPLACE.....	7.01
SMOKE-FREE WORKPLACE.....	7.02
EMPLOYEE ASSISTANCE PROGRAM (EAP).....	7.03
FITNESS FOR DUTY – DRUG AND ALCOHOL TESTING.....	7.04
FITNESS FOR DUTY – PHYSICAL AND MENTAL HEALTH.....	7.05
SAFETY POLICY.....	7.06
WORKPLACE VIOLENCE.....	7.07
MEDIATION PROGRAM.....	7.08
WELLNESS PROGRAMS.....	7.09
SUSTAINABLE CUYAHOGA COUNTY.....	7.10
SECTION 8: FAMILY MEDICAL LEAVE ACT (FMLA).....	
DEFINITIONS.....	8.01
ELIGIBILITY REQUIREMENTS.....	8.02
QUALIFYING CONDITIONS.....	8.03
AMOUNT OF LEAVE.....	8.04
COORDINATION WITH OTHER LEAVES OF ABSENCE.....	8.05
FMLA APPLICATION PROCEDURE.....	8.06
CONTINUATION OF BENEFITS.....	8.07
INTERMITTENT LEAVE AND REDUCED LEAVE SCHEDULES.....	8.08
RETURN TO WORK.....	8.09
SECTION 9: EMPLOYEE LEAVE (GENERAL).....	
GENERAL.....	9.01
VACATION LEAVE.....	9.02
SICK LEAVE.....	9.03
COMPENSATORY TIME.....	9.04
EXCHANGE TIME.....	9.05
FUNERAL/BEREAVEMENT LEAVE.....	9.06
COURT LEAVE/HRC HEARINGS/JURY DUTY.....	9.07
LEAVE DONATION PROGRAM.....	9.08
UNPAID LEAVES OF ABSENCE.....	9.09

SECTION 10: MILITARY LEAVE	
MILITARY LEAVE WITH PAY	10.01
UNPAID MILITARY LEAVE	10.02
SECTION 11: BENEFITS.....	
HEALTH CARE BENEFITS	11.01
OPEN ENROLLMENT	11.02
BENEFITS DURING UNPAID LEAVES OF ABSENCE	11.03
CHANGES IN MEDICAL BENEFITS COVERAGE.....	11.04
CONTINUATION OF COVERAGE	11.05
RETIREMENT – OHIO PUBLIC EMPLOYEE RETIREMENT SYSTEM (OPERS).....	11.06
DEATH BENEFIT.....	11.07
OPTIONAL ADDITIONAL EMPLOYEE BENEFITS.....	11.08
FLEXIBLE SPENDING ACCOUNTS (FSAS).....	11.09
SECTION 12: WORKERS’ COMPENSATION.....	
WORKERS’ COMPENSATION POLICY	12.01
EMPLOYEE PROCEDURE.....	12.02
SUPERVISOR PROCEDURE.....	12.03
RELATIONSHIP TO LEAVE TIME.....	12.04
ALTERNATIVE WORK PROGRAM	12.05
WAGE CONTINUATION PROGRAM	12.06
SECTION 13: EMPLOYEE CONDUCT POLICY	
GUIDELINES FOR APPROPRIATE CONDUCT	13.01
EMPLOYEE DRESS/APPEARANCE	13.02
EMPLOYEE RESPONSIBILITY FOR COUNTY PROPERTY.....	13.03
RECORDING OF CONVERSATIONS	13.04
WORKPLACE SEARCH/PRIVACY POLICY.....	13.05
PROFESSIONAL LICENSES.....	13.06
CRIMINAL CONVICTION	13.07
INAPPROPRIATE CONDUCT / GROUNDS FOR DISCIPLINE	13.08
PROGRESSIVE DISCIPLINE PROGRAM.....	13.09
CONDUCT/PERFORMANCE IMPROVEMENT MEASURES.....	13.10
PRE-DISCIPLINARY CONFERENCE (PDC).....	13.11
APPEALS.....	13.12
SECTION 14: ATTENDANCE CONTROL PLAN	
PURPOSE.....	14.01
AWOL (ABSENT WITHOUT OFFICIAL LEAVE).....	14.02
ATTENDANCE CONTROL PLAN.....	14.03
APPEALS	14.04
SECTION 15: ELECTRONIC EQUIPMENT AND COMMUNICATIONS.....	
ELECTRONIC EQUIPMENT AND COMMUNICATIONS POLICY	15.01
PRIVACY EXPECTATIONS	15.02
SECURITY AND PROPRIETARY INFORMATION	15.03
PROHIBITED USES OF ELECTRONIC EQUIPMENT AND COMMUNICATIONS	15.04
SECTION 16: TRAVEL / DRIVING ON COUNTY BUSINESS.....	
TRAVELING ON COUNTY BUSINESS.....	16.01
SAFETY BELT USAGE.....	16.02
DRIVING ON COUNTY BUSINESS / USE OF COUNTY FLEET VEHICLES.....	16.03

VEHICLE ACCIDENT REPORTING PROCEDURE 16.04

SECTION 17: EMPLOYEE COMPLAINT PROCEDURES.....

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS..... 17.01

FAIR LABOR STANDARDS ACT (FLSA) COMPLAINTS..... 17.02

GENERAL COMPLAINTS..... 17.03

SECTION 18: RECORDS MANAGEMENT

CONFIDENTIAL INFORMATION 18.01

COMPLIANCE WITH RECORDS RETENTION SCHEDULE..... 18.02

PERSONNEL RECORDS 18.03

ELECTRONIC MAIL RECORDS 18.04

COMPLYING WITH REQUESTS TO INSPECT AND COPY COUNTY RECORDS..... 18.05



Section 1: INTRODUCTION / GENERAL INFORMATION

1.01 **Introduction**

Cuyahoga County (“County”) is responsible for providing many vital services to the citizens of Cuyahoga County through its employees. The County expects employees to fulfill their role in providing these services and to perform their job in a professional, fair, honest, and thorough manner. The County expects that employees will strive for excellence in advancing the County’s mission, demonstrating integrity and professional standards.

1.02 **Administration**

All matters relating to the administration of the policies and procedures in this Manual will be under the general supervision of the Director of the Department of Human Resources (“Human Resources”).

Questions regarding interpretation and application of this Manual should be directed to Human Resources.

1.03 **Disclaimer / Reservation of Rights**

The policies and procedures set forth in this Manual supersede all previous written and unwritten County personnel policies. This Manual does not constitute a contract of employment, expressed or implied, and should not be considered as such. Furthermore, this Manual is not a limitation on the County’s right to direct its workforce. Unless restricted by law, the County reserves all rights to manage its workforce. The policies and procedures contained in this Manual do not reflect or represent every conceivable factual situation, but those most often encountered. Situations may differ and will be handled as warranted by the circumstances and at the discretion of the County. The policies and procedures in this Manual are intended to be guidelines to employees and managers. The County retains the right to amend, add to or change the policies and procedures in this Manual at any time.



1.04 **Relationship to Collective Bargaining Agreements**

For employees covered by a collective bargaining agreement, the terms and conditions of the collective bargaining agreement supersede this Manual on any subject covered by the collective bargaining agreement. The subjects covered in this Manual do not diminish the County's management rights and should not in any way be considered a waiver of these rights. Employees should contact their union representative or Human Resources should they have any questions regarding conflicts between your collective bargaining agreement and this Manual.

1.05 **Relationship to Departmental Policy and Procedure Manuals**

The terms and conditions of this Manual supersede any contradictory terms or conditions set forth in any Departmental Policy and Procedure Manual.

1.06 Building Closure Policy

Timesheet Code: AWD

Closing for the Full Day

In the event that it appears necessary to close County Buildings for a complete day, either the evening before or prior to 6:30 a.m. on the day of the proposed closing, the County Executive or designee will authorize the placing of a recording on the County's main number (216) 443-7000 regarding the closing of County Buildings. The recording will also identify the County's 24-hour security number (216) 443-2141. This number will provide person-to-person solutions in unusual cases of emergency.

In addition, arrangements for dissemination of County building status information have been made with local television and radio stations. These announcements can be heard/found on the following radio and television stations/websites:

<u>Television Stations</u>	<u>Radio Stations</u>	<u>Websites</u>
WKYC – TV, Channel 3	WTAM, 1100 AM	www.cuyahogacounty.us
WOIO-TV, Channel 19	WMVX, 106.5 FM	www.wkyc.com
WUAB-TV, Channel 43	WMJI, 105.7 FM	www.wtam.com
WVIZ/PBS, ideastream	WGAR, 99.5 FM	www.wmvx.com
	WAKS, 96.5 FM	www.wmji.com
	WMMS, 100.7 FM	www.wgar.com
	WHLO, 640 AM	www.kisscleveland.com
	WKDD, 98.1 FM	www.wmms.com
	WCRF, 103.3 FM	www.640whlo.com
	WCPN, 90.3 FM	www.wkdd.com
	WCLV, 104.9 FM	www.1350radiofreeohio.com
	Radio Free Ohio, 1350 AM	

The announcement will state “CUYAHOGA COUNTY GOVERNMENT BUILDINGS CLOSED.” In the absence of an announcement, employees should assume the County's buildings are open for operation.

Early Closings / Abbreviated Work Day

Employees will be notified by their respective Department's management should it be necessary to close buildings early because of weather or other emergency. Employees will be instructed by management as to the actual closing time of the building and the proper procedure for completing their timesheet for that day.

“Essential Employees”

Any notice of closing will not apply to “essential employees” (i.e., employees necessary to protect the immediate safety and/or security of person or property for which the County has direct responsibility, or the provision of emergency services which cannot be interrupted.) All elected officials, agency heads, and Department Directors will identify their essential employees and any buildings that must remain open and operating during an emergency building closing.



1.07 **Employee Communications with the Media**

Any news media request for comment (e.g., on-camera interview, interview by a newspaper) shall be referred immediately to the Director of Communications or applicable Department Director and/or designee for official response.

1.08 **Acknowledgement of Receipt**

Employees are required to acknowledge receipt of this Manual (either electronically or in writing) and are required to make themselves familiar with its contents. A copy of each employee's acknowledgement will be retained by Human Resources.



Section 2: CIVIL SERVICE

2.01 **Classification**

Pursuant to the Ohio Revised Code (“Revised Code”), County employees are divided into either unclassified service or classified service.

Unclassified Service

The unclassified service is comprised of the specific positions listed in the Revised Code, which includes, but is not limited to, Department Directors, the clerical and administrative staff of the County Executive, student interns, and temporary employees. All offices and positions in the unclassified service are exempt from civil service examination and have no tenure under the law. Unclassified employees serve at the pleasure of the County.

Classified Service

All other employees are deemed to be classified employees and their employment is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and this Manual.

2.02 **Administrative Rules**

The County has adopted the rules applicable to county government contained in the Ohio Administrative Code Chapter 123 except as they are modified by the Cuyahoga County Administrative Rules.

2.03 **Prior Service**

Employees who have prior service with the County or another political subdivision of the State of Ohio may be eligible for a higher vacation accrual rate or credit for unused accumulated sick leave.

Employees must provide Human Resources with a letter from their former employer(s), on their letterhead, with qualifying start and end dates of employment and with verification of any unused accumulated sick leave. Vacation accrual rates and available sick leave balances shall be adjusted and be effective upon receipt of documentation deemed acceptable by the County.

NOTE: See Section 9.02 for more information on the impact of prior service on vacation accrual rates and Section 9.03 for the impact on sick leave balances.



Section 3: CODE OF ETHICS

3.01 Ethics Policy

It is the policy of the County to carry out its mission in accordance with the strictest ethical guidelines and to ensure that County members and employees conduct themselves in a manner that fosters public confidence in the integrity of the County, its processes, and its accomplishments. Failure to adhere to the standards of ethical conduct may subject an employee to discipline, up to and including removal, pursuant to Section 13 of this Manual as well as criminal prosecution in certain cases.

See complete policy at hr.cuyahogacounty.us. Hard copies are available upon request to Human Resources.



Section 4: **EQUAL EMPLOYMENT OPPORTUNITY**

4.01 Diversity Statement

The County recognizes the value of diversity and all the benefits of fostering an inclusive work environment. All County employees should strive to create and support a work environment representative of the citizens we serve and reflective of the demographics of Cuyahoga County.

Diversity represents those human qualities that are different from our own and outside the groups to which we personally belong. Diversity incorporates the primary characteristics of age, ethnicity, gender, physical abilities and challenges, race and sexual orientation. Diversity dimensions also include educational background, geographic location, parental status, military experience, religious beliefs, and social, economic and political affiliation.

4.02 Affirmative Action Policy

Through affirmative action, the County seeks to enhance its equal employment opportunity goal and achieve equitable and sufficient representation of protected class members who have traditionally been underrepresented at all levels of employment and specifically where under-utilization exists.

The County shall make good faith efforts to recruit, train, hire, and promote members of these groups at sufficient levels. This includes preventing discrimination in hiring and promoting, providing access to varieties of jobs at all levels of pay and enhancing opportunities for these groups.



4.03 Equal Employment Opportunity Policy

The County is committed to maintaining a professional work environment in which all individuals are treated with respect and dignity. Each employee has the right to work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices, including harassment. It is the policy of the County to assure equal employment opportunities to all persons. The County strictly prohibits discrimination against any person in the recruitment, training, examination, appointment, retention, discipline or any other aspect of personnel administration based on any of the following characteristics (“protected characteristics”):

- Age
- Ancestry
- Disability
- Genetic Information
- Military Status
- National Origin
- Race
- Religion
- Sex / Gender
- Sexual Orientation
- Veteran Status

The County will not condone nor tolerate acts of discrimination and/or harassment, including sexual harassment, by any supervisor or employee under any circumstances. Appropriate corrective action will be taken if any employee is in violation of this policy.

Employees who feel that they have been discriminated against in violation of this Policy should immediately report their complaint in accordance with the County Equal Employment Opportunity Complaint Procedure ([Section 4.05](#)).



4.04 Workplace Harassment Policy

In furtherance of its Equal Employment Opportunity Policy, the County strictly prohibits any form of “workplace harassment”. “Workplace harassment” is defined as:

- Conduct, whether verbal, non-verbal or physical;
- That is based on a person’s protected characteristic (*see* above); and
- Creates an intimidating, hostile or offensive work environment that unreasonably interferes with work or negatively affects an individual’s employment opportunities.

Workplace harassment can occur between co-workers, an employee and a supervisor/manager, or an employee and a non-employee who conducts business with the County.

Sexual Harassment

The County’s prohibition against “workplace harassment” includes a zero tolerance policy prohibiting sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature that takes place under either of the following conditions:

- Submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in decisions affecting hiring, evaluation, promotion, pay increases, termination or other aspects of employment; or
- This conduct substantially interferes with an individual’s employment or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to:

- Unwanted sexual advances;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Repeated sexual jokes, flirtations, advances or propositions;
- Verbal abuse of a sexual nature - graphic, verbal commentary about an individuals’ body, sexual prowess or sexual nature;
- Whistling or leering;
- Touching, pinching or assault;
- Coerced sexual acts;
- Suggestive insulting, obscene comments or gestures; and
- Display in the workplace of sexually suggestive objects, pictures or written material.

All forms of workplace harassment are unacceptable in the workplace itself and by any employee, in any setting involving business and outside the workplace, including but not limited to, other work-related settings such as business trips, holiday parties, office picnics and County approved events which employees attend.

Employees who feel that they have been subjected to harassment in violation of this Policy should immediately report their complaint in accordance with the County Equal Employment Opportunity Complaint Procedure (Section 4.05).



4.05 Equal Employment Opportunity Complaint Procedure

Employees who feel that they have been subject to discrimination or harassment in violation of the policies set forth in this Manual should immediately report their complaint in accordance with the procedure in this section. An employee or applicant wishing to file a discrimination, harassment, and/or retaliation complaint should contact Human Resources at (216) 443-7190 or TTY (216) 443-7002.

Employees may also contact their immediate supervisor or their Department Director if they so choose. The supervisor or Director will then refer the matter to Human Resources.

If, after initial review of the complaint, it is determined that the complaint involves equal employment opportunity issues, Human Resources will initiate a thorough investigation into the complaint to determine whether there has been a violation of the Equal Employment Opportunity Policy, Workplace Harassment Policy, and/or Anti-Retaliation Policy. The investigation by Human Resources may include:

- Interviews of the complainant, the charged party and any other relevant witnesses;
- Requests for written statements by the complainant, the charged party and any other relevant witnesses; and
- Review of relevant documentation and personnel files.

Efforts will be made to complete the investigation in a prompt manner. The length of the investigation will vary based on the circumstances surrounding the investigation.

Information obtained in the course of investigations will remain confidential to the extent required by law. Information will be kept confidential unless disclosure is required to further the investigation or unless the County is required to release such information as a result of judicial, administrative or grievance proceedings or under the Ohio Public Records Law.

After obtaining and reviewing all necessary information, Human Resources will issue a determination as to whether there is probable cause to believe that the charged party has violated any of the County's equal employment opportunity policies. The complainant and the charged party will be informed in writing of the determination.

If Human Resources finds that there is probable cause, Human Resources, in consultation with Department management, will determine the appropriate corrective action to remedy the violation. Corrective action for violations of County Equal Employment Opportunity, Workplace Harassment, and Retaliation Policies, includes, but is not limited to:

- Discipline, up to and including removal, of the charged party pursuant to the County Discipline Policy ([Section 13](#));
- Mediation referral ([Section 7.08](#));
- Training ([Section 13.10](#)); and/or
- Administrative transfers of employees to separate certain individuals.

Section 4.05



4.06 Anti-Retaliation Policy

The County strictly prohibits retaliatory action against an individual who opposes discrimination and/or harassment.

“Opposing discrimination and/or harassment” may include, but is not necessarily limited to:

- Filing a charge of discrimination or harassment;
- Cooperating with an internal or external investigation of alleged discrimination or harassment;
- Complaining to anyone about alleged discrimination against oneself or others;
- Threatening to file a charge of discrimination or harassment;
- Refusing to obey an order reasonably believed to be discriminatory;
- Picketing in opposition to discrimination; or
- Requesting a reasonable accommodation based on religion or disability.

“Retaliatory action” may include, but is not necessarily limited to:

- Employment actions, such as termination, refusal to hire and denial of promotions;
- Other actions affecting employment such as threats, unjustified negative evaluations, unjustified negative references or increased surveillance; or
- Any other action such as an assault or unfounded civil or criminal charges that is likely to deter reasonable people from pursuing their rights.

Any action that is perceived to be retaliatory against an individual should be immediately reported in accordance with the County Equal Employment Opportunity Complaint Procedure (Section 4.05).

Section 4.06

4.07 The Americans With Disabilities Act (“ADA”)

Cuyahoga County
Department of Human Resources



Policies and Procedures Manual

Last Revised: xx/xx/xx

The County, in accordance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990 (“ADA”), seeks to assure its employees that no individual will be discriminated against in a county workplace due to a disability. Under the ADA, the term disability means: "(a) A physical or mental impairment that substantially limits one or more major life activities of an individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment." Simply having a disability does not ensure ADA coverage.

An “ADA Reasonable Accommodation” may be provided to qualified employees. What constitutes a reasonable accommodation will vary from case to case depending on the needs of the position and of the qualified employee. There is no guarantee that a reasonable accommodation will exist for every situation.

The County seeks to ensure that individuals with a disability are hired and retained, and have reasonable access to County owned and leased facilities, as well as facilities occupied by providers under contract with the County to provide services.

ADA Reasonable Accommodation Request Procedure

The County’s ADA Reasonable Accommodation Request Procedure serves to verify the existence of a disability and the need for an accommodation in testing, program accessibility, or employment.

To request an ADA accommodation, the employee is required to contact Human Resources (216-443-7190) to request a copy of the required forms. The forms need to be returned to Human Resources, who will then contact the medical provider for verification of disability information provided by the employee.

Upon receipt of the required medical information, Human Resources will engage the employee in an interactive process to:

- Ascertain the individual's precise job-related limitations and how they can be overcome with reasonable accommodation; and
- To identify potential accommodations and assess the effectiveness of each.

Human Resources, with input from the employee, department management and other necessary professionals, will determine whether or not a reasonable accommodation may be fashioned, and whenever possible, will recommend an appropriate accommodation. The appropriate accommodation need not be the one desired by the employee.

Human Resources will forward a copy of their recommendation(s) to the Department Director. Once the Director approves the recommendation, Human Resources will then inform the employee. The Employment Relations Division will monitor the situation to ensure that the agreed upon accommodation is achieved and maintained as long as required. **Section 4.07**

4.08 Religious Accommodation



In accordance with federal and state laws and County policy, the County prohibits discrimination on the basis of religion. The County provides reasonable accommodations for sincerely held religious beliefs and/or practices unless doing so would impose an undue hardship on the County. A reasonable religious accommodation is an adjustment to the work environment that will allow an employee to comply with his or her religious beliefs. An employee seeking a reasonable religious accommodation should initially approach their immediate supervisor to discuss their request. If the employee is not satisfied with their supervisor's response, the employee can forward their request to Human Resources for review. Human Resources will respond to the employee's request within a reasonable time.

Section 4.08



Section 5:

EMPLOYMENT WITH THE COUNTY

5.01 Application

All persons applying for original appointment to a position under the County shall complete and file with Human Resources an “Employment Application Form”.

No applicant shall be required to disclose their religious or political affiliation or racial or ethnic origin, except as necessary to gather equal employment opportunity or other statistics that, when collected, will not identify any specific individual.

5.02 Examinations

Appointments and promotions for positions in the classified service are made according to merit and fitness, which are evaluated through competitive examinations and/or other appropriate mechanisms as determined by the Director of Human Resources. An examination may include an evaluation of such factors as education, training, capacity, knowledge, manual dexterity, and physical or psychological fitness. An examination may involve structured interviews, assessment centers, work simulations, examination of knowledge, skills and abilities, and any other acceptable testing methods.

5.03 Employment Eligibility Verification

In accordance with the Immigration Reform and Control Act of 1986, the County is committed to employ only United States citizens and aliens lawfully authorized to work in the United States.

Employees hired after June 1, 1987, are required to complete Section 1 of Form I-9 Employment Eligibility Verification and present documentation within three working days to Human Resources to verify identity and employment eligibility.

Human Resources shall examine the documentation and, if satisfied, shall complete Section 2 of Form I-9 to record information. The completed Form I-9 shall be retained for three years or for one year past the employment of the individual, whichever is longer.



5.04 Applicant Drug Testing

All final applicants tentatively offered a position under the County will be required to submit to urinalysis to test for illegal drug use prior to final appointment. An applicant with a positive test may not be offered employment for a period of one (1) year from the date of the positive test. Applicants shall have an opportunity to submit medical documentation of legally prescribed medications which may explain a positive test result.

NOTE: See Section 7.04 for more information on County drug/alcohol testing policies and procedures.

5.05 Criminal Background Check

All outside applicants for employment may be required to submit to fingerprinting for a criminal background check. A criminal background check may also be required for current employees who are applying for certain types of positions under the County (e.g., positions working with children or seniors). The County in its discretion may also periodically conduct criminal background checks of current employees.

In addition to the performance of a criminal background check, all applicants for employment are required to disclose whether they have been convicted of any of the following crimes:

- Felonies (or under arrest for crime punishable as a felony);
- Crimes involving dishonesty, fraud, or theft (e.g., forgery, burglary, robbery, credit card fraud, perjury, bribery, tax evasion);
- Crimes of moral turpitude (e.g., sex offenses, pandering, prostitution, importuning, public indecency);

NOTE: Current employees are required to disclose if they are arrested for certain crimes. See Section 13.07.

Conviction of a crime or a history of criminal convictions may prevent an applicant from being offered employment. Determination of such action will be based on an analysis of the responsibilities of the position and the nature and time frame of the conviction. Current employees may also be subject to discipline, up to and including removal, pursuant to Section 13 of this Manual, if a background check reveals a criminal conviction.



5.06 New Hire Orientation / ID Badges

All newly appointed employees are required to attend a general County employee orientation. Newly appointed employees may also be required to attend additional employee orientations as required by their respective department.

New employees will receive an identification badge from the County at no cost. Employees are required to wear their identification badges at all times while on County property or County business. It is the responsibility of the employee to contact their supervisor immediately if an identification badge is lost, stolen or damaged. Employees are required to request a new badge within five (5) working days. Employees will be charged a replacement fee to obtain a new badge. Non-compliance with this Section could subject the employee to disciplinary action under Section 13 of this Manual.



5.07 **New-Hire Probationary Period**

All newly appointed employees to a non-bargaining, full or part-time classified position shall be required to successfully complete a probationary period of no less than one hundred eighty (180) calendar days, with its effective date beginning the date of appointment. No appointment is final until the employee has satisfactorily served the probationary period. A probationary employee may be removed or reduced at any time during the probationary period when, in the sole judgment of the County, the employee's fitness and/or quality of work are not such as to merit continuation in the position. A probationary employee has no right to appeal the removal or reduction under the Revised Code.

NOTE: The length of a probationary period for a part-time employee shall be determined in accordance with Ohio Administrative Code Section 123:1-19-04.

A longer probationary period, not in excess of one (1) year, may be established for specific job classifications. The Director of Human Resources may extend an employee's probationary period to allow additional time to review the employee's performance. No extension may be granted, however, if the extension would cause the total probationary period to exceed one (1) year.

Probationary employees will be evaluated with respect to performance efficiency twice during their probationary period. The first performance evaluation will be completed within thirty (30) days of the conclusion of the first half of the probationary period. The second evaluation will be completed within thirty days of completion of the probationary period, unless the employee is given a probationary removal or reduction, in which case the final evaluation will be made at the time of the removal or reduction. The final probationary evaluation shall state whether the employee is to be retained, removed or reduced.

The following time shall not be counted as part of the probationary period:

- Days spent on any unpaid leave of absence; or
- Days spent on a paid leave of absence for more than five (5) consecutive working days.

The employee's probationary period shall be extended by a number of days equal to the number of days that are not counted as part of the probationary period. For example, an employee who misses 10 consecutive working days on paid sick leave will have their probationary period automatically extended for 10 working days.

NOTE: Probationary periods and probationary evaluation requirements for bargaining unit employees are set forth in each applicable collective bargaining agreement.



5.08 Performance Evaluation

Performance evaluations are an opportunity for management to assess work performance of employees and to provide them with instructive feedback. Classified employees will be evaluated with respect to performance efficiency on a schedule determined by the Director of Human resources. Each evaluation shall measure the employee's performance for the year immediately preceding the evaluation date.

Each employee will be evaluated by their immediate supervisor. Upon completion of their evaluation, the evaluator shall prepare a Performance Evaluation Form and review it with the employee. The employee shall sign the evaluation to indicate that he or she has received a copy of the completed form. The employee's signature on the form does not indicate agreement with its contents; it merely acknowledges receipt of the form. Refusal of the employee to sign the form shall constitute waiver of the employee's appeal rights outlined below.

Employees who disagree with their performance evaluation are entitled to prepare a rebuttal statement that will be attached to their evaluation prior to placement in the employee's personnel file.

NOTE: Bargaining unit employees should refer to their collective bargaining agreement for information on performance evaluations.



5.09 Non-Bargaining Position Audits

Non-probationary, non-bargaining, classified employees who believe that their duties have changed significantly and feel that their classification is no longer appropriate may request a position audit.

An employee wishing to initiate a position audit shall submit their request in writing to the Director of Human Resources. Upon receipt of the employee's request, Human Resources shall forward a Comprehensive Position Questionnaire (CPQ) to the employee for completion. The CPQ will be accompanied by a cover letter and instructions for completing the CPQ. The cover letter will also be sent to the employee's Department Director.

The employee shall return the completed CPQ forms to Human Resources within thirty (30) days of receipt. The employee may request in writing to the Director of Human Resources a **onetime** extension of time in which to complete the CPQ. The deadline, however, may not be extended beyond thirty (30) days after the original due date.

Human Resources will review all submitted information and will make a determination as to the appropriate classification. To meet the classification criteria, an employee must perform the mandatory duties stated in the classification function at least 20% of the time. Prior to rendering a decision on the position audit request, Human Resources reserves the right to conduct an on-site audit. Upon completion of their review, Human Resources will send results of the position audit to the employee by certified mail to the address listed on the employee's Request for Position Audit Form with a copy to the Department Director. The employee has the right to appeal the decision rendered by Human Resources. This must be done in writing to the Cuyahoga County Human Resources Commission (HRC) within thirty (30) days of receipt of the letter of notification from Human Resources.

NOTE: Employees may lose their appeal rights if their own negligence caused them to fail to receive the position audit decision from Human Resources (i.e., failure to list correct mailing address on Request for Position Audit Form or failure to sign for the certified letter).

If the position audit results in the employee being reassigned to a classification in a higher pay range, the employee's rate of pay shall be adjusted to either the minimum of the new pay range or to the lowest step in the range which will reflect an increase of at least 5%, whichever is the greater increase.

If the position audit results in the employee being reassigned to a classification in a lower pay range, the employee's rate of pay may be reduced.

If the position audit results in no change in the employee's classification, but a change in the pay range assignment of the classification, the employee will be adjusted to the same step in the new pay range. *Section 5.09 (1)*



If the position audit results in the employee being reassigned to a classification in a higher pay range, any salary adjustment will be computed retroactive to the beginning of the first pay period following the date that the written request for the position audit was received by Human Resources. If the position audit results in the creation of a new classification and/or pay range, any salary adjustment will be effective the first pay period following approval of the new classification and/or pay range by the County (i.e., not retroactive).

If, after conducting a position audit on an employee, Human Resources becomes aware of similarly situated employees, it will reassign the other employees, effective the beginning of the first pay period following the date that the decision was rendered on behalf of the employee that had requested the audit. Similarly situated employees will not be entitled to retroactive pay increases.

An employee may withdraw the request for a position audit at any time prior to a decision being rendered. An employee may not request a position audit more than once in a twelve-month (12) rolling period unless documentation acceptable to the Director of Human Resources is provided at the time of the second request that the job has substantially changed since the date of the completion of the previous audit.

An employee who has received a classification change pursuant to this Section is not required to serve a new probationary period.

NOTE: Bargaining unit employees should refer to their collective bargaining agreement for information on position audits.

Section 5.09 (2)



5.10 Promotion

Promotions for positions in the classified service shall be made according to merit and fitness. Competitive examinations or other appropriate mechanisms to determine merit and fitness shall be utilized unless deemed impracticable by the Director of Human Resources.

Whenever a current employee is selected to fill a position which is in a higher pay range, the employee will be adjusted to the minimum of the new pay range, or be placed on a step in the higher pay range that reflects at least a five percent (5%) increase in his or her salary, whichever is greater. At no time will an employee be eligible for promotion while serving a probationary period.

5.11 Promotional Probationary Period

All newly promoted classified employees shall be required to successfully complete a probationary period of one hundred eighty (180) days. The promotional probationary period follows the same procedures as the New Employee Probationary Period (Section 5.07) with regard to extension of the period, applicability of time spent on unpaid leave of absence and evaluation. No promotion is final until the employee has served the probationary period.

If an employee accepts a promotion and is found to be unsatisfactory in the advanced position, the employee shall be returned to the position from which the employee was promoted or to a similar position. Upon such return, the employee's salary shall be the same that the employee was receiving prior to promotion, except for changes in pay range that may have occurred or any step increase to which the employee would have been entitled in the lower classification.

Any employee failing a promotional probationary period shall have the right to appeal through the Employee Complaint Procedure (Section 17.03) within five days following issuance of notice of failure of probationary period. A probationary employee, however, has no right to appeal the removal or reduction under the Revised Code.

5.12 Temporary Working Level (TWL)

A TWL pay adjustment may be granted when an employee is temporarily assigned a significant amount of the duties of a position with a higher pay range for a minimum of a two (2) week period, but not to exceed one (1) year.

The employee must meet the minimum requirements for the position in the higher pay range to be granted a TWL pay adjustment. An employee that is granted a TWL pay adjustment will be placed on a step that reflects at least a 5% increase in his or her salary, or the lowest step in the higher pay range, whichever is greater.



5.13 Lateral Class Change

A lateral classification change involves the movement of an employee, with the employee's consent, from one classification to another classification that is assigned to the same pay range or to a pay range in which the step one rate is the same as the step one rate as the classification from which the employee moves. An employee who accepts a lateral classification change will not have their pay adjusted and will not be subject to a probationary period.

NOTE: The filing of a Request for Position Audit (Section 5.10) constitutes the employee's consent to a lateral classification change should that be the ultimate decision at the end of the position audit process.

5.14 Demotion

A demotion is a reduction in rank or position to a classification which carries a lower salary range than that previously held. A demotion shall only be made for one or more of the offenses set forth in Section 13.08 of this Manual, except when the employee voluntarily agrees to a demotion in writing.

An employee who is demoted will be placed on a step in the lower pay range which reflects at least a 5% decrease in salary or be adjusted to the maximum of the pay range of the new position, whichever is the greater reduction in salary.

5.15 Reduction

"Reduction" means a change of the classification held by an employee to one having a lower base pay range, a change to lower step within a salary range with an accompanying diminution in compensation, or any decrease in compensation for an employee. A reduction shall only be made for one or more of the offenses set forth in the Section 13.08 of this Manual, except when the employee voluntarily agrees to a reduction in writing.



5.16 Resignation - Voluntary Termination of Employment

An employee may resign his or her employment with the County by submitting sufficient notice to the Department of Human Resources. Upon receipt of an employee's notice of Resignation, the Director of Human Resources will confirm acceptance of the employee's resignation to the employee in writing. A resignation notice may not be rescinded by an employee after acceptance by the Director, unless, in their sole discretion, the County accepts the employee's request to rescind.

Employees are requested, where possible, to provide fourteen (14) days advance written notice of their intended resignation.

5.17 Removal – Involuntary Termination of Employment

Removal is an involuntary termination of County employment. A removal shall only be made for one or more of the offenses set forth in Section 13.08 of this Manual. Employees who are removed may appeal the removal to the HRC or in accordance with the terms of their collective bargaining agreement (See Section 13.12 of this Manual for more information regarding an employee's right to appeal a removal action.)

5.18 Layoffs

County employees in the classified service may be laid off whenever a reduction in force is necessary due one or more of the following reasons:

- Lack of funds;
- Lack of work; or
- The abolishment of positions as a result of reorganization for the efficient operation of the County, for reasons of economy, or for lack of work.

Whenever it becomes necessary for the County to reduce its workforce, the County shall lay off employees or abolish their positions in accordance with the Revised Code and the administrative rules promulgated thereunder. Employees should refer to the applicable Ohio Revised Code and Ohio Administrative Code sections for detailed information regarding retention points, order of layoff, displacement rights and reinstatement rights.

NOTE: Bargaining employees should refer to their respective collective bargaining agreement for information regarding to layoffs.



5.19 Disability Separation

An employee who is unable to perform the essential job duties of his or her position due to a disabling illness, injury or condition may be disability separated. A disability separation may be voluntary or involuntary.

Eligibility

An employee is eligible for disability separation if both of the following conditions are met:

1. The employee is unable to perform the essential job duties of his or her position due to a disabling illness injury or condition; and
2. The employee has exhausted all of his or her paid sick leave and applicable unpaid leave.

When the employee does not dispute his or her inability to perform the essential job duties of his or her position due to a disabling illness, injury or condition, the disability separation process is considered “**voluntary**” and the following conditions apply:

- The County may grant the employee’s request for voluntary disability separation or may require the employee to submit to a medical or psychological fitness for duty examination with a physician chosen by the County. If the examination supports the employee’s request, the County shall grant the employee’s request. If the medical examination does not support the employee’s request, the County will not approve the request.
- An employee who is granted a voluntary disability separation waives his or her right to a pre-separation hearing and to any appeal of the decision to approve his or her request.
- An employee who is granted a voluntary disability separation shall retain the right to be reinstated to his or her position for two (2) years from the date that the employee is no longer in active work status due to a disabling illness, injury or condition. An employee may submit a written request for reinstatement from a voluntary disability in accordance with the procedure established below.

When there is a dispute between the County and the employee as to the employee’s ability to perform the essential job duties of his or her position, the disability separation process is considered “**involuntary**” and the following conditions apply:

- The County must have substantial credible medical evidence of an employee’s disabling illness, injury or condition (e.g., a fitness for duty examination finding the employee unfit for duty).
- The County must determine that the employee is unable to perform any of his or her essential job duties.
- The County will institute a hearing prior to involuntarily disability separating an employee. The employee shall be provided written notice at least seventy two (72) hours in advance of the hearing. If the employee does not waive his or her right to the hearing in writing, the hearing shall go forward and the employee has the right to examine the County’s evidence of disability, to rebut that evidence, and to present testimony and evidence on his or her own behalf.



- If the County determines, after weighing the testimony presented and evidence admitted at the pre-separation hearing, that the employee is unable to perform his or her essential job duties, then the County shall issue an involuntary disability separation order.
- An involuntarily disability separated employee shall have the right to appeal in writing to HRC within ten (10) days following the date the order is served.
- An employee shall have the right to request reinstatement to his or her position for two (2) years from the date of separation.

Reinstatement

An employee on disability separation may make a written request to the County for reinstatement from the separation. An employee may not make a first request for reinstatement until three (3) months from the date the employee was no longer in active work status. The County shall notify the employee of its decision to approve or deny the reinstatement request no later than sixty (60) days after it receives the employee's written request. The employee shall not make subsequent requests for reinstatement more than once every three (3) months from the date the employee is notified of a reinstatement denial.

An employee is not eligible for reinstatement if the request occurs later than two (2) years from the date that the employee was no longer in active work status due to the disabling illness, injury or condition.

NOTE: For purposes of reinstatement under this Section, the date of separation is the date in which the employee was no longer performing active work status due to the disabling illness, injury or condition. If an employee attempts to return to work but fails to perform the essential job duties for six (6) consecutive months, the employee's effective date of separation does not change.

An employee's request for reinstatement shall be accompanied by substantial, credible medical evidence that the employee is once again capable of performing the employee's essential job duties. Upon receipt of this evidence, the County shall either reinstate the employee or require the employee to submit to a medical or psychological fitness for duty examination. If the County determines that the employee is unable to perform his or her essential job duties, the County will institute a pre-reinstatement hearing.

An employee shall be provided written notice at least seventy two (72) hours in advance of the pre-reinstatement hearing. If the employee does not waive the right to the hearing, then at the hearing the employee has a right to examine the County's evidence of continuing disability, to rebut that evidence, and to present testimony and evidence on his or her own behalf.

If the County finds the employee incapable of performing essential duties, the County will not reinstate the employee. The employee will be notified of this decision in writing and shall have the right to appeal in writing to HRC within thirty (30) days of receiving the decision.



If the County determines that the employee is to be reinstated, the employee has a right to be assigned to a position in the classification the employee held at the time of disability separation. If the classification the employee held at the time of disability separation no longer exists or is no longer utilized by the County, the employee shall be placed in a similar classification. If no similar classification exists, or if the employee no longer meets the minimum qualifications, the employee may be laid off in accordance with the Ohio Revised Code or in accordance with an applicable collective bargaining agreement.

County employees who are unable to perform the essential job duties of his or her position on a permanent basis due to a disabling illness, injury or medical condition, may be eligible for disability retirement through OPERS. Employees must contact OPERS to initiate the disability retirement process. If the employee has been granted disability benefits by OPERS, the reinstatement requirements of this Section may apply for up to five years.

NOTE: If the employee has been granted disability benefits by OPERS, the reinstatement requirements of this Section may apply for up to five years. *See* Section 5.20 of this Manual for more details.



5.20 Disability Retirement

County employees who are unable to perform the essential job duties of his or her position on a permanent basis due to a disabling illness, injury or medical condition, may be eligible for disability retirement through OPERS. Employees must contact OPERS to initiate the disability retirement process. Contact information for OPERS can be found in Section 11.06 of this Manual.



Section 6: **WORKWEEK AND HOURS / PAYROLL**

6.01 Compliance with the Fair Labor Standards Act (FLSA)

The FLSA is a federal law which requires that certain employees be paid at least the federal minimum wage for all hours worked and overtime for all hours worked over forty (40) hours in a workweek. It is County policy to comply with all requirements of the FLSA. In accordance with this policy, all positions with the County are categorized as either “non-exempt” or “exempt” based on the nature of the positions:

- **Non-Exempt Employees** – Non-exempt employees receive compensatory time or overtime for time worked beyond forty (40) hours in a workweek.
- **Exempt Employees** – Exempt employees do not receive compensatory time or overtime for time worked beyond forty (40) hours in a workweek. Subject to the provisions of 6.08 of this Manual, however, exempt employees may be eligible to receive exchange time for time worked beyond (40) hours.

An employee who believes that he or she has been improperly categorized as exempt or his or her paycheck has been improperly docked may file a complaint in accordance with the County FLSA Complaint Process ([Section 17.02](#)). If the County determines that the employee has been improperly categorized or docked, the employee will be re-categorized and/or reimbursed.



6.02 Attendance Records

Human Resources utilizes two methods for capturing time worked by employees: (1) timesheets – including paper and electronic forms; and (2) automated time recording system. The following attendance records policies and procedures are established pursuant to principles of public accountability. Attendance records are public records.

Each employee is generally required to record or clock his or her time at the moment of arriving to commence work and departing for the workday. Supervisors will arrange for a sign in/out procedure to be in place for all employees who are required to report directly to a worksite away from the location where the normal sign in/out procedure takes place. The employee, however, is solely responsible for accurately completing and signing his or her own timesheet.

Falsification of a timesheet is grounds for discipline, up to and including removal.

Employees who do not report to work on time are in violation of the Attendance Control Policy (Section 14.03). When an employee is tardy without approved leave (i.e., sick/vacation/FMLA), the time taken will be without pay and will be cumulative toward the employee AWOL hours (*see* Section 14.02).



6.03 Timesheet Recordkeeping

Timesheets (paper or electronic) are to be used to record reasons for absences and additional hours worked which qualify for overtime, compensatory time and/or exchange time. Timesheets will include the following codes for all the various possibilities for absences:

Reason for Absence	Timesheet Code	Policy Manual Section
Abbreviated Work Day	AWD	1.06
Absent w/out Official Leave	AWOL	14.02
Compensatory Time Leave	CT	9.04
Court/Jury Duty/HRC Leave	CL	9.07
Exchange Time Leave	ET	9.05
Extended Unpaid Sick/Medical Leave	LOA	9.09
FMLA Leave	FMLA	8
Holiday	H	6.09
Holiday w/out Pay	HX	N/A
Leave Donation	SLD	9.08
New-Hire Administrative Leave	ALX	9.09
Paid Administrative Leave	AL	13.09
Paid Military Leave	ML	10.01
Personal Day	PD	N/A
Personal Leave of Absence	LOA	9.09
Sick Leave	S	9.03/9.06
Suspension w/out Pay	SUSX	13.09
Suspension w/Pay	SUS	13.09
Unpaid Military Leave	MLX	10.02
Vacation Leave	V	9.02
Voluntary Work Reduction	VWR	6.06
Worker's Compensation Leave w/out Pay	WCX	12.04

Each employee is responsible for ensuring that the employee has adequate available leave time when requesting/claiming leave time on his or her timesheet. Employees who claim leave time that they do not have will be considered AWOL for the claimed period of time (See Section 14.02).

Employees shall adhere to the following procedure for accurately completing their timesheet:

- Accurately record the time they **began work and the time that they ended working** for each regular working day;
- Determine the number of hours and minutes worked each day (only if utilizing paper timesheet);
- Convert the time worked or time off to a decimal (only if utilizing paper timesheet);



- If time worked is less than the scheduled workday, note the hours off and indicate the reason for the absence (only if utilizing paper timesheet);
- Add the weekly regular, overtime, compensatory and exchange hours for each week to reflect in the breakdown of hours worked on the timesheet (only if utilizing paper timesheet); and
- Sign or electronically submit the timesheet to indicate their confirmation of the times noted as the arrival and departure for each day.

The sum of work time, authorized leave and time without pay shall not exceed the amount of time an employee would have been regularly scheduled to work in any day, unless overtime/compensatory time/exchange time was required and authorized by the supervisor/department head.

Upon the validation of the timesheet by the employee, the supervisor shall review the timesheet to certify that the employee rendered the time indicated on the timesheet. Supervisors are accountable for their employees' whereabouts at all times. If the supervisor is satisfied that the employee's timesheet accurately reflects the employee's attendance for the week, the supervisor shall sign or electronically submit the timesheet to reflect the authorization of hours to be paid.

Upon the completion and validation of timesheets, the supervisor (or designee) must ensure that signatures by each employee and the supervisor are included. All completed timesheets must be forwarded on a weekly basis to the appropriate payroll administrator for record keeping and processing.

Falsification of a timesheet by an employee or a supervisor is a violation of the County's Discipline Policy (Section 13), which may result in disciplinary action, up to and including removal from County employment.



6.04 Automated Time Recordkeeping

The second method for time recording utilized by the County is by automated time recording mechanism (e.g., Timelink). The automated payroll system is a precise measure of time and attendance which is based upon keypunches and/or card swipes. No grace period exists for employees who utilize the automated time recording mechanism. Therefore, should an employee key or swipe in after their scheduled time to work or before their scheduled shift ends, the system will note the late arrival or early departure and accordingly dock the earnings of the employee.

Employees who utilize the automated time recording mechanism must do so at their assigned worksite. It is the responsibility of each employee to punch in at the start of the shift and out at the conclusion of the shift. Early arrivals and late departures will not be counted as overtime unless previously approved by a supervisor.

Under no circumstances may an employee swipe/key another employee in at the beginning of a shift or out for the end of a shift. Violation of this provision may result in disciplinary action, up to and including removal.



6.05 **Standard Workweek and Hours**

The normal workweek for full-time County employees is five (5) days per week, usually Monday through Friday. The normal workday is from 8:30 a.m. to 4:30 p.m., with a paid lunch period in accordance with Section 6.07 of this Manual. The normal workweek and standard hours of work may vary based on operation needs, and/or in cases of 7-day/24-hour-a-day operations or in situations covered by a collective bargaining agreement.

NOTE: A non-exempt employee may not work beyond the standard hours of work so as to exceed the normal forty-hour workweek without prior authorization by the employee's supervisor.

In the case of unexcused absences or absence without approved leave, the time missed will be without pay and will be recorded as AWOL pursuant to Section 14.02.



6.06 Flextime / Reduced Work Hours

Department Directors, in their sole discretion, may authorize employees to participate in flextime. Those authorized to participate in flextime are required to comply with all other policies and procedures, including, but not limited to, the requirements of this Section and the Attendance Control Policy (Section 14). Participation in flextime does not eliminate any of the work rule requirements mandated in this Manual. Department Directors, in their sole discretion, may revoke the offer of flextime at any time.

NOTE: No flextime options permit employees to work before 7:00 a.m. or beyond 6:00 p.m. unless absolutely necessary for County operations.

Flextime Options

OPTION A – Core Hours

- Permits employees to choose, on a day to day basis, a work schedule beginning as early as 7:00 a.m. and as late as 10:00 a.m.
- An employee’s workday will end eight (8) hours from the time they arrive.
- All employees are required to be present during the “core hours” of 10:00 a.m. to 3:00 p.m.

OPTION B – Four (4) Day Work Week

- Permits employees to work four (4) ten (10) hour days.
- Directors and Division Managers are excluded from participation in this Option.
- Department heads may select from three different plans for reallocating the number of workdays from five (5) to four (4) days:
 - **Plan 1** – Department as a whole operates four days. All employees are scheduled to work the same days (i.e., Monday through Thursday; Tuesday through Friday or Thursday through Sunday).
 - **Plan 2** – Department operates five (5) days a week with each employee working only four days – days off are staggered among teams of employees.
 - **Plan 3** – Department operates seven days a week, each employee working four days – schedule alternates as necessary.
- Holiday Scheduling – Employees on the four (4) day work week will revert to a five (5) day, eight (8) hour schedule during each week in which a holiday occurs

OPTION C – Selected Daily Work Hours

- Employee may select a different number of work hours each day.
- Total selected hours must equal forty (40) hours each workweek.
- No less than five (5) hours or more than ten (10) hours may be worked in one day.
- This plan may include Saturday as a workday.
- Holiday Scheduling – Employees who are on selected daily work hours will revert to a five (5) day, eight (8) hour schedule during each week in which a holiday occurs.



Voluntary Work Reduction

Timesheet Code: **VWR**

Department Directors, in their sole discretion, may authorize employees to participate in a voluntary work reduction program. A voluntary work reduction involves a decrease in an employee's amount of hours worked. Those authorized to participate in a voluntary work reduction program are required to comply with all other policies and procedures, including, but not limited to, the requirements of this Section and the Attendance Control Policy (Section 14). Participation in a voluntary work reduction program does not eliminate any of the work rule requirements mandated in this Manual. The Department Director, in their sole discretion, may revoke the offer of a voluntary work reduction program at any time.

NOTE: Exempt employees who participate in a voluntary work reduction program shall not be eligible to accumulate exchange time.

Cost Savings Days

In their sole discretion, the County may establish mandatory or voluntary cost savings programs in accordance with the authority granted by the Revised Code. A cost savings program involves the taking of unpaid cost savings days ("furlough days") by County employees.



6.07 Lunch / Breaks

Unless otherwise specified in a collective bargaining agreement, County employees will receive a one-hour paid lunch period. In addition, County employees may receive two paid rest breaks of fifteen (15) minutes in duration. All rest breaks and lunch periods are to be scheduled by the employee's immediate supervisor based on the operational needs of their unit and in accordance with the following provisions:

- One rest break shall be taken in the first half of the work day and one shall be taken in the second half of the work day;
- Rest breaks shall not abut the end or beginning of the lunch period;
- Rest breaks and lunch periods cannot be used to make-up tardiness or quitting early. For example, an employee who is scheduled to end his or her day at 4:30 may not leave for the day at 3:30 p.m. and take his or her lunch from 3:30 to 4:30 p.m.; and
- An employee must return to work after a lunch period for that period to be considered a lunch period. For example, an employee may not take his or her lunch period from 12 p.m. to 1 p.m. and then take sick leave from 1 p.m. until the end of the day. The employee will be required to use his or her own leave time to cover the period from 12 p.m. to 1 p.m. If, however, the employee only used sick leave from 1 p.m. until 2 p.m. and returned to work for the remainder of the day, the 12 p.m. to 1 p.m. period would be considered a proper lunch period.



6.08 Overtime, Compensatory Time and Exchange Time (Accrual)

The accrual and use (See Sections 9.04 and 9.05) of all overtime/compensatory time/exchange time must be prior approved by an employee's supervisor.

Employees are not permitted to accrue or use compensatory time or exchange time without prior approval by the employee's supervisor

Compensatory Time / Overtime

In accordance with Section 6.01 of this Manual, employees in non-exempt positions who **are required to or are granted prior authorization** to work beyond forty (40) hours in a work week shall accrue compensatory time at a rate of one and one-half (1 ½) hours for every hour worked beyond forty (40) hours. **It is incumbent upon management (including front-line supervisors) to direct their unit operations and/or employee workload so that non-exempt employees do not perform unscheduled work that results in overtime or compensatory time liability.** It is the duty of unit management to exercise control so that work is not performed by non-exempt employees outside of their normal scheduled work hours unless the additional work time has been authorized.

To avoid overtime or compensatory time liability, a supervisor may direct a "temporary schedule change" within the same workweek so that a non-exempt employee's hours in a paid status within the workweek do not exceed forty hours. For example: Employee (a non-exempt employee) has a typical M-F, 8:30 - 4:30 schedule. The supervisor asks Employee to stay 2 hours late on Wednesday to finish a critical project. If Employee works the remainder of the standard work schedule through the end of the week, Employee will have worked 42 hours, and shall be entitled to overtime or compensatory time for the additional 2 hours. To avoid the overtime or compensatory time liability, the supervisor may direct Employee to work two fewer hours on Thursday or Friday of the same week to maintain the employee's work week at the standard forty hours. **The extra time worked and the reduced work hours must be within the same week (Sunday to Saturday) in order for a temporary schedule change to be effective to avoid unnecessary overtime or compensatory time liability.**

NOTE: A "temporary schedule change" is a separate and distinct concept from a flexible work schedule (Section 6.06). A temporary schedule change must be pre-approved by an employee's supervisor and does not constitute a permanent change to an employee's regular work schedule. Non-exempt employee's who work beyond their regular work schedule without prior authorization may be subject to disciplinary action, up to and including termination of employment. A supervisor shall only approve a "temporary schedule change" as a means to avoid overtime or compensatory time liability in extraordinary situations in which a non-exempt employee is required to work additional hours on a particular day during a workweek.



Supervisors must ensure that the employees for whom they sign timesheets understand and comply with the policy on non-exempt overtime/compensatory time. Employees who do not comply with the policy and proceed to work unauthorized overtime should be counseled, the discussion should be documented, and progressive discipline should be initiated with Human Resources for further violations. Supervisors who do not regulate their employees' work hours may also be subject to disciplinary action.

The maximum amount of compensatory time a non-exempt employee may accrue is two hundred forty (240) hours, unless the employee works in a public safety, emergency response position, in which case the maximum is four hundred eighty (480) hours. Employees who have accrued unused compensatory time up to these limits will be paid overtime on a time and one-half basis for all additional overtime worked.

Accrued compensatory time may be used in accordance with Section 9.04 of this Manual. At the sole discretion of the County, non-exempt employees may be paid overtime on a time and one-half basis in lieu of accrual of compensatory time.

Exchange Time

Employees in overtime-exempt positions may receive exchange time on an hour-for-hour basis for time worked beyond forty (40) hours in a work week, provided the following:

- There is a compelling, extraordinary reason for the exempt employee to be required to stay beyond normal working hours – staying to finish up normal assignments does not qualify;
- There is a “meeting of the minds” between the exempt employee and the supervisor - the employee must either be required to work the overtime or be granted **prior** authorization by their supervisor to work the additional hours; and
- The required or authorized increment of additional time is greater than one-half hour per day of required additional time.

After the initial half-hour period is accrued, exchange time is accrued in increments of one-minute. The maximum balance of exchange time an exempt employee may maintain is forty (40) hours.

Accrued exchange time may be used in accordance with Section 9.05 of this Manual.



6.09 Holidays

Timesheet Code: **H**

All County employees are entitled to eight (8) hours of holiday pay for:

New Year's Day	Columbus Day
Martin Luther King Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

In the event that any of the aforementioned holidays falls on Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that any of the aforementioned holidays fall on Sunday, the Monday immediately following shall be observed as the holiday.

NOTE: Bargaining unit employees should refer to their respective collective bargaining agreement for applicable provisions on holidays and holiday pay.

If the employee's work schedule is other than Monday through Friday, he or she is entitled to holiday pay for holidays observed on the employee's day off regardless of the day of the week on which they are observed.

An employee in a non-exempt position who is required to work on a day designated as holiday by this Section shall be entitled to pay for such time worked at overtime rates in addition to his or her regular pay. An employee in an exempt position who is required to work on a day designated as a holiday shall be entitled to exchange time on an hour-for-hour basis for all hours worked in addition to their regular pay.

Temporary employees are not entitled to holiday pay. Part-time/permanent employees are entitled to holiday pay for a portion of the holiday based on the number of hours that they are regularly scheduled to work on the day that the holiday falls.

Employees who are in an unpaid status on the regular work day immediately preceding or following the holiday are not eligible for holiday pay.



6.10 Payroll System

The County's compensation schedule is based on a two-week or eighty-hour (80) pay period, which begins on Sunday morning and ends on Saturday night. Paychecks are distributed on Friday's of pay weeks.

6.11 Payroll Deductions

There are two types of payroll deductions that the County shall be authorized to make from employee wages:

Mandatory

- Federal, state and local withholding taxes
- Ohio Public Employees Retirement System (OPERS)
- Garnishments
- Court ordered child or spousal support
- Medicare portion of Social Security for employees hired after April 1, 1986
- Union dues / Fair Share Fees

Voluntary: Employees may authorize deductions from wages for (these options are subject to change periodically at management's discretion):

- Benefit selections
- Charity Choice contributions
- RTA bus passes and vehicle parking, subsidized monthly
- Purchase of prior Ohio service time (contact OPERS @ 614-466-2085)
- Deferred compensation contributions
 - County Commissioners Association of Ohio Deferred Compensation Program (800-423-3699)
 - Ohio Public Employees Deferred Compensation Program (877-644-6457)
- Credit union deductions
 - Cleveland Postal Employees Credit Union (located in basement of County Administration Building – 443-7290)
 - United Telephone Credit Union (440-333-6366)

Employees interested in taking advantage of any of these voluntary deductions should contact the Payroll Division at (216) 443-7380 for more information.



6.12 Direct Deposit Program

In lieu of paper paychecks, the County can electronically transfer net pay into an employee's checking or savings account at the financial institution of the employee's choice. Employees interested in participating in the Direct Deposit Program should contact the Payroll Division at (216) 443-7380 for more information or complete a Direct Deposit Authorization Form on the MyHR website and submit it to the Payroll Division.

6.13 Savings Programs

Employees of the County may be eligible to participate in various savings programs through payroll deduction, including:

- Deferred compensation investment; and
- Credit union savings accounts.

Employees interested in any of these programs should contact the Payroll Division at (216) 443-7380 or refer to the County intranet for more information.

6.14 Payment Upon Separation from Employment with County

Compensation for accrued vacation leave and compensatory time will be included in the last paycheck.

No employee shall be paid for any unused sick leave upon termination of employment, except that, upon retirement, an employee with ten (10) or more years of service may receive cash payment for one-fourth (1/4) the value of the accrued, but unused sick leave credit, not to exceed 240 hours (30 days).



Section 7: **WORKPLACE WELLNESS**

7.01 Drug-Free Workplace

The County is committed to maintaining a drug-free workplace. All County employees are required to abide by the County Drug Free Workplace Policy. Employees who abuse alcohol and other controlled substances or who use illegal drugs violate this policy and undermine the County's goal of providing responsible and professional service to the public. Employees who violate the County's Drug Free Workplace Policy are subject to discipline up to and including removal.

All individuals who have received a job offer with the County are required to submit to a test for alcohol and/or illegal drugs pursuant to Section 5.04 of this Manual. Current employees may be tested pursuant to the County Fitness for Duty Program (Section 7.04) when there is a reasonable suspicion of impairment or post-accident.

Employees whose jobs require them to possess a commercial driver's license (CDL) and who drive vehicles for which testing is required under Federal regulations are also subject to alcohol and drug testing pursuant to Federal law.

In addition, since early identification and treatment are safeguards to job investment for both the County and its employees, employees who have a substance abuse problem are encouraged to voluntarily seek treatment.



7.02 Smoke-free Workplace

The County passed a resolution approving a smoke-free workplace policy effective August 1, 1994. It provides (in relevant part) that:

“...Be it further resolved that smoking will be strictly prohibited within all areas of County owned or leased buildings including: offices, hallways, entrance ways, lobbies and waiting areas, reception areas, rest rooms, cafeterias, snack bars, elevators, stairwells, meeting and conference rooms, kitchen areas, parking garages and **areas immediately adjacent to any entrances...**”

Furthermore, the Revised Code prohibits smoking in any “public place” or “place of employment”, including **any place adjacent to locations of ingress or egress to the public place or place of employment.**

NOTE: Smoking is also prohibited in all County vehicles (*See Section 16.03*).

An employee wishing to report a violation of this Section should:

- If the violation is occurring on County-owned property or is being committed by a County Employee – contact Protective Services at (216) 443-2141 or 1-888-81-HELPU (43578).
- If the violation is occurring on non-County-owned property by a non-County employee (i.e., County-leased property) – contact the Ohio Department of Health Smoking Ban Hotline at 1-866-559-OHIO (6446).

In addition to the penalties proscribed by the Revised Code, employees of the County who violate this section may be subjected to discipline, up to and including removal.



7.03 Employee Assistance Program (EAP)

Employee Assistance Program (EAP) services assist County employees with resolving personal and family related problems which adversely affect work, relationships, and quality of life. EAP services also help identify and alleviate obstacles to maintaining good mental and personal health.

Participation in the program may be mandated by Management with approval from Human Resources or voluntary and is available to all employees, their family members and County retirees. The County pays all costs related to EAP enrollment. EAP services include:

- Assessment of problem areas;
- Counseling, if necessary; and
- Referral to additional support services for more comprehensive treatment.

If extended treatment or counseling is required, an employee's health plan may cover most costs.

All communications with the EAP are confidential and employees who participate are assured that their job, future, and reputation will neither be jeopardized nor benefited by utilizing the EAP program. It is the responsibility of the employee to follow through with referrals for assessment of a problem and to follow recommendations of the diagnostician or counseling agent.

Employees interested in using the EAP services or who have questions regarding the program should contact Human Resources or the County's EAP provider:

Ease@Work

(216) 241-EASE (3273) or (800) 521-3273

www.easeatwork.com/EASEy

Username: COUNTY

Password: EASE



7.04 **Fitness for Duty – Drug and Alcohol Testing**

In accordance with its Drug Free Workplace Policy, the County has established the following Fitness for Duty/Drug and Alcohol Testing Program.

NOTE: Bargaining unit employees should refer to their collective bargaining agreement for information regarding drug and alcohol testing.

Reasonable Suspicion

If a supervisor or Department manager/Director has a reasonable suspicion that an employee may be under the influence of drugs and/or alcohol, the supervisor shall immediately:

- If during regular business hours (8:30 a.m. – 4:30 p.m.), contact the Fitness for Duty Coordinator at 216-443-7630.
- If before or after regular business hours, contact the Protective Services Division at (216) 443-2141

The Fitness for Duty Coordinator will come to the worksite and perform an evaluation of the employee. If the Fitness for Duty Coordinator, in consultation with Department management, determines that a drug and/or alcohol test is appropriate, the employee's immediate supervisor and another member of Department management will be required to sign a Reasonable Suspicion Form.

The employee will then be asked whether he or she is willing to submit to a drug and/or alcohol test. If the employee refuses, the employee will be treated as having tested positive and will be referred to and disciplined in accordance with the Fitness for Duty Program (*see below*).

If the employee agrees to the drug and/or alcohol test, he or she will be escorted by either the Fitness for Duty Coordinator or a Protective Services representative to an approved testing site. If the employee leaves the testing site at any point prior to being tested, the employee will be treated as having tested positive and will be referred to and disciplined in accordance with the Fitness for Duty Program (*see below*). Upon conclusion of the test, the Fitness for Duty Coordinator will determine whether the employee will be taken back to their worksite or to their residence. The leave status of the employee during this period of time will be determined by the County in light of the particular circumstances of each case.

If the employee's test results are positive, the employee will be referred to and disciplined in accordance with the Fitness for Duty Program (*see below*). If the employee's test results are negative, the investigation will be closed by the Fitness for Duty Coordinator.



Post-Accident

Employees involved in a vehicle accident as defined under Section 16.04 of this Manual, must follow the reporting procedures outlined in that Section. Upon being notified of a vehicle accident by the employer's supervisor and/or Protective Services, the Fitness for Duty Coordinator will consult with the appropriate parties and determine whether a drug and/or alcohol test is appropriate.

If the Fitness for Duty Coordinator determines that a drug and/or alcohol test is appropriate, the Fitness for Duty Coordinator or a representative from Protective Services will meet the employee at the accident site and take him or her directly to an approved testing facility. If the employee needs to seek immediate medical attention, the Fitness for Duty Coordinator will attempt to contact the medical facility where the employee seeks treatment in order to arrange for a drug and/or alcohol test of the employee.

If the employee refuses to submit to the test or leaves the testing site at any point prior to being tested, the employee will be treated as having tested positive and will be referred to and disciplined in accordance with the Fitness for Duty Program (*see below*). Upon conclusion of the test, the Fitness for Duty Coordinator will determine whether the employee will be taken back to his or her worksite or residence. The leave status of the employee during this period of time will be determined by the County in light of the particular circumstances of each case.

If the employee's test results are positive, the employee will be referred to and disciplined in accordance with the Fitness for Duty Program (*see below*). If the employee's test results are negative, the investigation will be closed by the Fitness for Duty Coordinator.

Employees involved in a non-vehicle related accident on work time may be required to submit to a drug and/or alcohol test pursuant to the County's Workers' Compensation Procedures (Section 12.02). The results of the drug and/or alcohol test, or the employee's refusal to submit to the test may affect the employee's eligibility for compensation and benefits pursuant to Revised Code Section 4123.54 and Chapter 4121 of the Revised Code and will subject the employee to the provisions of the County's Fitness for Duty Program (*see below*).

Commercial Driver License

In accordance with rules issued by the U.S. Department of Transportation (49 C.F.R. 382), the Ohio Department of Transportation (Section 4506 of the Ohio Revised Code) and the County's Drug-Free Workplace Program, employees who are required by the County to have a Commercial Driver License (CDL) are subject to drug and alcohol testing.



Fitness for Duty Program

New-hire probationary employees are not eligible to participate in the Fitness for Duty Program. If a new-hire probationary employee tests positive for drugs or alcohol under any of the above-cited testing procedures, he or she will be immediately removed from employment with the County.

All non-new-hire probationary employees who test positive for drugs and/or alcohol pursuant to a “reasonable suspicion” or “post-accident” test will be offered a chance to enroll in the Fitness for Duty Program. If the employee declines to enroll in the Program, he or she will be removed from their employment with the County based on the positive test. If the employee enrolls in the program, they will be required to sign a “last chance agreement”.

Employees enrolled in the Fitness for Duty Program will be required to submit to intensive outpatient treatment through the County’s EAP. Employees who refuse or neglect to seek treatment will be in violation of the terms of their Fitness for Duty Agreement and will be removed from employment with the County. The employee will also be subject to random drug/alcohol tests for the duration of the two-year (2) program. If the employee tests positive for drugs and/or alcohol at any time during that two-year (2) period or refuses to submit to a random test, the employee will be considered in violation of his or her last chance agreement and will be removed from employment with the County. If the employee complies with all requirements of the program and does not test positive during the two-year (2) period, he or she will return to regular status.

An employee who is concerned about a substance abuse problem may voluntarily enroll in the Fitness for Duty Program at any time. Employees who voluntarily enroll, however, will not be required to sign a “last chance agreement” unless they test positive for drugs or alcohol while in the program.

An employee whose performance is below standard or who has violated a work rule cannot avoid discipline by enrolling in a treatment program or by enrolling in the Fitness for Duty Program.



7.05 Fitness for Duty – Physical and Mental Health

The County may require that an employee submit to medical or psychological examinations for purposes of determination of the employee's fitness for duty. If a Department Director, in consultation with Human Resources, determines that an employee's behavior and/or condition warrants a Fitness for Duty Examination, the Department Director shall complete a Medical Examination Request Form and submit it to Human Resources. Upon receipt of the Examination Request Form, the employee will be scheduled for an examination with an appropriate licensed practitioner. The employee will be notified of the date and time of their examination. At the sole discretion of the Director of Human Resources, the employee may be placed on paid administrative leave pending the results of the examination. The employee will be required to adhere to all requirements of employees on paid-administrative leave (*see Note Box on p. 101*).

An employee's refusal to submit to an examination or the unexcused failure to appear for an examination amounts to insubordination, which may result in discipline, up to and including removal. An employee will be responsible for the costs associated with an unexcused failure to appear at a scheduled examination.

Upon completion of the examination, the County will receive a report outlining the physician's opinion regarding the employee's fitness for duty. The employee will also receive a copy of the physician's report unless the physician determines that the disclosure of the information is likely to have an adverse effect on the employee, in which case the information shall be released to a physician, psychiatrist, or psychologist who is designated by the person or by the person's legal guardian. If the physician determines that the employee is fit for duty, the employee shall return to work on the day immediately following the day they are notified of the physician's findings or as soon as practicable. Failure to return to work will subject the employee to discipline pursuant to the Attendance Control Policy (*see Section 14.03*).

If the physician determines that the employee is not fit for duty, the employee will not be returned to work and will be taken off paid administrative leave and will be required to use their accrued paid leave (sick, vacation, exchange time, and/or compensatory time) or go on an unpaid leave in accordance with Section 9.09 of this Manual. The employee will remain off work while the medical conditions identified by the physician remain unresolved. The employee should submit medical documentation from their treating physician to the Fitness for Duty physician. The Fitness for Duty physician will determine whether the treatment provided renders the employee fit for duty and able to return to work in their job classification.

Once the employee exhausts all of their paid and unpaid leave, the County will move forward with disability separation proceedings pursuant to Section 5.19 of this Manual.

NOTE: An employee that is determined to be not fit for duty may be eligible for disability retirement through OPERS. Please refer to Section 5.20. for more information on disability retirement through OPERS.



7.06 Safety Policy

All County employees are charged with the responsibility of promoting the safety and security of fellow employees and the general public who come in contact with the County services and facilities.

All employees and contractors of the County are expected to conduct their duties in a safe manner, aimed at preventing or minimizing injuries and property damage throughout all County operations. Each employee must operate safely, use equipment, tools and materials properly and be totally familiar with work rules and procedures for his or her areas of responsibility. Each employee shall take an active part in the identification and reporting of hazards. Supervisors shall actively participate in the assessment and resolution of hazards and shall fully cooperate with Central Services and Protective Services to eliminate or control hazards in all areas of County facilities.

7.07 Workplace Violence

Threats, threatening behavior, or acts of violence against employees, clients, or guests by anyone on County property will not be tolerated. In addition to applicable criminal penalties, employees who violate this section may be subject to discipline, up to and including removal. The County reserves the right to remove anyone who engages in violent or threatening behavior from the premises and may require that they remain off the premises pending the outcome of an investigation and/or as long as they are still considered a threat.

Employees should immediately contact Protective Services at (216) 443-2141 or 1-888-81-HELPU (43578), and/or the appropriate law enforcement authority (911) if an employee (or guest/client) is creating or communicating a threat of violence. Employees that fail to report such threats will be subject to disciplinary action, up to and including termination of employment.

Employees with a criminal or civil protective or restraining order which lists company locations as being protected areas are responsible for providing a copy of such documents to Protective Services and Human Resources. Human Resources may meet with the employee and offer EAP or other services that might assist the employee.



7.08 Mediation Program

Mediation is a voluntary process in which a neutral third person (“the mediator”) assists individuals in resolving their conflicts. The mediator assists the parties in clarifying, discussing, and resolving the issues that created the conflict. The mediator, however, will not judge the parties or make decisions for them. The County has established a mediation program to prevent the progression and escalation of inter-personal conflicts and to help employees respond to conflict in an effective and positive manner. It is the desire of the County that employees make use of the mediation service before conflict affects the quality of work relationships or results in workplace violence.

The County mediation program is available to all County employees at all levels and can be requested by either party at any time. County management may also refer employees to the mediation program when appropriate. Mediation communication is confidential to the extent allowed by law. Communication that is never confidential, however, includes signed agreements between the parties, threats of bodily injury, plans to commit a crime and complaints of mediator misconduct. Participation in the County Mediation Program does not exempt employees from following County policies and procedures and will not delay any pending discipline. The County reserves the right to take disciplinary measures where standard rules of conduct are violated or where behavior deteriorates to unacceptable levels.

Employees interested in participating in or learning more about the County Mediation Program should contact Human Resources, Employment Relations Division, at (216) 443-7190 or TTY (216) 443-7002.

7.09 Wellness Programs

The County is committed to their employees maintaining good health. To that end, at the sole discretion of the County, wellness opportunities may be periodically offered to employees, including:

- Lunch and learn programs;
- Fitness classes (e.g., aerobics or body sculpting);
- Flu shots at discounted prices;
- Discounted fitness club memberships;
- Health screenings (e.g., mammograms, cholesterol, hypertension);
- Annual wellness fair;
- Health risk assessment;
- Certain preventative care covered at 100% through benefits; and/or
- Discounts on medications for asthma, cholesterol, diabetes and hypertension;

Employees will be notified of these offers as they become available.



7.10 Sustainable Cuyahoga County

The County is committed to sustainability and sustainable development as defined in the Brundtland Commission Report, *Our Common Future*, 1987:

"Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs."

Critical to this is the financial balance of the "triple bottom line" - measuring success through economic, environmental, and social equity.

Office Practice

The County encourages all employees to seek opportunities to incorporate sustainable principles in work and home life. Some examples include:

- Conserve energy by turning off lights, adjusting thermostats, and turning off equipment when not in use;
- Reduce, Reuse and Recycle products to reduce waste and conserve natural resources;
- Buy local;
- Use public transportation, reduce vehicle idling, and use fuel efficient vehicles; and
- Increase personal wellness.

Information regarding county sustainability programs such as recycling may be found on the County intranet, Sustainability Office website links, as well as by direct notifications.

Climate Change and the "Carbon Footprint"

On November 15, 2007, the County adopted a resolution making a Climate Stabilization Declaration to:

"Work closely with local, state, and federal governments and other leaders to reduce county geographical greenhouse gas (GHG) emissions to 80 percent below current levels by 2050..."

As a result of this declaration, a mid-term goal was set to achieve 20 percent reduction in emissions by June 22, 2019. In furtherance of this declaration, the County is reducing its annual "carbon footprint" or ecological footprint through reduction in use of fossil fuels such as coal, oil & gas that produce greenhouse gas emissions. The sum total direct use of fuels and indirect use through procurement of products and services equal ones "carbon footprint".

Section 7.10



Section 8: FAMILY MEDICAL LEAVE ACT (FMLA)

Timesheet Code: FMLA

8.01 Definitions

- Active Duty*** Duty under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.
- Adoption*** Legally and permanently assuming the responsibility of raising a child as one's own. The source of an adopted child is not a factor in determining eligibility for FMLA leave.
- Chronic Serious Health Condition*** A health condition that meets the following criteria:
- Requires periodic visits (at least twice a year) for ***treatment*** by a ***health care provider***, or by a nurse under the direct supervision of a ***health care provider***;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of ***incapacity*** (e.g., asthma, diabetes, epilepsy, etc.).
- Conditions Requiring Multiple Treatments*** Any period of absence to receive multiple ***treatments*** (including any period of recovery therefrom) by a ***health care provider*** or by a provider of health care services under orders of, or on referral by, a ***health care provider***, for either:
- Restorative surgery after an accident or other injury; or
 - A condition that would likely result in a period of ***incapacity*** of more than 3 consecutive days in the absence of medical intervention or ***treatment***, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).
- Contingency Operation*** Same meaning as definition provided in section 101(a)(13) of title 10, United States Code.



Covered Servicemember Current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical *treatment*, recuperation , or therapy, is otherwise in *outpatient status* or is otherwise on the temporary disability retired list, for a *serious injury or illness* incurred in the line of duty on active duty.

Daughter For purposes of FMLA leave taken for birth or *adoption*, or to care for a family member with a *serious health condition*, daughter means a biological, *adopted*, or *foster child*, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and “*incapable of self-care* because of a *mental or physical disability*” at the time that FMLA leave is to commence.

Forward Rolling Twelve (12) Month Period The twelve month period measured forward from the date an employee’s first FMLA leave begins.

Foster Care 24-hour care for children in substitution for, and away from, their parents or guardian. Such placement is made by or with the agreement of the State as a result of a voluntary agreement between the parent or guardian that the child be removed from the home, or pursuant to a judicial determination of the necessity for foster care, and involves agreement between the State and foster family that the foster family will take care of the child.

Health Care Provider A health care provider for purposes of the FMLA includes:

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices.
- Podiatrists, dentists, clinical psychologists, chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist), and optometrists.
- Nurse practitioners, nurse-midwives, clinical social workers, and physician assistants.
- Christian Science Practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.
- A health care provider listed above who practices in a country other than the United States, who is authorized to practice in accordance with the law of that country, and who is performing within the scope of his or her practice as defined under such law.

Inpatient Care An overnight stay in a hospital, hospice, or residential medical care facility, including any period of *incapacity*.



Incapable of Self-Care

Where the individual requires active assistance or supervision to provide daily self-care in three or more of the “activities of daily living” (ADL’s) or “instrumental activities of daily living” (IADL’s). ADL’s include adaptive activities such as scaring appropriately for one’s grooming and hygiene, bathing, dressing and eating. IADL’s include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

Incapacity and Treatment

A period of ***incapacity*** of more than 3 consecutive, full calendar days, and any subsequent ***treatment*** or period of ***incapacity*** relating to the same condition, that also involves one of the following:

- ***Treatment*** 2 or more times, within 30 days of the first day of ***incapacity***, by a ***health care provider***.
 - Both ***treatments*** must involve an in-person visit to a ***health care provider***.
 - The first in-person visit must take place within 7 days of the first day of ***incapacity***.
 - Whether the second ***treatment*** visit is necessary must be determined by the ***health care provider*** (i.e., the doctor must request that the employee follow-up).
- ***Treatment*** by a ***health care provider*** on at least one occasion, which results in a ***regimen of continuing treatment*** under the supervision of the ***health care provider***.
 - The initial ***treatment*** requires an in-person visit to a ***health care provider***.
 - The initial in-person visit must take place within 7 days of the first day of ***incapacity***.
 - Whether the ***regimen of continuing treatment*** is necessary must be determined by the ***health care provider*** (i.e., doctor must prescribe the regimen).

Incapacity

Inability to work, attend school or perform other regular daily activities due to the ***serious health condition, treatment*** therefore, or recovery therefrom.

In Loco Parentis

Those with day-to-day responsibilities to care for and financially support a child, or, in the case of an employee, who had such responsibilities for the employee when the employee was a child. A biological or legal relationship is not necessary.

Intermittent Leave

Leave taken in separate blocks of time due to a single illness or injury rather than for one continuous period of time.



<i>Next of Kin of a Covered Servicemember</i>	The nearest blood relative other than the <i>covered servicemember's spouse, parent, son, or daughter.</i>
<i>Outpatient Status</i>	With respect to a <i>covered servicemember</i> , the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
<i>Parent</i>	A biological, <i>adoptive</i> , step or <i>foster father or mother</i> , or any other individual who stood <i>in loco parentis</i> to the employee when the employee was a <i>son</i> or <i>daughter</i> as defined in this section. In-law family members are not covered.
<i>Parent of a Covered Servicemember</i>	A <i>covered servicemember's</i> biological, <i>adoptive</i> , step or <i>foster father or mother</i> , or any other individual who stood <i>in loco parentis</i> to the covered servicemember. This term does not include parents "in law".
<i>Permanent or Long-Term Conditions</i>	A period of <i>incapacity</i> which is permanent or long-term due to a condition for which <i>treatment</i> may not be effective (e.g., Alzheimer's, a severe stroke, or the terminal stages of a disease). The individual must be under the continuing supervision of, but need not be receiving active <i>treatment</i> by a <i>health care provider</i> .
<i>Physical or Mental Disability</i>	A physical or mental impairment that substantially limits one or more of the major life activities of an individual.
<i>Qualifying Exigency</i>	The following types of military-related events may qualify as a "qualifying exigency" for purposes of eligibility for purposes of military-related FMLA leave under this Section: <ul style="list-style-type: none"> • <i>Short-Notice Deployment</i> • <i>Military Events and Related Activities</i> • <i>Childcare and School Activities</i> • <i>Financial and Legal Arrangements</i> • <i>Counseling</i> • <i>Rest and Recuperation</i> • <i>Post-Deployment Activities</i> • <i>Additional Activities</i>
<i>Reduced Leave Schedule</i>	Leave schedule that reduces an employee's usual number of working hours per week or hours per day for a period of time.

Regimen of Continuing Treatment

Includes a course of prescription medication (e.g., antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves, or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for FMLA purposes.

Serious Health Condition

An illness, injury, impairment or physical or mental condition that involves at least one of the following:

- ***Inpatient Care;***
- ***“Incapacity and Treatment”;***
- Pregnancy or Prenatal Care;
- ***Chronic Serious Health Condition;***
- ***Permanent or Long-Term Conditions;*** or
- ***Conditions Requiring Multiple Treatments.***

Serious Illness or Injury

An injury or illness incurred by a ***covered servicemember*** in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

Son

For purposes of FMLA leave taken for birth or ***adoption***, or to care for a family member with a ***serious health condition***, son means a biological, ***adopted***, or ***foster child***, a stepchild, a legal ward, or a child of a person standing ***in loco parentis***, who is either under age 18, or age 18 or older and ***“incapable of self-care because of a mental or physical disability”*** at the time that leave is to commence.

Son or Daughter of a Covered Servicemember

The ***covered servicemember’s*** biological, ***adopted***, or ***foster child***, stepchild, legal ward, or a child for whom the servicemember stood ***in loco parentis***, and who is of any age.

Son or Daughter on Active Duty or Call to Active Duty

The employee’s biological, ***adopted***, or ***foster child***, stepchild, legal ward, or a child for whom the employee stood ***in loco parentis***, who is on active duty or a call to active duty status, and who is of any age.

Spouse

A husband or wife as defined or recognized under Ohio law for purposes of marriage in Ohio.

Treatment

Includes, but is not limited to, examinations to determine if a ***serious health condition*** exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.



8.02 **Eligibility Requirements**

Prior to making an application for FMLA under this Section, an employee must meet both of the following conditions to be considered eligible:

- The employee must have completed twelve (12) months of employment with the County. These twelve (12) months do not need to be consecutive; and
- The employee must have worked a minimum of one-thousand two-hundred-fifty (1,250) hours over the twelve (12) month period immediately preceding the commencement of the leave.

An employee returning from National Guard or Reserve military service will be credited with the hours of service that would have been worked, but for the period of military service, towards his or her one-thousand two-hundred-fifty (1,250) hour requirement.

8.03 **Qualifying Conditions**

Eligible employees shall be entitled to a certain amount of FMLA leave (*see* Section 8.04) under any of the following six circumstances:

- Birth of a *son* or *daughter*, and to care for the newborn child.
- Placement with the employee of a *son* or *daughter* for *adoption* or *foster care*.

NOTE: Eligibility for leave for birth or placement for *adoption* or *foster care* expires at the end of the twelve (12) month period beginning on the date of birth or placement.

- Because of a *serious health condition* that makes the employee unable to perform the functions of the employee's job.
- To care for the employee's *spouse, son, daughter, or parent* with a *serious health condition*.
- Because of any *qualifying exigency* arising out of the fact that the employee's *spouse, son, daughter, or parent* is on *active duty* (or has been notified of an impending call or order to *active duty*) in the Armed Forces in support of a *contingency operation*.
- To care for a *covered servicemember* with a *serious injury or illness* if the employee is the *spouse, son, daughter, parent* or *next of kin* of the *covered servicemember*. The leave described in this paragraph shall only be available during a single twelve (12) month period.



8.04 Amount of Leave

Except in the case of leave to care for a *covered servicemember* with a *serious injury or illness*, an eligible employee is limited to a total of twelve (12) workweeks of FMLA leave during any *forward rolling twelve (12) month period*.

An eligible employee who is the *spouse, son, daughter, parent, or next of kin* of a *covered servicemember* shall be entitled to a total of twenty six (26) workweeks of leave during a single twelve (12) month period to care for the *covered servicemember*. If an employee uses *covered servicemember* family leave in combination with another form of FMLA leave (e.g., pregnancy leave), the maximum amount of combined FMLA leave that an employee can take in a single twelve (12) month period is twenty six (26) workweeks. In this scenario, though, the other form of FMLA leave can only account for a maximum of twelve (12) workweeks of the combined twenty six (26) workweeks of leave.

NOTE: When both spouses are employed by the County, FMLA leave is limited to a combined twelve (12) work weeks during any rolling twelve (12) month period if leave is taken for birth, *adoption*, or placement in *foster care*. This limitation does not apply to leave taken by either spouse to care for the other or for a child if the spouse or child has a *serious health condition*.

In addition, the aggregate number of leave to which both spouses are entitled to is limited to twenty six (26) workweeks during a single twelve (12) month period for *covered servicemember* leave, if the leave is leave for the *covered servicemember* or a combination of leave for the *covered servicemember* and the other forms of FMLA leave.



8.05 Coordination With Other Leaves of Absence

Employers are mandated by law to grant up to twelve (12) weeks of unpaid leave to eligible employees under the FMLA. If an employee qualifies for FMLA leave, any paid leave accrued by the employee shall be applied concurrently to the FMLA leave in the following order:

TYPE OF PAID LEAVE	ASSOCIATED POLICY MANUAL SECTION
Sick	<u>9.03</u>
Vacation	<u>9.02</u>
Compensatory Time	<u>9.04</u>
Exchange Time	<u>9.05</u>

If the medical condition does not qualify under the FMLA, then sick time shall apply in accordance with Section 9.03 of this Manual.

In addition, FMLA will automatically be applied to all employees who meet the FMLA qualifying criteria and utilize the following types of leave:

- Unpaid medical leaves of absence provided to employees by County policy or by any of the collective bargaining agreements;
- Leaves of absence using sick leave that is provided through the Leave Donation Program (Section 9.08); or
- Workers' Compensation leave of absence.

NOTE: As is the case with all unpaid leaves, an employee is not entitled to accrue sick or vacation benefits during any unpaid portion of FMLA leave.

Section 8.05



8.06 FMLA Application Procedure

An employee that would like to request the use of FMLA leave should contact Human Resources. At least thirty (30) days advance notice must be provided before FMLA leave is to begin if the need for leave is foreseeable. In case of emergency, notice must be given as soon as practicable. If an employee fails to give thirty (30) days notice for foreseeable leave with no reasonable excuse for the delay, the County may delay the taking of FMLA leave until thirty (30) days after the date that the employee actually provided notice of the need for FMLA leave.

Completion of an FMLA Medical Certification Form is required whenever an employee requests FMLA leave due to the *serious health condition* of the employee or their *spouse, son, daughter, or parent*. Employees must return the FMLA Medical Certification Form to Human Resources within fifteen (15) calendar days of the employee's receipt of the form. If the certification is incomplete or insufficient, the employee may be required to provide additional information within seven (7) calendar days. Failure to cure the deficiencies identified by the County may result in a denial of FMLA leave. After the FMLA Medical Certification Form has been returned to Human Resources, employees will be notified in writing whether their FMLA request is approved or denied.

For *adoption or foster care* placement, legal documentation should be submitted from a court or social service agency.

In any case in which the necessity for leave under the *qualifying exigency* condition is foreseeable, whether because the *spouse, or a son, daughter, or parent* of the employee is on *active duty*, or because of notification of an impending call or order to *active duty* in support of a *contingency operation*, the employee shall provide such notice to the employer as is reasonable and practicable. In addition the request for leave under the *qualifying exigency* condition must be supported by certification deemed sufficient by the Department of Labor.

The County reserves the right to require employees to recertify their conditions periodically upon request. Failure to submit a certification of health care provider form for the re-certification within fifteen (15) calendar days will result in delay or discontinuation of approved FMLA leave until the completed form is submitted.

If an employee needs an extension of FMLA leave, the employee must provide Human Resources notice as soon as practicable of the changed circumstances. Employees shall not be granted an extension beyond the applicable maximum amount of FMLA entitlement.

NOTE: Only persons who are authorized by the County may contact the health care provider of an employee to clarify the information in a FMLA Medical Certification Form or to verify its authenticity. **Supervisors and other management representatives may not contact an employee's health care provider.**



8.07 Continuation of Benefits

The County will continue to pay its portion of medical and supplemental benefits (vision & dental) when an employee is on FMLA leave. **Employees on FMLA leave are still responsible to pay the employee's contribution for these benefits.** Employees who take paid leave will continue to have their usual payroll deduction for health insurance benefits. **Employees on unpaid FMLA leave will be billed for their usual contribution for medical and supplemental benefits.** The amount billed will be the monthly amount that the employee would normally have paid for health insurance benefits through payroll deduction. Any new or additional coverage or changes in health benefits will be made available to employees on FMLA leave.

Employees on unpaid FMLA leave will also be billed for their life insurance deductions. If a death occurs and life insurance deductions have not been paid while on unpaid leave, death benefits will not be payable to the beneficiary.

8.08 Intermittent Leave and Reduced Leave Schedules

Intermittent leave or a *reduced leave schedule* may only be granted if:

- There is a medical necessity that can be accommodated by such leave; or
- Because of any *qualifying exigency* arising out of the fact that the *spouse, son, daughter, or parent* of the employee is on *active duty* (or has been notified of an impending call or order to *active duty*) in the Armed Forces in support of a *contingency operation*.

Eligible employees are required to make every reasonable effort to schedule leave so as not to disrupt the operations of their Department. Accordingly, the County may temporarily assign an employee to an alternate position with equivalent pay and benefits if the employee is qualified and the County determines that the alternative position will better accommodate the employee's intermittent leave or reduced leave schedule.

The actual amount of leave taken under an *intermittent* or *reduced leave schedule* shall be counted towards the twelve (12) weeks of FMLA entitlement. For example, a full-time employee who reduces from an eight (8) hour work day to a four (4) hour work day will use (20) hours of FMLA leave each week.

Employees on *intermittent* FMLA leave may be required to periodically provide an updated medical certification form.



8.09 Return to Work

Upon return from FMLA leave, an employee is entitled to be returned to the same position held when leave commenced, or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. Failure to return to work upon the expiration of the approved leave, without reasonable explanation, may subject the employee to discipline, up to and including removal, under Sections 13 and/or 14 of this Manual.

An employee who has been on FMLA leave because of his or her own *serious health condition* may be required to present medical documentation of his or her ability to return to work. The County may require that an employee obtain a second medical opinion from a physician selected by the County and at the County's expense. If the second medical opinion disagrees with the employee's health care provider, the County's health care provider and the employee's health care provider will select a third health care provider whose opinion shall be final. The County shall pay the cost of the third opinion.

Benefit deductions through payroll resume the first pay period of the month after an employee returns from leave. Benefits requires documentation of the return through use of either a Personnel Action Form (PAN) or Benefits Office Change Form (BOC).



Section 9: **EMPLOYEE LEAVE (General)**

9.01 General

All leaves described in this section are subject to prior approval, unless otherwise noted. Depending on the practice of an employee's respective Department, the employee may be required to complete an Employee Request for Leave Form.

Every request for leave will be given fair consideration in accordance with the following policies and procedures and the staffing needs of the departmental unit. Any leave approved upon a false statement is invalid and any approved leave shall terminate if the reason for granting the leave is no longer applicable. Moreover, employees providing false statements or documentation are subject to discipline, up to and including removal, under Section 13 of this Manual.

Employees are solely responsible to ensure that they have adequate vacation leave, sick leave and/or compensatory/exchange time when taking paid leave.

NOTE: Bargaining unit employees should refer to their collective bargaining agreement for information on paid leave.



9.02 Vacation Leave

Timesheet Code: V

Each full-time permanent employee, after service of one (1) year with the county or any political subdivision of the State of Ohio, is eligible for vacation leave. Employees accrue vacation leave based on years of service. Vacation accrual for eligible employees is pro-rated based on the number of hours paid in a pay period. One year of service shall be computed on the basis of twenty six (26) bi-weekly pay periods. Overtime hours are not included in the accrual of vacation leave.

Vacation leave is earned during the time the employee is in active pay status. Time spent on unpaid leaves of absence count toward service credit, but employees in unpaid status do not accrue vacation leave.

Employees may carry their vacation leave from year to year, up to a maximum of three years. Once an employee accumulates the maximum allowable vacation balance for the employee's current accrual rate, the employee has a period of one (1) year from the date on which the maximum balance was attained to use the accrued time in excess of the maximum allowable balance. Upon the end of the year period, any time over the maximum amount will be forfeited.

Vacation accrual is computed as follows:

Length of Ohio Public Service Completed	Accrual Rate (hours earned per 80 hours in active status)	Annual Amount (hours earned per 2080 hours in active pay status)	Maximum Accrual Balance (total hours)
Less than 1 year	3.1	80 hours (not awarded until completion of one year of Ohio public service)	N/A
1 year – less than 5 years	3.1	80	240
5 years – less than 15 years	4.6	120	360
15 years – less than 25 years	6.2	160	480
25 years or more	7.7	200	600



NOTE: An individual who is appointed by the County as a non-bargaining employee and provides proper documentation of prior service (*See Section 2.04*) is entitled, immediately upon submission of the appropriate documentation, to begin accruing vacation benefits at the rate set forth in this Manual that reflects their prior service level. The employee is also entitled to use such vacation leave at any time during the year in which it is accrued, upon approval from their supervisor.

However, an employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio and who is employed by the County on or after June 24, 1987, shall not have prior service for the purpose of computing vacation leave. All employees currently receiving credit for service time prior to June 24, 1987, though, shall continue to receive service credit for such time.

Upon separation from County service, an employee is entitled to compensation for any earned and unused vacation leave to his or her credit at the time of separation.



9.03 Sick Leave

Timesheet Code: S

Sick leave may only be used for the purposes set forth in this Section. The use of sick leave is not an entitlement. Sick leave is not another form of vacation or personal leave. Supervisors and management should ensure that sick leave is properly used.

All County full-time, part-time, permanent and temporary employees accrue paid sick leave at the rate of .0575 hours for each hour of service in active pay status. For purposes of this Section, "active pay status" includes vacation, sick, overtime, compensatory time, and holidays. Employees in an unpaid leave status do not accrue sick leave.

NOTE: An individual who is appointed by the County as a non-bargaining employee who has a balance of sick leave earned while employed by a political subdivision of the State of Ohio within the past ten years may have the unused sick leave balance credited to their current sick leave balance. *See Section 2.04* for more information on the proper procedure for submitting documentation of prior service.

Sick leave is charged in minimum units of one minute. Sick leave payment shall not exceed the normal, scheduled workday earnings, or a maximum of forty (40) hours per week. Employees may not use sick leave that was accrued in the same pay period. In addition, sick leave may not be used to cover absences that occurred prior to the accrual of the leave.

Permissible Uses

Sick leave shall be granted for absences due to the following reasons and must be approved by management:

- Illness, injury, or pregnancy-related condition of the employee;
- Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees;
- Death of a member of the employee's immediate family* (*see Section 9.06*);
- Examination of the employee, including medical, psychological, dental or optical examination by an appropriate practitioner;
- Illness, injury or pregnancy-related condition of a member of the employee's immediate family*; or
- Examination including medical, psychological, dental, or optical examination for a member of the employee's immediate family* by an appropriate practitioner where the employee's presence is reasonably necessary.

[* For purposes of this Section, Section 3.01 and Section 9.06, immediate family includes spouse, domestic partner, mother, father, sister, brother, son, daughter, grandmother, grandfather, grandson, granddaughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, a legal guardian or other person who has an "in loco parentis" relationship with the employee, or any other relative residing with the employee.]



Procedure

An employee who is ill and unable to report to work shall notify their supervisor or designee on the first day of absence and each day thereafter, unless emergency conditions prevent such notification or unless the employee submits medical evidence of a planned extended medical-related absence. An employee working in a seven day continuous operation must report their absence two hours prior to their scheduled starting time except when emergency conditions prevent such notification. Other employees must give notice within one half-hour **before** the time the employee is scheduled to report for work unless emergency conditions prevent such notification.

NOTE: Upon being put on notice that an employee has been out on sick leave for three or more consecutive days, the employee's supervisor should immediately contact Human Resources so that they may send out FMLA information to the employee's home address. Employees should refer to Section 8 for more information on FMLA leave.

Upon return to work, the employee shall follow their Department's guidelines with regard to completion of the Employee Request for Leave Form. If the need for leave is foreseeable, sick leave should be requested in writing prior to the date or dates that an employee will be scheduled off from work. The County reserves the right to require documentation to support the employee's sick leave request (i.e., a doctor's statement) for all absences of three (3) or more days.

An employee's sick leave balance is provided bi-weekly. The employee is solely responsible for knowing his or her balance. Taking time off without sufficient leave to cover the absence may lead to the accrual of AWOL time (*See Attendance Control Policy, Section 14*).

Prohibited Use

The use of sick leave for any purpose other than its intended purposes is considered abuse of sick leave. Examples of abuse of sick leave include, but are not limited to the following:

- Calling in sick when one of the above cited reasons for using sick leave does not exist;
- Reporting illness in the immediate family when such illness does not exist;
- Reporting off sick to participate in some other activity or to take care of personal business;
- Establishing a pattern of reporting off sick, reporting tardy, or leaving early on certain days of the week, on days following regular days off (e.g., weekends), or on the day before or after a holiday or previously scheduled vacation; or
- Failure to follow the rules and regulations regarding the use of sick leave and reporting procedures.



If a supervisor or management official has a reasonable suspicion that sick time is being abused, either on an individual case or by virtue of a demonstrated pattern, he or she should immediately consult with Human Resources. Human Resources may then require an employee to provide a physician's statement or other appropriate documentation to support the use of sick leave. If it is determined that the employee abused his or her sick leave, Human Resources may charge the employee with AWOL and may pursue disciplinary action against the employee, up to and including removal.

Unused Sick Leave

Employees will not be paid for unused sick leave upon termination of employment with the exception that upon retirement, an employee with ten (10) or more years of service will receive cash payment for one-fourth (1/4) of the accrued, unused sick leave balance up to a maximum of two-hundred forty (240) hours.



9.04 Compensatory Time

Timesheet Code: **CT**

NOTE: See Section 6.08 for information regarding accrual of compensatory time.

As stated in Section 6.08, compensatory time is granted to non-exempt (i.e., overtime eligible) employees. An employee who has requested the use of compensatory time from their direct supervisor shall be permitted to use it within a reasonable time after the request, so long as it does not unduly disrupt the operations of the agency.

Compensatory time not used within one hundred eighty (180) days after it is earned shall be paid to the employee. Upon termination all unused compensatory time is paid out to the employee.

Employees moving from a non-exempt position to an exempt position will receive payment for their accrued compensatory time at the time of the move.

9.05 Exchange Time

Timesheet Code: **ET**

NOTE: See Section 6.08 for information regarding accrual of exchange time.

As stated in Section 6.08, exchange time is granted to exempt (i.e., not overtime eligible) employees. Use of accrued exchange time may be granted to the employee by the employee's immediate supervisor at a time mutually convenient to the operation of the County and the employee. Exchange time may not be used in the same pay period in which it was earned.

Exchange time not used within six (6) months of accrual shall expire. At no time shall exchange time be paid out to the employee.



9.06 Funeral/Bereavement Leave

Timesheet Codes: **S/V/CT/ET/ALX**

Sick leave shall be granted for absences due to the death of a member of an employee's immediate family*. In the event of the death of a member of his or her immediate family*, an employee shall be granted time off with pay, to be charged against his or her accumulated and unused sick leave, not to exceed five (5) days.

NOTE: In the event the employee has no sick time available, the employee may use vacation, compensatory or exchange time. If the employee has no vacation, compensatory or exchange time, the employee may request an unpaid Personal Leave of Absence.

In the event of the death of a relative other than a member of their immediate family*, an employee shall be granted a leave of absence with pay, to be charged against their accumulated and unused sick leave, for one (1) day to attend the funeral if within the State of Ohio or two (2) days when the funeral is outside the State of Ohio. Any additional time off requested by the employee is subject to the approval of his or her supervisor, manager and/or Department Director.

To be eligible for the above described funeral leave, an employee must attend the funeral, or other obligations related to the death and/or estate, etc. The failure to do so, or a misrepresentation of facts related to funeral leave shall be proper cause for disciplinary action, up to and including removal, as well as forfeiture of pay for the time away from work. The County reserves the right to request documentation of the family member's death and/or documentation establishing the familial relationship between the employee and the deceased family member.

[* See Section 9.03 for definition of "immediate family".]



9.07

Court Leave/HRC Hearings/Jury Duty

Timesheet Code: **CL**

General Provisions

- Any compensation or reimbursement for jury duty or for court attendance compelled by subpoena, when such duty is performed during an employee's normal working hours, shall be remitted by the employee to their Department Director or supervisor for transmittal to the County Treasurer.
- In order to be approved for court leave under this Section, the employee shall furnish a copy of the court/HRC notification or jury summons to their supervisor prior to their appearance date(s).
- Unless there will be less than one (1) hour left in the employee's regularly scheduled work day upon reporting to work, an employee out on approved court leave is required to immediately report to work after the court appearance is completed. (e.g., an employee on an 8:30 – 4:30 schedule who is released from jury duty at 1 p.m. is required to immediately report to work.)

Court Leave

An employee may be granted court leave with full pay if all of the following conditions are met:

- The legal matter is work related;
- The employee is not a party to the legal matter; **and**
- The employee is requested by the County to appear or is subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses.

If any of these conditions are not met, the employee is not entitled to court leave. An employee not entitled to court leave, however, may use vacation leave, compensatory/exchange leave for purposes of appearing before a court or other legally constituted body in a matter in which he or she is a party or witness. Such instances would include, but not be limited to, criminal or civil cases, traffic court, divorce proceedings, custody, or appearing as directed as parent or guardian of juveniles.

HRC Hearings

An employee who is the appellant or is requested to appear in any action before the HRC and is in active pay status at the time of the scheduled hearing before the Commission, shall be granted court leave with full pay for purposes of attending the hearing. The employee, however, shall not be granted any mileage, travel or other related expenses for the hearing.

Jury Duty

Court leave with full pay shall be granted to any employee who is summoned for jury duty by a court of competent jurisdiction.

NOTE: For information regarding appearance at Industrial Commission (i.e., workers' compensation) hearings, please see [Section 12.02](#).



9.08 Leave Donation Program

Timesheet Code: **SLD**

County employees may donate accrued sick or vacation leave to a fellow County employee who has a serious health condition as defined under the FMLA and are in critical need of time off due to the condition. FMLA leave will run concurrently with the donated leave time.

An employee may receive donated leave provided that:

- The employee is first approved for FMLA leave that removes them from the workplace for fifteen (15) consecutive work days for their *own* serious health condition. Employees on intermittent FMLA leave do not qualify to participate in the program;
- Has exhausted all sick leave, vacation leave and compensatory/exchange time; and
- Has not had any discipline for attendance within the previous year.

An employee may donate accrued sick or vacation leave provided the donating employee:

- Voluntarily elects to donate leave to a designated recipient, who has qualified for the donation program, and does so with the understanding that donated leave which is used by the designated recipient will not be returned;
- Retains a sick balance of at least one hundred twenty (120) hours **after their donation**; and
- Is in active pay status at the time their sick time is to be used;

Employees interested in receiving donated time should contact Human Resources. Employees who qualify may receive leave through the Leave Donation Program for up to twelve (12) weeks. An employee's supervisor or representative may, with the written permission of the employee who is in need of leave or a member of the employee's immediate family, inform an employee's co-workers of such need for leave. When an employee has exhausted all donated time they will be placed on an unpaid extended sick/medical leave or may be separated in accordance with this Manual or their collective bargaining agreement.

Donation of leave time is strictly voluntary. Any employee who feels that they are being pressured to donate leave time should file a General Employee Complaint (See Section 17.03).

NOTE: Employees that are denied participation in the Leave Donation Program may file an appeal in writing to the Director of Human Resources.



9.09 Unpaid Leaves of Absence

The County offers employees three types of unpaid leave: (1) New-Hire Administrative Leave of Absence; (2) Personal Leave of Absence; and (3) Extended Unpaid Sick/Medical Leave. Depending on the practice of an employee's respective Department, the employee may be required to complete an Employee Request for Leave Form to request an unpaid leave of absence.

Any leave approved upon a false statement is invalid and any approved leave shall terminate if the reason for granting the leave is no longer applicable. Moreover, employees providing false statements or documentation are subject to discipline, up to and including removal, under Section 13 of this Manual.

An employee on an unpaid leave of absence does not accrue sick or vacation leave. In addition, time spent on an unpaid leave of absence does not count towards an employee's new hire or promotional probationary period. However, the time spent on an unpaid leave of absence is counted in determining length of service for purposes of vacation eligibility, annual step increases and layoff purposes, provided the employee is properly returned to service and is not serving a probationary period.

NOTE: With the exception of Extended Unpaid Sick/Medical Leave taken concurrently with FMLA leave, an employee in an unpaid status on the first day of a month will not receive health care coverage and related benefits unless he or she elect to pay the entire expense. The employee may be required to pay up to one-hundred and two percent (102%) of the entire health insurance and related benefits premium costs to retain his or her benefits status.

The total amount of time for all leaves under this section shall not exceed six (6) months in any forward rolling twelve month period. Employees are responsible to ensure that they have received proper approval when taking unpaid leave.

Failure to return to work upon the expiration of the approved leave, without reasonable explanation, may subject the employee to discipline, up to and including removal.

NOTE: An employee who fails to return to service from an unpaid leave of absence and who is subsequently removed or voluntarily resigns from service shall not receive service credit for the time spent on such leave and is deemed to have a termination date corresponding to the starting date of the unpaid leave of absence.

An employee may be permitted to return to work prior to the originally scheduled expiration of the leave if such earlier return is agreed to by both the employee and Human Resources. Upon completion of an unpaid leave of absence, the employee shall be returned to the same or similar position within the employee's former classification. If the employee's former classification no longer exists, the employee shall be placed in a classification similar to that formerly occupied.



New-Hire Administrative Leave of Absence

Timesheet Code: **ALX**

An administrative leave may be granted to a newly-appointed employee if they need to take time off from the job due to extenuating circumstances, subject to the following limitations:

- New-hire administrative leave is unpaid;
- New-hire administrative leave may only be granted during a newly-appointed employee's first year of employment with the County;
- Prior approval must be received from the newly-appointed employee's Department Director;
- New-hire administrative leave may only be granted when all appropriate accumulated paid leave time (e.g., sick leave, vacation, and compensatory/exchange time) leave has been exhausted; and
- An employee is limited to a total of 80 hours of new-hire administrative leave.

Personal Leave of Absence

Timesheet Code: **LOA**

A personal leave of absence involves a temporary separation from active pay status, authorized by the County. Such leave must be for a minimum of ten (10) working days, but may not exceed a maximum period of six (6) months, with no extension or renewal allowed.

A personal leave of absence may only be granted when all appropriate accumulated leave (vacation leave and compensatory/exchange time leave) has been exhausted.

A personal leave of absence must be requested by the employee in writing and must be approved by the employee's Department Director. The request shall state reasons for taking the leave and the dates for which such leave is being requested and shall be accompanied by any necessary supporting documentation. Every request for leave will be given fair consideration in accordance with the following policies and procedures and the staffing needs of the departmental unit.

Extended Unpaid Sick/Medical Leave

Timesheet Code: **LOA**

An employee who is unable to perform any of the essential functions of his or her position due to disabling illness, injury or condition, and the disability continues after the employee has exhausted his or her accumulated sick leave benefits, may be granted a leave of absence without pay for a period of up to six (6) months upon presentation of evidence as to the probable date for return to active work status.

The following additional criteria must be met in order to be granted leave under this section:

- The employee's absence will be at least five (5) consecutive workdays;
- The employee must demonstrate that the probable length of absence will not exceed six (6) months; and
- The employee must present to Human Resources, at the time the request is made, a licensed physician's report stating diagnosis, prognosis, and probable period for which the employee will be unable to perform the essential job duties of their position.



FMLA leave for eligible employees shall run concurrently with leave taken under this Section if the reason for leave qualifies under the FMLA.

If the employee is unable to return to work after expiration of the six-month period, the employee may be given a disability separation in accordance with Section 5.19 of this Manual or may apply for OPERS disability retirement, if qualified (*See Section 11.06* for contact information for OPERS).



Section 10: **MILITARY LEAVE**

NOTE: County Employees who are related to members of the Armed Forces, including members of the National Guard or Reserves, should be aware that they may be eligible for military-related FMLA leave. Please see Section 8. for more information regarding military-related FMLA leave.

10.01 Military Leave With Pay (Military Reserve Leave)

Timesheet Code: **ML**

Permanent County employees who are members of the Ohio National Guard, the Ohio defense corps, the Ohio naval militia, or any other reserve component of the United States armed forces, are entitled to a leave of absence from their duties without loss of pay for a period or periods not to exceed twenty-two (22) working days (176 hours) in any one calendar year, provided they are called for field training or active duty. This service does not need to be in one continuous period. The maximum number of hours for which payment under this provision will be made in any calendar year is one-hundred seventy-six (176).

Any military pay received for this twenty-two (22) or less day period of military service shall have no effect on pay from the County. This twenty-two (22) day period of military leave will not affect accrual of sick leave or vacation credits. The employee will continue to accrue sick leave and vacation credits at the normal rate.

An employee who is entitled to leave provided under this Section, and who is called or ordered to the uniformed services for longer than a month, for each calendar year in which the employee performed service in the uniformed services, because of an executive order issued by the governor pursuant to the Revised Code is entitled, during the period designated in the order or act, to a leave of absence and to be paid, during each monthly pay period of that leave of absence, the lesser of the following:

- The difference between the employee's regular gross monthly wage or salary and the sum of the employee's gross uniformed pay and allowances received that month; or
- Five hundred dollars (\$500).

No employee, however, shall receive payments pursuant to the above paragraph if the sum of the employee's gross uniformed pay and allowances received in a pay period exceeds the employee's regular gross wage or salary. In order to obtain any paid leave under this Section, the employee must submit to Human Resources a copy of military orders or other statement in writing from the appropriate military authority as evidence of a call to training or duty.



10.02 Unpaid Military Leave

Timesheet Code: **MLX**

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), an eligible County employee shall be granted, upon giving notice to his or her Department and Human Resources, a leave of absence to serve in the uniformed service, as defined in the Revised Code. This leave shall be without pay and shall be considered as a leave of absence from service with reinstatement rights. No single leave of absence or combination of uniformed service leaves of absence may exceed five (5) years or a single, longer period required to complete an initial period of obligated service.

Employees on military leave without pay for up to thirty (30) days must be given the option of making direct payments of the employee's share of the health insurance premium. Employees with longer periods of service will be given the option of continuing health care coverage and related benefits for up to twenty-four (24) months. Such continuation shall be at the employee's expense.

NOTE: the employee may be required to pay up to one-hundred and two percent (102%) of the entire health insurance and related benefits premium costs.

Employees on military leave who are reinstated to employment with the County pursuant to this Section are entitled to immediate reinstatement of health insurance for the employee and any other individual who is covered by such plan by reason of the reinstatement of the coverage for the employee, with no waiting period and no exclusion of preexisting conditions, except for service-connected illness or injury. Even if the employee does not elect to continue health coverage during his or her military service, he or she will have the same right to immediate reinstatement of health insurance.

Employees returning from military service will be reinstated in the job that they would have attained had they not been absent for military service and with the same seniority, job status and pay, as well as other rights and benefits determined by seniority. The County will make all reasonable efforts to enable returning employees to refresh or upgrade their skills to enable them to qualify for reemployment. If refresher training is not successful, the County will reinstate the employee in a position that most nearly approximates that position originally held.

An employee returning from military leave must apply for reinstatement to their Department or Human Resources within the following time frames:

- Leave of less than thirty (30) days – the employee must report back to work at the next regularly scheduled shift on the day following release from the military, safe travel home, and eight (8) hours of rest.
- Leave of thirty-one (31) to one hundred eighty (180) days – the employee must apply for reinstatement within fourteen (14) days following release.
- Leave of one hundred eighty-one (181) days or more – the employee must apply for reinstatement within ninety (90) days after release.



Failure to return to work or apply for reinstatement in accordance with these time limits does not necessarily forfeit the employee's reinstatement rights, however, the employee will be subject to the County Attendance Control Policy (Section 14).

Following a period of service of thirty-one (31) days or more, employees will be required to provide documentation to the County which establishes the following:

- The timeliness of the employee's application for reinstatement;
- That the employee has not exceeded their cumulative 5-year limit of military leave; and
- That the character of their discharge or separation from uniformed service does not meet one of the types set forth in 20 CFR 1002.135.

If the documentation is not readily available, or does not exist, the County will not deny reinstatement, however, if the documentation later becomes available and it shows that the employee did not qualify for reinstatement, the employee will be immediately removed from employment.

For employees who were disabled while on military duty, or if a pre-existing disability is aggravated by military service, the County will make reasonable efforts to accommodate the disability (*See Section 4.07* for more information on disability accommodations.)

If the employee's service was one-hundred eighty-one (181) days or more, they are protected from discharge, except for cause, for one (1) year. If the employee's service was for thirty-one (31) to one-hundred eighty (180) days, the period of protection from discharge, except for cause, is one-hundred eighty (180) days.

Employees may elect to use any vacation leave they have accrued for a period of unpaid military leave. Use of vacation is strictly optional. Employees on unpaid military leave do not accrue sick or vacation leave.



Section 11: BENEFITS

11.01 Health Care Benefits

The County's comprehensive benefits program, consists of group medical, prescription, dental, vision, life insurance and flexible spending accounts.

NOTE: Part-time employees hired on or after January 1, 2008 are not eligible for County provided health care benefits. Part-time employees who were receiving County health care benefits prior to January 1, 2008 will continue to remain eligible to receive health care benefits.

New employees have thirty (30) days from their hire date to make their benefit elections and to submit documentation regarding dependents. Under most circumstances, if an employee fails to make benefit elections within that time period, the employee will have to wait until open enrollment to elect benefits.

New employees shall be eligible to receive health care benefits on the first day of the month following their date of hire. The costs of the employee's selected benefits plans are shared between the employee and the County. The County will make its first contribution on the first payroll deduction for the first month following the employee's hire date. Employees, at their own expense, can elect to begin medical, dental, vision and flexible spending account coverage on the first day of hire. Employees who choose this option are responsible for 100% of the cost of their benefits.

Employees who take a leave of absence during any benefits waiting period may incur a delay in the effective date of County paid benefits. The new effective date will be calculated from the day the waiting period is completed.

The County's health benefits may cover an employee's spouse and dependent children. To be covered, children must be under age twenty-three (23), unmarried, and legal dependents of the employee. Health benefits may also cover certain other dependent children if the employee has legal guardianship, as outlined in each of the County's group insurance carrier contracts. No dependent can be covered by more than one County sponsored benefit plan. Documentation is required before dependents can be added.

NOTE: Effective January 1, 2011, employees may be able to add dependents whose age is greater than 23 to their benefits coverage. Federal rules will allow employees to add dependents who will be covered through the month of their 26th birthday (with proper documentation). The



State of Ohio allows dependents to be added following the month of their 26th birthday through the month of their 28th birthday if they meet all the State of Ohio criteria.

If an employee is covered by medical coverage elsewhere, the employee may be entitled to waive County coverage and receive a taxable wage incentive for maintaining non-County coverage. Employees should contact the County Benefits Department at (216) 443-3539 or benefits@cuyahogacounty.us for more information on this incentive.

Employee contributions for health benefits are paid through a pre-tax payroll deduction, both during and after the waiting period.

Fraud Warning: Any person who, with intent to defraud or knowing that he or she is facilitating a fraud, submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud. Any employee found making false or deceptive statements may be subject to disciplinary action, up to and including removal.

By enrolling in a County benefit plan, an employee agrees to comply with eligibility rules for themselves and for all of their dependents in these plans. The enrolling of ineligible dependents may be considered fraud. An employee may be subject to an eligibility audit during the benefit year. An employee selected for an eligibility audit may be required to submit copies of documentation such as certified birth certificate(s), marriage certificate(s), income tax return(s) and/or other related documentation including affidavits.



11.02 Open Enrollment

Open enrollment generally occurs between October and December. Employees must go on line annually to make their elections. Employees who do not make elections on line by the open enrollment deadline will default to the medical plan that the County designates. Once an employee is defaulted to this designated plan, he or she cannot appeal or change this plan unless a qualifying event occurs. Employees are also bound by the deadlines to submit documentation during open enrollment for addition and/or deletion of dependents.

11.03 Benefits During Unpaid Leaves of Absence

If an employee is on an unpaid leave of absence, benefits may be maintained. To continue benefits, employees must make required monthly contribution payments which may be greater than those paid by employees in active pay status. Employees should contact the County Benefits Department at (216) 443-3539 or benefits@cuyahogacounty.us for more information on continuation of benefits during a leave of absence.



11.04 Changes in Medical Benefits Coverage

Under most circumstances, employees can only make changes to benefit elections during the annual open enrollment period. After enrollment, revision to an employee's elections is only permitted due to an eligible change in status. Employees must notify Human Resources and complete a Benefits Office Change Form, including attachment of required documentation, within thirty (30) days of an eligible change of status.

Examples of changes of status include:

- Marriage;
- Divorce, legal separation, or annulment;
- Birth, adoption, placement for adoption, or legal guardianship;
- Change of status in child custody;
- Death of dependent;
- A child who is no longer a legal dependent or a dependent reaching age twenty- three (23) (please see note box in Section 11.01 regarding changes to this requirement on or after January 1, 2011);
- Loss of alternate coverage; and/or
- Certain reductions/increases in work hours and or work status (i.e., from part-time to full-time).

NOTE: Employees are responsible for notifying the Benefits Division if their legal guardianship ends or if their dependent children get married, leave home with their own job and/or are no longer shown by the employee as a dependent on their income tax returns.

Changes in status can affect the employee's single/family coverage entitlement for medical, prescription drugs, dental and vision, as well as impacting flexible spending accounts and life insurance. In the case of divorce, legal separation and annulment, employees must adjust their covered dependents by removing former spouses within thirty (30) days of divorce, legal separation or annulment. Copies of the first and last pages of the court document must be included. Failure to adhere to this requirement may subject the employee to discipline, up to and including removal.

NOTE: Divorced employees who are required by court order to pay benefits for their ex-spouse cannot cover the ex-spouse under County benefits. A separate policy must be purchased outside of County benefits. It is illegal to cover an ex-spouse under County benefits.



11.05 Continuation of Coverage

In compliance with Federal COBRA laws, all new employees receive a comprehensive letter concerning their rights with respect to continuing group health care benefits. Generally, a former employee can continue benefits for up to eighteen (18) months, providing that they pay the monthly group rate in addition to a small administrative fee. Some unique situations, as defined by law, may warrant a longer period of up to twenty-nine (29) months. Upon severing employment with the County, eligible employees will receive notification of their COBRA entitlement, duration and payment instruction.

In addition, Federal HIPAA laws require that the County (or its designated agent) provide eligible employees a certificate of group health care coverage. This document may be used as evidence of their insurability to another employer or organization whose group health carrier may otherwise impose an exclusion for certain pre-existing conditions. Employees needing a copy of their certificate of group health care coverage should contact the County Benefits Department at (216) 443-3539 or benefits@cuyahogacounty.us.

The County's group term life insurance has two features allowing employees to take a portion or all of their life insurance with them under an individual arrangement with the County's insurance carrier:

- The "conversion provision" allows an employee to convert the basic insured amount, if applicable to their group, and the supplemental coverage into a whole life policy.
- The "portability provision" allows an employee to take the insured amount that is in excess of the basic coverage and create an individual term life policy at the same prevailing group premium. Changes in premium still occur at the same five-year (5) age intervals as when employed.

NOTE: The "conversion" and "portability" provisions both involve direct payment to the insurance carrier.

There are deadlines associated with both the "conversion" and "portability" provisions of the County's sponsored life insurance program. The County routinely sends an informative notification concerning preservation of life insurance when employment ends. However, employees should contact the County Benefits Department at (216) 443-3539 or benefits@cuyahogacounty.us prior to separation from employment with the County.



11.06 Retirement – Ohio Public Employee Retirement System (OPERS)

All County employees are required by state law to participate in OPERS through payroll deduction.

Information regarding OPERS is available by contacting Human Resources or by directly contacting OPERS:

Ohio Public Employee Retirement System
277 East Town Street
Columbus, Ohio 43215-4642
1-800-222-PERS (7377)
www.opers.org

11.07 Death Benefit

Employees who elect life insurance coverage must complete a Beneficiary Form. Upon the death of an employee or their covered dependents, death benefits will be payable. Contact the County Benefits Department at (216) 443-3539 or benefits@cuyahogacounty.us for more information regarding death benefits.

11.08 Optional Additional Employee Benefits

At the sole discretion of the County, certain additional optional employee benefits may be offered to County employees, including:

- Voluntary benefits, such as accident insurance, whole life insurance with long term care rider, and/or short term disability;
- Discounted RTA bus/transit passes and parking;
- Health and wellness programs; and
- Tuition reimbursement.

County employees will be notified of these offers as they become available.



11.09 Flexible Spending Accounts (FSAs)

Flexible Spending Accounts are offered by the County as an additional benefit. The County offers two types of FSAs: (1) Medical Payment Accounts; and (2) Dependent Care Payment Accounts. More information on both of these plans can be found in the open enrollment material distributed by the Benefits Division or by contacting the Benefits Division at (216) 443-3539 or benefits@cuyahogacounty.us.

Medical Payment Account (MPA)

The MPA allows employees to use pretax deductions to pay medical, prescription drug and dental expenses that are not covered by the employee's medical plan (e.g., co-pays, deductibles, orthodontia, etc.). Employees deposit these payroll deductions in a separate account with the County's third party provider. To draw on the account, employees must submit receipts for eligible expenses to the third party provider through use of reimbursement form. The employee will then be reimbursed by the third party provider.

Dependent Care Payment Account (DCPA)

The DCPA allows employees to use pretax deductions to pay childcare expenses. The DCPA works in the same manner as the MPA with regard to submission of receipts and reimbursement form. Childcare services can be provided in or out of the employee's home as long as the sitter is not a dependent that you claim on your income tax. The DCPA covers childcare for children less than thirteen (13) years of age, but also may be used to pay for an incapacitated adult who is dependent on the employee for 50% of their support and who needs care while the employee is at work.

NOTE: Employees should be aware that there are strict deadlines associated with the submittal of claims for withdrawal of funds from flexible spending accounts. Employees that fail to submit claims prior to the deadline will forfeit any remaining balances in their flexible spending accounts. More information regarding specific deadlines can be obtained by contacting Human Resources.



Section 12:

WORKERS' COMPENSATION

12.01 Workers' Compensation Policy

The State of Ohio Workers' Compensation Laws cover County employees. A County employee who sustains a job-related injury or occupational disease may be eligible to receive benefits from the Bureau of Workers' Compensation (BWC).

12.02 Employee Procedure

A County employee who is involved in a work-related accident/injury or is diagnosed with an occupational disease must adhere to the following procedure:

1. The employee must immediately notify their supervisor of the work-related accident/injury or occupational disease diagnosis. If the employee is incapacitated, the employee must notify their supervisor as soon as practicable.
2. The employee must complete a Cuyahoga County Accident Investigation Report within 24 hours of the occurrence, unless confined to the hospital. If confined to the hospital, the employee must complete the accident report within 24 hours of release from the hospital.
3. The employee may seek treatment at the medical provider of their choice so long as the provider is BWC certified. If medical care is needed, the employee should obtain a Managed Care Organization (MCO) card from Human Resources for submittal to their provider. If immediate medical care is needed, the employee does not need to obtain a MCO card. Rather, the employee should inform their provider that they have a work-related injury and refer them to the County's MCO, **1-888-OHIOCOMP**.

NOTE: An employee who is involved in a work-related accident/injury may be required to submit to a drug and/or alcohol test pursuant to Revised Code Section 4123.54. The results of the drug and/or alcohol test, or the employee's refusal to submit to the test may affect the employee's eligibility for compensation and benefits pursuant to Revised Code Section 4123.54 and Chapter 4121 of the Revised Code and will subject the employee to the provisions of the County's Fitness for Duty Program (Section 7.04).



Employees who are off work due to a work-related accident/injury or occupational disease are responsible to keep their supervisors notified of their work status and to provide appropriate documentation from their physician. Appropriate documentation includes certification of total disability (BWC Form - C-84) and physician's reports of work ability (BWC Form - Medco-14).

If the employee is released to light or full duty, the employee must provide appropriate documentation from their physician to Human Resources and the County Workers' Compensation Office.

If an employee is required to attend an Industrial Commission hearing, he or she will be given up to two (2) hours of paid leave. The employee must present the Hearing Notice from the Industrial Commission to their supervisor prior to the hearing date in order to be granted the paid leave.

If an employee is required to attend a County or BWC mandated medical examination, he or she will be given up to four (4) hours of paid leave time to attend. The employee must present their supervisor with the written letter from the BWC, MCO or TPA in order to be granted the paid leave.

NOTE: Time off for attendance at any medical appointment not mandated by the County or BWC must be covered by the employee's own leave time.



12.03 Supervisor Procedure

Immediately upon receipt of notification from an employee of a job-related accident/injury or occupational disease diagnosis, the supervisor shall:

1. Provide the employee with a “Workers’ Compensation Injury Reporting Packet.” Reporting packets can be obtained from Human Resources. The reporting packets contain the Accident Investigation Report that must be filled out by the employee; and
2. Contact Human Resources to notify them of the incident.

NOTE: If the incident in question involves a vehicle accident, the supervisor is also required to contact Fitness for Duty and Protective Services in accordance with Section 16.04 of this Manual.

Upon receipt of the completed Accident Report from the employee, the supervisor shall immediately give the form to Human Resources.



12.04 Relationship to Leave Time

Employees who are off work for more than seven (7) calendar days due to a job-related accident/injury or occupational disease may be entitled to disability benefits through the BWC. It may be several weeks, however, before the BWC determines eligibility and issues the first disability check to an injured employee. County employees who are off work due to a job-related accident/injury or occupational disease have the following options while waiting for the BWC to determine eligibility and issue disability payments:

- **Sick Leave** – An employee may elect to use their accrued sick leave. The employee will continue to receive their full wages and benefits while using sick leave. The BWC, however, will not reimburse an employee for the usage of their sick time (i.e., the BWC will not issue retroactive payment of disability payments to cover the period of time where sick leave was used). In addition, the County will not reimburse or re-credit the employee for the sick time used.
- **Vacation/Compensatory/Exchange/Personal Leave** – An employee may elect to use their accrued vacation, compensatory, exchange or personal leave. The employee will continue to receive their full wages and benefits while using vacation, compensatory, exchange or personal leave. Should the BWC determine that the employee is eligible for disability payments, the BWC will issue retroactive disability payments to cover eligible periods where vacation, compensatory, exchange or personal leave were used. The County, however, will not reimburse or re-credit the employee for the vacation, compensatory, exchange or personal leave time used.
- **Unpaid Workers' Compensation Leave** Timesheet Code: WCX - Injured employees also have the option of not receiving a paycheck from the county and waiting on BWC wage benefits. However, the decision to go into a no-pay status may affect health care benefits. Should the BWC determine that the employee is eligible for disability payments, the BWC will issue retroactive disability payments to cover eligible periods where unpaid workers' compensation leave was used. Should the BWC determine that the employee is ineligible to receive disability, the employee will not receive any retroactive payment or reimbursement from the BWC or the County.

In addition, in the event that an FMLA eligible employee suffers lost time of three (3) days or more, the employee will be required to use their available FMLA time to cover up to the first twelve (12) weeks of lost time.



12.05 Alternative Work Program

Policy

On July 1, 2003, the County passed a Resolution adopting the Cuyahoga County Alternative Work Policy. The passage of this Resolution indicates that the County fully supports the provision of alternative work opportunities for employees who have been injured at work and are eligible for Workers' Compensation Benefits. Employees who have been injured may be able to work for a specific period of time in a modified form of their present job or at a different job assignment.

This policy only pertains to employees with County work related injuries who have been released by their physician for alternative work/light duty. The policy may also be limited based on individual departmental work needs at a particular time.

Procedure

- When an employee is injured, the County's MCO, 1-888-OHIOCOMP, will review the employee's medical records and discuss restrictions with the employee's physician (or review Medco-14 form from physician). The MCO will also make available Functional Job Analyses for certain positions for review by the physician. The MCO will then make recommendations on appropriate candidates. A Department may also make recommendations for appropriate candidates. Appropriate candidates will likely miss more than 7 calendar days of work.
- The employee must file a workers' compensation claim with the BWC and complete the County's accident report before being considered for alternative work. However, the County's initial allowance order does not have to be issued prior to participation in the program.
- The County Workers' Compensation Office will work in conjunction with Department management to determine whether there is an appropriate alternative position within the employee's department.
- The Department may object to the assignment if there are already two employees from the Department participating in this program.
- If a bargaining employee is involved, the union will be notified of the assignment. The employee will be notified of their right to union representation regarding the assignment.
- The employee will maintain their current rate of pay and their bargaining status will remain in force. Where possible, all efforts will be made to assign the employee to their regular shift.



- The County Workers' Compensation Office will inform the employee by certified mail in writing of the new assignment, reporting time and work hours. A copy of this letter will be sent to the union (if applicable), Human Resources, Department Director(s) and supervisor(s).
- An employee will be eligible for alternative work for up to sixty (60) calendar days. This initial sixty-day period may be extended by agreement between the Department and employee (or union if a bargaining employee). At no time may an alternative work assignment exceed one hundred twenty (120) days.
- For an employee to be allowed to return to their prior position, the employee must provide a full release from their physician, indicating that the employee can perform the essential functions of the position, with or without accommodation, or have been granted a reasonable accommodation under the ADA. (*See Section 4.07 of this Manual for more information on making a request for an ADA Accommodation.*)



12.06 Wage Continuation Program

The County Wage Continuation Program is an optional program available for employees who are injured at work and meet specific eligibility requirements. Under the Program, the employee will continue to receive their regular County wages as opposed to receiving workers' compensation disability benefits for up to sixty (60) calendar days while they are recovering from their injuries. The employee will also continue to receive their applicable benefits, including accrual of sick, vacation and retirement credit.

The program is entirely voluntary and the employee may opt out of the program at any time. The employee must meet all eligibility requirements and follow all mandated procedures to participate in the program. **The County reserves the right to make determinations on eligibility on a case by case basis.**

Eligibility

- Injury or occupational disease must be compensable under Workers' Compensation Laws of the State of Ohio;
- Employee must miss more than seven (7) calendar days of work;
- Employee must fill out a county accident report in accordance with Section 12.02 of this Manual;
- Employee must use a medical provider from either MetroHealth or OccuCenters facilities.
- Employee must fill out a Wage Continuation Form (available from Human Resources), and return it to the County Workers' Compensation Office within 72 hours of the injury/diagnosis. If employee is hospitalized, the employee must return the form within 72 hours of their discharge from the hospital. There will be no retroactive application to this program;
- Employee must submit FMLA paperwork to Human Resources and are required to use their FMLA leave. Employees who are not eligible for FMLA leave are not eligible to participate in this program; **and**
- Employee must agree to participate in alternative work if eligible. The employee's participation in the alternative work program shall be governed by the rules set forth in Section 12.05 of this Manual.

Procedure

- Upon receipt of the required forms, the Workers' Compensation Office will consult with the employee's supervisor and make a decision to either certify or reject the injury/occupational disease claim.
 - **Rejected** - the employee will not be eligible to participate in the program.
 - **Certified** - the Workers' Compensation Office will enroll the employee in the program.
 - **Certified, but later disallowed by the BWC** - the employee's participation in the program will be suspended until a final decision is issued on the claim. The employee will be required to use accumulated paid leave or FMLA leave during



this period of time if the employee has not been released by their doctor. If the employee does not have sufficient leave time to cover the absence, the employee may be placed on an extended unpaid sick/medical leave.

- If, after the appeals are exhausted, the claim is allowed, leave time used will be refunded.
- The employee's physician will be required to submit both a C-84 and Medco-14 along with an estimated return to work date to the Workers' Compensation Office. The Workers' Compensation Office will use these forms to determine the appropriateness of an alternative work assignment.
- Wage continuation may continue for a maximum of **sixty (60) calendar days** or until the employee's physician releases the employee to either full duty or alternative work, whichever is earlier.
 - The sixty-day limit applies to each injury (i.e., if an employee returns to work after forty-five (45) days of wage continuation, but later needs to be off work again for the same injury – the employee will only be authorized for fifteen (15) additional days of wage continuation. After a total of sixty (60) calendar days of wage continuation, the employee will not be eligible to participate in wage continuation for the same injury for the duration of the participant's service with the County.)
- If the employee is unable to return to work at the end of the sixty-day time period, he or she will be directed to seek benefits from the BWC. The employee will be required to continue on FMLA leave until exhausted.
- An employee may discontinue the program at any time. If the employee decides to opt out of the program, the employee may use his or her accumulated leave time and apply to use the standard Workers' Compensation Program. An employee who has opted out of the program may not opt back in at a later date.

Medical Treatment

- Employees in the program must use a medical provider from either MetroHealth or OccuCenters facilities. It is recommended that employees with less serious injuries use OccuCenter, and employees with more serious injuries use MetroHealth.
- Any employee who fails to fully comply with his or her treating physicians recommendations, including treatment, medication, therapy, vocational rehabilitation, and/or alternative/transitional work assignment, will be immediately removed from the program and will forfeit any future claim to program benefits. Missing appointments will be considered non-cooperation.
- Employees in the program who are working in an alternative work position will be granted paid leave time for medical or physical therapy appointments with their approved physician. The employee will be required to submit documentation of the appointment to their supervisor, including the time he or she arrived and left the appointment. Failure to submit appropriate documentation will result in the employee being charged with sick leave for the time away from work
- Employees in the wage continuation program who have returned to full duty will be granted up to two (2) hours of leave time per day for medical appointments related to



their work-related injury for up to one (1) year following their date of injury. The appointment must be with their approved physician under this program and the employee will be required to submit documentation in the manner described in the prior paragraph.

Prohibitions

- An employee is not eligible to use leave donation while participating in this program.
- Employees in the program shall only be paid for their regularly scheduled hours during the period of disability.
- Employees may not maintain any other employment while collecting wage continuation.
- In the event that the County finds that an employee who has received wage continuation has filed a fraudulent claim, the County reserves the right to discipline the employee pursuant to Section 13 of this Manual, up to and including removal, and to recoup the full worth of all wage and benefit payments rendered to the employee.

NOTE: The County reserves the right to modify the wage continuation program at any time.



Section 13:

EMPLOYEE CONDUCT POLICY

13.01 Guidelines for Appropriate Conduct

All County Employees are responsible for performing their jobs in a competent, professional manner and for conducting themselves, at all times, in a way that advances the goals of the County and increases public confidence in Cuyahoga County government. This requires County employees to exercise due care and regard for the safety and security of persons and property, and to refrain from behavior which might be harmful to the county's interests, or which violates or conflicts with the county policies and procedures.



13.02 Employee Dress/Appearance

County employees are required to dress in a manner appropriate for their position. Unless otherwise required by their position, employees are generally required to dress in a manner that is “business appropriate.”

Although it is not possible to compile a complete list of acceptable and unacceptable attire, employees should always strive to dress in a way that maintains a business appearance and promotes a positive image and level of professionalism.

Employees should be aware that their respective Departments may have additional rules and regulations or more specific guidelines regarding employee dress/appearance. In determining the appropriate dress standards for individual units, Department management should consider the following factors:

- The nature of the work performed by the unit;
- The likelihood of interaction with the public; and
- Consistency amongst similarly situated units.

Department management has the right to take corrective action when an employee is improperly dressed. An employee who is dressed inappropriately may be sent home to change his or her clothes and may be subject to further discipline under this Section. An employee who is sent home shall be required to use his or her own accumulated vacation, compensatory or exchange leave to cover the time that he or she is away from the worksite to change clothes. In the event the employee has no vacation, compensatory or exchange time, the employee will be placed in AWOL status for the time that he or she is away from the worksite.

Nothing in this policy is intended to abridge an employee’s rights relating to non-discrimination or to hinder the advancement of diversity at the County. The County will reasonably accommodate those employees whose bona fide religious belief or disability requires special attire (*see Section 4.08* for information regarding requests for religious accommodation; *see Section 4.07* for information regarding disability accommodation requests).



13.03 Employee Responsibility for County Property

Employees shall not abuse, neglect, waste or misappropriate County property. All employees are responsible for the proper care of any tools, materials, equipment or vehicles assigned for the performance of their jobs. No County tools, equipment, materials or vehicles shall be used for any purpose other than authorized work-related activities. No County tools, equipment or materials shall be taken from the worksite for any purpose unless specifically authorized by the employee's supervisor and/or management. Any violation of these requirements may subject an employee to discipline, up to and including removal.

Upon separation from County employment, employees must return to their Department Management all County-issued cell phones, pagers, computers, keys, uniforms, and other such equipment. In addition, employees must return their ID badges to Human Resources.



13.04 Recording of Conversations

The County has established the following guidelines for the recording of telephone conversations, office meetings and office conversations concerning County business. Any violation of this Section could result in disciplinary action, up to and including removal.

Telephone Conversations

County employees shall not record any telephone conversation involving the discussion of County business unless at least one of the following applies:

1. All parties first consent either verbally or in writing;
2. The party intending to record the conversation notified the other party – both at the beginning and at the end of the conversation – that the call is being recorded;
3. The Law Director or designee authorizes in writing an employee to record a telephone conversation without the other party's consent (e.g., in furtherance of a sexual harassment investigation); or
4. County management authorizes the recording of a telephone conversation as a standard course of business (e.g., all telephone calls to the 696-KIDS hotline are recorded).

Office Meetings and Conversations

County employees shall not record any internal office meetings, conversations, and/or any oral communication involving the discussion of matters pertaining to County business unless at least one of the following applies:

1. All parties first consent either verbally or in writing; or
2. The Law Director or designee authorizes in writing an employee to record a meeting/conversation without the other party's consent (e.g., in furtherance of a sexual harassment investigation).

An internal office meeting is defined as an assembly of two or more County employees for the purpose of discussing matters relating to the conduct of County business.

NOTE: This policy shall not apply to public meetings or any other meeting or forum involving the discussion of County business that is open to members of the general public, including, but not limited to, public hearings.



13.05 Workplace Search/Privacy Policy

NOTE: See Section 15.02 for information regarding the County's electronic equipment/e-mail privacy policies.

County management may question employees and/or inspect any personal property or any area from which the County conducts business, including any spaces, facilities and/or vehicles leased by the county, when there are **reasonable grounds** for suspecting that the search will reveal evidence of work-related misconduct, including, but not limited to:

- When management has a reasonable suspicion that a search/questioning is necessary to safeguard another employee's safety or property;
- When management has a reasonable suspicion that a search/questioning is necessary to safeguard a County customer or their property;
- To protect County property from destruction and/or theft;
- To investigate possible violations of County policy; or
- In furtherance of an internal workplace harassment/discrimination investigation.

County management will obtain authorization from either Human Resources or the Protective Services Division prior to conducting a workplace search.

NOTE: Employees who are without their County issued ID Badge may be required to submit to a search through the use of a metal detector. In addition, all County employees may periodically be required to submit to a search through the use of a metal detector.



13.06 Professional Licenses

Any County employee who is required as a condition of his or her employment to possess and maintain in good standing, a professional license (e.g., social worker license, license to practice law, etc.), shall immediately report any change in his or her licensure status to their Department Management (i.e., license revoked due to bad behavior or failure to renew). An employee who fails to promptly report any change in their licensure status may be subject to disciplinary action, up to and including removal.

13.07 Criminal Conviction

Pursuant to Section 5.05 of this Manual, all applicants for appointment to positions under the County are required to declare whether they have been previously convicted of certain crimes. Any employee that fails to disclose a previous criminal conviction or current arrest for one of the listed crimes on their application is subject to disciplinary action, up to and including removal for falsification of their application.

Any current County employee that is arrested for one of the following crimes must immediately report said arrest to Human Resources:

- Felonies (or under arrest for crime punishable as a felony);
- A crime involving dishonesty, fraud, or theft (e.g., forgery, burglary, robbery, credit card fraud, perjury, bribery, tax evasion);
- Crimes of moral turpitude (e.g., sex offenses, pandering, prostitution, importuning, public indecency);
- Crimes involving physical violence (e.g., assault, patient abuse or neglect); and
- Drug-related crimes (e.g., trafficking offenses, drug possession).

Any employee who fails to disclose the fact that he or she has been arrested for one of the above-described crimes is subject to disciplinary action, up to and including removal.

Conviction of a crime or a history of criminal convictions may constitute cause for disciplinary action. Determination of such action will be based on an analysis of the responsibilities of the position and the nature and time frame of the conviction.



13.08 Inappropriate Conduct / Grounds for Discipline

Inappropriate Conduct

In accordance with Ohio civil service laws, the County considers the following conduct to be inappropriate and grounds for disciplinary action:

Incompetency	Violation of County Policy and/or Procedure
Inefficiency	Violation of any Ohio Civil Service Law
Dishonesty	Failure of Good Behavior
Drunkness / Substance Abuse	Misfeasance
Immoral Conduct	Malfeasance
Insubordination	Nonfeasance
Discourteous Treatment of the Public	Felony Conviction
Neglect of Duty	

Examples of Inappropriate Conduct

The following examples of inappropriate conduct are provided to assist County management with administration of the Progressive Discipline Program. **The examples, however, are provided solely for illustration, and are NOT intended to be exhaustive or exclusive.**

MINOR INFRACTIONS:

The following is a non-exclusive list of examples of minor infractions:

Type of Conduct	Examples:
<i>Neglect of Duty / Inefficiency / Incompetency</i>	<ul style="list-style-type: none"> • Failing to follow call-in procedures for a single day of absence without approved leave. • Taking unauthorized or extended lunch or other breaks. • Being away from the worksite without permission or leaving work prior to the end of the shift without authorization. • Loafing, loitering, or failing to perform work in a prompt and efficient manner. • Reading material during regular work hours that is not job-related or authorized by management. • Conducting non-work related business while on County time.
<i>Violation of County Policy and/or Procedure</i>	<ul style="list-style-type: none"> • Abuse of County telephones for personal, local calls. • Using County equipment or property for other than its intended purpose (including, but not limited to, e-mail and Internet). • Failing to sign time sheets, properly register time or to punch time card. • Smoking on County owned or leased properties.
<i>Insubordination</i>	<ul style="list-style-type: none"> • Failing to follow supervisor's instructions or Departmental procedures.



MAJOR INFRACTIONS:

The following is a non-exclusive list of examples of major infractions:

Type of Conduct	Examples:
<i>Neglect of Duty / Inefficiency / Incompetency</i>	<ul style="list-style-type: none"> • Sleeping while on duty. • Leaving a post of continuous operation without authorization prior to the end of the shift or prior to proper relief. • Failing to follow call-in procedures for two consecutive days of absence without approved leave. • Failing to report for overtime after being scheduled to work overtime or refusing to work mandated (mandatory) overtime when assigned. • Failure to complete a legitimate job assignment.
<i>Violation of County Policy and/or Procedure</i>	<ul style="list-style-type: none"> • Abuse of County telephone for personal long distance calls.
<i>Discourteous Treatment of the Public</i>	<ul style="list-style-type: none"> • Failure to provide prompt, courteous service to the public.
<i>Failure of Good Behavior</i>	<ul style="list-style-type: none"> • Verbal abuse or profanity directed at a co-worker, supervisor, or the public. • Unauthorized sharing of confidential information about clients and/or employees. • Using another employee's confidential computer identification code without authorization or giving another's code to anyone to use.
<i>Insubordination</i>	<ul style="list-style-type: none"> • Refusing a legitimate job assignment or failing to perform a directive from a supervisor or management representative.

REMOVABLE INFRACTIONS:

The following is a non-exclusive list of examples of removable infractions:

Type of Conduct	Examples:
<i>Neglect of Duty / Inefficiency / Incompetency</i>	<ul style="list-style-type: none"> • Egregious, flagrant or willful neglect in the performance of assigned duties. • Disregarding safety or security regulations that results or would likely in serious physical harm or major property loss or damage. • Failing to follow call-in procedures for three consecutive days of absence without approved leave.
<i>Violation of County Policy and/or Procedure</i>	<ul style="list-style-type: none"> • Intentionally destroying County property or records without prior authorization.
<i>Dishonesty</i>	<ul style="list-style-type: none"> • Falsification of employment records or other County records in manual or automated systems, including falsification of stated reason for use of leave (e.g., abuse of sick leave or using sick leave for unauthorized purposes.)



	<ul style="list-style-type: none"> • Unauthorized punching, signing or altering other employee's time cards or timesheets • Unauthorized altering of one's own time card or sheet. • Making false claims or providing false information in investigations of workplace misconduct or accidents. • Making false claims or misrepresentations in an attempt to obtain any County benefit (e.g., health benefits, promotion, paid leave of absence, etc.).
<i>Felony Conviction</i>	<ul style="list-style-type: none"> • Conviction of a felony.
<i>Failure of Good Behavior</i>	<ul style="list-style-type: none"> • Soliciting or accepting a gratuity or bribe from anyone conducting business with the County or seeking to do business with the County. • Using obscene, abusive, or threatening language or gestures, or performing an act with intent to cause injury to another. • Striking or physically assaulting another person. • Fighting, except for self-defense. • Theft of property from co-workers, the County or others. • Unauthorized possession of a firearm, explosives, or other dangerous weapons on County property or while engaged in County business. • Performing an act which constitutes a felony under the laws of the United States, the State of Ohio or the jurisdiction in which the act was committed. • Making an unwelcome, uninvited sexual advance or request for a sexual favor, especially of a subordinate, a vendor or a customer, and/or touching someone else if it is unwelcome and uninvited. • Engaging in a pattern of behavior which creates a hostile, intimidating, or offensive work environment based on a protected characteristic.
<i>Drunkenness / Substance Abuse</i>	<ul style="list-style-type: none"> • Using alcoholic beverages on County property, or using alcoholic beverages while engaged in County business. • Possessing an open container of alcohol on County property or while engaged in County business. • Manufacturing, using, selling, or distributing alcohol or illicit drugs on County time or County property. • Refusal or failure to submit to a drug test as required. • Failing an alcohol or drug test in violation of the County's Fitness for Duty Policy.



Evaluation of Inappropriate Conduct

All inappropriate conduct shall be evaluated on a case by case basis, considering the following factors:

- 1) Level of disruption to County business.
- 2) Level of harm to the County's interests.
- 3) Level of damage to the public's trust and confidence in Cuyahoga County government.
- 4) The employee's position and the degree of responsibility inherent in that position (i.e., supervisory vs. non-supervisory positions). **Employees who occupy a supervisory or management position are held to a higher standard of conduct commensurate with the level of leadership required of them.**
- 5) Whether the employee's conduct is part of a continuing problem.
- 6) Whether the employee's conduct put a co-worker, vendor or customer's safety and/or security at risk.
- 7) Whether the employee's honesty and veracity is brought into question because of his or her conduct.
- 8) Whether there are extenuating or mitigating circumstances.
- 9) Whether the inappropriate factor involves a violation of the County's Code of Ethics (See Section 3.).



13.09 Progressive Discipline Program

Purpose

The County subscribes to a policy of progressive discipline. Progressive discipline is not intended to be punitive. Rather, the goal of this policy is to help the employee recognize and correct certain unacceptable behavior before it becomes serious enough, or frequent enough, to warrant termination of employment.

Application

The Progressive Discipline Program applies to:

- Regular full-time and part-time employees (bargaining and non-bargaining); and
- Promotion or transfer probationary employees.

The Progressive Discipline Program may not apply to:

- New-hire probationary employees;
- Interns; and
- Temporary or seasonal employees
- Any employee who commits an offense deemed to be “removable” pursuant to Section 13.08.

In the event of a conflict, Federal, State and Local laws, rules, and regulations take precedence over Progressive Discipline policies and procedures. In addition, in the event of a conflict, collective bargaining agreements take precedence over Progressive Discipline policies and procedures.

Relationship to Attendance Control Program

All attendance related discipline shall be administered in accordance with the Attendance Control Program (Section 14). Attendance related discipline, however, may be relevant under this Section as evidence of a continuing performance problem. In addition, failure to follow call in procedures is considered a Progressive Discipline offense and may be addressed separately from the related attendance control issue.

Procedure

When a management representative determines that an employee has conducted himself or herself in a manner that is deemed “inappropriate” under Section 13.08 of the Policies and Procedures Manual, the management representative shall consult with Human Resources to determine the appropriate action to take. If an investigation is necessary, Human Resources will work with the management representative to gather the necessary information regarding the inappropriate conduct.

If Human Resources determines that the facts of the case may justify the imposition of a suspension, demotion, or removal, Human Resources will have the management representative complete a request for Pre-Disciplinary Conference in accordance with Section 13.11 of this Manual.



Depending on the nature of the discipline that is ultimately issued, the employee will either be notified of the discipline by his or her supervisor or Human Resources.

NOTE: All finalized disciplinary actions are permanently placed in the employee's personnel file. **The disciplinary action, however, will only remain active for two (2) years for purposes of progressive discipline.** The two-year period shall be measured backward from the date of the subsequent offense to the date the prior discipline was imposed.

Types of Disciplinary Action

- **Written Reprimand** – The purpose of a written reprimand is to give an employee formal written notice that his or her conduct has been deemed to be inappropriate and of any action that may be necessary to correct said conduct. The written reprimand should also specify consequences if the employee does not correct his or her inappropriate conduct. If Human Resources determines that a written reprimand is appropriate pursuant to the Progressive Discipline Program, the supervisor or management representative shall prepare the written reprimand and submit it to Human Resources for review. Once approved by Human Resources, the supervisor or management representative will give the written reprimand to the employee. The written reprimand shall be signed by the supervisor or management representative, the employee and any third-party who witnessed the issuance of the written reprimand. The employee's signature is an acknowledgement of receipt of the form, not agreement with its contents. The original written reprimand shall be sent to Human Resources to be placed in the employee's personnel file, with copies to the employee and the employee's direct supervisor.
- **Suspension** - A suspension is a forced unpaid leave of absence from employment with the County. The County may require an employee who is suspended to report to work to serve the suspension. An employee serving a suspension in this manner shall continue to be compensated at the employee's regular rate of pay for hours worked. The disciplinary action shall be recorded in the employee's personnel file and has the same effect as a suspension without pay for the purpose of recording disciplinary actions.
- **Reduction** - See Section 5.15.
- **Demotion** - See Section 5.14.
- **Removal** – See Section 5.17.



NOTE: At the sole discretion of the Director of Human Resources or designee, an employee may be temporarily placed on paid administrative leave when the employee's inappropriate behavior is so serious that immediate removal from the workplace is necessary. This may be necessary because the employee's actions indicate that remaining on the job or returning to the job may be detrimental to the employee, co-workers, customers or the County. The employee will be required to leave County property pending an investigation into the employee's behavior. Examples of behavior that may require a placement on paid administrative leave include, but are not limited to, the "Removable Offenses" set forth in Section 13.08 of this Manual. Employees who are placed on paid administrative leave shall be prepared to return to work each day on leave and are required to call Human Resources prior to their regular starting time each day to determine whether they should return to work that day.



13.10 Conduct/Performance Improvement Measures

The utilization of the measures described below can oftentimes help an employee improve his or her performance or conduct without having to initiate formal disciplinary procedures. Their purpose is to establish an understanding of the issues, exchange information, and establish job expectations. If the employee's performance or conduct does not improve, however, the supervisor shall initiate disciplinary proceedings in accordance with Section 13.09 of this Manual.

Management is strongly encouraged to consult with Human Resources prior to making use of the following measures:

NOTE: The following measures are NOT considered disciplinary action for purposes of the Progressive Discipline Program. These measures, however, may be mandated in conjunction with disciplinary action under the Progressive Discipline Program. An employee's failure to fulfill a mandate pursuant to this section constitutes insubordination and may subject the employee to disciplinary action. For example, an employee that is being suspended for inappropriate conduct may also receive a mandatory referral to the Employee Assistance Program as part of the disciplinary order. The employee's failure to fulfill the mandated referral would subject them to further disciplinary action for insubordination.

Verbal Counseling

Verbal counseling involves a private meeting between supervisor and employee, whereby the employee is informed in detail of his or her conduct that the supervisor has deemed inappropriate and of any action that may be necessary to correct said conduct. The supervisor shall create a document detailing the reasons for and outcomes of the counseling. The supervisor and the employee shall sign the document. The supervisor shall retain the original and the employee shall receive a copy of the document. The employee's signature is an acknowledgement of receipt of the form, not agreement with its contents.

NOTE: "Verbal counseling" may also be referred to as "oral counseling" or "coaching".

Performance Improvement Plan ("PIP")

A performance improvement plan is a formal process used by supervisors to help employees improve performance or modify behavior. The performance improvement plan, or PIP, as it is often called, identifies performance and/or behavioral issues that need to be corrected and creates a written plan of action to guide the improvement and/or corrective action. A PIP may be used in conjunction with a verbal counseling, a disciplinary action or a poor performance review.

Fundamentally, a PIP is a structured communication tool designed to facilitate constructive discussion between the employee and the supervisor. An effective PIP will:



- Consider the employee’s input;
- Specifically identify the performance to be improved or behavior to be corrected;
- Provide **reasonable and clear expectations** about the work to be performed or behavior that must change;
- Identify the support and resources available to help the employee make the required improvements;
- Establish a plan for reviewing the employee’s progress and providing feedback to the employee for the duration of the PIP; and
- Specify consequences if performance standards as identified in the PIP are not met.

NOTE: A “performance improvement plan” may also be referred to as a “corrective action plan or “CAP”.

Training

In an effort to further the professional development of its employees, the County will frequently offer a wide variety of training opportunities for its employees. Examples of the types of training that may be offered includes:

- Computer skills;
- Management/leadership training;
- Professionalism and business etiquette;
- Conflict management/resolution;
- Problem solving;
- Effective communication; and
- Project management.

Attendance at training sessions can be mandated by County management. An employee that fails to attend a mandated training session will be subject to disciplinary action, up to and including termination of employment.

Please contact Human Resources or refer to the County Intranet for more information regarding training opportunities.

Management Referral to Employee Assistance Program

Under certain circumstances, the County may deem it necessary to request that an employee seek assistance through the County’s Employee Assistance Program (EAP) (*See Section 7.03*). An employee who receives a management EAP referral will be treated in the same manner as an employee who voluntarily seeks assistance through the EAP except that the employee’s attendance, motivation level, and willingness to follow recommendations will be reported back to County management by the EAP administrator.



13.11 Pre-Disciplinary Conference (PDC)

If Human Resources determines that the severity of the employee's conduct may justify imposition of a suspension, demotion or removal, Human Resources will prepare a Notice of Pre-Disciplinary Conference for issuance to the employee.

At any point prior to the PDC, the employee may choose to waive his or her opportunity to have a PDC. Attendance at the PDC is mandatory unless waived. Upon written request, the presiding Human Resources' official may grant the employee a reasonable continuance, if necessary.

The following rules of procedure shall apply to the PDC:

- a) The employee may present oral and/or written statements, testimony, documents etc., in response to each allegation of inappropriate conduct.
- b) The employee may choose to have one additional person (other than a subordinate employee) accompany them to the PDC as an observer. The observer shall not be permitted to speak on the employee's behalf. It is the employee's responsibility to notify their chosen observer that their attendance is desired.
- c) If the employee is a member of a union, he or she may be accompanied by a union representative in accordance with the applicable collective bargaining agreement. It is the employee's responsibility to notify the union representative that their attendance is desired.
- d) The County reserves the right to record the PDC. The employee has no right to record the PDC, unless otherwise authorized in their collective bargaining agreement.

13.12 Appeals

The Cuyahoga County Charter provides non-bargaining employees an appeals process for certain disciplinary action through the HRC. Revised Code Section 124.34 sets forth the specific types of discipline that may be appealed and outlines the procedures for filing an appeal with the HRC.

NOTE: Certain progressive discipline decisions may be appealed in accordance with the complaint process set forth in Section 17.03.



Section 14:

ATTENDANCE CONTROL PLAN

14.01 Purpose

Absenteeism and tardiness represent two of the most serious problems in county government. Absenteeism and tardiness disrupt work schedules, cause unnecessary overtime, and place an unfair burden on responsible employees and supervisors. The purpose of the Attendance Control Plan is to increase productivity and employee morale through the systematic reduction of employee absenteeism and tardiness.

14.02 AWOL (Absent Without Official Leave)

AWOL occurs when an employee is away from his or her scheduled place of work or is tardy for reasons other than authorized leave. AWOL and tardiness are work rule violations.

The mere procurement of a physician's statement will not prevent the accumulation of AWOL hours, unless the absence is covered by approved leave.



14.03 Attendance Control Plan

Attendance control is administered separately from the Progressive Discipline Program in Section 13.09. **Failure to follow departmental call-in procedures, however, is considered a separate offense which may be addressed under the Progressive Discipline Program in Section 13.09.**

NOTE: An employee may receive separate disciplinary action for a failure to follow call-in procedures and for AWOL arising out of the same incident. For example, if an employee fails to follow call in procedures for a single day of absence without approved leave, the employee would be subject to discipline for a “minor infraction” under Section 13.08 and would also receive eight (8) hours of AWOL time pursuant to the Attendance Control Plan.

The Attendance Control Plan shall be administered as follows:

Stage 1

If the employee accumulates ten (10) or more hours of AWOL in a two-year period, the employee shall receive an **AWOL Written Reprimand**. The supervisor and employee shall sign the AWOL Written Reprimand and the original shall be sent to Human Resources to be placed in the employee’s personnel file, with a copy to the employee.

Stage 2

If the employee accumulates ten (10) or more hours of AWOL in the two-year period after the date of the issuance of their Stage 1 AWOL Written Reprimand, the employee shall be subject to a **three-day suspension**.

Stage 3

If the employee accumulates sixteen (16) or more hours of AWOL in the two-year period after the third day of their Stage 2 three-day suspension, the employee shall be subject to **removal**.

Attendance Control Plan Summary Chart

	AWOL ACCUMULATION	DISCIPLINE
STAGE 1	10 hours in a 2-year period	Written Reprimand
STAGE 2	10 additional hours in the two-year period after the date of the issuance of their Stage 1 AWOL Written Reprimand	3-day Suspension
STAGE 3	16 additional hours in the two-year period after the third day of their Stage 2 three-day suspension	Removal



14.04 Appeals

The Cuyahoga County Charter provides non-bargaining employees an appeals process for certain disciplinary action through the HRC. Revised Code Section 124.34 sets forth the specific types of discipline that may be appealed.

NOTE: Certain progressive discipline decisions may be appealed in accordance with the complaint process set forth in Section 17.03.



Section 15:
**ELECTRONIC EQUIPMENT AND
COMMUNICATIONS**

15.01 Electronic Equipment and Communications Policy

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, World Wide Web browsing, FTP, cellular telephones, and “smart phones” are the property of Cuyahoga County. These systems are to be used for business purposes in serving the interests of the County, the public and agency customers in the course of normal operations. Access and use of County provided communication equipment and services are provided at the discretion of the County and may be revoked at will.

Effective security is a team effort involving the participation and support of every Cuyahoga County employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

The purpose of this policy is to outline the acceptable use of electronic equipment at Cuyahoga County. These rules are in place to protect the employee and Cuyahoga County. Inappropriate use exposes Cuyahoga County to risks including virus attacks, compromise of network systems, data, services, and legal liability issues.

This policy applies to employees, contractors, consultants, temporaries, and other workers at Cuyahoga County, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Cuyahoga County.



15.02 Privacy Expectations

County employees do not have a right, nor should they have an expectation, of privacy while using any County electronic equipment at any time, including accessing the Internet and/or using County owned/provided e-mail. By using County electronic equipment, County employees make express agreement to consent to disclose the contents of any type of information maintained on or passed through County electronic equipment. **In addition, any record created by an employee when using County electronic equipment (e.g., e-mail record, internet usage history), is generally considered a public record subject to disclosure upon request.**

By using County electronic equipment, consent to monitoring and recording is implied with or without cause, including, but not limited to, accessing the Internet and using County owned/provided e-mail. Any use of County communication resources is made with the understanding that such use is generally not secure, is not private, and is not anonymous.

All County provided electronic equipment, and its contents, may be monitored and inspected at any time without prior notice. Electronic communications may be disclosed within a Department to those who have a need to know in the performance of their duties. Department Directors, system managers, and supervisors may access any electronic communications at any time.



15.03 Security and Proprietary Information

The following guidelines are designed to protect County employees, partners and the public from illegal or damaging actions by individuals, either knowingly or unknowingly:

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly, user level passwords should be changed every six months.
2. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for Win2K users) when the host will be unattended.
3. Use encryption of information in compliance with Information Services Center's Acceptable Encryption Use policy. This policy may be found at:
http://10.4.1.23/ccisc/pdf/policies/ISCSecurityPolicyProcedures_0309.pdf
4. Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with good judgment and best practices in protecting county owned equipment.
5. Postings by employees from a Cuyahoga County email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Cuyahoga County, unless posting is in the course of business duties.
6. All hosts used by the employee that are connected to the Cuyahoga County Internet/Intranet/Extranet, whether owned by the employee or Cuyahoga County, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.
7. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.



15.04 Prohibited Uses of Electronic Equipment and Communications

Prohibited use of County equipment and/or electronic communications may subject the violator to disciplinary action, up to and including removal. Prohibited usage may also expose the violator to criminal prosecution. Examples of prohibited uses of electronic equipment and communication are:

NOTE: Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services.)

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Cuyahoga County.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Cuyahoga County or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Sharing or revealing your account password to others or allowing use of your account by others. This includes friends, family and other household members when work is being done at home.
6. Using a Cuyahoga County computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any Cuyahoga County account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.



10. Port scanning or security scanning is expressly prohibited unless prior notification to the Research and Security Department is completed.
11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, Cuyahoga County employees to parties outside Cuyahoga County.
16. Accessing inappropriate websites (e.g., pornography, gambling, etc.).

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Cuyahoga County's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Cuyahoga County or connected via Cuyahoga County's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Weblogs ("Blogging")

1. Blogging by employees using Cuyahoga County's equipment or systems is subject to the terms and restrictions set forth in this Policy. Use of Cuyahoga County's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Cuyahoga County's policy, is not detrimental to Cuyahoga County's best interests, and does not interfere with an employee's regular work duties. Blogging from Cuyahoga County's systems is subject to monitoring.
2. Cuyahoga County's Information Sensitivity policy also applies to blogging. As such, employees are prohibited from revealing any Cuyahoga County confidential or proprietary information, trade secrets or any other material covered by Cuyahoga County's Information Sensitivity policy when engaged in blogging.
3. Employees are prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Cuyahoga County's Non-Discrimination and Anti-Harassment policy.



4. Employees may also not attribute personal statements, opinions or beliefs to Cuyahoga County when engaged in blogging from Cuyahoga County systems. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Cuyahoga County. Employees assume any and all risk associated with blogging, to include legal liability. Employees may blog freely from their home personal computers or other access outlets assuming legal liability at their own risk.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Cuyahoga County's trademarks, logos and any other Cuyahoga County intellectual property may not be used in connection with any blogging activity



Section 16: **TRAVEL / DRIVING ON COUNTY BUSINESS**

16.01 Traveling on County Business

Employees may be required to travel on County business in conjunction with their normal job assignments or in order to fulfill a special departmental need. Any decision to travel must be made in accordance with the policies and procedures set forth in the Cuyahoga County Travel Policy. An employee may be denied reimbursement for their travel expenses and may be subject to discipline, up to and including removal, if they fail to follow the policies and procedures set forth in the Cuyahoga County Travel Policy. **A copy of the Cuyahoga County Travel Policy is available on the County intranet. A copy may also be obtained by contacting Human Resources.**

County employees who are required to travel are responsible for conducting themselves, at all times, in a manner that advances the goals of the County and increases public confidence in County government. This requires County employees to refrain from behavior that might be harmful to the County's interests, or which violates or conflicts with County policies, practices and/or procedures. County employees shall exercise good judgment while traveling on County business and shall observe all of the County's rules while traveling, including, but not limited to rules regarding:

- Personal appearance (Section 13.02);
- Alcohol and drug use (Section 7.01); and
- Sexual or other workplace harassment (Section 4.03).

Any failure to adhere to these requirements constitutes an infraction of the County Discipline Policy (Section 13), which may result in disciplinary action, up to and including removal from County employment.



16.02 Safety Belt Usage

The County recognizes that safety belts are an important item of personal protective equipment and that safety belts save lives and reduce the severity of injuries to those who wear them. It is the County's commitment to do everything reasonable to prevent injuries to employees and damage to property and to protect the County, its employees and the general public from the results of vehicle accidents.

This policy applies to all County employees and to all occupants of vehicles driven by employees on County business. Occupants shall use safety belts in all vehicles driven on County business (whether County owned or privately owned vehicles). It is especially important that all employees demonstrate their commitment to and support of this policy by their strict adherence to it.

Any employee who is cited by a law enforcement agency for not wearing a safety belt will be responsible for any fines or other actions that may result as part of the citation. Employees who violate this policy may be subject to disciplinary action, up to and including removal.



16.03 Driving on County Business / Use of County Fleet Vehicles

Every employee who drives or operates a County fleet vehicle at any time, or who operates any motor vehicle (i.e., employee's personal vehicle, rental vehicle) on, or in the course of County business must strictly adhere to the following requirements:

- The employee must have and maintain at all times, without interruption, a **valid driver's license** and the minimum **automobile insurance coverage** required by Ohio law. Employees are solely responsible to make sure that their licenses and automobile insurance are properly renewed/maintained.
- Employees are responsible to make sure that the **Ohio Bureau of Motor Vehicles (BMV) has the employee's correct mailing address**. Employees can notify the BMV of an address change by visiting the BMV website (<http://www.ohiobmv.com/>). If the BMV sends notification of a license suspension or other mailing to the address in its records, the employee is deemed to be properly notified and held responsible for having knowledge of the suspension or other matter.
- If the employee's **driver's license and/or insurance is expired, suspended, revoked, or otherwise invalid**, the employee shall **immediately report** this fact to their immediate supervisor, and **immediately stop driving** on, or in the course of County business. The employee's Department Director, with the concurrence of the Director of Human Resources, may allow the employee to resume driving on, or in the course of County business upon the employee providing acceptable proof of insurance coverage and driver's license (or appropriate occupational driving privileges granted by a court of competent jurisdiction). Other conditions may be imposed as appropriate in light of the circumstances of each individual case.

NOTE: Driving records are public information. County management has the authority and does conduct **routine inspections** of the driving records of its employees. Employees who are required to drive on, or in the course of County business are encouraged to periodically visit the Ohio BMV website (<http://www.ohiobmv.com>) to monitor the status of their license.

- All occupants (including non-employees) of any motor vehicle being used on, or in the course of County business are required to wear a **safety belt** at all times.
- Employees who are required to transport children on, or in the course of County business must follow all applicable Ohio laws regarding the use of **car seats** or other restraints.
- Employees must follow all **traffic laws and parking regulations**. Employees are solely responsible for the cost of any driving/moving infraction/violation, parking



tickets, impound charges, towing charges, and/or storage charges incurred while driving a County fleet vehicle or any vehicle on, or in the course of County business.

- The use of **alcohol** and/or other **controlled substances** – including a prescription or over the counter medication, which may temporarily render an employee unable to operate a vehicle safely – is strictly prohibited.
- An employee involved in a **motor vehicle accident** must strictly adhere to the vehicle accident reporting requirements set forth in Section 16.04 of this Manual.

NOTE: It is strongly recommended that an employee operating a vehicle pull to a safe location and park the vehicle **before** using a cell phone. It should also be noted that several municipalities strictly prohibit the use of a cell phone while driving.

Use of County Fleet Vehicle

Immediately upon becoming aware of the need for the use of a County fleet vehicle, a County employee should contact the Fleet Services Department at (216) 443-8952 to determine if a vehicle is available on their travel date. If a vehicle is available, the employee should submit a Vehicle Request Form to the Fleet Services Garage via facsimile at (216) 443-7806.

A County employee that operates a County fleet vehicle must adhere to the following additional requirements:

- **Personal use** of a fleet/pool vehicle is strictly prohibited.
- Fleet/pool vehicles may only be used during the **employee's regular working hours** or as approved by the employee's department management.
- Fleet/pool vehicles shall only be **operated by County employees**.
- **Non-County employees** shall not travel in a fleet/pool vehicle unless specifically authorized by the employee's department management.
- **Smoking** is strictly prohibited inside a fleet/pool vehicle.
- Employees must comply with the Cuyahoga County **Vehicle Idling** Policy. A copy of the Idling Policy can be obtained by contacting the Fleet Services Department or by logging onto the County intranet.
- Fleet/pool vehicles may not be driven **out-of-state** without prior approval by the County.
- Fleet/pool vehicles may never be driven **out of the country**.
- Fleet/pool vehicles and keys must be **returned** by the specific date and time given and in the condition that they were received.



Use of Personal Vehicle

A County employee who is required to drive or operate their personal vehicle on, or in the course of County business must adhere to the following additional requirements:

- The employee's personal vehicle's **automobile registration** must be current. If the employee's personal vehicle's automobile registration expires or is otherwise invalid, the employee must immediately notify his or her supervisor and immediately stop driving in the course of County business. The employee's Department Director, with the concurrence of the Director of Human Resources, may allow the employee to resume driving their personal vehicle on, or in the course of County business upon the employee providing acceptable proof of valid automobile registration.
- An employee on, or in the course of County business **may not be transported by a non-County employee unless approved by the employee's supervisor.**
- Every employee who submits a **Travel Expense Report** for operating a personal vehicle on, or in the course of County business, certifies that he or she has a valid driver's license, vehicle registration, financial responsibility (insurance), and personally operated the vehicle for which the travel expense is claimed.
- The employee must maintain the vehicle in a **good and safe operating condition.**

Employees who are required to drive their personal vehicle on, or in the course of County business should refer to the policies and procedures set forth in the Cuyahoga County Travel Policy for information regarding mileage and parking reimbursement. A copy of the Cuyahoga County Travel Policy is available on the County intranet. A copy may also be obtained by contacting Human Resources. **Any failure to conform to the requirement set forth in this Section constitutes an infraction of the County Discipline Policy (Section 13), which may result in disciplinary action, up to and including removal from County employment.**



16.04 Vehicle Accident Reporting Procedure

For purposes of this Section, a “vehicle accident” is an accident that results in property damage and/or physical injuries to any parties involved in the accident.

Employee Duties

An employee involved in a vehicle accident either, (1) occurring in the course of County business in a private/rental vehicle, or (2) occurring in a County vehicle at any time, **must** follow the following steps:

- 1) Remain at the accident site unless it is necessary to immediately go to hospital.**
- 2) Contact the appropriate authorities (i.e., dial 911).**
- 3) Contact County Protective Services at 216-443-2141 or 1-888-814-3578.**
- 4) Contact their immediate supervisor.**

After such accidents, the County employee may be required to submit to an alcohol and drug test depending on the circumstances. (See Section 7.04 for more information on County drug/alcohol testing policies and procedures.) Therefore, the employee shall remain at the accident site until they receive further instruction from either their supervisor, Protective Services or the Fitness for Duty Coordinator.

NOTE: An employee who is incapacitated and/or transported by EMS to the hospital as a result of a vehicle accident shall contact their immediate supervisor as soon as practicable.

Supervisor Duties

Upon receipt of notification of a vehicle accident involving a County employee, the supervisor shall immediately notify County Protective Services (216-443-2141).

Any failure to conform to the requirement set forth in this Section constitutes an infraction of the County Discipline Policy (Section 13), which may result in disciplinary action, up to and including removal from County employment.



Section 17:

EMPLOYEE COMPLAINT PROCEDURES

17.01 **Equal Employment Opportunity Complaints**

See Section 4.05 for information regarding the Equal Employment Opportunity Complaint procedure.

17.02 **Fair Labor Standards Act (FLSA) Complaints**

Non-bargaining employees shall use the following complaint procedure for disputes regarding alleged violations of the FLSA (*see* Section 6.01). Employees covered by a collective bargaining agreement shall use the grievance procedure outlined in their agreement.

An employee who has been designated by the County as being exempt from receiving overtime and/or compensatory time may file a written complaint if he or she believe that:

- He or she has been improperly designated as an exempt employee; **or**
- His or her paycheck has been improperly docked.

The written complaint should outline why the employee should not be considered exempt or the specific dates, amounts and circumstance regarding when the alleged improper docking occurred. This written complaint should be submitted to the County Human Resources Director for review.

Upon receipt of the complaint, the Human Resources Director or designee will investigate the allegation. After review, if the employee has been improperly designated or docked, the County will re-designate, reimburse and/or correct the wages of the employee. The decision issued pursuant to this section will be the final decision of the County.



17.03 General Complaints

Policy

For all complaints not involving equal employment or FLSA issues, County employees are encouraged to make every reasonable effort to resolve such complaints with his or her immediate supervisor. If the complaint cannot be resolved informally, employees may file a County General Complaint pursuant to the procedure outlined in this Section.

Limitations

Certain issues are not subject to the County General Complaint Procedure. Examples include, but are not limited to:

- Administration of disciplinary action that entitles the employee to a right of appeal to the HRC;
- Removals, reductions or demotions during the new-hire probationary period;
- Collective bargaining issues (bargaining unit employees should refer to the grievance process set forth in their collective bargaining agreement);
- Position audit results;
- Temporary transfers of thirty (30) days or less;
- Layoffs;
- Disability separation decisions
- Performance evaluations; and
- Decisions based on fitness for duty examinations.

Procedure

STEP 1: WRITTEN COMPLAINT TO DIRECTOR

- Employees wishing to file a complaint under this Section shall document his or her complaint in writing and submit it to his or her Department Director within ten (10) working days of the event upon which the complaint is based. **The complaint must specifically state the remedy the employee is seeking.**
- The Department Director and/or designee will investigate the complaint and/or discuss the issue with the employee.
- The Department Director will issue a written response within a reasonable period of time, generally not to exceed thirty (30) calendar days.

STEP 2: APPEAL TO DIRECTOR OF HUMAN RESOURCES

- If the employee is not satisfied with his or her Department Director's response, the employee may request review by the Director of Human Resources.
- The employee shall send his or her original complaint and the Department Director's response to the Director of Human Resources within ten (10) working days of receipt of the Department Director's response.
- The Director of Human Resources and/or designee will investigate the complaint and/or discuss the issue with the employee.



- The Director of Human Resources and/or designee will issue a written response to the complaint within a reasonable period of time, generally not to exceed thirty (30) calendar days.

STEP 3: APPEAL TO THE COUNTY EXECUTIVE/DESIGNEE

- If the employee is not satisfied with the response submitted by the Director of Human Resources, the employee may request review by the County Executive/Designee.
- The employee shall send their original complaint and both prior responses to the County Administrator within ten (10) working days of receipt of the Director of Human Resources' response.
- The County Executive and/or designee will investigate the complaint and/or discuss the issue with the employee.
- The County Executive or designee will render a final decision on the appeal within a reasonable period of time, generally not to exceed forty-five (45) calendar days.



Section 18: **RECORDS MANAGEMENT**

18.01 Confidential Information

The County prohibits the release of confidential information, which consists of any information that is required by state or federal law or state or federal administrative rule to be kept confidential.

In addition, some information is specifically exempt from public inspection and copying under state public records law but is not required to be kept confidential. Release of such information is permitted only by any of the County's designated public records managers, and release of such information by anyone else is a violation of this section.

An employee who violates this section may be subject to disciplinary action, up to and including removal.

18.02 Compliance with Records Retention Schedule

Each Department has established a policy to ensure that all County records are retained in compliance with all known local, state, and federal laws and regulations, all Ohio Historical Society requirements, and the internal operating needs of the County. Before disposing of any County records, employees must determine whether the disposal is in accordance with the applicable Records Retention Policy adopted by the employee's Department.

An employee should contact his or her Department's designated public records manager with any questions regarding records retention.



18.03 Personnel Records

A personnel file on each employee is kept in the Human Resources Department's office. It contains information regarding training, experience, and employment as well as the work history of the employee with the County. An employee shall have the right to inspect his or her personnel file provided reasonable notification is given to the Human Resources Department.

It is the responsibility of the employee to immediately notify the Human Resources Department of any changes in address, telephone number, emergency information, name change and marital status. Employees are required to have a current permanent residence address and contact number on file at all times with the Human Resources Department. Post Office boxes are not sufficient for this purpose. Name and marital status changes require legal documentation (e.g., marriage certificate, divorce decree, etc.), which will also be provided to the Personnel and Benefits Divisions.

18.04 Electronic Mail Records

Employees using electronic mail in the normal course of the County's business are responsible for adhering to the rules established for electronic mail (see Section 15). Electronic mail is to be used judiciously as such for conducting the business of the County. The use of e-mail for improper purposes, such as intimidation, harassment, non-County business, etc., may subject the employee to disciplinary action, up to and including removal.

There is no expectation of privacy for County owned/provided e-mail accounts. The County, without notice to employees, reserves the right to routinely and randomly monitor and/or access any employee's County owned/provided e-mail account. In addition, any record created or received by an employee when using County owned/provided e-mail accounts is generally considered a public record subject to disclosure upon request.

NOTE: See Section 15 for more information on the County's Electronic Equipment and Communications Policy.

All e-mail sent or received through County owned/provided e-mail accounts is the property of Cuyahoga County.

The County has established a policy that electronic mail messages are records of the County and that they are subject to all established rules concerning records retention and management. The deletion of e-mail messages shall be done in accordance with the applicable Records Retention Policy adopted by the County.



18.05 Complying with Requests to Inspect and Copy County Records

In cooperation with the County's designated public records managers, all County employees shall maintain public records so that they are readily available for inspection and copying and shall make public records available for inspection and provide copies of public records in accordance with the County's Public Records Policy, which is as follows:

Public Records Policy of Cuyahoga County, Ohio

Chapter 1: Rationale

Believing that open government leads to a better-informed citizenry, greater public participation in government, better government, better public policy, and more effective use of public resources, the County Council establishes this Public Records Policy to insure the preservation and public accessibility of records relating to all functions of Cuyahoga County government. Cuyahoga County's policy in all of its functions is to strictly adhere to all of its obligations under Ohio's Public Records Law and to exceed those obligations whenever it is practical and makes sense to do so.

Chapter 2: Definitions

Section 2.1: "Committee" shall include subcommittees.

Section 2.2: "Public office" includes the following:

- (A) the office of the County Executive
- (B) the Cuyahoga County Council, including all of its committees
- (C) all departments, divisions, offices, or other organized bodies operating under the administration of the County Executive,
- (D) the Cuyahoga County Prosecuting Attorney,
- (E) all Boards, Commissions, and Advisory Councils to which the County Executive and/or the County Council appoint at least a majority of its members,
- (F) all Boards, Commissions, Advisory Councils and any similar body created by the Cuyahoga County Charter, the County Council, and/or the County Executive.

Section 2.3: As used in Section 2.2, a "similar body" must be formally organized, be on-going, and be involved in making or advising on public policy decisions.

Section 2.4: "Public record" includes any document, device, or item, regardless of physical form or characteristic, including electronic records, created or received by or coming under the jurisdiction of any public office, which serves to document the organization, functions, policies,



decisions, procedures, operation, or other activities of the office. All records which meet this definition are public records, unless exempted under section 149.43 of the Ohio Revised Code.

Section 2.5: "Electronic record" includes prepared documents such as word processing documents, spreadsheets, and graphic presentations as well as written electronic communications, including but not limited to electronic mail and text messages.

Chapter 3: Scope of Ordinance

Section 3.1: Applicability

This ordinance is hereby adopted as the public records policy, required under Section 149.43 of the Ohio Revised Code, for every public office in Cuyahoga County government, as public office is defined in Section 2.2 of this ordinance, over which the Cuyahoga County Council has legislative authority.

Chapter 4: County Records Commission

Section 4.1: Creation of County Records Commission

There is hereby created, the County Records Commission, which shall succeed and replace the current County Records Commission. The County Records Commission shall consist of the County Executive, who shall serve as chairperson, the President of County Council, the Prosecuting Attorney, the Fiscal Officer, and the Clerk of Court of Common Pleas.

Section 4.2: Appointment of Designees

Each member of the County Records Commission shall appoint one designee, an employee of his/her office who is knowledgeable about the maintenance of public records, who shall attend meetings of the County Records Commission whenever the member is unable to do so.

Section 4.3: Powers and Duties of County Records Commission

The County Records Commission shall have all the powers and perform all the duties of County Records Commissions provided for in Section 149.38 of the Ohio Revised Code, including, but not limited to, the power to recommend applications for one-time disposal of records or proposed records retention schedules to the Ohio Historical Society.

Section 4.4: Rules and Procedures of the County Records Commission

The County Records Commission shall adopt its own rules and procedures, which shall be consistent with Section 149.38 of the Ohio Revised Code. Until such time as the County Records Commission adopts such rules, it shall operate under the rules of the prior County Records Commission that existed prior to the enactment of this ordinance.

Section 4.5: Meetings of the County Records Commission

The County Records Commission shall meet at the call of the chair as often as needed to respond to proposed records retention schedules and proposed one-time disposals of records, but shall meet a minimum of once every six (6) months.



Section 4.6: Within sixty (60) days after receiving a request for one-time disposal of records or a proposed records retention schedule from any office, the County Records Commission shall either approve the request and send it to the Ohio Historical Society for its consideration or return the request disapproved to the office that submitted it with a letter stating the reasons for disapproval.

Chapter 5: Public Records

Section 5.1: Maintenance of Public Records

All public offices within the scope of this ordinance shall organize and maintain all their public records so that they are readily available for inspection and copying in accordance with the Ohio Public Records Law and the Public Records Policy of Cuyahoga County.

Section 5.2: Maintenance of Electronic Mail

All electronic mail sent or received through the Cuyahoga County Information Services Center shall be the property of Cuyahoga County. The necessity to maintain electronic mail as public records shall depend on the content of the records, not on the medium in which it is kept. It shall be the responsibility of the public records managers and each individual user to insure that electronic mail is maintained in accordance with the records retention schedule for each office, and that records which must be kept for an extended length of time will not be placed in files where they will be automatically deleted.

Each person covered by this ordinance shall also insure that all public record electronic mail sent or received outside of the County Information Service Center system are maintained so that they are readily available for inspection and copying in accordance with the records retention schedule for each office.

Section 5.3: Designation of Countywide Public Records Manager

The County Archivist is hereby designated as the Countywide Public Records Manager and shall do the following:

- (A) Manage the public records of Cuyahoga County to insure that they are organized so as to be readily available to the public for inspection and copying and are maintained and disposed of in accordance with the records retention schedules of the various offices within Cuyahoga County government.
- (B) Assist the public records managers of the various public offices in Cuyahoga County in implementing a sound and consistent countywide public records process in accordance with this ordinance.
- (C) Assist the public offices within the scope of this ordinance in preparing and updating public records retention schedules.

Section 5.4: Designation of Deputy Countywide Public Records Manager

The County Executive shall designate one employee of the executive office staff as Deputy County Public Records Manager, who shall do the following:

- (A) Assist the Countywide Public Records Manager in the performance of his/her duties;
- (B) Maintain the public records request log provided for in Section 6.5 of this ordinance;



- (C) Work with each public office to determine what kinds of public records requests are received by that office that relate to personal or business matters, rather than governmental operations, and are not required to be included in the public records request log;
- (D) Provide a copy of Cuyahoga County's Public Records policy to each public records manager and obtain a written acknowledgement from each records manager that the policy was received; and
- (E) Serve as the public records manager for the County Executive's office.

Section 5.5: Designation of Public Records Managers

(A) Each public office shall designate a public records manager who shall be responsible for the maintenance of the public records for that office and for handling public records requests directed to that office.

(B) For the following offices, the person designated as public records manager shall be an employee of the office who works at the principal place at which that office does business:

- (1) the County Executive, including all executive office staff
- (2) the County Council
- (3) the Law Department
- (4) the Sheriff
- (5) the Medical Examiner
- (6) the Clerk of Courts
- (7) the Department of Economic Development, which shall include the Office of Regional Collaboration
- (8) the Information Officer
- (9) the Department of Public Works
- (10) the Department of Purchasing
- (11) the Department of Human Resources
- (12) the Fiscal Office
- (13) the Child Support Enforcement Agency
- (14) the Division of Children and Family Services
- (15) the Division of Employment and Family Services
- (16) the Division of Senior and Adult Services
- (17) the Director of Human Services, which shall include the Director's Office and all other offices in the Department of Human Services not covered by items twelve (12) through fifteen (15) above.
- (18) the Inspector General

(C) Each office not listed in Subsection B of this section shall designate a public records manager who shall be one of the following:

- (1) an employee of that office or an officer of a Board, Commission, or Advisory Council,
- (2) the Deputy County Public Records Manager, or
- (3) an employee of Cuyahoga County, approved by the Deputy County Public Records Manager, who is the public records manager for another office with responsibilities related to those of the designating office.



Section 5.6: Public Records Manager for County Council

The Clerk of Council is hereby designated as public records manager for Cuyahoga County Council.

Section 5.7: Records Retention Schedules

Each public office shall have a records retention schedule in place, which shall specify, consistent with state law, the methods by which and the length of time that records shall be kept. For any office that has a records retention schedule in place at the time that this ordinance becomes effective, that records retention schedule shall remain in effect until it is amended according to the procedure set forth in Section 149.38 of the Ohio Revised Code. Each public office that does not have a records retention schedule in place at the time that this ordinance becomes effective shall propose a public records retention schedule to the County Records Commission, in accordance with the procedure set forth in Section 149.38 of the Ohio Revised Code, not later than June 30, 2011.

Section 5.8: Interim Transient Records Retention Schedule

Except to the extent that a different records retention schedule on transient communications is required for an office by state law, each public office that does not have a records retention schedule on transient communications in place at the time that this ordinance becomes effective shall use the transient records retention policy and schedule adopted by the County Commissioners on January 12, 2009, until such time as the office's records retention schedule on transient communications is updated, according to the procedure set forth in Section 149.38 of the Ohio Revised Code.

Section 5.9: Publication of Public Records Policy

(A) Each public office having public office space shall prepare a poster which shall describe the public records policy of that office, explain how to obtain public records, and name the public records manager for that office. The poster shall be displayed in a conspicuous place at the office and at any branch office where the office conducts business. Each office shall post the same information and its public records retention schedule on its web-page on the county's website.

(B) The County Executive and the Clerk of Council shall each post on their respective web-pages the full Public Records Policy of Cuyahoga County, a summary of that policy, instructions on how to obtain public records, and a list of all of the public records managers for Cuyahoga County government and their contact information, and the public records retention schedule for each office.

(C) The manual of general policies and procedures issued to all employees shall include the county's public records policy.

Section 5.10: County Website

The County shall maintain a readily accessible website, which shall include separate pages for the County Executive, the County Council, and each department in County government. The County Executive and the Clerk of County Council shall insure that the website is regularly updated to provide current information, including the notice, agenda, minutes, and reports of all



public meetings conducted by offices within the scope of this ordinance and instructions on how to obtain public records.

Chapter 6: Public Records Requests

Section 6.1: Form of Records Request

Any person requesting public records shall identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records requested. No specific language or form is required to make the request. If the records request is not sufficiently clear, the public records manager must contact the requestor for clarification, and should assist the requestor by providing information about the manner in which the office keeps its records.

Section 6.2: Identity of Requestor Not Required

The requestor is not required to put a public records request in writing and does not need to provide his/her identity or the intended use of the records requested. The public office may request this information, particularly to aid in complying with the request, but must clearly state that providing this information is voluntary.

Section 6.3: Availability of Records

Records shall be made available promptly for inspection or copying. Public records requests shall be given priority attention in any office receiving them, but reasonable time shall be allowed to comply with requests that are large, involve records stored other than at the site where the request was made, or involving records that must be inspected for possible redaction of information exempt from the public records law. Whenever a request is received that cannot be complied with immediately, the public office shall provide the requestor a receipt acknowledging and describing the public records request and may provide an estimate as to when a response can be provided.

Section 6.4: Denial of Request and Redaction of Records

Any denial of records requested must include a written explanation, including legal authority. If part of a record requested is exempt from public records law, that part shall be redacted, and the remainder provided. Each redaction shall be accompanied by a written explanation, including legal authority.

Section 6.5: Public Records Request Log

Each office shall maintain a log of all public records requests received that relate to governmental operations and shall forward a copy of the log at the end of each week to the Deputy Countywide Records Manager, who shall maintain a countywide public records log. Each office shall, with the approval of the Deputy Countywide Public Records Manager, determine what kinds of public records requests received by that office relate to personal or business matters, rather than governmental operations; and these requests shall not be required to be included in the log. For each public records request required to be included in the public records request log, the following information shall be provided:

- (A) the office that received the request
- (B) the date that the request was received,



- (C) the name of the requestor, if known
- (D) a brief description of what records were requested,
- (E) the date that response to the request was completed,
- (F) a brief description of any denials or redactions required.

Chapter 7: Costs of Public Records

Section 7.1: Persons requesting copies of public records shall be required to pay for the cost of making copies, at a rate not to exceed the actual cost of making copies. Payment in advance may be required.

Starting in calendar year 2011, the County Council shall biannually determine and establish the copying costs for public records.

Section 7.2: Except as otherwise provided by court order, the following copying costs shall apply until the County Council first determines and establishes copying costs for public records:

(A) The charge for paper copies shall be three cents (\$.03) per page. The charge shall be waived when less than one dollar (\$1.00).

(B) The charge for computer files downloaded to a compact disc shall be the actual cost, not to exceed \$1.26 per disc. The charge shall be waived when only one (1) disc is required to fulfill the request.

(C) There shall be no charge for copies provided by email.

(D) Each public office shall have the discretion to waive copying costs of ten dollars (\$10.00) or less when it determines that it is practical and cost-effective to do so, provided that the public office follows a consistent policy on waiver of copying fees for all requestors.



County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0054

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Procurement & Diversity	An Ordinance approving the revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual, effective 1/1/2012, and declaring the necessity that this Ordinance become immediately effective.
---	---

WHEREAS, the County Executive/Office of Procurement & Diversity has submitted a revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual, effective 1/1/2012; and,

WHEREAS, the primary goal of the revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures is to incorporate current best practices and the new county government structure; and,

WHEREAS, the objective of the Cuyahoga County Small Business Enterprise (SBE) Program is to promote and encourage full and open competition in the procurement of goods and services by Cuyahoga County; encourage all personnel involved with procurement and contracting activities to maintain good faith efforts and appropriate purchasing procedures; to protect Cuyahoga County from becoming a passive participant in any unlawful discrimination; and to otherwise spur economic development in the public and private sectors of the Cuyahoga County economy; and,

WHEREAS, the revised policy is submitted in accordance with the requirements of Section 4.6 of the Contracting and Purchasing Procedures Ordinance (Ordinance No. O2011-0044) in which the County Executive shall submit the proposed revisions to County Council on or before 12/31/2011; and,

WHEREAS, the revisions to the Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual replace the Small Business Enterprise Program Policies and Procedures, adopted 12/20/2005; 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 county government.

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

SECTION 1. The revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual, attached as Exhibit A, is hereby adopted effective January 1, 2012.

SECTION 2. It is hereby found and determined necessary for this Ordinance to become immediately effective, for the reason that this Ordinance provides for the usual daily and necessary operations of Cuyahoga County government in accordance with the requirements of the Cuyahoga County Charter; therefore, this Ordinance, provided it receives the affirmative vote of at least eight members of County Council, shall become effective immediately upon the signature of the County Executive.

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

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

Yeas:

Nays:

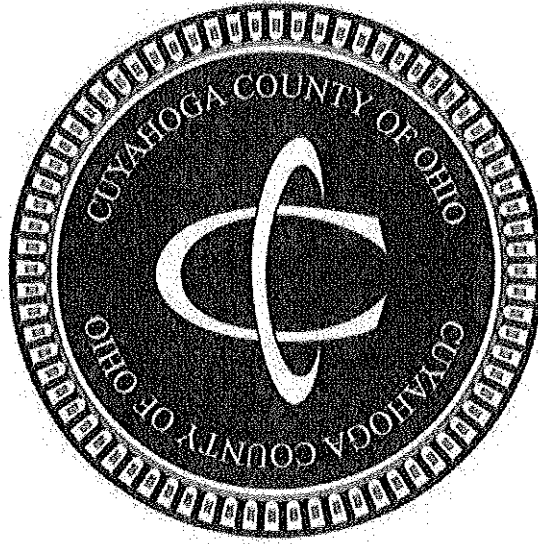
County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: November 9, 2011
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 2011



COUNTY OF CUYAHOGA, OHIO

SMALL BUSINESS ENTERPRISE PROGRAM
POLICIES AND PROCEDURES

Revised January 1, 2012

TABLE OF CONTENTS

I.	INTRODUCTION	2
II.	PROGRAM SCOPE AND APPLICABILITY	2
III.	THE OFFICE OF PROCUREMENT & DIVERSITY	3
IV.	CERTIFICATION	4
V.	ELIGIBILITY STANDARDS FOR SBE CERTIFICATION	5
VI.	OPERATIONAL CONTROL	6
VII.	MANAGERIAL CONTROL	6
VIII.	THE PURPOSE AND USE OF GOALS	7
IX.	EXCLUSIONS AND WAIVER OF NON-COMPLIANCE WITH SBE GOAL	9
X.	REQUIREMENTS OF PRIME CONTRACTORS	10
XI.	GOOD FAITH EFFORTS	11
XII.	AWARD OF CONTRACTS	12
XIII.	MONITORING AND POST-AWARD REPORTING	12
XIV.	GRIEVANCE PROCESS	14
XV.	SANCTIONS AND PENALTIES FOR NON-COMPLIANCE	15
XVI.	TRAINING AND OUTREACH STRATEGIES	16
XVII.	GRADUATION BY SBE PROGRAM PARTICIPANTS	17
XVIII.	MENTOR-PROTÉGÉ PROGRAM	17
XIX.	BOND ASSISTANCE PROGRAM	18
XX.	DEFINITIONS	18

APPENDIX A CUYAHOGA COUNTY SBE VENDORS' MANUAL

I. INTRODUCTION

Policy Statement: It is the policy of the Cuyahoga County to develop a strategic plan and establish administrative rules and procedures to insure that all businesses participate fully and fairly in Cuyahoga County's procurement and contract awards. In an effort to ameliorate the effects of past and present arbitrary barriers that Small Business Enterprises (SBEs) have in contracting with Cuyahoga County, Cuyahoga County hereby adopts this Small Business Enterprise (SBE) Program.

Promotion of Equal Opportunity: No person shall be denied the benefit of, or otherwise discriminated against, on the basis of race, creed, color, national origin, handicap, sex, age, marital status, or sexual orientation in connection with the award performance, and/or modification of a contract between a vendor or contractor and Cuyahoga County where said contract is paid for, in whole or in part, with monetary appropriations by Cuyahoga County.

Program Objectives: Accordingly, the objective of this SBE Program is to promote and encourage full and open competition in the procurement of goods and services by Cuyahoga County; encourage all Cuyahoga County personnel involved with procurement and contracting activities to maintain good faith efforts and appropriate purchasing procedures; to protect Cuyahoga County from becoming a passive participant in any unlawful discrimination; and to otherwise spur economic development in the public and private sectors of the Cuyahoga County economy.

II. PROGRAM SCOPE AND APPLICABILITY

The following categories provide an overview and summary of the nature and types of Cuyahoga County purchasing and contracting:

Category A – Construction, Architectural and Engineering: Includes any and all contracting relating to buildings, facilities and other erected structures on real estate of Cuyahoga County such as architectural engineering, new construction, rehabilitation, remodeling and repairs.

Category B - Commodities: Includes the purchase of all goods, equipment, food, office and other supplies, art, furniture, textbooks and other materials for education, and other tangible personal property not associated with the services identified in Categories A, B or C.

Category C - Professional Services: Includes the purchase of any or all services for which applicable selection criteria may require a Participant to possess a license or other certificate of competency such as accounting, auditing, landscape architecture, engineering, insurance, laboratory, legal, lifeguard, medical, dental, nursing, and student transportation.

Category D – Business Services: Includes the procurement of advertising, printing, non-construction repairs, janitorial services, training seminars and workshops, computer and information systems, security, shipping and mailing, microfiche and microfilm, courier, storage, travel, consulting, retail and other non-professional services.

III. THE OFFICE OF PROCUREMENT & DIVERSITY

The Office of Procurement and Diversity (OPD) develops, administers and enforces the SBE Program. OPD shall encourage equal business opportunities and achieve the policies and objectives of the SBE Program by:

- (1) Administering and enforcing Cuyahoga County policies;
- (2) Establishing written rules, regulations and procedures consistent with this SBE Program;
- (3) Publishing and making public said rules, regulations and procedures;
- (4) Maintaining outreach and assistance programs to promote equal contracting opportunities for SBEs that wish to contract with the Cuyahoga County;
- (5) Establishing, enhancing and maintaining relationships with agencies and stakeholders in the area;
- (6) Maintaining a current database of available SBEs and making this database accessible to interested parties;
- (7) Monitoring and collecting data and informational on the utilization of SBEs in Cuyahoga County's procurement activities;
- (8) Establishing and assessing the reasonableness of SBE participation goals for Cuyahoga County procurements;
- (9) Attending pre-bid/proposal conferences for all contract solicitations by Cuyahoga County;
- (10) Attending kick-off meetings for major projects;
- (11) Participating on evaluation panels for request for proposals and requests for qualifications;
- (12) Investigating written complaints related to the SBE Program;
- (13) Mediating payment disputes between prime contractors and SBE sub-contractors
- (14) Notifying affected parties in writing as to the right to review and appeal an adverse decision by OPD;
- (15) Monitoring Cuyahoga County's purchasing activities and determining compliance with SBE Program policies and procedures;
- (16) Preparing annual reports on the SBE Program;

- (17) Reviewing and determining whether a contractor or vendor has failed to implement its contractual agreements and commitments regarding this policy;
- (18) Developing and revising SBE Program policies and procedures to implement current best practices and maintaining records of SBE Program activities; and
- (19) Performing other tasks as may be required to fulfill the above-stated duties of OPD.

Authority to Investigate Discriminatory Practices: Should a Participant submit a written complaint of discrimination, OPD shall be authorized to submit the complaint for investigation to the pertinent county authority including but not limited to the County Executive, County Council, and the Inspector General or his/her designee. Further, such investigations may be initiated when OPD receives information, which provides a reasonable basis to believe that an individual contractor seeking to contract or contracting with Cuyahoga County may be engaging in public or private discriminatory conduct.

IV. CERTIFICATION

Certification: Certification is the process that ensures that a particular business may become a part of a pool of vendors identified for the purpose of increasing opportunities with respect to contracts awarded by Cuyahoga County.

All firms submitting applications for SBE consideration must be certified prior to submission of bid.

Applications for certification will be on standard forms provided by the SBE Program and will include, but will not be limited to, primary business location, evidence of ownership, control, operation, and experience. The application shall be in the form of an affidavit and shall be signed by the applicant; such signature to be notarized by an officer duly authorized to notarize signatures. All certified SBE firms will be required to update their listing continually including changes of addresses, telephone numbers and changes of ownership, control and operation.

The Director of Procurement & Diversity shall grant certification of an approved SBE for a period of one (1) year. The Director may grant a provisional SBE certification prior to specific bids or proposals. All companies must recertify their business on an annual basis on the anniversary of their certification. Should provisional certification be granted to a business and be awarded a prime contract and the provisional certification is later rescinded, that business is obligated to meet the SBE participation percentage goal of the original proposal or specifications.

If an SBE is denied certification on the basis of information submitted, the company cannot reapply for certification for a period of one (1) year from the date of the notice or denial, provided that such company shall have the right to appeal such denial and to be certified if such appeal is decided in its favor as provided herein. Certification records will be maintained by OPD for a period of five (5) years.

V. ELIGIBILITY STANDARDS FOR SBE CERTIFICATION

The following standards will be used to determine whether a firm is eligible to be certified as a Small Business Enterprise:

1. To become eligible for the SBE Program a Small Business Enterprise firm must demonstrate that it has been in continuous operation in the category or the related category for which it is requesting certification for one year, that majority ownership has at least one (1) year of work experience relevant to the business' certification category, and that its annual gross revenues or its' total workforce are at or less than the amounts established by the Small Business Administration.
2. A business applying for certification as a SBE must establish that it has a physical presence located within the geographical limits of Cuyahoga County. Mailbox facilities or other similar arrangements alone do not constitute a physical presence.
3. SBE ownership and control shall be real, substantial and continuing and shall go beyond the "pro forma" ownership as reflected in the ownership document. The SBE owners shall share in the risks and profits commensurate with their ownership interest as demonstrated by an examination of the substance rather than form of arrangements.
4. SBE owners shall possess the power to direct or cause the direction of the management and policies of the firm and to make the day-to-day as well as major decisions on matters of management, policy, and operation. The firm shall not be subject to any formal or informal restrictions that limit the customary discretion of the SBE owners. There shall be no restrictions through, for example, by-law provisions, partnerships, arrangements or charter requirements for cumulative voting rights or otherwise that prevent the SBE owners, without the cooperating or vote of any owner who is not listed, from making a business decision of the firm.
5. Where the actual management of the firm is contracted out to individuals other than the owner, those persons who have the ultimate power to hire and fire managers can, for the purpose of this part, be deemed to be controlling the business.
6. All securities that constitute ownership and/or control of a corporation shall be held directly by the owners. No securities held in trust, or by any guardian for a minor, shall be considered as held by an owner in determining the ownership or control of a corporation.
7. The contribution of capital or expertise by the owners to acquire their interest in the firm shall be real and substantial. Examples of insufficient contributions include a promise to contribute capital, a note payable to firm, or the mere participation as an employee, rather than as a manager.
8. In addition to the above standards, the SBE Program shall give special consideration to the following circumstances in determining eligibility for certification:
 - a. Newly formed firms and firms whose ownership and/or control has changed since the date of the advertisement of the contract are closely

scrutinized to determine the reasons for the timing of the formation of or change in the firm.

- b. A previous and/or continuing employer-employee relationship between or among present owners is carefully reviewed to ensure that the employee-owner has management responsibilities and capabilities discussed in this section.
- c. Any relationship between a Small Business Enterprise and a business which is not a Small Business Enterprise, which has an interest in the Small Business Enterprise is carefully reviewed to determine if the interest of the non-Small Business Enterprise conflicts with the ownership and control requirements of this section.

VI. OPERATIONAL CONTROL

OPD shall review the extent of “operational” control. The primary consideration in determining operational control and the extent to which the applicant actually operates the business will rest upon the peculiarities in the industry of which the business is a part. For example, for small contractors, it is reasonable to expect the applicant to be knowledgeable of all aspects of the business. This may not apply to large contractors who have the assets and personnel to specialize. Accordingly, in order to clarify the level of operational involvement, which an applicant must have in a business for it to be considered eligible, the following criteria are put forth, but are not intended to be all inclusive.

1. The applicant should have some experience in the industry for which certification is being sought.
2. The applicant should show that basic decisions pertaining to the daily operations of business can be independently made. This means the applicant must possess the knowledge to weigh all advice given and to make an independent determination.
3. The applicant should have some technical competence in the industry in which certification is being sought. Technical competence in this sense does not mean expert knowledge. It does mean the applicant should have a working knowledge of the technical requirements of the business needed to operate in the industry.

VII. MANAGERIAL CONTROL

OPD shall review the extent of “managerial” control. Managerial control means that the applicant has the demonstrable ability to make independent and unilateral business decisions needed to guide the future of the business. Managerial control may be demonstrated in many ways. For an applicant to demonstrate managerial control, the following criteria are put forth, but are not intended to be all-inclusive:

1. Articles of incorporation, corporate bylaws and partnership agreements or other agreements shall be free of restrictive language, which would dilute the applicant's control, thereby preventing the applicant from making those decisions, which affect the future of the business.
2. The applicant shall be able to show clearly through production of documents the areas of applicant control, such as, but not limited to:
 - a) Authority and responsibility to initiate and sign checks, letters of credit, and loan agreements.
 - b) Authority to negotiate and signature authority for insurance and/or bonds;
 - c) Authority to negotiate for banking services.
3. Agreements for support services that do not lessen the applicant's control of the company are permitted as long as the applicant's power to manage the company is not restricted or impaired.

VIII. THE PURPOSE AND USE OF GOALS

Definition and Purpose: Cuyahoga County maintains a compelling interest in providing equal business opportunities for all persons wishing to do business with it. Therefore, OPD will continue to encourage, monitor, and track SBE participation in the procurement process through SBE Participation Goals. Goals are not quotas, but rather a method enabling Cuyahoga County to encourage and promote inclusion of SBEs in the procurement process.

Procedure for Establishing Overall Goals: Cuyahoga County has established an overall thirty percent (30%) subcontracting goal for SBE Participation in county procurements. If desired, Cuyahoga County may establish a revised overall SBE Participation Goal for Cuyahoga County. To establish a revised SBE overall goal, Cuyahoga County shall conduct an analysis of SBE participation in county purchasing activities. First, Cuyahoga County shall evaluate the levels of SBE participation for the Cuyahoga County overall procurement program for the previous year. As part of the review, Cuyahoga County may also consider data regarding SBE participation for the past three (3) fiscal years for a more accurate portrayal of SBE participation. Secondly, OPD shall review available SBE totals and percentages for the Cuyahoga County area. Based on the data, OPD shall make a recommendation for a revised overall SBE Participation Goal for review and approval by the County Executive and County Council.

Procedure for Establishing Individual Goals: To achieve the overall goal for SBE participation, the Director of OPD will establish SBE goals on a contract by contract basis based on an analysis of market availability and a commercially useful function within the contract. The Director of OPD may also waive the SBE goals for particular procurements.

Cuyahoga County will use the following criteria to determine the types of participation toward Cuyahoga County's overall annual SBE goal:

- 1) The total dollar value of the subcontract may be counted toward determining the specified goal. This includes the fees and commissions charged for professional services, legal counsel, manufacturers, financial consultants, and insurance agents.

- 2) Contract goals will be used to meet any portion of the annual goal. Contract goals are established so that, over the period to which the goal applies, they will cumulatively result in meeting any portion of the goal projected to be met through the use of race-neutral means.

Contract goals will only be established on those contracts that have subcontracting opportunities for SBE participation. The size of contract goals will be adapted to the circumstances of each contract (e.g., type and location of work, availability of SBEs to perform the particular type of work) and functionality within the contract.

SBE Participation in Meeting Goals: All Participants, including SBE Participants, shall make good faith efforts to attain goals through all subcontractor work.

- (1) Prime Contractors: A Prime Contractor should subcontract portions of its contract consistent with industry standards. However, all SBE subcontractors must perform a commercially useful function as defined herein. Only such participation by an SBE will be counted towards any goal. Only work provided in a SBE's certification category will count towards the SBE Goal.
- (2) Subcontractor Participation: Where a Prime utilizes one or more subcontractors or 2nd tier subcontractors to attain an SBE goal, the Participant may only count said SBE subcontractor or sub-subcontractor work toward goals. In no way shall subcontractors' or sub-subcontractors' work or dollar amount be construed to count toward said goal more than once. Only expenditures to SBE subcontractors that perform a commercially useful function in the work of that project or contract will be counted.
- (3) Supplier Participation: Where a Participant utilizes suppliers or distributors to satisfy the goal(s) in whole or in part, the SBE suppliers must perform a commercially useful function. Supplier participation may be approved upon review of the following factors:
 - i) The nature and amount of supplies to be furnished;
 - ii) Whether the SBE is a manufacturer, wholesaler or distributor of the supplies and has the capabilities to deliver same in accordance with its certification;
 - iii) Whether the SBE actually performs, manages and supervises the work to furnish the supplies; and
 - iv) Whether the SBE intends to purchase supplies from a non-SBE and simply resell same to the general or prime contractor for allowing those supplies to be counted towards fulfillment of the goal(s). Participants will receive no credit for the dollar amount of the supply contracted from brokers.

IX. EXCLUSIONS AND WAIVER OF NON-COMPLIANCE WITH SBE GOAL

1. Exclusions: This Small Business Enterprise policy shall not apply to the following:
 - a) "Sole Source" procurements under the Cuyahoga County ordinances which by their very nature limit the source of supply to one vendor.
 - b) County purchases from political subdivisions/government entities;
 - c) County purchases off state contracts, off federal contracts, and from joint purchasing programs.
 - d) The acquisition of any interest in real property including lease holdings.
 - e) Direct and indirect employee payments including payroll expenditures, pensions and unemployment compensation and other employee-related expenditures;
 - f) Any other categories and subcategories of goods and services Cuyahoga County may from time to time establish as excluded contracts upon recommendation of the Director of the Ohio of Procurement & Diversity and approval by the Cuyahoga County Executive and Cuyahoga County Council.

2. Application for Waiver. If the Contractor, consultant, supplier or vendor does not meet the project goal, the bidder or offeror may seek a partial or total waiver of the project goal. The application for waiver of all or part of the project goal shall include full documentary evidence of the Participant's good faith efforts to meet the project goal and why the request for waiver should be granted. The application shall be notarized and submitted as a part of the bid or offer. Additional explanation, affidavits, exhibits or other materials may be required by the SBE Program to substantiate good faith efforts. (See the Good Faith Effort Certification, SBE-3, 2 pages, in the attached SBE Vendors' Manual). Waivers may also be granted for an acceptable explanation as to why the goals should be waived.

3. Waiver for Detriment to Public Health, Safety or Financial Welfare. The SBE Program goal may be waived if the same causes a detriment to public health, safety or the financial welfare of the County. The SBE Program goal may also be waived in the event available SBEs provide price quotes which are unreasonably high in that they exceed competitive levels beyond amounts which can be attributed to cost, overhead and profit.

X. REQUIREMENTS OF PRIME CONTRACTORS

In consideration of the right and privilege to submit a bid or proposal on construction projects and other contracts with Cuyahoga County, at the time of submitting a proposal or bid, each participant shall be required to present appropriate documentation. The documents described below must be completed and signed by each Participant before a proposal or bid can be considered responsive:

- 1) Covenant of Non-Discrimination: Each Participant must submit a duly executed and attested Covenant of Non-Discrimination (SBE-1, found in the attached SBE Vendors' Manual). This written instrument shall contain promises, declarations and/or affirmations made by the Participant. The completed document must contain an original signature and date of signature.
- 2) SBE Subcontractor Participation Plan: Each Participant must submit a duly executed Subcontractor Participation Plan (SBE-2, found in the attached SBE Vendors' Manual) for each SBE subcontractor proposed. Copies and/or facsimiles of SBE-2 submitted with bids/proposals are acceptable BUT all required signatures must be dated as indicated. Also, please note the following:
 - a) Certified SBEs who are bidding as prime contractors **MUST** complete and submit the top portion of Form SBE-2 to guarantee the 20% SBE credit.
 - b) SBEs with multiple geographical locations shall enter the Cuyahoga County address and contact information on Form SBE-2.
 - c) Prime vendors are **PROHIBITED** from using SBE(s) with whom the prime vendor has a familial relationship, joint or co-ownership, common partners, officers, or a shareholder relationship to meet the SBE Participation Goal. Hence, on Cuyahoga County projects/contracts, any portion of work subcontracted to a SBE vendor by a prime vendor that meets the above-mentioned criteria will **NOT** count towards the achievement of the established SBE Participation Goal.

Use of 2nd Tier Subcontractors: In the event that a subcontractor portions out work and utilizes the services of a sub-subcontractor or vendor, the prime contractor shall be required to report this use to OPD. For reporting purposes, the prime contractor shall report statistical data for the sub-subcontractor or sub-vendor, including race, gender, business size, area of specialization, dollar value, description of services or products purchased, and contact information. No SBE subcontractor will be permitted to subcontract more than 25% of their subcontract work (based on dollar value) without prior approval by OPD.

Other Information and Data: OPD may request additional information and data prior to a contract award. This information may include, but is not limited to, information regarding business ownership of all subcontractors to be utilized on the project, all of which shall reflect the race, gender, location, size, and area of specialization and structure of the identified businesses.

A PARTICIPANT'S FAILURE OR REFUSAL TO PROVIDE INFORMATION AND DATA REQUIRED BY THIS PROGRAM AND REQUESTED BY OPD SHALL SUBJECT THE PARTICIPANT TO HAVING A PROPOSAL OR BID DEEMED NON-RESPONSIVE.

XI. GOOD FAITH EFFORTS

Aggressive “Good Faith Efforts” to include SBEs in the procurement process are required of all Participants. These Good Faith Efforts should be in addition to the Participant’s regular and customary solicitation process of contact with potential subcontractors and/or vendors.

Written Notice to SBEs: To demonstrate good faith efforts, a Participant shall deliver written or electronic notice to potential SBEs. SBEs should be contacted not less than one (1) week before the bid or proposal due date. Names, addresses, and telephone numbers for available SBEs may be obtained by contacting OPD or reviewing the database on the website at <http://opd.cuyahogacounty.us/>.

The written or electronic notice sent to potential subcontractors or vendors shall contain the following:

- (1) Sufficient information about the plans, specifications, and relevant terms and conditions of the solicitation. This should include information about the work which will be subcontracted or the goods which will be obtained from subcontractors and suppliers;
- (2) A contact person knowledgeable of the project scope documents, within the Participant’s office, to answer questions about the conditions of the contract;
- (3) Information as to the Participant’s bonding requirements; and
- (4) The deadline for price quotations.

Evaluation of Good Faith Efforts: In evaluating good faith efforts, OPD will determine whether the Participant has made reasonable good faith efforts to obtain SBE participation as part of its bid or proposal. OPD may evaluate not only the different kinds of efforts made by a Participant, but also the quantity and intensity of those efforts.

OPD will consider a completed Good Faith Effort Certification (SBE-3, 2 pages, found in the attached SBE Vendors’ Manual), as evidence of a Participant’s good faith in trying to obtain SBE participation in a bid or proposal.

Required Documentation: To demonstrate good faith efforts, Participants shall keep detailed records of all correspondence and responses thereto, logs of all telephone calls made and received regarding the project or contract, confirmation receipts for fax transmissions, receipts from registered or certified mail, copies of advertisements in publications and other media, and other relevant papers required by this Program.

Good Faith Effort Certification: Participant must submit a completed Good Faith Certification (SBE-3, found in the attached SBE Vendors' Manual) ONLY if the SBE Participation Goal is not met. Additional documentation demonstrating a good faith effort must accompany the checklist. The completed document must contain an original signature, notarizations, and date of signature.

XII. AWARD OF CONTRACTS

Award of Contracts: Proposals/ bids may be rejected and projects re-submitted for the sole purpose of attaining goals where no "good faith effort" has been demonstrated. Cuyahoga County reserves the right to determine the action to be taken on the contract if a goal is not met, including rejecting any or all bids or proposals. If an awarded contract is later amended for additional dollars, SBE subcontractor participation should still reflect the percentage of dollars originally contracted for.

When evaluating a bid to determine the lowest and best bid, the County may consider, in addition to all of the other factors set forth in the instructions to bidders, whether a bid is SBE compliant; provided, however, that such SBE compliance shall not be considered if the difference between the SBE-compliant bid and the lowest responsive bid is more than the price preference specified below.

Lowest Bid Received Range (\$)	Price Preference (%) & Limit	Price Preference (\$)
0 – 500,000	10%	0 – 50,000
500,001 – 1,000,000	10% up to max \$80,000 (10-8)	50,000 – 80,000
1,000,001 – 3,000,000	8% up to max \$210,000 (8-7)	80,000 – 210,000
3,000,001 – 5,000,000	7% up to max \$250,000 (7-5)	210,000 – 250,000
>5,000,000	\$250,000 maximum (<5)	250,000 maximum

XIII. MONITORING AND POST-AWARD REPORTING

Office of Procurement and Diversity Authorization to Monitor: OPD shall be authorized to collect from all Participants such data and information as is necessary to monitor this Program. This information may include information as to business ownership, supplier information, subcontractor information, all of which shall reflect the contract information, race, gender, business location, and size of the identified businesses.

OPD shall continuously monitor the participation of SBEs in the procurement of goods and services for Cuyahoga County. Such monitoring shall include, but is not necessarily limited to, a statistical analysis of each construction trade, business service, professional service and commodity to determine whether there is utilization of SBEs in a manner that is proportionate to the established goal.

OPD will provide written reports on an annual basis. OPD's report shall contain a summary of the purchases and contracts placed with SBEs for the period and the relative percentage to the

total of purchases and contracts for that period and the size, quantity and quality of SBE involvement by dollar volume.

Participant's Post-Award Reporting: Participants who are awarded contracts must submit reports, during the course of, and at the end of the contract as requested by OPD. These reports shall summarize the number and dollar amounts of payments made during the term of the contract to subcontractors. The final report shall summarize the number and dollar amounts of payments made during the term of the contract to all subcontractors and shall reflect the SBE designation of the subcontractor if any. OPD reserves the right to audit a contract for SBE participation at his/her discretion during any phase of the project. An audit would include but not be limited to: on site reviews, desk reviews, requests for cancelled checks, requests for invoices, certified payroll reports, etc.

SBE Subcontractor Substitutions or Replacements: The prime contractor shall report any replacements or substitutions of the use of SBE subcontractors to OPD immediately. Prior approval by the Director of OPD is required for SBE substitutions/replacements. For reporting purposes, the prime contractor shall report to OPD statistical data pertaining to the new subcontractor, including race, gender, business size, area of specialization, and contact information on the SBE Subcontractor Participation Plan form (SBE-2).

OPD will require a Participant to make good faith efforts to replace a SBE that is terminated or has otherwise failed to complete its work on a contract with another SBE to the extent needed to meet the contract SBE Participation Goal. The Participant must notify OPD immediately, and in writing, of the SBE's inability or unwillingness to perform and provide reasonable documentation. The request should include at a minimum: the name of the SBE firm, the contact, the phone number, the scope of work initially assigned to the SBE firm, dollars paid to date, percent of scope completed, and the reason for the substitution request including documentation of the SBE's withdrawal.

The Participant will be given five (5) business days to find a SBE substitution if the request is granted. In this situation, the Participant will be required to obtain prior approval of the substitute SBE and to provide copies of SBE Subcontractor Participation Plan (SBE-2) or documentation of good faith efforts.

If the Participant fails or refuses to comply in the time specified, OPD may issue a recommendation to stop all or part of payment and/or work until satisfactory action has been taken. If the Participant still fails to comply, OPD may issue a recommendation of termination of the contract.

Contractors' Closeout Activity Reports: To further monitor SBE participation, closeout activity reports will be required from project prime contractors and prime consultants identifying activities of all subcontractors and sub-consultants. This report shall include all modifications/amendments/change orders and shall reflect the contact information, race, gender, business size, scope of work, and amount paid to each firm.

XIV. GRIEVANCE PROCESS

Any Participant or other party allegedly aggrieved by the provisions of this program may submit a written complaint to OPD who will notify the SBE Grievance Hearing Board. The SBE Grievance Hearing Board is empowered to hear all grievances concerning certification, de-certification, goal complaints, good faith efforts and any other grievances called by the provisions of this program.

SBE Grievance Hearing Board: The SBE Grievance Hearing Board consists of the following five (5) members:

- Director of Public Works or his/her designee
- Two (2) members of the County Executive's Office staff or their designees
- Two (2) County Council Members appointed by the President of County Council

The SBE Grievance Hearing Board meets as required to hear grievances pertaining to the SBE Program. A meeting quorum of this board consists of four (4) members. An affirmative vote by at least three (3) members is required for action items.

Request for Review: An allegedly aggrieved party may seek review of an OPD determination or decision by filing a written Request for Review with OPD within five (5) days of receipt of the Determination of Non-Compliance, certification denial, recertification denial, or other SBE decision.

Scheduling the Hearing/Notice of Hearing: Upon receipt of the request for review from the allegedly aggrieved party, OPD shall forward the request for review to the SBE Grievance Hearing Board within three (3) business days of receipt and proceed with scheduling the hearing. Every effort shall be made to hold the hearing no more than twenty (20) days from the date of receipt of the request for review. All external parties shall be sent a written notice by registered mail which shall state the date, time, and place of the hearing.

Hearing: The hearings shall be informal. Participants shall include OPD and the allegedly aggrieved person(s), or a representative of the allegedly aggrieved person. Said hearing shall comply with State of Ohio law relative to the Open Meetings Act.

Decision: The SBE Grievance Hearing Board shall issue a decision at the conclusion of the hearing which may approve or disapprove of OPD's decision or determination.

Exhaustion of Legal Remedies: An aggrieved person or entity must comply with the review process as outlined herein. Once a person or entity has exhausted the administrative remedies outlined in the Program, that person or entity may seek any other statutory, legal or equitable remedies that may be available. Failure to exhaust all administrative remedies listed above is an affirmative defense to any statutory, legal or equitable proceeding that may arise.

XV. SANCTIONS AND PENALTIES FOR NON-COMPLIANCE

Cuyahoga County shall have the authority and power to enforce the provisions of this Program. Failure of a participant to comply with the requirements shall subject it to administrative sanctions. In addition, a violation of this Program shall constitute a material breach of contract enforceable at law or in equity, as will all other contract provisions, including the imposition of penalties. The following sanctions and penalties are established for the enforcement of this Program:

- (1) Determination of Non-Responsiveness: In addition to standard factors in its evaluation, Cuyahoga County may declare a bid or proposal non-responsive where it is determined that a Participant has not filed with Cuyahoga County a duly executed Covenant of Non-Discrimination or any other document as required by this Program.
- (2) Limited Suspension: For falsifications, misrepresentations, deception to obtain a contract, Cuyahoga County may remove a Participant from its list of eligible firms entitled to do business with Cuyahoga County.
- (3) Rejection of Future Proposals: Cuyahoga County may reject any or all future Proposals of a Participant until such time as the Participant demonstrates that it is or shall come into compliance.
- (4) Withholding Payment: Cuyahoga County may withhold payment, until such time as the Participant demonstrates that it is or shall come into compliance.
- (5) Cancellation of Contract: Cuyahoga County may declare a contract null and void where, after such contract has been awarded, an investigation determines that the Participant's documents contain false, fictitious, or fraudulent information.
- (6) Permanent Debarment: For repeated violations, Cuyahoga County may remove a Participant from its list of firms entitled to do business with Cuyahoga County indefinitely.

Guidelines for Imposition of Sanctions: The authority and power for imposition of sanctions and penalties shall lie with county authorities and elected/appointed officials as outlined in the County Charter, County Ordinances, state laws, and federal laws. The recommendation however, may come from the SBE Grievance Hearing Board or OPD.

- (1) General: Sanctions may be recommended if there is evidence of specific conduct on the part of the Participant that is inconsistent with or in direct opposition to the applicable provisions of this Program. Furthermore, the imposition and enforcement of sanctions shall be consistent with applicable county ordinances, state laws, and federal laws.
- (2) Severity of Sanctions: In determining the length of any suspension, Cuyahoga County shall consider the following factors:

- (i) Whether the failure to comply with applicable requirements involved intentional conduct or, alternatively, may be reasonably concluded to have resulted from a misunderstanding on the part of the Participant of the duties imposed on them by this Program;
 - (ii) The number of specific incidences of failure by the Participant to comply;
 - (iii) Whether the Participant has been previously suspended;
 - (iv) Whether the Participant has failed or refused to provide Cuyahoga County or OPD with any information required or requested by this Program;
 - (v) Whether the Participant has materially misrepresented any applicable facts in any filing or communication to Cuyahoga County or OPD; and
 - (vi) Whether any subsequent restructuring of the Participant's business or other action has been undertaken to cure the deficiencies in meeting applicable requirements.
- (1) Length of Suspension: Suspensions may be for any length of time. Cuyahoga County may impose suspensions in excess of one year in cases involving intentional or fraudulent misrepresentation or concealment of material facts, multiple acts in breach of the Program, cases where the Participant has been previously suspended, or other similarly situated misconduct.

Prohibition Against False Statements: It shall be unlawful for any person, knowingly and willfully and with intent to mislead or to make any false or fraudulent representations to Cuyahoga County. Cuyahoga County may impose sanctions against any person making such false representation in connection with the SBE Program.

XVI. TRAINING AND OUTREACH STRATEGIES

Training: Cuyahoga County remains committed to implementing a program that increases the participation of SBEs in Cuyahoga County's procurement opportunities. To ensure that all Cuyahoga County employees involved in purchasing decisions are appropriately informed, certain personnel would undergo training to increase sensitivity regarding the utilization of SBEs. Internal training shall ensure that all staff with purchasing authority have the capacity and capability to engage in a consistent, fair and open procurement process. Training sessions shall occur periodically. The objective of the training is to effectively communicate the importance of the Program and the mechanics of how the Program operates. The training shall address the following topics, among others:

- (i) Understanding the purpose of the Program.
- (ii) Understanding the benefits of doing business with SBEs.
- (iii) Understanding how the Program is administered.

- (iv) Developing innovative techniques to increase SBE participation.

Outreach Program: To ensure that opportunities to participate in Cuyahoga County's contracts are available to the widest feasible universe of willing, available and qualified businesses, OPD shall develop and engage in outreach designed to increase public awareness of the Program. This outreach may consist of any of the following:

- (1) Public Awareness of the Program. To increase the visibility of OPD and to increase the awareness of the Program, OPD shall disseminate at community events, trade shows, and other appropriate business functions, and publish at regular intervals information describing the Program. This information shall also identify ongoing contracting opportunities. OPD will actively participate in the various advocacy groups to provide constant feedback and to keep SBEs abreast of the Program and contracting opportunities.
- (2) Outreach to SBEs. OPD shall assist SBEs by providing workshops and seminars on Cuyahoga County's procurement policies and procedures.

XVII. GRADUATION BY SBE PROGRAM PARTICIPANTS

If a certified and otherwise eligible SBE achieves annual gross revenues or similar indicators of business size for three (3) consecutive years in its respective industry in excess of the pertinent SBA Size Standards for its certification category, then it shall be deemed to have overcome the effects of size and to have reached a competitive status in the marketplace. Upon achievement of such status, said firm(s) shall be graduated from the program and shall thereafter be ineligible for utilization to fulfill enforceable SBE Program participation goals. A graduated SBE may not subsequently re-enter the program unless, after the expiration of two calendar years, the SBE demonstrates:

1. that its annual gross receipts have declined to levels below those as set forth above and;
2. that during said two calendar years it was unable to achieve meaningful participation in Cuyahoga County contracts and/or in the public and private sectors of the larger local economy despite its good faith efforts to do so.

XVIII. MENTOR-PROTÉGÉ PROGRAM

OPD may develop a Mentor-Protégé program and encourage all contractors and subcontractors to participate. If the program has been established, OPD shall make available a database of potential Mentor and Protégé firms. Participation in this program is strictly voluntary. No contractor or vendor shall be penalized or preferred based upon participation or non-participation in the program. Any Participants volunteering for this program shall be given recognition by OPD.

XIX. BOND ASSISTANCE PROGRAM

As an initiative to enhance SBE participation, Cuyahoga County may investigate, develop, and implement a bond assistance program.

XX. DEFINITIONS

For the purpose of this Program, the following words, terms, phrases and abbreviations shall have the following meanings:

“Certification”: shall mean the qualifying process that ensures buyers and local, state, and federal agencies that a particular business is eligible to become a part of the database which performs a commercially useful function.

“Commercially Useful Function”: shall mean the performance of real and actual services by a Participant who contracts with Cuyahoga County, or subcontracts with another business enterprise which contracts with Cuyahoga County. A business enterprise serving as a “conduit”, “front” or “pass-through” for another business shall not be deemed to perform a commercially useful function. In determining whether a business is performing a commercially useful function, factors, including but not limited to the following, will be considered:

- i) The nature and amount of work contracted;
- ii) Whether the SBE has the skill and expertise to perform work for which it has been certified;
- iii) Whether the SBE actually performs, manages and supervises the work;
- iv) Whether the SBE intends to purchase commodities and/or services from a non-SBE and simply resell same to the general or prime contractor for the purpose of allowing those commodities and/or services to be counted towards the fulfillment of a goal;
- v) Standard industry practices relating to the use of the subcontractors. Consistent with standard industry practices, an SBE subcontractor may enter into second tier subcontracts. If an SBE subcontractor subcontracts a significantly greater portion of the work of its subcontract to a non-SBE inconsistent with standard industry practices, the SBE subcontractor shall be presumed not to be performing a commercially useful function.

“Compliance”: shall mean the condition existing when a Participant has met the requirements of this Program.

“Conduit”: shall mean a business which purchases goods or services that are not normally purchased or sold as part of its daily business from another business(es) for the sole purpose of resale to Cuyahoga County or a contractor doing business with Cuyahoga County.

“Contract”: shall mean any mutually binding legal obligation of Cuyahoga County created to acquire some good and/or service from one or more Participants, which is paid or which is to be paid for, in whole or in part, with monetary appropriations of Cuyahoga County. In this context, the terms “contracting”, “purchasing”, and “procurement” are synonymous and refer to the process or processes under which Cuyahoga County undertakes such acquisitions.

“Cuyahoga County”: shall mean the government agency which provides public contracting to increase quality of life in the County.

“Covenant of Non-Discrimination”: shall mean, collectively, one or more contractual affirmative promises (1) to adopt the policies of Cuyahoga County relating to the participation of SBEs in the procurement process; (2) to undertake certain good faith efforts to solicit SBEs participation; and (3) not to otherwise engage in discriminatory conduct against SBEs.

“Department”: Shall mean a department, division or elected officials office which solicits proposals through OPD.

“Goal”: shall mean an aspirational effort to attain a certain level of SBEs participation on contracts awarded by the Cuyahoga County based on subcontracting opportunities and available SBEs to perform.

“Good Faith Efforts”: shall mean the aggressive actions of a Participant undertaken in earnest to achieve an SBE goal and ensure that it does not discriminate in its contracting practices.

“Independent”: shall mean that with respect to the ownership, control and activity of a SBE, the business shall operate separate and apart from the ownership, control or undue influence of another business owned and controlled by one or more non-SBEs.

“Joint Venture”: shall mean an association of two or more independent persons, partnerships, corporations (or any combination of them) formed, consistent with the laws of the State of Ohio. This joint venture would carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills and knowledge, and in which the SBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

“Manufacturer”: shall mean an individual (or individuals) who owns, operates, or maintains a factory or establishment that produces on the premises the components, materials, or supplies obtained by the Participant or Cuyahoga County.

“OPD”: shall mean the Office of Procurement & Diversity, which is responsible for administration of the SBE Program.

“Non-Compliance”: shall mean the condition that exists when a Participant has failed to meet the requirements of the SBE.

“Office”: shall mean that a business enterprise with an established place of business in the Cuyahoga County area at which one or more of its employees is regularly based and that such place of business has a substantial role in the business’ performance of a commercially useful function as herein defined. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not constitute a significant business presence.

“Participant”: shall mean any contractor, vendor, supplier, or other person, partnership, joint venture, corporation or other business entity that submits a bid or proposal to Cuyahoga County or expressed interest in submitting a bid or proposal in response to competitive solicitation issued by Cuyahoga County or who has been awarded a contract by Cuyahoga County.

“Project Owner”: shall mean the representative of Cuyahoga County that enters into agreement or contracts with a firm for services or supplies or any other item which shall cause a disbursement of funds from Cuyahoga County.

“Proposal”: shall mean a quotation, proposal, bid or offer by a Participant to perform or provide labor, materials, supplies, or services to Cuyahoga County in response to competitive solicitation issued by Cuyahoga County.

“Race/Gender-Conscious”: shall mean any governmental or legislative policy or programmatic action that uses race or gender as criteria for participation. The use of an MBE or WBE goal is a primary example of a race-conscious measure.

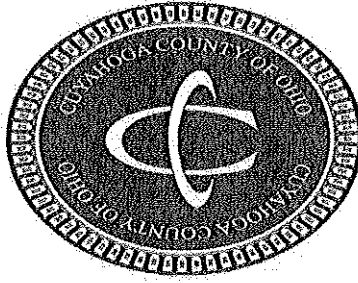
“Race/Gender-Neutral”: shall mean any governmental or legislative policy or a programmatic action in which race or gender is not among, or the specific criteria for participation. While benefiting MBEs and WBEs, it is not solely focused on MBE or WBE firms and can be used to assist all small businesses. For example, small business outreach programs, technical assistance programs, mobilization fees, bonding assistance and prompt payment provisions can assist a wide variety of small businesses, not just MBEs and WBEs.

“Responsible”: shall reference a Participant’s integrity, compliance with public policy, and record of past performance and financial and technical resources. A Participant must meet certain requirements to be considered a responsible bidder.

“Responsive”: shall mean that a bid must comply in all material respects, both to the method and timeliness of submission and to the substance of any resulting contract, so that all Participants may stand on an equal footing and the integrity of the competitive bidding system may be maintained.

“Small Business Enterprise” (“SBE”): shall refer to a firm that is certified by OPD, submitted an application and has been accepted as a firm eligible to take advantage of affirmative action efforts established in this Program.

“Underutilization”: shall mean the percentage of dollars spent by Cuyahoga County with SBEs which is less than would be expected based on SBE availability in the County.



RQ {ENTER RQ#}

SBE VENDORS' MANUAL

Small Business Enterprise Program

For Construction, Services, Supplies and Professional Service Contracts

The goal of the Small Business Enterprise (SBE) Program is to support small businesses by creating positive partnerships in County contracting and other procurement opportunities. The Small Business Enterprise Program will achieve this goal by providing and supporting opportunities for small firms to grow and thereby compete effectively in the general environment for contracting opportunities.

THE SBE SUBCONTRACTOR PARTICIPATION GOAL
FOR THIS BID/PROPOSAL IS

{ENTER SBE %} %

OF THE CONTRACT AWARD

Cuyahoga County
Is an Equal Opportunity Employer

SBE VENDORS' MANUAL

TABLE OF CONTENTS

Section I.	Small Business Enterprise (SBE) Certification	Page 3
Section II.	SBE Participation Goal	Page 3
Section III.	Mandatory Bidding Requirements for Prime Contractors	Page 3
Section IV.	Good Faith Efforts	Page 4
Section V.	Award of Contracts	Page 5
Section VI.	Monitoring and Post-Award Reporting	Page 6

REQUIRED FORMS:

- Covenant of Non-Discrimination (SBE-1)
- SBE Subcontractor Participation Plan (SBE-2)
- Good Faith Effort Certification (SBE-3, 2 pages)
- Sample of Completed SBE forms (4 pages)

INSTRUCTIONS TO VENDORS

I. Small Business Enterprise (SBE) Certification

Only those Small Business Enterprises certified by the Cuyahoga County 's Office of Procurement & Diversity (OPD) shall be eligible for the fulfillment of the SBE participation goal. SBE listings may be obtained from the Office of Procurement & Diversity. If a Small Business Enterprise elects to compete for county business without being certified as such, they may do so, but any bid/proposal submitted will not be counted towards fulfillment of the SBE participation goal.

An SBE desiring certification with OPD must complete the certification application. SBE applications may be obtained from the:

Office of Procurement & Diversity
County Administration Building, Room 110
1219 Ontario Street
Cleveland, Ohio 44113
(216) 443-7230
or downloaded at www.opd.cuyahogacounty.us

II. SBE Participation Goal

The SBE Participation goal can be achieved in the following manner(s):

1. A prime vendor subcontracts with one or more certified SBEs to meet or exceed the SBE goal;
2. A prime vendor subcontracts with one or more certified SBEs in an amount short of the SBE goal, but submits a complete Good Faith Effort (further described below);
3. A certified SBE who bids as a prime contractor subcontracts a portion of the work to another certified SBE. Certified SBEs bidding as prime contractors will receive a 20% credit towards the SBE participation goal. However, the certified SBE must secure additional certified SBE subcontractor participation and/or seek a waiver based on Good Faith Effort (further described below) for any remaining balance of the SBE goal.

III. Mandatory Requirements for Prime Contractors

In consideration of the right and privilege to submit a bid or proposal on construction projects and other contracts with Cuyahoga County, at the time of submitting a proposal or bid, each participant shall be required to present appropriate documentation. The documents described below must be completed and signed by each Participant before a proposal or bid can be considered responsive:

- 3) Covenant of Non-Discrimination: Each Participant must submit a duly executed and attested Covenant of Non-Discrimination (SBE-1, found in the attached SBE Vendors' Manual). This written instrument shall contain promises, declarations and/or affirmations made by the Participant. The completed document must contain an original signature and date of signature.
- 4) SBE Subcontractor Participation Plan: Each Participant must submit a duly executed Subcontractor Participation Plan (SBE-2, found in the attached SBE Vendors' Manual) for each SBE subcontractor

proposed. Copies and/or facsimiles of SBE-2 submitted with bids/proposals are acceptable BUT all required signatures must be dated as indicated. Also, please note the following:

- a) Certified SBEs who are bidding as prime contractors **MUST** complete and submit the top portion of Form SBE-2 to guarantee the 20% SBE credit.
- b) SBEs with multiple geographical locations shall enter the Cuyahoga County address and contact information on Form SBE-2.
- c) Prime vendors are **PROHIBITED** from using SBE(s) with whom the prime vendor has a familial relationship, joint or co-ownership, common partners, officers, or a shareholder relationship to meet the SBE Participation Goal. Hence, on Cuyahoga County projects/contracts, any portion of work subcontracted to a SBE vendor by a prime vendor that meets the above-mentioned criteria will **NOT** count towards the achievement of the established SBE Participation Goal.

Use of 2nd Tier Subcontractors: In the event that a subcontractor portions out work and utilizes the services of a sub-subcontractor or vendor, the prime contractor shall be required to report this use to OPD. For reporting purposes, the prime contractor shall report statistical data for the sub-subcontractor or sub-vendor, including race, gender, business size, area of specialization, dollar value, description of services or products purchased, and contact information. No SBE subcontractor will be permitted to subcontract more than 25% of their subcontract work (based on dollar value) without prior approval by OPD.

Other Information and Data: OPD may request additional information and data prior to a contract award. This information may include, but is not limited to, information regarding business ownership of all subcontractors to be utilized on the project, all of which shall reflect the race, gender, location, size, and area of specialization and structure of the identified businesses.

A PARTICIPANT'S FAILURE OR REFUSAL TO PROVIDE INFORMATION AND DATA REQUIRED BY THIS PROGRAM AND REQUESTED BY OPD SHALL SUBJECT THE PARTICIPANT TO HAVING A PROPOSAL OR BID DEEMED NON-RESPONSIVE.

IV. Good Faith Efforts

Aggressive "Good Faith Efforts" to include SBEs in the procurement process are required of all Participants. These Good Faith Efforts should be in addition to the Participant's regular and customary solicitation process of contact with potential subcontractors and/or vendors.

Written Notice to SBEs: To demonstrate good faith efforts, a Participant shall deliver written or electronic notice to potential, SBEs. SBEs should be contacted not less than one (1) week before the bid or proposal due date. Names, addresses, and telephone numbers for available SBEs may be obtained by contacting OPD or reviewing the database on the website at <http://opd.cuyahogacounty.us/>.

The written or electronic notice sent to potential subcontractors or vendors shall contain the following:

- (1) Sufficient information about the plans, specifications, and relevant terms and conditions of the solicitation. This should include information about the work which will be subcontracted or the goods which will be obtained from subcontractors and suppliers;

- (2) A contact person knowledgeable of the project scope documents, within the Participant's office, to answer questions about the conditions of the contract;
- (3) Information as to the Participant's bonding requirements; and
- (4) The deadline for price quotations.

Evaluation of Good Faith Efforts: In evaluating good faith efforts, OPD will determine whether the Participant has made reasonable good faith efforts to obtain SBE participation as part of its bid or proposal. OPD may evaluate not only the different kinds of efforts made by a Participant, but also the quantity and intensity of those efforts.

OPD will consider a completed Good Faith Effort Certification (SBE-3, 2 pages, found in the attached SBE Vendors' Manual), as evidence of a Participant's good faith in trying to obtain SBE participation in a bid or proposal.

Required Documentation: To demonstrate good faith efforts, Participants shall keep detailed records of all correspondence and responses thereto, logs of all telephone calls made and received regarding the project or contract, confirmation receipts for fax transmissions, receipts from registered or certified mail, copies of advertisements in publications and other media, and other relevant papers required by this Program.

Good Faith Effort Certification: Participant must submit a completed Good Faith Certification (SBE-3, found in the attached SBE Vendors' Manual) ONLY if the SBE Participation Goal is not met. Additional documentation demonstrating a good faith effort must accompany the checklist. The completed document must contain an original signature, notarizations, and date of signature.

V. Award of Contracts

Award of Contracts: Proposals/ bids may be rejected and projects re-submitted for the sole purpose of attaining goals where no "good faith effort" has been demonstrated. Cuyahoga County reserves the right to determine the action to be taken on the contract if a goal is not met, including rejecting any or all bids or proposals. If an awarded contract is later amended for additional dollars, SBE subcontractor participation should still reflect the percentage of dollars originally contracted for.

When evaluating a bid to determine the lowest and best bid, the County may consider, in addition to all of the other factors set forth in the instructions to bidders, whether a bid is SBE compliant; provided, however, that such SBE compliance shall not be considered if the difference between the SBE-compliant bid and the lowest responsive bid is more than the price preference specified below.

Lowest Bid Received Range (\$)	Price Preference (%) & Limit	Price Preference (\$)
0 – 500,000	10%	0 – 50,000
500,001 – 1,000,000	10% up to max \$80,000 (10-8)	50,000 – 80,000
1,000,0001 – 3,000,000	8% up to max \$210,000 (8-7)	80,000 – 210,000
3,000,001 – 5,000,000	7% up to max \$250,000 (7-5)	210,000 – 250,000
>5,000,000	\$250,000 maximum (≤5)	250,000 maximum

VI. Monitoring and Post-Award Reporting

Office of Procurement and Diversity Authorization to Monitor: OPD shall be authorized to collect from all Participants such data and information as is necessary to monitor this Program. This information may include information as to business ownership, supplier information, subcontractor information, all of which shall reflect the contract information, race, gender, business location, and size of the identified businesses.

OPD shall continuously monitor the participation of SBEs in the procurement of goods and services for Cuyahoga County. Such monitoring shall include, but is not necessarily limited to, a statistical analysis of each construction trade, business service, professional service and commodity to determine whether there is utilization of SBEs in a manner that is proportionate to the established goal.

OPD will provide written reports on an annual basis. OPD's report shall contain a summary of the purchases and contracts placed with SBEs for the period and the relative percentage to the total of purchases and contracts for that period and the size, quantity and quality of SBE involvement by dollar volume.

Participant's Post-Award Reporting: Participants who are awarded contracts must submit reports, during the course of, and at the end of the contract as requested by OPD. These reports shall summarize the number and dollar amounts of payments made during the term of the contract to subcontractors. The final report shall summarize the number and dollar amounts of payments made during the term of the contract to all subcontractors and shall reflect the SBE designation of the subcontractor if any. OPD reserves the right to audit a contract for SBE participation at his/her discretion during any phase of the project. An audit would include but not be limited to: on site reviews, desk reviews, requests for cancelled checks, requests for invoices, certified payroll reports, etc.

SBE Subcontractor Substitutions or Replacements: The prime contractor shall report any replacements or substitutions of the use of SBE subcontractors to OPD immediately. Prior approval by the Director of OPD is required for SBE substitutions/replacements. For reporting purposes, the prime contractor shall report to OPD statistical data pertaining to the new subcontractor, including race, gender, business size, area of specialization, and contact information on the SBE Subcontractor Participation Plan form (SBE-2).

OPD will require a Participant to make good faith efforts to replace a SBE that is terminated or has otherwise failed to complete its work on a contract with another SBE to the extent needed to meet the contract SBE Participation Goal. The Participant must notify OPD immediately, and in writing, of the SBE's inability or unwillingness to perform and provide reasonable documentation. The request should include at a minimum: the name of the SBE firm, the contact, the phone number, the scope of work initially assigned to the SBE firm, dollars paid to date, percent of scope completed, and the reason for the substitution request including documentation of the SBE's withdrawal.

The Participant will be given five (5) business days to find a SBE substitution if the request is granted. In this situation, the Participant will be required to obtain prior approval of the substitute SBE and to provide copies of SBE Subcontractor Participation Plan (SBE-2) or documentation of good faith efforts.

If the Participant fails or refuses to comply in the time specified, OPD may issue a recommendation to stop all or part of payment and/or work until satisfactory action has been taken. If the Participant still fails to comply, OPD may issue a recommendation of termination of the contract.

Contractors' Closeout Activity Reports: To further monitor SBE participation, closeout activity reports will be required from project prime contractors and prime consultants identifying activities of all subcontractors and sub-consultants. This report shall include all modifications/amendments/change orders and shall reflect the contact information, race, gender, business size, scope of work, and amount paid to each firm.

REQUIRED DOCUMENTS

The following forms regarding the Small Business Enterprise Program must be completed and submitted with bids/proposals:

COVENANT OF NON-DISCRIMINATION (SBE-1)

SBE SUBCONTRACTOR PARTICIPATION PLAN (SBE-2)

GOOD FAITH EFFORT CERTIFICATION (SBE-3, 2 PAGES)

COVENANT OF NON-DISCRIMINATION

(MUST be completed and submitted with ALL bids or proposals)

Know All Men By These Presents, that I/we, (_____),
Name(s)
(_____), (_____),
Title(s) Name of Company

(hereinafter "Company"), in consideration of the privilege to submit Bids/Proposals on contracts funded, in whole or in part, by Cuyahoga County, hereby consents, covenants and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any Bid/Proposal submitted to Cuyahoga County or the performance of any contract resulting from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible Small Business Enterprises (hereinafter "SBEs");

(3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands and agrees to make a Good Faith Effort to solicit SBEs to do business with this Company;

(4) That the Covenant of Non-Discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the Covenant of Non-Discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and

(6) That the failure of this Company to satisfactorily discharge any of the Covenant of Non-Discrimination as made and set forth herein shall constitute a material breach of contract entitling Cuyahoga County to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

(Original Signature of Company Representative Identified Above)

(Date)

SBE SUBCONTRACTOR PARTICIPATION PLAN
(MUST be submitted for EACH SBE Subcontractor Proposed)

(A) TOTAL AMOUNT OF OVERALL CONTRACT BID/PROPOSAL \$ _____

CHECK ONE:

SERVICE CONTRACT SUPPLY CONTRACT CONSTRUCTION CONTRACT

BUSINESS NAME OF PRIME BIDDER _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE (____) _____ E-MAIL _____

FIRM OWNED BY: MAJORITY MINORITY (SPECIFY: _____) FEMALE

(B) AMOUNT TO BE SUBCONTRACTED TO SBE: \$ _____ PERCENT OF TOTAL OVERALL CONTRACT BID [(B)/(A)]: _____ %

SCOPE OF WORK PROVIDED BY SBE: _____

PRIME BIDDER'S NAME _____ TITLE _____
(TYPE OR PRINT)

PRIME BIDDER'S SIGNATURE _____
(DATE OF SIGNATURE)

SBE SUBCONTRACTOR TO BE UTILIZED
(MUST BE CERTIFIED BY THE CUYAHOGA COUNTY OFFICE OF PROCUREMENT & DIVERSITY)

NAME OF SBE SUBCONTRACTOR _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

AREA CODE (____) TELEPHONE _____

*******NOTE: SBE MUST BE A COUNTY CERTIFIED SBE*******

THE UNDERSIGNED HEREWITH AGREES TO SUBCONTRACT WITH THE ABOVE NAMED BIDDER FOR THE ABOVE SAID SERVICE(S) OR SUPPLY(IES) TO BE FURNISHED TO THE COUNTY.

SBE SUBCONTRACTOR'S NAME _____ TITLE _____
(TYPE OR PRINT)

SBE SUBCONTRACTOR'S SIGNATURE _____
(DATE OF SIGNATURE)

GOOD FAITH EFFORT CERTIFICATION

(Must be submitted with bids NOT meeting SBE goal or requesting full or partial waiver)

Pursuant to the requirements for bidders under the SBE Program, and in consideration of the privilege to submit bids/proposals funded, in whole or in part, by Cuyahoga County,

I/We, (_____), (_____) of
(_____)
Name(s) of Person(s) Signing Below Title(s) Company Name

attest that I/We have exercised the following good faith efforts in addition to my/our regular and customary solicitation process: (Check ALL that apply and complete as indicated)

- I/We are requesting a FULL/PARTIAL WAIVER of the SBE Participation Goal for the following reason(s): _____
- I/We are a non-profit agency and are requesting a FULL WAIVER of the SBE Participation Goal.
- I/We have contacted OPD or website to obtain a list of SBEs appropriate to the bid/proposal.
- I/We delivered written notice to available certified SBEs for each potential subcontracting or supply category in the contract AND all potential subcontractors or vendors which requested information on the contract.
- I/We have provided all potential subcontractors or vendors with adequate information as to plans, specifications, relevant terms and conditions of the contract, bonding requirements, and the last date and time for receipt of price quotations.
- I/We have attended the pre-bid/proposal conference.
- I/We have provided a written explanation for rejection of any potential SBE subcontractor or vendor to OPD, where price competitiveness is not the reason for rejection.
- I/We have actively solicited, through sending letters, emails or initiating personal contact, SBEs in all feasible and appropriate categories providing subcontracting opportunities for the contract under consideration.
- I/We have utilized the services of available community organizations and associations, contractors' groups, and trade associations known to publicize contracting and procurement opportunities, for the purpose of obtaining assistance in the contacting and recruitment of SBEs for the Cuyahoga County contract under consideration.
- I/We have conducted discussions with interested SBEs in good faith, and provided the same willingness to assist SBEs as has been extended to any other similarly situated subcontractor.
- I/We have taken steps to ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the obligation to maintain a non-discriminatory work environment, free of harassment, intimidation and coercion at all construction sites, offices and other facilities to which employees are assigned to work.

If applicable, identify all SBEs contacted to participate that declined or were not chosen:

RO#

1. _____

Name of Subcontractor/Vendor	Address	Phone
_____	_____	_____
Name of Contact	Date of Offer to Participate	Bid Amount
_____	_____	_____
		Date Offer Declined

Reasons Given for Declining _____

2. _____

Name of Subcontractor/Vendor	Address	Phone
_____	_____	_____
Name of Contact	Date of Offer to Participate	Bid Amount
_____	_____	_____
		Date Offer Declined

Reasons Given for Declining _____

3. _____

Name of Subcontractor/Vendor	Address	Phone
_____	_____	_____
Name of Contact	Date of Offer to Participate	Bid Amount
_____	_____	_____
		Date Offer Declined

Reasons Given for Declining _____

(Make additional copies to extend list of SBE contacts if needed)

I/We affix my/our signature to this document to attest that I/We have exercised the above-indicated Good Faith Effort to promote SBE participation on the Bid/Proposal and Contract under consideration and to comply fully with the provisions of the Cuyahoga County Small Business Enterprise Program.

Printed/Typed Name of Company Official	Date
_____	_____
Signature (Must be Original)	Title of Company Official
_____	_____
Full Company Name	Mailing Address
_____	_____
Area Code/ Phone Number	City, State, Zip
_____	_____
Notary Public	My Commission Expires
_____	_____

PLEASE NOTE: Failure to properly complete and submit SBE-1, SBE-2 and SBE-3 (if applicable) will result in bids/proposals being ruled non-responsive.

COVENANT OF NON-DISCRIMINATION

(MUST be completed and submitted with ALL bids or proposals)

Know All Men By These Presents, that I/we, (John Doe),
Name(s)
(President, Owner), (ABC Company, Inc.),
Title(s) Name of Company

(hereinafter "Company"), in consideration of the privilege to submit Bids/Proposals on contracts funded, in whole or in part, by Cuyahoga County, hereby consents, covenants and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any Bid/Proposal submitted to Cuyahoga County or the performance of any contract resulting from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible Small Business Enterprises (hereinafter "SBEs");

(3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands and agrees to make a Good Faith Effort to solicit SBEs to do business with this Company;

(4) That the Covenant of Non-Discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the Covenant of Non-Discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and

(6) That the failure of this Company to satisfactorily discharge any of the Covenant of Non-Discrimination as made and set forth herein shall constitute a material breach of contract entitling Cuyahoga County to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

John Doe February 1, 2008
(Original Signature of Company Representative Identified Above) (Date)

SBE SUBCONTRACTOR PARTICIPATION PLAN
(MUST be submitted for EACH SBE Subcontractor Proposed)

SBE-2
RQ# XXXXX

(A) Total Amount of Overall Contract Bid/Proposal \$ 500,000

Check One:

Service Contract Supply Contract Construction Contract

Business Name of Prime Bidder ABC Company, Inc.

Address 111 Main Street

City Anywhere State Ohio Zip Code 44000

Telephone (216) 555-5555 E-Mail abccompany@yahoo.com

Firm Owned by: Majority Minority (specify: _____) Female

(B) Amount to be Percent of Total
Subcontracted to SBE: Overall Contract Bid
\$ 100,000 [(B)/(A)]: 20 %

Scope of Work Provided By SBE: Electrical Contracting Services

Prime Bidder's Name: John Doe Title: President/Owner
(Type or Print)

Prime Bidder's Signature: John Doe Date: February 1, 2008
(Date of Signature)

SBE SUBCONTRACTOR TO BE UTILIZED
(Must be certified by the Cuyahoga County Office of Procurement & Diversity)

Name of SBE: Electrifying Electric Company

Address: 456 Main Street, Anywhere, OH 44000

City Anywhere State Ohio Zip Code 44000

Area Code (216) Telephone 555-5551

*****NOTE: SBE MUST BE A COUNTY CERTIFIED SBE*****

The undersigned herewith agrees to subcontract with the above named bidder for the above said services(s) or supply(ies) to be furnished to the County.

SBE Subcontractor's Name: Tom Edison Title: President/Owner
(Type or Print)

Prime Bidder's Signature: Tom Edison Date: January 23, 2008
(Date of Signature)

If applicable, identify all SBEs contacted to participate that declined or were not chosen:

1. Perfect Plumbing Company 222 Main Street, Anywhere, OH 44000 216-555-5553
Name of Subcontractor/Vendor Address Phone
Paul Perfect January 15, 2008 \$25,000 (5%) January 18, 2008
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining Has other commitments at this time and is unable to work with us.

2. Dan's DuctWork Company 333 Main Street, Anywhere, OH 44000 216-555-5554
Name of Subcontractor/Vendor Address Phone
Dan Handy January 18, 2008 \$25,000 (5%) January 19, 2008
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining They are no longer providing the required sub-contracting service as part of its business.

3. Dave's Landscapes Inc 444 Main Street, Anywhere, OH 44000 216-555-5556
Name of Subcontractor/Vendor Address Phone
Dave Curbappeal January 16, 2008 \$25,000 (5%) January 17, 2008
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining Has other commitments at this time and is unable to work with us.

(Make additional copies to extend list of SBE contacts if needed)

I/We affix my/our signature to this document to attest that I/We have exercised the above-indicated Good Faith Effort to promote SBE participation on the Bid/Proposal and Contract under consideration and to comply fully with the provisions of the Cuyahoga County Small Business Enterprise Program.

John Doe
Printed/Typed Name of Company Official

February 1, 2008
Date

John Doe
Signature (Must be Original)

President, Owner
Title of Company Official

ABC Company, Inc.
Full Company Name

111 Main Street
Mailing Address

216-555-5555
Area Code/ Phone Number

Anywhere, OH 44000
City, State, Zip

Nancy Notarious
Notary Public

December 31, 2010
My Commission Expires

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0049

Sponsored by: County Executive FitzGerald/Department of Development	An Ordinance authorizing the County Executive to establish an Economic Development Fund for the purpose of investing in job growth and economic development in Cuyahoga County; and declaring the necessity that this Ordinance become immediately effective.
--	--

WHEREAS, Article VII, Section 7.01 of the Cuyahoga County Charter mandates that “the County shall develop and implement policies, programs and activities for the expansion and enhancement of economic activity in the County so as to create and preserve jobs and employment opportunities for and available to residents of the County;” and,

WHEREAS, the Cuyahoga County Economic Development Commission has proposed, and this Council has adopted, the Cuyahoga County Economic Development Plan in Ordinance No. O2011-0026; and,

WHEREAS, the County Executive/ Department of Development has proposed the establishment of a \$100,000,000.00 Economic Development Fund to invest in job growth and economic development in Cuyahoga County under the Economic Development Plan; and,

WHEREAS, the Economic Development Fund shall strive to meet the principal objectives of expanding the economic base in the county, including outcomes consistent with economic growth including job creation and improved quality of life; and,

WHEREAS, the County Executive/Department of Development has proposed that the Economic Development Fund should invest in specific programs for Workforce Development, Property Reutilization, Small Business Growth, and Large Scale Business Growth and Attraction; and,

WHEREAS, the Executive has proposed, and this Council concurs, that the Department of Development shall administer the Economic Development Fund in a manner that promotes inclusion of economically isolated populations, transparency for public accountability, and collaboration with existing economic development organizations as priorities for the department’s approach; 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 agency.

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

SECTION 1. There is hereby created the Cuyahoga County Economic Development Fund, which shall be administered by the County Executive through the Department of Development.

SECTION 2. The Economic Development Fund shall undertake the following four priorities:

- a) Large Business Growth and Attraction;
- b) Small Business Growth;
- c) Property Reutilization; and
- d) Workforce Development.

SECTION 3. The Department of Development shall make a report to the County Council detailing the operations, performance measures and changes to the Fund annually in concert with updates to the County's Five Year Economic Development Plan as required by the County Charter.

SECTION 4. It is necessary that this Ordinance become immediately effective in order to retain secured financing and project completion. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

SECTION 5. 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.

Yeas:

Nays:

County Council President

Date

County Executive

Date

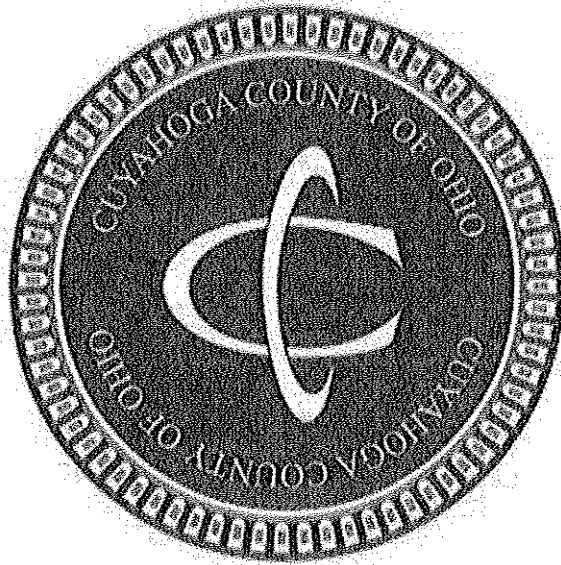
Clerk of Council

Date

First Reading/Referred to Committee: October 25, 2011

Committee(s) Assigned: Economic Development & Planning

Journal _____
_____, 2011



\$100 Million Economic Development Fund

Executive Summary.....	3
Introduction	5
Purpose	5
Goal and Objectives	6
Investment Approach	7
Funding	8
Uses of Funds	10
Innovation Development: Four Programs	13
Property Reutilization: Three Programs	28
Business Growth, Commercialization and Attraction: Four Programs	34
Management and Organization	49
Evaluation Criteria.....	53
Communications Plan	54
Operational Plan [TBD]	56
Financial Plan [TBD]	56

Executive Summary

Cuyahoga County's \$100 Million Dollar Economic Development Fund is a first-of-its-kind initiative designed to deliver jobs and prosperity to Greater Cleveland. Specificity, strategy and funding distinguish this plan from thinner attempts at regional economic development.

A yearlong survey of the commercial landscape has identified three vital components of progress: innovation, property development and business growth. It is a fundamental shift away from mega-projects and toward calculated and effective investments in human capital and quality place.

The overarching goal of the Fund is simple: make \$100 million dollars available to spur county job creation and economic growth.

The \$100 Million Dollar Fund will reinvigorate the urban fabric, nurturing the place-based values expounded in the Five Year Economic Development Plan. The Fund will be collaborative and inclusive, binding regional assets together to augment strengths, repair weaknesses and embracing economically isolated populations. All of this will be achieved with uppermost accountability and transparency.

Gleaned through making county operations more efficient, the means to make this critical investment are already in place—without increasing local taxes. The county will marshal flexible, cost-effective and strategic funds to meet the demands—and customer service expectations—for those businesses poised to grow and add jobs.

Funding

The county has committed to fund the Economic Development Fund using the savings generated from making county government more efficient. To ensure the most cost effective and productive use of public funds, the county will adjust the allocation of resources to meet private sector demand.

Administration, Approval Process and Public Engagement

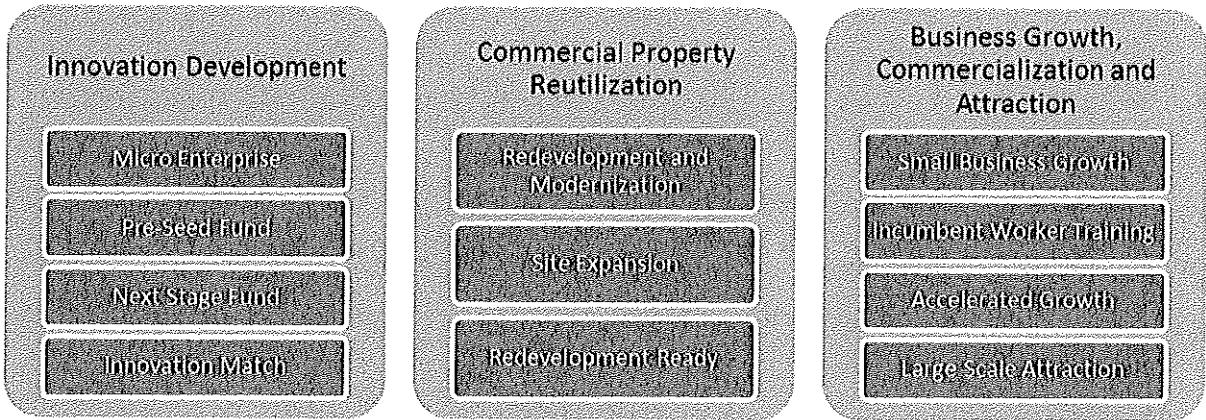
The Department of Development will manage the Fund, relying mostly on staff already in place and resources available in other departments for oversight and Fund administration.

The Cuyahoga County Community Investment Corporate (CCCIC) will be tasked with reviewing, troubleshooting and making funding recommendations. The County Council and County Executive have final authority over Economic Development Fund investments consistent with the county's contracting and procurement ordinances. Transparency and reporting outcomes are critical priorities throughout county government, and especially for the Economic Development Fund

Starting in January 2012, the Department of Development will lead a countywide Economic Development Fund Roadshow to engage the business community and development stakeholders directly, in concert with the County Council and partner Economic Development Organizations. Cuyahoga County will lean heavily on its non-profit and for-profit partners both in the administration and promotion of the Fund.

Investment Priorities

There are three priority areas for investment available countywide, each with distinct programs:



Innovation Development			
Micro Enterprise	Pre-Seed Fund	Next Stage Fund	Innovation Match
Finances Business Too Small or Unestablished for Traditional Lenders	Early Stage Funding to Accelerate Growth and Attract Investors	Invests In Companies Primed for Full Commercial Launch	Provides Local Match Required by Federal and State Innovation Grants

These four programs are designed to nourish early stage companies. By channeling capital to promising companies with a pipeline of inventive products and services, the county adds critical funding to the creative mixture of concepts, employees and management.

Commercial Property Reutilization, Expansion and Acquisition		
Redevelopment and Modernization	Site Expansion	Redevelopment Ready
Finances Existing Site Improvements, Including Modernization	Finances Environmental Cleanup of Sites Adjacent to Existing End-User	Finances Environmental Cleanup of Underutilized Sites Without End Users

Firms that are growing need to modernize and expand. These resources swiftly address that need for successful companies already in Cuyahoga County, and help them grow in place. Further, local dollars present the opportunity to leverage federal and state grants already in place for remediation.

Business Growth, Commercialization and Attraction			
Small Business Growth	Incumbent Worker Training	Accelerated Growth	Large Scale Attraction
Increases Access to Traditional Lending Market	Reimburses 50% of Expenses for Retraining Workers	Capital for Expansion Via Acquisition, New Markets and Diversification	Gap Financing and Incentives for Large Scale Growth and Attraction

The greatest source of potential job growth lies in small business. The four program portfolio addresses needs gleaned from active engagement with loaned executives, economic development professionals and transition volunteers.

Introduction

For the first time in its history, Cuyahoga County has established a Five Year Economic Development Plan that defines development priorities and strategies.

This plan identifies three vital components of growth—innovation, property development and business growth, commercialization and attraction; these crucial areas are supported by 11 strategies. The tools are the result of more than a year of engagement with the public, economic development stakeholders and loaned executives; the outcome is a funding source with the tools to make the county's first Five Year Economic Development Plan a reality.

Purpose

The purpose of the \$100 Million Economic Development Fund is to strategically invest in economic development on a meaningful scale. The Fund is an instrument of the Five Year Economic Development Plan and the means to implement a local strategy for growth. The Fund demonstrates a departure from spending on large scale projects in the name of economic development. Instead, the Fund will support an environment that fosters and attracts job growth, incentivizes collaboration in the name of human capital development and improved quality of life.

Goal and Objectives

Goal: Invest \$100 million dollars to spur county job creation and economic growth.

The bedrock of this plan is straightforward: deliver unprecedented resources for economic development and do so without raising taxes or fees.

The county crafted three objectives to ensure the \$100 Million Dollar Economic Development Fund is implemented correctly.

Objective 1: Use evidence-based process for making the most strategic use of the Fund and the means for fulfilling the County's Five Year Economic Development Plan

By strengthening areas already designated in the county's five year economic plan, the \$100 Million Dollar Fund works with current investments and initiatives.

Objective 2: Make the program as user friendly as possible, while maintaining rigorous attention to outcomes

It is a common crutch for the public sector to be focused on process rather than outcomes. It is the county's commitment to build a Fund and commensurate tools that plug into the robust economic development ecosystem that already exists in our region. The system is comprised of partners from all sectors that represent myriad constituencies. The county's commitment is to make accessing the right county resources easy and deliver decision-making swiftly—not just to potential Fund users, but to the county's non-profit partners in economic development as well.

Objective 3: Challenge the private sector to share the public sector's risk by using available resources to accelerate business growth and add jobs.

The county knows that the private sector is fully capable of producing worthwhile projects and challenges the business community to push outside its comfort zone to do just that. The private sector is expected to shoulder financial risk commensurate with the public. Similarly, it is the responsibility of the public sector to not compete with or interfere with the natural marketplace or displace investments that would occur without the county's partnership.

Investment Approach

Leveraging Existing Assets

Cuyahoga County's many assets are the foundation of the regional economy and its global competitiveness. The Fund will seek to leverage the assets we already have, not endeavor to build new ones.

Complement Place-Based Economic Development

Quality of place is the cornerstone of the Five Year Economic Development Plan. Strong regions are driven by dynamic urban cores. To that end, the county will collaborate to reinvigorate areas well-served by existing infrastructure but challenged by disinvestment. The Fund will invest in order to create high-quality, well-connected places that provide residents with great communities to live, work, play and learn.

Collaborative

Collaboration augments strengths and rectifies weaknesses through smart partnerships. The county will forge a public, private and non-profit coalition centered on the tenant of letting these sectors perform in the functions in which they were bred to excel.

Inclusive

For too long, the county has stood idle while pockets of economically isolated populations languished. Greater Cleveland cannot be an efficient economic engine while significant portions of the region's human capital remain trapped in silos of seclusion. The county will strategically invest in order to tear down these relics of the old paradigm and build jobs with a living wage. This new inclusivity will, in turn, signal to the best and brightest transplants and newcomers that Cuyahoga County is a welcoming place to do business.

Transparent and Accountable

As Cuyahoga County attempts to strengthen its global competitiveness and economic vibrancy, it is essential to measure investment performance, assess economic progress, and examine industrial trends. The \$100 Million Economic Development Plan's performance measures are based, when possible, on those used in the Five Year Economic Development Plan.

Sustainable

The purpose of the fund is to make investments in growth that will have the greatest impact balanced with reasonable execution risk and degree of certainty for positive outcomes. By creating a dedicated fund, Cuyahoga County has established a funding priority in economic development that can be recapitalized as needed in the future. While fund balances may fluctuate, its purpose is to spur growth elsewhere on the county's balance sheet, and most significantly among the household budgets of county residents as a result of public investment in growth.

Funding

\$100 Million Available for Economic Development

Using multiple sources of funding to generate capital for an Economic Development Fund will allow the County to diversify sources available for a variety of project uses. To ensure the most cost effective and productive use of public funds, the county will adjust the allocation of resources to meet private sector demand. Capital stacks, similar to those used in individual project financing, will be built by combining the diverse funding sources within an Economic Development Fund and matching those sources of capital or liquidity with strategic economic development initiatives.

POTENTIAL FUNDING SOURCES		
FUNDING SOURCE	FUNDING (\$MM)	DESCRIPTION
Note / Bond Issuance – Round 1	\$25	First round of note or bond issuance to be completed in the fourth quarter of 2011. Proceeds to be deposited in the Loan Fund.
Loan Repayments	\$25	Advance of cash from the General Fund to the Loan Fund in 2012, if appropriate. Proceeds from loan repayments included.
Available Funding as of 12/31/2011	\$50	Combination of note/bond proceeds available for economic development purposes would total \$50 million 12/31/2011.
Note / Bond Issuance – Round 2	\$25	A second round of note or bond financing to occur first half of 2012. Proceeds to be deposited in the Loan Fund.
Sale of County Assets	\$5-\$10	Net cash from sale of County fixed assets and potential leasing concessions would be transferred to Loan Fund at completion of transactions.
County Portfolio Liquidity	\$5-\$10	Loan Fund could offer additional lending capacity through the County investment portfolio under the current investment policy for municipal obligations.
Bond Issuance - Round 3	\$15 (new)	Final round of bond issuance would both take out first two rounds of notes (\$50 million) and add new money of up to \$15 million to build \$100 million in capacity.
Available Funding as of 12/31/2012 or sooner.	\$100	The final cumulative amount of resources made available to the Loan Fund by the end of 2012. Does not include other sources such as loan guarantees.

Economic Development Revenue Bonds – The initial share of funding can be raised in a relatively short amount of time through a bond issue. The proceeds would flow into the funding pool as a source of funding for identified projects. Annual debt service for bonds would be paid from a combination of project revenue and county operating revenue. At maximum, a \$100 million bond issue would carry an approximate annual debt payment of \$8.5 million. The amount of development bonds used to generate proceeds for the Fund would vary based on the use of the other fund sources. Capital from bond proceeds could make up the majority share of the funding that goes into the stack.

Transfers of Economic Development Loan Repayments –A portion of loan repayments from existing economic development loans can be directed and included as an equity investment in the fund pool. There would be a high degree of flexibility on how this source is applied towards project uses.

Proceeds From Sale of Assets – The county is evaluating its fixed assets, which may demonstrate opportunities for one-time funding through a sale. Proceeds' net liabilities can provide a secondary equity investment in the development fund capital stack. Revenue from this source would have a high degree of flexibility for project uses.

County Portfolio Liquidity – County reserves are held in a fixed asset investment portfolio managed by the County Treasurer. The county investment policy includes a provision that allows investment in unrated municipal obligations. In limited cases several local governments have relied on the county as a source of liquidity to borrow funds in the form of taxable municipal debt with the county being the investor. This aspect of the policy could be repurposed to include a source of liquidity in the Economic Development Fund. The current investment policy allows for a more than adequate limit on this type of investment (10% of portfolio) that could be directed towards investments in local project financing. The purchase of taxable municipal debt would channel local project needs through the Fund and align the strategic investment aims of municipal partners with those of the county's fund. Based on the current policy the county could include close to \$75 million in local municipal investments in the portfolio.

Economic Loan Guarantees – The county could pledge a limited portion of its own balance sheet in the form of economic loan guarantees. Loan guarantees can be made available to projects that need a credit enhancement to attain other private financing. The guarantees would require a pledge of General Fund resources and impact the county's ending balance. This tool increases capital diversity and can be coupled with other funding sources.

Aggregating these diverse sources into a unified pool of capital will increase the options for matching funding sources with a potential investment needs. Combining these sources and leveraging outside dollars will prove to be an effective funding mechanism for achieving the strategic goals the county's Economic Development Fund.

Uses of Funds

The Economic Development Fund targets three funding areas, with its own set of programs. Detailed descriptions follow in subsequent pages.

Innovation Development

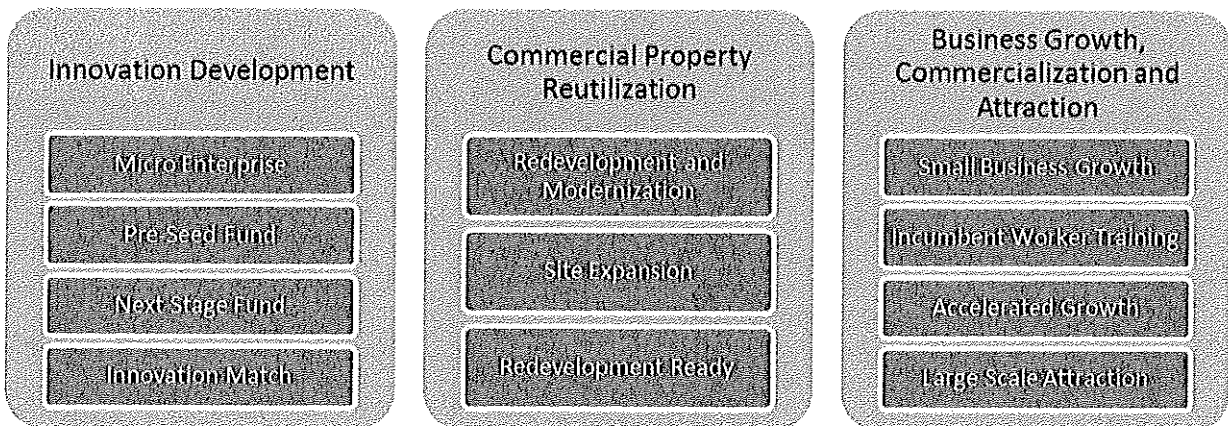
1. Micro Enterprise
2. Pre-Seed Fund
3. Next Stage Fund
4. Innovation Match

Commercial Property Reutilization

1. Redevelopment and Modernization
2. Site Expansion
3. Redevelopment Ready

Business Growth, Commercialization and Attraction

1. Small Business Growth
2. Incumbent Worker Training
3. Accelerated Growth
4. Large Scale Attraction



\$100 Million Dollar Economic Development Fund

Summary	Innovation Development				Commercial Property Reutilization, Expansion and Acquisition				Business Growth, Commercialization and Attraction				
	Micro Enterprise	Pre-Seed Fund	Next Stage Fund	Innovation Match	Redevelopment and Modernization	Site Expansion	Redevelopment Ready	Small Business Growth	Incumbent Worker Training	Accelerated Growth	Large Scale Attraction		
<p>Micro Enterprise Finances Business for Start-up or Unestablished for Traditional Lender. Loan: \$10,000 - \$100,000 Payable: No Term: 3-7 Years</p>	<p>Pre-Seed Fund Early Stage Funding to Accelerate Growth and Attract Investors. Loan: \$25,000 - \$125,000 Payable: No Term: 5 Years</p>	<p>Next Stage Fund Invests in Companies Primed for Full Commercial Launch. Loan: \$400,000 - \$700,000 Payable: No Term: 4-7 Years</p>	<p>Innovation Match Provides Local Match Required by Federal and State Innovation Grants. Grant: Up to \$300,000</p>	<p>Redevelopment and Modernization Finances Existing Site Improvements, Including Modernization. Loan: Up to \$1.5 Million Payable: Up to 35% Term: 4-12 Years (Interest Only)</p>	<p>Site Expansion Finances Environmental Cleanup of Sites Adjacent to Existing End-User. Loan: Up to \$500,000 Payable: Fully Term: 10 Years</p>	<p>Redevelopment Ready Finances Environmental Cleanup of Underutilized Sites Without End-Users. Loan: Up to \$1.5 Million Payable: Partially (Up to 40%) Term: 4-12 Years (Interest Only)</p>	<p>Small Business Growth Increases Access to Traditional Lending Market. Loan (Bank Backing): Up to \$200,000 Grant: Up to \$200,000</p>	<p>Incumbent Worker Training Reimburses 50% of Expenses for Retraining Workers. Grant: 50% of Costs</p>	<p>Accelerated Growth Capital for Expansion via Acquisition, New Markets and Diversification. Loan: \$400,000 - \$700,000 Payable: No Term: 4-7 Years</p>	<p>Large Scale Attraction Capitalize on Expansion via Sup Financing via Incentives for Large Scale Growth and Attraction. Loan: \$500,000 - \$1 Million Payable: No Term: 3-15 Years</p>			
<p>Eligibility 7-15% Employees Credit Score Above 550 Current on Taxes and Obligations Personal Guarantees and Collateral Must Participate in Technical Assistance Program</p>	<p>High Growth Technology Company Jumpstart Registered and Supported Not Engaged in Due Diligence Have Not Received Investments Touting Program</p>	<p>Entering Broad Market High Growth Technology Company Part of Northeast Ohio Entrepreneurial Network 25% Minimum Contribution</p>	<p>Highly Competitive in Target Industry Focused on Research and Development Strong Potential for Marketable Products Seeking State or Federal Funds</p>	<p>For-Profit Borrower Support from Local Municipality Must Oversee Project Own / Operate Site for Minimum of 7 Years After Completion</p>	<p>For-Profit Borrower Support from Local Municipality Must Oversee Remediation Job Creation Requirement Own / Operate for Minimum of 7 Years After Completion</p>	<p>For-Profit Borrower Support from Local Municipality Must Oversee Remediation Job Creation Requirement Own / Operate for 7 Years After Completion</p>	<p>Small Business Referred to County by Bank In Target Industry Wide Latitude of Potential Fund Uses Potential Use Must Create Jobs</p>	<p>Democratized Agency Must Provide Skill Training for an Incumbent Worker in Target Industry Must Document Job Creation Reimbursement Based</p>	<p>Small to Medium Size Business Established In Target Industry High Growth Potential Potential Uses Can Add at Least 25 Jobs</p>	<p>All Least 50 Jobs with Average Salary Above County Median In Target Industry Expanding or Reconstituting Demonstrated Ability to Repay Loan Adequate Collateral and Credit</p>			
<p>Partners Jumpstart EcoEnterprise MAGNET Norwich Huntington Bank Cleveland Foundation CIBC NFC WECO</p>	<p>Jumpstart EcoEnterprise MAGNET Norwich</p>	<p>Jumpstart</p>	<p>Jumpstart BioEnterprise MAGNET Norwich</p>	<p>U.S. and Ohio EPA HUD Jobs Ohio Local Land Banks Local Municipalities COCOC NEO Sewer District Many More</p>	<p>U.S. and Ohio EPA HUD Jobs Ohio Local Land Banks Local Municipalities COCOC NEO Sewer District Many More</p>	<p>U.S. and Ohio EPA HUD Jobs Ohio Local Land Banks Local Municipalities COCOC NEO Sewer District Many More</p>	<p>Small Business Association Federal Reserve Bank of Cleveland Participating Lender Institutions Ohio Capital Access Program</p>	<p>Employment Connection Area Employers</p>	<p>Term NEQ Jobs Ohio Greener, Cleveland Partnership Fund For Our Economic Future City of Cleveland Cleveland Cuyahoga Port</p>	<p>Primary Dollars Leveraged Follow-on Funding Secondary Jobs Created Payroll Growth Patents Filled New Revenue Generated</p>	<p>Primary Dollars Leveraged Follow-on Funding Secondary Jobs Created Payroll Growth Patents Filled New Revenue Generated</p>	<p>Primary Dollars Leveraged Follow-on Funding Secondary Jobs Created Payroll Growth Patents Filled New Revenue Generated</p>	<p>Primary Dollars Leveraged Follow-on Funding Secondary Jobs Created Payroll Growth Patents Filled New Revenue Generated</p>

Universal Terms

While each program in the \$100 million Economic Development Fund is different, there are certain criteria that span the 11 programs. These basic criteria focus the plan on its mission of providing jobs and prosperity to Cuyahoga County.

Location in Cuyahoga County

Because the \$100 Million Dollar Economic Development Fund is furnished by Cuyahoga County, all investments are aimed at the county's residents. Business and innovation related programs require the recipient to be either located or planning to locate in Cuyahoga County. Only real estate located in the county are eligible for land related programs. Further, recipients are required to remain in Cuyahoga County on penalty via monetary clawbacks.

Job Creation

Creating jobs is at the foundation of the Fund. With that in mind, every program aims to put Cuyahoga residents to work, and each program's success or failure will be measured, in some degree, by job creation.

Target Industries

In order to build a healthy economic ecosystem, the county is focusing its investments on innovative, progressive and growing industries. Investment in these industries not only produces high-paying jobs, it maximizes the potential for follow-on funding, spin-off innovation and the construction of tacit business networks that are the fabric of industry clusters.

With the exception of the Micro Enterprise and the three programs that comprise the Commercial Property Reutilization, Expansion and Acquisition vertical, all programs will target industries that were identified in the county's five year plan:

- Bioscience & Medical Devices
- Advanced Materials
- Instruments Controls & Electronics
- Advanced Energy
- Aerospace, Power & Propulsion
- Advanced Manufacturing

Innovation Development: Four Programs

1. Micro Enterprise
2. Pre-Seed Fund
3. Next Stage Fund
4. Innovation Match

	Innovation Development			
	Micro Enterprise	Pre-Seed Fund	Next Stage Fund	Innovation Match
Summary	Finances Business Too Small or Unestablished for Traditional Lenders	Early Stage Funding to Accelerate Growth and Attract Investors	Invests in Companies Primed for Full Commercial Launch	Provides Local Match Required by Federal and State Innovation Grants
Funding Type	Loan	Loan	Debt Investment	Grant
Amount	\$10,000 - \$100,000	\$25,000 - \$125,000	\$400,000 - \$700,000	Up to \$300,000
Forgivable	No	No		
Interest	7% - 12%	5% (Deferred for 5 years)		
Time Period	3 - 7 Years	5 years	4 - 7 Years	
Eligibility	<ul style="list-style-type: none"> • Fifteen or Fewer Employees • Credit Score Above 550 • Current on Taxes • Personal Guarantee and Collateral • Must Participate in Technical Assistance Program 	<ul style="list-style-type: none"> • High Growth Technology Company • Jumpstart Registered and Supported • Not Engaged in Due Diligence • Have Not Received Investments Totaling 	<ul style="list-style-type: none"> • Entering Broad Market • High Growth Technology Company • Part of Northeast Ohio Entrepreneurial Network • 25% Minimum Contribution 	<ul style="list-style-type: none"> • Highly Competitive • In Target Industry • Focused on Research and Development • Strong Potential For Marketable Products • Seeking State or Federal Funds
Partners	<ul style="list-style-type: none"> • Goldman Sachs • Jumpstart • ECDI • Huntington Bank • Cleveland Foundation • CNDC • NPI • WECO 	<ul style="list-style-type: none"> • Jumpstart • BioEnterprise • MAGNET • Nortech 	<ul style="list-style-type: none"> • Jumpstart 	<ul style="list-style-type: none"> • Jumpstart • BioEnterprise • MAGNET • Nortech
Performance Indicators	<p>Primary</p> <ul style="list-style-type: none"> • Dollars Leveraged • Follow-on Funding <p>Secondary</p> <ul style="list-style-type: none"> • Jobs Created • Payroll Growth • Patents Filed • New Revenue Generated 	<p>Primary</p> <ul style="list-style-type: none"> • Dollars Leveraged • Follow-on Funding <p>Secondary</p> <ul style="list-style-type: none"> • Jobs Created • Job Placements • Payroll Growth • Patents Filed • New Revenue Generated 	<p>Primary</p> <ul style="list-style-type: none"> • Dollars Leveraged • Follow-on Funding • Job Created • Payroll Growth • Technical Assistance Provided <p>Secondary</p> <ul style="list-style-type: none"> • Patents Filed • New Revenue Generated • Program Income • Investment Exits 	<p>Primary</p> <ul style="list-style-type: none"> • Dollars Leveraged • Patents Filed <p>Secondary</p> <ul style="list-style-type: none"> • Follow-on Funding • Job Creation • Job Placement • Payroll Growth

Innovation Development: Micro Enterprise

Overview: background, problem statement, rationale

Small business is the backbone of the U.S. economy. According to the Small Business Administration (SBA), US small businesses represent 99.7 percent of all employer firms and employ just over half of all private sector employees. Not only do businesses constitute a large segment of the US economy, small businesses are a major source of economic growth and innovation. Over the past 15 years, small businesses have generated 64 percent of net jobs in the US economy and small businesses produce 13 times more patents per employee than large patenting firms.

The availability of capital for small businesses is tight. The SBA reported the number of small loans (less than \$1 million) from depository institutions fell by 15 percent between 2008 and 2009. The SBA's 7(a) loan guarantees and 504 loans followed the pattern, as their combined value was down 4.3 percent. As credit supply in the loan markets remained restricted, small firms needing credit find it difficult to raise the capital they need to grow.

Micro finance is a critical source of capital for small business seeking to grow and thrive. Access to micro finance resources is necessary to support micro enterprise businesses that have traditionally been under-banked. Conventional small business lending programs do not address the unique capital needs of micro enterprises which typically lack sufficient credit and collateral to access traditional loan programs. Additionally, conventional small business programs do not offer the type of capital and services micro enterprises need.

Micro enterprises tend to be service oriented businesses that range from landscaping to pet day care, and products ranging from specialty foods to designer jewelry. These types of businesses seldom have a need for large capital outlays for fixed asset equipment but rather need access to credit and working capital. Currently, the capital resources to support the need of micro enterprises are insufficient. Organizations such as the WECO Fund, Inc. serve this market but lack the resources to adequately address the demand for capital.

Micro finance not only helps financially underserved small businesses grow, but it is also an effective way to generate economic opportunity for low-income individuals or groups who have limited access to financial services. Micro enterprise development is an opportunity to become economically self-sufficient, improve credit, borrow money, and benefit the community. Micro finance seeks to help micro enterprises by loaning small amounts of capital to these businesses.

In 2010 Cuyahoga County established a Micro Enterprise Fund administer by WECO. The demonstration program was created to provide funding to develop and support micro enterprises that are under-represented businesses in the US HUD defined Cuyahoga Urban County. In addition to financial assistance, the program provides intensive financial counseling for entrepreneurs unable to obtain traditional loans. Although the program has experienced marginal results, the need to provide micro financing for small businesses is well established.

Investment Strategy: program description, purpose, target industries

The Micro Enterprise Fund is a program specifically designed to assist small businesses and entrepreneurs that can be capitalized with modest loan and can attain traditional financing within three to five years. The goal of the program is to transform traditionally unbankable micro enterprises into bankable small businesses with positive cash flow. The MEF program will provide both financing and intensive financial counseling for entrepreneurs unable to obtain traditional loans.

Technical assistance is a key component to managing the county's micro lending program. Although access to capital is critical for growing small businesses, understanding how to manage and make sensible investments in the operations will greatly impact the ability of the small business to generate positive cash flow and pay back the loan. This assistance will not only benefit the small business but it also helps to mitigate the high risk involved in micro lending.

Integrating and formalizing the existing network of micro finance service providers within Cuyahoga County is the best way to ensure that small businesses are effectively served. A network approach will efficiently allocate resources and maximize leverage from private, state and federal institutions. In addition to establishing the CMEF, the County will coordinate with other micro finance organizations to provide technical assistance, manage deal flow, vet applicants, and connect to traditional sources of capital to help companies grow.

Primary Activities: investment structure and process

The Micro Enterprise Fund (MEF) is a micro loan program. The MEF provides small, short-term loans to small business concerns. The MEF will make funds available to specially designated intermediary lender(s), which is nonprofit community-based organization that is a certified CDFI. The intermediary will make loans to eligible borrowers. The maximum loan amount is \$100,000, but the average micro loan is about \$20,000.

MEF Loans

- Loans from \$10,000 - \$100,000, typical loans in the \$20K - \$30K range
- 3 to 7 years
- Interest rate is 7.00% to 12.00%
- Loan proceeds must be used on a reimbursement basis for a specific project or initiative that will bring the company closer to achieving follow-on funding

Eligibility

- Must be a business located in or planning to move to Cuyahoga County with 15 or fewer employees
- Must have a credit score above 550 and be current with all taxes
- Must provide personal guarantee and sufficient collateral to secure the loan – although collateral will not be the sole determinant in approval of the loan, risk exposure is factored in the analysis
- *Technical Assistance:* the borrower is required to participate in business training and technical assistance programs associated with the loan. Applicants for micro loan financing may be

required to fulfill training and/or planning requirements for loan considerations. Business training is designed to help launch or expand your small business

Application

- Submit a business plan and brief description of the specific project that funding is being sought and illustrate how the project will bring the company closer to positive cash flow and closer to follow-on funding from a traditional lender – demonstrate feasibility and viability
- Completed balance sheet and profit and loss statement (projection or actual)
- Monthly cash flow projections for the next two years of business operations showing ability to repay debt and maintain adequate level of permanent working capital
- A detailed sources and uses table for financing of the business or project
- Debt schedule showing existing business debts – creditor name, address, and acct #, interest rate, term, and collateral used to secure the debt
- Personal financial statements of all principals owning 20% or more of the business (SBA 412), past 2 years personal income tax returns, and equity position (current bank statement)
- Personal History Statement of all principals owning 20% or more of the business (SBA 913)
- Verification of costs/invoices in proposals (i.e. quotes, pricing lists, buy/sell agreements, etc.)
- Itemization and verification of collateral (i.e. appraisals, serial numbers, titles, insurance, etc.)
- Verification of customer base (i.e. lists of current customers; market survey summary, etc.)
- Verification of character (i.e. credit report, references, resumes, etc.)
- Adequate managerial and entrepreneurial capability exists

Partners: leveraged funds and technical assistance

Cuyahoga County is currently working with the Cleveland Foundation and other organizations to formalize the existing network of micro finance service providers. The Cleveland Foundation has facilitated a micro lending working group. The group advocates the importance of technical assistance and access to capital, and the need for a more coordinated system that will build upon the current intellectual, financial and leadership resources to increase small business growth.

The working group is currently examining the state of micro lending across the region and is assessing the capacity of regional micro lending organizations to provide robust, diverse, and expansive technical assistance. A successful micro enterprise development strategy requires loan programs be seamlessly embedded in an expansive technical assistance systems approach.

The Cleveland Foundation through the working group has commissioned a study of the regional micro finance landscape. Additionally, several informational benchmarking meetings have been held to gain insight on best practice models. Results of the study are expected in the 4th quarter of 2011. The MEF program is closely aligned with this effort and will be integrated into the network. The County is currently working with a wide array of organizations dedicated to micro enterprise development:

- Goldman Sachs 10,000 small businesses & Jumpstart
- ECDI & Huntington Bank
- WECO
- Cleveland Foundation
- CNDC & NPI

Performance Indicators: metrics, milestones

There are three sets of performance measure for the loan program: Primary (Year 1) and Secondary (Years 2-5). Metrics are also distinguished between those that are directly, and indirectly a consequence of County activity and programs.

Primary Metrics – key measures to be targeted within the first year:

- Dollars Leveraged
- Follow-on Funding

Secondary Metrics – measures to be targeted within the 2 to 5 years:

- Job Creation and Job Placements
- Payroll Growth
- Patents Filed

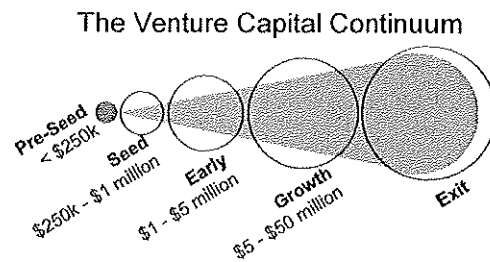
Innovation Development: Pre-Seed Fund

Overview: background, problem statement, rationale

Northeast Ohio has created an entrepreneurial ecosystem that is recognized as a national model. This ecosystem is made up of a robust network of entrepreneurial support organizations working together to help high-growth companies grow within the region. The network has created a diversity of capital resources along the venture capital continuum and is accelerating the commercialization of new technologies, products and services.

Despite a strong and expanding entrepreneurial infrastructure, high-growth entrepreneurial companies still face difficulties in raising the necessary capital to bridge the “valley of death”. According to the 2006 Greater Cleveland Venture Capital Report, it was estimated that Northeast Ohio needed \$375 million in early-stage capital to continue funding a stream of emerging companies.ⁱ

In 2008, Cuyahoga County created the North Coast Opportunities (NCO) Technology Fund to address the need for pre-seed capital within the venture capital continuum. The NCO Technology Fund provides access to critically-needed early-stage capital and enhances the deal flow within the entrepreneurial ecosystem. To date the NCO Fund has invested \$1.6 million across 18 high-growth companies, created 39 jobs, added \$1.2 million in annual payroll, and attracted more than \$6 million in follow-on funding.



Source: 2006 Greater Cleveland Venture Capital Report

NCO Fund is part of a regional collaborative approach to entrepreneurial development. Early stage companies have progressed more rapidly along the venture capital continuum because of the county’s innovative fund. The NCO Fund increases access to pre-seed capital and helps position companies for later-stage funding, strengthening the regional entrepreneurial eco-system. Since 2006, over \$1 billion has been invested in 205 unique Northeast Ohio companies within the region’s entrepreneurial eco-system.ⁱⁱ

Although the NCO Fund plays an important role for early-stage companies, there remains a growing need for additional pre-seed capital. Cuyahoga County finds itself with a robust deal flow of companies seeking pre-seed investments. Ramping the NCO Fund up to scale will increase the availability of pre-seed funding to meet demand, increase the number companies reaching later-stage funding rounds, and enhance the overall pipeline of companies within the entrepreneurial network.

Investment Strategy: program description, purpose, target industries

The goal of Cuyahoga County’s NCO Technology Fund is to invest in and accelerate the development of early-stage companies in Cuyahoga County, create high paying jobs, and increase the flow of private investment. In collaboration with JumpStart Inc., the county identifies and targets high growth companies that are excellent candidates for future capital investment. Companies that are selected receive a payment-deferred, low interest loan to fund a specific project that will make the company significantly more attractive to investors.

Eligible candidates must be high-growth technology companies based in or planning to move to Cuyahoga County and must be part of the Northeast Ohio Entrepreneurial Network (Network). Funded by the State of Ohio Third Frontier program, the Network is a formalized group of entrepreneurial support organizations (investors, advisors and incubators) across the 21 counties of Northeast Ohio. The Network functions as a one-stop-shop to help connect entrepreneurs with the right resources at the right time to grow their companies. The Network helps the county manage deal flow, vet applicants, and connect to additional sources of capital to help companies grow.

This unique public-private partnership has proven to be an effective model for accelerating entrepreneurial development. Early-stage companies have progressed more rapidly along the venture capital continuum because of the county's innovative partnership with JumpStart through the Network.

Primary Activities: investment structure and process

The NCO Fund provides low interest loans to help growing technology companies finance a specific project that is expected to make the company significantly more attractive to follow-on funding. Companies submit a detailed application to a skilled investment specialist known as an Entrepreneurs-In-Residence (EIRs). The EIRs provide NCO applicants with technical assistance across five signature technology areas: advanced materials, biosciences, electronics, information and communication technologies, and advanced energy.

A selection committee comprised of the EIRs and the county analyzes the applications and identifies the candidate that has the greatest prospect for raising follow-on funding. After a company is select and approved, the county works with the company to define the project scope and deliverables, budget, and milestones for the loan. The loan is designed to mimic venture funding and prepare entrepreneurs for future equity investments.

Pre-Seed Fund Loans

- Loans range from \$25K- \$125K, with typical loans in the \$50-75K range
- Typically the interest rate is 5.00% fixed for the term of the loan
- Payments deferred for 5 years or until a significant financing event - \$1.5 million or greater
- Loan proceeds must be used for a specific project or initiative that will bring the company closer to achieving follow-on funding

Eligibility

- Must be a high growth, technology company judged to have excellent prospects for raising venture capital in the future
- Must be located in or planning to move to Cuyahoga County
- Must be a JumpStart Entrepreneurial Network registered and supported company (www.jumpstartinc.org/Request)
- Companies currently engaged in due diligence or have successfully received investment totaling more than \$1.5 million are not eligible

Application

- Submit a brief description of the specific project that funding is being sought and illustrate how the project will bring the company closer to venture or seed stage funding

- Companies with the highest potential for attracting future venture capital investment will be ranked highest by the NCO Selection Committee and be invited to provide a short presentation about the proposed project
- The NCO Selection Committee consists of JumpStart Entrepreneurial Network Director and Entrepreneurs-in-Residence, the MAGNET Incubator Director and Entrepreneurial Expert, and a Cuyahoga County representative
- Recommendations are reviewed consistent with the county contracting process
- The county will draft loan documents based on the selected and approved project – the description must identify project milestones

Partners: leveraged funds and technical assistance

The NCO Fund is an example how local governments can play an important role in supporting technology based entrepreneurship. The NCO Fund demonstrates that one of the most effective ways for local governments to support early-stage technology companies is to form strong collaborative partnerships with regional technology based economic development organizations.

Creating a dynamic partnership with Jumpstart and the regional entrepreneurial network is a major factor in the success of the NCO Fund. This collaboration enabled Cuyahoga County to maximize resources, access state-level program funding, leverage institutional core competencies, and develop a fully integrated systematic approach to entrepreneurial development. As the county focuses on growing the NCO Fund, strengthening this public-private partnership will be instrumental.

Rather than creating a new process apart from other regional efforts, the county works with key stakeholders. Working with Jumpstart, BioEnterprise, MAGNET, and Nortech, is an extremely efficient and effective strategy for the county to manage deal flow and identify promising companies with strong intellectual property.

Performance Indicators: metrics, milestones

There are two sets of performance measures for the loan program: Primary (Year 1) and Secondary (Years 2-5). Metrics are also distinguished between those that are directly, and indirectly a consequence of county activity and programs.

Primary Metrics – key measures to be targeted within the first year:

- Dollars Leveraged
- Follow-on Funding

Secondary Metrics – measures to be targeted within the 2 to 5 years:

- Job Creation and Job Placements
- Payroll Growth
- Patents Filed
- New Revenue Generated

Innovation Development: Next Stage Fund

Overview: background, problem statement, rationale

Northeast Ohio has developed a robust entrepreneurial ecosystem with diverse early-stage funding sources that support innovative start-up companies primed for high-growth. The collaborative environment is composed of organizations that help dynamic businesses expand within the region: over \$1 billion has been invested in 205 companies since 2006.ⁱⁱⁱ

Successful early-stage investments build a pipeline of opportunities that increasingly attracts later-stage venture capital funding. At the state level, the Third Frontier Pre-Seed Fund Capitalization Program helped funnel \$521 million in pre-seed funds to Northeast Ohio in the past five years. However, these state funds support companies that are gathering resources for incubating and demonstrating new technologies and products.

Many Northeast Ohio companies have graduated past early-stage investments and are ready to generate customers and sales in the broad market. Unfortunately, the availability of capital to fund the final stages of the commercialization process is limited.

With its strong entrepreneurial network and portfolios of developing businesses, the region needs next-stage funding to support these maturing high-growth companies. The Next Stage Fund targets companies on the cusp of full commercial launch, helping them reach scale while speeding return on investment and creating jobs.

Investment Strategy: Program Description, Purpose and Targeted Clusters

The Next Stage Fund builds on the success of the NCO Technology Fund—a public-private pre-seed initiative—by providing capital to market-ready companies positioned to achieve rapid commercial sales. The goal of this evergreen fund is to transform innovative and high-growth commercial opportunities into viable businesses.

Next Stage will cultivate a deal flow by leveraging the pipeline of companies within the Northeast Ohio Entrepreneurial Network. There are a number of early-stage funds within the ecosystem that have created a dynamic portfolio of companies preparing to scale up and enter the market. Next Stage will rely on this existing expertise to channel its investments into thoroughly vetted early-stage companies. Selected companies will receive an investment to fund capitalized expenses in connection with a commercial launch.

Eligible candidates must be high growth technology companies based in or planning to move to Cuyahoga County and must be part of the Northeast Ohio Entrepreneurial Network. The Network is a formalized group of support organizations (investors, advisors and incubators) spanning the 21 counties of Northeast Ohio. This one-stop-shop connects entrepreneurs with resources critical to their company's development. The Network will help the county manage deal flow, vet applicants, and connect to additional sources of capital to help companies expand.

Primary Activities: Investment Structure and Process

Allowable Project Costs/Uses

Allowable costs are limited to those that can be capitalized under applicable generally accepted accounting principles (GAAP) including the following:

- Acquisition
- Land and/or building purchase; if the project involves the purchase of an existing building, the business must occupy at least 51% of the premises
- Machinery & equipment purchase
- Building construction and/or renovation costs; if the project involves new construction the business must occupy at least 60% of the premises
- Long-term leasehold improvements
- Ongoing business fixed asset purchase
- Capitalizable costs directly related to a fixed-asset purchase
- Software development
- Creating and protecting intellectual property including costs of securing appropriate patent, trademark, trade secret, trade dress, copyright or other forms of intellectual property protection for an eligible innovation project or related products or services
- Refinancing is ineligible

Funding

- Investments ranging from \$400,000 to \$700,000 with typical investments averaging \$500,000
- Term: 4 – 7 years or upon the useful life of the allowable project costs/uses financed, determined by staff
- Job Creation/Retention: Development requires a commitment to create or retain jobs. While there is not a specified dollar per job ratio, the number of jobs committed, as well as the annual payroll will be considered when determining the funding amount
- Applicant Contribution: Development requires a 25% minimum contribution in the allowable project costs/uses. The required contribution may be higher for early-stage companies and special purpose facilities. In-kind contributions of labor, equipment or similar items are not acceptable as the applicant's contribution

Security & Collateral

Development requires a first and/or shared first priority mortgage and/or lien position on project costs/uses financed with the loan proceeds. Development may require the following additional collateral or credit enhancements:

- Personal guarantees from owners with more than 20% ownership in the company
- Corporate guarantees from related companies
- Full or partial letter of credit
- Life insurance on key business owners and/or managers
- Other types of credit enhancement, if necessary

Application Process

- Non-refundable \$700 application fee is due upon submitting a completed Financial Assistance Application
- Participation fee equal to 10% of the maximum drawn principal will be payable upon maturity of the loan. This fee is in lieu of Development's ability to take an equity position in the applicant company
- The application will be reviewed by an external evaluator in concert with Development through a due diligence process. The external evaluator has a blanket Non-Disclosure of Confidential Information Agreement with Development. The external evaluator and Development will review all applications received, and consider which applications to submit to the Cuyahoga County Community Improvement Corporation (CCCIC) for review
- A preliminary project term sheet will be provided by Development staff
- Loans will be presented to the CCCIC for review and recommendation
- Loans will be presented to the county approval process for final approval
- A loan approval, confirmation and commitment letter will be issued by Development upon county approval
- Loan closing documents are prepared upon receipt of a signed loan approval, confirmation and commitment letter and processing fee
- Loan proceeds are normally disbursed after project completion and loan closing ("take-out" financing), interim financing may need to be arranged by the business

Evaluation Criteria

Applications will be reviewed by both Development and an outside reviewer. Factors that will be considered include, but are not limited to:

- Number of high-value jobs to be created as a result of the successful commercialization of a new product
- Level of risk associated with the commercialization of the new product or service
- Degree to which the applicant has attracted or will be able to attract additional third party capital
- Degree to which the company's business plan identifies the market need and demonstrates a feasible plan for serving that need
- Level of financial risk and ability of the borrower to repay the loan

Preliminary Application Notification

Potential applicants shall submit a short, Preliminary Application that Development will review to determine whether the applicant understands the intent and eligibility requirements of the Next Stage Fund and appears to have merit. Development requests that the document be a maximum of five pages plus financial statements. Potential applicants are asked to:

- Describe the company
 - The company's location, size and operating history
 - The products and/or services currently offered

- Describe the proposed project
 - The innovative product or service to be commercialized
 - Amount of Next Step funds requested and how the proceeds will be used
 - The economic impact, including employment (both direct and indirect) and revenue growth resulting from the project
 - The applicant's position that the uses of loan proceeds can be capitalized under GAAP
 - Total eligible project costs
 - Amount and source of matching funds
- Include three years reviewed and/or audited financials

Development will provide feedback to the potential applicant as to whether the company's planned application meets the eligibility requirements and intent of the Next Stage Fund. Development may also respond with a list of questions that can be answered either (1) before the potential applicant submits a formal application for additional feedback from Development or (2) in the formal application should the potential applicant feel confident the questions will be addressed. The Preliminary Application will not be considered in the evaluation of formal applications; rather, this is an opportunity for potential applicants to gain confidence that the full Financial Assistance Application will meet the intent of loan.

Development prefers that Preliminary Applications be sent electronically to Cuyahoganextstagefund@cuyahogacounty.us. Development will respond to the submission of a Preliminary Application as quickly as possible and in the order they are received. The submittal of a Preliminary Application does not bind the applicant to submit a formal application. Similarly, feedback given by Development does not indicate any intent to provide IOF Loan funding.

Partners: leveraged funds and technical assistance

Cuyahoga County will partner with Jumpstart to establish the Next Stage Fund. This partnership gives the county access to a regional effort to build capacity and connect to an entrepreneur support infrastructure across the 21 counties of Northeast Ohio. This Network has evolved into an extremely efficient construct for developing and advancing entrepreneurs.

As the facilitator of the Entrepreneurial Network, Jumpstart has invested in companies, raised funds for entrepreneurial technical support, and attracted additional sources of capital for entrepreneurs. Jumpstart has attracted more than \$28 million for technical assistance and more than \$19 million for direct investment from the Ohio Third Frontier Program alone.^{iv} The entrepreneurial system cultivated by Jumpstart has performed so well that the region now has a growing need for next stage funding to support these maturing high growth companies.

Creating a dynamic partnership with Jumpstart presents the county with the opportunity to collaborate with an organization that has a well-established investment-making process and a track record of raising funds from the state. Partnering with Jumpstart, the county will double its investment capital, mitigate risk by co-investing with private funds, and access a pipeline of deal flow that will ensure greater economic returns and job growth.

Performance Indicators: metrics, milestones

There are two sets of performance measures for the loan program: Primary (Year 1) and Secondary (Years 2-5). Metrics are also distinguished between those that are directly, and indirectly a consequence of county activity and programs.

Primary Metrics – key measures to be targeted within the first year:

- Dollars Leveraged
- Follow-on Funding
- Job Creation and Job Placements
- Payroll Growth
- Technical Assistance Provided

Secondary Metrics – measures to be targeted within the 2 to 5 years:

- Patents Filed
- New Revenue Generated
- Program Income
- Investment Exits

Innovation Development: Innovation Match

Overview: background, problem statement, rationale

Northeast Ohio possesses a wealth of world class research centers and institutions as well as cutting-edge industrial research lab facilities. Leveraging these assets is an important part of technology commercialization strategy. As Northeast Ohio strives to build, support, and advance innovation and develop its knowledge based economy, it is critical to take advantage of federal and state research and development programs and attract industrial research investment.

Programs like the Ohio Third Frontier, the National Science Foundation and the US Department of Energy help fund basic and applied research, establish research facilities, and support technology demonstrations and transfer for development of new commercial products. Many state and federal innovation grant programs require cost share or local match. Support for business related research and development is also critical for accelerating technology transfer and commercialization.

Entities that need the initial match to leverage these external resources can rely on Cuyahoga County to provide matching funds to enhance research capacity and accelerate the time to commercial market entry of products. The Cuyahoga Innovation Match Fund will secure new research and development funding, help establish new research centers, and advance technology commercialization.

Investment Strategy: program description, purpose, and target industries

The Cuyahoga Innovation Match Fund (CIMF) is a flexible source of funding to ensure that research and development efforts in Cuyahoga county result in commercial products that help drive economic growth. The goal of the CIMF is to accelerate the movement of new technology developed by county based institutions and businesses to the commercial market in sectors important to the county's economy. The CIMF provides local match for technology development efforts seeking state or federal funding. The investment is made in the form of a grant and is conditioned on a funding award from the applicable state or federal program or RFP. The county anticipates that the CIMF will fund 1-2 projects per year at a maximum of \$300,000 per investment and will focus on the target industry clusters.

Primary Activities: investment structure and process

The CIMF will prioritize funding based on the availability of program income from investments made through the Cuyahoga Next Stage Fund. The CIMF provides local match for technology development efforts seeking state or federal funding.

Only the most meritorious proposals are sought for funding. Implicit in the evaluation criteria is the quality of the work plan, budget and cost share:

- Leverage existing research investments and core competencies
- Relevance for key regional industry clusters
- Degree of private industry responsiveness
- Degree of Sustainable Competitive Advantage
- Demonstrated Leadership Assets
- Identified Stage of Market Development
- Impact on Cuyahoga County
- Past Performance (if applicable)

- Potential for Leverage
- Potential for Products
- Size of Opportunity
- Vision for Success

A selection committee comprised of Jumpstart, BioEnterprise, Nortech, MAGNET and the county will analyze the applications and identify the candidate that has the greatest prospect for successfully commercializing technology. After an applicant is selected and approved, the county works with the applicant to define the project scope and deliverables, budget, and milestones for the investment.

Partners: leveraged funds and technical assistance

Creating a dynamic partnership with Jumpstart and the regional entrepreneurial network is a major factor in the success of the NCO Fund. This collaboration enabled Cuyahoga County to maximize resources, access state-level program funding, leverage institutional core competencies, and develop a fully integrated systematic approach to entrepreneurial development. As the county focuses on growing the NCO Fund, strengthening this public-private partnership will be instrumental.

Rather than creating a new process apart from other regional efforts, the county works with key stakeholders. Working with Jumpstart, BioEnterprise, MAGNET, and Nortech, is an extremely efficient and effective strategy for the county to manage deal flow and identify promising companies with strong intellectual property.

Performance Indicators: metrics, milestones

There are two sets of performance measures for the loan program: Primary (Year 1) and Secondary (Years 2-5). Metrics are also distinguished between those that are directly, and indirectly a consequence of county activity and programs.

Primary Metrics – key measures to be targeted within the first year:

- Dollars Leveraged
- Patents Filed

Secondary Metrics – measures to be targeted within the 2 to 5 years:

- Follow-on Funding
- Job Creation and Job Placements
- Payroll Growth

Property Reutilization: Three Programs

1. Redevelopment and Modernization
2. Site Expansion
3. Redevelopment Ready

Commercial Property Reutilization, Expansion and Acquisition			
	Redevelopment and Modernization	Site Expansion	Redevelopment Ready
Summary	Finances Existing Site Improvements, Including Modernization	Finances Environmental Cleanup of Sites Adjacent to Existing End-User	Finances Environmental Cleanup of Underutilized Sites Without End Users
Funding Type	Loan	Loan	Loan
Amount	Up to \$1 Million	Up to \$500,000	Up to \$1 Million
Forgivable	Partially (Up to 35%)	Fully	Partially (Up to 40%)
Interest	4% (2 Years Interest Only)	0%	4% (2 Years Interest Only)
Time Period	10 Years	10 Years	10 Years
Eligibility	<ul style="list-style-type: none"> • For-Profit Borrower • Support From Local Municipality • Must Oversee Project • Own / Operate Site for Minimum of 7 Years After Completion 	<ul style="list-style-type: none"> • For-Profit Borrower • Support From Local Municipality • Must Oversee Remediation • Job Creation Requirement • Own / Operate for a Minimum of 7 Years After Completion 	<ul style="list-style-type: none"> • For-Profit Borrower • Support From Local Municipality • Must Oversee Remediation • Must Execute County Workforce Agreement • Own / Operate for 7 Years After Completion
Partners	<ul style="list-style-type: none"> • U.S. and Ohio EPA • HUD • Jobs Ohio • Local Land Banks • Local Municipalities • CCCIC • NEO Sewer District • Many More 	<ul style="list-style-type: none"> • U.S. and Ohio EPA • HUD • Jobs Ohio • Local Land Banks • Local Municipalities • CCCIC • NEO Sewer District • Many More 	<ul style="list-style-type: none"> • U.S. and Ohio EPA • HUD • Jobs Ohio • Local Land Banks • Local Municipalities • CCCIC • NEO Sewer District • Many More
Performance Indicators	Primary <ul style="list-style-type: none"> • Loan Repayments • Jobs Created/Retained • Dollars Leveraged • Acres/Square Feet Returned to Productivity 	Primary <ul style="list-style-type: none"> • Loan Repayments • Jobs Created/Retained • Dollars Leveraged • Acres/Square Feet Returned to Productivity 	Primary <ul style="list-style-type: none"> • Loan Repayments • Jobs Created/Retained • Dollars Leveraged • Acres/Square Feet Returned to Productivity

Overview: Background, Problem Statement and Rationale

The most fundamental asset of any economic development strategy that includes government participation is land. The challenge is to make the best use of land for maximum economic benefit.

The challenge is two-fold. Industrial development led to the region's periods of economic growth. Modernization, environmental requirements and market dynamics have forced many businesses to close or relocate, leaving behind vestiges of a historic economy marked by nonproductive and oftentimes environmentally hazardous land. Ironically, these parcels are among those that are best served by the needs of today's growing business: infrastructure and labor supply. The second challenge is meeting the growth and modernization needs of those businesses that have endured through the ages or capitalized on these resources. Where local businesses have the need to grow or modernize, resources should be available to swiftly meet these demands to keep prosperity and growth in place.

As such, the preparation of land for redevelopment and rapid response for the expansion and modernization of existing properties served by developed infrastructure is a key strategy to the county's place-based economic development plan.

Investment Strategy: Program Description, Purpose and Targeted Clusters

The county is uniquely positioned to **marshal external resources** from the federal, state and local levels and to work across political subdivisions to position properties for redevelopment. The Department of Development has an award-winning, experienced and qualified team to assemble the necessary public-private partnerships that **get these properties back to productivity** with responsible owners and jobs producers.

The myriad strategies and variables in land redevelopment, which incorporate multiple public and private funding sources, will require a comprehensive and **centrally managed approach**. The county will oversee three forgivable loan programs for property reutilization, expansion, acquisition and improvement.

The key to the public-private partnership for land reutilization and redevelopment is to provide applicable, attractive and relevant programs **that provide swift and clear opportunities for companies seeking to locate, expand or modernize** in areas already served by existing infrastructure and transportation networks. Complementing this strategy with the county's demonstrated ability to **leverage existing external programs** (e.g. NEORS's Green Infrastructure Program, Clean Ohio, JobsOhio, Historic Tax Credits, New Market Tax Credits, USEPA grants, and HUD) adds value and velocity to public and private development dollars in Cuyahoga County.

Universal Requirements

Eligibility Requirements

- The project will require a resolution of support from the local municipality
- The borrower must oversee the remediation or project
- The borrower must have at least 10% equity in the project

Application Process

- Complete application and meet underwriting criteria
- Recommendation for funding from Cuyahoga County Community Improvement Corporation (CCCIC) Economic Development Loan Committee
- County approval process

Terms

- The county will require a second-position mortgage with up to a 90% LTV, minimum DCR of 1.1 and personal and/or corporate guarantees
- Fees: \$250 application fee, \$2,500 loan commitment fee, \$5,000 loan origination fee, legal costs, and 1% annual servicing fee

Property Reutilization: Redevelopment and Modernization Loan

This partially-forgivable loan program will provide financing to for-profit entities with committed end users for existing site improvements, including asbestos abatement and tenant improvements, as well as the modernization of buildings located in Cuyahoga County.

Eligibility Requirements

- The borrower must own and operate at the project location for a minimum of 7 years after the completion of remediation
- Up to 25% of the funding may be utilized for acquisition

Terms

- Loans of up to \$1 million at 4% interest
- 2-year interest only period and maximum loan term of 10 years
- The forgivable portion of the loan will be reduced in equal amounts over 7 years after project completion
- Loan Forgiveness (up to 35%):
 - Percentage of funds spent on vendors located in the county (10%)
 - Project location in Business Attraction Agreement Community or identified area of economic growth (compatible with place based economics) (10%)
 - Job creation credit of 1% per job created above average county wage (up to 15%)

Partners

United States Environmental Protection Agency
United States Department of HUD
Ohio Department of Development, Jobs Ohio
Ohio Environmental Protection Agency
Northeast Ohio Regional Sewer District
Cleveland-Cuyahoga County Port Authority

Cuyahoga County Board of Health
County and municipal land banks
First Suburbs Development Council
National Development Council
Cleveland Development Advisors
CDCs and municipalities

Performance Measures

- Loan repayments
- Job creation/retention
- Dollars leveraged
- Acres/square footage returned to productivity

Property Reutilization: Site Expansion

This fully-forgivable loan program will provide financing to for-profit entities with committed end users for the environmental cleanup and demolition of abandoned, vacant and otherwise underutilized properties that are adjacent to the existing committed end user in Cuyahoga County.

Eligibility Requirements

- The borrower must obtain an Ohio EPA VAP NFA within two years of project initiation
- The borrower must own and operate at the project location for a minimum of 7 years after the completion of remediation
- The borrower must create and maintain a minimum of 15 jobs within three years of receipt of NFA letter; 75% of which must be Cuyahoga County residents and/or local college graduates. 1 job per \$25,000 loaned
- 50% of funds must be spent with vendors in Cuyahoga County
- Redevelopment of adjacent sites into parking lots does not qualify for funding
- Borrower must execute County Workforce Agreement

Terms

- Loans up to \$500,000 at 0% interest with a two-year project completion period
- The forgivable portion of the loan will be reduced in equal amounts over 10 years after the VAP NFA has been issued
- Failure to meet job creation requirements will trigger recapture provisions in an amount proportional to 1 job per \$25,000

Property Reutilization: Redevelopment Ready Loan

This partially-forgivable loan program will provide financing to for-profit entities with or without end users for the environmental cleanup and demolition of abandoned, vacant and otherwise underutilized properties in Cuyahoga County.

Eligibility Requirements

- The borrower must obtain an Ohio EPA VAP NFA within two years of project initiation
- Up to 35% of the funding may be utilized for acquisition
- Up to 15% of the funding may be utilized for infrastructure
- Borrower must execute County Workforce Agreement

Terms

- Loans of up to \$1 million at 4% interest
- 2-year interest only period and maximum loan term of 10 years
- The forgivable portion of the loan will be reduced in equal amounts over 5 years after the VAP NFA has been issued
- Up to 40% of the loan may be forgiven.
 - Known end user maintained for seven years or more (15%)
 - Percentage of funds that are spent with vendors located in the county (up to 10%)
 - Job creation credit of 1% per job created above average county wage (up to 15%)

Business Growth, Commercialization and Attraction: Four Programs

1. Small Business Growth
2. Incumbent Worker Training
3. Accelerated Growth
4. Large Scale Attraction

	Business Growth, Commercialization and Attraction			
	Small Business Growth	Incumbent Worker Training	Accelerated Growth	Large Scale Attraction
Summary	Increases Access to Traditional Lending Market	Reimburses 50% of Expenses for Retraining Workers	Capital for Expansion Via Acquisition, New Markets and Diversification	Gap Financing and Incentives for Large Scale Growth and Attraction
Funding Type	Loan (Bank Backing)	Grant	Debt Investment	Loan
Amount	Up to \$500,000	50% of Costs	\$400,000 - \$700,000	\$200,000 - \$2 Million
Forgivable	No			Up to 100%
Interest				2% - 7%
Time Period			4 - 7 Years	3 - 15 Years
Eligibility	<ul style="list-style-type: none"> • Small Business • Referred to County by Bank • In Target Industry • Wide Latitude of Potential Fund Uses • Potential Use Must Create Jobs 	<ul style="list-style-type: none"> • Demonstrated Aged Vacancy • Must Provide Skill Training for an Incumbent Worker • In Target Industry • Must Document Job Creation • Reimbursement Based 	<ul style="list-style-type: none"> • Small-to-Medium Size Business • Established • In Target Industry • High Growth Potential • Potential Idea Can Add at Least 20 Jobs 	<ul style="list-style-type: none"> • At Least 50 Jobs with Average Salary Above County Median • In Target Industry • Expanding or Relocating • Demonstrated Ability to Repay Loan • Adequate Collateral and Credit
Partners	<ul style="list-style-type: none"> • Small Business Association • Federal Reserve Bank of Cleveland • Participating Lender Institutions • Ohio Capital Access Program 	<ul style="list-style-type: none"> • Employment Connection • Area Employers 	<ul style="list-style-type: none"> • Team NEO/Jobs Ohio • Greater Cleveland Partnership • Jumpstart • BioEnterprise • MAGNET • Nortech • WIRE-Net 	<ul style="list-style-type: none"> • Team NEO/Jobs Ohio • Greater Cleveland Partnership • Fund For Our Economic Future • City of Cleveland • Cleveland - Cuyahoga Port
Performance Indicators	Primary <ul style="list-style-type: none"> • Dollars Leveraged • Jobs Created • New Revenue Generated 	Primary <ul style="list-style-type: none"> • Job Retention of Trained Employees • Wage Gain of Trained Employees • Jobs Created 	Primary <ul style="list-style-type: none"> • Jobs Created • Job Placement • Dollars Leveraged • Follow-on Funding • Payroll Growth Secondary <ul style="list-style-type: none"> • New Revenue Generated • Exports • Patents Filed • Skilled Workforce • Program Income • Tax Revenue 	Primary <ul style="list-style-type: none"> • Job Creation • Job Placement • Dollars Leveraged • Follow-on Funding • Payroll Growth Secondary <ul style="list-style-type: none"> • New Revenue Generated • Exports • Skilled Workforce • Tax Revenue

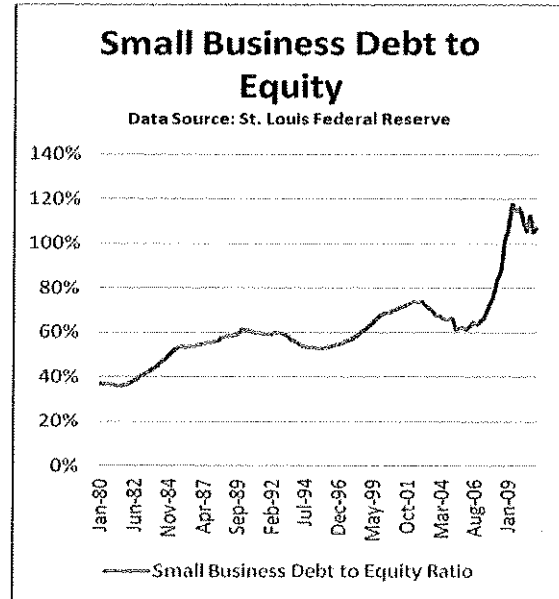
Business Growth: Small Business Growth

Overview: Background, Problem Statement and Rationale

Growing businesses assert that banks are not lending. Businesses' cash crunch is exacerbated by tightening credit lines and lending policies. Small businesses are the most nimble of job producers, and without growth, cannot add jobs. Without capital, businesses cannot grow.

Banks *are* lending, though they maintain that good borrowers and strong lending opportunities are few and far between. Since 2008, and for the first time in history, small businesses, on average, have more debt than their ability pay those debts. Lenders risk being overexposed. Both banks and small business want to do deals, but they can't: market failure.

Simultaneously, businesses report – through interviews with loaned executives, business leaders, business organizations and lenders themselves – that local businesses need new loans for working capital. Maturing short term debt met with limited ability to refinance those debts (because of more strict lending) constricts firms' ability to operate at its previous scale. Even in more robust times, lenders are loathe to lend for working capital, even to meet the needs of a contract a borrower seeks capital to fulfill.



Investment Strategy: Program Description, Purpose and Targeted Clusters

The county's Small Business Growth strategy creates a linkage between banks' community development and small business lending strategies and their desire for greater deal flow and credit-worthy borrowers.

The county is partnering with banks' sales and credit organizations to provide a credit enhancement that improves borrowers' credit request in a way that meets banks' underwriting criteria. Based largely on the Small Business Administration's 7a and 8a lending programs, this approach ensures that public dollars are not replacing private capital which meanwhile benefits from banks' underwriting criteria and expertise by integrating public and private efforts. The approach leverages the county's low cost of capital and multiplies the impact of dollars earmarked for economic development by guaranteeing a loan delivered by traditional lenders rather than lending hard dollars.

The Small Business Growth strategy guarantees a portion of loans made by traditional lenders to those borrowers who would have otherwise been unable to access capital needed to grow. The outcome is a larger local pool of borrowers eligible for loans that foster growth and job creation in Cuyahoga County, while leveraging the expertise, systems, and infrastructure of traditional lenders.

The county's network of participating lenders has developed a specific set of criteria for culling through declined applications, which are referred to the county's small business growth application process.

For applicants who meet the banks' underwriting standards, and reinforced by the county's additional due diligence, credit may be extended to the borrower, contingent on securing traditional financing.

The Small Business Growth strategy is supported with required technical assistance to propel business growth and monitor loan performance. Technical assistance is provided as needed (usually monthly) on a one-on-one basis with qualified county representatives.

Eligibility

- Referred by participating banks after application is declined
- Meets underwriting standards (high growth potential, capable management, demonstrated plan for growth, established market, not a startup)
- Job creation requirement
- In approved cluster

Application Process

- Complete application and meet underwriting criteria
- Approval letter from participating lenders
- County approval process
- Quarterly disbursements. However, if the company is not making significant progress in accordance with the cash flow projections, county reserves the right to withhold disbursement.

Terms

- 75% guarantee up to \$250,000
- 60% guarantee up to \$500,000

Eligible Uses

- The purchase of land or buildings, to cover new construction as well as expansion or conversion of existing facilities
- The purchase of equipment, machinery, furniture, fixtures, supplies, or materials
- Long-term working capital, including the payment of accounts payable and/or the purchase of inventory
- Short-term working capital needs, including seasonal financing, contract performance, construction financing and export production
- Financing against existing inventory and receivable under special conditions
- To purchase an existing business outside the county and consolidate in Cuyahoga
- Targeted growth industries in the Five Year Economic Development Plan

Prohibited uses

- To refinance existing debt where the lender is in a position to sustain a loss and the county would take over that loss through refinancing
- To effect a partial change of business ownership or a change that will not benefit the business
- To permit the reimbursement of funds owed to any owner
- To repay delinquent state or federal withholding taxes or other such debts
- For a non-sound business purpose

Partners

- The Small Business Administration
- The Federal Reserve Bank of Cleveland
- Participating lending institutions in Cuyahoga County
- Ohio Capital Access Program

Performance Indicators

Dollars leveraged

Easy goal: \$10 (private) to \$1 (county) match

Jobs Created

Total jobs added

Jobs added that are greater than county average salary

Revenue Generated

Quarterly assessment of new revenue created

Business Growth: Incumbent Worker Training

Overview: Background, Problem Statement and Rationale

Employers report that there are thousands of jobs in the county that go unfilled because of disconnect between the skills employers need and the skills job seekers possess.

Employment Connection is the pioneering workforce development collaboration between Cuyahoga County and the City of Cleveland. In recent years, it has received national acclaim for its effective delivery of federally funded job placement and occupational training by implementing an employer-driven strategy for workforce development. Federal funding limits Employment Connection's ability to implement some effective strategies, despite proven local need.

The workforce component of the county's \$100 Million Economic Development Fund will provide employer-led training and education that enhances the skills of full-time incumbent workers, raising earnings for workers and revenues of businesses by increasing productivity and the quality of services.

Investment Strategy: Program Description, Purpose and Targeted Clusters

Incumbent Worker Training (IWT) is an employer-driven business service designed to develop a highly skilled workforce which will result in increased financial viability, stability and competitiveness. Successful Incumbent Worker Strategies fill positions or skill set demand to meet employer need, and create a new job vacancy that can be filled by Employment Connections' existing federally funded strategies. The outcome is a higher skilled, better compensated employee, a newly employed non-incumbent, and a business better positioned to meet its strategic growth goals.

The strategy also has significant job retention and business retention benefits. IWT:

- **Improves employee performance** in quality, quantity, speed, safety, problem solving, attitude, ethics, motivation, leadership, and communication
- **Saves labor** by reducing duplication of effort, time spent on problem solving, and time spent on correcting mistakes
- **Saves money** by creating a higher skilled workforce. A better skilled workforce means fewer machine breakdowns, lower maintenance costs, lower staff turnover, lower recruitment costs, fewer bad debts, fewer customer support calls, fewer help desk calls, less need for supervision, reduced downtime, and increased worker productivity
- **Improves a company's competitive edge** because it is employer driven IWT can respond quickly to market trends and conditions as well as introduce new technology into the workplace
- **Improves customer satisfaction:** Better-quality work translates to improved products and services
- **Improves employee satisfaction and retention** of staff whose skill sets are enhanced as a result of their employer's investment in them are more likely to stay put. Their self-esteem improves, which in turn improves their morale in the workplace and their loyalty to their employer

Approach

Working within the context of the Fund, the county will partner with Employment Connection to deploy a competitive process for awarding IWT grants to successful company applicants. Companies applying for training grants must complete an application providing the following information:

- Specific strategies that will benefit workers and the local economy including but not limited to wage gains, attainment of credentials, retention and recruitment improvement
- How training supports competitiveness in the industry
- How are training needs assessed within the company
- Types of training to be delivered
- How training providers will be selected and how are they qualified to provide the training
- How workers are recruited and selected for training
- Activities supporting individuals in completing, utilizing and/or building upon the training being provided

Eligibility Requirements

- Limited for positions with demonstrated aged unfilled vacancy
- Businesses are among the targeted industries
- Reimbursable training expenses include instructors' salaries, tuition, curriculum development and textbooks / manuals

Terms

- Reimbursement based (must have approved application prior to training and reimbursement)
- 50% employer match
- Borrower must document job creation
- Borrower must execute County Workforce Agreement

Partners

- Employment Connection
- Area employers

Performance Measures

- Job retention of trained employees
- Wage gain of trained employees
- Number of new jobs created in Cuyahoga County

Business Growth: Accelerated Growth

Overview: background, problem statement, rationale

Northeast Ohio is an economic region in transition. Several industry sectors have undergone major restructuring as the result of new technologies and globalization. Despite lackluster economic performance, the region maintains a strong, innovative industrial base well positioned for economic growth and industry transformation. The region's rich asset base and continued industrial strength presents Cuyahoga County with a unique opportunity to revitalize its economy.

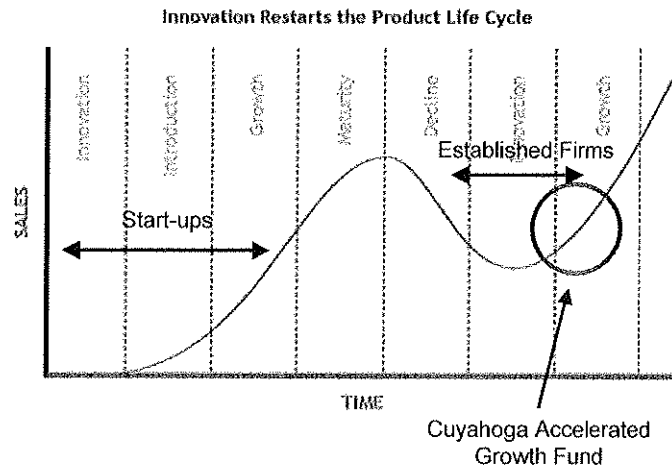
The foundational strengths of the Northeast Ohio industrial economy must evolve and adapt to new market realities. Companies must integrate new technologies and develop new competencies to remain competitive. Deploying innovations in precision manufacturing, material science, and chemical and mechanical engineering will foster a new paradigm for the region and drive economic growth.

Many industry sectors have responded and have begun to reinvigorate their innovative capacity. Across the region, innovative industry clusters such as the biosciences, advanced energy, instruments controls and electronics, and advanced materials have begun applying new technologies to streamline production and develop cutting edge, high value adding products. This industrial evolution is transforming the regional economy and creating the conditions for

growing the economy.

Advanced manufacturing will play a critical role in transitioning the regional economy. Small and medium sized manufacturers in particular are well positioned to deploy new technologies, adapt to new supply chains, and enter new growing markets. Achieving this transformation at a meaningful scale will require sophisticated and deliberate support systems and resources. Many manufacturing firms need help identifying specific market opportunities. Connecting companies to the appropriate business development and financial resources will enable them to move more rapidly into and advance the emerging clusters.

Cuyahoga County seeks to accelerate this growth and maximize the potential of businesses and industries already in the region. There are myriad organizations and initiatives that seek to build the networks that foster innovation and identify opportunities for growth. Businesses still need the means to take the critical next step. To that end, the county will fill a gap in the region's economic development ecosystem. The Cuyahoga Accelerate Growth Fund will provide access to growth capital to those businesses that want to expand through acquisition, capturing new markets or diversifying their products and services.



Investment Strategy: program description, purpose, target customer-cluster industries

Companies seek growth capital to finance a transformational event in their life cycle. These companies are typically established businesses, able to generate revenue and operating profits but unable to generate sufficient cash to fund major expansions, acquisitions or other investments. These companies generally find few alternative conduits to secure capital for growth, so access to growth capital is critical to pursue necessary facility expansion, sales and marketing initiatives, equipment purchases, and new product development. The CAGF targets businesses within target industry clusters that create at least 20 jobs over a 3-5 year period.

Eligible candidates must be established small-to-medium sized (SMSs) businesses with high-growth potential. A company must submit a description of the specific project that funding is being sought and illustrate how the project will bring the company closer to revenue generation. Companies will be assessed based on current operations, business development potential, product pipeline, commercialization process, management team, and compatibility with county industry clusters. Companies with the highest potential for exploiting new markets and increasing revenue and hiring new workers will be ranked highest.

Primary Activities: Investment Structure and Process

The Cuyahoga Accelerated Growth Fund (CAGF) will be structured as a debt investment designed to mimic private equity growth capital. The CAGF targets established small-to-medium sized (SMS) businesses that need access to capital to take the critical next step and restart the innovation process. The Fund will provide resources to businesses that are well positioned to expand and possess the capacity to capture new markets or diversify their products and services.

Selected companies will work with a "Growth-Relationship-Manager" (GRM) to vet and define the parameters of the company growth opportunity. The GRM will provide preliminary market and/or technology validation, connect the SMS to key NEO growth markets, and identify and leverage resources (labor, capital, & technology) necessary to implement the growth plan. The GRM will also work with the company to produce a growth plan prospectus for the business and create an implementation plan that identifies key milestones.

Application for funding is competitive. A company must submit an application to a review committee composed of financiers, accountants, industry specialists, and the county. The application should describe the current business and identify specific opportunities for growth which funding is being sought. The company must illustrate how the project will bring the company closer to job creation.

Eligible use of funds:

- Acquisition of a business outside the region and relocated to Cuyahoga County
- Commercialize new products beyond the development stage with proven market demand
- Attract businesses that are both new to the county and are complementary to cluster development.
- Facilitate rapid growth by increasing scale, efficiency or both.
- Gap financing needed to attract or close on funding available from other resources.

Funding

- Investments ranging from \$400,000 to \$700,000 with typical investments averaging \$500,000
- Term 4 – 7 years or upon the useful life of the allowable project costs/uses financed
- 2-7% interest
- Job Creation/Retention - Development requires a commitment to create or retain jobs. While there is not a specified dollar per job ratio, the number of jobs committed, as well as the annual payroll will be considered when determining the funding amount.
- Applicant Contribution - Development requires a 25% minimum contribution in the allowable project costs/uses. The required contribution may be higher for early-stage companies and special purpose facilities. In-kind contributions of labor, equipment or similar items are not acceptable as the applicant's contribution.

Security & Collateral

Development requires a first and/or shared first priority mortgage and/or lien position on project costs/uses financed with the loan proceeds. Development may require the following additional collateral or credit enhancements:

- Personal guarantees from owners with more than 20% ownership in the company
- Corporate guarantees from related companies
- Full or partial letter of credit
- Life insurance on key business owners and/or managers
- Other types of credit enhancement, if necessary

Application Process

- Non-refundable \$700 application fee is due upon submitting a completed Financial Assistance Application
- Participation fee equal to 10% of the maximum drawn principal will be payable upon maturity of the loan. This fee is in lieu of Development's ability to take an equity position in the applicant company
- The Application will be reviewed by an external evaluator in concert with Development through a due diligence process. The external evaluator has a blanket Non-Disclosure of Confidential Information Agreement with Development. The external evaluator and Development will review all applications received, and consider which applications to submit to the Cuyahoga County Community Improvement Corporation (CCCIC) for review
- A preliminary project term sheet will be provided by Development staff
- Loans will be presented to the CCCIC for review and recommendation.
- Loans will be presented for review and approval consistent with the county contracting process.
- A loan approval, confirmation and commitment letter will be issued by Development upon approval by the County Controlling Board
- Loan-closing documents are prepared upon receipt of a signed loan approval, confirmation and commitment letter and processing fee

- Loan proceeds are normally disbursed after project completion and loan closing (“take-out” financing), interim financing may need to be arranged by the business

Evaluation Criteria

- Applications will be reviewed by both Development and an outside reviewer. Factors that will be considered include, but are not limited to:
- Number of high-value jobs to be created as a result of the successful commercialization of a new product
- Level of risk associated with the commercialization of the new product or service
- Degree to which the applicant has attracted or will be able to attract additional third party capital
- Degree to which the company’s business plan identifies the market need and demonstrates a feasible plan for serving that need
- Level of financial risk and ability of the borrower to repay the loan

Preliminary Application Notification

Potential applicants may submit a short, Preliminary Application that Development will review to determine whether the applicant understands the intent and eligibility requirements of the Fund and appears to have merit. Development requests that the document be a maximum of five pages plus financial statements, and potential applicants are asked to:

- Describe the company
 - The company’s location, size and operating history
 - The products and/or services currently offered
- Describe the proposed project
 - The innovative product or service to be commercialized
 - Amount of CAGF funds requested and how the proceeds will be used
 - The economic impact, including employment (both direct and indirect) and revenue growth resulting from the project
 - The applicant’s position that the uses of loan proceeds can be capitalized under GAAP
 - Total eligible project costs
 - Amount and source of matching funds
- Include three years reviewed and/or audited financials

Development will provide feedback to the potential applicant as to whether the company’s planned application appears to meet the eligibility requirements and intent of the CAGF. Development may also respond with a list of questions that can be answered either (1) before the potential applicant submits a formal application for additional feedback from Development or (2) in the formal application should the potential applicant feel confident the questions will be addressed. The Preliminary Application will not be considered in the evaluation of formal applications; rather, this is an opportunity for potential applicants to gain confidence that the full Financial Assistance Application will meet the intent of the IOF Loan.

Development prefers that Preliminary Applications be sent electronically. Development will respond to the submission of a Preliminary Application as quickly as possible and in the order they are received. The submittal of a Preliminary Application does not bind the applicant to submit a formal application. Similarly, feedback given by Development does not indicate any intent to provide funding.

Partners: leveraged funds and technical assistance

Cuyahoga County possesses a dynamic regional economic development system. There are several economic development organizations within Cuyahoga County that are focused on helping businesses to transition and deploy new technologies, adapt to new supply chains, and enter new growing markets. The county must actively partner with these organizations to maximize return on investment and achieve the greatest leverage possible. Several new initiatives present an opportunity to establish unique public-private partnerships.

The creation of JobsOhio and the JobsOhio Network by the State of Ohio represents a significant new approach to achieve alignment and maximize state investments. The county can utilize the JobsOhio Network to attract additional funding support for businesses that are pursuing new market opportunities. The State has also identified commercial acceleration funding as an important effort to help companies target new opportunities. Within this new regional and statewide collaborative deal flow management system, the county must cultivate partnership with organizations such as:

Team Neo/JobsOhio	JumpStart
The Greater Cleveland Partnership	BioEnterprise
MAGNET - PRISM	Nortech
WIRE-Net	

Accelerating business transformation at a meaningful scale will require sophisticated and deliberate support systems and resources. MAGNET has recently created the Partnership for Regional Innovation Services to Manufactures (PRISM). This new program was developed in collaboration with the Brookings Institute and initially funded by the Cleveland Foundation. PRISM is an initiative to develop and price out a comprehensive, integrated economic development ecosystem for supporting the growth activities of small to medium size manufacturers. MAGNET is currently in the beta launch of the program. The county will work closely with MAGNET to integrate PRISM and the CAGF programs.

Performance Indicators: metrics, milestones

There are two sets of performance measures for the loan program: Primary (Year 1) and Secondary (Years 2-5). Metrics are also distinguished between those that are directly, and indirectly a consequence of county activity and programs.

Primary Metrics – key measures to be targeted within the first year:

- Job Creation and Job Placements
- Dollars Leveraged
- Follow-on Funding
- Payroll Growth

Secondary Metrics – measures to be targeted within the 2 to 5 years:

- New Revenue Generated
- Exports
- Patents Filed
- Skilled Workforce
- Program Income
- Tax Revenue: Sales, Property & Commercial Activity

Business Growth: Large Scale Attraction

Overview: background, problem statement, rationale

Cuyahoga County is fortunate to possess a highly sophisticated regional economic development system. There are several economic development organizations within Cuyahoga County focused on business attraction and expansion. However, navigating this system is time consuming and often frustrating for businesses that are seeking to locate or expand in Cuyahoga County. Moreover, to be a partner in this ecosystem, the county must have predictable resources to respond quickly when opportunity arises.

Economic development projects are funded primarily through owner equity and private bank financing, with public economic development funds available for "gap financing". Oftentimes owner equity and conventional bank financing do not provide all of the funding that is needed for projects with significant economic development benefit. Meanwhile, companies seeking to grow or relocate are coveted: as regions work to retain their best employers, they are in competition with other regions seeking to attract businesses poised to move.

Economic development financing tools exist to help fill this funding "gap" and provide incentives to attract and retain those businesses with dramatic economic impact and community benefit to the region. To respond to large scale attraction and retention opportunities that arise from marketing and participation in large scale growth and attraction efforts, gap financing and incentives must be predictably deployed.

Investment Strategy: program description, purpose, target industries

The Business Growth & Attraction Loan Program provides businesses with financial assistance to support the job creation in Cuyahoga County. The Fund is available to provide gap financing and incentives for large scale growth and attraction opportunities for communities in Cuyahoga County.

The program targets businesses in select industry clusters that create at least 50 jobs with an average annual salary above the median annual wage.

Primary Activities: investment structure and process

The program provides long term, fixed-rate financing at interest rates lower than conventional financing. Loans generally range from a minimum of \$200,000 to a maximum of \$2,000,000, up to forty percent (40%) of total project cost. Forgiveness and non-traditional repayment arrangements will be considered for the most catalytic and large scale opportunities. Loan terms are typically 3-5 years on working capital, 5-10 on leasehold improvements, 7 years on equipment and up to 15 years on land and building. The interest rate is typically between 2% and 7%.

Eligibility

- At least 50 jobs with an average annual salary above the median annual wage
- Businesses within the targeted industry clusters
- Priority to locations in communities participating in the county's business attraction and anti-poaching agreement
- For-profit commercial, industrial or service businesses that expand or relocating to the county
- Demonstrated ability to repay the loan, maintain adequate collateral and acceptable credit

Terms

- Up to 40% of project costs
- 3-5 years on working capital
- 5-10 on leasehold improvements
- 7 years on equipment
- Up to 15 years on land and building
- 2-7% interest rate
- Forgiveness available for unique and very large attraction opportunities

Eligible Uses

Loan proceeds may be used for any legitimate business purpose, including working capital, machinery and equipment, acquisition of land and building, construction, renovations and tenant improvements. Loans cannot be used to refinance debt, purchase inventory or pay other non-capital costs. The County does not finance restaurants, retail or speculative real estate projects without a committed end-user.

Requirements

- \$150 nonrefundable application fee
- Businesses are required to create one new, full time, permanent job for every \$35,000 loaned within three years of loan closing. The business must document and report on all hiring activity and submit all necessary Job Creation Report forms at the end of each year
- Businesses are required to execute Workforce Cooperation Agreement with the county that designates Employment Connections as first source of referral for mutually agreed positions at the company
- Businesses must provide a minimum of ten percent (10%) equity
- Personal guarantee of business owner and/or majority stockholder(s) are required unless a letter of credit is provided
- Corporate guarantee of a subsidiary or related company are required, unless a letter of credit is provided
- Business Hazard insurance in the amount of the loan, naming Cuyahoga County as a loss payee
- Funds are disbursed based on documentation of costs. The company must submit invoices with their request for payment. Proof of payment, (usually cancelled check or bank statement) may also be required. Disbursements may be made as a lump sum or a partial disbursement and take 3 weeks for processing. The repayment start date is triggered by the initial disbursement, whether or not all funds are drawn at that time
- If the loan is for any type of new construction, rehabilitation, expansion or renovation, State of Ohio Prevailing Wages must be used. All estimates of construction costs for a project using County Economic Development Loan funds for construction must use State of Ohio Prevailing wage & benefit rates. Not required for projects where the county funds are being used to purchase equipment only
- A loan fee equal to 0.50% of the loan amount is due at closing to cover actual costs to process the loan. Fees cover the mortgage, filing fees and/or costs associated with environmental review report. An additional Legal Fee will be assessed at closing to cover the county's legal expenses

Partners: leveraged funds and technical assistance

It is critical for the county to clearly identify its role within the regional economic development system, coordinate deal flow, and leverage regional and state resources in a highly efficient manner. This new county structure for economic development will help to align local efforts within the region, engage partners and coordination with the state. Developing strong collaborative partnerships with other economic development organizations will help the county to leverage its investments and ensure greater success. Within this new regional and statewide collaborative deal flow management system, the county has established a local Deal Team approach. Partners included:

- Team Neo (JobsOhio Partner)
- The Greater Cleveland Partnership
- The Fund for Our Economic Future
- The City of Cleveland
- The Cleveland-Cuyahoga County Port Authority

Performance Indicators: metrics, milestones

There are two sets of performance measures for the loan program: Primary (Year 1) and Secondary (Years 2-5). Metrics are also distinguished between those that are directly, and indirectly a consequence of county activity and programs.

Primary Metrics – key measures to be targeted within the first year:

- Job Creation and Job Placements
- Business Leads Generated into Deals
- Dollars Leveraged
- Follow-on Funding
- Payroll Growth

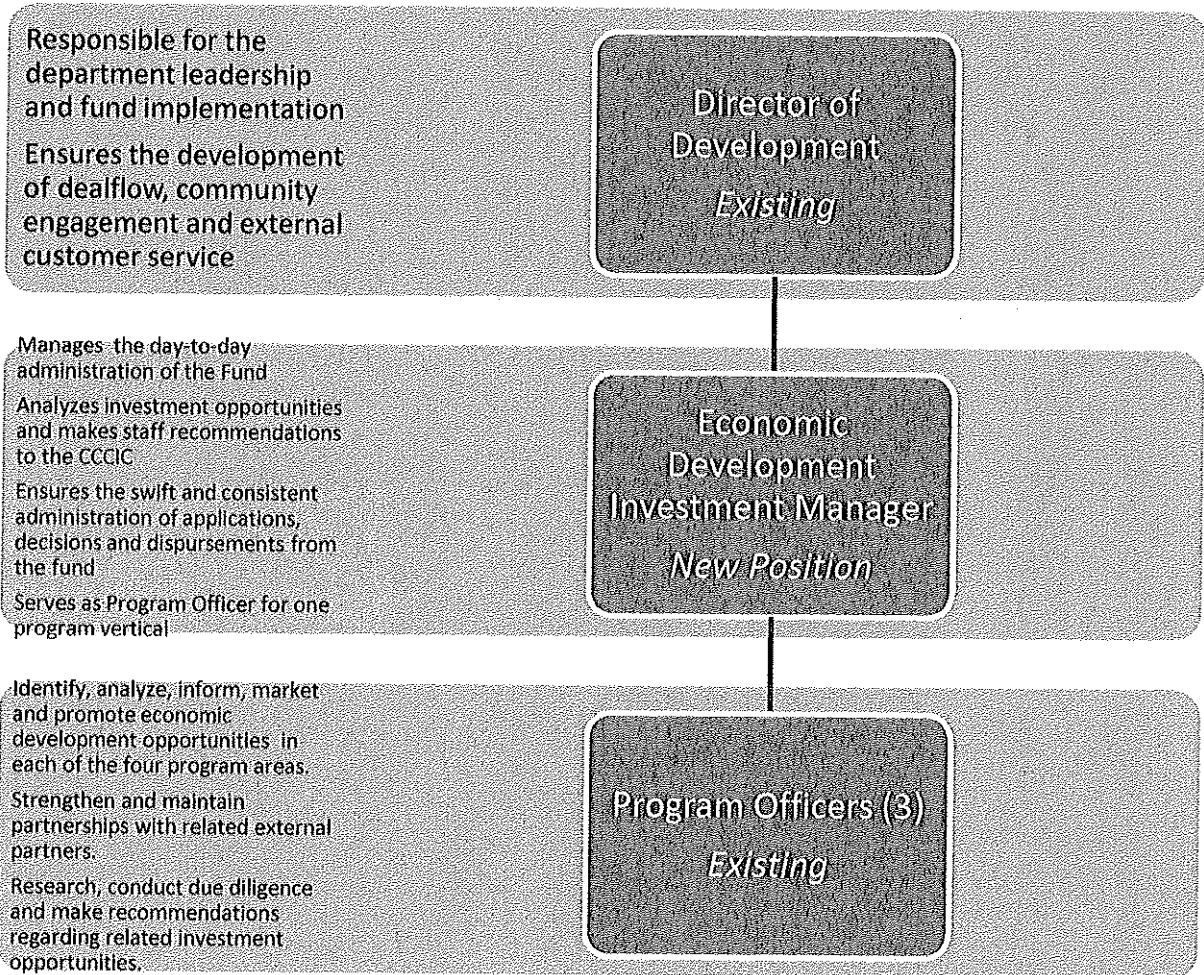
Secondary Metrics – measures to be targeted within the 2 to 5 years:

- New Revenue Generated
- Tax Revenue: Sales, Property & Commercial Activity
- Exports
- Skilled Workforce

Management and Organization

County Staffing and Administration

The Department of Development will manage the Fund with budgeted staff resources. The department has the talent to implement and administer the Fund, though one additional hire may be required to round out needed skill sets.



Third Party Investment Review: Cuyahoga County Community Improvement Corporation (CCCIC)

The Cuyahoga County Community Improvement Corporation will be tasked with reviewing, troubleshooting and making final funding recommendations for the Fund. Following their external review, applications are subject to the county contracting process.

The Cuyahoga County Community Improvement Corporation is an existing Community Improvement Corporation authorized by O.R.C. Title XVII, §1724 and §1702 for the sole purpose of advancing, encouraging and promoting the industrial, economic, commercial and civic development Cuyahoga County. Currently, the board is Cuyahoga County's formal review agent for industrial revenue bond financing in regular meetings open to the public.

Consistent with Cuyahoga County Resolution #237321 (July 29, 1982), the CCCIC is composed of five county appointments and six members appointed by the Greater Cleveland Partnership.

<i>Current Composition</i>	
Name	Affiliation - Expertise
Lenora Lockett	County – Office of Procurement and Diversity
Matt Rubino	County – Budget Director
Larry Benders	County – Economic Development Director
Wade Steen	County – Fiscal Officer
Dave Reines	County – Workforce Investment Board
Vince Panichi	Private – Accounting
Jeffrey Bechtel	Private – Banking
Renee Richard	Private – Law
Cedric Beckett	Private – Employer (manufacturing supply)
Kirk Jacobson	Private – Banking
Richik Sarkar	Private – Attorney

With an expanded role and elevated profile, the CCCIC will be reconstituted. State law requires that the County appointments must be elected or appointed officials within the county. Current vacancies provide the opportunity for change from the private sector as well (current private sector appointees' bios are available at Appendix XX). Further, this plan recommends that a representative of the Inspector General attend all meetings.

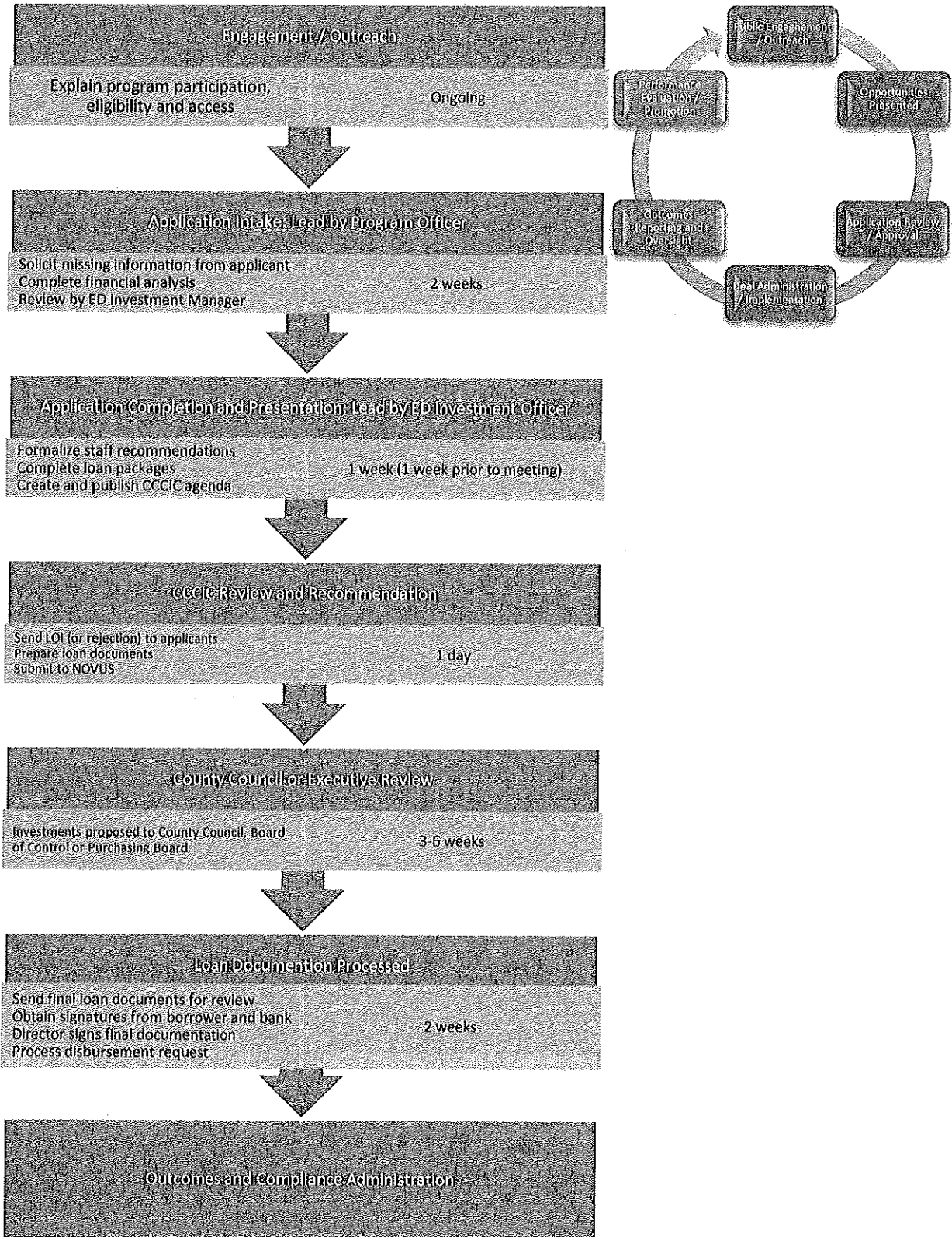
A recommended CCCIC composition to consider:

<i>Proposed Composition</i>	
<i>Name</i>	<i>Affiliation- Expertise</i>
TBD	County – Budget Director
TBD	County – Workforce Investment Board
TBD	County – County Council
TBD	County – Cleveland Economic Development
TBD	County – Suburban Economic Development
TBD	Private –
TBD	Private –
TBD	Private –
TBD	Private –
TBD	Private –
TBD	Private –

The CCCIC will need to amend its article to reflect the County Charter, the board composition recommended above and to add appointment terms and term limits.

The CCCIC will meet at least monthly (the chair has the ability to call special meetings if needed) and will make quarterly reports to the Economic Development Commission. As experience dictates, the frequency of both meetings and reports will be adjusted.

Application Review and Approval Process



Evaluation Criteria

Distribution of the \$100 Million Dollar Fund will be evaluated consistent with the tenets outlined in Investment Approach (p. 7). Because each program has different uses and users, universal application criteria do not exist. Since applications will be accepted on a rolling basis, they will not be scored against one another. Rather, investment opportunities will be evaluated for their impact. However, some programs may be competitive or have minimum qualification criteria before they are evaluated.

Potential evaluation criteria:

- Potential for Follow-on Funding
- Job Creation/Retention
- Exports Expected
- Potential for Patents Files
- Expected Program Income
- Expected Payroll Growth
- Skilled Workforce Growth
- Tax Revenue Increase
- Leverage
- Potential for Catalytic Results
- Potential for Place Creation
- Community's participation in Business Collaboration Agreement
- Credit
- Acres/Square Footage Returned to Productivity
- Impacted Residents
- Reuse of Existing Public Infrastructure
- Export Potential
- Workforce Development

Alignment with Business Attraction and Anti-Poaching Protocol

Alignment with the Cuyahoga County Business Attraction and Anti-Poaching Protocol (Appendix XX) is fundamental to collaboration among the county's cities and businesses alike.

Participating communities agree to collaborate with the county, the Greater Cleveland Partnership, TeamNEO and the Ohio Department of Development in a new business attraction effort. Participation in the Protocol ensures that the county and its partners:

- Know each community's economic development point of contact
- Understand each community's economic development goals and incentives
- Know available properties in each community

This information cache and interaction will allow the county to maximize its investment and to make the county's business environment more consistent and responsive to business growth needs.

The Protocol does not limit participants' ability to offer incentives to existing or new businesses. It does not obligate businesses in any way.

By agreeing to the protocol, participating communities agree to not compete for those business assets that are already in the county. Competition among the county's cities for the same business wastes public funds; this competition increases the costs to taxpayers without increasing benefit.

To maximize the impact of the Fund, businesses located in communities that have signed the Protocol will be rewarded with additional points in competitive applications and eligibility applications. Businesses located in non-participating communities, or seeking to locate in non-participating communities, may still benefit from local incentives, and potentially qualify for county Fund programs.

Communications Plan

Business and Community Engagement Plan

Starting in January 2012, the Department will lead a countywide Economic Development Fund Roadshow to engage the business community and economic development stakeholders to:

- Promote the use of the Economic Development Fund
- Establish the county's new role in economic development
- Strengthen partnerships with our partners in economic development

Partnering with Employment Connections, the department will use an automated dialer system to invite businesses to one of eleven presentations, generally divided by County Council district. The presentations will provide an overview of the Five Year Economic Development Plan, and information on accessing the \$100 Million Economic Development Fund. With appropriate audiences, the department will also present information regarding county community development (housing) programming.

In addition to this direct engagement with businesses, the department will similarly engage public and private organizations that work with businesses, including the Cuyahoga County Mayors and Managers Association, the First Suburbs Development Council, the Greater Cleveland Partnership, local chambers and rotaries, TeamNEO and other organizations committed to the region's economic development.

October / November 2011

- Meet with editorial boards to share the details of the Fund
- Continue meeting with economic development partners to share and refine plan details

December 2011

- Convene regional banking leaders to announce Small Business Growth program
- Announce Economic Development Fund roadshow schedule

January 2012 and beyond

- Announce Economic Development Fund roadshow results
- Advertise economic development achievements
- Link all economic development achievements to Economic Development Fund
- Report awards
- Relentlessly promote resulting outcomes
- Report progress towards benchmarks

Operational Plan [TBD]

2011 – Implementation

2012 – Deployment and Operation

Financial Plan [TBD]

-
- ⁱ Nortech Study
 - ⁱⁱ Jumpstart 2010 VC Annual report
 - ⁱⁱⁱ Jumpstart 2010 VC Annual Report
 - ^{iv} ESP awards from 2007-2012 and Pre-seed awards 2005-2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0050

Sponsored by: County Executive FitzGerald/Human Resource Commission	An Ordinance providing for the adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.
--	--

WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Human Resource Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and,

WHEREAS; Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and,

WHEREAS, the Director of Human Resources submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan to the Human Resource Commission; and,

WHEREAS, the Human Resource Commission held several public meetings on this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and,

WHEREAS, on November 2, 2011, the Human Resource Commission met for their final review of the classification changes (attached hereto as Exhibits A through X), and recommended to County Council the formal adoption and implementation of the attached changes; and,

WHEREAS, it is necessary that this 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 agency.

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

SECTION 1. Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

New Classifications

- Exhibit A: Class Title: *Accountant 3*
Number: 1055113
Pay Grade: 10

- Exhibit B: Class Title: *Accounting Manager*
Number: 1055114
Pay Grade: 12

- Exhibit C: Class Title: *Administrative Clerk*
Number: 1011121
Pay Grade: 3

- Exhibit D: Class Title: *Appraisal Systems Analyst*
Number: 1057121
Pay Grade: 13

- Exhibit E: Class Title: *Budget Commission Manager*
Number: 1055171
Pay Grade: 11

- Exhibit F: Class Title: *Appraisal Manager - Commercial/Industrial*
Number: 1057107
Pay Grade: 15

- Exhibit G: Class Title: *Commercial/Industrial Appraiser*
Number: 1057104
Pay Grade: 10

- Exhibit H: Class Title: *Data Collector*
Number: 1057101
Pay Grade: 4

- Exhibit I: Class Title: *Director of Real Estate Appraisal*
Number: 1057131
Pay Grade: 17

- Exhibit J: Class Title: *Fiscal Office Senior Supervisor*
Number: 1055134
Pay Grade: 11

Exhibit K: Class Title: *Fiscal Office Supervisor*
Number: 1055134
Pay Grade: 9

Exhibit L: Class Title: *GIS Analyst*
Number: 1053192
Pay Grade: 10

Exhibit M: Class Title: *Hotel/Motel Audit Supervisor*
Number: 1055133
Pay Grade: 10

Exhibit N: Class Title: *Inspector*
Number: 1055161
Pay Grade: 5

Exhibit O: Class Title: *Accounts Payable Manager*
Number: 1055135
Pay Grade: 13

Exhibit P: Class Title: *Map Room Supervisor*
Number: 1055132
Pay Grade: 9

Exhibit Q: Class Title: *Microfilm Technician*
Number: 1011142
Pay Grade: 3

Exhibit R: Class Title: *Payroll Manager*
Number: 1053628
Pay Grade: 14

Exhibit S: Class Title: *Residential/Agricultural Appraiser*
Number: 1057102
Pay Grade: 8

Exhibit T: Class Title: *Senior Commercial/Industrial Appraiser*
Number: 1057106
Pay Grade: 11

Exhibit U: Class Title: *Senior Payroll Officer*
Number: 1053624
Pay Grade: 8

Exhibit V: Class Title: *Senior Residential/Agricultural Appraiser*
Number: 1057103
Pay Grade: 9

Exhibit W: Class Title: *Tax Assessment Manager*
Number: 1055172
Pay Grade: 12

Exhibit X: Class Title: *Weights and Measures Supervisor*
Number: 1055162
Pay Grade: 9

SECTION 2. It is necessary that this Ordinance 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 agency. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

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: October 25, 2011

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

Second Reading/Referred to Committee: November 9, 2011

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

Journal CC004

December 6, 2011

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accountant 3	Class Number:	
FLSA:	Exempt	Pay Grade:	10
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to maintain the accuracy of the financial data within the Financial Accounting Management Information System (FAMIS) and to provide the necessary reporting needed by County agencies; assists in preparing the Comprehensive Annual Financial Report (CAFR).

Distinguishing Characteristics

This is a advanced journey level classification with responsibility for performing technical activities in the Accounting Division of the Fiscal Office. This class works under direction from the Accounting Manager, and is responsible for performing timely and accurate accounting of revenues and expenses. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 20% +/- 10%
- Reviews, analyses and inputs FAMIS documents on a daily basis to adjust expenditures, revenues and appropriations; reviews and analyzes requests for new funds, organizational structure changes and other account classification data; produces financial reports that display all the transactions that occur for all funds on a monthly basis; prepares monthly reconciliation reports for various special revenue funds.

- 20% +/- 10%
- Serves as liaison with assigned County departments and agencies to provide a line of communication with fiscal officers; provides daily technical assistance to fiscal officers regarding FAMIS; provides FAMIS training for new fiscal staff; reviews conveyance and transfer revenue receipts and transaction detail; processes transfers of files for monthly reconciliations; .

- 40% +/- 10%
- Assists in preparation and review of the County's CAFR by extracting data from FAMIS and summarizing in various financial statements; prepares cash basis financial statements and creates adjusting journal entries fo generate GAAP basis financial statements; prepares statements to analyze variances.

- 20% +/- 10%
- Assists in preparation of the Schedule of Expenditures of Federal Awards; prepares annual receivables/payables report for internal service funds; attends necessary meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree with coursework in accounting or a related field; and three (3) years previous experience in accounting or a related field; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including FAMIS, trial reports, cash financial statements, grants and CAFR reports.
- Ability to comprehend a variety of reference books and manuals including the GAAFR, Auditor of State website, Ohio Revised Code (ORC), County Policy Handbook, and related websites, program manuals and procedures.
- Ability to prepare Single Audit spreadsheets, CAFR reports, Auditor and Treasurer reconciliations, memos, forms, financial statements, correspondence, spreadsheets, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.

- Ability to use and interpret accounting terminology and language.
- Ability to communicate with staff, and employees from outside agencies and departments and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accounting Manager	Class Number:	
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to manage and control the Financial Reporting staff of the Fiscal Office for preparation of the Comprehensive Annual Financial Report (CAFR), Federal Single Audit Report, maintain Financial Accounting Management Information Systems (FAMIS) and other reporting needs.

Distinguishing Characteristics

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

Essential Job Functions

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

- 60% +/- 10%
- Manages, prepares and reviews the preparation of the County's CAFR; manages and responsible for updating and rollup of the Excel spreadsheets that produce the CAFR; manages and coordinates the County's audit and assists with the preparation and review of the Schedule of Expenditures of Federal Awards; reviews work papers of staff for CAFR and reviews new Government Accounting Standards and implements new standards; reviews and assists in preparing contents for the County's Popular Annual Financial Report (PAFR); monitors the addition of new grants and capital projects.
- 10% +/- 5%
- Supervises the Financial Reporting staff directly and through one supervisor; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%
- Maintains FAMIS; manages system upgrades; establishes policies and procedures for Countywide processing; reviews appropriateness of all journal entries, budget adjustments, subfunds and implements organizational changes; establishes balancing methods to locate errors in closing funds; supervises closing of expired grants and capital projects.
- 10% +/- 5%
- Assists with Budget Reporting & Analysis Support System; assists in review of the performance audit; assists with evaluating Requests for Proposals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, financial management or a related field; and five (5) years previous experience in accounting or financial management; or an equivalent combination of education, training, and experience.

Additional Requirements

License as a Certified Public Accountant.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, invoices, investment reports and payroll reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, Government Accounting Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).
- Ability to prepare CAFR, PAFR, GAAFR Checklist, Schedule of Expenditures of Federal Awards, memos, policies, performance appraisals, disciplinary reports, spreadsheets, financial statements,

Accounting Manager

and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with staff, consultants, external auditors, employees from other departments, departmental employees and administrators, and elected officials.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Clerk	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to perform a variety of general clerical work in support of the organizational unit to which assigned; to provide word processing and data entry support; and to provide general information and assistance to staff and the public.

Distinguishing Characteristics

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

Essential Job Functions

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

- 30% +/- 10%
- Acts as a receptionist; assists and responds to requests for information from staff and the public in person or by phone, provides basic information on department and assigned program policies and procedures; assists in the registration of participants in assigned County sponsored programs; issues, receives types and processes various applications, reports, permits, licenses and other forms; collects and processes fees and charges.
- 20% +/- 10%
- Types, enters, records, proofreads and processes a variety of documents including general correspondence, reports, memos and statistical charts from rough draft, Dictaphone recordings or verbal instruction; may compose routine correspondence.
- 20% +/- 10%
- Performs various clerical duties on a computer which may include data processing, entering data into a spreadsheet or database program; may perform routine system back-up duties; runs computer reports as requested; processes department reports.
- 10% +/- 10%
- Maintains a variety of statistical records; checks and tabulates statistical data; prepares routine statistical reports.
- 20% +/- 10%
- Performs a wide variety of routine clerical work including sorting, filing, copying, billing, verifying, recording information on records and sending delinquent notices when necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No licenses or corticated required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including emails, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare vouchers, reports, data entry and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret general administrative terminology and language.
- Ability to communicate with vendors, co-workers, supervisors, and employees and managers of other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal Systems Analyst	Class Number:	
FLSA:	Exempt	Pay Grade:	13
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to assist with coordination of the Commercial/Industrial Appraisal Unit and compile statistical data for the Triennial Update and Sexennial Revaluation.

Distinguishing Characteristics

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

Essential Job Functions

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

- 50% +/- 10%
- Processes and coordinates commercial maintenance items including building permits, sub-registers and razing affidavits; maintains and updates industrial reports; maintains and updates commercial and industrial property databases; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed; resolves problems with property values.
- 15% +/- 5%
- Plans for major projects including the Triennial Update and Sexennial Revaluation.
- 10% +/- 5%
- Plans and executes special projects.
- 15% +/- 10%
- Conducts data querying and modeling for specific reports or data updating of the CAMA system.
- 10% +/- 5%
- Communicates with taxpayers; resolves problems.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, computer science or a related field; and three (3) years previous experience in appraisal, tax collections, and customer service, including some supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including building permits, sub-register split sheet, sales conveyance, journal entries, property inquiries, cost valuation report and time-sheets.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, computer operation manuals, appraisal manual, Ohio Revised Code (ORC), maps, and resolutions.
- Ability to prepare maintenance report, production reports, sales ratio report, value ratio report, letters 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret appraisal terminology and language.
- Ability to communicate with staff, taxpayers, employees and management from other departments, departmental employees, vendors, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Budget Commission Manager	Class Number:	
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the activities of the Budget Commission of the Auditor's Office to include directing the review and analysis of tax budgets of local government taxing authorities in the County; to analyze, formulate, and communicate financial information to all taxing authorities, the State Department of Taxation, law firms, audit firms and taxpayers; to provide responsible and complex administrative support to the County Auditor.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing and controlling the analysis and distributions of monies to appropriate division throughout the County. This class works under direction from the Fiscal Officer. The employee works with a framework of policies, procedures, and local and State laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 5%
- Sets property tax rates for taxing authorities; ensures that estimates of property tax revenues are calculated and analyzed; authorizes and directs the proper distribution of revenues including inheritance tax, automobile registration, local government taxes and real and personal property taxes.
- 20% +/- 10%
- Audits and reviews the work of staff pertaining to tax budgets and the certification of available resources; issues certificate of estimated resources; certifies and oversee state abstracts; reviews and approves or modifies recommendations by budget analysts to reject appropriation measures.
- 20% +/- 10%
- Supervises staff; assigns, coordinates, plans, and reviews work; maintains standards; allocates personnel; acts on employee problems; recommends hiring, promotions, discharges, and disciplinary actions; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%
- Directs the operations of the County budget commission; explains certifications, distributions, allocation formulae, and technical problems related to changes in state law; handles external and internal problems and questions; supplies information for the Comprehensive Annual Financial Report (CAFR); compiles statistical information.

Budget Commission Manager

10% +/- 5%

- Attends and participates in meetings, including Statutory Budget Commission meetings; works with Bond councils to determine mileage limitations.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree desirable in accounting and financial management or a related field; and two (2) years previous experience in financial management, or an equivalent combination of education, training, and experience.

Additional Requirements

No required licenses or certifications.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; use high school geometry and trigonometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including tax budgets, Financial Accounting Management Information System (FAMIS) reports, State reports, CAFR reports, and a variety of other reports.

Budget Commission Manager

- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), County policies and procedures, and Budget Commission Manual.
- Ability to prepare state abstracts, Schedule a, State Election Certificate forms, certificate of estimated resources, Does-not-Exceed Certificate, Supplemental Financial Statement, budget reports, 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, County entities, taxpayers, attorneys, State departments, and employees from other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal Manager - Commercial/Industrial	Class Number:	
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to oversee the work of employees in performing appraisals of commercial, industrial, exempt, land bank and public utility parcels; to assess and evaluate taxpayer complaints and inquiries regarding appraised values; communicate with taxpayers regularly to provide information, answer questions, and assist with appeals.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class performs technical and functional oversight over journey level classes, and is responsible for ensuring duties are performed in a timely and accurate manner. The employee is supervised by the Director of Appraisal. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 35% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; conducts staff meetings; verifies time and mileage sheets; establishes and promotes employee morale; acts on employee problems; enters accurate and corrected data into the human resources computer system.
- 30% +/- 5%
- Creates and executes Appraisal Project Work Plan; directs and manages projects; tracks project's milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 5%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.
- 10% +/- 2%
- Directs administrative work for the Inquiry department.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, economics or a related field or vocational school in real estate appraisal or a related field; and six (6) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser 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.

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.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; calculate and use geometry and algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.

- Ability to use and interpret real estate appraising terminology and language.
- Ability to communicate with taxpayers, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Commercial/Industrial Appraiser	Class Number:	
FLSA:	Exempt	Pay Grade:	10
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to establish fair market value for large income-producing properties; maintain a database for all property types including commercial, industrial, residential and exempt with analysis of value for ad valorem (tax based on the value of real estate or personal property) tax purposes.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class works under technical and functional oversight from a Senior Commercial and Industrial Appraiser, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures.

Essential Job Functions

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

- 50% +/- 5%
- Inspects new construction and major improvements to existing structures for value determination.
- 10% +/- 5%
- Researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties.
- 10% +/- 5%
- Surveys and analyzes property sales data, lease information, and physical characteristics.
- 15% +/- 5%
- Maintains and updates database of current real estate characteristics; maintains a database of sales periodicals and market data for apartment buildings using local and national trade publications.
- 10% +/- 5%
- Prepares market value valuations reports for all property types for ad valorem purposes using methods including field inspections, structure measurements, calculations, sales analysis, market trend studies, and income and expense analysis.
- 5% +/- 2%
- Communicates findings to taxpayers, attorneys and property agents.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in finance, economics or a related field or certification as a real estate appraiser or a related field; and three (3) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is desirable, but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

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 cash flow statements, construction cost manuals, local and national trade publications, national commercial property publications, property listings, sales agreements, and lease data.
- Ability to comprehend a variety of reference books and manuals including blueprints, plat maps County Commercial Property manual, trade and property publications, construction cost manual and dictionary of real estate.
- Ability to prepare property valuations reports, commercial sales verification and property record cards, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret appraisal terminology and language.

Commercial/Industrial Appraiser

- Ability to communicate with taxpayers, co-workers, supervisors, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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:	Data Collector	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to assist in the development of an opinion of the value of real property by which taxes can be assessed.

Distinguishing Characteristics

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

Essential Job Functions

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

- 70% +/- 20%
Collects and verifies information pertaining to a real property improvement in the field; adds or removes real property value based on building permits; performs sketching of a residential home or changes sketch; verifies or changes land use code; determines percentage of real property completion; conducts interior inspection if necessary; interacts with municipal building departments and taxpayers; interacts with police departments to inform them of appraisal activities.
- 30% +/- 10%
Conducts sales verifications; conducts parcel accounting, performs data entry; answers phone for real property value questions; reconciles mileage and expenses; routes next day's work.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Education; vocational school/coursework required for Weights and Measures state certification; and two (2) years previous experience requiring public contact; or an equivalent combination of education, training, and experience.

Additional Requirements

No additional requirements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, weight test, retail fuel prover, volume metric gauges, scales, seal press, and tags and seals.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a building permits, GUI Graphic User Interface and plat maps.
- Ability to comprehend a variety of reference books and manuals including plat maps, conversion tables, sales verification, GUI and blueprints.
- Ability to prepare weekly activity reports, mileage reports, new construction sheets, office permits and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal terminology and language.
- Ability to communicate with co-workers, supervisor, other County employees, taxpayers, municipal building officials and the general public.

Environmental Adaptability

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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:	Director of Appraisal	Class Number:	
FLSA:	Exempt	Pay Grade:	17
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Appraisal division of the Fiscal Office to include supervision of staff performing and handling appeals of appraisals of residential, commercial, industrial, exempt, land bank and public utility parcels; to provide responsible and complex administrative support to the Fiscal Officer.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a division of the Auditor's Office responsible for appraisal of large income-producing properties, directly and through subordinate supervisors. This class works under administrative direction from the County Auditor, and work requires the analysis and solution of operational, technical, administrative and management problems related to property appraisals, field inspections, property reappraisals, and related areas. The employee is expected meet, consult and collaborate with the Fiscal Officer to discuss appraisal plans, programs, 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.

- 20% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with County policy, and State and local laws and regulations; in conjunction with the Fiscal Officer, directs appraisal plans, programs, and objectives.

- 25% +/- 10%
- Supervises the Appraisal division's functions directly and through subordinate supervisors; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

- 10% +/- 5%
- Develops and directs the development of policies, procedures, staffing plans, training programs, designed to complete mass reappraisal and annual new Construction for residential and real estate appraisal.

- 25% +/- 10%
- Researches and responds to public information requests, disseminates information for the public, including the local media; oversees re-appraisal and updates, and conducts homeowner meetings.

- 10% +/- 5%
- Acts as a liaison between the Ohio Department of Tax Equalization and the County; prepares and advises County prosecutor's Office on comparable sales reports for the settlement of Real Estate stipulations; analyzes Board of Revision decisions for future certified values.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in business, accounting, financial management or a related field desirable and/or a minimum of three hundred and forty (340) hours real estate appraisal education required for a State of Ohio license in Real Estate Appraisal and continuing education for licensure maintenance; and five (5) years previous experience in real estate appraisal, including three years of supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

License as an Ohio Department of Real Estate Appraisal.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including field appraiser reports, clerical production reports, mileage reports, building permits and related newspaper articles.
- Ability to comprehend a variety of reference books and manuals including departmental and county personnel policy manual, new construction manual, tax abatement manual, re-appraisal manuals, annual maintenance manual and sales reports.

Director of Appraisal

- Ability to prepare memos, performance appraisals, chart of completion of new construction, city reports of new construction, phone reports, parcel accounting reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, director of other divisions, departmental employees, external appraisal firms, taxpayers, the media, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Office Senior Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities directly and through subordinate supervisors within the Fiscal Office; provides clerical and administrative support to management staff.

Distinguishing Characteristics

This is the second- line supervisory level classification, working under direction of a manager within the Fiscal Office. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner. This class is distinguished from the Fiscal Office Supervisor in that the later is a first line supervisor and takes direction from this class.

Essential Job Functions

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

- 30% +/- 20%
- Plans, coordinates and supervises and participates in ensuring that office services and activities are completed in a timely and efficient manner; serves the public including providing documents and information as needs; reviews consumer complaints and takes action to resolve the complaint; researches and responds to public information requests and responds to related emails.

- 30% +/- 10%
- Supervises staff directly and through subordinate supervisors; coordinates, through other support staff when necessary, the flow of paper in the office in order to assure the management's attention to important items and the prompt disposition of a large variety of correspondence and documents.

- 10% +/- 5%
- Coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 20% +/- 5%
- Coordinates the flow of information throughout the office; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 10% +/- 5%
- Attends meetings; acts as team coordinator; assists other departments with special projects.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree or equivalent vocational school/coursework in business administration or a related field; and five (5) years previous related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including customer complaint forms, timesheets, memo, letters, forms and a variety of reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, map books, copy machine manuals and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, work load reports, order forms, equipment purchase forms, forms, spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret administrative, appraisal and legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Office Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	9
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities within the Fiscal Office; to maintain related records.

Distinguishing Characteristics

This is a supervisory level classification, working under direction of a senior supervisor within the Fiscal Office. The employee may supervise lower-level supervisors or supervise a program requiring project management. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

- Plans, coordinates and supervises and participates in ensuring that office services and activities are completed in a timely and efficient manner; serves the public including providing documents and information as needed. 30% +/- 10%
- Supervises staff and coordinates, through other support staff when necessary, the flow of paper in the office in order to assure the management's attention to important items and the prompt disposition of a large variety of correspondence and documents. 30% +/- 10%
- Reviews consumer complaints and takes action to resolve the complaint. 10% +/- 5%
- Coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies. 20% +/- 5%
- Attends meetings; approves retention schedules and disposition of records. 10% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree or equivalent vocational school/coursework in business administration or a related field; and three (3) years previous related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including customer complaint forms, timesheets, memo, letters, forms and a variety of reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, map books, copy machine manuals and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, work load reports, order forms, equipment purchase forms, forms, spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret administrative, appraisal and legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY ISC CLASSIFICATION SPECIFICATION

Class Title:	GIS Analyst	Class Number:	
FLSA:	Non-exempt	Pay Grade:	10
Departments:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to assist higher level GIS developer and manager administer the Oracle database and maintain GIS software.

Essential Job Functions

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

- Administers Oracle database (e.g.- installs and administers Oracle web server; deploys and administers Oracle map viewer; administers Oracle APEX web development platform; administers computer server system; maintains, refines and updates database data).
- Designs, develops, and maintains Oracle web applications.
- Designs and maintains Oracle spatial GIS model.
- Designs and maintains GIS metadata.
- Administers GIS data access and desktop GIS software (e.g. – coordinates extra/intra departmental data exchanges; designs and maintains desktop database files; designs and maintains desktop spreadsheet files; attends all GIS coordination meetings).
- Administers and designs work management system.
- Performs other duties (e.g. – provides other software assistance; scans and copies documents; provides computer hardware assistance).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to provide instruction to other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report 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 GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Hotel/Motel Tax Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	10
Dept:	Fiscal Office - Auditor		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 50% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; recommends disciplinary actions; documents misconduct; verifies payroll timesheets; approves time off requests based on audit schedule requirements; conducts employee performance evaluations; establishes and promotes employee morale.
- 10% +/- 10%
- Oversees the monthly tax return process; enters hotel audit and invoice payments; files and organizes documentation as it relates to hotel liens and contracts; balances revenue collections using the Financial Accounting Management Information System (FAMIS); distributes all monthly and audit revenue collections according to the Ohio Code of Regulations (OCR).
- 10% +/- 5%
- Communicates with vendors and hotel representative to provide information regarding the OCR.
- 20% +/- 10%
- Reviews file folders for late filings, contract payments, or non-payment of audits to be submitted to the prosecutor for filing; consults with the prosecutor's office in issues related to liens, contracts, administrative appeals, OCR's and outstanding court cases; prepares invoices and letters for late filings and letters for outstanding returns; determines if final reassessment of audit findings should be altered based on hotel representatives' arguments and additional documentation during an appeal; attains all documentation for a Praecipe (a document that commands a defendant to appear and show cause why an act or thing should not be done) when a hotel files an administrative appeal in court.
- 10% +/- 5%
- Re-Updates Bed Tax Program with hotel information and all spreadsheets relating to hotel audits and revenue collections; researches for establishments doing business as an entity with sleeping accommodations for transient guest without notifying the Fiscal Office.

Hotel/Motel Tax Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree with coursework in business, accounting, law, computer science or a related field; and two (2) years previous experience in bookkeeping or accounting or a related field with some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including tax returns, return verification reports, outstanding return reports, revenue receipt reports, distribution reports, invoices, deposit forms, checks, FAMIS reports, and a variety of other reports, communications, and forms.
- Ability to comprehend a variety of reference books and manuals including the OCR, Code of Regulations, Policy Handbook, related websites, program manuals and procedures, forms and checklists.

Hotel/Motel Tax Supervisor

- Ability to prepare memos, forms, transmittals, worksheets, performance reviews, correspondence, contracts, reports, charts, spreadsheet, procedure manuals, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, hotel representatives, County Prosecutor's Office, the media, the general public, and employees from outside agencies and departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Inspector	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to verify the accuracy of transactions involving a count, weight, or measure of products sold to the general public; to maintain related records.

Distinguishing Characteristics

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

Essential Job Functions

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

- 60% +/- 20%
- Tests scales including computing, spring, counter, platform, jeweler, prescription, and point of sales scales for accuracy, correctness, and appropriate electrical/mechanical functions; scans products to determine price accuracy of prices; tests digital computing scales to include checking interface with other electronic cashiering equipment; tests balances for sensitivity requirements and shift error; tests graduate and linear measures; verifies tare weights; inspects and tests other mechanical and electronic scales; accepts or rejects scales based on outcome of testing.
- 20% +/- 10%
- Tests retail service station petroleum dispensers to determine accuracy; inspects hose condition and device functioning; test diesel fast-flow meters; tests for suppressed values; test effectiveness of anti-drain valve; and checks money value computations; tests vehicle tank meters and other mechanical and electronic liquid measuring devices; accepts or rejects dispensers based on outcome of testing.
- 10% +/- 5%
- Investigates consumer complaints and takes action to resolve the complaint; completes forms and write reports.
- 10% +/- 5%
- Informs business owners/managers and/or device operators of applicable laws, specifications and tolerances; informs them of outcome of inspection and test, and of action required to correct devices not meeting specifications or tolerances.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Education; vocational school/coursework required for Weights and Measures state certification; and two (2) years previous experience requiring public contact; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio State Weights and Measures certification should be obtained within a year of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, weight test, retail fuel prover, volume metric gauges, scales, seal press, and tags and seals.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a package checking report, scanner report, scale test report, gas pump report, request for service, food store reports, and retail store reports.
- Ability to comprehend a variety of reference books and manuals including weights and measures handbooks, the Ohio Revised Code (OCR), and examination procedure outline.
- Ability to prepare inspection and test reports, package checking report, retail fuel forms, time device forms, measuring forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret weights and measures legal terminology and language.
- Ability to communicate with co-workers, supervisor, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Accounts Payable	Class Number:	
FLSA:	Exempt	Pay Grade:	13
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to supervise and perform the day-to-day functions of County accounts payable unit in the Fiscal Office.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County Accounts Payable unit in the Fiscal Office Office. This class works under direction from the Director of Accounting, and is responsible for ensuring timely and accurate payment to vendors and to ensure that applicable laws and procedures are followed regarding vendor payment. The incumbent exercises discretion in applying procedures to resolve vendor payment issues.

Essential Job Functions

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

- 50% +/- 10%
- Performs and oversees accounts payable administration functions in compliance with County policy, departmental procedures, and required schedules; schedules check runs to pay vendors; schedules direct deposits utilizing the County mainframe computers and updates or adds vendor direct deposit information, as necessary; issues Internal Revenue Service (IRS) 1099 forms to all eligible vendors and sends the 1099 file to the IRS; updates vendor information according to IRS files.
- 15% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; recommends disciplinary actions; documents misconduct; evaluates training needs and provides instruction; establishes and promotes employee morale.
- 20% +/- 10%
- Schedules and/or sends out reports such as end of the month fiscal reports, I.R.S. B-Notices, daily report for the Fiscal Office - Treasurer, and special reports for the fiscal staff of other agencies.
- 10% +/- 5%
- Prepares vouchers for unclaimed fund orders from the courts to claimants; reissues checks made in error; oversees process for reimbursement to vendors for warrants illegally cashed by another party through forgery; researches Ohio Revised Code and prosecutor opinions regarding legal issues regarding making or not making payments in a certain manner.
- 5% +/- 5%
- Communicates and provides information for vendors, banks, and staff from other County agencies

Manager, Accounts Payable

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, computer science or a related field; and two (2) years previous experience in bookkeeping/accounting including some supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including yearly listing of warrants not yet redeemed attendance sheets, indemnity bonds and affidavits, and professional judgment documents.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, Ohio Revised Code, Ohio Attorney General's Opinions, Prosecutor Opinions, and computer operation manuals.
- Ability to prepare memos, forms, transmittals, transactions, reports, responses to public information requests, scheduling of warrants and of direct deposits, revenue receipts, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Manager, Accounts Payable

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with vendors, staff, the Information Services Center staff, employees from other departments, departmental employees, bank employees, and employees from outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Map Room Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	9
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise the Map, Graphics and digital imaging unit in the Fiscal Office.

Distinguishing Characteristics

This is the first line supervisory level classification, working under direction of management within the Fiscal Office. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that the unit's activities are performed in a timely manner and according requirements. This class requires extensive public contact in order to provide service requests.

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% +/- 20%
- Plans, coordinates, supervises and participates in the storage and provision of maps that are created by the County and are available for citizens of the County including maps of voting districts, streets and roads, zoning, etc.; serves the public including to pull documents, copy public records, receive fees from customers for copies of records, and prepare receipts.

- 20% +/- 10%
- Supervises staff and participates in the storage and retention/purging of records; creates and maintains records storage policy for storage of department documents; scans and retrieves documents; maintains department employee files; tracks records retention schedules.

- 10% +/- 5%
- Coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 10% +/- 5%
- Attends meetings; approves retention schedules and disposition of records.

- 30% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; conducts employee performance evaluations; establishes and promotes employee morale.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Education; vocational school/coursework in office administration desirable; and five (5) years previous related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certification requirements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including employee timesheets, inventory forms, invoices, letters, records retention forms and records disposition forms.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, map books, copy machine manuals and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, work load reports, mail out order forms, equipment purchase forms, records retention schedules, records disposition forms, spreadsheets for digital imaging, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, agencies and commissions, title companies, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Microfilm Technician	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Fiscal Office - Recorder		

Classification Function

The purpose of this classification is to scan, archive and organize deeds, mortgages, legal documents and special projects.

Distinguishing Characteristics

This is an entry level clerical classification with responsibility for performing activities in the Microfilm unit of the Fiscal Office. This class works under general supervision from the unit manager, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of well defined regulations, policies, and procedures.

Essential Job Functions

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

- Develops microfilm to provide accessible public record of recorded documents; transfers documents recorded each day for computer database to microfilm; reviews image quality; transfers documents images from main computer to archive writer. 55% +/- 10%
- Completes special projects requested by other departments to archive records from computer databases. 30% +/- 10%
- Segments documents on film by date; maintains Kodak processor for film development per ORC. 15% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma; and two (2) years previous experience in bookkeeping or clerical accounting, or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or certifications required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers, scanners, Archive Film Kodak Writer and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including deeds, mortgages, land contract, liens, easements, reports and images.
- Ability to comprehend a variety of reference books and manuals including Kodak processing manual and policies and procedure manuals.
- Ability to prepare microfilm, reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret general office and administrative terminology and language.
- Ability to communicate with vendors, co-workers, supervisors, and employees and managers of other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Payroll Manager	Class Number:	
FLSA:	Exempt	Pay Grade:	14
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to supervise and perform the day-to-day functions of County payroll operations in the County Auditor's Office.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County payroll unit in the Accounting Division of the Auditor's Office. This class works under direction from the Director of Accounting, and is responsible for ensuring timely and accurate payroll processing for County employees. The incumbent exercises discretion in applying procedures to resolve payroll issues, and coordinates payroll functions with Payroll Officers from the other County departments.

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%
- Performs and oversees assigned payroll administration functions in compliance with County policy and departmental procedures and schedules; updates and oversees updating of computer mainframe control cards for payroll timeframes and table files changes to the payroll system for changes of employees' status and particulars; uses mainframe computers to run validation and pre register reports and to process payroll transactions; processes changes to existing deferred compensation deductions or adding new deductions.

- 20% +/- 5%
- Coordinates with departmental Payroll Officers; enters payroll changes received from Payroll Officers into the database; notifies Payroll Officers of changes to payroll tables; answers phone inquiries; provides validation reports for change verification.

- 10% +/- 10%
- Supervises payroll and clerical staff; plans, coordinates, assigns and reviews work; recommends disciplinary actions; documents misconduct; evaluates training needs and provides instruction; establishes and promotes employee morale.

- 5% +/- 10%
- Communicates with the bank regarding direct deposits; provides the bank with computer payroll files and withholding tax files

- 20% +/- 10%
- Prepares and updates a variety of spreadsheets containing tax and benefits information; files quarterly and end-of-year reports; provides information to other departments as needed regarding information for W-2 forms.

- 5% +/- 5%
- Re-issues incorrect checks; processes reversal transactions for incorrect checks and manually updates corrected checks.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, computer science or a related field; and five (5) years previous experience in bookkeeping, payroll, employee benefits, or accounting; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including vehicle benefits, employee attendance records, personal checks, dependent care reports, deduction warrant checks, deferred compensation files, computer mainframe files, garnishment files, and pension information.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, computer operation manuals, payroll manuals, OPERS handbook and a variety of related websites regarding tax regulations.
- Ability to prepare memos, forms, transmittals, transactions, reports, responses to public information requests, receipts, 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.

Payroll Manager

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, Payroll Officers, Information Services Center schedulers, employees from other departments, departmental employees, retirees, bank employees, and employees from outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Residential/Agricultural Appraiser	Class Number:	3521
FLSA:	Non - Exempt	Pay Grade:	8
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to appraise residential, condominium, and agricultural properties for tax purposes; to be responsible for the Current Agricultural Use Value (CAUV), Agricultural District, and the Ohio Forest Tax Law - ForestLand (OFTL) programs and correspondence; to perform valuation for Oil and Gas Wells Mineral Rights.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class works under technical and functional oversight from a Senior Residential/Agricultural Appraiser, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures.

Essential Job Functions

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

- 30% +/- 5%
- Performs annual maintenance for a variety of properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction.
- 2% +/- 5%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
- 60% +/- 5%
- Oversees the CAUV, OFTL and Mineral rights programs; assists taxpayers; maintains paperwork and files; appraises commercial agricultural properties and residential properties; performs data entry and queries on the computer; reviews permit lists for oil and gas wells; mails new and renewal applications and letters; prepares petitions, tax abstracts, reconciliations, and listings; processes applications and approves or disapproves of same; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
- 8% +/- 0%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; assists with computer program development and maintenance.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in finance, economics or a related field or certification as a real estate appraiser or a related field; and two (2) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is desirable, but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; calculate and use high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including a variety of applications, tax bills, certificates, lists, and letters.
- Ability to comprehend a variety of reference books and manuals including computer manuals, architectural drawings, the Ohio Revised Code (OCR), tax appeals, plat maps, maps, architectural drawings, procedures, policy manual and condominium manuals.
- Ability to prepare handouts, applications, petitions, appraisals, sketches of properties, reports, forms, lists, databases, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Commercial/Industrial Appraiser	Class Number:	
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to prepare appraisals of more complex and high-value commercial and industrial parcels; to assess and evaluate taxpayer complaints and inquiries regarding appraised values; communicate with taxpayers regularly to provide information, answer questions, and assist with appeals.

Distinguishing Characteristics

This is an advance journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class performs technical and functional lead work over journey level classes. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 15% +/- 10%
- May serve as lead worker over journey level workers; may provide technical training and instruction; may review work of other staff.

- 30% +/- 5%
- Maintains and updates industrial reports; maintains and updates commercial and industrial property databases; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed; resolves problems with property values.

- 35% +/- 5%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.

- 20% +/- 5%
- Communicates with school board attorneys, taxpayers and developers; assists with developing standards.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in finance, economics or a related field or vocational school in real estate appraisal or a related field; and five (5) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is desirable, but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; calculate and use geometry and algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.

Senior Commercial/Industrial Appraiser

- Ability to use and interpret real estate appraising terminology and language.
- Ability to communicate with taxpayers, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Payroll Officer	Class Number:	
FLSA:	Non Exempt	Pay Grade:	8
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to maintain accurate payroll records for employees in all County agencies ensuring that all paychecks are accurate and consequent deduction warrants are correct.

Distinguishing Characteristics

This is a journey-level classification that works under general supervision and is responsible for ensuring timely and accurate payroll processing for County employees. The employee works under a framework of well established policies and procedures. The incumbent coordinates payroll functions with Payroll Officers from the other County departments. This class requires a higher level of experience than the journey level Payroll Officer class and is responsible for County-wide payroll services.

Essential Job Functions

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

- 30% +/- 10%
- Enters payroll and personnel data; ensures that all data entries are correct.
- 20% +/- 5%
- Downloads pay data including hours and earnings into the payroll system; generates payroll checks and deduction warrants; sends out deduction reports and warrants to all agencies.
- 10% +/- 10%
- Prepares and files municipal income taxes; calls in Federal tax deposits and payments.
- 5% +/- 10%
- Processes mail and information requests.
- 10% +/- 10%
- Performs online reporting of OPERS including buyback, disability reporting, and sending out of checks.
- 20% +/- 5%
- Answers phone calls and questions from department Payroll Officers, County employees and the public; provides assistance with problems and corrections.
- 5% +/- 5%
- Sets up and processes prosecutor stipends.

Minimum Training and Experience Required to Perform Essential Job Functions

An Associate's degree in bookkeeping, computer science, business or a related field; and three (3) years previous experience in bookkeeping, payroll, employee benefits, or accounting; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including employee data, bank reports, tax reports, garnishment files, OPERS reports and forms, letters and warrants.
- Ability to comprehend a variety of reference books and manuals including payroll manual, pay registers, work histories, and FAMIS.
- Ability to prepare file maintenance reports, gross to net registers, spreadsheets, stipend reports, revenue receipts, checks, money orders, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with Payroll Officers, employees from other departments, departmental employees, OPERS and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

Senior Payroll Officer

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Residential/Agricultural Appraiser	Class Number:	
FLSA:	Non - Exempt	Pay Grade:	9
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to appraise more complex and high value residential, condominium, and agricultural properties for tax purposes; to be responsible for the Current Agricultural Use Value (CAUV), Agricultural District, and the Ohio Forest Tax Law - ForestLand (OFTL) programs and correspondence; to perform valuation for Oil and Gas Wells Mineral Rights.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class works under technical and functional oversight from the Appraisal Manager Residential/Agricultural, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures.

Essential Job Functions

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

- 30% +/- 5%
- Performs annual maintenance of more complex and high value residential and agricultural properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction.
- 2% +/- 5%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
- 60% +/- 5%
- Oversees the CAUV, OFTL and Mineral rights programs; assists taxpayers; maintains paperwork and files; appraises commercial agricultural properties and residential properties; performs data entry and queries on the computer; reviews permit lists for oil and gas wells; mails new and renewal applications and letters; prepares petitions, tax abstracts, reconciliations, and listings; processes applications and approves or disapproves of same; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
- 8% +/- 0%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; assists with computer program development and maintenance.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in finance, economics or a related field or certification as a real estate appraiser or a related field; and three (3) years previous experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is desirable, but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; calculate and use high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including a variety of applications, tax bills, certificates, lists, and letters.
- Ability to comprehend a variety of reference books and manuals including computer manuals, architectural drawings, the Ohio Revised Code (OCR), tax appeals, plat maps, maps, architectural drawings, procedures, policy manual and condominium manuals.
- Ability to prepare handouts, applications, petitions, appraisals, sketches of properties, reports, forms, lists, databases, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Tax Assesment Manager	Class Number:	
FLSA:	Exempt	Pay Grade:	12
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, organize, direct and coordinate the tax cycle process for real property in the Fiscal Office; to provide responsible administrative support to the Fiscal Officer.

Distinguishing Characteristics

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

Essential Job Functions

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

- 60% +/- 10%
- Acts as liaison between the Fiscal Office and the tax system vendor that provides software for land administration and property tax management. Coordinates property tax settlement with Budget Commission.
- 10% +/- 5%
- Calculates tax settlements; balances tax settlements; prepares reports for disbursement.
- 5% +/- 5%
- Uploads city-wide special assessments into the tax system; prepares special assessment payment reports and audits; calculates Tax Increment Financing (TIF) taxes, adjustments and refunds; prepares refunds and TIF Reports for the State.
- 20% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; documents misconduct and recommends and approves disciplinary actions; recommends and approves selection of new employees; evaluates training needs and provides instruction; signs time-sheets and requests for leave; establishes and promotes employee morale; conducts performance evaluations.
- 5% +/- 10%
- Communicates with taxpayers; resolves problems.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree business, accounting, computer science or a related field; and five (5) years previous experience in accounting, tax collections, and customer service, including some supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including petitions, split cards, complaint forms, exempt applications, forms, certifications, ordinances, resolutions reports, and time-sheets.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, computer operation manuals, Ohio Revised Code (OCR), maps, deeds, ordinances, resolutions, and a variety of related websites regarding tax regulations.
- Ability to prepare letters, reports, tax bills, spreadsheets, forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with staff, taxpayers, employees and management from other departments, departmental employees, vendors, and attorneys...

Real Property Manager

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Weights and Measures Supervisor	Class Number:	
FLSA:	Exempt	Pay Grade:	9
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise inspection and testing of counts, weights, and measures of products sold to the general public for verification of the accuracy of transactions; to maintain related records.

Distinguishing Characteristics

This is the first line supervisory level classification in the Inspector series, working under direction of management within the Fiscal Office. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that inspections are performed in a timely manner and according to state standards. This class requires extensive public contact in enforcement of laws and regulations.

Essential Job Functions

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

- 40% +/- 20%
- Plans, coordinates and supervises the inspection and testing of scales, motor fuel pumps and other weighing and measuring devices including computing, spring, counter, platform, jeweler, prescription, and point of sales scales for accuracy, correctness, and appropriate electrical/mechanical functions; oversees the inspection of packages consumer products.
- 20% +/- 10%
- Supervises staff and participates in the inspection and certification of weights and measures devices; implements policies and procedures to ensure compliance with laws, rules, and regulations; prepares reports indicating the number, types and results of inspections performed in the unit; prepares year-end report.
- 10% +/- 5%
- Reviews consumer complaints and takes action to resolve the complaint.
- 10% +/- 5%
- Meets with business owners/managers and/or device operators of applicable laws, specifications and tolerances; informs them of outcome of inspection and test, and of action required to correct devices not meeting specifications or tolerances.
- 20% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; approves mileage reports and timesheets; recommends discipline, disciplinary actions, discharge and salary increases; conducts employee performance evaluations; establishes and promotes employee morale.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Education; vocational school/coursework required for Weights and Measures state certification; and three (3) years previous related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio State Weights and Measures certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including daily reports, inspectors and scanners, customer complaint forms, timesheets and mileage reports.
- Ability to comprehend a variety of reference books and manuals including weights and measures handbooks, tolerances and technical requirements, Ohio Weights and Measures Laws and Rules, and examination procedure outline.
- Ability to prepare inspection and test reports, annual report, weekly meeting notes, training classes and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret weights and measures legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is performed in an office environment and in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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.