



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, APRIL 22, 2014
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
5:00 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) April 8, 2014 Regular Meeting (See Page 12)
 - b) April 15, 2014 Committee of the Whole Meeting (See Page 31)
- 7. ANNOUNCEMENTS FROM THE COUNCIL VICE-PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
 - 1) R2014-0108: A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 by providing for an additional fiscal appropriation in order to meet the budgetary needs of a County department, and declaring the necessity that this Resolution become immediately effective. (See Page 34)

Sponsors: Councilmembers Conwell, Germana, Brady and Miller

b) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2014-0081: A Resolution confirming the County Executive's appointment of Michael Abouserhal to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2016, and declaring the necessity that this Resolution become immediately effective. (See Page 37)

Sponsors: Councilmembers Connally and Conwell

- 2) R2014-0083: A Resolution confirming the County Executive's reappointment of Steven Minter to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2014 - 3/31/2017, and declaring the necessity that this Resolution become immediately effective. (See Page 40)

Sponsors: Councilmembers Connally and Conwell

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

- 1) O2014-0012: An Ordinance amending Chapter 701 of the Cuyahoga County Code by changing the title and by adding Sections 701.02 and 701.03 to establish Capital Improvements and Debt Management Policies for the County. (See Page 42)

Sponsor: Councilmember Miller

- 2) O2014-0013: An Ordinance amending Chapter 701 of the Cuyahoga County Code by adding Section 701.04 to establish a policy for any requests for new programs or services that require an additional appropriation as part of the biennial budget process or throughout the year. (See Page 45)

Sponsor: Councilmember Greenspan

d) CONSIDERATION OF ORDINANCES OF COUNCIL FOR THIRD READING ADOPTION

- 1) O2014-0004: An Ordinance replacing Chapter 701 of the Cuyahoga County Code to incorporate changes to the Biennial Budget and Capital Improvements Plan Process. (See Page 48)

Sponsor: Councilmember Miller

- 2) O2014-0007: An Ordinance amending Cuyahoga County Code Section 804.01(C): Component Two – Post-Secondary College or University Scholarship Program to approve revised geographical limitations on eligible institutions, to increase maximum yearly scholarships to \$1,500.00 and to enable the Program Administrator to repurpose unexpended funds allocated for scholarships; and declaring the necessity that this Ordinance become immediately effective. (See Page 51)

Sponsor: Councilmember Simon

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2014-0109: A Resolution of support for State Issue 1 to renew the State Capital Improvements Program, and declaring the necessity that this Resolution become immediately effective. (See Page 54)

Sponsor: County Executive FitzGerald/Department of Public Works

- 2) R2014-0110: A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 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. (See Page 56)

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

- 3) R2014-0111: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631, covering approximately 64 employees in the classification of Assistant Public Defender at the Office of the Public Defender for the period 1/1/2013 - 12/31/2015; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 71)

Sponsors: County Executive FitzGerald/Department of Law on behalf of Office of the Public Defender

- 4) R2014-0112: A Resolution making an award on RQ30728 to Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$10,348,968.00 for administration of the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the Homeless Emergency Assistance and Rapid Transition to Housing Act for the period 5/1/2014 - 4/30/2015; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 74)

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

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

- 1) R2014-0113: A Resolution amending Resolution No. R2013-0101 dated 8/13/2013, which declared that public convenience and welfare requires widening and reconstruction of East 105th Street and intersecting streets from Quincy Avenue to Chester Avenue (Phase 1 – Opportunity Corridor) in the City of Cleveland, to add the State of Ohio as a party to agreements to be entered into pursuant to the Resolution and to clarify the funding arrangements in connection with the project; and declaring the necessity that this Resolution become immediately effective. (See Page 81)

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

- 2) R2014-0114: A Resolution making an award on RQ29436 to Schirmer Construction LLC in the amount not-to-exceed \$612,351.00 for replacement of Boston Road Culvert No. 07.74 over an unnamed creek to the Rocky River in the City of Broadview Heights and Medina County; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$489,880.80 to fund said contract; and declaring the necessity that this Resolution become immediately effective. (See Page 84)

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

- 3) R2014-0115: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 91)

Sponsors: County Executive FitzGerald/Department of Human Resources on behalf of Personnel Review Commission

- 4) R2014-0116: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$1,418,820.00 for Wide Area Network links for the period 5/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 188)

Sponsors: County Executive FitzGerald/Department of Information Technology and Regional Enterprise Data Sharing System

- 5) R2014-0117: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$6,649,758.68 for Wide Area Network and Local Area Network equipment upgrades and services for the period 5/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and

all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 203)

Sponsor: County Executive FitzGerald/Department of Information Technology

- 6) R2014-0118: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$85,800.00 for Internet Service Provider services for the period 5/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 217)

Sponsor: County Executive FitzGerald/Department of Information Technology

- 7) R2014-0119: A Resolution making an award on RQ27440 to CareWorks Technologies, Ltd. in the amount not-to-exceed \$842,563.34 for DMZ and Firewall security equipment and maintenance for the Regional Enterprise Data Sharing System for the period 4/1/2014 - 3/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 237)

Sponsor: County Executive FitzGerald/Department of Information Technology

- 8) R2014-0120: A Resolution authorizing a contract with BZT Acquisition, LLC in the amount not-to-exceed \$798,000.00 for lease of space located at 75 Erieview Plaza, Cleveland, for operation of the Family Justice Center for the period 6/1/2014 - 5/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 248)

Sponsor: County Executive FitzGerald/Departments of Public Works and Public Safety and Justice Services/Division of Witness/Victim

- 9) R2014-0121: A Resolution authorizing amendments to contracts with various providers for placement services for the period 10/1/2011 - 12/31/2013; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 253)
- i) for a decrease in funds:
 - a) No. CE1100623-01 with Catholic Charities Corporation dba Parmadale in the amount of (\$528,000.00).
 - ii) for additional funds:
 - a) No. CE1100616-01 with Alliance Human Services, Inc. in the amount not-to-exceed \$25,000.00.
 - b) No. CE1100622-01 with Caring for Kids, Inc. in the amount not-to-exceed \$15,000.00.
 - c) No. CE1100610-01 with Diversion Adolescent Foster Care of Ohio, Inc. in the amount not-to-exceed \$38,000.00.
 - d) No. CE1100612-01 with In Focus of Cleveland, Inc. in the amount not-to-exceed \$1,000.00.
 - e) No. CE1100772-01 with Fox Run: The Center for Children and Adolescents in the amount not-to-exceed \$30,000.00.
 - f) No. CE1100624-01 with National Youth Advocate Program, Inc. in the amount not-to-exceed \$270,000.00.
 - g) No. CE1100628-01 with S.T.A.R.T. Support to At-Risk Teens in the amount not-to-exceed \$135,000.00.
 - h) No. CE1100672-01 with House of New Hope in the amount not-to-exceed \$14,000.00.

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

- 10) R2014-0122: A Resolution approving The MetroHealth System's request to establish and operate a healthcare facility in the City of Brunswick, Medina County, Ohio; and declaring

the necessity that this Resolution become immediately effective. (See Page 276)

Sponsors: County Executive FitzGerald on behalf of The MetroHealth System

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

- 1) R2014-0105: A Resolution making an award on RQ27440 to TEC Communications, Inc. in the amount not-to-exceed \$1,700,000.00 for Wide Area Network and Voice over Internet Protocol consultant services for the period 5/1/2014 - 12/31/2018; authorizing the County Executive to execute the Master Agreement and contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 280)

Sponsors: County Executive FitzGerald/Department of Information Technology and Regional Enterprise Data Sharing System

Committee Assignment and Chair: Finance & Budgeting – Miller

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

- 1) R2014-0104: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$555,000.00 for an annual audit for Calendar Year 2013 for the period 2/11/2014 - 12/31/2014; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 282)

Sponsor: County Executive FitzGerald/Fiscal Officer

Committee Assignment and Chair: Finance & Budgeting – Miller

- 2) R2014-0106: A Resolution making an award on RQ29741 to Youth Opportunities Unlimited in the amount not-to-exceed \$4,497,220.00 for the Temporary Assistance to Needy Families

Summer Youth Employment Program for the period 5/1/2014 - 10/31/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective. (See Page 284)

Sponsors: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services and Councilmembers Conwell, Hairston, Miller and Jones

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

e) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2014-0040: A Resolution authorizing a Purchase and Sale Agreement with Playhouse Square Foundation in the amount of \$1.00 for the sale of County-owned property commonly known as the Loew's Building, located at 1501 Euclid Avenue, Cleveland; authorizing termination of the Indenture of Lease Agreement, as amended; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 287)

Sponsors: County Executive FitzGerald/Department of Public Works and Councilmembers Conwell and Miller

f) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2014-0088: A Resolution approving a Qualified Management Agreement with Hilton Management LLC relating to management of a Convention Center Hotel; authorizing the County Executive to execute a Qualified Management Agreement, a Technical Services Agreement, a Pre-Opening Services Agreement, a Room-Block Agreement, and all other documents consistent with this Resolution; authorizing and approving related matters; and declaring the necessity that this Resolution become immediately effective. (Pending Committee Recommendation) (See Page 290)

Sponsor: County Executive FitzGerald/Department of Public Works

Committee Assignment and Chair: Committee of the Whole – Connally

- 2) R2014-0089: A Resolution authorizing an amendment to the Design-Build Agreement with Turner/Ozanne/VAA A Joint Venture establishing a definitive guaranteed maximum price in the amount not-to-exceed \$_____ for design-build services for the Convention Center Hotel Project for the period 11/13/2013 - 9/1/2016; 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. (Pending Committee Recommendation) (See Page 295)

Sponsor: County Executive FitzGerald/Department of Public Works

Committee Assignment and Chair: Committee of the Whole – Connally

- 3) R2014-0090: A Resolution providing for the acquisition by lease purchase of real property including a convention center hotel facility; authorizing a Lease Purchase Agreement with respect to the convention center hotel facility; authorizing and approving other documents relating to the convention center hotel facility and financing thereof; and declaring the necessity that this Resolution become immediately effective. (Pending Committee Recommendation) (See Page 298)

Sponsor: County Executive FitzGerald/Department of Public Works

Committee Assignment and Chair: Committee of the Whole – Connally

g) CONSIDERATION OF AN ORDINANCE FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) O2014-0014: An Ordinance establishing the Cuyahoga County Property Demolition Fund, and declaring the necessity that this Ordinance become immediately effective. (See Page 305)

Sponsor: County Executive FitzGerald/Department of Development

h) CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION

- 1) O2014-0011: An Ordinance amending Chapter 705 of the Cuyahoga County Code to establish payment procedures for connection charges collected for connection to County's water and sewer facilities in County Sewer District No. 14 and Cook, McKenzie and Sterns Roads; amending Cuyahoga County Resolution Nos. 052208 and 052209, each dated 6/2/2005; and declaring the necessity that this Ordinance become immediately effective. (See Page 308)

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

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. PUBLIC COMMENT UNRELATED TO AGENDA

14. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

TUESDAY, MAY 13, 2014
5:00 PM / COUNCIL CHAMBERS

*In accordance with Section 108.01 of the Cuyahoga County Code, complimentary parking in the Huntington Park Garage will be available for the public on any day when the Council or any of its committees holds meetings. Please see the Clerk to obtain a parking pass.



MINUTES

CUYAHOGA COUNTY COUNCIL REGULAR MEETING

TUESDAY, APRIL 8, 2014

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 5:00 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Connally requested a moment of silent meditation for personal reflections.

5. PUBLIC COMMENT RELATED TO AGENDA

Mr. Marc Divis, representing Cleveland Thermal, LLC, addressed Council regarding issues of concern to him relating to Resolution No. R2014-0065, a Resolution making an award on RQ24787 to Cleveland Thermal, LLC for central heating and cooling services (steam and chilled water) and other related services at various County facilities for the period 4/1/2014 - 12/31/2033.

Ms. Adele Eisner and Ms. Lynda Mayer, representing the League of Women Voters, addressed Council regarding issues of concern to them relating to Ordinance No. O2014-0008, an Ordinance enacting the Cuyahoga County Voting Rights Law.

The Honorable Kristin Sweeney, Administrative Judge for the Cuyahoga County Court of Common Pleas/Juvenile Division, addressed Council regarding issues of concern to her relating to Resolution No. R2014-0084, a Resolution amending the 2014/2015 Biennial Operating Budget for 2014 by providing for an additional fiscal appropriation in order to meet the budgetary needs of a County department.

6. APPROVAL OF MINUTES

- a) March 25, 2014 Committee of the Whole Meeting
- b) March 25, 2014 Regular Meeting
- c) April 1, 2014 Committee of the Whole Meeting

A motion was made by Ms. Simon, seconded by Mr. Schron and approved by unanimous vote to approve the minutes of the March 25, 2014 Committee of the Whole, the March 25, 2014 regular and the April 1, 2014 Committee of the Whole meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Connally made an announcement regarding Council's Harvest for Hunger raffle. The drawing will be held on Friday, April 18, 2014 at 12:00 p.m. and all proceeds will benefit Harvest for Hunger.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive FitzGerald addressed Council regarding Ordinance No. O2014-0008, an Ordinance enacting the Cuyahoga County Voting Rights Law. He discussed its history and reported that an amendment passed by the Ohio State Legislature's Finance Committee would penalize any county that mails absentee ballot applications by deducting 10% from their local government funds. He said that he requested an investigation by the Department of Justice into whether the matter was a potential violation of the Voter Rights Act and he stated that both Governor Kasich and Ohio Secretary of State Husted opined that the legislature erred in passing the amendment. He urged Council to vote in favor of Ordinance No. O2014-0008.

9. LEGISLATION INTRODUCED BY COUNCIL

- a) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR SECOND READING
 - 1) R2014-0081: A Resolution confirming the County Executive's appointment of Michael Abouserhal to serve on the Cuyahoga County Audit Committee for an unexpired term ending

12/31/2016, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally and Conwell

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

Clerk Schmotzer read Resolution No. R2014-0081 into the record.

This item will move to the April 22, 2014 Council meeting agenda for consideration for third reading adoption.

- 2) R2014-0083: A Resolution confirming the County Executive's reappointment of Steven Minter to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2014 - 3/31/2017, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally and Conwell

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

Clerk Schmotzer read Resolution No. R2014-0083 into the record.

This item will move to the April 22, 2014 Council meeting agenda for consideration for third reading adoption.

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2014-0059, R2014-0082 and R2014-0084.

- 1) R2014-0059: A Resolution making an award to College Now Greater Cleveland in the amount of \$500,000.00 from the Cuyahoga County Educational Assistance Fund for Component Two of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring

the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Simon and Miller

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

On a motion by Ms. Simon with a second by Mr. Miller, Resolution No. R2014-0059 was considered and adopted by unanimous vote.

- 2) R2014-0082: A Resolution confirming the County Executive's appointment of Elise Hara upon her taking the oath of office as Cuyahoga County Director of Human Resources, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally and Conwell

Committee Assignment and Chair: Committee of the Whole – Connally

On a motion by Ms. Conwell with a second by Mr. Schron, Resolution No. R2014-0082 was considered and adopted by unanimous vote.

County Executive FitzGerald then administered the oath of office to Director of Human Resources Elise Hara.

- 3) R2014-0084: A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 by providing for an additional fiscal appropriation in order to meet the budgetary needs of a County department, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Simon and Miller

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Ms. Simon, Resolution No. R2014-0084 was considered and adopted by unanimous vote.

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

- 1) R2014-0057: A Resolution confirming the County Executive's reappointment of Ericka Thoms to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 3/25/2014 - 3/24/2018, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally and Conwell

On a motion by Ms. Conwell with a second by Mr. Gallagher, Resolution No. R2014-0057 was considered and adopted by unanimous vote.

d) COMMITTEE REPORTS AND CONSIDERATION OF ORDINANCES OF COUNCIL FOR SECOND READING

- 1) O2014-0004: An Ordinance replacing Chapter 701 of the Cuyahoga County Code to incorporate changes to the Biennial Budget and Capital Improvements Plan Process.

Sponsor: Councilmember Miller

Committee Assignment and Chair: Finance & Budgeting – Miller

Clerk Schmotzer read Ordinance No. O2014-0004 into the record.

This item will move to the April 22, 2014 Council meeting agenda for consideration for third reading adoption.

- 2) O2014-0007: An Ordinance amending Cuyahoga County Code Section 804.01(C): Component Two – Post-Secondary College or University Scholarship Program to approve revised geographical limitations on eligible institutions, to increase maximum yearly scholarships to \$1,500.00 and to enable the Program Administrator to repurpose unexpended funds allocated for scholarships; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Simon

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

Clerk Schmotzer read Ordinance No. O2014-0007 into the record.

Mr. Schron then made a motion on the floor to delete Section 1 of Ordinance No. O2014-0007 and to renumber the Sections accordingly, which was seconded by Ms. Conwell. Discussion ensued. After further consideration, Mr. Schron and Ms. Conwell withdrew their motions.

This item will move to the April 22, 2014 Council meeting agenda for consideration for third reading adoption.

- e) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rule 9D and to place on final passage Ordinance No. O2014-0009.

- 1) O2014-0009: An Ordinance amending Section 206.05(B) of the Cuyahoga County Code to incorporate changes to the Personnel Review Commission, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Connally, Conwell and Greenspan

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

On a motion by Ms. Conwell with a second by Mr. Germana, Ordinance No. O2014-0009 was considered and adopted by unanimous vote.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2014-0101 and R2014-0102.

- 1) R2014-0101: A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 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

Mr. Greenspan introduced an amendment to Resolution No. R2014-0101 on the floor. Discussion ensued. A motion was then made by Mr. Greenspan, seconded by Mr. Schron and approved by majority roll-call vote to amend Resolution No. R2014-0101 by deleting Item P from Section 1, with Councilmembers Greenspan, Miller, Germana, Schron, Conwell and Hairston voting in the affirmative and Councilmembers Brady, Gallagher, Jones, Simon and Connally casting dissenting votes.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2014-0101 was considered and adopted by unanimous vote, as amended.

Mr. Greenspan then introduced a new Resolution on the floor that included Item P previously deleted from Resolution No. R2014-0101. In accordance with Rule 6B of the County Council Rules, a motion was then made by Ms. Simon, seconded by Mr. Schron and approved by unanimous vote to add Resolution No. R2014-0107 to the agenda.

Clerk Schmotzer read Resolution No. R2014-0107 into the record as follows:

R2014-0107: A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 by providing for an additional fiscal appropriation in order to meet the budgetary needs of a County department; and declaring the necessity that this Resolution become immediately effective.

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2014-0107.

On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2014-0107 was considered and adopted by majority vote, with Councilmember Greenspan casting the only dissenting vote.

- 2) **R2014-0102: A Resolution authorizing the County Executive to accept, on behalf of the County, the donation of four burial plots within the Crown Hill Cemetery, Twinsburg, Ohio, from**

William Suhay, Jr. valued at approximately \$4,000.00 for the purpose of accommodating indigent burials; authorizing the County Executive to execute all documents that are necessary to effectuate such transfer; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Medical Examiner

On a motion by Mr. Gallagher with a second by Mr. Germana, Resolution No. R2014-0102 was considered and adopted by unanimous vote.

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

- 1) R2014-0103: A Resolution authorizing a contract with National Council for Community Development, Inc. dba National Development Council in the amount not-to-exceed \$2,132,000.00 for administration and capitalization of the Grow Cuyahoga County Fund for the period 1/1/2014 - 12/31/2015; authorizing an agreement with Cuyahoga County Community Improvement Corporation for fiscal agent services in connection with said Fund for the period 11/19/2013 - 12/31/2016; authorizing the County Executive to execute the contract and agreement 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

Council President Connally referred Resolution No. R2014-0103 to the Economic Development & Planning Committee.

- 2) R2014-0104: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$555,000.00 for an annual audit for Calendar Year 2013 for the period 2/11/2014 - 12/31/2014; 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/Fiscal Officer

Council President Connally referred Resolution No. R2014-0104 to the Finance & Budgeting Committee.

- 3) R2014-0105: A Resolution making an award on RQ27440 to TEC Communications, Inc. in the amount not-to-exceed \$1,700,000.00 for Wide Area Network and Voice over Internet Protocol consultant services for the period 5/1/2014 - 12/31/2018; authorizing the County Executive to execute the Master Agreement and contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Information Technology and Regional Enterprise Data Sharing System

Council President Connally referred Resolution No. R2014-0105 to the Finance & Budgeting Committee.

- 4) R2014-0106: A Resolution making an award on RQ29741 to Youth Opportunities Unlimited in the amount not-to-exceed \$4,497,220.00 for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2014 - 10/31/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services **and Councilmember Conwell**

Council President Connally referred Resolution No. R2014-0106 to the Health, Human Services & Aging Committee.

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

- 1) R2014-0040: A Resolution authorizing a Purchase and Sale Agreement with Playhouse Square Foundation in the amount of \$1.00 for the sale of County-owned property commonly known as the Loew's Building, located at 1501 Euclid Avenue, Cleveland; authorizing termination of the Indenture of Lease Agreement, as amended; authorizing the County Executive to execute the agreement and all other documents consistent

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

Sponsors: County Executive FitzGerald/Department of Public Works **and Councilmembers Conwell and Miller**

Committee Assignment and Chair: Committee of the Whole – Connally

Clerk Schmotzer read Resolution No. R2014-0040 into the record.

This item will move to the April 22, 2014 Council meeting agenda for consideration for third reading adoption.

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2014-0065, R2014-0071, R2014-0091, R2014-0092, R2014-0093, R2014-0094, R2014-0095, R2014-0096, R2014-0097, R2014-0098, R2014-0099 and R2014-0100.

- 1) R2014-0065: A Resolution making an award on RQ24787 to Cleveland Thermal, LLC for central heating and cooling services (steam and chilled water) and other related services at various County facilities for the period 4/1/2014 - 12/31/2033; authorizing the County Executive to execute the agreements and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2014-0065 was considered and adopted by majority roll-call vote, with Councilmembers Miller, Brady, Gallagher, Conwell, Jones, Hairston, Simon and Connally voting in the affirmative and Councilmembers Greenspan, Germana and Schron casting dissenting votes.

- 2) R2014-0071: A Resolution authorizing an Economic Development Fund Loan in the amount not-to-exceed

\$1,500,000.00 to National Automotive Experts (NAE) Property Management II, LLC for assistance to purchase a facility located at 8370 Dow Circle, Strongsville; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Development and Councilmember Gallagher

Committee Assignment and Chair: Economic Development & Planning – Schron

On a motion by Mr. Gallagher with a second by Mr. Germana, Resolution No. R2014-0071 was considered and adopted by unanimous vote.

- 3) R2014-0091: A Resolution declaring that public convenience and welfare requires resurfacing of Bagley Road from Fitch Road to the Olmsted Township West Corporation Line in Olmsted Township; total estimated project cost \$2,475,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said township in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Gallagher with a second by Mr. Jones, Resolution No. R2014-0091 was considered and adopted by unanimous vote.

- 4) R2014-0092: A Resolution declaring that public convenience and welfare requires replacement of Columbus Road Bridge No. 01.09 over Bear Creek in the City of Bedford; total estimated project cost \$1,066,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of

cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Jones with a second by Mr. Germana, Resolution No. R2014-0092 was considered and adopted by unanimous vote.

- 5) R2014-0093: A Resolution declaring that public convenience and welfare requires replacement of Mastick Road Bridge No. 03.13 side hill structure in the City of Fairview Park; total estimated project cost \$5,766,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2014-0093 was considered and adopted by unanimous vote.

- 6) R2014-0094: A Resolution declaring that public convenience and welfare requires resurfacing of West 117th Street from Bellaire Road to Lake Avenue in the Cities of Cleveland and Lakewood; total estimated project cost \$1,600,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Public Works/Division of County Engineer and Councilmembers Miller, **Brady and Jones**

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

On a motion by Mr. Jones with a second by Mr. Brady, Resolution No. R2014-0094 was considered and adopted by unanimous vote.

- 7) R2014-0095: A Resolution making an award on RQ29138 to Ronyak Paving, Inc. in the amount not-to-exceed \$2,769,415.80 for repair and resurfacing of Highland Road from Euclid Avenue to Richmond Road in the Cities of Euclid and Richmond Heights; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$553,883.16 to fund said contract; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Simon with a second by Mr. Jones, Resolution No. R2014-0095 was considered and adopted by unanimous vote.

- 8) R2014-0096: A Resolution making an award on RQ29345 to Schirmer Construction LLC in the amount not-to-exceed \$889,233.40 for rehabilitation of East 49th Street Bridge No. 00.54 over abandoned railroad tracks in the City of Cleveland; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Schron with a second by Mr. Jones, Resolution No. R2014-0096 was considered and adopted by unanimous vote.

- 9) R2014-0097: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$936,000.00 for Primary Rate Interface Services for the Voice over Internet Protocol System for the period 4/1/2014 - 12/31/2018; authorizing the County Executive to execute the Master Agreement and contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Mr. Germana, Resolution No. R2014-0097 was considered and adopted by unanimous vote.

- 10) R2014-0098: A Resolution making an award on RQ27440 and authorizing an amendment to Contract No. CE1300543-01 with AT&T Mobility National Accounts LLC for wireless services for the period 11/1/2013 - 10/31/2016, to extend the time period to 12/31/2018, to change the scope of services by adding cellular phones and service, effective 4/1/2014, and for additional funds in the amount not-to-exceed \$6,192,017.40; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Mr. Germana, Resolution No. R2014-0098 was considered and adopted by unanimous vote.

- 11) R2014-0099: A Resolution making an award on RQ27440 to LOGOS Communications Systems, Inc. dba Black Box Network Services in the amount not-to-exceed \$348,017.48 for network SMARTnet monitoring and maintenance services for the period 4/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Mr. Germana, Resolution No. R2014-0099 was considered and adopted by unanimous vote.

- 12) R2014-0100: A Resolution extending the term of Interim County Treasurer Jeannet Wright for up to an additional 90 days, or until July 18, 2014; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald **and Councilmembers Conwell and Hairston**

Committee Assignment and Chair: Committee of the Whole – Connally

On a motion by Mr. Germana with a second by Mr. Miller, Resolution No. R2014-0100 was considered and adopted by unanimous vote.

- e) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING AND REFERRAL TO COMMITTEE
 - 1) R2014-0088: A Resolution approving a Qualified Management Agreement with Hilton Management LLC relating to management of a Convention Center Hotel; authorizing the County Executive to execute a Qualified Management Agreement, a Technical Services Agreement, a Pre-Opening

Services Agreement, a Room-Block Agreement, and all other documents consistent with this Resolution; authorizing and approving related matters; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works

Committee Assignment and Chair: Committee of the Whole – Connally

Council President Connally referred Resolution No. R2014-0088 to the Committee of the Whole.

- 2) R2014-0089: A Resolution authorizing an amendment to the Design-Build Agreement with Turner/Ozanne/VAA A Joint Venture establishing a definitive guaranteed maximum price in the amount not-to-exceed \$_____ for design-build services for the Convention Center Hotel Project for the period 11/13/2013 - 9/1/2016; 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

Committee Assignment and Chair: Committee of the Whole – Connally

Council President Connally referred Resolution No. R2014-0089 to the Committee of the Whole.

- 3) R2014-0090: A Resolution providing for the acquisition by lease purchase of real property including a convention center hotel facility; authorizing a Lease Purchase Agreement with respect to the convention center hotel facility; authorizing and approving other documents relating to the convention center hotel facility and financing thereof; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works

Committee Assignment and Chair: Committee of the Whole –
Connally

Council President Connally referred Resolution No. R2014-0090 to the Committee of the Whole.

f) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2014-0070: A Resolution approving various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Human Resources on behalf of Personnel Review Commission

On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2014-0070 was considered and adopted by unanimous vote.

- 2) R2014-0072: A Resolution making an award on RQ27440 to CareWorks Technologies, Ltd. in the amount not-to-exceed \$712,500.00 for Wide Area Network and telecom consultant services for the Regional Enterprise Data Sharing System for the period 4/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Information Technology

On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2014-0072 was considered and adopted by unanimous vote.

g) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING

- 1) O2014-0011: An Ordinance amending Chapter 705 of the Cuyahoga County Code to establish payment procedures for connection charges collected for connection to County's water and sewer facilities in County Sewer District No. 14 and Cook, McKenzie and Sterns Roads; amending Cuyahoga County Resolution Nos. 052208 and 052209, each dated 6/2/2005;

and declaring the necessity that this Ordinance become immediately effective.

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

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

Clerk Schmotzer read Ordinance No. O2014-0011 into the record.

This item will move to the April 22, 2014 Council meeting agenda for consideration for third reading adoption.

- h) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Germana, seconded by Ms. Simon and approved by unanimous vote to suspend Rule 9D and to place on final passage Ordinance No. O2014-0008.

- 1) O2014-0008: An Ordinance enacting the Cuyahoga County Voting Rights Law; updating the Cuyahoga County Equity Plan in Chapter 1101 of the Cuyahoga County Code in conformity therewith; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald and Councilmembers Simon, Hairston, Brady, Jones, Miller, Connally and Conwell

Committee Assignment and Chair: Committee of the Whole – Connally

On a motion by Ms. Simon with a second by Mr. Miller, Ordinance No. O2014-0008 was considered and adopted by majority roll-call vote, with Councilmembers Miller, Brady, Germana, Conwell, Jones, Hairston, Simon and Connally voting in the affirmative and Councilmembers Greenspan, Gallagher and Schron casting dissenting votes.

- i) CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION

- 1) O2014-0005: An Ordinance amending Section 107.01 of the Cuyahoga County Code to streamline the process for oaths and affirmations, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive FitzGerald/Department of Law

Mr. Greenspan introduced a proposed substitute to Ordinance No. O2014-0005 on the floor. Discussion ensued. A motion was then made by Mr. Greenspan, seconded by Mr. Schron and approved by unanimous vote to accept the proposed substitute.

On a motion by Mr. Schron with a second by Mr. Greenspan, Ordinance No. O2014-0005 was considered and adopted by unanimous vote, as substituted.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, April 14, 2014 at 1:00 p.m.

Mr. Brady reported that the Health, Human Services & Aging Committee will meet on Wednesday, April 9, 2014 at 1:00 p.m.

Ms. Conwell reported that the Human Resources, Appointments & Equity Committee will not meet on Tuesday, April 15, 2014 at 10:00 a.m.

12. MISCELLANEOUS BUSINESS

Mr. Germana acknowledged Jeff Mowry as a finalist for Crain's Cleveland Business CIO of the Year Award.

13. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given unrelated to the agenda.

14. ADJOURNMENT

With no further business to discuss, Council President Connally adjourned the meeting at 6:32 p.m., without objection.



MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, APRIL 15, 2014
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
2:00 PM

1. CALL TO ORDER

Council President Connally called the meeting to order at 2:08 p.m.

2. ROLL CALL

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

A motion was then made by Mr. Schron, seconded by Mr. Miller and approved by unanimous vote to excuse Mr. Greenspan from the meeting.

3. PUBLIC COMMENT RELATED TO AGENDA

No public comments were given related to the agenda.

4. ITEMS REFERRED TO COMMITTEE

- a) R2014-0088: A Resolution approving a Qualified Management Agreement with Hilton Management LLC relating to management of a Convention Center Hotel; authorizing the County Executive to execute a Qualified Management Agreement, a Technical Services Agreement, a Pre-Opening Services Agreement, a Room-Block Agreement, and all other documents consistent with this Resolution; authorizing and approving related matters; and declaring the necessity that this Resolution become immediately effective.
- b) R2014-0089: A Resolution authorizing an amendment to the Design-Build Agreement with Turner/Ozanne/VAA A Joint Venture establishing a definitive

guaranteed maximum price in the amount not-to-exceed \$_____ for design-build services for the Convention Center Hotel Project for the period 11/13/2013 - 9/1/2016; 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.

- c) R2014-0090: A Resolution providing for the acquisition by lease purchase of real property including a convention center hotel facility; authorizing a Lease Purchase Agreement with respect to the convention center hotel facility; authorizing and approving other documents relating to the convention center hotel facility and financing thereof; and declaring the necessity that this Resolution become immediately effective.

Clerk Schmotzer read Resolution Nos. R2014-0088, R2014-0089 and R2014-0090 into the record.

Mr. Jeffrey Appelbaum, representing Thompson Hine, LLC, gave a presentation to Council regarding Resolution Nos. R2014-0088, R2014-0089 and R2014-0090. Discussion ensued.

Councilmembers asked questions of Mr. Appelbaum pertaining to the items, which he answered accordingly.

Ms. Bonnie Teeuwen, Director of Public Works; Mr. Timothy Offtermatt, Chairman of the Gateway Economic Development Corporation; and Mr. Christopher Murray, County Treasurer, addressed Council regarding the Convention Center hotel project relating to parking issues, financing and the County's bonding capacity. Discussion ensued.

Councilmembers asked questions of Ms. Teeuwen, Mr. Offtermatt and Mr. Murray pertaining to the items, which they answered accordingly.

No further legislative action was taken on Resolution Nos. R2014-0088, R2014-0089 and R2014-0090.

5. MISCELLANEOUS BUSINESS

Ms. Conwell announced that the next Human Resources, Appointments & Equity Committee meeting will be held on Tuesday, April 29, 2014 at 10:00 a.m.

6. PUBLIC COMMENT UNRELATED TO AGENDA

Mr. Lloyd Skip Brown, representing the Veterans of Ohio Non-Profit Service Organization, addressed Council regarding issues of concern to him relating to the importance of funding for the organization.

7. ADJOURNMENT

With no further business to discuss, Council President Connally adjourned the meeting at 3:37 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0108

Sponsored by: Councilmembers Conwell, Germana, Brady and Miller	A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 by providing for an additional fiscal appropriation in order to meet the budgetary needs of a County department, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 10, 2013, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2014/2015 (Resolution No. R2013-0229) establishing the 2014/2015 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2014 to provide an additional appropriation to cover the general operating expenses for the Cleveland Hearing and Speech Center, specifically for the Audiology Patient Assistance Program; and

WHEREAS, the 2010 United States Census indicates that there are, at least, 152,921 people in Northeast Ohio who have hearing difficulty, and the funding to the Cleveland Hearing and Speech Center from the County will help cover the costs of providing services to these individuals; and

WHEREAS, Dr. Bernard Henri and Ms. Michelle Burnett, from the Cleveland Hearing and Speech Center, addressed the Cuyahoga County's Health, Human Services & Aging Committee on March 5, 2014 and presented their need for a grant from the County to cover general operating expenses for their Audiology Patient Assistance Program; and

WHEREAS, the County Council will consider an appropriation for funding the Audiology Patient Assistance Program in 2015 during the 2014-2015 biennial budget update process; 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 2014/2015 Biennial Operating Budget for 2014 be amended to provide for the following additional appropriation increase:

Fund Nos./Budget Accounts

A.	24A430 – Office of Health and Human Services		
	HS157289 –Executive Office of H&HS		
	Other Expenses	\$	104,000.00

Funding Source: Funding to cover the general operating support for the Cleveland Hearing and Speech Center is from the Cuyahoga County Health and Human Services Levy Fund.

SECTION 2. The additional appropriation provided in Section 1, Item A is for the purpose of providing general operating funding for the Cleveland Hearing and Speech Center, particularly for the Audiology Patient Assistance Program.

SECTION 3. The County Council is authorizing the County’s Office of Budget and Management to carry out the necessary steps in order to provide the additional appropriation(s) in Section 1.

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0081

Sponsored by: Councilmembers Connally and Conwell	A Resolution confirming the County Executive's appointment of Michael Abouserhal to serve on the Cuyahoga County Audit Committee for an unexpired term ending 12/31/2016, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Audit Committee was created pursuant to the provisions of Article XI, Section 11.01 of the Cuyahoga County Charter, in order to "provide internal auditing to assist the County Executive, Fiscal Officer, the Council, and other county officers and departments, institutions, boards, commissions, authorities, organizations and agencies of County government funded in whole or in part by County funds in providing taxpayers of the County with efficient and effective services;" and,

WHEREAS, pursuant to the Cuyahoga County Charter, the Cuyahoga County Audit Committee is comprised of the County Executive; the Fiscal Officer, who shall serve as the chair of the committee; the President of Council; and two County residents who are appointed by the County Executive and confirmed by Council; and,

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

WHEREAS, the County Executive has nominated Michael Abouserhal, CPA to serve on the Cuyahoga County Audit Committee to fill a vacancy in an incomplete term commencing immediately and ending December 31, 2016; and,

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

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

SECTION 1. The Cuyahoga County Council hereby confirms the appointment of Michael Abouserhal, CPA, to serve on the Cuyahoga County Audit Committee to fill a vacancy in an incomplete term commencing immediately and ending December 31, 2016.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 25, 2014

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

Committee Report/Second Reading: April 8, 2014

Journal CC014

April 22, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0083

Sponsored by: Councilmembers Connally and Conwell	A Resolution confirming the County Executive’s reappointment of Steven Minter to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2014 - 3/31/2017, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Chapter 3381, the former Cuyahoga County Board of Commissioners created a regional arts and cultural district; and

WHEREAS, such regional arts and cultural district is governed by a Board of Trustees called the Cuyahoga Arts and Culture Board of Trustees consisting of 5 members having broad knowledge and experience in the arts or cultural heritage and shall have other qualifications as outlined in the by-laws; and

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

WHEREAS, County Executive Ed FitzGerald has nominated Steven Minter to be reappointed to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2014 – 3/31/2017; 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 RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the reappointment of Steven Minter to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2014 – 3/31/2017.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 25, 2014

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

Committee Report/Second Reading: April 8, 2014

Journal CC014

April 22, 2014

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0012

Sponsored by: Councilmember Miller	An Ordinance amending Chapter 701 of the Cuyahoga County Code by changing the title and by adding Sections 701.02 and 701.03 to establish Capital Improvements and Debt Management Policies for the County.
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WHEREAS, Sections 2.03(9) and 2.03(10) of the Cuyahoga County Charter require the County Executive to submit to Council on a biennial basis a proposed operating budget, capital improvements plan, and detailed supporting financial information on revenues and expenditures; and,

WHEREAS, Section 3.09(5) of the Cuyahoga County Charter gives Council the power to adopt and amend the County's biennial operating budget and capital improvements program and to make appropriations for the County; and,

WHEREAS, the County Office of Budget and Management (OBM) within the Fiscal Office manages the County's budgeting process on behalf of the County Executive; and,

WHEREAS, Chapter 701 of the Cuyahoga County Code was enacted through Ordinance No. O2011-0036 on 9/13/2011 and the power for a biennial operating budget was incorporated into the County Charter by the voters on 11/6/2012; and,

WHEREAS, County Council desires to enact Capital Improvements and Debt Management Policies for the County.

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

SECTION 1. The Cuyahoga County Council hereby amends Chapter 701 of the Cuyahoga County Code by changing the title and by adding Sections 701.02 and 701.03 to establish Capital Improvements and Debt Management Policies for the County as follows (strikethroughs show the deletions):

Chapter 701: ~~Biennial Budget and Capital Improvement Plan Process~~ Cuyahoga County Financial Policies

Section 701.02: Capital Improvements Policy

- (A) In order to protect the County's capital assets and effectively plan for future improvements, the Fiscal Officer shall maintain a master listing of all County capital assets and shall develop and implement written procedures to define the County's universe of capital assets and to ensure that all changes in County capital assets are documented in the master listing. The initial listing shall be completed no later than December 31, 2014, and any changes in County capital assets shall be reflected in the master listing no later than thirty (30) days after the change occurs.
- (B) OBM shall maintain a Capital Improvements Plan, which shall include a list of projects intended to be initiated during the current biennium, along with the estimated cost and intended funding sources for each project, and a list of projects planned to be initiated during each of the next five years following the current biennium. The Plan shall recommend a level of capital improvements spending during the Plan's time frame that is consistent with long term cost-effectiveness.
- (C) Priority shall be given to capital improvements that will enhance the County's ability to provide high quality, cost-effective direct services.
- (D) The County shall commit to capital projects that are within our capability to finance through short and long term resources. In making financing decisions on capital project, the County shall consider both ability to meet debt service obligations and ability to meet ongoing direct service requirements.
- (E) To the extent possible, consistent with the completion of essential capital improvements, the County shall prioritize projects that offer the greatest opportunities to leverage resources through intergovernmental programs, public/private partnerships, and service charges or user fees.

Section 701.03: Debt Management Policy

- (A) The County shall adhere to the requirements of general law regarding the types of debt instruments that may be issued, and any debt issued shall be within the direct and indirect debt limitations of the State of Ohio at the time of issuance.
- (B) The Fiscal Officer shall actively monitor the potential impact of financial market conditions on the cost effectiveness of the County's debt financing and may consult with the County's Investment Advisory Committee on decisions related to the County's debt portfolio.
- (C) The Capital Improvement Plan provided for in Section 701.02 (B) shall include a plan covering the types of debt and timing of issuances intended to be used in financing the improvements proposed in the plan.

- (D) To the extent within our control, the County shall consistently and on an ongoing basis endeavor to obtain the best possible ratings for its debt instruments.
- (E) The Fiscal Officer shall prepare and publish an Annual Information Statement to provide current financial, economic, and demographic information about the County to investors, rating agencies, and the public.

SECTION 2. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

_____	_____
County Council President	Date
_____	_____
County Executive	Date
_____	_____
Clerk of Council	Date

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

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0013

Sponsored by: Councilmember Greenspan	An Ordinance amending Chapter 701 of the Cuyahoga County Code by adding Section 701.04 to establish a policy for any requests for new programs or services that require an additional appropriation as part of the biennial budget process or throughout the year.
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WHEREAS, Sections 2.03(9) and 2.03(10) of the Cuyahoga County Charter require the County Executive to submit to Council on a biennial basis a proposed operating budget, capital improvements plan, and detailed supporting financial information on revenues and expenditures; and,

WHEREAS, Section 3.09(5) of the Cuyahoga County Charter gives Council the power to adopt and amend the County's biennial operating budget and capital improvements program and to make appropriations for the County; and,

WHEREAS, the County Office of Budget and Management (OBM) within the Fiscal Office manages the County's budgeting process on behalf of the County Executive; and,

WHEREAS, Chapter 701 of the Cuyahoga County Code was enacted through Ordinance No. O2011-0036 on 9/13/2011 and the power for a biennial operating budget was incorporated into the County Charter by the voters on 11/6/2012; and,

WHEREAS, County Council desires to enact a policy for any requests for new programs or services that require an additional appropriation as part of the biennial budget process or throughout the year.

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

SECTION 1. The Cuyahoga County Council hereby amends Chapter 701 of the Cuyahoga County Code by adding Section 701.04 to establish a policy for any requests for new programs or services that require an additional appropriation as part of the biennial budget process or throughout the year to read as follows:

Clerk of Council

Date

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

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0004

Sponsored by: Councilmember Miller	An Ordinance replacing Chapter 701 of the Cuyahoga County Code to incorporate changes to the Biennial Budget and Capital Improvements Plan Process.
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WHEREAS, Sections 2.03(9) and 2.03(10) of the Cuyahoga County Charter require the County Executive to submit to Council on a biennial basis a proposed operating budget, capital improvements plan, and detailed supporting financial information on revenues and expenditures; and,

WHEREAS, Section 3.09(5) of the Cuyahoga County Charter gives Council the power to adopt and amend the County's biennial operating budget and capital improvements program and to make appropriations for the County; and,

WHEREAS, the County Office of Budget and Management (OBM) within the Fiscal Office manages the County's budgeting process on behalf of the County Executive; and,

WHEREAS, Chapter 701 of the Cuyahoga County Code was enacted through Ordinance No. O2011-0036 on September 13, 2011 and the power for a biennial operating budget was incorporated into the County Charter by the voters on November 6, 2012.

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

SECTION 1. Chapter 701 of the Cuyahoga County Code is hereby replaced as follows:

Chapter 701: Biennial Budget and Capital Improvements Plan Process

Section 701.01: Two-Year Budget, Capital Improvements and Appropriation Process

The policy for adopting the operating budget and the capital improvements program for Cuyahoga County is established as follows:

- (A) The biennium for Cuyahoga County shall extend from January 1 of each even numbered year through December 31 of the following odd-numbered year.

- (B) The County Executive may perform any of the duties required in this section through his/her duly authorized designees.
- (C) 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 biennium beginning January 1 of the year following submission. The materials submitted shall include all information required by Section 2.03, Subsections 9, 10, and 11 of the Cuyahoga County Charter.
- (D) Not later than at the first County Council meeting in November of each even-numbered year, the County Executive shall submit to Council a report, updating the information provided in Subsection (C) above for the biennium. If the report includes changes to the budget or capital improvements program, the County Executive shall submit appropriate legislation along with the report.
- (E) The 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.
- (F) This section shall not alter any obligation placed on any County agency, department, board or commission by the Ohio Revised Code relative to the submittal of its budget in a manner that differs from the process described in this section.

SECTION 2. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 11, 2014
Committee(s) Assigned: Finance & Budgeting

Committee Report/Second Reading: April 8, 2014

Journal CC014
April 22, 2014

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0007

Sponsored by: Councilmember Simon	An Ordinance amending Cuyahoga County Code Section 804.01(C): Component Two – Post-Secondary College or University Scholarship Program to approve revised geographical limitations on eligible institutions, to increase maximum yearly scholarships to \$1,500.00 and to enable the Program Administrator to repurpose unexpended funds allocated for scholarships; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article III, Section 3.09(11) of the Charter authorizes Council to “establish and provide for the administration of a program to provide scholarships, loans, grants and other forms of financial assistance for residents of the County that will enable them to participate in post-secondary education, including vocational education and job training and retraining;” and

WHEREAS, Section 804.01 of the County Code established the Cuyahoga County Educational Assistance Program (the “Program”); and

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

WHEREAS, Implementation and administration of the Program during its initial year of operation have highlighted possible design changes to improve the effectiveness of the Program; and

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

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

SECTION 1. Section 804.01(C)(1) of the Cuyahoga County Code is hereby amended to read as follows (deletions struck through and additions underlined):

1. Component Two of the Cuyahoga County Educational Assistance Program provides financial assistance for Cuyahoga County residents seeking a postsecondary college or university degree at institutions located within ~~Cuyahoga County~~ the State of Ohio.

SECTION 2. Section 804.01(C)(2) of the Cuyahoga County Code is hereby amended to read as follows (deletions struck though and additions underlined):

1. Individual one (1) year renewable scholarships will be awarded up to an initial maximum of ~~\$1,250.00~~ \$1,500.00. If allocated and awarded funds are unexpended due to the ineligibility of a scholarship recipient, the administrator of the Program may use such funds to equally supplement each of the scholarship amounts awarded on a pro rata basis to the remaining, eligible scholarship recipients within the cohort of that ineligible scholarship recipient.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions 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: March 11, 2014

Committee(s) Assigned: Education, Environment & Sustainability

Committee Report/Second Reading: April 8, 2014

Journal CC014

April 22, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0109

Sponsored by: County Executive FitzGerald/Department of Public Works	A Resolution of support for State Issue 1 to renew the State Capital Improvements Program, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio local communities are in continuing need of support for vital road, bridge, sewer, water and other infrastructure projects; and

WHEREAS, the Ohio State Capital Improvements Program has successfully provided support for more than 11,500 such projects and resulting job creation since its inception in 1987; and

WHEREAS, Issue 1 on the May 6, 2014 statewide ballot provides Ohio voters with the opportunity to renew the program by authorizing the issuance of \$1.875 billion in capital improvement bonds; and

WHEREAS, no new taxes are required to fund repayment of the bonds.

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

SECTION 1. That Cuyahoga County Council hereby declares its support for State Issue 1 and urges Ohio voters to cast their votes in support of continuing the infrastructure improvement and job creation Issue 1 will foster.

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

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0110

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 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.
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WHEREAS, on December 10, 2013, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2014/2015 (Resolution No. R2013-0229) establishing the 2014/2015 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2014 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 2014/2015 Biennial Operating Budget for 2014 be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
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A.	40A069 – Capital Projects Future Debt Issuance	BA1400115
	IT768366 – NetApp Expansion	
	Capital Outlays	\$ 90,000.00

Funding Source: Funding for the NetApp Expansion will come from future debt issuance. Temporary use of reserves.

B.	40A099 – Maintenance Projects	BA1400123
	CC768291 – Cleveland Municipal Court 3A Expansion	
	Personal Services	\$ 6,212.00
	Other Expenses	\$ 1,740.00
	Capital Outlays	\$ 7,081.00

Funding Source: Funding for maintenance projects will come from project surpluses in other capital projects and the General Fund. Temporary use of reserves.

C.	01A001 – General Fund	BA1400137
	MC001016 – Global Center for Health Innovation Operating Account	
	Other Expenses	\$ 350,000.00

Funding Source: Funding for the Global Center for Health Innovation – Cleveland Convention Center operating account comes from the General Fund. This payment will be a one-time use of reserves.

D.	20A303 – Children Services Fund	BA1400012
	CF134049 – Purchased Congregate & Foster Care	
	Other Expenses	\$ (200,000.00)

Funding Source: Funding is from the Health & Human Services Levy Fund.

E1.	24A301 – Children & Family Services	BA1400013
	CF135582 – Permanent Custody Adoptions	
	Other Expenses	\$ 50,000.00

E2.	24A301 – Children & Family Services	BA1400014
	CF135525 – Supportive Services	
	Other Expenses	\$ 150,000.00

Funding Source: Funding is from the Health & Human Services Levy Fund.

F.	21A192 – ADAMHSBCC-Statewide Pathways II Voc Prog	BA1400015
	MH755900 – Statewide Pathways 11 Vocational Program	
	Other Expenses	\$ 965,581.80

Funding Source: Funding is from the State of Ohio - Opportunities for Ohioans with Disabilities (OOD) for the VRP3 grant award.

G.	28W036 – Workforce Development W1140905 WIA Executive and Financial Operations Other Expenses	\$ (1,313,542.87)	BA1400114
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Funding Source: The source of funding for Workforce Development is the Federal Department of Labor through The Workforce Investment Act.

H.	21A020 - TB Control Program – Metro Health HS157313- TB Control Program – Metro Health Other Expenses	\$ 91,235.00	BA1400119
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Funding Source: Funding is from the Ohio Department of Health, received as a pass thru by Cuyahoga County for use by Metro Health Hospital for tuberculosis treatment. There is no cash match requirement for this funding.

I.	24A510 – Work and Training WT137315 – Work First Services Other Expenses	\$ 4,347,220.00	BA1400121
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Funding Source: Funding is from the Ohio Dept of Job and Family Services for the purpose of employing area students.

SECTION 2. That the 2014/2015 Biennial Operating Budget for 2014 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 01A001 – General Fund MT805432 –Municipal Judicial Costs Other Expenses	BA1400124 \$ 353,700.00
TO: 01A001–General Fund MT805432 –Municipal Judicial Costs Personal Services	 \$ 353,700.00

Funding Source: Funding is from the General Fund covering the period January 1, 2014 through December 31, 2014.

B. FROM:	01A001 – General Fund JC370056 – Juvenile Court – Detention Home Other Expenses	\$ 6,708.91	BA1400122
	01A001 – General Fund JC372052 - Juvenile Court – Judges Other Expenses	\$ 22,805.00	
	01A001 – General Fund JC372060 – Juvenile Court – Legal Other Expenses	\$ 227,978.93	

TO: 01A001 – General Fund
 JC370056 – Juvenile Court – Detention Home
 Personal Services \$ 257,492.84

Funding Source: Funding comes from the General Fund.

C. FROM: 21A-429 – Youth Services Subsidy FC **BA1400138**
 JC754366 – JDAI – FY14 & 15 – 302
 Personal Services \$ 9,000.00

TO: 21A-429 – Youth Services Subsidy FC
 JC754366 – JDAI – FY14 & 15 – 302
 Other Expenses \$ 9,000.00

Funding Source: Funding comes from the State of Ohio Department of Youth Services through the Reasonable and Equitable Community and Local Alternatives to Incarceration of Minors grant funding.

SECTION 3. That the 2014/2015 Biennial Operating Budget for 2014 be amended to provide for the following cash transfers between County funds.

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

A. FROM: 21A579–VAWA Administration Grant **JT1400019**
 JA753467– FY2011 VAWA Admin Fund CY2012
 Transfer Out \$ 56.12

TO: 01A001 –General Fund
 JA302224 – Public Safety Grants Administration
 Revenue Transfer \$ 56.12

Funding Source: Funding for the cash match was from the General Fund covering the period January 1, 2012 through June 30, 2013.

B. FROM: 29A392 – Health and Human Services Levy 3.9 **JT1400020**
 SU514737 – Employment and Family Subsidy 3.9
 Transfer Out \$ 515,912.88

TO: 24A510 – Work and Training Admin.
 WT137109 – Administrative Services
 Revenue Transfer \$ 515,912.88

FROM: 29A392 – Health and Human Services Levy 3.9
 SU514737 – Employment and Family Subsidy 3.9
 Transfer Out \$ 134,150.07

TO: 24A510 – Work and Training Admin.
 WT137109 – Administrative Services
 Revenue Transfer \$ 134,150.07

FROM:	29A391 – Health and Human Services Levy 4.8 SU514430 – Employment and Family Subsidy 4.8 Transfer Out	\$ 841,752.60
TO:	24A510 – Work and Training Admin. WT137109 – Administrative Services Revenue Transfer	\$ 841,752.60
FROM:	29A391 – Health and Human Services Levy 4.8 SU514430 – Employment and Family Subsidy 4.8 Transfer Out	\$ 218,876.43
TO:	24A510 – Work and Training Admin. WT137109 – Administrative Services Revenue Transfer	\$ 218,876.43

Funding Source: The funding source is the Health and Human Services Levy.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC014
April 22, 2014



EDWARD FITZGERALD
Cuyahoga County Executive

CUYAHOGA COUNTY
FISCAL OFFICER



April 15, 2014

Clerk of County Council

Dear Ms. Schmotzer:

A brief summary of the fiscal items that will be submitted for consideration for adoption on first reading at the regular County Council meeting scheduled for April 22, 2014, are presented below.

Additional Appropriation Summary – Additional appropriations are needed when there is a new or increased revenue source, or a revision to the original appropriation level that is required to cover expenditures that exceed the original estimate. A budget review document is provided for General Fund and Health & Human Services Levy Fund impact items.

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

* Impact of fiscal item is included in the current projection and ending fund balance.

Temporary/Permanent Use of Reserves	Amount
Capital Project/NetApp Expansion – Additional appropriation to cover the purchase of the NetApp Expansion. Funding is from a future debt issuance. This is a temporary use of reserves.	\$90,000.00
Capital Project/Cleveland Municipal Court 3A Expansion – Additional appropriation to cover an increase as a result of a project change order. Funding is from project surpluses and the General Fund. Temporary use of Reserves.	\$15,033.00
Global Center for Health Innovation – Additional appropriation to cover the payment to the Group Plan Commission for development of the Mall area, pursuant to R2014-0008. Funding is from the General Fund.	\$350,000.00
TOTAL	\$455,033.00

General Fund/Health & Human Services	Amount
Children & Family Services – A decrease in appropriation in the Purchased Congregate & Foster Care fund (\$200,000) and a corresponding increase in Permanent Custody Adoptions (\$50,000) and Supportive Services (\$150,000) to cover anticipated mediation and nurturing parent contracts. Funding is from the Health & Human Services Levy Fund.	\$0.00
TOTAL	\$0.00

Grants/Projects	Amount
Alcohol, Drug Abuse and Mental Health Services Board – To appropriate the VRP3 grant award from the State of Ohio – Opportunities for Ohioans with Disabilities (OOD).	\$965,581.80
Workforce Development – Decreasing appropriation for decertified contracts and funding is no longer available. Funding is from the Federal Department of Labor - Workforce Investment Act.	-\$1,313,542.87

MetroHealth/TB Control Program – To appropriate an additional award from the Ohio Department of Health for tuberculosis treatment. No cash match is required.	\$91,235.00
Job & Family Services – To appropriate a recent award from the Ohio Department of Job and Family Services for the purpose of employing area students.	\$4,347,220.00
TOTAL	\$4,090,493.93

Total Additional Appropriations - All Funds	\$4,545,526.93
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The following represents the overall changes made to the Annual Appropriation Measure for 2014 since its adoption on December 10, 2013 Resolution R2012-0229. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

APPROPRIATION STATUS SUMMARY:

	<u>04/22/14 Agenda</u>	<u>Year to Date*</u>	<u>Adjusted Annual Appropriation</u>
General Fund Impact	\$ 350,000.00	\$ 377,204,012.00	\$ 380,721,645.00
HHS Levy Impact	\$ 0.00	\$ 235,311,170.00	\$ 235,220,013.00
Other Fund Impact	\$ <u>4,195,526.93</u>	\$ <u>693,398,558.16</u>	\$ <u>820,059,909.90</u>
Total Impact	\$ 4,545,526.93	\$1,305,913,740.16	\$ 1,436,001,567.90

* 2014-2015 appropriation levels adopted by resolution R2013-0229 on December 10, 2014.

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

General Fund/Health & Human Services	Amount
Municipal Judicial Costs – Realigning appropriation within the fund to provide appropriation to cover personal benefits through year-end. Funding is from the General Fund.	\$353,700.00
Juvenile Court – Realigning appropriation from decertified contracts which are no longer needed in the Detention Home, Judges and Legal funds to the Detention Home fund to cover the hiring additional detention officers. Funding is from the General Fund.	\$257,492.84
TOTAL	\$611,192.84

Grants/Projects	Amount
Juvenile Court – Realigning appropriation within the Youth Services Subsidy to meet programmatic changes within the Juvenile Detention Alternatives Initiative (JDAI). Funding is from the State of Ohio, Department of Youth Services.	\$9,000.00
TOTAL	\$9,000.00

Total Appropriation Transfers - All Funds	\$620,192.84
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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.

General Fund/Health & Human Services *	Amount
Justice Services – A cash transfer from the Violence Against Women Administration grant to Public Safety Grants Administration to return unused cash match to the General Fund. Funding for the cash match was from the General Fund.	\$56.12
Health & Human Services Levy Fund – A cash transfer of the quarterly mandated share of TANF and	\$1,710,691.90

Non-TANF related administration for Medicaid and Food related expenditures during the calendar year.	
TOTAL	\$1,710,748.02
Total Appropriation Transfers - All Funds	\$1,710,748.02

Thank you for your consideration regarding this matter.

Sincerely,



W. Christopher Murray, II
 Interim Director, Office of Budget & Management
cmurray@cuyahogacounty.us
 (216) 443-7175
 Fax: (216) 443-8193



EDWARD FITZGERALD
Cuyahoga County Executive

CUYAHOGA COUNTY
FISCAL OFFICER



MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council

FROM: W. Christopher Murray, II, Interim Director, Office of Budget & Management

DATE: April 15, 2014

RE: Fiscal Resolution Items

The Office of Budget & Management is requesting that the following fiscal items be presented to the members of County Council for their consideration for approval on first reading at the meeting of April 22, 2014. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolution: Additional Appropriations

A.	40A069 – Capital Projects Future Debt Issuance IT768366 – NetApp Expansion Capital Outlays	\$ 90,000.00	BA1400115
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Additional appropriation is requested by IT to fund the NetApp Expansion. NetApp connects the storage array to new/existing servers and provides additional storage. Funding for the NetApp Expansion will come from future debt issuance. Temporary use of reserves.

B.	40A099 – Maintenance Projects CC768291 – Cleveland Municipal Court 3A Expansion Personal Services Other Expenses Capital Outlays	\$ 6,212.00 \$ 1,740.00 \$ 7,081.00	BA1400123
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Additional appropriation of \$15,033.00 is requested for the Cleveland Municipal Court 3A Expansion maintenance project. The increase to this capital project occurs as a result of a project change order which specifies that new carpeting be installed. The project total is now \$185,633. Funding for maintenance projects will come from project surpluses in other capital projects and the General Fund. Temporary use of reserves.

C.	01A001 – General Fund MC001016 – Global Center for Health Innovation Operating Account Other Expenses	\$ 350,000.00	BA1400137
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Pursuant to resolution R2014-0008, appropriation is requested in the Global Center for Health Innovation – Cleveland Convention Center operating account to fund a payment of \$350,000 to the

Fiscal Office
Office of Budget & Management
1219 Ontario Street, Cleveland, OH 44113, (216) 443-7220, FAX (216) 443-8193
Ohio Relay Service (TTY) 711

Group Plan Commission for development of the Mall area in downtown Cleveland. Funding for the Global Center for Health Innovation – Cleveland Convention Center operating account comes from the General Fund. This payment will be a one-time use of reserves.

D.	20A303 – Children Services Fund CF134049 – Purchased Congregate & Foster Care Other Expenses	BA1400012 \$ (200,000.00)
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The Department of Children and Family Services requests an appropriation decrease along with a corresponding increase, in order to cover the anticipated cost of the mediation service and nurturing parent contracts. This appropriation transfer is requested in order to realign funds within this index code between budget lines.

E1.	24A301 – Children & Family Services CF135582 – Permanent Custody Adoptions Other Expenses	BA1400013 \$ 50,000.00
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E2.	24A301 – Children & Family Services CF135525 – Supportive Services Other Expenses	BA1400014 \$ 150,000.00
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The Department of Children and Family Services requests an appropriation increase along with a corresponding decrease, in order to cover the anticipated cost of the mediation service and nurturing parent contracts. This appropriation transfer is requested in order to realign funds within this index code between budget lines.

F.	21A192 – ADAMHSBCC-Statewide Pathways II Voc Prog MH755900 – Statewide Pathways 11 Vocational Program Other Expenses	BA1400015 \$ 965,581.80
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To provide appropriations for The Alcohol Drug and Mental Health Services Board recent award in the amount of \$965,581.80 from the State of Ohio - Opportunities for Ohioans with Disabilities (OOD) for the VRP3 grant award, Grant period commencing from 10/1/13 to 9/30/14. ADAMHSCC will then contract with Jewish Family Services Association and Recovery Resources Inc. for the VRP3 grant award for employment related services.

G.	28W036 – Workforce Development WI140905 WIA Executive and Financial Operations Other Expenses	BA1400114 \$ (1,313,542.87)
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Request to decrease appropriation within Workforce Development Operations. Appropriation should be decreased because corresponding contracts have been decertified and funding is no longer available. The corresponding contracts were for services prior to 2011. The source of funding for Workforce Development is the Federal Department of Labor through The Workforce Investment Act.

H.	21A020 - TB Control Program – Metro Health HS157313- TB Control Program – Metro Health Other Expenses	BA1400119 \$ 91,235.00
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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 will now total \$739,547. There is no cash match requirement for this funding.

I.	24A510 – Work and Training		BA1400121
	WT137315 – Work First Services		
	Other Expenses	\$	4,347,220.00

To appropriate the award received by the HHS Job and Family Services from the Ohio Dept of Job and Family Services for the purpose of employing area students. The total award is \$4.3 million for 2014. The grant period is April 2014 to October 2014. HHS Job and Family Services is funded by Federal, State, and HHS Levy Fund resources.

Resolution: Appropriation Transfers:

A.	FROM:	01A001 – General Fund		BA1400124
		MT805432 –Municipal Judicial Costs		
		Other Expenses	\$	353,700.00
	TO:	01A001–General Fund		
		MT805432 –Municipal Judicial Costs		
		Personal Services	\$	353,700.00

Transfer appropriations within the Municipal Judicial Costs budget to provide sufficient appropriations in personal benefits through year end. Funding is from the General Fund covering the period January 1, 2014 through December 31, 2014.

B.	FROM:	01A001 – General Fund		BA1400122
		JC370056 – Juvenile Court – Detention Home		
		Other Expenses	\$	6,708.91
		01A001 – General Fund		
		JC372052 - Juvenile Court – Judges		
		Other Expenses	\$	22,805.00
		01A001 – General Fund		
		JC372060 – Juvenile Court – Legal		
		Other Expenses	\$	227,978.93
	TO:	01A001 – General Fund		
		JC370056 – Juvenile Court – Detention Home		
		Personal Services	\$	257,492.84

The Juvenile Court has had to increase its use of Detention Officers due to an increase in resident violence exasperated by SB 337's requirement that juvenile courts house more juveniles aged over 18. The Court has identified \$257,492.84 in General Fund certifications for expired contracts. It has decertified those contracts and requests to move the appropriation for those contracts to the Detention Salary budget line so that it can hire additional detention officers. Hiring additional detention officers would reduce overtime to provide a safer environment in the detention facility and reduce personnel expenses. Funding comes from the General Fund.

C.	FROM:	21A-429 – Youth Services Subsidy FC		BA1400138
		JC754366 – JDAI – FY14 & 15 – 302		
		Personal Services	\$	9,000.00
	TO:	21A-429 – Youth Services Subsidy FC		
		JC754366 – JDAI – FY14 & 15 – 302		
		Other Expenses	\$	9,000.00

The Juvenile Court requests to transfer grant funds from personal services to other expenses to meet programmatic changes within the Juvenile Detention Alternatives Initiative (JDAI). Funding comes from the State of Ohio Department of Youth Services through the Reasonable and Equitable Community and Local Alternatives to Incarceration of Minors grant funding.

Resolution: Cash Transfers:

A.	FROM:	21A579–VAWA Administration Grant JA753467– FY2011 VAWA Admin Fund CY2012 Transfer Out	\$	56.12	JT1400019
	TO:	01A001 –General Fund JA302224 – Public Safety Grants Administration Revenue Transfer	\$	56.12	

Transfer from the Violence Against Women Administration Grant to return unused cash match to the General Fund and prepare the grant for closure. Funding for the cash match was from the General Fund covering the period January 1, 2012 through June 30, 2013.

B.	FROM:	29A392 – Health and Human Services Levy 3.9 SU514737 – Employment and Family Subsidy 3.9 Transfer Out	\$	515,912.88	JT1400020
	TO:	24A510 – Work and Training Admin. WT137109 – Administrative Services Revenue Transfer	\$	515,912.88	
	FROM:	29A392 – Health and Human Services Levy 3.9 SU514737 – Employment and Family Subsidy 3.9 Transfer Out	\$	134,150.07	
	TO:	24A510 – Work and Training Admin. WT137109 – Administrative Services Revenue Transfer	\$	134,150.07	
	FROM:	29A391 – Health and Human Services Levy 4.8 SU514430 – Employment and Family Subsidy 4.8 Transfer Out	\$	841,752.60	
	TO:	24A510 – Work and Training Admin. WT137109 – Administrative Services Revenue Transfer	\$	841,752.60	
	FROM:	29A391 – Health and Human Services Levy 4.8 SU514430 – Employment and Family Subsidy 4.8 Transfer Out	\$	218,876.43	
	TO:	24A510 – Work and Training Admin. WT137109 – Administrative Services Revenue Transfer	\$	218,876.43	

In accordance with the Ohio Revised Code (ORC) Section 5101.16 the county is required to pay a share of TANF related administration (\$5,430,662) and Non-TANF (\$1,412,106) related administration for Medicaid, Food related expenditures during a calendar year. This represents 3/12 of the total required mandated share that generally is transferred to the corresponding fund on a quarterly basis. This

transfer is for January – March 2014. The amount is based on the current State Fiscal Year’s requirement. The funding source is the Health and Human Services Levy.

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0111

Sponsored by: County Executive FitzGerald/Department of Law on behalf of Office of the Public Defender	A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631, covering approximately 64 employees in the classification of Assistant Public Defender at the Office of the Public Defender for the period 1/1/2013 - 12/31/2015; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Department of Law has been engaged in collective bargaining negotiations with American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631 (hereinafter collectively referred to as “AFSCME, Ohio Council 8, AFL-CIO, Local 3631”), for a collective bargaining agreement (“CBA”) covering approximately 64 employees in the classification of Assistant Public Defender employed at the Cuyahoga County Public Defender’s Office; and

WHEREAS, the parties have met on multiple occasions to negotiate new terms and have reached a tentative agreement on a successor collective bargaining agreement covering the period of January 1, 2013 through December 31, 2015; and

WHEREAS, on or about April 14, 2014, AFSCME, Ohio Council 8, AFL-CIO, Local 3631 ratified the tentative agreement; and

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within thirty days of the date on which the parties finalize the agreement, unless otherwise specified or if the legislative body is not in session at the time, then within fourteen days after it convenes; and

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

WHEREAS, the Department of Law and the County Executive are recommending that Council approve the proposed CBA; and

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the County's Public Defender's Office.

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

SECTION 1. The Cuyahoga County Council hereby approves the CBA between Cuyahoga County and the American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631, covering approximately 64 employees in the classification of Assistant Public Defender employed at the Public Defender's Office for the period January 1, 2013 through December 31, 2015, and authorizes the County Executive to execute all documents consistent with this Resolution.

SECTION 2. Funds necessary to implement the CBA between the County and the AFSCME, Local 3631 shall be budgeted and appropriated.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC014
April 22, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0112

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution making an award on RQ30728 to Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$10,348,968.00 for administration of the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the Homeless Emergency Assistance and Rapid Transition to Housing Act for the period 5/1/2014 - 4/30/2015; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services has recommended an award on RQ30728 to Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$10,348,968.00 for administration of the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the Homeless Emergency Assistance and Rapid Transition to Housing Act for the period 5/1/2014 - 4/30/2015; and

WHEREAS, the provider will (a) administer the S+C TRA grant, which provides rent subsidies on over 1,200 rental units per month; (b) verify client eligibility; (c) perform Housing Quality Standards Inspections on every property initially and then annually at the time of recertification; (d) pay landlords on a monthly basis; and (e) respond to landlord, neighbor and jurisdictional concerns related to client stability; and

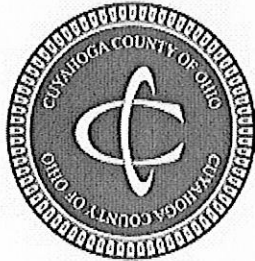
WHEREAS, this Contract will be funded 100% by the U.S. Department of Housing & Urban Development, Continuum of Care Program Grant in connection with the Homeless Emergency Assistance and Rapid Transition to Housing Act and the provider will be reimbursed for rent assistance for clients on a monthly basis; and

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

Clerk of Council

Date

Journal CC014
April 22, 2014



8

Item Details:

Agency/Dept. Name:	Administrator's Office/Office of Homeless Services	Agency/Dept.Head Name:	Ruth Gillett
Type of Request:	Contract/Amendment		
Request Prepared by:	Ruth Gillett	Telephone No.	420-6844
SUMMARY OF REQUESTED ACTION:			
Submitting a contract with Emerald Development & Economic Network, Inc. in the amount of \$10,348,968.00 to manage the Shelter Plus Care Tenant-based Rental Assistance Program for the period May 1, 2014 - April 30, 2015.			
A. Scope of Work Summary			
1. The Office of Homeless Services is requesting approval of a contract with Emerald Development & Economic Network, Inc. (EDEN) in the amount of \$10,348,968.00, for the term of 5/01/2014 through 4/30/2015.			
2. The provider will a) adminster the S+C TRA grant which provides rent subsidies on over 1,200. rental units per month; b) verify client eligibility; c) perform Housing Quality Standards inspections on every property initially and then annually at the time of recertification; d) pay landlords on a monthly basis; e) and respond to landlord, neighbor, and jurisdictional concerns related to client stability.			
3. N/A			
B. Procurement			
1. N/A			
2. N/A			
3. (3) The proposed Contract has been submitted for an exemption on 4/11/14. The Justification is attached.			
C. Contractor and Project Information			
1. Emerald Development & Economic Network 7812 Madison Ave.			

- Cleveland, OH 44102
- County Council District #4
- 2. The Executive Director is Irene Collins. (216) 961-9690.
- 3. The rent subsidies are provided on a scattered site basis throughout Cuyahoga County.

D. Project Status and Planning

- 1. The services provided through this contract are funded by an annual grant from the U.S. Department of Housing & Urban Development.
- 2. N/A
- 3. The Contract is on a critical path due to delays related to the HUD Grant Application and Award process.
- 4. The County was notified of the award through a Federal email distribution List on 4/8/14. A formal Grant Agreement has not yet been issued. The contract start date is 5/01/14. The contract is being submitted as quickly as possible with the assistance of the Executive's Office and County Council HHS and A Committe Chair.
- 5. N/A

E. Funding

- 1. The Contract is funded 100% by the U.S. Department of Housing & Urban Development, McKinney-Vento Homeless Assistance Grant.
- 2. The provider is reimbursed for project management, including issuing rent checks, on a monthly basis.
- 3. N/A

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

See Work Summary

Explanation for late submittal:

See D. 4

Contract/Agreement Information:

Procurement Method:

Exempt from Competitive Bid Requirements

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

Financial Information:

Funding source: Explanation:

Federal U.S. Department of Housing & Urban Development

Total Amount Requested:

\$10,348,968.00

ATTACHMENTS:

Click to download

- [Blueback](#)
- [Contract](#)
- [W-9](#)

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Emerald Development & Economic Network, Inc.

Contract/Agreement No.: CE1300253 Time Period: 4/10/2013 – 4/09/2014

Service Description: Administering the Shelter Plus Care rent subsidy program.

Original Contract/Agreement Amount: \$ 10, 248,516.00

Prior Amendment(s) Amount(s): N/A

Performance Indicators: Rent payments paid on time; housing inspections conducted in a timely manner; compliance with HUD regulations for managing grant funds, data, and documenting match requirements.

Actual performance versus performance indicators (include statistics): EDEN has met all the performance indicators for managing the S+C grant program. EDEN has passed both a HUD monitoring review and the State Audit review.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: EDEN has continued to manage this challenging program for over 18 years. The agency is client focused and has increased its technical capacity to manage the program efficiently.

Office of Homeless Services

4/11/14

User Department

Date

s: evaluation



Principal Owner Form

(Required Document for Award Recommendations/Purchases)

VENDOR: Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	EMERALD Development & Economic Network, Inc.
Principal Owner's Name (The legal name of the owner/s of the business):	IRENE COLLINS
Owner/Officer's Title:	EXECUTIVE DIRECTOR
Business Address:	7812 MADISON AVE. CLEVELAND OH 44102
Phone Number:	(216) 961-9690
Name of Person Completing Form:	IRENE COLLINS
Signature:	<i>Irene Collins</i>
Title:	EXECUTIVE DIRECTOR

If there is more than one (1) principal owner, please complete information for that / those person(s) as well. If a corporation, please identify the CEO, President or other officers of the Corporation representing shareholders.

CUYAHOGA COUNTY STAFF:

I certify that I have checked the debarment list on the Cuyahoga County Inspector General's website and the debarment list did not contain the above detailed vendor and/or principal owner.

Signature: *Ronda Gillett*

Date: 7/11/14

Printed Name: Ronda Gillett

Inspector General Vendor ID#: 006404

Cuyahoga County
(Principal Owner Form, 1-30-14)

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0113

Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer	A Resolution amending Resolution No. R2013-0101 dated 8/13/2013, which declared that public convenience and welfare requires widening and reconstruction of East 105 th Street and intersecting streets from Quincy Avenue to Chester Avenue (Phase 1 – Opportunity Corridor) in the City of Cleveland, to add the State of Ohio as a party to agreements to be entered into pursuant to the Resolution and to clarify the funding arrangements in connection with the project; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Council declared that public convenience and welfare requires the widening and reconstruction of East 105th Street and intersecting streets from Quincy Avenue to Chester Avenue (Phase 1 – Opportunity Corridor) in the City of Cleveland and authorized the County Executive to enter into an agreement of cooperation with the City of Cleveland through Resolution No. R2013-0101 dated 8/13/2013; and

WHEREAS, it is necessary to amend Resolution No. R2013-0101 to add the State of Ohio as an additional party to agreements entered into pursuant to Resolution No. R2013-0101 and to clarify the funding arrangement wherein the County will now contribute its portion to the State; and

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

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

SECTION 1. That the Cuyahoga County Council hereby amends Resolution No. R2013-0101 dated 8/13/2013, which declared that public convenience and welfare requires widening and reconstruction of East 105th Street and intersecting streets from Quincy Avenue to Chester Avenue (Phase 1 – Opportunity Corridor) in the City of Cleveland as follows:

- (a) The fourth whereas clause in the Resolution is amended to read: “WHEREAS, this project will be funded as follows: (a) 80% from Federal Funds; (b) 20%

County funds, including 10% to be paid from Issue 1 Funds and 10% from the County Road and Bridge Fund, and the County contributes its portion to the State of Ohio; and”

(b) Section 3 of the Resolution is amended to read: “That the County Executive is hereby authorized to enter into and execute any necessary agreements and documents, including any agreements of cooperation and funding arrangements, with the City of Cleveland and the State of Ohio in connection with this project.”

SECTION 2. All other provisions of Resolution No. R2013-0101 shall remain unchanged.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0114

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p>	<p>A Resolution making an award on RQ29436 to Schirmer Construction LLC in the amount not-to-exceed \$612,351.00 for replacement of Boston Road Culvert No. 07.74 over an unnamed creek to the Rocky River in the City of Broadview Heights and Medina County; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$489,880.80 to fund said contract; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended making an award on RQ29436 to Schirmer Construction LLC in the amount not-to-exceed \$612,351.00 for replacement of Boston Road Culvert No. 07.74 over an unnamed creek to the Rocky River in the City of Broadview Heights and Medina County; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$489,880.80 to fund said contract; and

WHEREAS, the primary goal of the project is to replace the Culvert No. 07.74 over an unnamed creek to the Rocky River in the City of Broadview Heights and Medina County in Council District 6 and to properly maintain the County's infrastructure; and

WHEREAS, this project is funded as follows: (a) 80% or \$489,880.80 from the Cuyahoga County Motor Vehicle \$7.50 License Tax Funds; and (b) 20% or \$122,470.20 from the City of Broadview Heights; and

WHEREAS, construction is scheduled to begin June, 2014 and scheduled to be completed October 31, 2014; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ29436 to Schirmer Construction LLC in the amount not-to-exceed \$612,351.00 for replacement of Boston Road Culvert No. 07.74 over an unnamed creek to the Rocky River in the City of Broadview Heights and Medina County.

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

SECTION 3. That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make application for the allocation from the County Motor Vehicle \$7.50 License Tax Fund for said amount to fund said contract.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



Item Details:

Agency/Dept. Name: County Engineer **Agency/Dept.Head Name:** Thomas P. Sotak, P.E.

Type of Request: Award Recommendation

Request Prepared by: Juliann Conway **Telephone No.** 216-348-3838

SUMMARY OF REQUESTED ACTION:

Department of Public Works

A) SCOPE OF WORK SUMMARY

1. is recommending an award on RQ29436 to Schirmer Construction LLC in the amount not-to-exceed \$612,351.00 for the replacement of Boston Road Culvert No. 07.74 over an unnamed creek to the Rocky River in the City of Broadview Heights and Medina County.

2. and enter into a contract with Schirmer Construction LLC. They were determined to be the lowest qualified bidder and submitted all necessary documentation per the bid specifications.

3) N/A.

PROCUREMENT

1) Competitive Bid process.

2) The Office of Procurement and Diversity assessed a 30% SBE goal. Their SBE submittals were approved on 3/14/14.

3) The engineer's estimate was \$690,000.00. The bids were open on March 6, 2014.

There were five (5) proposals pulled from OPD and three (3) bids were submitted for

review and an award recommendation is being made to the lowest qualified bidder.

3) N/A.

C) CONTRACTOR AND PROJECT INFORMATION

Schirmer Construction LLC 440-716-4900

31350 Lorain Road

North Olmsted, Ohio 44070

Nick Iafigliola, P.E., President

Council District - 1

3. Construction is in the City of Broadview Heights - Council District 6 and Medina County - Council District - N/A

D. PROJECT STATUS AND PLANNING

1. This is a Design-Build project scheduled to begin on June 2, 2014 and be completed by October 31, 2014.

E. FUNDING

1. 80% Cuyahoga County using funds from the \$7.50 Vehicle License Tax Fund and 20% City of Broadview Hts.

The contractor has completed ethics training as required

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Project Description:

Replacement of Boston Road Culvert C-07.74 over an unnamed creek to the River in the City of Broadview Heights and Medina County. The design-build work shall include, but not necessarily be limited to, the removal of the existing culvert, including its wingwalls and foundations, construction of a new culvert on the same horizontal and vertical alignment, reconstruction of adjacent approach pavement, installation of guardrail, and grading.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Competitive Bid

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

Financial Information:

Funding source:

Other

Explanation:

See Summary of Requested Action.

Total Amount Requested:

\$612,351.00



(OPD USE Only) Date Sent to Dept: 3/17/2014 Date Received from Dept: 3/24/2014
 OFFICE OF PROCUREMENT & DIVERSITY
 TABULATION OF BIDS RECEIVED OVER \$25,000

BID DUE DATE: March 6, 2014 CONTRACT PERIOD: N/A
 REQUISITION NUMBER: CE-14-29436 NUMBER OF ITB'S SENT/RETURNED: 5/3
 REQUISITIONING DEPT.: Public Works - Engineer ESTIMATE: \$690,000.00
 COMMODITY DESCRIPTION: Boston Road Culvert SBE GOAL: 30%

TO BE COMPLETED BY OPD AND USER DEPARTMENT (P=PROCUREMENT, D=DEPARTMENT)

BIDDER'S NAME & ADDRESS	BID BOND / CHECK	P-Back Y/N	P-ADMINISTRATIVE D-TECHNICAL REVIEW	ACTUAL BID AMOUNT	SBE SUBCONTRACTOR NAME	CCBB	SBE PRIME	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS
Schinner Construction, LLC. 31350 Industrial Parkway North Olmsted, Ohio 44070	Bid Bond, 100% - Travelers Casualty & Surety Company of America	N/A	P: Yes - <i>Cont</i> IG# PO = ok VCF = ok NCA = ok PH = yes 2% match = yes	\$612,351.00	<i>W/S</i> Schinner Construction LLC \$122,470.20 20% Traffic, Inc. \$32,000.00 5.22% Cook Paving Construction Co. Inc. \$30,000.00 4.90% Suburban Maintenance & Construction, Inc. \$82,100.00 20% W/S General Contract Structures, Corp. SBE \$217,900.00 35.5%	N	Y	20.5%	Y	Prime is certified. 3/14/14 AT 3/14/14
Suburban Maintenance & Construction, Inc. 16330 York Road North Royalton, Ohio 44133	Bid Bond, 100% - Western Surety Company	N/A	P: Yes - <i>Cont</i> IG# PO = ok VCF = ok NCA = ok PH = yes 2% match = yes	\$663,320.00	<i>W/S</i> Suburban Maintenance & Construction, Inc. \$82,100.00 20% W/S General Contract Structures, Corp. SBE \$217,900.00 35.5%	N	Y	35.5%	Y	Prime is certified. 3/14/14 AT 3/14/14

CCBB: Low Non-CCBB Bid: \$1018,351.00 - 2% \$12,247.02 = \$1014,508.00
 * LOWEST BID RECD'S 1018,351.00 RANGE OF LOWEST BID RECD'S 500,001 - 1,000,000
 Does CCBB apply? Yes (Note: CCBB must meet all bid requirements)
 PRICE PFER % & SLMT: 10% MAX 30,000 MAX SBE PRICE PFER \$ 1073,586.10

OBM APPROVAL (If actual bid exceeds estimate) _____ DATE _____
 DEPARTMENT DIRECTOR SIGNATURE: [Signature] DATE: 3/14/14
 DEPARTMENT DIRECTOR NAME: BOBITH G. TEJEWEN (Date Signed)
 LOW BIDDER NOTIFIED: _____ D/O _____ D/yes _____ Date: _____
 Tab sheet with: _____ Updated 04/19/7

**OFFICE OF PROCUREMENT & DIVERSITY
TABULATION OF BIDS RECEIVED OVER \$25,000**

BID DUE DATE: March 6, 2014
 REQUISITION NUMBER: CE-14-29436
 REQUISITIONING DEPT.: Public Works - Engineer
 COMMODITY DESCRIPTION: Boston Road Culvert

CONTRACT PERIOD: N/A
 NUMBER OF ITB'S SENT/RETURNED: 5/3
 ESTIMATE: \$690,000.00
 SBE GOAL: 30%

BIDDER'S NAME & ADDRESS	BID BOND / CHECK	P-Back Y/N	P-ADMINISTRATIVE D-TECHNICAL REVIEW P: Yes - <u>OK</u> IG# PO = ok VCF = ok NCA = ok PH = yes 2% match = yes	ACTUAL BID AMOUNT	SBE SUBCONTRACTOR NAME	CCBB	SBE PRIME	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS
Independence Excavating, Inc. 5720 Schaaf Road Independence, Ohio 44131	Bid Bond, 100% - Travelers Casualty & Surety Company of America	N		\$727,301.04	<u>W.B. Marzullo Inc.</u> 488,000.00 38.0% Down to <u>W. B. Marzullo Inc.</u> \$29,000.00 3.3% W. B. Marzullo Valley \$3,500.00 .5% W. B. Marzullo Valley \$3,500.00 .5% W. B. Marzullo Valley \$3,500.00 .5%	N	N	<u>4.0%</u>	N	S.B. Marzullo started due to Inspector General From 1/24/14 to 1/24/15
				TOTAL SBE = \$						<u>AMT 3/11/14</u> <u>mm 3/14/14</u> <u>AS 3/18/14</u>

COBB: Low Non-COBB Bid: \$ _____ +2% \$ _____ = \$ _____
 *LOWEST BID REC'D \$ _____ RANGE OF LOWEST BID REC'D \$ _____ PRICE PREF % & \$ LIMIT: _____ MAX SBE PRICE PREF \$ _____
 Does COBB apply? : Y / N _____ (Note: COBB must meet all bid requirements)

OBM APPROVAL (If actual bid exceeds estimate) _____ DATE _____
 DEPARTMENT DIRECTOR SIGNATURE: Bonny G. Fellner 3/12/14
 DEPARTMENT DIRECTOR NAME: Bonny G. Fellner (Date Signed)
 LOW BIDDER NOTIFIED: _____ D/O _____ D/yes _____ Date: _____
 Tab sheet with SI Updated 04/19/20

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0115

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

WHEREAS, 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; and,

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

WHEREAS, on March 18, 2014, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through EE), and recommend to County Council the formal adoption and implementation of the attached changes; and,

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

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

SECTION 1. That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

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

- Exhibit A: Class Title: *Appraisal System Administrator*
Number: 1057205
Pay Grade: 17B
* Change department from Fiscal Office to I.T. Department and pay grade from 16A to 17B. Revised functions and responsibilities.
- Exhibit B: Class Title: *Database Analyst*
Number: 1053103
Pay Grade: 12B
* Changed title from *Database Developer*, changed department from all departments to I.T. Department, and pay grade from 12A to 12B. Revised functions and responsibilities.
- Exhibit C: Class Title: *GIS Analyst*
Number: 1053192
Pay Grade: 9B
* Changed department from Fiscal Office - Auditor to I.T. Department and pay grade from 10A to 9B. Revised functions and responsibilities.
- Exhibit D: Class Title: *Information Systems Analyst*
Number: 1053133
Pay Grade: 15B
* Changed title from Information Systems Administrator, changed department from all departments to I.T. Department, and pay grade from 15A to 15B. Revised functions and responsibilities.
- Exhibit E: Class Title: *Information Technology Project Manager*
Number: 1053124
Pay Grade: 12B
* Changed department from all departments to I.T. Department and pay grade from 13A to 12B. Revised functions and responsibilities.
- Exhibit F: Class Title: *Manager, Network Engineering*
Number: 1053118
Pay Grade: 16B
* Changed department from all departments to I.T. Department and pay grade from 15A to 16B. Changed Classification number. Revised functions and responsibilities.

- Exhibit G: Class Title: *Network Administrator*
Number: 1053112
Pay Grade: 9B
*Changed department from all departments to I.T. Department and pay grade from 10A to 9B. Revised functions and responsibilities.
- Exhibit H: Class Title: *Security and Research Manager*
Number: 1053292
Pay Grade: 13B
* Changed department from Information Services Center to I.T. Department. Changed Classification number.
- Exhibit I: Class Title: *Software Specialist*
Number: 1053111
Pay Grade: 7B
* Changed department from all departments to I.T. Department and pay grade from 7A to 7B. Revised functions and responsibilities.
- Exhibit J: Class Title: *Systems Analyst*
Number: 1053131
Pay Grade: 10B
* Changed department from all departments to I.T. Department and pay grade from 10A to 10B. Revised functions and responsibilities.
- Exhibit K: Class Title: *Voice-Video Communications Manager*
Number: 1053244
Pay Grade: 14B
* Changed department from Information Services Center to I.T. Department. Changed Classification number.

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

- Exhibit L: Class Title: *Certified Network Administrator*
Number: 1053113
Pay Grade: 11B
- Exhibit M: Class Title: *Certified Network Engineer*
Number: 1053116
Pay Grade: 13B
- Exhibit N: Class Title: *Communications Analyst 3*
Number: 1053213
Pay Grade: 11B

Exhibit O:	Class Title:	<i>Courier</i>
	Number:	1011151
	Pay Grade:	2
Exhibit P:	Class Title:	<i>Customer Service Representative</i>
	Number:	1016211
	Pay Grade:	5B
Exhibit Q:	Class Title:	<i>Engineering Operations Administrator</i>
	Number:	1053265
	Pay Grade:	19B
Exhibit R:	Class Title:	<i>Enterprise Services Manager</i>
	Number:	1053261
	Pay Grade:	13B
Exhibit S:	Class Title:	<i>GIS Planning and Development Manager</i>
	Number:	1053193
	Pay Grade:	17B
Exhibit T:	Class Title:	<i>Multi-Media Developer</i>
	Number:	1053243
	Pay Grade:	14B
Exhibit U:	Class Title:	<i>Network Engineer</i>
	Number:	1053114
	Pay Grade:	11B
Exhibit V:	Class Title:	<i>Network Engineering Administrator</i>
	Number:	1053119
	Pay Grade:	19B
Exhibit W:	Class Title:	<i>Network Security Specialist</i>
	Number:	1053291
	Pay Grade:	8B
Exhibit X:	Class Title:	<i>Senior Certified Network Engineer</i>
	Number:	1053117
	Pay Grade:	14B
Exhibit Y:	Class Title:	<i>Senior Database Analyst</i>
	Number:	1053104
	Pay Grade:	15B

Exhibit Z: Class Title: *Senior Information Technology Project Manager*
Number: 1053125
Pay Grade: 13B

Exhibit AA: Class Title: *Service Desk Analyst 1*
Number: 1011241
Pay Grade: 6B

Exhibit BB: Class Title: *WAN Engineer 2*
Number: 1053283
Pay Grade: 11B

Exhibit CC: Class Title: *WAN Manager*
Number: 1053284
Pay Grade: 16B

Exhibit DD: Class Title: *Web and Applications Development Administrator*
Number: 1053247
Pay Grade: 19B

Exhibit EE: Class Title: *Web Maintenance Technician*
Number: 1011251
Pay Grade: 4B

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal System Administrator	Class Number:	1057205
FLSA:	Exempt	Pay Grade:	17B
Dept:	Information Technology Department		

Classification Function

The purpose of this classification is to provide residential property valuations for annual maintenance, reappraisals, triennial updates, reports and tentative abstracts; to develop and maintain databases and software related to appraisal operations; to coordinate workflow between Real Property and Appraisal to produce a final abstract.

Distinguishing Characteristics

This is a professional, program coordinator classification with responsibility for performing activities within the Information Technology Department for the County Fiscal Office. This class develops and provides information used throughout the Appraisal Division and is responsible for performing duties in a timely and accurate manner. The employee works within a broad framework of 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%
- Provides all residential valuation models, costs and comparable sales data for reappraisals; develops plans and timelines for reappraisals; coordinates the workflow for residential annual maintenance.
- 40% +/- 5%
- Works with the computer assisted mass appraisal systems (CAMA) and other computer systems; integrates transfers between real property and CAMA; rolls over the CAMA database into the new year; integrates values into CAMA; develops residential land rates and maintains the database; executes batch updating and major database transactions of primary appraisal systems; extracts, transforms and loads data from real property system, CAMA, and all primary sub-systems into a centralized data warehouse; scrubs the CAMA database and performs troubleshooting.
- 20% +/- 5%
- Produces a variety of periodic and ad hoc reports and abstracts; creates and rolls over certified valuations; extracts data for value change notices; develops residential land rates and maintains database tables.
- 10% +/- 2%
- Coordinates the workflow of the residential valuation team; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, may prepare employee performance evaluations; responds to employee issues and concerns.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, computer science or a related field with six (6) years previous experience in real estate appraisal, computer database systems and/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.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; calculate and use college level algebra and 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 a variety of applications, real estate transfers, building permits, emails, memos, databases, and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer manuals, the Ohio Revised Code (ORC), tax appeals, plat maps, maps, International Association of Assessing Officers (IAAO) publications, and procedures and policy manuals.
- Ability to prepare appraisals, valuations, reports, databases, models, transfers, accounting, abstracts and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to represent the department, serve in a supervisory capacity, 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

Appraisal System Administrator

and outside the Department.

- Ability to use and interpret programming and real property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, employees from other agencies, boards, committees.

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:	Database Analyst	Class Number:	1053103
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology Department		

Classification Function

The purpose of this classification is to assist and administer daily maintenance of servers including backing up, installing, monitoring and applying patches and to ensure data integrity and efficient operation.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected become fully aware of the operating policies and procedures of the work unit and, as experience is gained, to become able to perform the full range of duties assigned. Positions at this level receive instruction or assistance only as new or unusual situations arise and are expected to exercise judgment and initiative. This class is distinguished from the Senior Database Analyst in that the later class trains and oversees this class in performance of database operations and activities and performs the more complex work of the unit.

Essential Job Functions

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

- 60% +/- 10%
- Assists in developing, maintaining and modifying databases; monitors servers; manages user accounts; schedules system jobs; configures new devices; reviews and assists with database design and programming; assists in planning systems architecture; creates standards; installs and partitions disk drives; assists with database installations and in installing applications.
- 20% +/- 10%
- Maintains the County backup system; prepares system securities; utilizes a variety of software in order to schedule execution for reorganization of databases, to execute recovery, to back up databases, and to schedule execution for space allocation; uses software utilities for file management and maintenance.
- 20% +/- 10%
- Provides support for assigned applications and systems; provides ongoing maintenance support; prepares documentation; maintains print services; assists in assembling hardware.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, information technology or a related field with three (3) years experience in a data processing environment including database management; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Database Analyst

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including network backup status reports, data input/output, email and WAN status reports.
- Ability to comprehend a variety of reference books and manuals including operating system Administration reference, database documentation, backup Administration procedures; network, and operation manuals, and schematic drawings..
- Ability to prepare documentation, backup strategy, backup server lists, backup chart, flow charts, technical reports, diagrams and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with users, vendors, peers, and departmental employees and administrators.
- Ability to use and interpret computer and computer programming terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with

Database Analyst

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:	1053192
FLSA:	Non-exempt	Pay Grade:	9B
Dept:	Information Technology Department		

Classification Function

The purpose of this classification is to assist higher level Geographic Information System (GIS) developer and manager administer the GIS database and maintain GIS software.

Distinguishing Characteristics

This is a journey level, technician class in the GIS series. Employees at this level work under general supervision from a unit manager, and are distinguished from the entry level by the performance of the full range of duties assigned. Employees are expected to work more independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Essential Job Functions

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

- 30% +/- 10%
- Administers GIS database; installs and administers application web servers; deploys and administers map viewers; administers GIS server software; administers GIS middleware; administers GIS licensing software.
- 30% +/- 10%
- Designs, refines and updates GIS data and metadata; designs, maintains and publishes GIS services; designs and maintains spatial data models.
- 20% +/- 10%
- Designs, develops, deploys and tests GIS web applications.
- 20% +/- 10%
- Performs other duties; provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provide training.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or related field and three (3) years of computer programming experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

GIS Analyst

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printer, plotter and drafting tools.

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:	Information Systems Analyst	Class Number:	1053133
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology Department		

Classification Function

The purpose of this classification is to plan, direct, and manage the activities and operations for new project development and system changes. Develops configuration to meet changing business process requirements, troubleshoots problems, develops solutions and provides customer support.

Distinguishing Characteristics

This is a technical, journey level classification, working under direction from the unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge of a specific information system.

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, directs, and manages the activities and operations for new project development and system changes; works with County management in a collaborative manner to determine effective solutions in support of business requirements and strategic directions; gathers requirements for new systems using interviews, document analysis, requirement workshops, surveys, site visits, etc..
- 20% +/- 10%
- Performs critical analysis and information gathering from a variety of sources; reconciles conflicts; transforms high-level information into detailed specifications; performs accurate needs assessments; distinguishes user requests from actual system needs.
- 15% +/- 10%
- Proactively communicates and collaborates with external and internal customers to analyze information needs and functional requirements; works independently with users to define data define definitions, concepts and processes.
- 15% +/- 10%
- Leads testing efforts and ensures issues are identified, tracked, reported on and resolved in a timely manner; works with client personnel to identify required changes and communicates needed changes to development team.
- 10% +/- 5%
- Manages the enforcement of project deadlines and schedules; communicates and applies project standards; manages resources in accordance with project schedule.
- 10% +/- 5%
- Performs miscellaneous administrative duties; directs configuration and security requirements; performs feasibility studies; acquires new tools and applications; responds to questions, complaints and requests for information; reads and reviews various trade publications; composes and prepares routine correspondence.

Information Systems Analyst**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in computer science or related field with six (6) years of computer information systems 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 computers, servers, mainframe, printers, and scanners.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, utilize the principles of algebra, geometry and descriptive and inferential statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including report requests, layout specifications, database sets, configuration specifications, software specifications, source materials, requests for proposals, computer periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedural manuals, department reports, training documents, functional specifications, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, employees, governmental agencies, other County employees, consultants and vendors.

Environmental Adaptability

Revised September 2013

- 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:	Information Technology Project Manager	Class Number:	1053124
FLSA:	Exempt	Pay Grade:	12
Dept:	Information Technology Department		

Classification Function

The purpose of the classification is to coordinate, document and manage projects throughout the project life cycle. Employee oversees and communicates project plans, status, contractual obligations, resources and expenses, and timelines and budgets.

Distinguishing Characteristics

This is a project manager level classification that receives direction from a senior-level project manager. The employee in this class is expected to exercise discretion in applying policies and procedures; to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Plans, organizes oversees and coordinates projects to ensure that requirements are met and that projects are completed on time and on budget; creates the project work plan, describing how the project will be managed; continuously reviews project work plan and documents including the budget, capturing contractual obligations, resources, and equipment and material expenses; creates the project schedule, setting critical path and base time lines for the project duration; communicates through regular status meetings where such activities are reviewed, documented and discussed among the project team, customers, and stakeholders; reviews procedures and status reports for compliance with standards and adherence to plans, objectives and schedules; keeps administration informed of status of projects; documents lessons learned at project completion.
- 30% +/- 10%
- Creates project documentation according to specific project requirements that may include specific detailed documents, Visio drawings, charts, reports, and/or presentations; reviews and updates project documentation for updating, versioning, disseminating and archiving on a continual basis; creates project budget documentation used to track all contractual obligation, resource, and equipment and material expenses; reviews and updates project budget on an ongoing basis.
- 20% +/- 10%
- Creates, updates, maintains, and executes a variety of project related plans and procedures such as a Risk Plan, Issue Resolution/Escalation Plan, Communication Management Plan, Document Management Procedures, and Quality Management Plan; reviews, documents and logs plan status, results and issues.
- 10% +/- 10%
- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field of computer technology.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, computer science or a related field and three (3) years experience in information technology project management; or an equivalent combination of education and experience.

Information Technology Project Manager

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to use descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including contracts, statement of work, billing invoices, spreadsheets, project documentation, flow chart diagrams, architectural drawings, electrical wiring diagrams, and network diagrams.
- Ability to comprehend a variety of reference materials and manuals including policy manuals, contracts, training manuals, requests for proposal, project statement of work, project schedule, action item logs, and project budgets.
- Ability to prepare status reports, project charter, scope of work, procedures, change request forms, change logs, work plans, project schedules, logs, budgets, plans, reports, diagrams, manuals, lists, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to represent the department, convince and influence others, to record and deliver information; to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with outside agencies, departmental employees, trainees, clients, consultants, sales representatives, attorneys, and law enforcement personnel.
- Ability to use and interpret contract, legal, accounting and network terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

Information Technology Project Manager

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Network Engineering	Class Number:	1053118
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology Department		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 40% +/- 10%
- Manages projects and contracts requiring developing and implementing project plans, defining requirements, evaluating options, incorporating resources, materials, costs, target dates/schedules and time recording, and reviewing equipment purchases; monitors and evaluates the efficiency and effectiveness of service delivery methods, procedures and recommends improvements; designs solutions for projects; ensures continuous availability of the networks; reviews and researches customer complaints; ensures emergency procedures for hardware and software failures with the least of time.
- 20% +/- 10%
- Provides supervision of assigned staff and consultants; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, such as troubleshooting and repairing server and network issues and configuring equipment; defines and provides for education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline, discharge, salary increases, transfers and promotions reviews, administers, and monitors service contracts.
- 40% +/- 10%
- Provides assistance to division management staff; prepares status reports for service and data requests and problem resolution requests; provides network and server information for new and ongoing operations; participates in the development and implementation of policies and procedures necessary to provide assigned services; plans future enhancements and goals for strategic planning and for business and functional reengineering; interacts with division management to provide information regarding activities and problems within the Unit; works with other department staff to establish priorities and activities; manages and participates in the development and administration of the Unit annual budget; participates in the forecasting and justification of additional funds needed for

Manager, Network Engineering

staffing, equipment, materials, and supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Manager, Network Engineering

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

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Administrator	Class Number:	1053112
FLSA:	Non Exempt	Pay Grade:	9B
Dept:	Information Technology Department		

Classification Function

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

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class does not require certification as a Network Administrator. **Essential Job Functions**

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

30% +/- 15%

- Maintains, updates and upgrades computer hardware and software that comprise the computer network; ; designs network infrastructure hardware and software that comprise the data, voice; configures upgrades of the IOS on the data switches, routers, firewall, VPN and voice switches .

25% +/- 10%

- Configures personal computers and laptops to work with the network and software; monitors performance and troubleshoots network problems; documents problems and resolution for future reference

25% +/- 5%

- Assists users with questions or problems associated with their computers or their applications; provides desktop support and network connectivity; trains users on how to connect to the network applications, use of the internet and on software; assists users in resolution of network related problems using standard analysis techniques; monitors service and/or referred calls; enters and logs problems on problem tracking system; communicates with help desk staff regarding status; monitors service and/or referred calls and refers problems to supervisor, co-workers, other support areas, or higher level staff as necessary; supports customers with scheduled and non-scheduled network and mainframe outages.

20% +/- 5%

- Initiates and maintains network security measures; moves computers and printers between officers; responds to calls after hours.

Network Administrator

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Network Administrator

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security and Research Manager	Class Number:	1053292
FLSA:	Exempt	Pay Grade:	13 B
Dept:	Information Technology Department		

Classification Function

The purpose of this classification is to provide network security to all County agencies using enterprise level information technology software, appliances and techniques. Employee establishes, monitors, and enforces the Information Services Center security policies and procedures.

Distinguishing Characteristics

This is a first-level management classification, working under direction from the Chief Information Officer. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employee in this class is also responsible for establishing and enforcing the departmental security policies and procedures and assisting in the design of security solutions.

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%

• Conducts analysis of network security including Web security appliances and reports of threats, intrusion detection system security appliances (devices or software applications that monitor network and/or system activities for malicious activities or policy violations and produces reports), and email security appliances that protect the email against spam, viruses, phishing and a wide variety of other threats; reports on security threats, as required.
- 40% +/- 10%

• Performs security research and development; reviews, researches and writes security policies and procedures.
- 15% +/- 10%

• Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; assesses and reviews work and maintains standards; motivates staff; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, defines and provides for training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; recommends salary increases and transfers.
- 5% +/- 10%

• Reviews closed circuit TV operations and monitors activity.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three years information technology experience including network engineering security; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Certification as an Information Systems Security Professional (CISSP) is desirable.

Proposed November 2013

Security and Research Manager

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational gained by accessing computer systems including the Intrusion Prevention System (IPS), closed circuit television, email security, Web security, the email system, Web proxy email, security proxy email, reports, and customer service requests (CSR) /operations division requests (ODR).
- Ability to comprehend a variety of reference books and manuals including online documentation, the Office of Information Technology (OIT) website, State Code Websites, the SysAdmin, Audit, Networking, and Security Institute (SANS) Website, departmental security policies and procedures.
- Ability to prepare security policies and procedures, security assessments, reports of security threats, emergency call lists, status reports, travel and training requests, Automatic Data Processing (ADP) briefing memos and documents, customer service requests (CSR) /operations division requests (ODR) and annual employee performance reviews using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, contractors, class instructors, and departmental employees and administrators, and elected officials.

Security and Research Manager

- Ability to use and interpret computer and accounting terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Software Specialist	Class Number:	1053111
FLSA:	Non-Exempt	Pay Grade:	7B
Dept:	All departments		

Classification Function

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

Distinguishing Characteristics

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

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% +/- 15%
- Provides computer software technical support and assistance to end-users in a County department; installs and maintains software and associated hardware systems; troubleshoots problems with software programs or supporting hardware and makes or initiates corrections; writes macro programs within software to automate data calculations for users; publishes procedural manuals, reports, graphs, charts, etc. to present programs and other information; conducts software training sessions for department employees.
- 20% +/- 5%
- Evaluates existing department software systems and makes recommendations; evaluates department's software and hardware needs and recommends new purchases to supervisor; evaluates software releases from vendors and tests packages before installation.
- 10% +/- 5%
- Performs miscellaneous administrative duties; provides non-computer related assistance such as proof reading and maintaining computer inventory.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or a related field and one (1) year of computer experience; or any equivalent combination, of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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Proposed December 2013
1997, 1993

- Ability to operate a variety of automated office machines including personal computer, scanners, printers, and telephone.
- Ability to move and install computer and related hardware equipment.

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 periodicals, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various software manuals and computer manuals.
- Ability to prepare flow charts, program data forms, memos, procedural manuals, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer and computer software terminology and language.
- Ability to communicate effectively with managers, supervisors, other County employees, the general public and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Systems Analyst	Class Number:	1053131
FLSA:	Exempt	Pay Grade:	10B
Dept:	All departments		

Classification Function

The purpose of this classification is to work with users and functional managers to design and develop system solutions to address business needs and perform systems analysis to troubleshoot County's computer information system(s).

Distinguishing Characteristics

This is a technical, journey level classification responsible for analyzing and modeling current and proposed information and business processes. The work requires general knowledge of customer systems needs and specific knowledge of systems, software and applications used by the County.

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% +/- 15%
• Works with users and functional managers to design and develop system solutions to address business needs and perform systems analysis to troubleshoot County's computer information system(s); performs preliminary investigations of systems problems; prepares estimates for repair of systems; consults with management on systems problems and provides recommendations; designs corrective systems solutions as necessary; performs systems testing to identify problems; conducts follow-up studies; reviews and monitors systems for inadequacies; consults with users on systems needs and solutions).
- 25% +/- 10%
• Coordinates new project development and systems changes; determines requirements for development of systems modifications to existing systems of a basic nature; performs feasibility studies; evaluates and recommends applicable equipment, techniques and programming packages; designs software adaptations and system test procedures.
- 15% +/- 5%
• Conducts computer training for County departments; prepares user instruction and procedures manuals; instructs and trains users in operation and function of new systems.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or related field with three (3) years of computer information systems 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 computers, mainframe computer, modems, hard drives, printers, and scanners.
- Ability to move and install computer and related hardware equipment.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, utilize the principles of algebra, geometry and descriptive statistics and logical analysis.

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 feasibility studies, systems reports, user reports, computer periodicals, hardware software specifications, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer hardware manuals, systems documentation and manuals, software product manuals, standard operating procedures.
- Ability to prepare feasibility studies, statistical reports, systems instruction curriculum, department reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer system terminology and computer programming languages.
- Ability to communicate effectively with managers, supervisors, vendors, consultants, state employees, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Voice-Video Communications Manager	Class Number:	1053244
FLSA:	Exempt	Pay Grade:	14B
Dept:	Information Technology Department		

Classification Function

The purpose of the classification is to plan, direct, supervise, and coordinate the operations and activities of telecommunications services. This classification is responsible for overseeing management of Voice over Internet Protocol (VoIP) and Communications Customer Service.

Distinguishing Characteristics

This is a first-level management classification, responsible for managing the day-to-day operations of communications services, purchasing, and billing. This class works under direction from the division Administrator. The employee in this class is expected to exercise discretion in applying general goal and policy statements and in resolving organizational and service delivery problems and in supervising assigned staff. The primary focus of the this class is overseeing and participating in the performance of professional work, troubleshooting voice communications systems and supervising employees in performance of the work of a section within the division.

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%
- Assumes management responsibility for development and maintenance of networks and telecommunications systems; oversees the work of staff, troubleshoots issues, identifies solutions to complex problems to meet deadlines; consults with clients with respect to plans, designs and implementation; supports the voice infrastructure; develops technical architecture and physical designs, and analyzes existing voice and data networks and recommends solutions.
- 30% +/- 10%
- Manages new projects including performing cost analysis, developing architecture, overseeing staff, and performing and overseeing network configuration and installation.
- 15% +/- 10%
- Provides supervision of assigned staff and consultants by prioritizing, assigning, reviewing, and coordinating work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines and provides for education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends discipline, salary increases, transfers and promotion reviews.
- 10% +/- 10%
- Negotiates vendor contracts; researches new telecommunications applications; coordinates meetings with contractors that have not previously provided services to the County; coordinates and sets up training requirements for new clients; orders new phones and peripheral equipment.
- 10% +/- 10%
- Performs analysis and reports on call detail and on voice utilization traffic.

Voice/Video Communications Manager

5% +/- 10%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field of computer operations.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field or equivalent experience with five (5) years experience involving voice communications, wide area networks; or any equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Voice/Video Communications Manager

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employee timesheets, invoices, architectural drawings, call detail record reports, circuit utilization, system error logs, and project requirements.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, architectural drawings, call center scripts, phone system user guides, and computer and communications software, hardware, network, and operation manuals.
- Ability to prepare cost analysis, network diagrams and documents, status, progress, and activity reports, reports on hardware/software issues and resolution of issues; timesheets; performance reviews, requests for bid, service requests and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, contractors, class instructors, and departmental employees and administrators.
- Ability to use and interpret computer networking and accounting terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Certified Network Administrator	Class Number:	1053113
FLSA:	Exempt	Pay Grade:	11B
Dept:	Information Technology Department		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 40% +/- 15%
- Maintains, updates and upgrades computer hardware and software that comprise the computer network; designs network infrastructure hardware and software that comprise the data, voice; configures upgrades of the IOS on the data switches, routers, firewall, VPN and voice switches.
- 25% +/- 10%
- Configures personal computers and laptops to work with the network and software; monitors performance and troubleshoots network problems; documents problems and resolution for future reference
- 20% +/- 5%
- Assists users with questions or problems associated with their computers or their applications; provides desktop support and network connectivity; trains users on how to connect to the network applications, use of the internet and on software; assists users in resolution of network related problems using standard analysis techniques; monitors service and/or referred calls; enters and logs problems on problem tracking system; communicates with help desk staff regarding status; monitors service and/or referred calls and refers problems to supervisor, co-workers, other support areas, or higher level staff as necessary; supports customers with scheduled and non-scheduled network and mainframe outages.
- 15% +/- 5%
- Initiates and maintains network security measures; moves computers and printers between officers; responds to calls after hours.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Certified Network Engineer	Class Number:	1053116
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology Department		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Certified Network Engineer

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

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Communications Analyst 3	Class Number:	1053213
FLSA:	Exempt	Pay Grade:	11 B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to support, maintain, design and develop solutions for the Voice over Internet Protocol (VOIP) phone system. This classification is responsible the servers, Call Manager, Voice Mail, and Call Center.

Distinguishing Characteristics

This is a technical, senior level class in the Communications Analyst series. Employees at this level work under general supervision, and are distinguished from the journey level in that the employee is expect to use broader judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is further distinguished from the journey level in that the former class requires more experience and a higher level of expertise.

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%
- Maintains the VOIP servers including hardware and connectivity Call Manager; maintains Call Center, Unity/Voice Mail including call handlers; monitors call flow, call manager and IVR's; ensures calls passing in and out of County; performs back-ups of Call Manager, Voice Mail and Call Center; designs and develops migration strategies and implements VOIP solutions for the County; consolidates solutions to reduce costs.
- 10% +/- 10%
- Coordinates and directs the daily workload of the VOIP unit and assists with project assignments...
- 25% +/- 10%
- Designs and implements solutions for user needs; creates and issues reports; documents issues and resolutions of Trak-It tickets.
- 25% +/- 10%
- Researches solutions to technical problems; obtains prices and quotes for needed equipment.
- 10% +/- 5%
- Develops and maintains effective working relationships with a variety of individuals within and outside the Department; attends meetings; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of computer operations.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field and three (3) years of experience in configuration, installation, maintenance, repair of communication systems infrastructure and administration of related County systems; or an equivalent combination of education, training and experience.

Communications Analyst 3

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including phone bills, data point chart, agency phone list, user requests, project plans, call flow reports, architectural drawings and technical information documents.
- Ability to comprehend a variety of reference materials and manuals including computer software and reference manuals, programming manuals, technical information documents, CISCO guides and County policies.
- Ability to prepare phone usage/call flow reports, expense sheets, phone directory reports, inventory reports, project plans, cost benefit analysis reports, billing reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret computer information, communications and infrastructure terminology and language.
- Ability to communicate with users, vendors, consultants, and departmental employees.

Communications Analyst 3

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:	Courier	Class Number:	1011151
FLSA:	Non - Exempt	Pay Grade:	2
Dept:	All Departments		

Classification Function

The purpose of this classification is to provide courier services and office support services, to include delivery of mail, packages, hardware, sensitive and confidential documents and supplies. Work involves responsibility for safe and accurate delivery of mail, reports and packages to their intended recipients. Classification typically reports to a Supervisor.

Distinguishing Characteristics

This is an entry/journey level classification. Employees in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

Essential Job Functions

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

- 55% +/- 10%
- Delivers or picks up items such as mail, packages, boxes, cartons of supplies, or other materials to/from various offices or other locations; lifts/loads items into or out of delivery containers or vehicles; unloads/delivers items at destinations; tags equipment; enters received equipment and/or supplies into database system; may assist taking inventory.
- 25% +/- 10%
- Drives automobile, utility van, or other vehicle to transport materials; plans routes/schedules to ensure timely pickup/delivery of materials; follows established traffic laws and safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, the public, and other individuals; performs driving functions safely and efficiently in various weather conditions; monitors traffic conditions surrounding vehicle to identify pedestrians, obstructions, or unsafe traffic conditions.
- 10% +/- 5%
- Provides a messenger service for various offices; may deliver bank deposits or other financial transactions to/from banks; may assist in sorting and delivering inter-office and U.S. mail; may move furniture and cabinets.
- 5% +/- 2%
- Cleans vehicle; notifies garage of needed maintenance.
- 5% +/- 2%
- Responds to requests for special service/handling as needed, such as waiting for a delayed item, prioritizing a delivery, hand-delivering an item to a specific person/department, or making a special trip.

Courier

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year experience in performing courier, clerical and inventory control duties or safety and security experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Driver's License required. Proof of insurance required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use communications equipment such as two-way radio.
- Ability to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
- Ability to understand both straightforward verbal and written instructions.
- Ability to prepare and understand confidential Pick up and Release documents, Log Books, paper and electronic inventory records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.
- Ability to communicate and to develop and maintain effective working relationships with a variety of agencies in the course of courier pickups and deliveries, as well as other departmental employees and administrators.

Environmental Adaptability

- Work is performed in both outdoor and indoor environments, with much time spent in vehicles and in varying weather conditions.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Customer Service Representative	Class Number:	1016211
FLSA:	Non Exempt	Pay Grade:	5B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to provide assistance to all County departments on communication issues including telephones, cellular phones, and pagers.

Distinguishing Characteristics

This is an entry/journey level classification, working under general supervision from the unit administrator and/or technical and functional oversight from higher level staff. The employees in this class perform duties under well-defined policies, procedures and guidelines. Incumbents are expected to become fully aware of the technical aspects and operating procedures of the work unit and to learn to perform the full range of duties assigned. As experience is gained, positions at this level receive instruction or assistance only as new or unusual situations arise.

Essential Job Functions

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

- 30% +/- 15%
- Provides assistance to all County departments on communication issues including telephones, cellular phones, and pagers; provides responsive assistance to departments in the analysis of their voice communication needs and technical support; converts lines to a Voice Over Internet Protocol (VOIP) system; installs phones; arranges moves, adds, changes and repairs with the vendor; obtains pricing information; logs and processes departments' service requests and complaints; reassesses department's needs including equipment and line configurations; recommends appropriate solutions; orders equipment and services as directed by supervisor.
- 20% +/- 15%
- Processes billings for telecommunications equipment and services; identifies discrepancies with billings; verifies all equipment and services billed are being used; verifies cost centers; verifies cost-breakdowns for multi-cost center accounts; identifies disconnected and invalid equipment and services; obtains credits when appropriate; tracks costs and assists departments in identifying charges on bills for budget and reporting purposes.
- 20% +/- 15%
- Provides front line customer and technical support; provides or schedules training sessions; schedules conference calls for employees.
- 15% +/- 15%
- Maintains vendor rapport and knowledge of current trends in products, services, standards, procedures, and costs; participates in internal and external groups to address and correct problems.
- 10% +/- 5%
- Maintains documentation on all position procedures, processes and functions.
- 5% +/- 15%
- Monitors the progress of installations and changes to verify completion; manages voicemail boxes.

Minimum Training and Experience Required to Perform Essential Job Functions

Customer Service Representative

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, computer terminal, phones, pagers, calculator, copier and fax machine.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including invoices, emails, statements, forms, directories, warrants, vouchers, and other reports and records.
- * Ability to comprehend a variety of reference books and manuals including training manuals, accounting principles, computer manuals, phone listings, and policies and procedures manuals.
- * Ability to prepare daily, weekly, monthly, or annual activity, invoices, spreadsheets, presentations, charts, graphs, chargebacks, forms, vouchers, emails, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to exchange information, follow instructions, record and deliver information and to explain procedures.
- Ability to use and interpret basic telecommunications and bookkeeping terminology and language.
- Ability to communicate with the supervisor, clients, contractors, vendors, other County employees, and the general public.

Customer Service Representative

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Engineering Operations Administrator	Class Number:	1053265
FLSA:	Exempt	Pay Grade:	19B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to plan, direct and manage responsibilities in the enterprise server client/server, operations and service desk areas.

Distinguishing Characteristics

This is a management class that requires technical knowledge and supervisory responsibilities. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employees must have a broad background in Information technology to problem-solve and understand interactions between servers, databases, networks and applications.

Essential Job Functions

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

- 40% +/- 15%
- Provides supervision of assigned staff and directs the activities and operations of the work unit; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews.
- 40% +/- 15%
- Provide direction and leadership for all operational and service desk areas; reviews, approves, and/or recommends software and hardware solutions to meet departmental needs; installs, configures and supports various hardware and software platforms; recommends and reviews hardware and software purchases, including written technical papers, costing spreadsheets, and client services request documentation; develops and participates in writing and/or reviewing requests for proposal; maintains hardware and software contracts and reviews and develops contracts with vendors.
- 15% +/- 5%
- Assists in engineering design, review, and implementation; provides reports on technical request or issues to management; participates in developing policies and procedures.
- 5% +/- 5%
- Represents the department at meetings with other departments and external organizations; makes presentations to committees.

Engineering Operations Administrator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, management information systems or a related field with nine (9) years of experience in information technology including working with servers, networks, and database management systems and a variety of operating systems; or any equivalent combination of education, training, and experience.

Additional Requirements

No license or certification requirements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

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; understand and apply descriptive statistics and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including project information, timesheets, network diagrams, customer requests for service, billing invoices, and technical documents.
- Ability to comprehend a variety of reference materials and manuals including websites, software applications, reference manuals, network diagrams, internet articles, information technology publications, architectural drawings, network and server documentation, and policy and procedure manuals.
- Ability to prepare reports, notifications, performance statistics, client service requests, purchase justification papers, network documentation, technical analysis, personnel evaluations and other

Engineering Operations Administrator

job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to manage, 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 including users, supervisor, colleagues, vendors/sales representatives, consultants, and employees and managers of other divisions.
- Ability to use and interpret computer, legal and database terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Enterprise Services Manager	Class Number:	1053261
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology Department		

Classification Function

The purpose of this classification is organize, plan, supervise, coordinate and participate in the full range of Enterprise Server hardware, system software and customer service support operations and activities of the Computer Operations Unit. This class is responsible for overseeing the management of the quality control, tape management, production control, and job scheduling.

Distinguishing Characteristics

This is a first-level management classification, working under direction from a division administrator. Employee exercises discretion in applying general goal and policy statements, in resolving organizational and service delivery problems, and in supervising assigned staff. The employee in this class is responsible for ensuring data integrity in mainframe operations 24 hours a day, 7 days a week.

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%
- Monitors and controls mainframe computer operations to ensure effectiveness and efficiency; performs quality control, application support, and job scheduling; maintains availability of the system in running production jobs; monitors production activity; sets job priorities; performs problem determination and problem resolution; initializes and switches systems, as necessary; processes batch production, preparing jobs for processing; communicates with the computer utilizing systems commands to control processing; sorts jobs; releases and runs jobs as scheduled; allocates and de-allocates files and monitors; ensures that all deadlines and schedules are maintained for delivery of output to customers; organizes and distributes output materials.
- 30% +/- 10%
- Provides supervision of assigned staff; prepares department work schedule to ensure continuous operation; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; determines education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline, discharge, salary increases, transfers and promotions.
- 10% +/- 10%
- Participates in the most complex work of the unit; employs a variety of automation and monitoring tools for writing script, macros and common routines; employs production change software to move modules to production; contacts vendors to obtain product/service information.
- 15% +/- 10%
- Processes a variety of functions such as payroll, forms, parking tickets, voucher, and checks; prepares printed reports for distribution to customers; provides help desk support.
- 5% +/- 5%
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of computer operations.

Enterprise Services Manager

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with five (5) years previous experience in a mainframe environment leading or managing projects and technical activities; or an equivalent combination of education, training, and experience.

Additional Requirements

May require certification in Law Enforcement Automated Data Systems (NCIC/LEADS)

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including printer meter readings, time sheets, daily plan (run schedule), training status reports, tape reports, change management reports, systems flow charts, job flow charts, check register logs, shift turnover logs, and activity reports.
- Ability to comprehend a variety of reference books and manuals including forms manuals, policies and procedures, equipment manuals, database manuals, vendor manuals, training manuals, interactive training videos, and job flow charts.
- Ability to prepare weekly activity/status reports, equipment maintenance reports, daily production (run schedule), training status reports, change management reports, process and procedures, systems flow charts, job flow charts, performance evaluations, training manuals and videos.

Enterprise Services Manager

Interactive Assessment Tests, Departmental Work Calendar, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, work groups, and departmental employees and managers.
- Ability to use and interpret computer language terminology.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	GIS Planning and Development Manager	Class Number:	1053193
FLSA:	Exempt	Pay Grade:	17B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to design, implement and maintain the Geographic Information System (GIS) for the County to accommodate the mapping, graphics and special needs of County agencies; to manage the administration of enterprise databases including monitoring and analysis of servers.

Distinguishing Characteristics

This is a professional, management-level class working under direction of a unit administrator. This position requires experience in database administration and management and applications design from the perspective of databases and server configuration and administration. Employees employ analytical and problem solving skills as well as statistical analysis and special analysis skills. The employee in this class must have training and experience in Geographic Information Systems, development and management, computer programming, data modeling, application design, and web application design. Incumbents are responsible for all aspects of the daily management and long-term strategic planning and direction of the enterprise GIS for the County. The employee supervises a small GIS/database administration staff and participates in budgeting and financial management for the unit.

Essential Job Functions

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

- 30% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development by providing training and professional development opportunities; conducts staff meetings; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns.
- 30% +/- 10%
- Manages and performs database design and development, GIS data creation and maintenance, and Desktop and Web applications development and maintenance.
- 20% +/- 5%
- Conducts software and hardware specifications and purchasing; manages contracts and projects; oversees the work of vendors including application and data development; prepares and submits grant applications.
- 15% +/- 5%
- Leads infrastructure, hardware/software evaluation, implementation, review and maintenance; prepares reports and attends management meetings and status reporting to management; keeps current on emerging web technologies; attends project planning meetings; prepares unit budgets; leads regional GIS collaboration initiatives.

GIS Planning and Development Manager

5% +/- 5%

- Creates maps and reports; fulfills public service and data requests.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in geographic information, computer science, civil engineering or related field with six (6) years of experience in geographic information systems, database administration, programming, application development, business administration and accounting; or any equivalent combination of education, training, and experience.

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

- Ability to operate a variety of automated office machines including computers, peripheral equipment, large format plotter and voice 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 utilize and understand college level algebra, geometry and trigonometry and descriptive statistics and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employee timesheets, billing invoices, personal checks, and diagnostic reports.

GIS Planning and Development Manager

- Ability to comprehend a variety of reference materials and manuals including technical books, technical websites, policy and procedure manuals,
- Ability to prepare timesheets, status reports, budget information, technical 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 including the Chief Information Officer, manager, employees, the general public, colleagues, vendors, and departmental employees.
- Ability to use and interpret engineering and computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Multi-Media Developer	Class Number:	1053243
FLSA:	Exempt	Pay Grade:	14B
Dept:	Information Technology Department		

Classification Function

The purpose of the classification is to coordinate and produce multimedia and video projects for all County agencies. This classification is responsible for overseeing quality and management of project resources, client relations, project creation and dissemination.

Distinguishing Characteristics

This is a technical, journey level classification, working under direction from the unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge of multi-media and video equipment, systems and programs.

Essential Job Functions

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

- 25% +/- 10%
- Coordinates initial project meetings; researches project purpose and goals; reviews project messages; meets with clients to define project parameters.
- 20% +/- 10%
- Conducts all steps necessary to produce projects including script writing, casting, location scouting and design, lighting and audio, film editing, setting budgets and deadlines, communicating with all parties involved and directing talent and crew.
- 15% +/- 5%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews.
- 15% +/- 5%
- Serves as videographer; shoots video or project in studio and on location including proper image composition, lighting and audio equipment use; directs interviews and crews on site.
- 15% +/- 5%
- Serves as film or video editor; assembles the final product by quality control of raw camera footage shots, dialogue, sound effects and graphics.
- 10% +/- 5%
- Resolves day-to-day problems of filming and coordinates other activities including camera, sound, editorial and musical.

Minimum Training and Experience Required to Perform Essential Job Functions

Multi-Media Developer

Bachelor's degree in communications, video productions or a related field with six (6) years previous experience involving photography, videography, film editing; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including project concepts, agency promotional material, video release forms, billing invoices and performance appraisal forms.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, software manuals, video and editing tutorial guides.
- Ability to prepare project ideas, project proposals, project outlines, scripts, customer service requests, project invoices and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Multi-Media Developer

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, contractors, and departmental employees and administrators.
- Ability to use and interpret marketing, video and audio production, and sound mastering terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Engineer	Class Number:	1053114
FLSA:	Exempt	Pay Grade:	11B
Dept:	Information Technology		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

20% +/- 5%

- Participates in assessing user needs and configures, installs, monitors and maintains network operating systems and programs from which the employee can centrally manage access to resources on multiple servers and computers within a network; configures systems so that programs and users running at the same time do not interfere with each other; installs computers according to specifications of end users and/or third party software or hardware vendors; monitors system performance; solves and documents network problems; maintains systems by installing upgrades, performing backups and through virus protection; documents network problems and resolution for future reference.

35% +/- 5%

- Maintains collaboration software that supports email and calendaring including creating user accounts, distribution lists, and resources, resetting passwords, and providing user assistance with functionality; provides desktop support for department staff and for clients using the collaboration software throughout the County; performs documentation of the collaboration system.

20% +/- 5%

- Configures personal computers and laptops to work with the network and software; maintains local and network printers; moves computers and peripherals between offices as necessary; sets up projectors and laptops for presentations and demonstrations.

5% +/- 5%

- Assists in supporting cell phones and supports the enterprise system that allows users access to calendar, contacts, tasks, notes, instant messaging, web-based and enterprise applications through wireless networks.

20% +/- 5%

Network Engineer

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Network Engineer

and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and other County departments and with County administrators.

- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Engineering Administrator	Class Number:	1053119
FLSA:	Exempt	Pay Grade:	19B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to administer the design, management and monitoring of web applications, database servers, domain name systems, file transfer protocols, and file and print servers involving various operating systems, virtualized server and storage environment, enterprise email and various enterprise storage platforms; configure and maintain employee internet access in conjunction with the Security unit; implement and manage the County's internet presence.

Distinguishing Characteristics

This is a management class that works under direction from the Chief Technology Officer. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division.

Essential Job Functions

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

- 40% +/- 15%
- Act as a project manager, developing and executing plans for consolidation, active directory migration, integration, print management, enterprise storage design and integration, desktop/laptop refresh initiative, storage and server virtualization initiative, network redundancy design and implementation, and county-wide backup design.
- 30% +/- 10%
- Provides supervision of Network Managers and assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews.
- 20% +/- 10%
- Provides support for the day-to-day operations of the infrastructure county-wide; reviews and prioritizes failure events, performance monitoring, and operational status reporting.
- 5% +/- 5%
- Reviews, approves, and/or recommends software and hardware solutions for infrastructure assets; install, configure and support various hardware and software platforms.
- 5% +/- 5%
- Provides management with status of the performance of the infrastructure.

Network Engineer Administrator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, electrical engineering, management information systems or a related field with nine (9-) years of experience in network design and installation; or any equivalent combination of education, training, and experience.

Additional Requirements

No license or certification requirements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

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; understand and apply descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including timesheets, network monitor, network drawings, customer requests for service, billing invoices, incident tickets, and technical documents.
- Ability to comprehend a variety of reference materials and manuals including websites, software applications, reference manuals, network and server documentation, and policy and procedure manuals.
- Ability to prepare network documentation, network and information technology assessments, customer service requests, fiscal reporting, technical analysis, personnel evaluations and

Network Engineer Administrator

- development plans and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, 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 including users, colleagues, vendors, and employees and managers of other divisions.
- Ability to use and interpret computer, data communications and infrastructure terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Security Specialist	Class Number:	1053291
FLSA:	Non - Exempt	Pay Grade:	8B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide first line defense of network security for server password protection; provide help desk assistance by phone; monitor and enforce the Information Services Center security policies and procedures.

Distinguishing Characteristics

This is a journey level classification, working under general supervision from higher level staff in the Security Unit of the Information Technology Department. Employees in this class work under a framework of defined procedures in troubleshooting, monitoring appliances for network security and in assisting clients in computer use. After gaining experience, employees are expected to work with a degree of independence, exercising judgment and initiative in problem solving, while recognizing their limits of expertise and referring complex matters to departments and higher level professional staff. Employees participate in emergency response and disaster recovery planning, implementation and actions.

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%
- Monitors the overnight processes for intrusion detection and protection system alerts, web filtering reporting and following up with the appropriate departments to ensure network security infrastructure integrity is maintained; monitors email security appliances that protect the email against spam, viruses, phishing and a wide variety of other threats; reports on security threats, as required.
- 40% +/- 10%
- Documents processes and procedures; researches and writes a monthly security advisory; contacts and maintains communication with technical support personnel for devices when issues arise; resets passwords; updates and resets security appliance, as needed.
- 20% +/- 10%
- Stays abreast of trends and new technology in the field; researches possible solutions to problems; reads technical documents regarding appliance operability.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with one (1) year of information technology experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Certified in current County technologies. desirable.

Network Security Specialist

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational gained by accessing computer systems including the email security, Web security, the email system, reports, and customer service requests (CSR).
- Ability to comprehend a variety of reference books and manuals including online documentation, configuration guides, software user guides, network design, departmental security policies and procedures.
- Ability to prepare security policies and procedures, security advisories, trends reports, update reports, status reports, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, record and deliver information and to explain procedures; ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with clients, vendors, supervisor, network administrators and departmental employees and administrators.
- Ability to use and interpret computer and networking terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Certified Network Engineer	Class Number:	1053117
FLSA:	Exempt	Pay Grade:	14B
Dept:	Information Technology Department		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

40% +/- 15%

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

30% +/- 5%

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

20% +/- 5%

Senior Certified Network Engineer

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Senior Certified Network Engineer

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

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Database Analyst	Class Number:	1053104
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology Department		

Classification Function

The purpose of this class is to monitor, design, implement and coordinate database operations and assigned application systems to ensure data integrity and efficient operation.

Distinguishing Characteristics

This is a technical, advance journey level classification, working under direction from the unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class is distinguished from the Database Analyst in that the senior level has more extensive database, computer networking, computer architecture, operating system, and programming knowledge and experience and assists and instructs the lower level class.

Essential Job Functions

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

- 40% +/- 10%
- Monitors database systems and analyzes, designs, and implements physical and logical database designs to ensure optimal performance, system availability, data integrity and consistency and security of data; monitors online performance of programs and growth of databases; creates and maintains strategies for monitoring and maintaining the databases; installs and configures software; provides application support work and enhancements; documents procedures; creates and enforces standards; tunes databases.
- 35% +/- 10%
- Troubleshoots and resolves application and maintenance anomalies involving databases, server operating systems, networks, applications, websites and programming code; conducts program code and database design reviews; researches and develops new software fixes and solutions; installs patches and upgrades; designs and coordinates creation and modification of databases and data warehousing solutions; maintains County backup system; prepares system securities; utilizes a variety of software in order to schedule execution for reorganization of databases, to execute recovery, to back up databases, and to schedule execution for space allocation; uses software utilities for file management and maintenance; conducts database migrations.
- 20% +/- 10%
- Collaborates with system and network administrators on best practices for database environment configuration, application and system upgrades and capacity planning; researches, evaluates and provides recommendations on other database systems; mentors developers on best practices for software development, programming standards, change control and database design.
- 5% +/- 10%
- Provides advisory help and support work for mainframe platforms and client server platforms; advises and instructs others regarding database operations and procedures; responds to service calls and fixes

Senior Database Analyst

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, engineering, business administration or a related field and six (6) years related experience including database administration and development; software development, programming, and data modeling; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities; may provide oversight, assistance and training to lower level positions.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including diagnostic reports, performance charts and queries, data flow, technical environment and entity-relationship diagrams, context diagrams, performance, reorganization, space utilization, backup, database integrity, monitoring and index data, transaction logs, transaction count reports, requirement documents, and programming code.
- Ability to comprehend a variety of reference books and manuals including data dictionary, database reference books, requirement and instruction documents, entity-relationship diagrams, programming code, technical environment diagrams, server books, software manuals and documentation, installation/upgrade guides, and maintenance documentation.
- Ability to prepare documentation, diagnostic reports, performance charts and queries, dataflow diagrams, context diagrams, database and system diagnostics, production reports, assessments, standards documents, change control documents, instructions documents and other job related

Senior Database Analyst

documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to represent the department with other organizations or departments, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer, software and database engineering terminology and programming languages.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Information Technology Project Manager	Class Number:	1053125
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology Department		

Classification Function

The purpose of the classification is to organize, plan, and coordinate multi-program information technology projects that are time-limited and involve more than one internal and/or external organizational line. Employee coordinates planning activities for specialized projects ensuring sufficient resources are available and involved.

Distinguishing Characteristics

This is a senior-level professional classification that provides combines technical and project managerial duties. This class works under direction from department administration, and is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. The employee in this class establishes policies, procedures and roles for project administration, project execution, and plan development. The Senior Project Manager is distinguished from the Project Manager by the years of experience and the technical complexity of the assigned projects.

Essential Job Functions

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

- 45% +/- 10%
- Oversees management of large, multi-faceted projects to ensure that requirements are met and that projects are completed on time and on budget; assesses client needs and requests and recommends solutions; establishes objectives and performance goals; prepares statement of work for project plans; determines organizational and personnel requirements for project teams; creates and executes development plans and revises as necessary in order to meet changing needs and requirements; reviews project plans, procedures and status reports for compliance with standards and adherence to plans, objectives and schedules; identifies strategies and implements to improve project performance; facilitates procurement and delivery process; keeps administration informed of status of projects; facilitates client meetings; facilitates end user testing and issue resolutions; approves final acceptance of project deliverables.
- 30% +/- 10%
- Manages department services and activities including evaluating, analyzing, prioritizing and assigning requests for information technology related projects; provides summary of work to be completed; recommends new initiatives, project closure or transfer; integrates project management plans with performance objectives and goals of the organization; provides the sharing of technical and management knowledge across project functional and departmental lines; develops and maintains standards; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- 15% +/- 10%
- Assists in Information Technology management; prepares recommendations; participates in strategic plan development; prepares budgets and evaluates funding sufficiency; prepares paperwork for senior management review and approval; prepares and conducts presentations.

Senior Information Technology Project Manager

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field of computer technology; researches and evaluates software, hardware and technology products and trends; consults with other agencies, outside government and private organizations to their approach to projects and their experience with vendors.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, business administration or a related field and five (5) years previous experience including information technology project management; or an equivalent combination of education, training and experience.

Additional Requirements

Must obtain Project Management Professional certification within two years.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including project plans, procedures and status reports, internet research for software, hardware and technology, employee timesheets; vendor invoices, project documentation, requests for information, requests for proposal, and contracts. project recommendations, purchase recommendations, performance evaluations, billing statements, a variety of reports, contracts, budgets, requests for bid and proposal, project plans, timelines, workflow charts, procedural diagrams,

Senior Information Technology Project Manager

- Ability to comprehend a variety of reference materials and manuals including project management policies and procedures, TenStep Licensed Website for project managers, documentation and trade publications, software manuals, codes, and standards documents.
- Ability to prepare status reports, data compiled for software, hardware and technology products and trends, timesheets, invoices, project documentation, requests for bid and requests for proposal, contracts, 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 and to communicate with staff, users, vendors, and outside agencies, departmental employees and senior managers.
- Ability to use and interpret contract, computer, project management, circuitry terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Service Desk Analyst 1	Class Number:	1011241
FLSA:	Non - Exempt	Pay Grade:	6B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to provide assistance to County end users who have issues or questions regarding hardware, software or applications supported by the County Department of Information Technology (IT).

Distinguishing Characteristics

This is a technical, entry level classification in the Service Desk series. Employees in this work under general supervision. Employees in this class are expected to become fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. It is expected that employees will exercise general independent discretion and judgment in matters related to work procedures and methods.

Essential Job Functions

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

- 40% +/- 15%

• Develops an understanding and relationship of the core business applications and the associated technologies within nine months on the job; communicates effectively with County staff, technical support staff and vendors; manages Severity 1 incidents including communications to technicians; provides Service Desk and general technical support to all employees; determines and differentiates between user application and infrastructure incidents; researches and develops solutions for incidents; achieves full understanding of Service Desk escalation protocols.
- 40% +/- 15%

• Develops an understanding of the County's infrastructure; assists users in accessing and utilizing office technology; provides technical support and operating instructions on applications and hardware devices; provides hardware related training; develops training materials; leads Root Cause Analysis (RCA) for specific incidents; ensures that all documentation is complete.
- 20% +/- 5%

• Keeps users informed of status of problem resolutions; complete application training within one year; attend other training as required; performs miscellaneous clerical duties.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or related field and six (6) months of experience that includes troubleshooting and resolving computer problems; or an equivalent combination of education, training, and experience.

Additional Requirements

Obtain LEADS certification within one year on the job.

Service Analyst 1

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including emails, problem cards, training requests, vendor service reports, calendars, webpages, network diagrams, and other documentation.
- Ability to comprehend a variety of reference books and manuals including technical reference manuals, informational documents, business and information technology procedures, computer software manuals and County policies and procedures.
- Ability to prepare training manuals, procedures, solutions, status reports, documentation related to incidents and solutions and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including client users, peers, and supervisor.
- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

Service Analyst 1

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:	WAN Engineer 2	Class Number:	1053283
FLSA:	Non - Exempt	Pay Grade:	11B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to maintain standards and policies and troubleshoot the County's Wide Area Networks (WAN), Local Area Networks (LAN), and wireless network; to perform research and analysis on the fiber optic network for performance enhancement designs and upgrade; resolve connectivity issues.

Distinguishing Characteristics

This is a professional, journey-level class that works under direction from a unit manager. This class is distinguished from the entry level in the class series by the performance of the full range of duties assigned. Employees are expected to work more independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Essential Job Functions

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

- 30% +/- 10%
- Resolves, designs and deploys all connection matters to the wide area network; monitors services and maintains and deploys upgrades; provides network administration support; performs project management including planning, scheduling and activities including design, configuration, completion and implementation.
- 30% +/- 10%
- Researches, designs, configures, installs and deploys all data and voice over internet protocol (VOIP) circuits and network devices on a fiber optic background; provides network administration support for virtual private network (VPN) database and accounts; designs network connections.
- 30% +/- 10%
- Provides and writes data requests; performs impact studies; supports and writes instructional documentation for VPN and requests for proposal design and documentation; writes and provides contract renewal data, customer requests for service, and designs, updates, writes, provides and maintains documentation and diagrams for the WAN; provides reports to managers and users.
- 10% +/- 5%
- Analyzes business needs of customers; assists in procurement of electrical project requirements; researches new configurations and recommends modifications to communication devices; reviews, and recommends updates and modifications to network and data communications procedures assists network administrators regarding server connections, internet protocol addresses and troubleshooting.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, network administration, communications system infrastructure, management information systems or a related field with three (3) years of experience in network administration; or any equivalent combination of education, training, and experience.

WAN Engineer 2

Additional Requirements

Certification in current County technologies is desirable.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including customer requests for service, network analysis reporting, network and electrical designs and diagrams, documentation, requests for proposal, reports, VPN database, status reports, and technical information.
- Ability to comprehend a variety of reference materials and manuals including websites, software applications, computer training and reference manuals, fiber optic network helpdesk, software that logs network traffic, monitoring software, policy and procedure manuals, and documentation.
- Ability to prepare bandwidth and network reporting, requests for proposal documentation, diagrams, contract inventory, time schedules, purchase orders, emails and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to coordinate work with others, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including users, WAN group, colleagues, vendors, network administrators, and departmental employees and management.
- Ability to use and interpret computer, data communications and infrastructure terminology and language.

WAN Engineer 2

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:	WAN Manager	Class Number:	1053284
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology Department		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

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

WAN Manager

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

WAN manager

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

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Web and Applications Development Administrator	Class Number:	1053247
FLSA:	Exempt	Pay Grade:	19B
Dept:	Information Technology Department		

Classification Function

The purpose of the classification is to plan, direct, supervise, coordinate and manage the activities, operations, procedures and goals of the Web, Video, Application Development and GIS divisions.

Distinguishing Characteristics

This is a second-level management classification, responsible for evaluating, developing and maintaining standards and best practices for system design and development. Under administrative direction of the Chief Information Officer, the incumbent is responsible for evaluating effectiveness of information systems, developing short and long goals and overall vision. The employee is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. This class is responsible for direct and general supervision over management, professional, and line staff.

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%
- Designs and directs project plans, project tasks lists and action plans for individual systems being designed or developed; gathers the requirements for new systems; proposes options and project cost estimates; ensures systems support agency business strategy are user friendly, intuitive, proper testing plans are in place and that execution is completed on time and within budget; ensures effective system maintenance plans are in place.
- 20% +/- 10%
- Provides supervision of assigned staff and oversees the work of consultants; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development by providing training and professional development opportunities; conducts staff meetings; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline, discharge, salary increases, transfers and promotions; reviews/approves time sheets, travel requests and leave requests.
- 20% +/- 10%
- Researches, develops and implements policies, procedures and best practices for application development and business process integration; develops vision, short term and long term goals from a technical and business process perspective; evaluates effectiveness of software systems being used; researches current trends and technologies on the web and various trade publications; assesses usability and effectiveness of systems being developed.
- 20% +/- 10%
- Analyzes requirements of clients and their agency's mission; understands business requirements; explains technical methods, procedures and protocols; maintains effective working relationships with a variety of individuals both within and without the department.

Web & Applications Development Administrator

10% +/- 5%

- Conducts staff meetings; facilitates collaboration design sessions; ensures the client agency is being effectively served; prepares routine status reports, cost estimates and statements of work; develops contracts. Attends and participates in professional group meetings, conferences, seminars and training.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or business administration with nine (9) years previous related experience including planning, supervision, budgeting, contract negotiation and computer proficiency; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Web & Applications Development Administrator

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including proposals, contracts, statements of work, project requests, customer service requests, technical documentation, performance reviews, documentation, product specifications and manuals.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, computer books and manuals, communications software, hardware, network, architecture and operation manuals.
- Ability to prepare status and progress reports, project analysis, annual reports, performance reviews, requests for proposals and for bid, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, 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 including staff, clients, vendors, contractors, and departmental employees and administrators.
- Ability to use and interpret computer information, project management and legal terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Web Maintenance Technician	Class Number:	1011251
FLSA:	Non - Exempt	Pay Grade:	4B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to provide web maintenance services for client agencies using technologies that conform to the Information Technology Department standards; update content including text and images using web software.

Distinguishing Characteristics

This is an entry level classification, working under general supervision from a division administrator and guidance from web designers. The employee in this class is expected to become fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained.

Essential Job Functions

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

- 40% +/- 15%
- Updates websites for County agencies.

- 40% +/- 15%
- Follows maintenance procedures for receiving, processing and completing web maintenance requests; makes forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; enters data to update and maintain online portals; updates metadata for search engines; adds video and audio links to websites.

- 10% +/- 5%
- Troubleshoots and debugs errors on sites and applications; updates and saves files to Portable Document Format (pdf).

- 10% +/- 5%
- Meets with web designers to maintain or create database services.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED supplemented with vocational or technical training in business, computer science or graphic arts and one (1) year of experience that includes website and various software used for website design; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Web Design Technician

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; may require basic algebra, and geometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including emails, Word documents, pdf documents, calendars, webpages, video, and photography.
- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, County policies and procedures, webstyle guide, and books regarding website design.
- Ability to prepare timesheets, website documentation, status reports, 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 including client users, peers, supervisor, consultants, Network Engineers, photographers and work groups members.
- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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



Kathleen K. Walsh, Commissioner
 Thomas L. Colaluca, Commissioner
 Robert M. Wolff, Commissioner

MEMORANDUM

DATE: March 18, 2014

TO: Cuyahoga County Council President C. Ellen Connally
 Yvonne Conwell, Chairwoman, Human Resources, Appointments & Equity Committee

FROM: Chairwoman Kathleen Walsh, *Kathleen Walsh*
 Cuyahoga County Personnel Review Commission

RE: Proposed Modifications and Additions to the County's Classification Plan

Please be advised, on March 5, 2014, the Personnel Review Commission considered and approved eleven proposed modifications to existing classifications, and twenty proposed new classifications for the Department of Information Technology. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website for twenty (20) days before any formal action was taken on them. The proposed modifications and new classifications include the following:

PROPOSED MODIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1057205	Appraisal System Administrator	Information Technology Department	E	17B
1053103	Database Analyst	Information Technology Department	E	12B
1053192	GIS Analyst	Information Technology Department	NE	9B
1053133	Information Systems Analyst	Information Technology Department	E	15B
1053124	Information Technology Project Manager	Information Technology	E	12B

		Department		
1053118	Manager, Network Engineering	Information Technology Department	E	16B
1053112	Network Administrator	Information Technology Department	NE	9B
1053292	Security and Research Manager	Information Technology Department	E	13B
1053111	Software Specialist	Information Technology Department	NE	7B
1053131	Systems Analyst	Information Technology Department	E	10B
1053244	Voice-Video Communications Manager	Information Technology Department	NE	14B

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053113	Certified Network Administrator	Information Technology Department	E	11B
1053116	Certified Network Engineer	Information Technology Department	E	13B
1053213	Communications Analyst 3	Information Technology Department	E	11B
1011151	Courier	Information Technology Department	NE	2
1016211	Customer Service Representative	Information Technology Department	NE	5B
1053265	Engineering Operations Administrator	Information Technology Department	E	19B

1053261	Enterprise Services Manager	Information Technology Department	E	13B
1053193	GIS Planning and Development Manager	Information Technology Department	E	17B
1053243	Multi-Media Developer	Information Technology Department	E	14B
1053114	Network Engineer	Information Technology Department	E	11B
1053119	Network Engineering Administrator	Information Technology Department	E	19B
1053291	Network Security Specialist	Information Technology Department	NE	8B
1053117	Senior Certified Network Engineer	Information Technology Department	E	14B
1053104	Senior Database Analyst	Information Technology Department	E	15B
1053125	Senior Information Technology Project Manager	Information Technology Department	E	13B
1011241	Service Desk Analyst 1	Information Technology Department	NE	6B
1053283	WAN Engineer 2	Information Technology Department	NE	11B
1053284	WAN Manager	Information Technology Department	E	16B
1053247	Web and Applications Development Administrator	Information Technology Department	E	19B
1011251	Web Maintenance Technician	Information Technology Department	NE	4B

The PRC recommends that County Council approve these changes. Please feel free to contact our Administrator Rebecca Kopcienski at 443-5675 if you have any questions.

cc: Commissioner Thomas Colaluca
Commissioner Robert Wolff
Clerk of Council Jeanne Schmotzer
Employment Counsel/Human Resources Director Elise Hara
Law Director Majeed Makhoulf

KW:rk

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0116

Sponsored by: County Executive FitzGerald/Department of Information Technology and Regional Enterprise Data Sharing System	A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$1,418,820.00 for Wide Area Network links for the period 5/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Information Technology and Regional Enterprise Data Sharing System recommended an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$1,418,820.00 for Wide Area Network links for the period 5/1/2014 - 12/31/2018; and

WHEREAS, the purpose of this project is to provide, manage and monitor the REDSS wide area network services for Cuyahoga County and to properly maintain the County's infrastructure; and

WHEREAS, this project is funded 100% by the General Fund under WAN & Telecom Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$1,418,820.00 for Wide Area Network links for the period 5/1/2014 - 12/31/2018.

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

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



2

Item Details:

Agency/Dept. Name:	Information Services Center	Agency/Dept. Head Name:	Jeff Mowry
Type of Request:	Contract/Amendment		
Request Prepared by:	Stan Kozlowski	Telephone No.	443-8111

SUMMARY OF REQUESTED ACTION:

Submitting a contract (master agreement & pricing schedule) with AT&T Corp. in the amount not-to-exceed \$1,418,820.00 for DoIT & REDSS WAN Links (CAT-B) for the period May 1, 2014 - December 31, 2018 (Resolution No. DC-2013-156 - authority to seek proposals.)

A. Scope: Provide DoIT & REDSS WAN Links for Cuyahoga County.

B. Procurement method through RFP 27440 WAN & Telecom

C. Contractor: AT&T Corp.

One AT&T Way

Bedminster, NJ 07921-0752

Attn: Master Agreement Support Team

Email: mast@att.com

Contact: Scott Maurer

45 Erieview Plaza, Rm 1360

Cleveland, Ohio 44114

216.822.0723 Fax: 216.822.8541

Email: sm8951@att.com

D: Project Status: Project is new to the county

E: Funding: General Fund under WAN & Telecom

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The Master Agreement with AT&T Corp can be used by county agencies for future contracts.

Provide DoIT & REDSS WAN Links for Cuyahoga County (CAT-B).

Explanation for late submittal:

Late paperwork coming from vendor due to legal negotiations

Contract/Agreement Information:

Procurement Method:
RFP (Request for Proposal)
Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source: **Explanation:**
General Fund WAN & Telecommunications
Total Amount Requested:
\$1,418,820.00

ATTACHMENTS:

Click to download

- [RFP](#)
- [RFP Exhibits](#)
- [SBE Manual](#)
- [RFP Addendum #1](#)
- [RFP Addendum #2](#)
- [Addendum #3](#)
- [Addendum #4](#)
- [Auditor Findings](#)
- [Proposal Date Extension](#)
- [Vendor Scoring](#)
- [SOS](#)
- [Workers Comp Cert](#)
- [W-9](#)
- [SBE](#)
- [Coop Purch](#)
- [Non-Collusion](#)
- [SBE Non-Collusion](#)
- [SBE Vend Compliance](#)
- [Vend Compliance](#)
- [Dept Ack](#)
- [NIA Letter](#)
- [RQ's](#)
- [Master Agreement T's & C's TAB](#)
- [CAT-B Contract TAB](#)
- [Proposal](#)
- [CAT-B Cover PAge](#)
- [Cover Sheet MS Word](#)
- [Proposal](#)
- [Proposal](#)
- [Proposal](#)
- [Proposal](#)
- [Proposal](#)
- [Proposal](#)
- [Proposal](#)
- [Proposal](#)

VENDOR: Time Warner
 CATEGORY B: Remote WAN Links

Completed By: Paul Taraba

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5		1						0.05						
24	Project Organization Structure, Control and Reporting	2		1					1							
25	Project Interface with the County	1		0												
26	Risk Management	2		0												
27																
28	Section V Qualifications & Experience	35		18							6.30					
29	Vendor Qualifications	15		8												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		10							VENDOR'S WEIGHTED SCORE 18					
31																
32	Section VI Pricing	35		0												8.00
33	Cost and Proposed Payment Schedule and Projections	35		0												

VENDOR: ATT
 CATEGORY B: Remote WAN Links

65

Completed By: Paul Taraba

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P																			
1	REQUEST 27440 - Vendor Evaluation Form																																		
2	Weight Factor / Max Weighted Pts																																		
3																																			
4	RFP Sections	Max Pts. Awarded	Total Points	100	(II) Project Understand	20.00	(III) Project Methodology	5.00	(IV) Project Management	5.00	(V) Qualifications & Experience	35.00	(VI) Pricing	35.00	Max Weighted Score	100.00	Total Points Weighted Score	100.00																	
5																			100	0.20	0.05	0.05	0.35	0.35	100%	100.00									
6																			Criteria Weight	0.20	0.05	0.05	0.35	0.35	100%	100.00									
7																																			
8																			Section II- Project Understanding		20	20													
9																			Proposed Solution to Scope of Services																
10	Evaluate vendors proposal as to the extent it addresses the minimum scope of services identified.																																		
11	Purpose and Scope of Project	3	3																																
12	Pertinent Issues and Potential Problems	5	5																																
13	Proposed Solution to Scope of Services	6	6																																
14	Deliverables	6	6																																
15																																			
16	Section III Methodology		5	5																															
17	Description of Methodology	1	1																																
18	Detail Task Description	1	1																																
19	Description of Positions and Relationships	1	1																																
20	Role of County	1	1																																
21	Assessment Plan	1	1																																
				VENDORS WEIGHTED SCORE				VENDORS WEIGHTED SCORE																											
				4.00				0.25																											
				5				5																											

VENDOR: ATT
 CATEGORY B: Remote WAN Links

Completed By: Paul Taraba

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5	5	5					0.25							
24	Project Organization Structure, Control and Reporting	2		2					5							
25	Project Interface with the County	1		1												
26	Risk Management	2		2												
27																
28	Section V Qualifications & Experience	35		35							12.25					
29	Vendor Qualifications	15		15												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		20							35					
31																
32	Section VI Pricing	35		35									12.25			
33	Cost and Proposed Payment Schedule and Projections	35		35												

VENDOR: Black Box
 CATEGORY B: Remote WAN Links

44

Completed By: Michael Young Paul Taraba
 Joe Zysek Candy Gibbons Ray Grove

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
REQUEST 27440 - Vendor Evaluation Form																
Weight Factor / Max Weighted Pts																
3																
4	RFP Sections	Max Pts.	Total Points Awarded	(II) Project Understand	(III) Project Methodology	(IV) Project Management	(V) Qualifications & Experience	(VI) Pricing	Max Weighted Score	Total Points Weighted Score						
5		100	44	15.00	5.00	5.00	19.00	0.00	100.00	44.00						
6		Criteria Weight			0.20	0.05	0.05	0.35	0.35	100%	44.00					
7																
8	Section II - Project Understanding	20	15	3.00												
9	<i>Evaluate vendors proposal as to the extent it addresses the minimum scope of services identified.</i>			VENDORS WEIGHTED SCORE												
10																
11	Purpose and Scope of Project	3	3	15												
12	Pertinent Issues and Potential Problems	5	4													
13	Proposed Solution to Scope of Services	6	4													
14	Deliverables	6	4													
15																
16	Section III Methodology	5	5													
17	Description of Methodology	1	1													
18	Detail Task Description	1	1													
19	Description of Positions and Relationships	1	1													
20	Role of County	1	1													
21	Assessment Plan	1	1													

VENDOR: Black Box
 CATEGORY B: Remote WAN Links

Completed By: Michael Young Paul Taraba
 Joe Zysek Candy Gibbons Ray Grove

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5		5					0.25							
24	Project Organization Structure, Control and Reporting	2		2					5							
25	Project Interface with the County	1		1												
26	Risk Management	2		2												
27																
28	Section V Qualifications & Experience	35		19												
29	Vendor Qualifications	15		9												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		10												
31																
32	Section VI Pricing	35		0												
33	Cost and Proposed Payment Schedule and Projections	35		0												

VENDOR'S WEIGHTED SCORE
 19

25
 1/4

VENDOR: One Community
 CATEGORY B: Remote WAN Links

65

Completed By: Michael Young Paul Taraba
 Joe Zysek Candy Gibbons Ray Grove

REQUEST 27440 - Vendor Evaluation Form

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Weight Factor / Max Weighted Pts																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																

Max Points Awarded	(II) Project Understand	(III) Project Methodology	(IV) Project Management	(V) Qualifications & Experience	(VI) Pricing	Max Weighted Score	Total Points Weighted Score
100	20.00	5.00	5.00	35.00	21.00	100.00	86.00
Criteria Weight	0.20	0.05	0.05	0.35	0.35	100%	86.00

VENDOR'S WEIGHTED SCORE
4.00

30

VENDOR'S WEIGHTED SCORE
0.25

5

VENDOR: One Community
 CATEGORY B: Remote WAN Links



Completed By: Michael Young Paul Taraba
 Joe Zysek Candy Gibbons Ray Grove

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5		5					0.25							
24	Project Organization Structure, Control and Reporting	2		2					5							
25	Project Interface with the County	1		1												
26	Risk Management	2		2												
27																
28	Section V Qualifications & Experience	35		35							12.25					
29	Vendor Qualifications	15		15												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		20												
31																
32	Section VI Pricing	35		21												
33	Cost and Proposed Payment Schedule and Projections	35		21									7.35			

VENDOR'S WEIGHTED SCORE
 38

VENDOR: Sprint
 CATEGORY B: Remote WAN Links

(Handwritten initials)

Completed By: Michael Young Paul Taraba
 Joe Zysek Candy Gibbons

REQUEST 27440 - Vendor Evaluation Form

Weight Factor / Max Weighted Pts

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
1																		
2																		
3																		
4	RFP Sections	Max Pts. Awarded	Total Points Awarded	(II) Project Understand	(III) Project Methodology	(IV) Project Management	(V) Qualifications & Experience	(VI) Pricing	Max Weighted Score	Total Points Weighted Score								
100											42	15.00	2.00	1.00	24.00	0.30	100.00	42.00
Criteria Weight											0.20	0.05	0.05	0.35	0.35	100%	42.00	
7																		
8	Section II - Project Understanding																	
9	Proposed Solution to Scope of Services																	
10	Evaluate vendors proposal as to the extent it addresses the minimum scope of services identified.																	
11	Purpose and Scope of Project	3	3	VENDORS WEIGHTED SCORE														
12	Pertinent Issues and Potential Problems	5	4	15														
13	Proposed Solution to Scope of Services	6	4															
14	Deliverables	6	4															
15																		
16	Section III Methodology																	
17	Description of Methodology	1	1	VENDORS WEIGHTED SCORE														
18	Detail Task Description	1	0	0.10														
19	Description of Positions and Relationships	1	0	2														
20	Role of County	1	1															
21	Assessment Plan	1	0															

VENDOR: Sprint
 CATEGORY B: Remote WAN Links

Completed By: Michael Young Paul Taraba
 Joe Zysek Candy Gibbons

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5		1						0.05						
24	Project Organization Structure, Control and Reporting	2		0					1							
25	Project Interface with the County	1		0												
26	Risk Management	2		1												
27																
28	Section V Qualifications & Experience	35		24							8.40					
29	Vendor Qualifications	15		10												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		14												
31																
32	Section VI Pricing	35		0									0.800			
33	Cost and Proposed Payment Schedule and Projections	35														

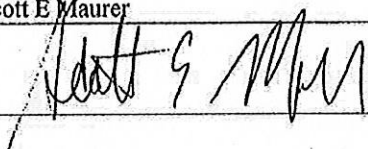
VENDOR'S WEIGHTED SCORE
 34



Principal Owner Form

(Required Document for Award Recommendations/Purchases)

VENDOR: Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	AT&T Corp.
Principal Owner's Name (The legal name of the owner/s of the business):	AT&T is a publicly traded corporation.
Owner/Officer's Title:	Randall Stephenson Chairman and CEO
Business Address:	With a Local Sales Office at 45 Erieview Plaza, Rm 1360, Cleveland OH 44114
Phone Number:	216-822-0723
Name of Person Completing Form:	Scott E Maurer
Signature:	
Title:	Sr. Account Manager

If there is more than one (1) principal owner, please complete information for that / those person(s) as well. If a corporation, please identify the CEO, President or other officers of the Corporation representing shareholders.

CUYAHOGA COUNTY STAFF:

I certify that I have checked the debarment list on the Cuyahoga County Inspector General's website and the debarment list did not contain the above detailed vendor and/or principal owner.

Signature: Stan Kozlowski Date: 2.20.2014

Printed Name: Stan Kozlowski

Inspector General Vendor ID#: 12-0551

Cuyahoga County
(Principal Owner Form, 1-30-14)

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0117

Sponsored by: County Executive FitzGerald/Department of Information Technology	A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$6,649,758.68 for Wide Area Network and Local Area Network equipment upgrades and services for the period 5/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Information Technology recommended an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$6,649,758.68 for Wide Area Network and Local Area Network equipment upgrades and services for the period 5/1/2014 - 12/31/2018; and

WHEREAS, the purpose of this project is to provide Wide Area Network and Local Area Network equipment upgrades and network services and to properly maintain the County's infrastructure; and

WHEREAS, this project is funded 100% by the Capital Expense Fund under WAN & Telecom Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$6,649,758.68 for Wide Area Network and Local Area Network equipment upgrades and network services for the period 5/1/2014 - 12/31/2018.

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

Novus AGENDA



3

Item Details:

Agency/Dept. Name:	Information Services Center	Agency/Dept. Head Name:	Jeff Mowry
Type of Request:	Contract/Amendment		
Request Prepared by:	Stan Kozlowski	Telephone No.	443-8111

SUMMARY OF REQUESTED ACTION:

Submitting a contract (master agreement & pricing schedule) with AT&T Corp. in the amount not-to-exceed \$6,649,758.68 for WAN/LAN Equipment / Services Edge & Remote Wide Area Network (CAT-H) for the period May 1, 2014 - December 31, 2018 (Resolution No. DC-2013-156 - authority to seek proposals.)

A. Scope: Provide WAN/LAN Equipment & Services / Edge & Remote Wide Area Network for Cuyahoga County.

B. Procurement method through RFP 27440 WAN & Telecom

C. Contractor: AT&T Corp.

One AT&T Way

Bedminster, NJ 07921-0752

Attn: Master Agreement Support Team

Email: mast@att.com

Contact: Scott Maurer

45 Erieview Plaza, Rm 1360

Cleveland, Ohio 44114

216.822.0723 Fax: 216.822.8541

Email: sm8951@att.com

D: Project Status: new to the county

E: Funding: Capital Expense Fund under WAN & Telecom

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The Master Agreement with AT&T Corp can be used by county agencies for future contracts.

Provide WAN/LAN Equipment / Services Edge & Remote Wide Area Network for Cuyahoga

County (CAT-H).

Explanation for late submittal:

Late paperwork coming from vendor due to legal negotiations

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

Financial Information:

Funding source: Explanation:

Other

Wan & Telecommunications CAPITAL EXPENSE FUND

Total Amount Requested:

\$6,649,758.68

ATTACHMENTS:

Click to download

- [RFP](#)
- [RFP Exhibits](#)
- [SBE Manual](#)
- [Addendum](#)
- [Addendum](#)
- [Addendum](#)
- [Addendum](#)
- [TAC T's and C's](#)
- [Master Agreement T's & C's TAB](#)
- [AT&T CAT-H Pricing Schedule TAB](#)
- [Cover page](#)
- [Auditor Findings](#)
- [Liability Ins 1-2](#)
- [Liability Ins 2-2 E&O](#)
- [Signing Auth](#)
- [Workers Comp Cert](#)
- [Vendor Scoring](#)
- [Proposal Date Extension](#)
- [W-9](#)
- [Non-Discrim](#)
- [Prin Owner - Debarment](#)
- [SBE TEC Certif](#)
- [SOS](#)
- [Coop Purch](#)
- [Non-Collusion](#)
- [SBE Non-Collusion](#)
- [SBE Vend Compliance](#)
- [Proposal 1 - 16](#)
- [Proposal 2 - 16](#)
- [Proposal 3 - 16](#)
- [Proposal 4-16](#)

VENDOR: Black Box
 CATEGORY H: WAN LAN Services

65

Completed By: Paul Taraba
 Joe Zysek Candy Gibbons

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	REQUEST 27440 - Vendor Evaluation Form															
2	Weight Factor / Max Weighted Pts															
3																
4																
5																
6																
7																
8																
9																
10																
11																
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13																
14																
15																
16																
17																
18																
19																
20																
21																

VENDOR: Black Box.
 CATEGORY H: WAN LAN Services

Completed By: Paul Taraba
 Joe Zysek Candy Gibbons

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5		5					0.25							
24	Project Organization Structure, Control and Reporting	2		2												
25	Project Interface with the County	1		1				5								
26	Risk Management	2		2												
27																
28	Section V Qualifications & Experience	35		35							12.25					
29	Vendor Qualifications	15		15												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		20							35					
31																
32	Section VI Pricing	35		31												
33	Cost and Proposed Payment Schedule and Projections	35		31									10.85			

VENDOR: MCPC
 CATEGORY H: WAN LAN Services

105

Completed By: Paul Taraba
 Joe Zysek Candy Gibbons

REQUEST 27440 - Vendor Evaluation Form

Weight Factor / Max Weighted Pts

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	REQUEST 27440 - Vendor Evaluation Form																
2	Weight Factor / Max Weighted Pts																
3																	
4	RFP Sections	Max Pts. Awarded	Total Points	90	(II) Project Understand	(III) Project Methodology	(IV) Project Management	(V) Qualifications & Experience	(VI) Pricing	Max Weighted Score	Total Points Weighted Score						
5					20.00	5.00	5.00	35.00	25.00			100.00					
6					Criteria Weight:	0.20	0.05	0.05	0.35			0.35	100%				
7																	
8	Section II- Project Understanding		20	20													
9	Proposed Solution to Scope of Services				VENDORS WEIGHTED SCORE												
10	<i>Evaluate vendor's proposal as to the extent it addresses the minimum scope of services identified.</i>				4.00												
11	Purpose and Scope of Project	3	3														
12	Pertinent Issues and Potential Problems	5	5														
13	Proposed Solution to Scope of Services	6	6														
14	Deliverables	6	6														
15																	
16	Section III Methodology		5	5													
17	Description of Methodology	1	1														
18	Detail Task Description	1	1														
19	Description of Positions and Relationships	1	1														
20	Role of County	1	1														
21	Assessment Plan	1	1														

VENDORS WEIGHTED SCORE 0.25

5

20

VENDOR: MCPC
 CATEGORY H: WAN LAN Services

Completed By: Paul Taraba
 Joe Zysek Candy Gibbons

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5		5					0.25							
24	Project Organization Structure, Control and Reporting	2		2												
25	Project Interface with the County	1		1					5							
26	Risk Management	2		2												
27																
28	Section V Qualifications & Experience	35		35							12.25					
29	Vendor Qualifications	15		15												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		20												
31																
32	Section VI Pricing	35		25												8.75
33	Cost and Proposed Payment Schedule and Projections	35		25												

VENDOR'S WEIGHTED SCORE
 35

VENDOR: Intellinet
 CATEGORY H: WAN LAN Services

13

Completed By: Paul Taraba
 Joe Zysek Candy Gibbons

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
REQUEST 27440 - Vendor Evaluation Form																
Weight Factor / Max Weighted Pts																
3																
4	RFP Sections	Max Pts.	Total Points Awarded	(II) Project Understand	(III) Project Methodology	(IV) Project Management	(V) Qualifications & Experience	(VI) Pricing	Max Weighted Score	Total Points Weighted Score						
5		100	77	18.00	5.00	5.00	35.00	14.00	100.00	77.00						
6		Criteria Weight			0.20	0.05	0.05	0.35	0.35	100%	77.00					
7																
8	Section II- Project Understanding		20	18	3.60											
9	Proposed Solution to Scope of Services				VENDOR'S WEIGHTED SCORE											
10	Evaluate vendors proposal as to the extent it addresses the minimum scope of services identified.				19											
11	Purpose and Scope of Project	3	3													
12	Pertinent Issues and Potential Problems	5	5													
13	Proposed Solution to Scope of Services	6	5													
14	Deliverables	6	5													
15																
16	Section III Methodology	5	5		0.25											
17	Description of Methodology	1	1		VENDOR'S WEIGHTED SCORE											
18	Detail Task Description	1	1		5											
19	Description of Positions and Relationships	1	1													
20	Role of County	1	1													
21	Assessment Plan	1	1													

5/22/13

VENDOR: Intellinet
 CATEGORY H: WAN LAN Services

Completed By: Paul Taraba
 Joe Zysek Candy Gibbons

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5		5					0.25							
24	Project Organization Structure, Control and Reporting	2		2					5							
25	Project Interface with the County	1		1												
26	Risk Management	2		2												
27																
28	Section V Qualifications & Experience	35		35							12.25					
29	Vendor Qualifications	15		15												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		20							35					
31																
32	Section VI Pricing	35		14									4.90			
33	Cost and Proposed Payment Schedule and Projections	35		14												

VENDOR: ATT
 CATEGORY H: WAN LAN Services

103

Completed By: Paul Taraba
 Joe Zyssek Candy Gibbons

REQUEST 27440 - Vendor Evaluation Form

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	REQUEST 27440 - Vendor Evaluation Form															
2	Weight Factor / Max Weighted Pts															
3	Section I - Project Understanding															
4	Proposed Solution to Scope of Services															
5	Evaluate vendor's proposal as to the extent it addresses the minimum scope of services identified.															
6																
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13																
14																
15																
16																
17																
18																
19																
20																
21																

VENDOR: ATT
 CATEGORY H: WAN LAN Services

Completed By: Paul Taraba
 Joe Zysek Candy Gibbons

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5	5						0.25							
24	Project Organization Structure, Control and Reporting	2	2						5							
25	Project Interface with the County	1	1													
26	Risk Management	2	2													
27																
28	Section V Qualifications & Experience	35	33													
29	Vendor Qualifications	15	13													
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20	20													
31																
32	Section VI Pricing	35	35													
33	Cost and Proposed Payment Schedule and Projections	35	35													

VENDOR'S WEIGHTED SCORE
 11.55

33

12.25

VENDOR: Sprint
 CATEGORY H: WAN LAN Services

59

Completed By: Paul Taraba
 Joe Zysek Candy Gibbons

REQUEST 27440 - Vendor Evaluation Form
 Weight Factor / Max Weighted Pts

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	REQUEST 27440 - Vendor Evaluation Form																
2	Weight Factor / Max Weighted Pts																
3	Section I - Project Understanding																
4	RFP Sections	Max Pts. Awarded	Total Points	(II) Project Understand	(III) Project Methodology	(IV) Project Management	(V) Qualifications & Experience	(VI) Pricing	Max Weighted Score	Total Points Weighted Score							
5				100	50	20.00	5.00	5.00			20.00	0.00	100.00	50.00			
6				Criteria Weight	0.20	0.05	0.05	0.35			0.35	100%	50.00				
7	Section II - Project Understanding																
8	Proposed Solution to Scope of Services																
9	Evaluate vendors proposal as to the extent it addresses the minimum scope of services identified.																
10	Proposed Solution to Scope of Services																
11	Purpose and Scope of Project	3	3	VENDOR'S WEIGHTED SCORE												4.00	
12	Pertinent Issues and Potential Problems	5	5	gp													
13	Proposed Solution to Scope of Services	6	6														
14	Deliverables	6	6														
15	Section III Methodology																
16	Description of Methodology																
17	Detail Task Description																
18	Description of Positions and Relationships																
19	Role of County																
20	Assessment Plan																
21	VENDOR'S WEIGHTED SCORE																0.25
	5																

VENDOR: Sprint
 CATEGORY H: WAN LAN Services

Completed By: Paul Taraba
 Joe Zysek Candy Gibbons

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5		5					0.25							
24	Project Organization Structure, Control and Reporting	2		2												
25	Project Interface with the County	1		1					5							
26	Risk Management	2		2												
27																
28	Section V Qualifications & Experience	35		20							7.00					
29	Vendor Qualifications	15		10												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		10												
31																
32	Section VI Pricing	35		0												0.00
33	Cost and Proposed Payment Schedule and Projections	35		0												

VENDOR'S WEIGHTED SCORE
 20

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0118

Sponsored by: County Executive FitzGerald/Department of Information Technology	A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$85,800.00 for Internet Service Provider services for the period 5/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Information Technology recommended making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$85,800.00 for Internet Service Provider services for the period 5/1/2014 - 12/31/2018; and

WHEREAS, the purpose of this project for internet service provider services and to property maintain the County's infrastructure; and

WHEREAS, this project is funded 100% by General Fund WAN & Telecom Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$85,800.00 for Internet Service Provider services for the period 5/1/2014 - 12/31/2018.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest



4

Item Details:

Agency/Dept. Name:	Information Services Center	Agency/Dept. Head Name:	Jeff Mowry
Type of Request:	Contract/Amendment		
Request Prepared by:	Stan Kozlowski	Telephone No.	443-8111

SUMMARY OF REQUESTED ACTION:

Submitting a contract (master agreement & pricing schedule) with AT&T Corp. in the amount not-to-exceed \$85,800.00 for Internet Service Provider (100MB) CAT-A for the period May 1, 2014 through December 31, 2018 (Resolution No. DC-2013-156 - authority to seek proposals.)

A. Scope: Provide Internet Service Provider for Cuyahoga County.

B. Procurement method through RFP 27440 WAN & Telecom

C. Contractor: AT&T Corp.

One AT&Y Way

Bedminster, NJ 07921-0752

Attn: Master Agreement Support Team

Email: mast@att.com

Contact: Scott Maurer

45 Erieview Plaza, Rm 1360

Cleveland, Ohio 44114

216.822.0723 Fax: 216.822.8541

Email: sm8951@att.com

D: Project Status: New to the county

E: Funding: General Fund under WAN & Telecom

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The Master Agreement with AT&T Corp can be used by county agencies for future contracts.

Provide Internet Service Provider (one of two ISP's) for Cuyahoga County (CAT-A).

Explanation for late submittal:

Late paperwork coming from vendor due to legal negotiations

Contract/Agreement Information:

Procurement Method:
RFP (Request for Proposal)
Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source: **Explanation:**
General Fund WAN & Telecommunications
Total Amount Requested:
\$85,800.00

ATTACHMENTS:

Click to download

- [RFP](#)
- [RFP Exhibits](#)
- [SBE Manual](#)
- [RFP Addendum #1](#)
- [Addendum #2](#)
- [Addendum #3](#)
- [Addendum #4](#)
- [Master Agreement T's & C's TAB](#)
- [CAT-A Contract TAB](#)
- [Auditor Findings](#)
- [SOS](#)
- [Proposal Date Extension Letter](#)
- [Vendor Scoring](#)
- [W-9](#)
- [Workers Comp](#)
- [COvenenant of non descr](#)
- [Coop Purch](#)
- [RFP Signed OPD TAB](#)
- [Vend Compliance](#)
- [Dept Ack Form](#)
- [RQ's](#)
- [Proposal](#)
- [Proposal](#)
- [Proposal](#)
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- [Proposal](#)

Date sent to Dept: 9/5/13
 Date Received from Dept: 9/5/13
 (OPD Use Only)



**CUYAHOGA COUNTY
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Information Services

PROPOSAL DUE DATE: August 30, 2013

RFP TITLE: WAN & Telecom Services

RFP #: IS-13-27440 SBE: 10%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.	
VENDOR NAME & ADDRESS	IG/ETHNICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME	AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N
AT&T 45 Enterprise Plaza Cleveland, Ohio 44115	IG# 12-0551 NCA ✓ NCF ✓ Coop ✓* (Yes)	Inteconnect Cable Inc Cat E 38% \$20,000.00 TSC Communications Cat KT 4.1% \$20,342	N	3.8%	20.34%	Y	*Cooperative Purchasing Vendor form submitted with noted reservations @ 9/3/13 they differ on contract price for items num 9/3/13 num 9/14/13	AWARDED A, B, C, E, F H, I, J, K, L
Bullseye Telecom 25925 Telegraph Road, Suite 210 Southfield, MI 48033	IG# N/A NCA ✓ VCF ✓ Coop ✓		N	0%		N	num 9/3/13 num 9/4/13	N
CenturyLink Communications 4650 Lakehurst Court Dublin, Ohio 43016 - NOT ON VENDOR LIST -	IG# N/A NCA ✓ VCF ✓ Coop ✓		N	0%		N	num 9/14/13 num 9/14/13	N
Dell Marketing, L.P. One Dell Way, RR8-06 Round Rock, Texas 78682	IG# 12-0325 NCA ✓ VCF ✓ Coop ✓* (No)		N	0%		N	*Non-Collusion Affidavit, Vendor Compliance Form and Cooperative Purchasing Vendor Form submitted with noted reservations @ 9/3/13 After SBE 1 No SBE due to reason cited. SBE vendors are not prepared. num 9/3/13	N

Department Director Name: _____

Department Director Signature: [Signature] Date: 2/1/2014

RfpTab - Updated 11/1/02012

Date sent to Dept: 9/5/13
 Date Received from Dept: 8/2
 (OPD Use Only)



CUYAHOGA COUNTY TABULATION OF PROPOSALS RECEIVED

DEPARTMENT NAME: Information Services

PROPOSAL DUE DATE: August 30, 2013

RFP TITLE: WAN & Telecom Services

RFP #: IS-13-27440

SBE: 10%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER				USER DEPT.	
VENDOR NAME & ADDRESS	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N
Infrastructure Services ✓ Careworks Technologies, Ltd. 5555 Glendon Court Dublin, Ohio 43016	OK IG# 12-0741 NCA ✓ NCF ✓ Coop ✓ (Yes)	DE DeVore Technologies \$ 23,246.67 10%	N	10%	Y	gmt 9/4/13 nm 9/13/13	Y CAT-T
IntelliNet Corporation ✓ 1255 Euclid Avenue Cleveland, Ohio 44115	OK IG# 13-0288 NCA ✓ VCF ✓ Coop ✓ (No)	DE LRSolutions, LLC \$ 341,857.00 10%	N	10%	Y	gmt 9/4/13 SBE-1 signed by LRSolutions SBE-1 needs to be signed by the prime ANY 9/14/13 nm 9/13/13	Y CAT-R (CC)
LOGOS Communications Systems, Inc. P.O. Box 26100 26100 First Street Westlake, Ohio 44145	OK IG# N/A NCA ✓ VCF ✓ Coop ✓ (Yes)	DE Textel, Inc. \$ 452,685.00 10.81% Category K and	N	0%	ANY	Did not submit SBE1 + or SBE 2 did not fill in the top part of 9/14/13 gmt 9/14/13 SBE ATTACHED REV: 10/29/13 (SBE)	Y CAT-S
MCR ✓ 1801 Superior Ave., #300 Cleveland, OH 44114	OK IG# 12-1838 NCA ✓ VCF ✓ Coop ✓ (Yes)	DE TEC Communications \$ 452,685.00 10.81% Category K and	N	10.81%	ANY	ANY 9/4/13 nm 9/3/13	Y CAT-S

Department Director Name

Department Director Signature of Approval: [Signature] Date: 2/18/14

Rfpab - Updated 11/10/2012

Date sent to Dept: 9/5/13
 Date Received from Dept: 9/5/13
 (OPD Use Only)

CUYAHOGA COUNTY
TABULATION OF PROPOSALS RECEIVED

DEPARTMENT NAME: Information Services

PROPOSAL DUE DATE: August 30, 2013

RFP TITLE: WAN & Telecom Services

RFP #: IS-13-27440 SBE: 10%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER				USER DEPT.
VENDOR NAME & ADDRESS	IG/ETHNICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	AWARD Y/N
OneCommunity ✓ 800 West St. Clair Avenue 2nd Floor Cleveland, Ohio 44113	IG# 12-2108 NCA ✓ VCF ✓ Coop ✓ (Yes)		N	0%	Y	Y
Sprint Solutions ✓ 6001 E. Royalton Rd., #1 Broadview Hts. OH 44147	IG# 12-2581 NCA ✓ VCF ✓ Coop ✓ (No)	SureSite Consulting Group LLC Not Certified Yet.	N	0%	N	N
TEC Communications ✓ 20234 Detroit Road Rocky River, Ohio 44116	IG# 12-2676 NCA ✓ VCF ✓ Coop ✓ (Yes)	TEC Communication #158, SBE 20%	Y	20%	Y	Y
Time Warner Cable Business Class 2 Summit Parkway Suite 515 Independence, Ohio 44131	IG# 12-2786 NCA ✓ VCF ✓ Coop ✓ (Yes)		N	0%	N	N

Department Director Name

Department Director Signature of Approval

Date

2/10/14

Date sent to Dept: 9/5/13
 Date Received from Dept: _____
 (OPD Use Only)



**CUYAHOGA COUNTY
 TABULATION OF PROPOSALS RECEIVED**

** All vendors submitting proposals were in OPD official order list, except Centuryline Communications & 9/5/13*

DEPARTMENT NAME: Information Services PROPOSAL DUE DATE: August 30, 2013

RFP TITLE: WAN & Telecom Services RFP #: IS - 13 - 27440 SBE: 10%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER				USER DEPT.	
VENDOR NAME & ADDRESS	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N
T Mobile ✓ 312 Elm Street Cincinnati, Ohio 45201	IG# N/A NCA ✓ VCF ✓ * Coop ✓ (Yes)		N	0%	N	*Vendor Compliance Form submitted with noted reservations Did not use our SBE list State they intend to use text of. mm 9/3/13 <i>mm 9/14/13</i>	
Verizon Wireless ✓ National Government Operations 7600 Montpelier Road Laurel, Maryland 20723	IG# N/A NCA ✓ VCF ✓ * Coop ✓ (No)		N	0%	N	*Vendor Compliance Form submitted with noted reservations Requested a full vendor status they don't subcontract but will try to do so mm 9/3/13 <i>mm 9/14/13</i>	

11/10/2012 Department Director Name _____

Department Director Signature of Approval: *[Signature]* Date: 9/11/13
 Date: 9/11/13 Date: 9/11/13

Revised
 Date sent to Dept: 10/29/13
 Date received from Dept: _____
 (OPD Use Only)



Revised
 10/29/13

**CUYAHOGA COUNTY
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Information Services PROPOSAL DUE DATE: August 30, 2013
 RFP TITLE: WAN & Telecom Services RFP #: IS - 13 - 27440 SBE: 10%

VENDOR NAME & ADDRESS	IG / ETHICS REGISTRATION COMPLETE	TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER			COMMENTS & INITIALS	AWARD Y/N	USER DEPT.
		SBE SUBCONTRACTOR NAME	AMOUNT & PERCENTAGE	SBE PRIME %			
Infrastructure Services Careworks Technologies, Ltd. 5555 Glendon Court Dublin, Ohio 43016							
IntelNet Corporation 1255 Euclid Avenue Cleveland, Ohio 44115							
LOGOS Communications Systems, Inc. dba Black Box Network Services 26100 First Street Westlake, Ohio 44145		<i>Texcel, Inc.</i>	<i>N</i>	<i>11.5%</i>	<i>Y</i> <i>Final</i> <i>any 10/29/13</i> <i>Nov 10/29/13</i>		<i>Y</i> <i>CAF-G</i> <i>Q.M.H.</i> <i>10/29/13</i>
MCPe 1801 Superior Ave., #300 Cleveland, OH 44114							

Department Director Name _____
 Rfpab - Updated 11/10/2012

Department Director Signature for Approval: *[Signature]* Date: *11/14*

2007
EXA

VENDOR: ATT
 CATEGORY A: Internet Service Provider

65

Completed by : Michael Young Paul Taraba
 Joe Zysek Candy Gibbins Tim Peterson

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P					
1	REQUEST 27440 - Vendor Evaluation Form																				
2	Weight Factor / Max Weighted Pts																				
3																					
4	RFP Sections	Max Pts. Awarded	Total Points Awarded	(II) Project Understand	(III) Project Methodology	(IV) Project Management	(V) Qualifications & Experience	(VI) Pricing	Max Weighted Score	Total Points Score											
5				100	95	20.00	5.00	5.00			35.00	30.00	100.00	95.00							
6				Criteria Weight	0.20	0.05	0.05	0.35			0.35	100%	95.00								
7																					
8				Section II- Project Understanding		20	20														
9				Proposed Solution to Scope of Services			4.00														
10				Evaluate vendors proposal as to the extent it addresses the minimum scope of services identified.			VENDORS WEIGHTED SCORE														
11	Purpose and Scope of Project	3	3	20																	
12	Pertinent Issues and Potential Problems	5	5																		
13	Proposed Solution to Scope of Services	6	6																		
14	Deliverables	6	6																		
15																					
16	Section III Methodology		5	5																	
17	Description of Methodology			0.25																	
18	Detail Task Description			VENDORS WEIGHTED SCORE																	
19	Description of Positions and Relationships			5																	
20	Role of County			1																	
21	Assessment Plan			1																	

VENDOR: ATT
 CATEGORY A: Internet Service Provider

Completed by : Michael Young Paul Taraba
 Joe Zysek Candy Gibbins Tim Peterson

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5		5					0.25							
24	Project Organization Structure, Control and Reporting	2		2					5							
25	Project Interface with the County	1		1												
26	Risk Management	2		2												
27																
28	Section V Qualifications & Experience	35		35							12.25					
29	Vendor Qualifications	15		15												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		20												
31																
32	Section VI Pricing	35		30									10.50			
33	Cost and Proposed Payment Schedule and Projections	35		30												

VENDOR'S WEIGHTED SCORE
 35

VENDOR: One Community
 CATEGORY A: Internet Service Provider

(5)

Completed By: Michael Young Paul Taraba
 Joe Zysek/Tim Peterson

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	REQUEST 27440 - Vendor Evaluation Form															
2	Weight Factor / Max Weighted Pts															
3	Weight Factor / Max Weighted Pts															
4	RFP Sections	Max Pts.	Total Points Awarded	(II) Project Understand	(III) Project Methodology	(IV) Project Management	(V) Qualifications & Experience	(VI) Pricing	Max Weighted Score	Total Points Weighted Score						
5		100	100	20.00	5.00	5.00	35.00	35.00	100.00	100.00						
6		Criteria Weight		0.20	0.05	0.05	0.35	0.35	100%	100.00	100.00					
7																
8	Section II - Project Understanding		20	20	4.00											
9	Proposed Solution to Scope of Services				VENDOR'S WEIGHTED SCORE:											
10	Evaluate vendors proposal as to the extent it addresses the minimum scope of services identified.															
11	Purpose and Scope of Project	3	3	3												
12	Pertinent Issues and Potential Problems	5	5	5												
13	Proposed Solution to Scope of Services	6	6	6												
14	Deliverables	6	6	6												
15																
16	Section III Methodology		5	5	0.25											
17	Description of Methodology	1	1	1	VENDOR'S WEIGHTED SCORE:											
18	Detail Task Description	1	1	1	5											
19	Description of Positions and Relationships	1	1	1												
20	Role of County	1	1	1												
21	Assessment Plan	1	1	1												

VENDOR: One Community
 CATEGORY A: Internet Service Provider

Completed By: Michael Young Paul Taraba
 Joe Zysek Tim Peterson

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5		5					0.25							
24	Project Organization Structure, Control and Reporting	2		2												
25	Project Interface with the County	1		1					5							
26	Risk Management	2		2												
27																
28	Section V Qualifications & Experience	35		35							12.25					
29	Vendor Qualifications	15		15												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		20							35					
31																
32	Section VI Pricing	35		35								12.25				
33	Cost and Proposed Payment Schedule and Projections	35		35									12.25			

VENDOR: Black Box
 CATEGORY A: Internet Service Provider

Completed By: Michael Young Paul Taraba
 Joe Zysek Tim Peterson

47

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
1	REQUEST 27440 - Vendor Evaluation Form																	
2	Weight Factor / Max Weighted Pts																	
3	Weight Factor / Max Weighted Pts																	
4	RFP Sections	Max Pts. Awarded	Total Points Awarded	(II) Project Understand	(III) Project Methodology	(IV) Project Management	(V) Qualifications & Experience	(VI) Pricing	Max Weighted Score	Total Points Awarded								
5				100	63	17.00	5.00	4.00			26.00	11.00	100.00	63.00				
6				Criteria Weight	0.20	0.05	0.05	0.35			0.35	100%	63.00					
7																		
8	Section II- Project Understanding	20	17													3.40		
9	Proposed Solution to Scope of Services															VENDOR'S WEIGHTED SCORE		
10	<i>Evaluate vendors proposal as to the extent it addresses the minimum scope of services identified.</i>																	
11	Purpose and Scope of Project	3	3													17		
12	Pertinent Issues and Potential Problems	5	4															
13	Proposed Solution to Scope of Services	6	4															
14	Deliverables	6	6															
15																		
16	Section III Methodology	5	5													0.25		
17	Description of Methodology	1	1													VENDOR'S WEIGHTED SCORE		
18	Detail Task Description	1	1													5		
19	Description of Positions and Relationships	1	1															
20	Role of County	1	1															
21	Assessment Plan	1	1															

VENDOR: Black Box
 CATEGORY A: Internet Service Provider

Completed By: Michael Young Paul Taraba
 Joe Zysek Tim Peterson

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5		4						0.20						
24	Project Organization Structure, Control and Reporting	2		2					4							
25	Project Interface with the County	1		0												
26	Risk Management	2		2												
27																
28	Section V Qualifications & Experience	35		26							9.10					
29	Vendor Qualifications	15		11												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		15												
31																
32	Section VI Pricing	35		11												3.85
33	Cost and Proposed Payment Schedule and Projections	35		11												

VENDOR: Time Warner
 CATEGORY A: Internet Service Provider

41

Completed By: Michael Young Paul Taraba
 Joe Zysek Tim Peterson

REQUEST 27440 - Vendor Evaluation Form
 Weight Factor / Max Weighted Pts

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	REQUEST 27440 - Vendor Evaluation Form															
2	Weight Factor / Max Weighted Pts															
3																
4	RFP Sections	Max Pts.	Total Points Awarded	(II) Project Understand	(III) Project Methodology	(IV) Project Management	(V) Qualifications & Experience	(VI) Pricing	Max Weighted Score	Total Points Weighted Score						
5		100	61	11.00	0.00	1.00	35.00	14.00	100.00	61.00						
6	Criteria Weight		0.20	0.05	0.05	0.35	0.35	100%	61.00							
7																
8	Section II-Project Understanding		20	11	2.20											
9	Proposed Solution to Scope of Services		VENDOR'S WEIGHTED SCORE													
10	Evaluate vendors proposal as to the extent it addresses the minimum scope of services identified.															
11	Purpose and Scope of Project	3	3													
12	Pertinent Issues and Potential Problems	5	2													
13	Proposed Solution to Scope of Services	6	3													
14	Deliverables	6	3													
15																
16	Section III Methodology		5	0	0.00											
17	Description of Methodology	1	0	VENDOR'S WEIGHTED SCORE												
18	Detail Task Description	1	0	D												
19	Description of Positions and Relationships	1	0													
20	Role of County	1	0													
21	Assessment Plan	1	0													

VENDOR: Time Warner
 CATEGORY A: Internet Service Provider

Completed By: Michael Young Paul Taraba
 Joe Zysek Tim Peterson

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5		1						0.05						
24	Project Organization Structure, Control and Reporting	2		1					1							
25	Project Interface with the County	1		0												
26	Risk Management	2		0												
27																
28	Section V Qualifications & Experience	35		35							12.25					
29	Vendor Qualifications	15		15												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interests)	20		20							35					
31																
32	Section VI Pricing	35		14									4.90			
33	Cost and Proposed Payment Schedule and Projections	35		14												

34
 35
 36

VENDOR: Sprint
 CATEGORY A: Internet Service Provider

(46)

Completed By: Michael Young Paul Taraba
 Joe Zysek Tim Peterson

REQUEST 27440 - Vendor Evaluation Form

Weight Factor / Max Weighted Pts

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2																
3																
4																
5																
6																
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17																
18																
19																
20																
21																

VENDOR: Sprint
 CATEGORY A: Internet Service Provider

Completed By: Michael Young Paul Taraba
 Joe Zysek Tim Peterson

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5	2						0.10							
24	Project Organization Structure, Control and Reporting	2	0													
25	Project Interface with the County	1	1													
26	Risk Management	2	1													
27																
28	Section V Qualifications & Experience	35	28								9.80					
29	Vendor Qualifications	15	12													
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20	16													
31																
32	Section VI Pricing	35	27													9.45
33	Cost and Proposed Payment Schedule and Projections	35	27													

VENDOR'S WEIGHTED SCORE
 28

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0119

<p>Sponsored by: County Executive FitzGerald/Department of Information Technology</p>	<p>A Resolution making an award on RQ27440 to CareWorks Technologies, Ltd. in the amount not-to-exceed \$842,563.34 for DMZ and Firewall security equipment and maintenance for the Regional Enterprise Data Sharing System for the period 4/1/2014 - 3/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	---

WHEREAS, the County Executive/Department of Information Technology recommended an award on RQ27440 to CareWorks Technologies, Ltd. in the amount not-to-exceed \$842,563.34 for DMZ and Firewall security equipment and maintenance for the Regional Enterprise Data Sharing System for the period 4/1/2014 - 3/31/2019; and

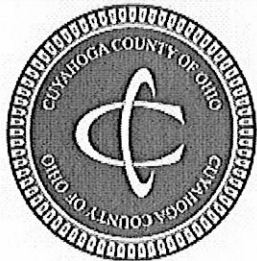
WHEREAS, the purpose of this project is to provide, manage and monitor the REDSS wide area network services including demilitarized zone (DMZ) and Firewall services and to properly maintain the County's infrastructure; and

WHEREAS, this project is funded 100% by the General Fund under WAN & Telecom Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ27440 and enter into a contract with CareWorks Technologies, Ltd. in the amount not-to-exceed \$842,563.34 for DMZ and Firewall security equipment and maintenance for the Regional Enterprise Data Sharing System for the period 4/1/2014 - 3/31/2019.



5

Item Details:

Agency/Dept. Name:	Information Services Center	Agency/Dept. Head Name:	Jeff Mowry
Type of Request:	Contract/Amendment		
Request Prepared by:	Stan Kozlowski	Telephone No.	443-8111
SUMMARY OF REQUESTED ACTION:			
Submitting award and contract with CareWorks Technologies, Ltd in the amount not-to-exceed \$842,563.34 for WAN & TELECOM RFP 27440 Category R - REDSS DMZ & Firewall REDSS Services for the period April 1, 2014 - December 31, 2018 (Resolution No. DC-2013-156 - authority to seek proposals.)			
A. Scope: Perform professional network services for REDSS under new RFP / contract.			
B. Procurement: Procurement method through RFP 27440 WAN & Telecom			
C. Contractor: CareWorks Technologies, Ltd. 5555 Glendon Ct. Dublin, Ohio 43016 Contact: Bart Murphy, President 614.336.4680			
D: Project Status: Continue Professional Services for REDSS			
E. Funding: General Fund under WAN & Telecom			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
Provide WAN & Telecom CAT-R REDSS with DMZ & Firewall Professional Services.			
Explanation for late submittal:			
Late paperwork coming from vendor due to legal negotiations			

Contract/Agreement Information:

Procurement Method:	RFP (Request for Proposal)
----------------------------	----------------------------

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

RFP & new contract over 5 years

Financial Information:

Funding source: **Explanation:**
General Fund WAN & Telecommunications

Total Amount Requested:
\$842,563.34

ATTACHMENTS:

Click to download

- [RFP](#)
- [RFP Exhibits](#)
- [SBE Manual](#)
- [Addendum #1](#)
- [Addendum #2](#)
- [Addendum #3](#)
- [Addendum #4](#)
- [Prin Owner / Debarment](#)
- [SBE](#)
- [Auditor Findings](#)
- [History](#)
- [Eval](#)
- [W-9](#)
- [Vendor Compliance](#)
- [RQ's](#)
- [Proposal](#)
- [***** CONFIDENTIAL FINANCIAL INFO *****](#)
- [Proposal Date Extension Letter](#)
- [SOS](#)
- [OPD TAB SHEET](#)
- [NIA Letter](#)
- [Authority to Sign](#)
- [Vendor Scoring](#)
- [Non collusion](#)
- [Coop Purch](#)
- [Vendor Compliance](#)
- [Dept Ack Form](#)
- [Master Agreement & pricing schedule TAB](#)
- [Liability Insurance](#)
- [Liability Insurance E&O](#)
- [Workers Comp Cert](#)
- [SBE Non-discrimination](#)
- [Performance Bond](#)
- [Contract Cover TAB](#)
- [Contract Cover MS Word TAB](#)
- [CareWorks-TAC Approval-Cat-R \(REDSS\)](#)
- [Scoring Sheets](#)

History

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for all contract/agreement renewals or amendments.)

Contractor: CareWorks Technologies, LTD 5555 Glendon Court, Dublin, Ohio 43016	
Contract/Agreement No.: CE0800477	Time Period: 05/01/2008 – 03/31/2014

Service Description: Wide Area Network Services for the Public Safety & Justice Services Regional Enterprise Data Sharing System (REDSS)

Original Contract/Agreement Amount: \$892,800.00

Prior Amendment(s) Amount(s): In April 30, 2013 the contract was amended and increased in the amount of \$141,840.00. Now extending and increasing the contract by \$44,640.00.
--

Performance Indicators: Continue to provide, manage and monitor communication Wide Area Network
--

Actual performance versus performance indicators (include statistics): CareWorks Technologies, Ltd continues to provide, manage and monitor the REDSS Wide Area Network without any significant disruption of services.
--

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: To date the vendor has maintained an adequate level of service for the REDSS clients.

Regional Enterprise Data Sharing System
User Department

12/10/2013
Date

s: evaluation

VENDOR: CareWorks
 CATEGORY R: DMZ Firewall Service

SE/US

Completed By: Michael Young, Paul Taraba
 Aaron Edeans, Joe Zysek
 Perry Pittmon, Candy Gibbons

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	REQUEST 27440 - Vendor Evaluation Form															
2	Weight Factor / Max Weighted Pts															
3	Section I - Project Understanding															
4	RFP Sections		Max Pts. Awarded	Total Points	(II) Project Understand	(III) Project Methodology	(IV) Project Management	(V) Qualifications & Experience	(VI) Pricing	Max Weighted Score	Total Points Weighted Score					
5			100	91	16.00	3.00	5.00	32.00	35.00	100.00	91.00					
6			Criteria Weight		0.20	0.05	0.05	0.35	0.35	100%	91.00					
7	Section II - Project Understanding															
8	Proposed Solution to Scope of Services		20	16	VENDOR'S WEIGHTED SCORE											
9					3.20											
10	Evaluate vendors proposal as to the extent it addresses the minimum scope of services identified.															
11	Purpose and Scope of Project		3	3	14											
12	Pertinent Issues and Potential Problems		5	5												
13	Proposed Solution to Scope of Services		6	4												
14	Deliverables		6	4												
15	Section III - Methodology															
16	Description of Methodology		5	3	VENDOR'S WEIGHTED SCORE											
17					0.15											
18	Detail Task Description		1	1	3											
19	Description of Positions and Relationships		1	1												
20	Role of County		1	0												
21	Assessment Plan		1	0												

VENDOR: CareWorks
 CATEGORY R: DMZ Firewall Service

Completed By: Michael Young, Paul Taraba
 Aaron Edeans, Joe Zysek
 Perry Pitmon, Candy Gibbons

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5		5					0.25							
24	Project Organization Structure, Control and Reporting	2		2					5							
25	Project Interface with the County	1		1												
26	Risk Management	2		2												
27																
28	Section V Qualifications & Experience	35		32							11.20					
29	Vendor Qualifications	15		12												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		20												
31																
32	Section VI Pricing	35		35												12.25
33	Cost and Proposed Payment Schedule and Projections	35		35												

VENDOR'S WEIGHTED SCORE
 137

VENDOR: Intellinet
 CATEGORY R: DMZ Firewall Service

US/US

Completed By: Michael Young, Paul Taraba
 Aaron Edens, Joe Zysek
 Perry Pitmon, Candy Gibbons

REQUEST 27440 - Vendor Evaluation Form

Weight Factor / Max Weighted Pts

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
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21																

Max Pts. Awarded	(II) Project Understand	(III) Project Methodology	(IV) Project Management	(V) Qualifications & Experience	(VI) Pricing	Max Weighted Score	Total Points Weighted Score
100	19.00	4.00	5.00	35.00	26.00	100.00	89.00
Criteria Weight	0.20	0.05	0.05	0.35	0.35	100%	89.00

VENDOR'S WEIGHTED SCORE
 3.80

19

VENDOR'S WEIGHTED SCORE
 0.20

W

VENDOR: Intellinet
 CATEGORY R: DMZ Firewall Service

Completed By: Michael Young, Paul Taraba
 Aaron Edens, Joe Zysek
 Perry Pitmon, Candy Gibbons

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5	5	5					0.25							
24	Project Organization Structure, Control and Reporting	2		2												
25	Project Interface with the County	1		1					5							
26	Risk Management	2		2												
27																
28	Section V Qualifications & Experience	35		35							12.25					
29	Vendor Qualifications	15		15												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		20												
31																
32	Section VI Pricing	35		26												9.10
33	Cost and Proposed Payment Schedule and Projections	35		26												

VENDOR: Dell
 CATEGORY R: DMZ Firewall Service

321105

Submitted by: Michael Young, Paul Taraba
 Completed By: Arron Edens, Joe Zysek
 Perry Pittmon, Candy Gibbons

REQUEST 27440 - Vendor Evaluation Form

Weight Factor / Max Weighted Pts

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
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19																
20																
21																

Max Pts. Awarded	Total Points	(II) Project Understand	(III) Project Methodology	(IV) Project Management	(V) Qualifications & Experience	(VI) Pricing	Max Weighted Score	Total Points Weighted Score
100	32	8.00	2.00	5.00	17.00	0.00	100.00	32.00
Criteria Weight		0.20	0.05	0.05	0.35	0.35	100%	32.00

VENDOR'S WEIGHTED SCORE
1.60

2

VENDOR'S WEIGHTED SCORE
0.10

2

Score
 Score
 Score

VENDOR: Dell
 CATEGORY R: DMZ Firewall Service

Completed By: Michael Young, Paul Taraba
 Arron Edens, Joe Zysek
 Perry Pitmon, Candy Gibbons

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
22																
23	Section IV Project Management	5		5					0.25							
24	Project Organization Structure, Control and Reporting	2		2					5							
25	Project Interface with the County	1		1												
26	Risk Management	2		2												
27																
28	Section V Qualifications & Experience	35		17							5.95					
29	Vendor Qualifications	15		7												
30	Prior Experience (This includes Project Personnel, Customer References, Contract Performance, Subcontractors, Conflict of Interest)	20		10												
31																
32	Section VI Pricing	35		0												0.00
33	Cost and Proposed Payment Schedule and Projections	35		0												

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0120

Sponsored by: County Executive FitzGerald/Departments of Public Works and Public Safety and Justice Services/Division of Witness/Victim	A Resolution authorizing a contract with BZT Acquisition, LLC in the amount not-to-exceed \$798,000.00 for lease of space located at 75 Erieview Plaza, Cleveland, for operation of the Family Justice Center for the period 6/1/2014 - 5/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive FitzGerald/Departments of Public Works and Public Safety and Justice Services/Division of Witness/Victim has recommended a contract with BZT Acquisition, LLC in the amount not-to-exceed \$798,000.00 for lease of space located at 75 Erieview Plaza, Cleveland, for operation of the Family Justice Center for the period 6/1/2014 - 5/31/2019; and

WHEREAS, the primary goal of this project is to provide appropriate space for operations of the Family Justice Center which will also allow a location for services for victims of domestic violence, sexual violence, stalking and related crimes; and

WHEREAS, this Contract will be funded 100% by the Family Justice Center Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with BZT Acquisition, LLC in the amount not-to-exceed \$798,000.00 for lease of space located at 75 Erieview Plaza, Cleveland, Ohio, for operation of the Family Justice Center for the period 6/1/2014 - 5/31/2019.

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

**Item Details:**

Agency/Dept. Name: Department of Justice Affairs/Witness/Victim Service Center
Agency/Dept. Head Name: Kenneth Mills

Type of Request: Contract/Amendment

Request Prepared by: Jill Smialek
Telephone No.: 7347

SUMMARY OF REQUESTED ACTION:***REQUESTING PASSAGE UNDER SECOND READING SUSPENSION***

A. Scope of Work Summary

1. PSJS/ Witness Victim Service Center requesting approval of a contract with BZT Acquisitions, LLC, not-to-exceed \$798,000.00. The anticipated term of the contract is June 1, 2014 through May 31, 2019.
2. The primary goal of the project is to provide appropriate office space for operations of the Family Justice Center, which will allow colocation of services for victims of domestic violence, sexual violence, stalking, and other crimes.
3. N/A

B. Procurement

1. Justification for Other than Full and Open approved April 7, 2014. Site selected through a broker service.
2. N/A
3. N/A

C. Contractor and Project Information

1. The address of the vendor is:
75 Erieview Plaza, Suite 400
Cleveland, Ohio 44114
2. The owner is BZT Acquisitions, LLC, represented by Liz Demetriou, Property Manager
- 3a. The location of the project is:
75 Erieview Plaza, Suite 500

Cleveland, Ohio 44114

3b. Services will be available to all Cuyahoga County residents.

D. Project Status and Planning

1. This project is new to the County.
2. N/A
3. N/A
4. N/A
5. N/A

E. Funding

1. This portion of the Family Justice Center project is funded by the City of Cleveland.
2. The schedule of payments is monthly.
3. N/A

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:
Exempt from Competitive Bid Requirements

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

Financial Information:

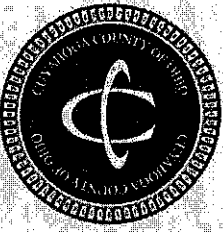
Funding source:	Explanation:
Other	Revenue generating agreement with City of Cleveland
Total Amount Requested:	
\$	

ATTACHMENTS:

- Click to download
- [BZT Agreement](#)
 - [BZT Cover](#)
 - [Department Ack. Form](#)
 - [BZT Auditor Findings](#)
 - [BZT Bylaws/Signature Authority](#)
 - [BZT SOS](#)
 - [BZT Principle Owner](#)
 - [BZT W9](#)
 - [BZT Justification Approval](#)

History	Who	Approval
Time	Office of Procurement & Diversity	






Principal Owner Form

(Required Document for Award Recommendations/Purchases)

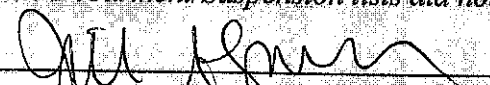
VENDOR: Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	BZT Acquisition, LLC
Principal Owner's Name (The legal name of the owner/s of the business):	Andre Temnorod
Owner/Officer's Title:	CEO
Business Address:	75 Erieview Plaza Cleveland, OH 44115
Phone Number:	216373-4601
Name of Person Completing Form:	Liz Demetriou
Signature:	
Title:	Property Manager

If there is more than one (1) principal owner, please complete information for that / those person(s) as well. If a corporation, please identify the CEO, President or other officers of the Corporation representing shareholders.

CUYAHOGA COUNTY STAFF:

I certify that I have checked the Debarment/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: 

Date: April 16, 2014

Printed Name: Will Smialek

Inspector General "Registered Contractor" Number: 14-0090

Cuyahoga County
(Principal Owner Form, 02-05-14)

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0121

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Children and Family Services	A Resolution authorizing amendments to contracts with various providers for placement services for the period 10/1/2011 - 12/31/2013; 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 Health and Human Services/ Division of Children and Family Services has recommended amendments to contracts with various providers for placement services for the period 10/1/2011 – 12/31/2013 as follows:

- 1) for a decrease in funds:
 - a) No. CE1100623-01 with Catholic Charities Corporation dba Parmadale in the amount of (\$528,000.00); and
- 2) for additional funds:
 - a) No. CE1100616-01 with Alliance Human Services, Inc. in the amount not-to-exceed \$25,000.00; and
 - b) No. CE1100622-01 with Caring for Kids, Inc. in the amount not-to-exceed \$15,000.00; and
 - c) No. CE1100610-01 with Diversion Adolescent Foster Care of Ohio, Inc. in the amount not-to-exceed \$38,000.00; and
 - d) No. CE1100612-01 with In Focus of Cleveland, Inc. in the amount not-to-exceed \$1,000.00; and
 - e) No. CE1100772-01 with Fox Run: The Center for Children and Adolescents in the amount not-to-exceed \$30,000.00; and
 - f) No. CE1100624-01 with National Youth Advocate Program, Inc. in the amount not-to-exceed \$270,000.00; and
 - g) No. CE1100628-01 with S.T.A.R.T. Support to At-Risk Teens in the amount not-to-exceed \$135,000.00; and
 - h) No. CE1100672-01 with House of New Hope in the amount not-to-exceed \$14,000.00; and

WHEREAS, the amendments are for placement services of children who have been abused and/or neglected. These contracts will help to expand the range of services available to children; and

WHEREAS, these Board and Care contracts are mandated by the Ohio Administrative Code Section 5101:2-42-05; and

WHEREAS, the funding for this project is 29% from Federal Funds and 71% from the HHS Levy. The schedule of payments will be by invoice; 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. That the Cuyahoga County Council hereby approves amendments to contracts with various providers for placement services for the period 10/1/2011 – 12/31/2013 as follows:

- 1) for a decrease in funds:
 - a) No. CE1100623-01 with Catholic Charities Corporation dba Parmadale in the amount of (\$528,000.00); and
- 2) for additional funds:
 - a) No. CE1100616-01 with Alliance Human Services, Inc. in the amount not-to-exceed \$25,000.00; and
 - b) No. CE1100622-01 with Caring for Kids, Inc. in the amount not-to-exceed \$15,000.00; and
 - c) No. CE1100610-01 with Diversion Adolescent Foster Care of Ohio, Inc. in the amount not-to-exceed \$38,000.00; and
 - d) No. CE1100612-01 with In Focus of Cleveland, Inc. in the amount not-to-exceed \$1,000.00; and
 - e) No. CE1100772-01 with Fox Run: The Center for Children and Adolescents in the amount not-to-exceed \$30,000.00; and
 - f) No. CE1100624-01 with National Youth Advocate Program, Inc. in the amount not-to-exceed \$270,000.00; and
 - g) No. CE1100628-01 with S.T.A.R.T. Support to At-Risk Teens in the amount not-to-exceed \$135,000.00; and
 - h) No. CE1100672-01 with House of New Hope in the amount not-to-exceed \$14,000.00.



9a-i

Item Details:

Agency/Dept. Name:	Department of Children and Family Services	Agency/Dept. Head Name:	Patricia Rideout
Type of Request:	Contract/Amendment		
Request Prepared by:	Kurtisene Cunningham	Telephone No.	216-881-4729
SUMMARY OF REQUESTED ACTION:			
Title: DCFS 2011-2013 (8) Board and Care Contract Amendments to reallocate funding for various providers (Alliance, Caring For Kids, Catholic Charities, Diversion, In Focus, Fox Run, NYAP, and START). RQ 20366			
Summary of Work Request-			
1. The Division of Children and Family Services (DCFS) is requesting authorization to amend contracts for eight providers: Alliance, Caring For Kids, Catholic Charities, Diversion, In Focus, Fox Run, NYAP, and START. We wish to decrease Catholic Charities contract and reallocate the funds to increase the other providers' contracts.			
2. The total dollar amount of all contracts is \$528,000 Provider's Amount Increase Alliance Human Services \$25,000 Caring for Kids \$15,000 Diversion \$38,000 In Focus \$1,000 Fox Run \$30,000 National Youth Advocate \$270,000 S.T.A.R.T. Support to at Risk Youth \$135,000			
House of New Hope \$14,000.00. Total Increase \$528,000 Decrease Catholic Charities \$528,000 Total Decrease \$528,000			
(*House of New Hope (add \$14,000.00) is a part of this amendment group; They have just signed the contract and the Dept. will upload their signed documents into this item.			
2. Community-based residential services provider agencies serve the Division of Children and Family Services as a primary resource for placement of children who have been abused			

and/or neglected. This contract will help to expand the range of services available to children.

3. Board and Care contracts are mandated by the Ohio Administrative Code (OAC) Section 5101:2-42-05

B. Procurement

- 1. The procurement method for this project was an exemption from Full and Open Competition.
- 2. NA
- 3. NA

C. Contractor and Project Information

- 1. The address of the vendor is: See attached POs

D. Project Status and Planning

- 1. The project reoccurs bi-annually.
- 2. NA
- 3. NA
- 4. The project term has already began.
- 5. NA

E. Funding

- 1. The project is funded Federal 29% / HHS Levy 71%. The schedule of payments will be by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

These contracts are for placement services which include foster care, residential care, independent living, group homes, shelter care and/or day treatment.

To protect children who cannot remain in their own homes and must be placed in substitute care until reunification or adoption can take place.

Provide the least restrictive placement consistent with the best interest and special needs of the child which prevent temporary placement with relatives, etc.

Explanation for late submittal:

Residential program and funds had to be reallocated to accommodate DCFS clients in care, thus decrease Catholic Charities contract and reallocate the funds to increase the other providers contracts.

Contract/Agreement Information:

Procurement Method:

Exempt from Competitive Bid Requirements

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

Funds were reallocated due to Catholic Charities closing its residential program. Therefore, the contract was reduced by \$528k and due to over utilization, those funds were reallocated to the eight other providers.

Financial Information:

Funding source:

Other

Explanation:

Federal 29% / HHS Levy 71%.

Total Amount Requested:

\$0

ATTACHMENTS:

Click to download

- [SD Justification](#)
- [Alliance Human Serv.](#)
- [Alliance Human Serv.](#)
- [Alliance Human Serv. Sign Author.](#)
- [Alliance Human Serv. Cert Insur](#)
- [Alliance Human Serv. Workers Comp](#)
- [Alliance Human Serv.](#)
- [Caring For Kids](#)
- [Caring For Kids](#)
- [Caring For Kids Sign Author.](#)
- [Caring For Kids Cert Insur.](#)
- [Caring For Kids Workers Comp](#)
- [Caring For Kids](#)
- [Caring For Kids](#)
- [Catholic Charities](#)
- [Catholic Charities](#)
- [Catholic Charities Sign Author.](#)
- [Catholic Charities Cert Insura.](#)
- [Catholic Charities Workers Comp](#)
- [Catholic Charities](#)
- [Catholic Charities](#)
- [Diversion](#)
- [Diversion](#)
- [Diversion Sign Author](#)
- [Diversion Cert Insuranc.](#)
- [Diversion Workers Comp](#)
- [Diversion](#)
- [Diversion](#)
- [In Focus of Cleveland](#)
- [In Focus of Cleveland](#)
- [In Focus of Cleveland Sign Author.](#)
- [In Focus of Cleveland Cert Insur.](#)
- [In Focus of Cleveland Workers Comp](#)
- [In Focus of Cleveland](#)
- [Fox Run](#)

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Alliance Human Services, Inc
Contract/Agreement No.: CE1100616-01 Time Period: 10/1/11 – 12/31/2013
Service Description: Alliance Human Services, Inc provides traditional and specialized foster care services, accepting difficult to place populations such as adjudicated delinquents, lower functioning/MRDD and severely behaviorally and/or emotionally disturbed children. CFS contracts for four levels of care.
Original Contract/Agreement Amount: 2,588,175.00
Prior Amendment(s) Amount(s): 4,854,564.00, (\$738,830.00)
Performance Indicators: : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided ,along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.
Actual performance versus performance indicators (include statistics): Alliance Human Services/Ohio Mentor completed this period with 3% of children experiencing placement moves. The provider also had no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Alliance Human Services, Inc has services approximately 180 children during this evaluations period. This agency continues to maintain 89% compliance score by our contract monitoring unit.

Cuyahoga County Division of Children and Family Services
User Department

November 18, 2013
Date



Principal Owner Form

(Required Document for Award Recommendations/Purchases)

VENDOR: Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	ALLIANCE HUMAN SERVICES, Inc.
Principal Owner's Name (The legal name of the owner/s of the business):	NONE NOT FOR PROFIT 501(c)3 CORPORATION
Owner/Officer's Title:	MARY A Mc CARTHY PRESIDENT FRANCIS J GRADY TREASURER/CLERK
Business Address:	134 RUMFORD AVENUE NEWTON MA 02466
Phone Number:	617 332 3366
Name of Person Completing Form:	MARY A Mc CARTHY
Signature:	<i>Mary A McCarthy</i>
Title:	PRESIDENT

If there is more than one (1) principal owner, please complete information for that / those person(s) as well. If a corporation, please identify the CEO, President or other officers of the Corporation representing shareholders.

CUYAHOGA COUNTY STAFF:

I certify that I have checked the Debarment/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: *KC*

Date: 3/20/14

Printed Name: Kentisene Cunningham

Inspector General "Registered Contractor" Number: 12-0448

Cuyahoga County
(Principal Owner Form, 02-05-14)

CONTRACT/AGREEMENT EVALUATION FORM
 (To be completed in its entirety by user department for
 all contract/agreement renewals or amendments.)

Contractor: Caring for Kids, Inc.
Contract/Agreement No.: CE1100622-01 Time Period: 10/1/11 – 3/31/13
Service Description: Caring for Kids, Inc., a non-profit organization founded in 1995, provides traditional and specialized foster care services. CFS contracts for both levels of care, and principally uses this provider for sibling groups when there is no availability in the county.
Original Contract/Agreement Amount: \$36,000.00
Prior Amendment(s) Amount(s): \$35,000.00, \$105,030.00
Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided ,along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.
Actual performance versus performance indicators (include statistics): Caring For Kids, Inc. has serviced approximately 20 children during this evaluation period. Caring For Kids, Inc. has communicated effectively with our agency by providing documentation of services rendered for the clients serviced. The provider has completed this evaluation period with minimal children experiencing a lateral or more restrictive moves. They have had no indicated and or substantiated allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Caring For Kids has the ability to accept emergency out of home placements. The agency addresses the need of foster home that can accept large sibling groups. Caring For Kids foster families tend to adopt children that are in Permanent Custody within our agency.

Cuyahoga County Division of Children and Family Services
 User Department

April 15, 2013
 Date



Principal Owner Form

(Required Document for Award Recommendations/Purchases)

VENDOR: Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	Caring For Kids, Inc.
Principal Owner's Name (The legal name of the owner/s of the business):	Caring For Kids, Inc. 501(c)(3) non-profit
Owner/Officer's Title:	Patricia S. Ameling Executive Director
Business Address:	680 Graham Rd., Suite 101 Cuyahoga Falls, Ohio 44221
Phone Number:	(330) 928-0044
Name of Person Completing Form:	Patricia S. Ameling
Signature:	<i>Pat S. Ameling</i>
Title:	Executive Director

If there is more than one (1) principal owner, please complete information for that / those person(s) as well. If a corporation, please identify the CEO, President or other officers of the Corporation representing shareholders.

CUYAHOGA COUNTY STAFF:

I certify that I have checked the Debarment/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: *Kurtisene Cunningham*

Date: 3/28/14

Printed Name: Kurtisene Cunningham

Inspector General "Registered Contractor" Number: 12-0743

Cuyahoga County
(Principal Owner Form, 02-05-14)

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Diversion Adolescent Foster Care of Ohio, Inc
Contract/Agreement No.: CE1100610-01 Time Period: 10/1/2011 – 12/31/13
Service Description: Diversion Adolescent Foster Care was originally founded in Flint, Michigan in 1973. It expanded its services to Ohio in 1978, eventually developing treatment foster care and adoption programs to better serve its clients. CFS utilizes approximately thirty homes located in Northwest Ohio, with ten homes in Cuyahoga County.
Original Contract/Agreement Amount: \$153,450.00
Prior Amendment(s) Amount(s): \$327,312.00, \$25,641.00, \$22,000.00
Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided ,along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.
Actual performance versus performance indicators (include statistics): Diversion Adolescent Foster Care of Ohio, Inc. serviced approximately 15 children during this evaluation period with no moves from the initial placement. This provider maintains the majority of foster care placement within Cuyahoga County. Provider has provided quarterly reports and has good communication with the resource manager and other agency staff. Diversions Adolescent Foster Care of Ohio, Inc. continues to maintain 97% compliance on DCFS contract monitoring audit. There have been no indicated and/or substantiated referrals in regards to this provider

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Diversion Adolescent Foster Care of Ohio, Inc demonstrates the ability to address our client needs. This agency maintains our client within the initial foster home maintaining stability of services.

Cuyahoga County Division of Children and Family Services
User Department
s: evaluation

November 18, 2013
Date



Principal Owner Form

(Required Document for Award Recommendations/Purchases)

VENDOR: Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	Diversion Adolescent Foster Care of Ohio, Inc.
Principal Owner's Name (The legal name of the owner/s of the business):	Board of Directors
Owner/Officer's Title:	Sam Winegarten , President
Business Address:	14805 Detroit Ave. Suite 370 Lakewood, Ohio
Phone Number:	216-228-4404
Name of Person Completing Form:	Stacy A. Shaw, LSW
Signature:	<i>Stacy A. Shaw, LSW</i>
Title:	State Director

If there is more than one (1) principal owner, please complete information for that / those person(s) as well. If a corporation, please identify the CEO, President or other officers of the Corporation representing shareholders.

CUYAHOGA COUNTY STAFF:

I certify that I have checked the Debarment/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: *Kurtisene Cunningham*

Date: 3/20/14

Printed Name: Kurtisene Cunningham

Inspector General "Registered Contractor" Number: 12-1119

Cuyahoga County
(Principal Owner Form, 02-05-14)

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: In Focus of Cleveland, Inc
Contract/Agreement No.: CE1100612-01 Time Period: 10/1/12 – 12/31/13
Service Description: In Focus of Cleveland, Inc was incorporated in 2002 to provide community based group care in three settings for boys 12 through 18. CFS principally uses this provider for teens with treatment issues who for various reasons cannot be placed or have been unsuccessful in foster care.
Original Contract/Agreement Amount: \$526,500.00
Prior Amendment(s) Amount(s): \$1,031,436.00, \$2,396.00,
Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided ,along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.
Actual performance versus performance indicators (include statistics): In Focus of Cleveland, Inc. has serviced approximately 100 children during this evaluation period. In Focus of Cleveland, Inc has provided of children with IL skills while residing in a based group home setting. The provider completed this period with minimal number of children experiencing lateral or requiring a more restrictive setting. During the DCFS Contract monitoring audit, In Focus experienced a 17% decrease in compliance scoring from the previous year.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: In Focus of Cleveland, Inc. provides services to Cuyahoga County male teenage population. They have recently opened another home to service young men by preparing them through IL skills, education, and employment. In Focus is also working on ensuring that they have the proper documentation for all the youth placed in their program in order to increase their compliance scores.

Cuyahoga County Division of Children and Family Services
User Department

November 18, 2013
Date



Principal Owner Form

(Required Document for Award Recommendations/Purchases)

VENDOR: Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	IN Focus of Cleveland Inc.
Principal Owner's Name (The legal name of the owner/s of the business):	Russell White Jr.
Owner/Officer's Title:	CEO
Business Address:	19008 Nottingham Road Cleveland, Ohio 44110
Phone Number:	216 481-7841
Name of Person Completing Form:	Ricky Ferguson
Signature:	<i>[Handwritten Signature]</i>
Title:	Executive Director

If there is more than one (1) principal owner, please complete information for that / those person(s) as well. If a corporation, please identify the CEO, President or other officers of the Corporation representing shareholders.

CUYAHOGA COUNTY STAFF:

I certify that I have checked the Debarment/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature:

[Handwritten Signature]

Date:

3/25/14

Printed Name:

Kerrisene Cunningham

Inspector General "Registered Contractor" Number:

12-1535

Cuyahoga County
(Principal Owner Form, 02-05-14)

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for all contract/agreement renewals or amendments.)

Contractor: Fox Run: Center For Children and Adolscents
Contract/Agreement No.: CE1100772-01 Time Period: 10/1/11 – 12/31/13
Service Description: Fox Run Hospital, Inc. is a for-profit organization, licensed by the Ohio Dept. of Mental Health to serve children and adolescents in short-term crisis stabilization and residential programs. We currently contract for long term residential program and DD residential treatment.
Original Contract/Agreement Amount: \$153,000.00
Prior Amendment(s) Amount(s): \$217,620.00, (\$318,131.00)
Performance Indicators: : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided ,along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.
Actual performance versus performance indicators (include statistics): Fox Run has provided services for approximately 7 children during this evaluation period. Fox Run communicates efficiently with our agency through timely reporting, and documentation submission. During this period minimal number of children experienced restrictive moves. Fox Run Hospital received no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Fox Run is an out of county placement, however they service our DD clients with a secure residential setting while addressing their special needs.

Cuyahoga County Division of Children and Family Services
User Department

November 18, 2013
Date



Principal Owner Form

(Required Document for Award Recommendations/Purchases)

VENDOR: Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	BHC Fox Run Hospital Inc
Principal Owner's Name (The legal name of the owner/s of the business):	Universal Health Services
Owner/Officer's Title:	Linda Dailey, Chief Executive Officer
Business Address:	67670 Traco Drive St. Clairsville, OH 43950
Phone Number:	740-695-2131
Name of Person Completing Form:	Maria Karakas
Signature:	<i>Maria Karakas</i>
Title:	Chief Financial Officer

If there is more than one (1) principal owner, please complete information for that / those person(s) as well. If a corporation, please identify the CEO, President or other officers of the Corporation representing shareholders.

CUYAHOGA COUNTY STAFF:

I certify that I have checked the Debarment/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: *[Signature]* Date: *3/25/14*

Printed Name: *Kerriene Chinn*

Inspector General "Registered Contractor" Number: 13-0428

Cuyahoga County

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: National Youth Advocate Program, Inc
Contract/Agreement No.: CE1100624-01 Time Period: 10/1/11 – 12/31/13
Service Description: National Youth Advocate Program, Inc., formerly the Ohio Youth Advocate Program (OYAP), was founded in 1978. The national organization operates programs in six other states besides Ohio. OYAP has approximately 200 homes throughout Ohio, including approximately thirty in Cuyahoga County. CFS contracts for traditional and three levels of specialized foster care.
Original Contract/Agreement Amount: \$1,485,000.00
Prior Amendment(s) Amount(s): \$20, 000.00, \$2,936,790.00, and \$79,717.00
Performance Indicators: : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided ,along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.
Actual performance versus performance indicators (include statistics): National Youth Advocate Program services approximately 385 children during this evaluation period. The provider increased their compliance rate by 12% during 2012 DCFS contract monitoring audit receiving 81%. National Youth Advocate Program completed this period with minimal children experiencing a lateral or more restrictive moves. This provider had no substantiated or indicated abuse/neglect allegations. NYAP has maintained good communication with the agency and has been open to suggestions.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: National Youth Advocate Program continues to service Cuyahoga County with specialized and therapeutic foster care. They continue to make improvements as needed and are willing to go the extra mile.

Cuyahoga County Division of Children and Family Services

November 18, 2013

User Department

Date

s: evaluation



Principal Owner Form

(Required Document for Award Recommendations/Purchases)

VENDOR: Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	National Youth Advocate Program, Inc.
Principal Owner's Name (The legal name of the owner/s of the business):	Non-profit
Owner/Officer's Title:	Martena E. Twigg, President / CEO
Business Address:	1801 Watermark Dr. Suite 200 Columbus, OH 43215
Phone Number:	614-487-3805 ; 614-487-3849
Name of Person Completing Form:	Royahd Kazmi
Signature:	
Title:	Director of Business Advancement & Governmental Affairs

If there is more than one (1) principal owner, please complete information for that / those person(s) as well. If a corporation, please identify the CEO, President or other officers of the Corporation representing shareholders.

CUYAHOGA COUNTY STAFF:

I certify that I have checked the Debarment/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: Date: 3/21/14

Printed Name: Royahd Kazmi

Inspector General "Registered Contractor" Number: _____ 12-1997

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: S.T.A.R.T. – Support to At-Risk Teens
Contract/Agreement No.: CE1100628-01 Time Period: 10/1/11 – 12/31/13
Service Description: S.T.A.R.T. – Support to At-Risk Teens S.T.A.R.T – Support to At-Risk Teens, formerly Lutheran Metropolitan Ministry, was founded in 1969. The organization serves populations primarily in Cuyahoga County. Their programs include criminal justice, employment services for the disabled, guardianship and ombudsman services for the elderly and indigent, and support services for at-risk youth. CFS contracts for short-term emergency shelter (14 to 30 days) and cluster and scattered site independent living programs for older teens. This evaluation focuses on the independent living programs.
Original Contract/Agreement Amount: \$1,305,000.00
Prior Amendment(s) Amount(s): \$2,286,918.00, (\$157,842.00), \$200,000.00
Performance Indicators: : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided ,along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.
Actual performance versus performance indicators (include statistics): S.T.A.R.T. has completed the period with a minimal number of children experiencing no lateral or restrictive moves. The provider also had no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: S.T.A.R.T. has provided effective services during this evaluation period. This provider specializes in providing services for our teenage population meeting the needs of many challenging clients.



Principal Owner Form

(Required Document for Award Recommendations/Purchases)

VENDOR: Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	Lutheran Metropolitan Ministry d.b.a. S.T.A.R.T. - Support To At-Risk Teens
Principal Owner's Name (The legal name of the owner/s of the business):	
Owner/Officer's Title:	
Business Address:	4515 Superior Avenue
Phone Number:	216-696-0370
Name of Person Completing Form:	MARK W. BRAUER
Signature:	<i>Mark W. Brauer</i>
Title:	Vice President, Youth Services

If there is more than one (1) principal owner, please complete information for that / those person(s) as well. If a corporation, please identify the CEO, President or other officers of the Corporation representing shareholders.

CUYAHOGA COUNTY STAFF:

I certify that I have checked the Debarment/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: *Rurtisne Cunningham*

Date: 3/26/14

Printed Name: Rurtisne Cunningham

Inspector General "Registered Contractor" Number: _____

Cuyahoga County
(Principal Owner Form, 02-05-14)

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: House of New Hope
Contract/Agreement No.: CE1100672-01 Time Period: 10/1/11 – 12/31/13
Service Description: House of New Hope, incorporated in 1993, provides traditional and treatment levels of foster care, as well as adoption services. CFS contracts for all levels of foster care, and utilizes this provider principally for large sibling groups and children with severe treatment issues.
Original Contract/Agreement Amount: \$1,134,000.00
Prior Amendment(s) Amount(s): \$2,175,732.00, \$52,263.00
Performance Indicators: : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided ,along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.
Actual performance versus performance indicators (include statistics): House of New Hope serviced approximately 290 children during this evaluation period. The provider received 98% compliance during DCFS contract monitoring audit. House of New Hope completed this period with a minimal number of children experiencing no lateral or restrictive moves. The provider also had no substantiated or indicated abuse/neglect

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: House of New Hope provides serves that address our large sibling population. This provider is able to meet our needs when our clients arrive in large numbers. House of New Hope plans to expand their foster care homes to Lorain County.

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Catholic Charities Corporation
Contract/Agreement No.: CE1100623-01 Time Period: 10/1/11 – 12/31/13
Service Description: Catholic Charities Corporation/Parmadale are a multi-service organization offering a complete array of human services including residential, foster care, adoptive, and in-home services. Residential services are provided at the Parmadale location. Founded in 1925, Parmadale has grown from a home for orphaned and dependent children to a facility offering specialized programs for children with emotional, behavioral and developmental issues. CFS contracts for all residential services, which includes
Original Contract/Agreement Amount: \$4,827,285.00
Prior Amendment(s) Amount(s): \$8,927,154.00, (\$110,000.00), (611,817.00), Name Change
Performance Indicators: : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided ,along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.
Actual performance versus performance indicators (include statistics): Catholic Charities Corporation serviced 155 children in the last year. While receiving 15% SIU allegations in foster care, and 85% SIU allegations in residential. Over the last 6 months Catholic Charities has had several substantiated SIU's in the Parmadale facility. Catholic Charities experienced approx. 8% of total placement moves for all children in care.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Catholic Charities Corporation serviced 155 children during this evaluation period. Catholic Charities Corporation achieved an increase of 6% compliance score regarding DCFS Contract Monitoring Services Review. Parmadale is currently on hold be the state licensing board do to numerous substantiated allegations. The foster care program is doing well with no concerns.

Cuyahoga County Division of Children and Family Services

User Department

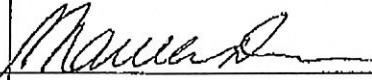
Date



Principal Owner Form

(Required Document for Award Recommendations/Purchases)

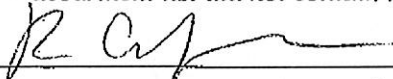
VENDOR: Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	CATHOLIC CHARITIES CORPORATION
Principal Owner's Name (The legal name of the owner/s of the business):	MAUREEN DEE
Owner/Officer's Title:	EXECUTIVE DIRECTOR – TREATMENT, PREVENTION AND RECOVERY.
Business Address:	6753 STATE ROAD, PARMA, OHIO 44134
Phone Number:	440-843-5535
Name of Person Completing Form:	Maureen Dee
Signature:	
Title:	Executive Director – Treatment, Prevention and Recovery Services

If there is more than one (1) principal owner, please complete information for that / those person(s) as well. If a corporation, please identify the CEO, President or other officers of the Corporation representing shareholders.

CUYAHOGA COUNTY STAFF:

I certify that I have checked the debarment list on the Cuyahoga County Inspector General's website and the debarment list did not contain the above detailed vendor and/or principal owner.

Signature: 

Date: 3/20/14

Printed Name: Kurtisene Cunningham

Inspector General Vendor ID#: 12-0766

Cuyahoga County
(Principal Owner Form, 1-30-14)

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0122

Sponsored by: County Executive FitzGerald on behalf of The MetroHealth System	A Resolution approving The MetroHealth System’s request to establish and operate a healthcare facility in the City of Brunswick, Medina County, Ohio; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, The MetroHealth System (“MetroHealth”) currently provides services to MetroHealth and Cuyahoga County employees who reside in Medina County; and,

WHEREAS, MetroHealth’s potential provision of outpatient services in Medina County will further MetroHealth’s mission of enhancing healthcare for those in Cuyahoga County; and

WHEREAS, MetroHealth has been presented with an opportunity to conduct certain healthcare activities in the City of Brunswick in Medina County, Ohio, including the operation of a healthcare facility; and,

WHEREAS, in accordance with the requirements of Ohio Revised Code Section 339.01(C)(2)(c), the County’s approval is required for MetroHealth to establish and operate an outpatient facility in any other county than Cuyahoga; and

WHEREAS, MetroHealth has sought the County’s approval to move forward with its plans to operate an outpatient facility in the City of Brunswick in Medina County, Ohio.

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

SECTION 1. That the Cuyahoga County Council hereby approves The MetroHealth System’s request to establish and operate an outpatient healthcare facility in the City of Brunswick in Medina County, Ohio.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the

expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



MetroHealth

April 17, 2014

The Honorable Edward FitzGerald
Cuyahoga County Executive
1219 Ontario Street, 4th Floor
Cleveland, OH 44113

Re: The MetroHealth System--- Opportunity in Medina County

Dear Executive FitzGerald:

The MetroHealth System ("Meb·oHealth") has been presented with an opportunity to conduct certain healthcare activities in Medina County, specifically the operation of an outpatient health facility in Brunswick.

In accordance with the requirements of Chapter 339 of the Ohio Revised Code, MetroHealth is required to seek approval from your office prior to establishing and operating an outpatient health facility in any county other than Cuyahoga County. MetroHealth also must provide written notice to Medina County Board of Commissioners and they have 40 days to object to the proposed outpatient health facility.

As we have discussed, MetroHealth's potential provision of outpatient services in Medina County will further MetroHealth's mission of enhancing the healthcare for those in Cuyahoga County. Our data shows that over 1,000 MetroHealth and Cuyahoga County employees reside in Medina County. While they may currently be receiving services at facilities in Cuyahoga County, providing them access to preventive and other necessary care close to their home will enhance their access to the care they need. MetroHealth proposes to lease space in an existing facility in Brunswick in which it will operate an outpatient health facility to provide certain health care services.

We are seeking your office's approval for Meb·oHealth to move forward with its plans to operate an outpatient health facility in Medina County and look forward to providing you with any additional information about the proposed outpatient health facility that you require.

Sincerely,

Akram Boutros, M.D., FACHE
President and Chief Executive Officer

AB:par

c: Cuyahoga County Council President C. Ellen Connally

April 17, 2014

Stephen D. Hambley, Ph.D.
Patricia G. Geissman
Adam Friedrich
Medina County Commissioners
144 North Broadway Street
Medina, OH 44256

Re: The MetroHealth System --- Opportunity in Medina County

Dear Commissioners:

The MetroHealth System ("MetroHealth") has been presented with an opportunity to conduct certain healthcare activities in Medina County, specifically the operation of an outpatient health facility in Brunswick.

In accordance with the requirements of Chapter 339 of the Ohio Revised Code, MetroHealth is required to provide written notice to Medina County Board of Commissioners and you have up to 40 days to object to the proposed outpatient health facility. MetroHealth must also seek approval from Cuyahoga County prior to establishing and operating an outpatient health facility in any county other than Cuyahoga County. That approval is being sought simultaneously with this written notice to you.

MetroHealth's potential provision of outpatient services in Medina County will further MetroHealth's mission of enhancing the healthcare for those in Cuyahoga County. Our data shows that over 1,000 MetroHealth and Cuyahoga County employees reside in Medina County. While they may currently be receiving services at facilities in Cuyahoga County, providing them access to preventive and other necessary care close to their home will enhance their access to the care they need. MetroHealth proposes to lease space in an existing facility in Brunswick in which it will operate an outpatient health facility to provide certain health care services.

This letter serves as the required notice referenced above. If you have no objection, we would like to move forward making plans for the new facility in Medina County as quickly as possible. We look forward to providing you with any additional information about the proposed outpatient health facility that you require.

Sincerely,



Akram Boutros, M.D., FACHE
President and Chief Executive Officer

AB:par

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0105

<p>Sponsored by: County Executive FitzGerald/Department of Information Technology and Regional Enterprise Data Sharing System</p>	<p>A Resolution making an award on RQ27440 to TEC Communications, Inc. in the amount not-to-exceed \$1,700,000.00 for Wide Area Network and Voice over Internet Protocol consultant services for the period 5/1/2014 - 12/31/2018; authorizing the County Executive to execute the Master Agreement and contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Information Technology and Regional Enterprise Data Sharing System Advisory Board recommended an award on RQ274400 to TEC Communications, Inc. in the amount not-to-exceed \$1,700,000.00 for Wide Area Network and Voice over Internet Protocol consultant services for the period 5/1/2014 - 12/31/2018; and

WHEREAS, the purpose of this project is to provide CAT-U REDSS VoIP Professional Services, CAT-V DoIT Network Professional Services and CAT-W DoIT VoIP Professional Services for Cuyahoga County; and

WHEREAS, this project is funded 100% by the General Fund under WAN & Telecom Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ27440 to TEC Communications, Inc. in the amount not-to-exceed \$1,700,000.00 for Wide Area Network and Voice over Internet Protocol consultant services for the period 5/1/2014 - 12/31/2018.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0104

Sponsored by: County Executive FitzGerald/Fiscal Officer	A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$555,000.00 for an annual audit for Calendar Year 2013 for the period 2/11/2014 - 12/31/2014; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer has submitted an agreement with the State of Ohio, Office of the Auditor in the amount not-to-exceed \$555,000.00 for an annual audit for Calendar Year 2013 for the period 2/11/2014 – 12/31/2014; and

WHEREAS, pursuant to Ohio Revised Code Section 117.11, the auditor of the state shall audit each public office annually; and

WHEREAS, this project is funded by the General Fund and the schedule of payments will be by monthly invoice; and

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

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

SECTION 1. That the Cuyahoga County Council authorizes an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$555,000.00 for an annual audit for Calendar Year 2013 for the period 2/11/2014 – 12/31/2014.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0106

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services</p> <p>Co-sponsored by: Councilmembers Conwell, Hairston, Miller and Jones</p>	<p>A Resolution making an award on RQ29741 to Youth Opportunities Unlimited in the amount not-to-exceed \$4,497,220.00 for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2014 - 10/31/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Cuyahoga Job and Family Services has recommended an award on RQ29741 to Youth Opportunities Unlimited in the amount not-to-exceed \$4,497,220.00 for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2014 - 10/31/2014; and,

WHEREAS, the goal of this project is to enhance employment skills of TANF eligible youth by providing a summer work experience of high quality, paid employment for 25-30 hours per week between 6-12 weeks; and,

WHEREAS, the funding for this project is 97% by Federal TANF funds and 3% by County Health and Human Service Levy Funds; and,

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ29741 to Youth Opportunities Unlimited in the amount not-to-exceed \$4,497,220.00 for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2014 - 10/31/2014.

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

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

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

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

Yeas:

Nays:

_____	_____
County Council President	Date
_____	_____
County Executive	Date
_____	_____
Clerk of Council	Date

First Reading/Referred to Committee: April 8, 2014
Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested on the Floor: April 8, 2014

Additional Sponsorship Requested: April 15, 2014

Additional Sponsorship Requested: April 16, 2014

Journal CC014

April 22, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0040

<p>Sponsored by: County Executive FitzGerald/Department of Public Works</p> <p>Co-sponsored by: Councilmembers Conwell and Miller</p>	<p>A Resolution authorizing a Purchase and Sale Agreement with Playhouse Square Foundation in the amount of \$1.00 for the sale of County-owned property commonly known as the Loew’s Building, located at 1501 Euclid Avenue, Cleveland; authorizing termination of the Indenture of Lease Agreement, as amended; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works has submitted for Council’s approval a Purchase and Sale agreement with the Playhouse Square Foundation in the amount of \$1.00 for the sale of County-owned property commonly known as the Loew’s Building, located at 1501 Euclid Avenue; and,

WHEREAS, in 1977, the County of Cuyahoga purchased certain property commonly known as Loew’s Building to prevent its demolition and secure the future of the State Theatre, Ohio Theatre and ultimately Playhouse Square; and,

WHEREAS, on September 1, 1987, the Board of Commissioners of Cuyahoga County entered into an Indenture of Lease with the Playhouse Square Foundation for certain premises and improvements located in the City of Cleveland, commonly known as the Loew’s Building, located at 1501 Euclid Avenue (the “Lease”); and,

WHEREAS, the County and the Playhouse Square Foundation subsequently supplemented and amended the Lease on September 11, 1987; May 5, 1992; November 15, 1997; February 14, 2005; and June 1, 2007 to adjust the lease payments and extend the original term of the Lease to December 31, 2037; and,

WHEREAS, because the purpose of the County’s original purchase in 1977 has been achieved, the County and the Playhouse Square Foundation have agreed to terminate the Lease, as amended, and transfer the title of the property known as the Loew’s Building to the Playhouse Square Foundation; and,

WHEREAS, the sale of the property known as the Loew’s Building to the Playhouse Square Foundation would result in significant savings in operating costs to the County; and,

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

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

SECTION 1. That the Cuyahoga County Council authorizes the County Executive to terminate the Lease, as amended, and enter into a Purchase and Sale Agreement with the Playhouse Square Foundation in the amount of \$1.00 for the sale of property commonly known as the Loew's Building.

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

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 11, 2014

Committee(s) Assigned: Committee of the Whole

Committee Report/Second Reading: April 8, 2014

Additional Sponsorship Requested on the Floor: April 8, 2014

Journal CC014

April 22, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0088

Sponsored by: County Executive FitzGerald/Department of Public Works	A Resolution approving a Qualified Management Agreement with Hilton Management LLC relating to management of a Convention Center Hotel; authorizing the County Executive to execute a Qualified Management Agreement, a Technical Services Agreement, a Pre-Opening Services Agreement, a Room-Block Agreement, and all other documents consistent with this Resolution; authorizing and approving related matters; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County intends to develop an approximately 600-room Convention Center Hotel on property immediately adjacent to and in support of the Cleveland Convention Center and Global Center for Health Innovation (“Hotel”); and

WHEREAS, because the County intends to finance the construction of the Hotel through bonds or other obligations the interest on which will be exempt from federal income taxes (“Obligations”), the management agreement for the Hotel must meet the requirements of the Internal Revenue Service for a Qualified Management Agreement (“QMA”); and

WHEREAS, the County desires to enter into a QMA for the Hotel with Hilton Management LLC, a Delaware limited liability company (“Hilton”), for an initial term commencing on the opening date of the Hotel, which is expected to be June 1, 2016 (the “Projected Opening Date”), and ending 15 years thereafter (the “QMA Term”); and

WHEREAS, under the QMA, Hilton is authorized to enter into contracts and agreements necessary to the operation of the Hotel in the name of and on behalf of the County; and

WHEREAS, under the QMA, revenues from the Hotel will be directed to payment of operating costs and expenses of the Hotel, including taxes, insurance, and certain services provided exclusively by Hilton, and to the Base Management Fee (defined below), all in accordance with a budget to be reviewed and approved periodically by the County; and

WHEREAS, excess revenues from the Hotel will be transferred, at least quarterly, by Hilton to the trustee of the Obligations, for deposit in the manner set forth in the trust agreement authorizing issuance of the Obligations; and

WHEREAS, the Base Management Fee paid to Hilton during the first five full-operating years of the QMA will be fixed at: \$639,000 for year one, \$823,000 for year two, \$1,066,000 for year three, \$1,201,000 for year four, and \$1,231,000 for year five; the Base Management Fee during any period prior to the first full-operating year will be prorated based on the Base Management Fee for the first full-operating year; after the fifth full-operating year, the Base Management Fee will be adjusted annually by the previous calendar year's CPI for the Cleveland MSA; the Base Management Fee will be paid monthly, in arrears; and

WHEREAS, the Owner's Priority Payment will be \$8,000,000 per year during the first three full-operating years of the QMA (which amount shall be prorated for the period beginning on the Projected Opening Date through December 31, 2016) and \$9,000,000 per year of the QMA thereafter; the Owner's Priority Payment will be directed to paying debt service on the Obligations; and

WHEREAS, provided that the Hotel meets certain criteria regarding revenue-per-available-rooms and the generation of net revenues sufficient to meet the Owner's Priority Payment, Hilton will be paid a Subordinate Management Fee; during the first five full-operating years of the QMA, the Subordinate Management Fee will be fixed at zero dollars for the period beginning on the opening date of the Hotel through the end of the second full-operating year and a total of \$1,484,000 for years three through five; after the fifth full-operating year, the Subordinate Management Fee will be adjusted annually by the previous calendar year's CPI for the Cleveland MSA; and

WHEREAS, the County reserves the right to terminate the QMA after the sixth full-operating year thereof in the event the Hotel does not meet certain performance tests and Hilton does not exercise its cure rights under the QMA; and

WHEREAS, prior to opening the Hotel, Hilton will provide certain technical services related to the architecture, engineering, and interior design of the Hotel under a Technical Services Agreement for the period beginning on the date of execution thereof through the Projected Opening Date (the "TSA Term"); and

WHEREAS, prior to opening the Hotel, Hilton will provide certain pre-opening services related to marketing, staffing, and other services necessary to opening-day operations of the Hotel under a Pre-Opening Services Agreement for the period beginning on the date of execution thereof through the Projected Opening Date (the "POSA Term"); and

WHEREAS, the County intends to enter into an agreement with Hilton to assure that, throughout the QMA Term, sufficient Hotel accommodations will be available to

attendees, participants, and planners of events being held in the Cleveland Convention Center and Global Center for Health Innovation (the “Room-Block Agreement”); and

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

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

SECTION 1. That County Council hereby authorizes, and the County Executive is hereby authorized to conclude negotiations of, the following agreements with Hilton in relation to the Convention Center Hotel: a Technical Services Agreement, for an amount not to exceed \$350,000, including fees of approximately \$250,000 and the balance for reimbursable expenses, for the TSA Term; a Pre-Opening Services Agreement, for an amount not to exceed \$6,370,000, including fees of approximately \$300,000 and the balance for reimbursable expenses, for the POSA Term; a Room Block Agreement for the QMA Term; and a Qualified Management Agreement, for the QMA Term. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution. The final negotiated terms of the agreements, including the actual maximum not to exceed amount and risk management protections, shall be subject to the approval of the Director of Law, but in no event shall the finally negotiated maximum amounts under the Technical Services Agreement and Pre-Opening Services Agreement exceed the herein authorized aggregate maximum of \$6,720,000.

SECTION 2. That the County Executive or his authorized designee is authorized to (a) take all actions, and to execute, acknowledge, deliver and/or file for record (as and where appropriate) (i) all documents and instruments necessary or desirable to facilitate and/or consummate the transactions contemplated hereby, including, but not limited to, the Technical Services Agreement, the Pre-Opening Services Agreement, the Qualified Management Agreement, and the Room-Block Agreement, and all documents to be executed by the County thereunder, and all financing-related documents (including but not limited to subordination, non-disturbance and attornment agreements, pledges, and security agreements), (ii) all other and further documents, instruments, certificates, agreements, amendments, assignments, subleases, consents, affidavits, certifications, disbursement authorizations, settlement statements, closing statements, proration statements, escrow agreements, escrow instructions, and notices, and (iii) amendments, modifications and supplements to any of the foregoing, that the County Executive may deem necessary or advisable in connection with the consummation of the transactions contemplated hereby, in all cases containing such terms and conditions not adverse to the County and approved by the County’s Director of Law or his authorized designee, (b) agree to such payments, prorations, credits, deposits, holdbacks, escrows and other

arrangements as may be necessary or advisable in connection therewith to facilitate and/or consummate such transactions, and (c) prosecute and/or defend any actions or proceedings that may be necessary or advisable relative to any of the foregoing matters.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 25, 2014
Committee(s) Assigned: Committee of the Whole

Committee Report/Second Reading/Referred to Committee: April 8, 2014
Committee(s) Assigned: Committee of the Whole

Journal CC014
April 22, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0089

Sponsored by: County Executive FitzGerald/Department of Public Works	A Resolution authorizing an amendment to the Design-Build Agreement with Turner/Ozanne/VAA A Joint Venture establishing a definitive guaranteed maximum price in the amount not-to-exceed \$_____ for design-build services for the Convention Center Hotel Project for the period 11/13/2013 - 9/1/2016; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, in Resolution No. R2013-0234, County Council made an award on RQ28353 to Turner/Ozanne/VAA A Joint Venture (“Design Builder”) and authorized the County Executive to negotiate, enter into, and execute an initial contract with the Design Builder in an amount not-to-exceed \$10,000,000.00; and,

WHEREAS, Council resolved in Resolution No. R2013-0234 that the final definitive contract/GMP amendment with Design Builder pursuant to RQ28353 shall be subject to Council’s approval; and,

WHEREAS, the GMP amendment with Design Builder provides for the design and construction of the new Convention Center Hotel for a total price that will not exceed \$_____ (the guaranteed maximum price or “GMP”), and it incorporates all services performed in connection with the Design-Build Agreement between the County and Design Builder dated November 13, 2013, authorized by County Council under Resolution No. R2013-0234;

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

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

SECTION 1. County Council hereby authorizes a final definitive GMP amendment with Turner/Ozanne/VAA A Joint Venture for an amount not to exceed

\$ _____ as the design-builder for the Convention Center Hotel Project for the period November 13, 2013, through September 1, 2016, and authorizes the County Executive to conclude the negotiations with Turner/Ozanne/VAA A Joint Venture, and to enter into said contract. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution. The final negotiated terms of the contract, including the actual maximum not-to-exceed amount and risk management protections, shall be subject to the approval of the Director of Law, but in no event shall the finally negotiated amount exceed the herein authorized maximum of \$ _____.

SECTION 2. The County Executive is authorized to execute the contract and all other related documents, as approved to legal form and correctness by the Director of Law or his designee, consistent with this Resolution.

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

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

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

Yeas:

Nays:

County Council President Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 25, 2014

Committee(s) Assigned: Committee of the Whole

Committee Report/Second Reading/Referred to Committee: April 8, 2014

Committee(s) Assigned: Committee of the Whole

Legislation Amended on the Floor: April 22, 2014

Journal CC014

April 22, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0090

Sponsored by: County Executive FitzGerald/Department of Public Works	A Resolution providing for the acquisition by lease purchase of real property including a convention center hotel facility; authorizing a Lease Purchase Agreement with respect to the convention center hotel facility; authorizing and approving other documents relating to the convention center hotel facility and financing thereof; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, in order to enhance the ability of the Cleveland Convention Center and Global Center for Health Innovation (the "Convention Center") to attract large meetings to the Convention Center and additional visitors to the region, the County intends to develop an approximately 600-room Convention Center Hotel on property immediately adjacent to and in support of the Convention Center ("Hotel"); and

WHEREAS, in furtherance of the County's intention to develop the Hotel, and in order to participate in other cooperative activities identified therein, the County entered into a Cooperative Agreement dated as of December 17, 2014 among the County, the City of Cleveland and the Cleveland-Cuyahoga Count Port Authority (the "Cooperative Agreement"); and

WHEREAS, it will be necessary for the County to enter into certain financing arrangements and other agreements in order to finance the cost of a Hotel in accordance with the terms of the Cooperative Agreement; and

WHEREAS, in order to implement the financing arrangements with respect to the Hotel, it will be necessary for the County to take the following actions:

A. Execute and deliver a lease purchase agreement (the "Lease") under which the County (a) will lease from the Cleveland-Cuyahoga County Port Authority (the "Lessor") the Leased Premises for an Initial Term, each as defined in the Lease, and for Renewal Terms, as defined in the Lease, upon appropriations being made by this Council of funds sufficient to enable the County to pay the Base Rent and Additional Rent, as defined in the Lease, during the Initial Term and Renewal Terms (each a "Lease Term") and (b) will have an obligation, which will constitute a "public obligation" as defined in Ohio Revised Code Section 133.01, to pay Base Rent and Additional Rent during each Lease Term subject to such appropriations;

B. Approve a trust agreement (the "Trust Agreement") between the Lessor and U.S. Bank National Association (the "Trustee") pursuant to which (a) the Lessor will assign its interest in the Lease to the Trustee, (b) the Lessor will direct the Trustee to and the Trustee will execute not to exceed \$260,000,000 aggregate principal amount of Certificates of Participation (the "Certificates") in the payments of Base Rent to be made by the County under the Lease, which Certificates will constitute "fractionalized interests in public obligations", as defined in Ohio Revised Code Section 133.01, and (c) proceeds of the sale of the Certificates will be used to pay a portion of the cost of constructing the Hotel;

C. Execute a letter of representations (the "Letter of Representations") to Stifel, Nicolaus & Company, Incorporated, as representative of the original purchasers of the Certificates (the "Original Purchaser"), the Lessor, and/or and the Trustee evidencing the approval of a certificate purchase agreement (the "Purchase Agreement") between the Original Purchaser, the Lessor and the Trustee setting forth the purchase price and other terms upon which the Original Purchaser will purchase the Certificates from the Trustee;

D. Provide certain information relating to the Hotel project and the County to the Original Purchaser for inclusion in a disclosure document to be used in connection with the initial offering of the Certificates by the Original Purchaser; and

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

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

SECTION 1. It is hereby determined that, for the reasons set forth in the preambles to this Resolution, and in furtherance of the cooperative activities identified in the Cooperative Agreement, the acquisition of the Lease Premises and the financing by the County of the convention center hotel facility pursuant to the Lease are in support the Convention Center and in furtherance of the County's interests.

SECTION 2. The County Executive and the Fiscal Officer are each authorized and directed to sign and deliver the Lease and to signify approval of the Trust Agreement in substantially the forms as are now on file with the Clerk of Council after approval thereof by the Director of Law. The Lease and the Trust Agreement are approved in substantially the forms as are now on file with the Clerk of Council, together with any changes or amendments that are not inconsistent with this Resolution and not substantially adverse to the County that are approved by the County Executive and the Fiscal Officer and the Director of Law on behalf of the County, all of which shall be

conclusively evidenced by the signing of the Lease or amendments thereto and the signifying of approval of the Trust Agreement or amendments thereto.

SECTION 3. (a) Base Rent. The Fiscal Officer is hereby authorized and directed to negotiate and provide for the terms of the Base Rent, as defined in the Lease, including the aggregate principal component thereof, which for the Initial Term and all Renewal Terms in aggregate shall not exceed \$260,000,000 and the interest components thereof, which interest components may be fixed rate interest components or variable rate interest components, the weighted average of which fixed rate interest components shall not exceed 8% per annum, provided that if the interest rate component is not to be excluded from gross income for federal income tax purposes, the fixed interest rate components shall not exceed 12% per annum.

The County acknowledges that the principal component of the Lease shall be equal to the principal amount of the Certificates and shall be that amount which, together with other funds to be made available for the acquisition and construction of the convention center hotel facility, shall be sufficient to pay the cost of the convention center hotel facility, including without limitation the cost of providing any reserves that the Fiscal Officer determines are necessary and appropriate for the Certificates to be issued on the terms most favorable to the County as the payor on the public obligations in which the Certificates constitute fractionalized interests (which determination shall be confirmed by the Fiscal Officer by the Fiscal Officer's signing of the Letter of Representations described above), and the costs of issuance of the Certificates, and which the Fiscal Officer determines are necessary and reasonable in light of the character of the Certificates (which determination shall be confirmed by the Fiscal Officer by the Fiscal Officer's execution of the Letter of Representations). The County further acknowledges that the payment schedule for the Certificates shall include interest components on the principal amount thereof which shall be based upon the interest components of the Base Rent. The Certificates may be issued in one or more series which may differ as to interest rate components, credit enhancement, priority of payment and other terms. The Base Rent to be payable under and in accordance with the Lease during the Initial Term of the Lease and any Renewal Terms, shall be an amount sufficient to cover the amount of principal of and interest component on the outstanding Certificates of any series that are due and payable during that Initial Term or Renewal Term, and such Base Rent shall be specified or determined in an exhibit to the Lease; provided, however, that the County's payment of Base Rent and Additional Rent is Subject to Appropriation and Certification as provided in the Lease and nothing in the Lease, the Certificates or the Trust Agreement constitutes a pledge by the Lessee, or an obligation of the Lessee, of any taxes or other moneys to the payments due thereunder.

(b) Purchase Agreement. The Fiscal Officer is authorized to sign and deliver, in the name and on behalf of the County, the Letter of Representations attached as Exhibit A to the Purchase Agreement, in substantially the form as is now on file with the Clerk of this Council after approval thereof by the Director of Law, signifying approval of the Purchase Agreement and setting forth the schedule of Base Rent and the principal components and interest components thereof, the costs of issuance of the Certificates and

the reserves for the Certificates and approving the appointment of the Trustee. The Purchase Agreement and the Letter of Representations are approved, together with any changes or amendments that are not inconsistent with this Resolution and not substantially adverse to the County and that are approved by the Fiscal Officer and Director of Law on behalf of the County, all of which shall be conclusively evidenced by the signing of the Letter of Representations or amendments thereto.

(c) Primary Offering Disclosure. If, in the judgment of the Fiscal Officer after consultation with the Original Purchaser, a disclosure document is appropriate relating to the initial offering of the Certificates, the Fiscal Officer, on behalf of the County and in that officer's official capacity, is authorized to (i) cooperate with the Original Purchaser in the preparation of, and the making of modifications, completions or changes of or supplements to, such a disclosure document, (ii) determine, and to certify or otherwise represent, when the disclosure document is to be deemed final or is final, (iii) authorize the use and distribution of that disclosure document and any supplements thereto in connection with the initial offering of the Certificates, and (iv) sign certificates, statements or other documents in connection with the finality, accuracy and completeness of that disclosure document.

(d) Agreement to Provide Continuing Disclosure. For the benefit of the holders and beneficial owners from time to time of the Certificates, the County agrees, as the only obligated person with respect to the Certificates under SEC Rule 15c2-12 (the "Rule"), to provide or cause to be provided such financial information and operating data, audited financial statements and notices, in such manner, as may be required for purposes of paragraph (b)(5)(i) of the Rule. In order to describe and specify certain terms of the County's continuing disclosure agreement for that purpose, and thereby to implement that agreement, including provisions for enforcement, amendment and termination, the Fiscal Officer is authorized and directed to sign and deliver, in the name and on behalf of the County, the Continuing Disclosure Agreement in substantially the form as is now on file with the Clerk of Council after approval thereof by the Director of Law, with any changes or amendments that are not inconsistent with this Resolution and not substantially adverse to the County and that are approved by the Fiscal Officer and the Director of Law on behalf of the County, all of which shall be conclusively evidenced by the signing of that Continuing Disclosure Agreement or amendments to it. The Continuing Disclosure Agreement shall be the County's continuing disclosure agreement for purposes of the Rule, and its performance shall be subject to the annual appropriation of any funds that may be necessary to perform it.

(e) Application for Rating or Insurance. If, in the judgment of the Fiscal Officer after consultation with the Original Purchaser, the filing of an application for (i) a rating on a series of Certificates by one or more nationally recognized rating agencies, (ii) a policy of insurance or other credit enhancement facility from a company or companies to better assure the payment of principal of and interest on a series of Certificates, or (iii) a surety bond or other credit enhancement facility from a company or other companies to satisfy the reserve requirement for a series of Certificates is in the best interest of and financially advantageous to this County, the Fiscal Officer is authorized to prepare and

submit those applications, to provide to each such agency, company or other credit enhancement facility provider such information as may be required for the purpose. The cost of obtaining each such rating, policy, bond or credit enhancement facility, except to the extent paid by the Original Purchaser in accordance with the Purchase Agreement, shall be paid from the proceeds of the Certificates.

SECTION 4. The County Executive, the Fiscal Officer, the Director of Law and the Clerk of Council are each hereby authorized and directed to take any and all other actions and to execute any and all other instruments, certificates and documents as may in their judgment be necessary, desirable, advisable or appropriate in connection with the execution and delivery of the Lease, the execution and delivery of the Certificates by the Trustee and the purchase of the Certificates by the Original Purchaser in order to give effect to the transactions contemplated to be performed on the part of the County under the Lease and the Letter of Representations.

SECTION 5. The Fiscal Officer, or any other officer having responsibility for executing the Lease, is, alone or in conjunction with any of the foregoing or with any other officer or employee of the County, authorized and directed (a) to cooperate with the Original Purchaser and the Trustee by making, on behalf of the County, such covenants and representations in the Lease as are appropriate and necessary so that (a) the Lease and the Certificates will not (i) constitute private activity bonds, arbitrage bonds or hedge bonds under Sections 141, 148 or 149 of the Internal Revenue Code of 1986, as amended (the "Code") or (ii) be treated other than as obligations to which Section 103(a) of the Code applies, and (b) the interest components of the Lease and on the Certificates will not be treated as an item of tax preference under Section 57 of the Code and to the effect that the County will take or cause to be taken such actions that may be required of it for the interest components of the Lease and on the Certificates to be and remain excluded from gross income for federal income tax purposes and that it will not take or authorize to be taken any actions that would adversely affect that exclusion.

The Fiscal Officer, or any other officer of the County having responsibility for execution of the Lease is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval, or waiver on behalf of the County with respect to the Lease and the Certificates as the County is permitted to or required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections provided for in Section 148(f)(4)(C) of the Code or available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting favorable tax treatment or status of the Lease and the Certificates or the interest components thereof or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments, as determined by that officer, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of the County, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the interest

Clerk of Council

Date

First Reading/Referred to Committee: March 25, 2014

Committee(s) Assigned: Committee of the Whole

Committee Report/Second Reading/Referred to Committee: April 8, 2014

Committee(s) Assigned: Committee of the Whole

Journal CC014

April 22, 2014

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0014

Sponsored by: County Executive FitzGerald/Department of Development	An Ordinance establishing the Cuyahoga County Property Demolition Fund, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, vacant and abandoned properties pose a threat to citizens' safety, contribute to an environment that fosters crime, slow community development, depress neighboring property values, and accelerate residential flight;

WHEREAS, numerous studies across the nation, state, and county demonstrate that eradication of vacant and abandoned properties lift property values in moderate and strong market areas;

WHEREAS, it is necessary to use the County's bonding capacity to fund a comprehensive effort to demolish unsalvageable properties countywide to buttress existing community and economic development efforts, accelerate property value growth and to protect and restore neighborhoods;

WHEREAS, strategic demolition in bulk is in the interest of public safety, blight removal, property value stabilization, fiscal responsibility, and long term economic development; 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 the County departments.

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

SECTION 1. Chapter 807 of the Cuyahoga County Code is hereby enacted as follows:

Chapter 807: Property Demolition Fund

Section 807.01 Property Demolition Fund Created

There is hereby created the Cuyahoga County Property Demolition Fund, which shall fund demolition programs to be administered by the County Executive through the Department of Development.

Section 807.02 Purposes

The Property Demolition Fund may be used county-wide for demolition projects with end users both known and unknown, and post-demolition dispositions ranging from buy-hold-and-maintain strategies to site assembly for strategic development and construction.

Section 807.03 Necessary Approvals

All contracts and agreements under the Property Demolition Fund shall be reviewed and approved by the appropriate approval authority depending on the monetary threshold of each such contract or agreement in accordance with Chapter 501 of the Cuyahoga County Code.

Section 807.04 Reporting Requirements

The Department of Development shall make a report to the County Council detailing the operations, performance measures and changes to the Demolition Fund programs annually in concert with updates to the County's Five Year Economic Development Plan as required by the County Charter.

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

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

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0011

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p>	<p>An Ordinance amending Chapter 705 of the Cuyahoga County Code to establish payment procedures for connection charges collected for connection to County's water and sewer facilities in County Sewer District No. 14 and Cook, McKenzie and Stearns Roads; amending Cuyahoga County Resolution Nos. 052208 and 052209, each dated 6/2/2005; and declaring the necessity that this Ordinance become immediately effective.</p>
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WHEREAS, on June 2, 2005, Cuyahoga County passed Resolution Nos. 052208 and 052209 establishing certain water and sewer connection charges for County Sewer District No. 14; and,

WHEREAS, pursuant to Resolution Nos. 052208 and 052209, water and sewer connection charges are to be paid in cash or by certified check payable to the County, at the time the connection permit is applied for; and,

WHEREAS, the County finds that such payment of water and sewer connection charges constitutes an undue hardship for the property owners and desires to encourage property owners to connect to new and existing water and sewers mains; and,

WHEREAS, the County desires to establish payment procedures that allows all property owners in County Sewer District No. 14 and Cook, McKenzie and Stearns Roads to pay water and sewer connection charges in yearly installments; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order to ensure that property owners connect to the County's new and existing water and sewer facilities.

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

SECTION 1. Chapter 705 of the Cuyahoga County Code is hereby amended and replaced to read as follows:

Chapter 705: Water and Sewer Connection Charges

Section 705.01 Payment Procedures for County Sewer District No. 14

- A. A property owner who connects any building, structure or other facility, either directly or indirectly, to the County's water and sewer facilities in County's Sewer District No. 14 shall pay the County a connection charge by electing one of the following payment options:
 - 1. Pay the full amount of the connection charge; or
 - 2. Enter into a payment program for a period not to exceed ten (10) years.
- B. The ten (10) year payment plan shall be based on the applicable connection charge schedule, plus an applicable interest rate determined by the Director of Public Works. The ten year payment plan and collection of funds will be established in accordance with Section 6117.02 of the Ohio Revised Code, and the Department of Public Works may require any additional assurances for payment, including the procurement and recording of a mortgage loan document, if deemed appropriate, upon consultation with legal counsel.
- C. Section 705.01 is intended to establish a payment plan for water and sewer connection charges payable by all property owners located in County Sewer District No. 14 that connect to new or existing County water and sewer facilities.
- D. Cuyahoga County Resolution Nos. 052208 and 052209, each dated 6/2/2005, which established charges payable for connection to the County's water and sewer facilities in County Sewer District No. 14, are hereby amended to reflect a repayment period not to exceed ten (10) years for all connection charges payable by property owners connecting to water and sewer facilities in County Sewer District No. 14.

Section 705.02: Payment Procedures for Cook, Mackenzie and Stearns Roads

- A. Notwithstanding the provisions of Section 705.01, a property owner who is converting from a septic system to a main line sanitary system on Cook, McKenzie and Stearns Roads shall pay the County a connection charge by electing one of the following payment options:
 - 1. Pay the full amount of the connection charge; or
 - 2. Enter into a payment program for a period of twenty (20) years.
- B. The twenty year payment plan shall be based on the 2011 connection charge schedule plus applicable interest at the rate of 3.52%, and will apply to those affected property owners that elect not to pay the connection charge in full by December 29, 2011. The twenty year payment plan and collection of funds will be established in accordance with Ohio Revised

Code 6117.02, and the Department of Public Works may require any additional assurances of payment, including the procurement and recording of a mortgage loan document, if deemed appropriate upon consultation with legal counsel.

- C. Chapter 705.02 of the Cuyahoga County Code is intended to alleviate the hardships on individual homeowners and property owners on Cook, McKenzie and Stearns Roads as of the date of the adoption of Cuyahoga County Council Ordinance No. 02011-0007 and is therefore not applicable to future developers that may seek this same accommodation.
- D. Any affected property owners on Cook, McKenzie and Stearns Roads who have previously paid sewer and water connection charges under the 2009, 2010 or 2011 rates shall be refunded any amounts paid in excess of the 2008 rates as set forth in Ordinance No. O2011-0007.
- E. Cuyahoga County Resolution Nos. 052208 and 052209, each dated 6/2/2005, which established charges payable for connection to the County's water and sewer facilities in County Sewer District No. 14, are hereby amended to reflect a repayment period of twenty (20) years for all connection charges payable by property owners connecting to water and sewer facilities on Cook, McKenzie and Stearns Roads.

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

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and 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 Ordinance was duly enacted.

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: March 25, 2014
Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: April 8, 2014

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