

AGENDA CUYAHOGA COUNTY COUNCIL REGULAR MEETING TUESDAY, APRIL 10, 2018 CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR 5:00 PM

- 1. CALL TO ORDER
- 2. ROLL CALL
- 3. PLEDGE OF ALLEGIANCE
- 4. SILENT MEDITATION
- 5. PUBLIC COMMENT RELATED TO AGENDA
- 6. APPROVAL OF MINUTES
 - a) March 27, 2018 Regular Meeting (See Page 13)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT
- 8. MESSAGES FROM THE COUNTY EXECUTIVE
- 9. LEGISLATION INTRODUCED BY COUNCIL
 - a) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES
 - 1) R2018-0078: A Resolution amending Rules 6A, 8B and 17C of the Cuyahoga County Rules of Council, and declaring the necessity that this Resolution become immediately effective. (See Page 31)

Sponsors: Councilmembers Brady, Gallagher, Simon and Conwell

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

1) R2018-0079: 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 70)

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

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

1) R2018-0067: A Resolution amending Resolution No. R2016-0218 dated 12/13/2016, which authorized an Economic Development Fund Redevelopment and Modernization Loan to Detroit Shoreway Community Development Organization for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset; and declaring the necessity that this Resolution become immediately effective. (See Page 139)

Sponsor: Council President Brady

Committee Assignment and Chair: Community Development – Jones

d) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR THIRD READING ADOPTION

1) O2018-0004: An Ordinance amending Sections 303.02, 303.03 and 303.05 of the Cuyahoga County Code to update the Civil Service Code of Cuyahoga County; and declaring the necessity that this Ordinance become immediately effective. (See Page 142)

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

Agreement between Cuyahoga County and American
Federation of State, County and Municipal Employees, Ohio
Council 8, Local 2927, AFL-CIO, representing approximately 30
employees in various classifications in Inmate Services at the
Sheriff's Department for the period 1/1/2018 - 12/31/2020;
directing that funds necessary to implement the Collective
Bargaining Agreement be budgeted and appropriated;
authorizing the County Executive to execute the agreement
and all other documents consistent with this Resolution; and
declaring the necessity that this Resolution become
immediately effective. (See Page 155)

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

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

Agreement with Riverbed West, LLC in the amount of \$25.00 for lease of County-owned property located along the Detroit-Superior Bridge on West 25th Street in the City of Cleveland, Permanent Parcel Nos. 003-21-001 and 003-20-004, for the Irishtown Bend Project for the period 5/1/2018 - 4/30/2043; 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 158)

Sponsor: County Executive Budish/Department of Public Works

2) R2018-0082: A Resolution authorizing an amendment to Contract No. CE0800729-01 with Premier Investment Co., LLC for lease of approximately 128 parking spaces located at 4209, 4213 and 4415 Euclid Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed

\$415,644.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 162)

Sponsor: County Executive Budish/Department of Public Works

3) R2018-0083: A Resolution authorizing an amendment to Contract No. CE0800492-01 with Cleveland Commerce Center, Inc. for lease of approximately 125 parking spaces located at East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$367,617.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 166)

Sponsor: County Executive Budish/Department of Public Works

- 4) R2018-0084: A Resolution making an award on RQ42445 to a supplier to be determined in the amount estimated not-to-exceed \$3,922,000.00 for electric power services for various County buildings for the period 5/1/2018 4/30/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 173)
 - i) Dynegy Energy Services East, LLC; or
 - ii) Interstate Gas Supply, Inc.

Sponsor: County Executive Budish/Department of Public Works

5) R2018-0085: A Resolution authorizing an an amendment to an agreement with Cuyahoga County District Board of Health for acquisition and maintenance of a permanent facility for the period 1/1/2004 - 12/31/2023 to change the scope and the terms, effective 2/1/2018, to extend the time period to 12/31/2038 and for additional funds in the amount not-to-exceed \$4,789,750.00; authorizing the County Executive to

execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 180)

Sponsor: County Executive Budish/Department of Public Works

- 6) R2018-0086: A Resolution making awards on RQ39869 to various providers, each in the amount not-to-exceed \$300,000.00, for general engineering services for the period 4/2/2018 4/21/2021; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 186)
 - i) Chagrin Valley Engineering, LTD
 - ii) HNTB Ohio, Inc.

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

7) R2018-0087: A Resolution authorizing an amendment to Contract No. CE0600807-02 with Maple Heights Commerce Two, LLC for lease of space located at 21100 Southgate Park Boulevard, Maple Heights, for the period 2/1/2007 - 1/31/2017 to extend the time period to 12/31/2022, to change the terms, effective 2/1/2017, and for additional funds in the amount not-to-exceed \$394,263.10; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 191)

Sponsors: County Executive Budish/Department of Public Works on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division/Probation Department

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

1) R2018-0069: A Resolution confirming the County Executive's reappointment of The Honorable Bradley D. Sellers to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020, and declaring the necessity that this Resolution become immediately effective. (See Page 195)

Sponsors: County Executive Budish and Councilmember Brown

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

2) R2018-0072: A Resolution making an award on RQ41694 to United Survey, Inc. in the amount not-to-exceed \$2,955,017.00 for the 2018 Sewer Rehabilitation Program in various County Sewer Districts for the period 4/30/2018 - 4/30/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 197)

Sponsor: County Executive Budish/Department of Public Works

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

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

- 1) R2018-0063: A Resolution making awards on RQ40883 to various providers for community-based services to support atrisk children and families in Cuyahoga County for the period 4/1/2018 3/31/2019; authorizing the County Executive to execute the agreements and contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 199)
 - i) Catholic Charities Corporation in the amount notto-exceed \$737,732.00.
 - ii) Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$375,000.00.
 - iii) East End Neighborhood House in the amount notto-exceed \$445,009.00
 - iv) City of Lakewood in the amount not-to-exceed \$431,379.83.
 - v) Murtis Taylor Human Services System in the amount not-to-exceed \$1,000,000.00.

- vi) Parma City School District in the amount not-toexceed \$440,814.99.
- vii) The Centers for Families and Children in the amount not-to-exceed \$425,000.00.
- viii) University Settlement in the amount not-to-exceed \$380,000.00.
- ix) West Side Community House in the amount not-to-exceed \$450,000.00.

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

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

2) R2018-0070: A Resolution confirming the County Executive's appointment of Scott Osiecki to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective. (See Page 202)

Sponsors: County Executive Budish and Councilmembers Brown, Gallagher, Jones, Miller and Conwell

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

3) R2018-0071: A Resolution authorizing a revenue generating ground lease agreement with PACE Aviation, Inc. in the amount not-to-exceed \$907,179.00 to facilitate private construction of an airport hangar and related facilities and improvements to be located at the Cuyahoga County Airport, Curtiss Wright Parkway, Highland Heights, for the period 4/1/2018 - 3/31/2038; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 205)

Sponsor: County Executive Budish/Department of Public Works

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

4) R2018-0073: A Resolution rescinding Resolution No. R2017-0069 dated 4/25/2017, which declared that public convenience and welfare requires resurfacing Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights and which found that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective. (See Page 208)

SponsorS: County Executive Budish/Department of Public Works/Division of County Engineer and Councilmember Houser

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

- 5) R2018-0074: A Resolution declaring that public convenience and welfare requires resurfacing of a road and parkway located in the City of Cleveland Heights in connection with the 2018 Operations Resurfacing Program; total estimated project cost \$581,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said projects; and declaring the necessity that this Resolution become immediately effective: (See Page 211)
 - i) Warrensville Center Road from Mayfield Road to Noble Road.
 - ii) Cedar Glen Parkway from Euclid Heights Boulevard to the Cleveland Heights West Corporation Line.

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

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

6) R2018-0075: A Resolution amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and declaring the necessity that this Resolution become immediately effective. (See Page 214; See Proposed Substitute Page 255)

Sponsor: County Executive Budish/Fiscal Officer

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

7) R2018-0076: A Resolution making an award on RQ41251 to RSM US LLP in the amount not-to-exceed \$515,000.00 for third-party assurance assessment services for components of the County's Enterprise Resource Planning System for the period 4/17/2018 - 12/31/2019; 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 296)

Sponsor: County Executive Budish/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

- 8) R2018-0077: A Resolution authorizing an amendment to Master Contract No. CE1700026 with various providers for residential treatment services for the period 2/1/2017 1/31/2019 to change the scope of services, effective 2/1/2018, and for additional funds in the amount not-to-exceed \$3,755,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 298)
 - i) Applewood Centers, Inc.
 - ii) Bellfaire Jewish Children's Bureau
 - iii) Community Specialists Corporation dba The Academy
 - iv) Cornell Abraxas Group, Inc.
 - v) George Junior Republic in Pennsylvania
 - vi) The Glen Mills Schools

- vii) Keystone Richland Center, LLC dba Foundations for Living
- viii) Lakeside for Children dba Lakeside Academy
- ix) Muskegon River Youth Home, Inc.
- x) New Directions, Inc.
- xi) OhioGuidestone
- xii) Rite of Passage, Inc.
- xiii) The Summit School, Inc. dba Summit Academy
- xiv) The Village Network
- xv) The Cleveland Christian Home, Inc.
- xvi) Safehouse Ministries dba Safehouse Residential Services Division
- xvii) Star Commonwealth dba Starr Albion Prep

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

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

e) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

1) R2018-0056: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2017 for the period 1/1/2018 - 12/31/2018; 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 301)

Sponsor: County Executive Budish/Fiscal Officer

2) R2018-0064: A Resolution making an award on RQ40102 to Young Women's Christian Association of Greater Cleveland in the amount not-to-exceed \$1,936,749.00 for operation and case management services for the Norma Herr Women's Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 - 12/31/2018; 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 303)

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

f) COMMITTEE REPORTS AND CONSIDERATION OF ORDINANCES FOR SECOND READING

1) <u>O2018-0002:</u> An Ordinance enacting Title 13, Chapter 1301 of the Cuyahoga County Code to establish the Cuyahoga County Consumer Protection Code; amending Section 202.16(A)(7) of the Cuyahoga County Code to clarify the duties and responsibilities of the Department of Consumer Affairs/ Division of Consumer Protection. (See Page 306)

Sponsors: County Executive Budish/Department of Consumer Affairs and Councilmembers Simon, Brown, Jones, Miller and Brady

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

 O2018-0003: An Ordinance enacting Title 13, Chapter 1302 of the Cuyahoga County Code to establish the Cuyahoga County Weights and Measures Code. (See Page 317)

Sponsors: County Executive Budish/Department of Consumer Affairs and Councilmembers Simon, Brown, Jones, Miller and Brady

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

- 11. MISCELLANEOUS COMMITTEE REPORTS
- 12. MISCELLANEOUS BUSINESS
- 13. PUBLIC COMMENT UNRELATED TO AGENDA
- 14. ADJOURNMENT

NEXT MEETINGS

<u>COMMITTEE OF THE WHOLE</u> TUESDAY, APRIL 24, 2018

TBD / COUNCIL CHAMBERS

<u>REGULAR MEETING:</u> TUESDAY, APRIL 24, 2018

5:00 PM / COUNCIL CHAMBERS

<u>COUNCIL WORK SESSION:</u> THURSDAY, APRIL 26, 2018

10:00 AM / COUNCIL CHAMBERS

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

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



MINUTES

CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MARCH 27, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 5:02 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT RELATED TO AGENDA

The following citizens addressed Council regarding various agenda-related items and concerns:

- a) Reverend Pamela Pinkney Butts
- b) Ms. Loh

Ms. Donna Walker-Brown addressed Council regarding Resolution No. R2018-0054, confirming the County Executive's reappointment of various individuals to serve on the Child Abuse and Child Neglect Regional Prevention Council.

- APPROVAL OF MINUTES
 - a) March 13, 2018 Regular Meeting

A motion was made by Mr. Gallagher, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes of the March 13, 2018 Regular meeting.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from the Council President.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish reported that he has appointed a panel of child welfare experts to review the recent case of four-year-old Aniya Day-Garrett. He extended his sympathies and prayers to all who loved and cared for her and indicated that the panel will make recommendations to prevent this tragedy from happening again.

- 9. LEGISLATION INTRODUCED BY COUNCIL
 - a) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE
 - 1) R2018-0067: A Resolution amending Resolution No. R2016-0218 dated 12/13/2016, which authorized an Economic Development Fund Redevelopment and Modernization Loan to Detroit Shoreway Community Development Organization for the benefit of a project located at 11801 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Council President Brady

Council President Brady referred Resolution No. R2018-0067 to the Community Development Committee.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution No. R2018-0052.

 R2018-0052: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2018-0052 was considered and adopted by unanimous vote.

- c) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING
 - 1) <u>O2018-0004:</u> An Ordinance amending Sections 303.02, 303.03 and 303.05 of the Cuyahoga County Code to update the Civil Service Code of Cuyahoga County; and declaring the necessity that this Ordinance become immediately effective.

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

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

Clerk Schmotzer read Ordinance No. O2018-0004 into the record.

This item will move to the April 10, 2018 Council meeting agenda for consideration for third reading adoption.

- 10. LEGISLATION INTRODUCED BY EXECUTIVE
 - a) CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2018-0068.

1) R2018-0068: A Resolution amending the 2018/2019 Biennial Operating Budget for 2018 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; amending Resolution Nos. R2018-0021 dated 2/13/2018 and R2018-0041 dated 2/27/2018 to reconcile appropriations for 2018; and declaring the necessity that this Resolution become immediately effective.

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

Mr. Miller introduced a proposed substitute on the floor to Resolution No. R2018-0068. Discussion ensued.

A motion was then made by Mr. Miller, seconded by Mr. Schron and approved by unanimous vote to accept the proposed substitute.

On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2018-0068 was considered and adopted by unanimous vote, as substituted.

- b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE
 - 1) R2018-0069: A Resolution confirming the County Executive's reappointment of The Honorable Bradley D. Sellers to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2018-0069 to the Human Resources, Appointments & Equity Committee.

2) R2018-0070: A Resolution confirming the County Executive's appointment of Scott Osiecki to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2018-0070 to the Human Resources, Appointments & Equity Committee.

3) R2018-0071: A Resolution authorizing a revenue generating ground lease agreement with PACE Aviation, Inc. in the amount not-to-exceed \$907,179.00 to facilitate private construction of an airport hangar and related facilities and improvements to be located at the Cuyahoga County Airport, Curtiss Wright Parkway, Highland Heights, for the period 4/1/2018 - 3/31/2038; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2018-0071 to the Public Works, Procurement & Contracting Committee.

4) R2018-0072: A Resolution making an award on RQ41694 to United Survey, Inc. in the amount not-to-exceed \$2,955,017.00 for the 2018 Sewer Rehabilitation Program in various County Sewer Districts for the period 4/30/2018 - 4/30/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2018-0072 to the Public Works, Procurement & Contracting Committee.

5) R2018-0073: A Resolution rescinding Resolution No. R2017-0069 dated 4/25/2017, which declared that public convenience and welfare requires resurfacing Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights and which found that special assessments will neither be levied nor collected to pay for any part of the County's

costs of said improvement; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2018-0073 to the Public Works, Procurement & Contracting Committee.

- R2018-0074: A Resolution declaring that public convenience and welfare requires resurfacing of a road and parkway located in the City of Cleveland Heights in connection with the 2018 Operations Resurfacing Program; total estimated project cost \$581,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said projects; and declaring the necessity that this Resolution become immediately effective:
 - i) Warrensville Center Road from Mayfield Road to Noble Road.
 - ii) Cedar Glen Parkway from Euclid Heights Boulevard to the Cleveland Heights West Corporation Line.

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

Council President Brady referred Resolution No. R2018-0074 to the Public Works, Procurement & Contracting Committee.

7) R2018-0075: A Resolution amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer

Council President Brady referred Resolution No. R2018-0075 to the Human Resources, Appointments & Equity Committee.

8) R2018-0076: A Resolution making an award on RQ41251 to RSM US LLP in the amount not-to-exceed \$515,000.00 for third-party assurance assessment services for components of the County's Enterprise Resource Planning System for the period 4/17/2018 - 12/31/2019; 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.

Sponsor: County Executive Budish/Department of Information Technology

Council President Brady referred Resolution No. R2018-0076 to the Finance & Budgeting Committee.

- 9) R2018-0077: A Resolution authorizing an amendment to Master Contract No. CE1700026 with various providers for residential treatment services for the period 2/1/2017 1/31/2019 to change the scope of services, effective 2/1/2018, and for additional funds in the amount not-to-exceed \$3,755,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - i) Applewood Centers, Inc.
 - ii) Bellfaire Jewish Children's Bureau
 - iii) Community Specialists Corporation dba The Academy
 - iv) Cornell Abraxas Group, Inc.
 - v) George Junior Republic in Pennsylvania
 - vi) The Glen Mills Schools
 - vii) Keystone Richland Center, LLC dba Foundations for Living
 - viii) Lakeside for Children dba Lakeside Academy
 - ix) Muskegon River Youth Home, Inc.
 - x) New Directions, Inc.
 - xi) OhioGuidestone
 - xii) Rite of Passage, Inc.
 - xiii) The Summit School, Inc. dba Summit Academy
 - xiv) The Village Network
 - xv) The Cleveland Christian Home, Inc.

- xvi) Safehouse Ministries dba Safehouse Residential Services Division
- xvii) Star Commonwealth dba Starr Albion Prep

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

Council President Brady referred Resolution No. R2018-0077 to the Public Safety & Justice Affairs Committee.

- c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING
 - 1) R2018-0056: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2017 for the period 1/1/2018 12/31/2018; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer

Committee Assignment and Chair: Finance & Budgeting – Miller

Clerk Schmotzer read Resolution No. R2018-0056 into the record.

This item will move to the April 10, 2018 Council meeting agenda for consideration for third reading adoption.

2) R2018-0060: A Resolution authorizing the County Executive to accept dedication of land for Ethan Drive in Gates Village Subdivision (Phase 1), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Gates Village Subdivision (Phase 1) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.

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

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

Clerk Schmotzer read Resolution No. R2018-0060 into the record.

Pending subsequent approval by the Cuyahoga County Planning Commission, this item will move to the April 10, 2018 or April 24, 2018 Council meeting agenda for consideration for third reading adoption.

3) R2018-0064: A Resolution making an award on RQ40102 to Young Women's Christian Association of Greater Cleveland in the amount not-to-exceed \$1,936,749.00 for operation and case management services for the Norma Herr Women's Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

Clerk Schmotzer read Resolution No. R2018-0064 into the record.

This item will move to the April 10, 2018 Council meeting agenda for consideration for third reading adoption.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2018-0054, R2018-0055, R2018-0057, R2018-0058, R2018-0059, R2018-0061, R2018-0062, R2018-0065 and R2018-0066.

1) R2018-0054: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Child

Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for various terms, and declaring the necessity that this Resolution become immediately effective:

- i) Councilmember Dale Miller for an unexpired term ending 6/24/2019.
- ii) Robin Martin for an unexpired term ending 5/25/2018.
- iii) Robin Martin for the term 5/26/2018 5/25/2020.

Sponsor: County Executive Budish

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

On a motion by Ms. Brown with a second by Mr. Gallagher, Resolution No. R2018-0054 was considered and adopted by majority vote, with Councilmember Miller recusing himself from the vote.

2) R2018-0055: A Resolution confirming the County Executive's appointment of Kenneth Surratt to serve on the Cuyahoga County Tax Incentive Review Council for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

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

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2018-0055 was considered and adopted by unanimous vote.

3) R2018-0057: A Resolution making an award on RQ41220 to W.B. Mason Company, Inc. in the amount not-to-exceed \$1,075,000.00 for furnishing and delivering reprographic paper to various County departments and agencies for the period 5/1/2018 - 4/30/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

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

On a motion by Mr. Tuma with a second by Mr. Schron, Resolution No. R2018-0057 was considered and adopted by unanimous vote.

- 4) R2018-0058: A Resolution making an award on RQ41626 to Global Outdoor Solutions LLC dba Fourtounis Group in the amount not-to-exceed \$1,033,235.00 for the Bridge Box Beam Replacement Program Part One in various municipalities; 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:
 - i) Abbey Road Bridge No. 02.35 over Baldwin Creek in the City of North Royalton.
 - ii) Harris Road Bridge No. 01.61 over Chippewa Creek in the City of Broadview Heights.

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

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

On a motion by Mr. Tuma with a second by Mr. Schron, Resolution No. R2018-0058 was considered and adopted by unanimous vote.

5) R2018-0059: A Resolution making an award on RQ41842 to Terrace Construction Company, Inc. in the amount not-to-exceed \$1,792,814.14 for improvements to Future Amazon Site Perimeter Roads including Warrensville Center Road, Emery Road and Northfield Road in the Village of North Randall; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on

behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount not-to-exceed \$300,000.00 to fund said contract; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Tuma with a second by Ms. Brown, Resolution No. R2018-0059 was considered and adopted by unanimous vote.

6) R2018-0061: A Resolution making an award on RQ41069 to RELX Inc. dba LexisNexis, a division of RELX Inc., in the amount not-to-exceed \$657,664.80 for print and online legal research services for various County departments and agencies for the period 1/1/2018 - 12/31/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Law

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Mr. Brady, Resolution No. R2018-0061 was considered and adopted by unanimous vote.

7) R2018-0062: A Resolution authorizing a sole source contract with Integrated Precision Systems, Inc. in the amount not-to-exceed \$2,688,573.91 for maintenance and support of the Enterprise Network Security System for the period 1/1/2018 - 12/31/2022; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/County Sheriff

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2018-0062 was considered and adopted by unanimous vote.

- 8) R2018-0065: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,611,805.77, for child support services for the period 1/1/2018 12/31/2018; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - i) Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,978,478.29.
 - ii) Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,657,067.78.
 - iii) Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$3,976,259.70.

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

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

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2018-0065 was considered and adopted by unanimous vote.

- 9) R2018-0066: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$107,825.73, for child support services for the period 1/1/2018 12/31/2018; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - i) Cuyahoga County Treasurer's Office in the amount not-to-exceed \$73,483.94.

ii) Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$34,341.79.

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

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

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2018-0066 was considered and adopted by unanimous vote.

- e) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION
 - 1) R2018-0045: A Resolution declaring that public convenience and welfare requires resurfacing of various roads and a boulevard located in various municipalities in connection with the 2019 50/50 Resurfacing Program; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said projects; and declaring the necessity that this Resolution become immediately effective:
 - i) Alexander Road from Walton Road to Northfield Road in the Village of Walton Hills; total estimated project cost \$529,521.00.
 - ii) Lindbergh Boulevard from Abbeyshire Drive to the Berea East Corporation Line in the City of Berea; total estimated project cost \$340,926.00.
 - iii) Mackenzie Road from Lorain Road to the North Olmsted South Corporation Line in the City of North Olmsted; total estimated project cost \$740,824.00.
 - iv) Dunham Road from Turney Road to the Maple Heights South Corporation Line in the City of Maple Heights; total estimated project cost \$246,510.00.

- v) East Mill Road from East Wallings Road to Lacey Lane in the City of Broadview Heights; total estimated project cost \$565,679.00.
- vi) Sheldon Road from Eastland Road to Harrow Road in the Cities of Brook Park and Middleburg Heights; total estimated project cost \$641,803.00.
- vii) Edgerton Road from Bennett Road to Ridge Road in the City of North Royalton; total estimated project cost \$630,827.00.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer and Councilmembers Gallagher, Miller, Jones and Tuma

On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2018-0045 was considered and adopted by unanimous vote.

- f) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION
 - 1) R2018-0048: A Resolution authorizing an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$2,000,000.00 to Project 29 Partners, LLC for the benefit of the Church and State Mixed-use Project, located at 2850 Detroit Avenue in the City of Cleveland; authorizing the County Executive and/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. [Pending Committee Recommendation]

Sponsors: County Executive Budish/Department of Development and Councilmember Conwell

Committee Assignment and Chair: Economic Development & Planning – Schron

[Clerk's Note: Resolution No. R2018-0048 was substituted during the Economic Development & Planning Committee meeting prior to the Regular meeting in order to change the terms of the loan and was subsequently recommended for consideration for third reading adoption by the Committee.]

On a motion by Mr. Brady with a second by Mr. Schron, Resolution No. R2018-0048 was considered and adopted by unanimous vote.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Ordinance No. 02018-0001.

1) <u>O2018-0001:</u> A Resolution providing for modifications to and adoption of the Cuyahoga County Human Resources
Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive Budish/Department of Human Resources

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

Councilmember Brown introduced an amendment on the floor to Section 3.05 of the proposed Human Resources Personnel Policies and Procedures Manual entitled "Reporting Harassment, Discrimination, or Retaliation". Discussion ensued.

A motion was then made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to accept the proposed amendment.

Councilmember Baker introduced an amendment on the floor to Section 9.08 of the proposed Human Resources Personnel Policies and Procedures Manual entitled "Exempt Employees: Exchange/Straight Time". Discussion ensued.

A motion was then made by Ms. Baker, seconded by Mr. Miller and approved by unanimous vote to accept the proposed amendment.

Councilmember Schron introduced an amendment on the floor to Section 6.09 of the proposed Human Resources Personnel Policies and Procedures Manual entitled "Telecommuting". Discussion ensued.

A motion was then made by Mr. Schron, seconded by Mr. Brady and approved by unanimous vote to accept the proposed amendment.

Ms. Brown then introduced a proposed substitute on the floor to Ordinance No. O2018-0001. Discussion ensued.

A motion was then made by Ms. Brown, seconded by Mr. Brady and approved by unanimous vote to accept the proposed substitute.

On a motion by Ms. Brown with a second by Ms. Conwell, Ordinance No. O2018-0001 was considered and adopted by unanimous vote, as substituted.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Jones reported that the Community Development Committee will meet on Monday, April 2, 2018 at 10:00 a.m.

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, April 2, 2018 at 1:00 p.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, April 3, 2018 at 10:00 a.m.

Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, April 3, 2018 at 1:00 p.m.

Ms. Baker reported that the Council Operations, Intergovernmental Relations & Public Transportation Committee will meet on Tuesday, April 3, 3018 at 3:00 p.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, April 4, 2018 at 10:00 a.m.

Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, April 4, 2018 at 1:00 p.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, April 4, 2018 at 3:00 p.m.

12. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

13. PUBLIC COMMENT UNRELATED TO AGENDA

Reverend Pamela Pinkney Butts addressed Council regarding various issues concerning transportation, child fatalities and building security.

The following citizens addressed Council regarding various issues concerning child protective services, child fatalities and/or the County's Division of Children and Family Services:

- c) Ms. Donna Walker-Brown
- d) Ms. DeVinah Saunders Giles
- e) Ms. Sierra Giles
- f) Mr. Kareem Henton
- g) Ms. Roz McAllister
- h) Mr. Larry Ealy
- i) Ms. Rhonda Hills
- j) Ms. Lizzanya Medlock
- k) Ms. Loh

14. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 6:21 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0078

Sponsored by: Councilmembers	A Resolution amending Rules 6A, 8B and	
Brady, Gallagher, Simon and	17C of the Cuyahoga County Rules of	
Conwell	Council, and declaring the necessity that this Resolution become immediately effective.	

WHEREAS, Article III, Section 3.10(2) of the Cuyahoga County Charter provides that County Council shall adopt its own rules; and

WHEREAS, County Council originally adopted its rules pursuant to Motion No. M2011-0007 on April 26, 2011; and

WHEREAS, such rules have been subsequently amended by Motion Nos. M2011-0017, M2012-0004, M2012-0030 and M2013-0021 and by Resolution Nos. R2014-0229, R2015-0016 and R2018-0002; 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 amends Rule 6A: Order of Business, Rule 8B: Respectful Presence and Rule 17C: Public Comment at Council Meetings of the Cuyahoga County Rules of Council as incorporated in and attached hereto as Exhibit A.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County Council and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall take effect and be in force immediately upon its passage. 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 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 byduly adopted.	_, seconded by	, the foregoing Resolution wa	S
Yeas:			
Nays:			
	County Council Presider	nt Date	
	Clerk of Council		

Journal CC040 April 10, 2018

EXHIBIT A

Cuyahoga County Rules of Council



Approved April 26, 2011
Amended May 8, 2012
Amended January 22, 2013
Amended July 9, 2013
Amended October 28, 2014
Amended January 27, 2015
Amended January 9, 2018
Amended April ___, 2018

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Article I. Rules of the Cuyahoga County Council

Proposed to be adopted as the Permanent Rules of Cuyahoga County Council.

Article II. Council Rules Adopted

The following "Rules of the Cuyahoga County Council" are hereby adopted for the fair, orderly, open, and ethical conduct of business by the County Council. These rules shall be posted on the County's website and shall be available as a public record.

Article III. Definitions

Section 1. "Adopted" or "adoption" means approval of legislation by Council after three (3) or more readings or after dispensing with the requirement of three (3) readings.

Section 2. "Adjourned session" means a meeting that has concluded, but prior to the conclusion of the meeting the time and date for another meeting to continue the business of the meeting has been set.

Section 3. "Agenda" means a list of all ordinances, resolutions, motions, and reports to be considered by Council at a regular or special meeting that is prepared by the Clerk of Council in written form prior to the meeting, or a similar list of matters to be considered at a Council committee meeting.

Section 4. "Charter" means the Charter of Cuyahoga County, adopted by the electors of Cuyahoga County at the general election on November 3, 2009, as amended.

Section 5. "Clerk" means the Clerk of Council.

Section 6. "County" means Cuyahoga County.

Section 7. "Enacted" or "enactment" means, with respect to legislation, adoption by Council and approval by the Executive within ten (10) days after presentation by the Clerk; or adoption by Council and the expiration of ten (10) days without approval or veto by the Executive; or approval by the vote of at least eight (8) Members of Council upon reconsideration after disapproval by the Executive as provided by the Charter.

Section 8. "Executive" means the County Executive of Cuyahoga County as provided in Article 2 of the Charter.

Section 9. "Executive Session" means a meeting of Council or a Committee of Council not open to the public held according to ORC Section 121.22, as amended.

Section 10. "Record of Council" means the permanent record, maintained by the Clerk, of the agenda, minutes, reports, legislation adopted, and motions approved by the County Council and its committees.

Section 11. "Legislation" means any ordinance or resolution submitted to the Council for consideration. Legislation shall be designated as an "ordinance" if it is of a general and permanent nature and as a "resolution" if it is of a temporary nature or does not prescribe any permanent rules of conduct and/or expression of legislative intent.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Section 12. "Matters" mean all legislation, parliamentary motions, agenda items, and requests to address Council.

Section 13. "Meeting" means any prearranged discussion of public business by a majority of the Members of Council or by a majority of the Members of any Council committee.

Section 14. "Member" means a Member of the County Council, as provided in Article 3 of the Charter, unless the context clearly indicates otherwise.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Section 15. "Organizational Meeting" means the Regular Council Meeting which occurs on the first business day of each year that immediately follows the year during which elections are held for the office of Member of County Council.

Section 16. "Parliamentary Motion" means a proposal made in a meeting of Council or a Committee of Council in accordance with the Rules of Council to expedite or control deliberations and the transaction of business.

Section 17. "Presiding officer" means the President for a meeting of Council and the Chairperson for a committee.

Section 18. "Regular Council Meeting" means a prearranged meeting of the County Council scheduled pursuant to a Resolution approved to set or amend the Council calendar for each biennium.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Section 19. "Special Council Meeting" means a meeting of Council that is neither a Regular Council Meeting, nor the resumption of a Regular or Special Council Meeting that had been adjourned to another time or day and time.

Article IV. Rules

Rule 1. Members of Council

Rule 1A: Member Conduct

Members shall at all times conduct themselves with courtesy and respect for their fellow officeholders, the Executive and members of the administration, county employees, and the public, and shall discharge their duties in accordance with the high public trust placed in them.

Rule 1B: Members to Provide Contact Information

Upon taking office, each Member shall provide the clerk contact information including business and residential address, office, facsimile, home and cellular telephone number(s) and email address(es). Based on the information provided, the Member shall designate primary contact information to which notices shall be sent.

Rule 1C: Council Vacancy

If a vacancy occurs in the position of any Member and it becomes the responsibility of Council to fill that vacancy according to Article 3, Section 5 or 6 of the Charter, the Council shall fill the vacancy by adoption of a resolution within the 30day time limit set by the Charter.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 1D: Proclamations and Letters of Commendation and Condolence

The President may, on the request of any Member, sign proclamations or letters of commendation or condolence on behalf of the Council. Such proclamations or letters shall include the signatures of the President and the sponsoring Member(s).

Rule 2. Officers of Council

Rule 2A: Organizational Meeting

On the first business day of each year following a general election for Members of Council, the Council shall conduct an Organizational Meeting, at which it shall elect one of its Members as President and one other Member as Vice-President, in accordance with Article 3, Section 10 Subsection 1 of the Charter, to serve until their successors are chosen at the next organizational meeting of Council.

Rule 2B: Clerk's Role at Organizational Meeting

The Clerk shall preside over the Organizational Meeting until the President is chosen, after which the President shall preside over the remainder of the Organizational Meeting.

Rule 2C: Process for Election of Council Leadership

The President and Vice-President shall be elected at the Organizational Meeting as follows:

- (1) Any Member may nominate themselves or another Member, and a second shall not be required.
- (2) After all nominations for President have been made, the Clerk shall call the roll, and each Member shall vote for one candidate.
- (3) A Member must receive at least six (6) votes for election. If no Member receives six (6) votes and one candidate receives the fewest number of votes, the candidate receiving the fewest number of votes shall be eliminated and the voting process shall be repeated. If two or more candidates are tied for the least number of votes, then no candidates shall be eliminated, and the voting process shall be repeated. If no candidate receives six (6) votes in the second round, the process described above shall be repeated until a candidate is elected.
- (4) After the election of the President, the Vice-President shall be elected in the same manner.

Rule 2D: Duties of President of Council

The President shall preside at all meetings of Council and shall perform all duties as specified in the Charter, the Cuyahoga County Code, these Council Rules, or by resolution of Council. The President may appoint any Member to preside at any meeting of Council, but such appointment shall not extend beyond the duration of that meeting.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 2E: Duties of Vice-President of Council

The Vice-President shall preside in the absence or disability of the President at all meetings of Council, shall perform all the duties of the President during such absence or disability, and shall perform all other duties as set forth in the Charter, the Cuyahoga County Code, these Council rules, or by resolution of Council.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 2F: Absence or Disability of President and Vice-President

In the absence or disability of both the President and Vice-President, the Member with the most seniority shall serve as President Pro-Tem and perform all the duties of the President during such absence or disability. If no one Member has the most seniority, the Clerk shall conduct an election for President Pro-Tem, with all Members being eligible, using the procedure set forth in Rule 2C, except that a majority of those voting shall be sufficient for election.

Rule 2G: Council Officer Vacancy

If a vacancy occurs in the office of President, the Vice-President shall become President. Not later than the second regular meeting after the vacancy occurs, the President shall conduct an election for Vice-President, following the procedure set forth in Rule 2C. The same election procedures shall be followed if a vacancy occurs in the office of Vice-President.

Rule 2H: Council Officers Entitled to Vote

The President and Vice-President shall be entitled to vote on all matters.

Rule 3. Council Personnel

Rule 3A: Chief of Staff

The Council shall appoint and set the compensation for a Chief of Staff, who shall have the following duties:

- (1) Advise and assist Council on a broad range of initiatives, including organizational strategy, priorities, and efficiency and effectiveness of Council as well as all operations, providing leadership and strategy for staff and Council.
- (2) Manage all Council operations, including policy, budget, constituent and other council services, communications and Clerk of Council.
- (3) Serve as primary liaison between administration and Council as well as external entities and coordinate all internal and external communication, at times acting as spokesperson for Council.
- (4) Supervise all Council staff, including the Clerk of Council, with authority to set duties and compensation after initial hire, and to evaluate and discipline staff, up to and including termination. The Chief of Staff shall notify Council of any changes in compensation and any decision to terminate a staff member. Council may override any decision by the Chief of Staff to change the compensation or terminate a staff member

by resolution introduced within the next two Council meetings following the notification from the Chief of Staff.

(Amended 10/28/2014 by Resolution No. R2014-0229)

(5) Any other duties as assigned by the Council President.

The President of Council is authorized to evaluate and may discipline the Chief of Staff, up to but not including termination. Council may terminate the services of the Chief of Staff by resolution.

(Amended 7/9/2013 by Motion No. M2013-0021 and 10/28/2014 by Resolution No. R2014-0229)

Rule 3B: Clerk of Council

The Council shall appoint and set the initial and compensation for a Clerk of Council, who shall have the following duties:

- (1) Attend meetings of Council, determine quorums, record the proceedings and the votes of each Member, and keep the minutes of the proceedings;
- (2) Provide notices as required by the Charter, general law, and these Council Rules;
- (3) Accept, record, and compile proposed legislation for inclusion in the agenda of Council;
- (4) Deliver all adopted legislation to the Executive;
- (5) Deliver proposed legislation to the Committee Chairs;
- (6) Accept and provide to the President requests to address Council;
- (7) Publish all legislation as required by these Council Rules;
- (8) Publish the Record of Council;
- (9) Conduct the election of the President of Council;
- (10) Attend Council Committee meetings in person or by designee, determine quorums, record the proceedings and the votes of each member, keep the minutes of the proceedings, and accept and provide the Chairperson requests to address the Committee;
- (11) Any other duties that the Council or the Chief of Staff determines are necessary for the performance of Council's duties.

(Amended on 7/9/2013 by Motion No. M2013-0021)

Rule 3C: Other Council Personnel

(1) The Council shall, by appropriate legislation, determine the initial job titles, compensation and duties of full or part-time staff as are needed to properly perform the duties of Council as set forth in the Charter; and in so doing, Council shall reference the classification and salary administration system as established by ordinance and administered by the Personnel Review Commission. All Council personnel, including the Chief of Staff and Clerk of Council, shall be eligible to participate in cost of living increases and merit pay programs approved for non-bargaining employees of the County.

(Amended 10/28/2014 by Resolution No. R2014-0229)

(2) The Chief of Staff shall be authorized to make recommendations to the appropriate contracting authority concerning the compensation and duties of other personnel, such as contractors or professional experts or other consultants on a retainer or contract basis, as are needed to properly perform the duties of Council as set forth in the Charter.

(Amended on 7/9/2013 by Motion No. M2013-0021)

Rule 4. Quorum of Council

Rule 4A: Quorum Defined

A quorum of Council shall consist of six (6) Members, which shall constitute the number of Members required to transact any business that does not require a larger number of Members, as specified in the Charter and/or these Council Rules.

Rule 4B: Clerk to Determine Quorum

The Clerk shall determine the presence of a quorum by roll call at the beginning of each Council meeting, shall announce that a quorum is present, and shall keep a record of Members present.

Rule 4C: Absence of Quorum

A Member may at any time raise a point of order and request the President to determine whether a quorum is present. The President shall then direct the Clerk to call the roll of Members. If a quorum is not present, the Council may not conduct any business until a quorum is restored, except to adjourn, fix a date and time to which to adjourn, or take any other action permitted in the absence of a quorum, as provided in Robert's Rules of Order, Newly Revised.

Rule 5. Meetings of Council

Rule 5A: Schedule of Regular Council Meetings

At each Organizational Meeting, the Council, by resolution, shall establish a schedule of the dates, times, and locations of all Regular Council meetings for the following two years.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 5B: Regular Place and Times for Council Meetings

All meetings of Council shall take place at the County Council Chambers on the fourth floor of the Cuyahoga County Administrative Headquarters at 2079 East 9th Street, Cleveland, Ohio 44115, unless otherwise specified. Regular Council Meetings shall take place on the 2nd and 4th Tuesday of each month at 5:00 PM, unless otherwise specified in the biennial schedule established by the Council.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 5C: Procedure and Notice for Change of Council Meeting Schedule

(1) The Council may, by resolution, change the date, time, or place of any Regular Council Meeting or cancel any Regular Council Meeting; however, the Council shall provide at least three (3) days' notice in rescheduling any Regular Council Meeting. In an emergency, the President may cancel and/or reschedule a Regular Council Meeting. Notice of any rescheduled Regular Meeting of Council shall be promptly given to all Members, posted on the County's website, posted at the Clerk's Office, and distributed to the news media that have requested this information.

(Amended 10/28/2014 by Resolution No. R2014-0229)

(2) When any changes are made to the Council's biennial schedule, the Clerk shall promptly update the biennial schedule on the County's website. The Clerk shall also provide a copy of the current biennial schedule of Council meetings to any member of the public upon request.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 5D: Notice Required for Adjourned Meeting of Council

The Council may adjourn any meeting to a time and place certain. Notice shall be given to any Members not in attendance at the meeting so adjourned, not later than the third business day prior to the meeting of the adjourned session or as soon as practicable if such adjournment is for a time less than four (4) days. Notice of the

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adjourned session shall at the same time also be posted on the County's website, posted at the Clerk's Office, and distributed to the news media that have requested this information.

Rule 5E: Special Council Meeting

A Special Council Meeting may be called by the President upon notification to the Clerk or by any five (5) Members, upon delivery to the Clerk of a written request, specifying the date, time, location, and purpose of such meeting, along with the titles of any legislation to be discussed. At a Special Council Meeting called by five (5) Members, only matters specified in the request may be considered. All Special Council Meetings shall follow all rules regarding open meetings and public notice that apply to Regular Council Meetings.

Rule 5F: Notice Required for Special Council Meeting

Notice of the date, time, location, and agenda for any Special Council Meeting shall be given to all Members not later than twenty-four (24) hours prior to the time of such meeting and shall at the same time be posted on the County's website, posted at the Clerk's Office, and distributed to the news media that have requested this information.

Rule 5G: Digital Record of Council Meetings Required

All meetings of Council shall be audiotaped and/or videotaped, and these recordings shall be preserved by the Clerk as public records.

Rule 5H: Absence of Members

Members are expected to attend all Regular Council Meetings. Not later than the second Regular Council Meeting following a meeting at which a Member is absent, the Council may vote to excuse that member's absence. Absences may be excused by parliamentary motion. The Clerk shall record the presence or absence of each Member at each Council Meeting, and shall record which absences are excused. As provided in Article 12, Section 3 of the Charter, any Member who is absent from three consecutive Regular Council Meetings, without being excused by Council, shall forfeit his/her office in the Council.

Rule 5I: Council Meeting Agenda

The Clerk, with the approval of the President shall prepare the agenda for each Council meeting. The agenda shall include, ordinances, resolutions, , messages from the Council President, messages from the Executive, committee reports, and other business to be considered, arranged in order as provided for in Rule 6A.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 5J: Publication of Agenda for Council Meetings

Not later than the close of business on the second business day prior to any Council meeting, the Clerk shall post the agenda for the meeting and supporting information from the packets of information prepared for Council on the County's website and include the same information in the Record of Council, and the Clerk shall post the agenda at the Clerk's office.

Rule 5K: Council Member Packets

Not later that the close of business on the second business day prior to any meeting of Council, the Clerk shall provide each Member with a packet providing background information on the matters expecting to come before Council at the next meeting and containing the draft minutes of the previous meeting. The packets may be provided in an electronic format.

Rule 5L: Deadline for Submission of Items for Council Agenda

All items requested to be placed on the agenda for introduction at any Regular Council Meeting shall be submitted to the Clerk in the final form that they will be submitted to Council no later than the close of business on the fifth (5th) business day prior to the Regular Council Meeting. Exceptions to this deadline may be made with the approval of the President and the Clerk.

Rule 6. Order of Business

Rule 6A: Order of Business

The business of Council shall be conducted in the following order:

- (1) Call meeting to order
- (2) Roll Call
- (3) The Pledge of Allegiance to the flag of the United States of America
- (4) Silent meditation
- (5) Public comment-relating to today's agenda
- (6) Approval of minutes
- (7) Messages from the Council President
- (8) Messages from the Executive

- (9) First reading of legislation by title
- (10) Consideration of legislation for first reading adoption under suspension of rules
- (11) Committee reports and second reading of legislation by title
- (12) Consideration of legislation for second reading adoption under suspension of rules
- (13) Consideration of legislation being read by title for the third time or more
- (14) Report by Clerk on legislation withdrawn at request of sponsor(s)
- (15) Miscellaneous committee reports
- (16) Miscellaneous business
- (17) Public comment not relating to today's agenda
- (17) Legislation or other matters requiring Executive Session
- (18) Adjournment of meeting

(Amended 5/8/2012 by Motion No. M2012-0004, and 10/28/2014 by Resolution No. R2014-0229 and 2/27/2018 by Resolution No. R2018-00__)

Rule 6B: Council Authority to Determine Agenda

The Council may, by adoption of a parliamentary motion, change the order of business or add items to or delete items from the order of business at any meeting of Council. Rule 6A shall not apply to an Organizational Meeting of Council, at which the Council shall adopt its own order of business and agenda by parliamentary motion.

Rule 7. Actions of Council

Rule 7A: Types of Council Action

The Council may take action only through ordinances, resolutions and parliamentary motions.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 7B: Ordinances

(1) An ordinance shall provide for matters of a general and permanent nature.

(2) The heading of an ordinance shall be as follows:

COUNTY COUNCIL OF CUYA	AHOGA COUNTY, OHIO
Ordinance No.	
Sponsored by	

- (3) Each ordinance shall contain only one subject. The title shall be a succinct summary of the subject and purpose of the ordinance. Legislation amending existing law shall also be noted as such in the title.
- (4) The Clerk shall assign a number to each ordinance, which shall indicate the year of introduction, and the number of the ordinance within that year.
- (5) The ordinance shall state the sponsor and any cosponsors. Two or more Members may jointly sponsor an ordinance.
- (6) The enacting clause shall read, "Be it enacted by the County Council of Cuyahoga County, Ohio:"

Rule 7C: Resolutions

- (1) A resolution proposes legislative action that does not involve permanent changes in law.
- (2) The heading for a resolution shall be as follows:

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO Resolution No. _____ Sponsored by: _____

- (3) Each resolution shall contain only one subject. The title shall be a succinct summary of the subject and purpose of the resolution.
- (4) The Clerk shall assign a number to each resolution, which shall indicate the year of introduction and the number of the resolution within that year.
- (5) The resolution shall state the sponsor and any cosponsors. Two or more Members may jointly sponsor a resolution.
- (6) The resolution shall contain statements of support, followed by a resolution clause that reads, "Be it resolved by the County Council of Cuyahoga County, Ohio, that..."

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 7D: Parliamentary Motions

Actions of a procedural nature, including to excuse the absence of a member, may be approved by passage of the appropriate parliamentary motion.

Rule 7E: Sponsorship

Council member(s) and/or the Executive introducing legislation for consideration by Council shall be listed as sponsors of the legislation. At any point prior to final passage of legislation in Council, any sponsor may withdraw his/her name as a sponsor by notifying the Clerk.

At any point after the initial introduction of legislation for consideration by Council and prior to the final passage of legislation in Council, any Member may add or withdraw his/her name as a cosponsor by notifying the Clerk.

(Amended 1/22/2013 by Motion No. M2012-0030)

Rule 8. Decorum

Rule 8A: Visual Demonstrations Prohibited

No posters, placards, banners or signs shall be carried into Council Chambers or into any committee meeting.

Rule 8B: Respectful Presence

Speakers and members of the public shall conduct themselves in a civil and respectful manner. Any applause, outburst, or demonstration during any Council or committee meeting shall be permitted only when respectful toward all persons present and not disruptive of the proceedings at the meeting. Remarks made during public comment may not contain obscenity, commercial advertising or defamation. Comments from members of the public shall be directed towards Council as a whole, and not towards any individual member(s) or towards the County Executive.

(Amended 4/__/2018 by Resolution No. R2018-00__)

Rule 8C: Audible Communication Devices Prohibited

No use of any audible wireless communication device shall be permitted during Council or committee meetings.

Rule 8D: Filming, Taping, and Recording

No one may film, tape, or record any meeting of Council or a committee meeting in a way that disrupts or significantly interferes with the conduct of the meeting. Anyone

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who intends to film, tape, or record any meeting of Council or a committee meeting is requested to verbally inform the Clerk prior to the meeting.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 9. Parliamentary Procedure

Rule 9A: Parliamentary Procedure Manual

The parliamentary guide for procedural issues not covered in these Council Rules shall be Robert's Rules of Order, Newly Revised.

Rule 9B: Presiding Officer to Direct Meetings

All discussion in Council and committee shall go through the presiding officer, who shall control the order of speakers and shall put motions offered by Members before the Council or committee for consideration and action.

Rule 9C: Reading of Legislation

Legislation shall be read by title only. When multiple items of a very similar nature are to be read in succession, the President may direct the Clerk to read them using abbreviated titles.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 9D: Three Readings Required

All legislation shall be read on three (3) separate days at regular Council meetings, unless this requirement is dispensed with by the affirmative vote of seven (7) Members of Council, as provided in Article 3, Section 10, Subsection 4 of the Charter. A motion to dispense with the requirement that legislation be read on three (3) separate days shall be in order only if each Member has a readily accessible paper or electronic copy of the ordinance or resolution to which this motion applies; and this motion may not apply to more than one ordinance or resolution, except by unanimous consent.

Rule 9E: Parliamentary Motions

- (1) Parliamentary motions are classified as follows: main motion, subsidiary motions, privileged motions, incidental motions, and renewal motions.
- (2) Privileged motions do not relate to the pending business, but deal with matters of immediate importance, and given precedence, in the following order, starting with the highest:

(A) Adjourn to a time certain(B) Adjourn

(C) Recess

- (D) Raise a question of privilege, making a request relating to the rights of members
- (E) Call for orders of the day, to ask that the Council or committee conform to the agenda
- (3) Subsidiary motions aid in handling the main motion. They rank below privileged motions and are listed below in order of precedence, starting with the highest:
- (A) To lay on the table, a motion to set aside business temporarily when something else of immediate urgency has arisen. This motion is not to be used simply to prevent a direct vote on a motion.
- (B) Previous question, a motion to close debate and vote immediately, which requires a 2/3 vote of the Members present and voting.
- (C) To limit or extend debate
- (D) To postpone to a day certain
- (E) To commit or refer to committee
- (F) To postpone indefinitely
- (G) To amend
- (4) Incidental motions deal with questions of procedure which must be decided before business can proceed. The following incidental motions may take priority over a privileged or subsidiary motion, depending on how the motion relates to the main motion.
- (A) Point of order
- (B) Suspension of the rules
- (C) To withdraw a motion
- (D) To divide a question, asking that allows a motion with several parts be considered as two or more separate questions.
- (5) A main motion to bring an item for consideration before the Council or any

committee of Council is not in order when any other question is before the Council and yields to all privileged, incidental, and subsidiary motions.

- (6) The following renewal motions bring a question back before the Council or committee:
- (A) Take from the table
- (B) Rescind, a motion to cancel the action taken in a previously approved motion
- (C) Reconsider, a motion to bring back for further consideration a motion that had previously been voted on.

Rule 9F: Renewal of Motions

Motions that failed to be adopted may be renewed at another meeting, but may not be reintroduced at the same meeting.

Rule 9G: Motion to Reconsider

A motion to reconsider must be made by a Member who voted on the prevailing side when the question was first voted on and must be made on the same day or at the next meeting of the Council or committee at which the question was originally voted on.

Rule 9H: Time Limit for Members Speaking

Members may not speak for more than five (5) minutes at a time at a Council meeting on any one topic; but this limit may be extended at the discretion of the President.

Rule 9I: Non-debatable Motion Following Speech Prohibited

It shall not be in order to conclude a speech in the Council or in committee by making a non-debatable motion.

Rule 9J: Amendments

All amendments shall be germane to the subject that is proposed to be amended. All proposed amendments to an ordinance or resolution shall be in written form, except that the President or the chairperson of a committee may accept for consideration a verbal amendment that is clear, unambiguous, and may be presented in a single sentence or a few words. A parliamentary motion need not be in written form.

Rule 9K: Committee Authority to Pass Amendments

If an amendment is approved in committee, it shall not need to be approved by Council; nor shall passage of an amendment change the number of readings in

Council required for passage of an ordinance or resolution.

Rule 9L: Executive Appointments

Approval of appointments of the Executive shall require a resolution. The prospective appointment shall be considered at one or more meetings of the appropriate committee, unless this requirement is dispensed with by a vote of at least eight (8) Members. The Council shall make decisions regarding appointments of the Executive based on the best obtainable information on how well the experience and qualifications of the applicant match the requirements of the position for which the applicant is being considered, and based on the need that appointees be reflective of all the people of Cuyahoga County.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 9M: Council Appointments

Appointments to Boards, Commissions, and Advisory Committees that the Charter directs be made by the Council shall be done by resolution. The President shall make recommendations to Council on Council appointments, based on work done by the appropriate committee to find candidates whose experience and qualifications best match the requirements of the positions for which they are being considered, and on consideration of the need that appointees be reflective of all the people of Cuyahoga County.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 10. Voting

Rule 10A: Duty to Vote and Recusal

Every Member present shall vote on every question in Council or in committee, unless the Member has recused him/herself, except that a Member may abstain from voting on questions relating to the minutes of a meeting at which the Member was absent. A Member shall recuse him/herself from voting whenever the Member has a personal or monetary interest in any manner under consideration or believes that voting on the matter could for any reason constitute a violation of state or county ethics law.

(Amended 5/8/2012 by Motion No. M2012-0004 and 10/28/2014 by Resolution No. R2014-0229)

Rule 10B: Proxy Voting Prohibited

Proxy voting shall not be allowed in the Council or in committee.

Rule 10C: Voting Procedure

Voting on all matters shall generally be by voice vote, except that a roll call vote may be held on any matter at the discretion of the presiding officer or upon the request of any Member or the Clerk. Voting may also be done electronically, provided that the appropriate equipment is available and that the vote of every Member is publicly displayed or announced by the Clerk. The presiding officer shall insure that the Clerk is able to record the vote of every Member on all matters. At all roll calls, the names of Members shall be called in order by the number of their district, except that the President shall vote last. At each successive Council Meeting, the Clerk shall advance the starting point in the roll call by one Member, in order to insure variation in the order in which Members vote.

Rule 10D: Change of Vote

Prior to the announcement of the vote on any question, any Member may request to change his/her vote, and such request shall be approved by the Presiding Officer, except for good cause; however, no Member shall be permitted to change his/her vote after the result of the vote has been declared.

Rule 11. Legislation

Rule 11A: Information Required in Legislation

Legislation, consisting of ordinances and resolutions, shall recite the name of the sponsor(s) and cosponsors(s), the date of all readings in Council, the date of any committee reports, the date of adoption, the date of approval or disapproval by the Executive, and the date of enactment upon reconsideration if disapproved by the Executive, as applicable.

Rule 11B: Signatures Required for Adoption of Legislation

Legislation adopted shall be authenticated by the signatures of the President, the Clerk, and, if approved, by the Executive.

Rule 11C: Clerk to Maintain Legislation

Following introduction, the Clerk shall maintain all original copies of proposed and adopted legislation in a safe and permanent manner, allow for public inspection of all proposed and adopted legislation, and provide copies upon request pursuant to the public records law.

Rule 11D: Vote Required for Adoption of Legislation

Adoption of legislation shall require the affirmative vote of at least six (6) Members of Council, except as otherwise provided by the Charter, the Cuyahoga County Code,

or applicable general law.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 11E: Effective Date of Legislation

Legislation shall take effect at the time provided for in general law, unless a later time is specified in the legislation. The time normally required for legislation to become effective may be dispensed with and an ordinance or resolution may be designated to become effective immediately upon enactment; however such action requires that the legislation contain a statement of the necessity for such action and that the legislation receive the affirmative vote of at least eight (8) Members, as specified in Article 3, Section 10, Subsection 8 of the Charter. If an ordinance or resolution fails to receive the necessary eight (8) votes to become effective immediately, it shall take effect at the time provided for in general law, unless a later time is specified in the legislation.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 11F: Expiration of Pending Legislation

(1) Prior to the end of each year in which a General Election for Members of Council takes place, the Council shall consider a resolution, providing that legislation introduced prior to July 1 of that year and not adopted shall expire. At least two weeks prior to the consideration of that resolution, the Clerk shall provide each Member a list of legislation sponsored by that Member that is set to expire. The Council may adopt this resolution so as to decide which items of legislation set to expire shall expire.

(Amended 10/28/2014 by Resolution No. R2014-0229)

(2) In addition, legislation may be withdrawn at any time by letter to the Clerk from all of the initial sponsors of the legislation, requesting that it be withdrawn. The letter may be sent by electronic mail. At each meeting of Council, the Clerk shall announce any legislation that has been withdrawn by letter, and the items withdrawn shall be listed in the minutes of the meeting.

(Amended 5/8/2012 by Motion No. M2012-0004 and 1/22/2013 by Motion No. M2012-0030)

Rule 11G: Reconsideration After Executive Veto

When the Executive has disapproved an ordinance or resolution, or a part or item thereof, the Council may, not later than its second regular meeting following such disapproval, proceed to reconsider the disapproved measure. If on reconsideration, it received the affirmative vote of at least eight (8) Members of Council, it shall then take effect as if it had received the approval of the Executive, as provided in Article 3,

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Section 10 Subsection 7 of the Charter.

Rule 11H: Publication and Codification of Legislation

All legislation shall be published on the County's website, codified as prescribed by law and these Rules of Council, and shall be kept in a permanent file, which may be in an electronic format.

Rule 11I: Codification of Legislation

The Clerk, in consultation with the Director of Law, shall regularly compile the legislation of Cuyahoga County into a code or compilation of laws in book form by title, chapter, and section, without substantive change or alteration of purpose or intent. The codification shall be known as the "Cuyahoga County Code."

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 11J: Authorization to Make Technical Changes

The Clerk, in consultation with the Director of Law, may make technical, nonsubstantive changes, only to the extent deemed necessary, to convert the original ordinances to codified form, including, but not limited to:

- (1) Creating a consistent system of capitalization.
- (2) Making chapter, section, and subdivision designations consistent.
- (3) Substituting for the term "this ordinance," if necessary, a term such as "section" or "chapter."
- (4) Substituting the proper calendar date for phrases such as "effective date of this ordinance."
- (5) Elimination from the Cuyahoga County Code of titles to ordinances, enacting and repealing clauses, statements of facts, preambles, effective dates, declarations of severability and reasons for ordinances to become effective immediately upon enactment.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 11K: Historical Record of the Cuyahoga County Code

The Clerk, with appropriate assistance, shall prepare and maintain full historical records showing the enactment, amendment, revision, supersession, and repeal of the various sections of the Cuyahoga County Code.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 11L: Maintenance of the Cuyahoga County Code

The Clerk shall maintain the Cuyahoga County Code and historical records of the Cuyahoga County Code on the County's website and in a permanent file, which may be in an electronic format; however, some printed copies shall be prepared at least annually.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 12. Committees

Rule 12A: Referral to Committee

All legislation shall first be introduced at a Council meeting, and the President shall then assign that legislation to committee for review and recommendation, unless the Council, through suspension of the rules, decides to dispense with committee review on any matter.

Rule 12B: Referral to Multiple Committees

The President may assign a matter to multiple committees, either simultaneously or sequentially.

- (1) If a matter is referred to multiple committees sequentially, it shall be heard in Council on second reading after being reviewed by all assigned committees. The recommendations of all assigned committees shall be considered and the matter shall be reported in the form recommended by the last committee.
- (2) If a matter is referred to multiple committees simultaneously, the President shall designate one of the assigned committees as the lead committee. The matter shall be heard in Council on second reading after being reviewed by all assigned committees. The recommendations on all assigned committees shall be considered and the matter shall be reported in the form recommended by the lead committee.

Rule 12C: Joint Committees

The President may assign a matter to be heard jointly by two or more standing committees. The President shall determine the Chairperson and Vice-Chairperson of the joint committee from the Chairpersons and Vice-Chairpersons of the standing committees that make up the joint committee. A quorum of the joint committee shall be a majority of all of its Members, and each Member shall have one vote on the joint committee, regardless of whether they belong to one or more of the standing committees that make up the joint committee.

Rule 12D: Subcommittees

The Chairperson of any standing committee, with the approval of the President, may appoint one or more subcommittees, comprised of Members of that standing committee, to study and make recommendations to the full committee or the Council on specific subjects within the standing committee's jurisdiction. The chairperson of each standing committee shall, with the approval of the President, appoint the Chairperson and Vice-Chairperson of each subcommittee created under that standing committee. Except for the provisions of this rule relating to the appointment of Members and officers of subcommittees, all other rules that apply to committees of Council shall also apply to subcommittees, including but not limited to rules regarding notice of meetings, keeping of minutes, advance publication of the agenda, and provision of time for public comment.

Rule 12E: Advisory Subcommittees

- (1) The Chairperson of any standing committee, with the approval of the President as described more fully below, may appoint the Chairperson, Vice-Chairperson, and members of one or more advisory subcommittees, comprised of one or more Members of that standing committee and one or more members of the general public, to study and make written recommendations to the full committee on specific subjects within that standing committee's jurisdiction. Members of the public serving on advisory subcommittees shall be electors of Cuyahoga County and shall serve at the pleasure of the Chairperson. The Chairperson of each advisory subcommittee shall be a Member of Council.
- (2) Prior to the appointment of any advisory subcommittee, the President of Council shall approve the purpose, duration, persons to be appointed as officers, and persons to be appointed as members of the advisory subcommittee.
- (3) Except for appointment and composition as provided above, all rules that apply to Committees of Council shall also apply to advisory subcommittees, including but not limited to rules regarding notice of meetings, keeping of minutes, advance publication of the agenda, and provision of time for public comment.

Rule 12F: Temporary Appointments to Committee

If a Member is absent from any Council committee meeting, the President may appoint a replacement as Member Pro Tem, but such appointment shall not extend beyond that meeting of the committee or after the original absent Member is in attendance at that meeting.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 12G: Standing Committees

The following standing committees are established for the Council:

- (1) Health, Human Services & Aging
- (2) Public Safety & Justice Affairs
- (3) Economic Development & Planning
- (4) Finance & Budgeting
- (5) Public Works, Procurement & Contracting
- (6) Human Resources, Appointments & Equity
- (7) Education, Environment & Sustainability
- (8) Council Operations, Intergovernmental Relations & Public Transportation
- (9) Community Development

(Amended 1/22/2013 by Motion No. M2012-0030, 1/27/2015 by Resolution No. R2015-0016 and 1/9/2018 by Resolution No. R2018-0002)

Rule 12H: Committee Assignments to be for Two Years

Committee assignments shall be for a term of two years. Changes in committee assignments may be made at other times by the Council President with the consent of all members whose committee assignments would be affected by such change, or by a resolution of Council.

(Amended 10/28/2014 by Resolution No. R2014-0229 and 1/27/2015 by Resolution No. R2015-0016)

Rule 12I: President to Appoint Committees

Not later than the second Regular Council Meeting following each Organizational Meeting, the President shall appoint the Chairperson, Vice-Chairperson, and Members for each standing committee. The President shall also make appointments to fill any vacancies in positions as Chairperson, Vice-Chairperson, or member of any standing committee. The President shall to the best extent possible, make committee assignments that reflect the interests and experience of Members.

(Amended 5/8/2012 by Motion No. M2012-0004 and 10/28/2014 by Resolution No. R2014-0229)

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Rule 12J: Council to Set Regular Committee Times

Not later than the third Regular Council Meeting each year, the Council shall pass a resolution, setting the regular days, meeting times, and locations for the standing committee meetings. After the regular schedule of standing committees is set, the Chairperson of any standing committee may, with the approval of the President, change the regular day, time, or location of a standing committee. The Clerk shall update the list provided for in Rule 12V to reflect any changes.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 12K: Special Committees

The Council may, by resolution, create special or ad hoc committees in addition to the standing committees. The President shall appoint the Chairperson, Vice-Chairperson, and Members for such committees in the same way as for standing committees.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 12L: Quorum and Record of Attendance at Committee Meetings

A quorum for any committee shall be a majority of its Members. The Clerk shall determine the presence of a quorum by roll call at the beginning of each committee meeting, shall announce when a quorum is present, and shall keep a record of Members present. In the absence of a quorum, a committee may take testimony, but otherwise may not take any action, other than those actions allowed to be taken in the absence of a quorum, as provided in Robert's Rules of Order, Newly Revised.

Rule 12M: Notice Requirements for Committee Meetings

Except as provided in Rule 12N, all Members shall be notified of the date, time, location, and agenda for any committee meeting at least two (2) business days before the meeting, and the same information shall at the same time be listed in the Record of Council, posted on the County's website, and posted at the Clerk's Office. For any committee meeting that is scheduled for a day, time or location other than its regularly scheduled day, time, and location as provided for in Rule 12J, the same information shall be distributed to the news media that have requested this information. The agenda shall include a list by number and short title of all legislation to be considered at the meeting.

Rule 12N: Emergency Committee Meeting

An Emergency Committee Meeting may be conducted with shorter notice than that required in Rule 12M, provided that at least twenty-four (24) hours before the meeting, all the notice requirements of Rule 12M are completed and same notice is distributed to the news media that have requested this information. At an Emergency

Committee Meeting, only matters on the agenda for the meeting may be considered.

Rule 12O: Vote Required for Committee Recommendations

A majority of all Members of a committee shall be required to approve a recommendation regarding an ordinance or resolution; but all other actions may be taken with the approval of the required majority or supermajority of those present for the motion in question, providing that a quorum is present.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 12P: Committee Reports

For each committee meeting at which legislation is heard, the minutes shall include a separate section providing a status report listing all legislation heard by number and short title and stating the action taken by the committee on each item. Whenever legislation is amended in committee or a substitute version is accepted, whether or not the legislation is reported out of committee, a copy of the latest version shall be attached to the minutes, included in the Record of Council, and included in a posting of pending legislation on the County's website.

Rule 12Q: Clerk or Designee to Staff Committees

The Clerk shall determine the presence of a quorum, keep minutes, and record votes at each committee meeting, but may appoint another member of Council's staff to perform these duties for any committee meeting. Minutes shall be kept at each committee meeting and shall be promptly included in the Record of Council and posted on the County's website, but in no case later than seven (7) days after the conclusion of the meeting.

Rule 12R: Committee of the Whole

The full Council may operate as a Committee of the Whole, with the President and Vice-President of Council serving as the President and Vice-President of the committee, respectively. The President may refer any matters to the Committee of the Whole in the same way that matters are referred to other committees.

Rule 12S: Discharge from Committee

Any matter pending before any committee or committees of Council may be discharged from committee and placed on 2nd reading upon presentation to the Clerk of a discharge petition signed by not less than six (6) Members of Council. The Clerk shall immediately notify all members when a valid discharge petition is presented. The matter discharged shall be placed on 2nd reading at the next Council meeting following presentation of the discharge petition if that Council meeting occurs at least three (3) business days following presentation of the discharge petition; otherwise, the

matter discharged shall be placed on 2nd reading at the second meeting of Council following presentation.

Rule 12T: Participation of Members at Committee Meetings

Any Member may be seated at the committee table and participate in all discussions, whether or not that Member has been appointed to that committee; however, a Member who has not been appointed to a committee may not offer motions or vote at that committee.

Rule 12U: Notice Provisions for Adjourned Committee Meeting

A committee may adjourn to a time and place certain, but shall follow the notice provisions of Rule 5D in giving notice of the time and place to which the meeting is adjourned. Notice shall be given to all Members, whether or not they have been assigned to the committee.

Rule 12V: List of Committees

The Clerk shall maintain and post on the County's website a list of all standing, joint, ad hoc, or special committees and all subcommittees and advisory subcommittees currently existing within the Council, the officers and members of each, and the regular day, time, and location of meeting of each, if established.

Rule 13. Work Sessions

Rule 13A: Work Sessions

At the discretion of the presiding officer, the Council or any Committee of Council may hold a Work Session to work on matters through a more informal process.

Rule 13B: Work Sessions Considered Committee Meetings

Except as provided in Rule 14C, work sessions shall be considered committee meetings in all other respects. All other rules that apply to Council committees shall also apply to Work Sessions, including but not limited to the requirements for open meetings, advance notice of the meeting, advance publication of the agenda, keeping of minutes, and provision of time for public comment.

Rule 13C: Informal Process Permitted at Work Sessions

All Work Sessions shall be conducted under the leadership of the presiding officer, but the presiding officer may suspend the usual rules regarding the control of discussion and debate to allow for informal discussion among Members or between Members and the public and informal processes for drafting potential language for inclusion in ordinances, or resolutions.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 13D: No Formal Action Permitted at Work Sessions

No formal action regarding any legislation may be taken at a Work Session. The results of Work sessions shall be put into formal action at a meeting of Council or regular committee meeting, subsequent to conclusion of the Work Session.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 14. Open Records, Executive Session, Specific Notice

Rule 14A: Open Meetings

All meetings of Council or any Council committee shall be open to the public and conducted only after prior public notice as required in Article 12, Section 5 of the Charter, Section 121.22 of the Ohio Revised Code, and these Council Rules.

Rule 14B: Availability of Public Records

All records of the Council that relate to public business shall be available to the public as public records as required in Article 12, Section 6 of the Charter, general law, the Cuyahoga County Code, and these Council Rules.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 14C: Executive Session

Notwithstanding Rule 14A, the Council or any Council committee may conduct an Executive Session under the provisions of Ohio Revised Code Section 121.22, as amended. The motion to adjourn to an Executive Session shall be specific as to the matters to be discussed during the Executive Session and shall require the affirmative vote of a majority of Members present. An Executive Session may be conducted only if the intent to conduct an Executive Session is stated in the published agenda for the meeting at which the Executive Session is to be conducted. Minutes shall be kept at all Executive Sessions and shall be included within the minutes of the meeting at which the Executive session was conducted. The minutes of an Executive Session shall include the location of the meeting, the date and time that the meeting started and concluded, a list of Members present, the names and titles of other persons present, and general subject matter(s) discussed.

Rule 14D: Advance Notice of Meetings Concerning Specific Topics

Any person may visit, telephone or contact by electronic mail the office of the Clerk during that office's regular office hours to determine, based on information available

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at that office, the time, place, and location of regular meetings; the time, place, location, and purpose of any then known special meetings; and whether the available agenda of any such future meeting states that any specific type of public business, identified by the person, is to be discussed at such meeting. In addition, any person may request, through the Clerk's office, to obtain reasonable advance notice of all meetings at which any specific type of business is to be discussed. Any person making this request may choose to receive such notifications either by electronic mail or regular U.S. mail. The Council may set a reasonable annual fee to receive this information by regular U.S. mail, but there shall be no fee to receive this information by electronic mail.

Rule 14E: Notice Available to News Media

The Clerk shall provide to any news medium organization, upon request, information including the date, time, location, and agenda of any Special Council Meeting, Regular Council Meeting adjourned to a time and place certain, Special Committee Meeting, Emergency Committee Meeting, or a committee meeting adjourned to a time and place certain. The Clerk shall establish a procedure that complies with Section 121.22 of the Ohio Revised Code for news media to apply to receive this information on an ongoing basis.

Rule 14F: Requirements for Emergency Meeting

No Council Meeting or Committee Meeting may be held with less than twenty-four (24) hours notice unless (1) the meeting is called to deal with an emergency requiring immediate official action, (2) the appropriate rules are suspended as provided for in these Rules of Council, and (3) the public notice and other requirements of Section 121.22 of the Ohio Revised Code regarding such meetings are complied with.

Rule 15. Records of Meetings of Council and Committees

Rule 15A: Minutes of Council Meetings

The Clerk shall keep minutes of all Council meetings, which shall include the time, date, and location of all meetings; roll call of Members present; actions taken; and the vote of each Member on all questions.

Rule 15B: Minutes to be Provided to Council Members

Not later than the close of business on the second day prior to each meeting of Council, the Clerk shall provide each Member a copy of the minutes of the previous meeting, and shall provide copies of the final version of the minutes to each Member if the minutes are amended. Copies of the minutes may be provided in electronic format. The minutes shall include a written summary of actions taken at the meeting. The minutes shall also include a digital record of each Council meeting, but the digital record is not required to be included in the copies of minutes sent to Members.

Rule 15C: Record of Council

The Clerk shall keep a Record of Council, which shall be posted on the County's website and kept in a permanent file, which may be in an electronic format. The Record shall include all minutes and shall include a list of all legislation, including the number, title, sponsor, date of first reading, committee assignment, date of second reading, date of third reading, or date of dispensing with the requirement for three readings, and date of the adoption or failure to adopt. The Record of Council shall also include the agenda for all Council meetings and the agenda and minutes for all committee meetings.

Rule 16. Continuity, Amendment and Suspension of Rules

Rule 16A: Continuity of Rules

These Rules of Council shall remain in effect until amended or repealed and shall not need to be re-enacted at each Organizational Meeting of Council.

Rule 16B: Amendment of Rules

Any provision in these Council rules may be amended by adoption of a resolution, approved by at least seven (7) Members of Council.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 16C: Suspension of Rules

Unless otherwise specified in the Charter, the Cuyahoga County Code, or these Council Rules, any rule may be suspended by a vote of 2/3 of the Members present and voting, provided that a quorum is present.

(Amended 10/28/2014 by Resolution No. R2014-0229)

Rule 17. Requests to Address Council

Rule 17A: Public Comment at Committee Meetings

The Council encourages the public to direct any address or presentation to the applicable Committee of Council. Requests to address a committee shall be made in writing to the Chairperson of the committee, prior to addressing the committee on a form to be provided for this purpose. The request shall include the name of the requesting party and the topic(s) on which the requesting party wishes to speak.

Rule 17B: Public Comment Available at All Committee Meetings

The Chairperson shall honor all requests to address committee received before the

start of a committee meeting and shall honor requests received during a committee meeting whenever it is practical to do so. The Chairperson may impose a reasonable time limit per presentation, and such time limit may be extended at the discretion of the Chairperson.

Rule 17C: Public Comment at Council Meetings

The Council shall provide time at the beginning of each Council meeting for public comment relating to county business. regarding items on the agenda for that meeting, and shall provide time at the end of each Council meeting for public comment that relates to County business but does not relate to the agenda for that meeting. Requests to address Council shall be made in writing to the Clerk prior to the meeting on a form to be provided for this purpose. Requests submitted to the Clerk not later than 12 Noon on the day of the meeting shall be given priority in the order of presentation. After being recognized by the President, the presenter shall state his/her name and address and may speak for not more than three (3) minutes, unless such time is extended at the discretion of the President.

(Amended 2/27/2018 by Resolution No. R2018-00__)

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0079

Sponsored by: Councilmember A Resolution adopting various changes to		
Brown on behalf of Cuyahoga	the Cuyahoga County Non-bargaining	
County Personnel Review	Classification Plan, and declaring the	
Commission	necessity that this Resolution become	
	immediately effective.	

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and,

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

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

WHEREAS, on March 21, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through W) and recommends 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:

<u>Modification of the following Classifications:</u> (See Attached Classification Specifications)

Proposed Revised Classifications:

Exhibit A: Class Title: Crime Analyst

Class Number: 1062471

Pay Grade: 11

*Revised specification's department.

Exhibit B: Class Title: Environmental Compliance Coordinator

Class Number: 1062413 Pay Grade: 10

*Revised specification to update the minimum education and experience requirements. The pay grade was decreased from PG 13

to PG 10.

Exhibit C: Class Title: Homeless Management Information System Analyst

Class Number: 1053132

Pay Grade: 12

* Revised specification to reflect the current essential functions and minimum qualifications of the position. Job Title Changed from *Senior Systems Analyst*. Pay grade decreased from PG 13 to PG 12.

Exhibit D: Class Title: Performance Consultant

Class Number: 1053901

Pay Grade: 13

*Revised specification by adding the Department of Information Technology to the department section and removing the Office of the Executive at the administration's request.

Exhibit E: Class Title: Social Services Supervisor

Class Number: 1056221

Pay Grade: 12

* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit F: Class Title: Senior Social Services Supervisor

Class Number: 1056222

Pay Grade: 14

* Revised the essential job functions to better reflect the current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit G: Class Title: Staff Auditor

Class Number: 1055181

Pay Grade: 10

*PRC made minor changes and updates to the specification to stay consistent with the new senior level classification.

Proposed New Classifications:

Exhibit H: Class Title: Assistant Maintenance Superintendent

Class Number: 1042511

Pay Grade: 12

Exhibit I: Class Title: Critical Infrastructure Analyst

Class Number: 1062481

Pay Grade: 13

Exhibit J: Class Title: Customer Experience Analyst

Class Number: 1053311 Pay Grade: 12B

Exhibit K: Class Title: Facilities Energy Coordinator

Class Number: 1042161

Pay Grade: 11

Exhibit L: Class Title: Program Evaluation Coordinator

Class Number: 1014131

Pay Grade: 11

Exhibit M: Class Title: Senior Staff Auditor

Class Number: 1055182

Pay Grade: 13

Proposed Deleted Classifications:

Exhibit N: Class Title: Assistant Airport Manager

Class Number: 1042321

Pay Grade: 13

Exhibit O: Class Title: Cashier

Class Number: 1013111

Pay Grade: 3

Exhibit P: Class Title: CAD Technician Assistant

Class Number: 1061121

Pay Grade: 4

Exhibit Q: Class Title: Capital Plan Construction Administrator

Class Number: 1042191

Pay Grade: 15

Exhibit R: Class Title: Fiscal Office Inquiries Assistant

Class Number: 1055126

Pay Grade: 4

Exhibit S: Class Title: Network Support Technician

Class Number: 1011232

Pay Grade: 6

Exhibit T: Class Title: Programmer Analyst 2

Class Number: 1053122

Pay Grade: 10

Exhibit U: Class Title: Programmer Analyst 3

Class Number: 1053123

Pay Grade: 12

Exhibit V: Class Title: Senior Business Services Manager

Class Number: 1052323

Pay Grade: 17

Exhibit W: Class Title: Treatment Plant Operations Supervisor

Class Number: 1043111

Pay Grade: 11

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 Co Committee(s) Assigned:	ommittee:	
Journal, 20		

Class Title:	Crime Analyst	Class Number:	1062471
FLSA:	Exempt	Pay Grade:	11
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to manage special projects related to crime analysis and provide support to other divisions within the Sheriff's Department, Department of Public Safety and Justice Services, other County departments, police and other criminal justice agencies.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

Essential Job Functions

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

50% +/- 10%

Manages special projects related to crime analysis; collects and analyzes crime data; prepares
reports, computerized crime maps, charts and graphs; presents data and findings to agencies;
coordinates and assists with training.

20% +/- 10%

• Provides support to other divisions of the Sheriff's Department, Department of Public Safety and Justice Services, and other County departments with crime analysis; provides analytical and mapping support; builds and maintains databases related to crime data collection and analysis.

10% +/- 5%

 Assists municipal police and criminal justice agencies in Cuyahoga County attempting to build crime analysis units by assisting agencies with data analysis, database creation, and mapping; works jointly with agencies on designated projects.

20% +/- 10%

 Performs related administrative duties; researches current best practices in crime analysis; learns new methods and software for advanced crime analytics; attends appropriate trainings and meetings, as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Criminal Justice, Public Policy, Criminology, or related field with three (3) years of criminal justice experience; or any equivalent combination of training and experience.

Effective: April 13th, 2017

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

 Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine and advanced 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 reports, agendas and other records for crime analysis capability.
- Ability to comprehend a variety of reference books and manuals including federal laws, state laws, and Personnel Policies and Procedures Manual.
- Ability to prepare correspondence, crime maps, strategic planning reports, crime analysis charts and graphs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise police agencies and other County departments, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret criminal justice and crime analysis terminology and language.
- Ability to communicate with supervisors, police officers, consultants, sales representatives, US and District Attorney's Office, and Northeast Ohio Regional Fusion Center.

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.

Effective: April 13th, 2017

Class Title:	Environmental Compliance Coordinator	Class Number:	1062413
FLSA:	Exempt	Pay Grade:	10
Department:	Department of Human Resources		

Classification Function

The purpose of this classification is to investigate and resolve health and environmental hazards in County buildings by performing building and property inspections to ensure compliance with local, State, and Federal regulations.

Distinguishing Characteristics

This is a journey-level classification that is responsible for conducting facility and site inspections and investigations of complaints to determine existence of public health and pollution problems and to ensure compliance with applicable State and Federal regulations. The incumbent is responsible for overseeing projects under a framework of well-defined policies, procedures, regulations, and guidelines. Employees in this classification work under general supervision of the Environmental, Health and Safety Manager and exercise discretion in applying policies and procedures to resolve health and safety issues.

Essential Job Functions

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

25% +/- 10%

 Develops and manages a variety of programs to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents (including asbestos management and maintenance, bed bug program, integrated pest management, air quality and site investigation and remediation, hazardous waste disposal, and underground storage tank programs); compiles project information and prepares reports; maintains project records and files.

25% +/- 10%

Performs environmental inspections and permit applications; responds to, investigates, evaluates, and resolves environmental/occupational health hazards and complaints; conducts health site surveys of work sites to identify potential health hazards and recommends appropriate corrective measures to ensure compliance with safety standards and government regulations; examines permits, licenses, and applications to ensure compliance with requirements; calibrates, operates, and maintains a variety of environmental testing equipment; prepares reports and documents detailing environmental conditions.

25% +/- 10%

 Prepares and reviews technical specifications for bids and contracts related to the remediation of asbestos, hazardous/non-hazardous waste materials, lead, indoor air quality, and mold; reviews scope of work from consulting engineers for conformance to laws and standards for removal of asbestos and hazardous materials; interpret air and bulk reviews and approves contractor invoices and payment applications.

25% +/- 10%

 Performs related administrative duties; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; conducts employee awareness training; assists with development of health and safety policies and procedures; responds to inquiries concerning regulations for assigned areas or requests for information; stays up to date on changes and development with environmental laws and regulations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree with three (3) years of occupational safety, environmental health and compliance, or related experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate a variety of industrial hygiene and environmental equipment and tools such as air quality meter, asbestos sampling tools, respirators, combustible gas meter, etc.
- Ability to stand and walk for a prolonged period and ability to lift to 25lbs.

Mathematical Ability

Ability to add, subtract, multiply and 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 lab results, certifications, surveys, bid specifications, proposals, billing invoices, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, OSHA regulations, EPA Building Regulations, Ohio Environmental Law Handbook, Ohio Revised Code, Ohio Administrative Code, and Ohio Environmental Law Handbook.
- Ability to prepare requests for bids and proposals, environmental reports, notifications, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to conduct and/or recommend training of Cuyahoga County Employees in environmental health fields including Bedbug Awareness, Integrated Pest Management, Mold Awareness, and Asbestos Awareness.

Proposed DATE:

Environmental Compliance Coordinator

- Ability to convince and influence others, record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret environmental and related legal terminology and language.
- Ability to communicate effectively with supervisor, consultants, representatives from other government agencies, and other County employees.

Environmental Adaptability

Work is typically performed in an office environment and in the field.

Class Title:	Homeless Management Information System Analyst	Class Number:	1014141
FLSA:	Exempt	Pay Grade:	12
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise lower level staff, manage the operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care (CoC) and provide technical support for ServicePoint software.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising staff, managing the operations of the Homeless Management Information System for the Cuyahoga County Continuum of Care and providing technical support for ServicePoint software. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

60% +/- 10%

• Manages and coordinates administration of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care (CoC); manages all HMIS functions for local CoC ServicePoint software; ensures availability of the ServicePoint application for all HMIS partners and participating agencies; facilitates system changes, updates and upgrades; customizes HMIS software; performs system configuration; manages system and software licenses; grants administrative rights to users; troubleshoots software and hardware problems; provides technical support and assistance; works with vendors to find solutions to problems; ensures adherence to federal requirements; participates in strategic planning and data analysis; makes recommendations concerning project design, data collections, reporting, service delivery and workflow; develops and implements projects.

10% +/- 5%

 Supervises lower level staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; responds to employee questions, concerns and problems; evaluates employee performance; approves employee leave requests and timesheets.

10% +/- 5%

 Ensures data quality and compliance; performs routine data quality assessments; generates reports; establishes and implements local HMIS data quality and security plans; establishes local HMIS Policies and Procedures and monitors adherence; creates customized data entry project forms consistent with Federal regulations.

Proposed DATE

10% +/- 5%

 Functions as IT/HMIS contact to external organizations and participating agencies; serves as technical point of contact for HMIS implementation; reviews and interprets technical releases; communicates HMIS related information to external organizations and participating agencies.

10% +/- 5%

Performs related administrative responsibilities; prepares various reports, records and other
documents; responds to emails and phone calls; attends various trainings and meetings; provides
site-based training and development to system users.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science or related field with five (5) years of computer information systems experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

Must obtain and maintain Service Point System Administrator Certification within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including computer and copier.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

- Ability to comprehend a variety of informational documents including provider data quality reports, federal agency flow charts and diagrams, provider specific requests, training documents, vendor release forms, system generated reports, help desk tickets, employee leave requests, user reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Housing of Urban Development Regulations, Federal Program Guides, Federal Partner Regulations, computer hardware manuals, system documentation and manuals, and software product manuals.
- Ability to prepare provider data quality reports, system generated reports, project workflow charts and diagrams, HMIS Manuals, HMIS Policies and Procedures Manual, training materials, employee performance evaluations, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise, and counsel others, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal and computer system terminology and computer programming languages.
- Ability to communicate effectively with supervisors, directors, vendors, consultants, state and federal agencies and partners, the general public, and other County employees.

Environmental Adaptability

Work is typically performed in an office environment.

Class Title:	Performance Consultant	Class Number:	1053901
FLSA:	Exempt	Pay Grade:	13
Dept:	Department of Information Technology & Health and	Human Services	•

Classification Function

The purpose of this classification is to develop internal and external innovation plans and identify key areas of improvement for the County.

Distinguishing Characteristics

This is a journey level classification with responsibility for assisting with internal and external innovation plans including outcome-based contract management, cost savings and operational efficiency projects. This classification manages sensitive data, interprets performance analysis and executes projects in support of the County Executive's strategic priorities & key administrative opportunities for improvement. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, techniques, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

50% +/- 10%

 Develops internal and external innovation plans; identifies key areas of improvement for the County such as performance indicators, critical business processes and technology; prepares project charters and project plans; maps processes; implements project plans; manages unforeseen risks and issues; collaborates with management staff to evaluate programs and services; closes out projects; documents project results and lessons learned.

30% +/- 10%

 Retrieves, analyzes, interprets, presents and publishes data and performance reports in support of the Operational Excellence Program or other related programs; identifies key operational trends, patterns and surface insights.

20% +/- 10%

 Performs related administrative duties; prepares various reports, records and other documents; tracks project progress; answers phone calls and emails; schedules and attends meetings, trainings, and conferences; pursues proper certifications and applies the knowledge to the organization; researches current trends and best practices; oversees focus groups and crossfunctional team meetings

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in Business Administration, Public Administration, Urban Planning, Industrial Organizational Psychology, Organizational Development or related field with two (2) years of process improvement or organizational development experience; or any equivalent combination of training and experience.

Established: October 13, 2016 Revised: 06/29/2017

Performance Consultant

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

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

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 budget statements, personnel forms and reports, evaluations, invoices, funding applications, financial documents, and legislation.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, classification specifications, the Ohio Revised Code, County Charter and ordinances, publications, and OSHA standards.
- Ability to prepare project portfolios, project charters, project management plans, executive summaries, run charts, performance reports, pareto charts, memoranda, continuous improvement stories, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to communicate with managers, administrators, directors, other County staff, contractors, vendors, external clients, and the 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.

Established: October 13, 2016 Revised: 06/29/2017

Class Title:	Social Services Supervisor	Class Number:	1056221
FLSA:	Exempt	Pay Grade:	12
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise a unit of social service workers in a County human services division who are providing direct social services to clients.

Distinguishing Characteristics

This is a first-line supervisory classification with responsibility for supervising a unit of social services workers and overseeing the delivery of social services within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgement in the management of complex cases. The employees in this class work under direction of a Senior Social Services Supervisor. This class requires occasional public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

40% +/- 10%

Supervises unit of social services workers in a County human services division; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; leads unit team meetings; ensures unit activities are in compliance with agency, state, and federal guidelines; conducts planned supervision and case review with employees; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

35% +/- 10%

• Consults and coordinates with various individuals on social services issues; advises supervisors and division managers of services needs and makes recommendations for programs and priorities; assists in the planning and development of new social service programs or policies and procedures; evaluates methods of delivery of social service programs and recommends more effective delivery systems; assists treatment team in implementing programs; coordinates services with other divisions or institutional units; coordinates services with community and local agencies to promote activities and develop resources; establishes and maintains contact with courts, attorneys, law enforcement agencies, and probation/parole officers; prepares and delivers presentations and training sessions on programs and services.

10% +/- 5%

Coordinates documentation and report preparation activities; monitors, reviews, and approves
the completion of various forms, case records, case plans, and court summaries; prepares
weekly, monthly, and annual reports; maintains case management data and records including
social histories, assessments, referrals, and discharge documentation; ensures record keeping
and documentation is in compliance with agency and state policies and procedures.

Proposed DATE

15% +/- 10%

 Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, meetings, and court hearings; reviews mileage reports; provides backup coverage for other supervisors; provides after-hours or emergency coverage due to absence of regular social services worker or in crisis situations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work with three (3) years of social work experience; or any equivalent combination of training and experience.
- Valid Ohio driver, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or registration is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including computer and copier.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including case records, assessment reports, monthly statistics summaries, medical records, mileage reports, time sheets, expense reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including agency policies and procedures manual, social worker ethics and standards, Personnel Policies and Procedures Manual, Ohio Administrative Code, and Ohio Revised Code.

Proposed DATE:

Social Services Supervisor

- Ability to prepare weekly, monthly, and annual statistical reports, case documentation, mileage reports, performance evaluations, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret counseling, basic legal, and basic medical terminology and language.
- Ability to communicate effectively with subordinates, coworkers, supervisor, managers, clients, representatives from external agencies, social service providers and vendors, other County employees, community partners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to smoke, dust, animals, disease, bodily fluids, and violence.

Class Title:	Senior Social Services Supervisor	Class Number:	1056222
FLSA:	Exempt	Pay Grade:	14
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise lower level supervisors and other assigned staff and oversee the operations of social services unit(s) in a County human services division.

Distinguishing Characteristics

This is a second-line supervisory classification with responsibility for supervising social services work unit(s) and overseeing unit(s) operations within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgement in the management of complex cases. The employees in this class work under direction of a Deputy Director/Administrator. This class is distinguished from the Social Services Supervisor in that the latter is a first-line supervisor and takes direction from this class.

Essential Job Functions

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

30% +/- 10%

Supervises social services work units in a County human services division; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction to lower level supervisors and other staff; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit(s) work plans and work performance standards; conducts and leads individual or unit meetings; ensures unit(s) activities are in compliance with agency, state, and federal guidelines; recommends and acts on personnel actions including selection, promotion, transfers, discipline or discharge.

25% +/- 10%

Performs a variety of administrative tasks necessary for the supervision of the social services
programs; advises upper management of services needs and makes recommendations for
programs and priorities; assists in the planning and development of new social service programs or
policies and procedures; develops opportunities for social services contracts; monitors social
services contracts; develops and maintains service delivery systems; compiles and analyzes
statistical reports; assists in budget preparations and exercises fiscal control for assigned social
program; manages contract budgets; reviews and approves monthly provider invoices; manages
grants and oversees grant compliance.

25% +/- 10%

Consults and coordinates with various individuals on social services issues; coordinates services with other divisions or institutional units; coordinates services with community and local agencies to promote activities and develop resources; establishes and maintains contact with courts, attorneys, law enforcement agencies, and probation/parole officers; prepares and delivers presentations and training sessions on programs and services; provides training for service providers as requested; represents agency/institution as member or liaison to community committees or boards; responds to customer complaints or questions from the public or media.

10% +/- 5%

Organizes, coordinates, monitors, and evaluates unit(s) operations and procedures; establishes
and implements unit(s) goals; monitors and evaluates performance of unit(s) activities and service
delivery; creates reports regarding unit(s) performance; identifies issues/problems and makes
recommendations to increase effectiveness and quality of work performance, operational systems,
and internal policies; conducts case review and clinical supervision with employees; establishes
and communicates guidelines, policies, and procedures to employees.

10% +/- 5%

Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, meetings, and court hearings; reviews mileage reports; prepares or assists in the preparation of cases for court; provides backup coverage for other senior supervisors; provides after-hours or emergency coverage due to absence of regular social services worker or in crisis situations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work with five (5) years of social work experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including computer and copier.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees.
- Ability to solve and act on employee problems

Senior Social Services Supervisor

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and
 people deciding the time, sequence of operations or events within the context of a process, system
 or organization. Involves determining the necessity for revising goals, objectives, policies,
 procedures or functions based on the analysis of data/information and includes performance
 reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including case records, assessment reports, monthly statistics summaries, medical records, mileage reports, time sheets, expense reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including agency policies and procedures manual, social worker ethics and standards, Acts and Guidelines specific to working with particular subgroups, Personnel Policies and Procedures Manual, Ohio Administrative Code, and Ohio Revised Code.
- Ability to prepare weekly, monthly, and annual statistical reports, monthly department reports, case documentation, mileage reports, performance evaluations, agendas, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret counseling, basic legal, and basic medical terminology and language.
- Ability to communicate effectively with subordinates, coworkers, supervisor, managers, clients, representatives from external agencies, social service providers and vendors, other County employees, community partners, and the general public.

Environmental Adaptability

• Work is typically performed in an office environment.

Class Title:	Staff Auditor	Class Number:	1055181
FLSA:	TBD	Pay Grade:	TBD
Dept:	Internal Audit		

Classification Function

The purpose of this classification is to assist the Internal Audit Manager conduct preliminary financial and performance auditing of selected County departments.

Distinguishing Characteristics

This is an entry level classification with responsibility for performing technical activities in the Department of Internal Audit. This class works under direction from the Internal Audit Manager and is responsible for performing timely and accurate financial and performance audits. The employee works within a framework of established regulations, policies, and procedures and is expected to use professional judgment in performing work.

Essential Job Functions

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

25% +/- 10%

 Conducts risk assessments to assess financial controls, operational efficiencies, and compliance with applicable policies, procedures, and regulations.

25% +/~ 10%

 Gathers financial and operational data for internal audits through a variety of accepted methods including interviews and observations.

25% +/- 10%

 Conducts control, substantive and compliance audit testing of specified financial and operational areas using acceptable audit techniques including vouching and reconciliation.

15% +/- 10%

 Drafts preliminary audit findings and recommendations based on testing results; submits findings and recommendations to Internal Audit Manager for review and comment.

10% +/- 5%

 Manages audit segment budgets for identified audits; communicates results of internal audit to stakeholders; assists Audit Manager and/or Senior Staff Auditor with planning audits in accordance with the Annual Audit Plan.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting, finance, business administration, public administration, information systems, or a related field with one (1) year previous experience in accounting, auditing, or a related field; or an equivalent combination of education, training, and experience.

Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

No certificates or licenses required.

Staff Auditor 1055181

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to coordinate, strategize, systemize, and correlate, using discretion in determining time, place, and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including raw data from IT, audit workpapers, audit schedules, FAMIS reports, trial reports, cash financial statements, grants, CAFR reports, vouchers, receipts, purchase orders, invoices, and operational documents and reports.
- Ability to comprehend a variety of reference books and manuals including the Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Governmental Auditing Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), Institute of Internal Auditors (IIA) Standards, Auditor of State website, County Charter, Ohio Revised Code, Personnel Policies and Procedures Manual, Code of Federal Regulations, International Standards for the Professional Practice of Internal Auditing, and other applicable auditing and accounting practices.
- Ability to prepare flowcharts, diagrams, process narratives, audit programs, spreadsheets, audit findings and recommendations, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret accounting and auditing terminology and language.
- Ability to communicate with directors, managers, coworkers, other County staff, audit committee, external auditors, and the public.

Environmental Adaptability

Work is typically performed in an office environment.

Class Title:	Assistant Maintenance Superintendent	Class Number:	1042511
FLSA:	Exempt	Pay Grade:	12
Dept:	Public Works		

Classification Function

The purpose of this classification is to assist in administering and coordinating the operations of the Maintenance Department of the Public Works Engineer's Office; to provide support to a Maintenance Superintendent.

Distinguishing Characteristics

This is an assistant manager classification with responsibility for supporting the Maintenance Superintendent in planning and directing the Maintenance section of the Public Works Engineer Office, under direction. This class provides support in solving operational, technical, and management problems related to maintenance. The employee participates in discussion of plans, projects, and objectives, and in presenting solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

25% +/- 10%

Assists in the administration of the operations of the Maintenance department; coordinates work
operations with administration, contractors and the public; oversees the maintenance of and capital
improvements to all Public Works Buildings.

25% +/- 10%

Supervises the assigned maintenance area; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate

20% +/- 10%

• Ensures efficiency of snow and ice removal operations for the Public Works; inspects bridges and roadways to assess maintenance and repair needed; reviews daily reports; inspects equipment for proper operation and upkeep.

20% +/- 5%

Assists in evaluating, reviewing and recommending the section budget for disbursements of
materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and
materials costs and work done; approves payroll and all departmental purchases and establishes
costs of work needed.

10% +/- 5%

• Reviews and responds to citizen requests and complaints; investigates all grievances within the department; plans, coordinates and attends meetings and demonstrations.

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Assistant Maintenance Superintendent

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree or equivalent technical training in the trades or construction fields with six (6) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

Requires a driver's license in the State of Ohio.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a variety of maintenance equipment including snooper, lifts, survey instruments, metal detector, safety equipment, 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 understand and apply basic mathematics and algebra and geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including forms, plans, maps, legal descriptions, fiscal reports, payroll sheets, grievances, bridge drawings, highway drawings, certifications, contracts, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, O.D.O.T. manuals, reference manuals, trade publications, specifications, union contracts, standards, guidelines, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, plans, project estimates, charts, accident reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

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Assistant Maintenance Superintendent

- Ability to work with others to coordinate the programs and/or resolve typical problems associated with the responsibilities of the job.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, construction and engineering terminology and language.
- Ability to communicate with consultants, departmental employees, supervisor, and administrators.

Environmental Adaptability

Work is typically performed in an office environment and in the field.

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.

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Class Title:	Critical Infrastructure Analyst	Class Number:	1062481
FLSA:	Exempt	Pay Grade:	13
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop, implement, coordinate, and manage fire intelligence sharing and critical infrastructure protection programs in Ohio Homeland Security Region 2 for the Northeast Ohio Regional Fusion Center.

Distinguishing Characteristics

This is a journey-level classification that is responsible for the management of fire intelligence sharing and critical infrastructure activities in Ohio Homeland Security Region 2 (OHSR II – which includes the counties of Ashtabula, Cuyahoga, Geauga, Lake, and Lorain) as well as overseeing and coordinating training needs.

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%

• Coordinates and manages fire service activity integration into the intelligence and information sharing process in OHSR II; manages Fire Liaison Officer (FLO) Intelligence and Information Sharing Program for OHSR II; identifies and recruits fire personnel for the FLO Program; oversees dissemination of relevant threats and analyses to appropriate local law enforcement, fire service organizations, and federal agencies; attends fire service threat assessment meetings and conference calls; develops, implements, and maintains written policy outlining standard operating procedures for suspicious activity and incident reporting process for OHSR II; communicates information requirements and the overall information-gathering strategy to private and public-sector partners; ensures that fire service integration activities are in compliance with the Department of Homeland Security (DHS) Fire Service Integration for Fusion Centers.

30% +/- 10%

• Oversees and manages information sharing and intelligence analysis activities in support of the protection of OHSR II Critical Infrastructure and Key Resources (CIKR); identifies CIKR assets in OHSR II; researches, tracks, reviews, and analyzes CIKR incidents within OHSR II as well as at the state and national level to identify risks and trends; collects intelligence, threats, and information on suspicious activities relating to CIKR and analyzes information to determine threat levels, local CIKR vulnerabilities, potential consequences of attacks, and risk mitigation and the resulting effects; identifies intelligence and information gaps and strategizes information gathering opportunities; conducts on-site threat or vulnerability assessments as needed; produces threat assessment reports for identified major events in NE Ohio; serves as a liaison between federal, state, local, and private sector security partners; oversees dissemination of relevant CIKR threats and analyses to the appropriate critical infrastructure (CI) sector and federal agencies; develops, reviews, and updates information gathering, analyzing, and reporting policies and procedures and presents as necessary; ensures that critical infrastructure protection activities are in compliance with the DHS' National Infrastructure Protection Plan.

Proposed DATE

30% +/- 10%

Coordinates, develops, and delivers intelligence and awareness training programs, sector and
industry specific programs, and criminal and terrorism awareness training programs; collaborates
and coordinates with state and federal partners to deliver training to fusion center, local law
enforcement, fire service partners, first responders, and private sector partners; updates training
materials; conducts evaluations on the effectiveness of training courses.

10% +/~ 5%

Performs related administrative responsibilities; prepares various reports, records, and other
documents; responds to emails and phone calls; attends various trainings and meetings; produces
public awareness and training materials including intel bulletins, offer safety bulletins, situational
awareness bulletins, and suspicious activity reports; responds to requests for information; attends
local, state, and federal safety and security meetings addressing homeland security concerns,
CIKR security, intelligence sharing, and identification of security gaps.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in critical infrastructure protection, emergency management, intelligence studies, criminal justice, public administration, statistics, or related field and three (3) years of experience in criminal justice, emergency management, emergency services, intelligence analysis, or critical infrastructure protection; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No licenses or certifications required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to stand and walk for a prolonged period of time; ability to lift, push, and pull up to 50lbs.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including requests for information, suspicious activity reports, terrorism screening reports, situational intel report, intelligence briefs, national intel threat briefs, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Bureau of Justice Assistance's Criminal Intelligence Systems Operating

Critical Infrastructure Analyst

Policies, Privacy, Civil Rights, and Civil Liberties Guidelines, DHS' Fire Service Integration for Fusion Centers Manual, DHS' National Infrastructure Protection Plan, and NEORFC's Standard Operating Procedures.

- Ability to prepare intelligence bulletins, presentations, training materials, threat assessments, suspicious activity reports, 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 basic legal terminology and language.
- Ability to communicate effectively with supervisor, fire service personnel, representatives of public safety and private sector entities, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, strong odors, toxic/poisonous
 agents, smoke, dust, pollen, wetness, humidity, animals, wildlife, disease, bodily fluids, electrical
 currents, explosives, violence, bright/dim lights, noise extremes, vibrations, machinery, and traffic
 hazards.

Class Title:	Customer Experience Analyst	Class Number:	1053311
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to promote user experience design best practices through researching, conceptualizing, and designing applications to be more user friendly.

Distinguishing Characteristics

This is an advanced journey level classification, working under direction of the Web and Applications Administrator. 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.

Essential Job Functions

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

20% +/- 10%

Designs and implements voice of customer (VOC) programs; designs and conducts user-centered
design research; clarifies and defines research goals; collects and analyzes VOC data to drive
improvements, reduce risk, and improve usability; identifies interdependencies across people,
processes, and technology that impact design of the customer experience; translates research
findings into actionable recommendations; prepares, documents, and presents findings and
recommendations to management and stakeholders.

20% +/- 10%

 Reviews and contributes to wireframes, mock-ups, and prototypes for design and development to create seamless, usable, convenient, and enjoyable user experiences; ensures designs are Web Content Accessibility Guidelines (WCAG) compliant and aligned with business, stakeholder, and end user priorities.

20% +/- 10%

 Tracks, prioritizes, and manages website analytics including advanced code requirements, configurations, settings, custom metrics, and dimensions; creates reports using Google Analytics and other data sources; serves as contact for analytics and tracking requests.

20% +/- 10%

Analyzes, designs, and leads usability tests to ensure applications are working correctly and to
determine opportunities to improve usability; identifies and documents deficiencies and finds
solutions; ensures requirements, specifications, and standards have been met; documents test
plans, procedures, and results; coordinates quality assistance (QA) resources internally and
externally; acts as key QA point of contact for new releases.

20% +/- 10%

 Performs related administrative duties; responds to emails and phone calls; attends various trainings and meetings; researches and stays up to date on new and emerging technologies, user experience design patterns, trends and methodologies, software development, and infrastructure concepts; assists with creation of training material for clients and application end users.

Proposed Date:

Customer Experience Analyst

Minimum Training and Experience Required to Perform Essential Job Functions

 Bachelor's degree in information technology, visual communications, marketing, business administration, or related field with seven (7) years of web design, front end development, user design/experience management, or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

- Ability to operate a variety of automated office machines including personal computer and copier.
- Ability to utilize a variety of website development and maintenance software.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and
 people deciding the time, sequence of operations or events within the context of a process, system
 or organization. Involves determining the necessity for revising goals, objectives, policies,
 procedures or functions based on the analysis of data/information and includes performance
 reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including web analytics, customer surveys, functional specifications, WCAG and Americans with Disabilities Act (ADA) compliance reports, training guides, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, computer software manuals, user experience/user interface design best practices, and Web Content Accessibility Guidelines.
- Ability to prepare user stories, wireframes, mock-ups, test plans, web analytics and reports, user interface design standards and guidelines, system documentation, training documents, department reports, 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 marketing terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, subject matter experts, consultants, vendors, and end users.

Environmental Adaptability

Work is typically performed in an office environment.

Proposed Date:

Customer Experience Analyst

Class Title:	Facilities Energy Coordinator	Class Number:	1042161
FLSA:	Exempt	Pay Grade:	11
Dept:	Public Works		

Classification Function

The purpose of this classification is to perform duties that support energy efficiency and conservation in County buildings.

Distinguishing Characteristics

This is a journey-level position that is responsible for performing duties that support energy efficiency and conservation including analyzing records of energy consumption, monitoring energy contracts for the County, and identifying and implementing energy conservation measures.

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%

 Establishes and maintains procedures to record energy consumption and cost; performs utility billing analysis; identifies discrepancies and errors in billing; works with utility companies in cases of discrepancies or errors and obtains credits when necessary; performs periodic review of utility rate and rate structure; researches energy-related problems to discuss with Contractors and Utility Companies; establishes and maintains on-going relationships with contractors and vendors to ensure that energy efficiency programs are met to the County's expectations.

30% +/- 10%

 Collects and evaluates past and present energy consumption data; establishes utility usage benchmarks for County buildings; outlines benchmarks and establishes energy savings targets and objectives; monitors energy usage against targets and objectives; identifies areas with high energy consumptions and implements procedures to improve energy efficiency and reduce consumption and waste; conducts follow-up investigations to ensure implementation of energy conservation measures.

10% +/- 5%

Identifies opportunities to improve the operation, maintenance, or energy efficiency of buildings; conducts facility site visits; analyzes technical feasibility of energy-saving measures; recommends energy-efficient technologies or alternate energy sources; ensures compliance with Government and Environmental Protection Agency (EPA) guidelines; assists with establishing and promoting energy awareness and conservation programs; develops energy conservation educational materials.

10% +/- 5%

 Monitors execution of energy contracts for the County; oversees County Energy Conservation Measures (ECM) contracts.

20% +/- 10%

Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; assist preparing Requests for Proposals (RFPs); assist overseeing bid process; assists with selection of vendors to contract; monitors and manages signed utility contracts, responds to emails and phone calls; attends various trainings, workshops, and meetings; prepares audit reports containing all utility costs and consumption, energy analysis results, and recommendations for energy cost savings; applies for rebate programs; consults with engineers, contractors, and utility companies on technical issues.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Business Administration, Engineering, Architecture, Public Administration, Project Management or related field with three (3) years of building energy management analysis, building systems design, or energy auditing experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including bid packages and estimates, EPA reports, compliance and enforcement policy documents, memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, EPA compliance reporting guidelines, etc.
- Ability to prepare utilities reports, monthly utility tracking reports, energy reports, charts, diagrams, spreadsheets, audit reports, memos, facility data sheets, 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 basic legal, engineering, and mechanical terminology and language.

Facilities Energy Coordinator

 Ability to communicate effectively with supervisor, director, representatives of outside agencies and businesses, and other County employees.

Environmental Adaptability

Work is typically performed in an office environment.

Class Title:	Program Evaluation Coordinator	Class Number:	1014131
FLSA:	Exempt	Pay Grade:	11
Dept:	Health and Human Services – Homeless Services		

Classification Function

The purpose of this classification is to coordinate and oversee the annual Consolidated Grant application process to the Department of Housing & Urban Development (HUD) for homeless assistance grant recipients.

Distinguishing Characteristics

This is a journey-level classification with responsibility for managing multiple parts and phases of the annual Consolidated Grant application process to HUD for homeless assistance grant recipients. This classification works within a framework of policies, procedures and regulations. The incumbent is expected to work independently and ensure that all activities are performed in a timely manner and according to policies, procedures and related regulations.

Essential Job Functions

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

30% +/- 10%

 Prepares materials for Advisory Board and Office of Homeless Services (OHS) Public Policy Committee meetings; prepares materials including reports, charts, narratives, summaries of federal regulations, agendas, minutes, and analyses for committee and Advisory Board use; researches homeless issues, approaches, and developments; provides recommendations affecting policy on homeless issues; develops project evaluation forms, consumer surveys, and scoring matrices; analyzes and presents score summary information to committees and the community; develops corrective actions plans for underperforming projects.

25% +/- 10%

Coordinates grant recipient Annual Performance Reporting (APR) and Point in Time (PIT) count to
HUD; submits annual performance reports for projects; provides written and verbal directions to
grant recipients regarding reports; reviews each grant recipient report, identifies needed changes,
and assists with corrections; provides technical assistance to grant recipients regarding
compliance issues; provides technical assistance to organizations on project specific issues;
coordinates annual PIT count of sheltered and unsheltered homeless persons; compiles necessary
data for PIT count and submits results to HUD; provides information regarding PIT count to
community stakeholders.

20% +/- 10%

 Coordinates and oversees the annual Consolidated Grant application process to HUD for homeless assistance grant recipients; works with grant recipients to submit grant applications; develops grant application instructions and timelines; identifies application issues and problems and assists with corrections; reviews and ensures that grant applications and budgets meet requirements; approves and submits each grant application.

10% +/- 5%

Ensures general procedural compliance throughout the grant application process; researches and monitors relevant state and federal regulations, reporting, and other compliance requirements; interprets applicable regulation, policies, and procedures affecting homeless assistance programs; communicates information to coworkers and grant recipients; provides support to grant recipients in their requests for grant and/or budget amendments through communication with the Columbus HUD office.

15% +/- 10%

 Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; addresses other needs for assistance identified by OHS Director, Advisory Board, grantees, committees, Columbus HUD office, and the Ohio Development Services Agency staff; represents OHS on the local Federal Emergency Management Assistance (FEMA) Board; serves on FEMA Board Allocations Committee.

Minimum Training and Experience Required to Perform Essential Job Functions

• Bachelor's Degree in public administration, business administration, social sciences, or related degree and three (3) years of experience in grants administration, program administration, compliance auditing, or related field; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including draft of project applications, grant and project renewal documents, policy documents, forms, spreadsheets, grant amendments, memos, research, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act federal regulations, Housing and Urban Development (HUD) guidelines, HUD Annual Notice of Funding Availability (NOFA), and related Federal Register documents.

Program Evaluation Coordinator

- Ability to prepare spreadsheets, meeting agendas, reports, charts, applications, forms, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic legal terminology and language.
- Ability to communicate with coworkers, supervisors, directors, other County employees, members of internal and external agencies and committees, and the general public.

Environmental Adaptability

Work is typically performed in an office environment

Class Title:	Senior Staff Auditor	Class Number:	1055182	
FLSA:	TBD	Pay Grade:		
Dept:	Internal Audit	1.43		

Classification Function

The purpose of this classification is to plan, oversee, and conduct audits on County departments as well as serve as a lead worker for lower level staff auditors.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Department of Internal Audit. This class works under direction from the Internal Audit Manager and is responsible for ensuring audits are performed in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures and will receive instruction or assistance only as unusual situations arise. The Senior Staff Auditor is expected to exercise independent 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.

60% +/- 10%

Plans, oversees, and conducts audits on County departments; conducts control, substantive, and compliance audit testing; collects and reviews evidence, documents, and data sets; analyzes collected evidence, documents, and data sets; oversees audit hours to help staff auditors stay within budget; communicates audit results with auditees and stakeholders; prepares reports of noncompliance or weakness.

25% +/- 10%

Serves as a lead worker for the staff auditors; assigns, coordinates, and reviews the staff auditors' work; answers staff auditors' questions; drafts and administers training materials.

15% +/~ 10%

Conducts and reviews annual risk assessments; meets with managers and directors to gather data; assesses financial control and operational efficiency; reviews compliance with applicable policies, procedures, and regulations, assists Audit Manager with planning audits in accordance with the Annual Audit Plan.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting, finance, business administration, public administration, information systems, or a related field with four (4) years previous experience in accounting, auditing, or a related field; or an equivalent combination of education, training, and experience.

Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

No certificates or licenses required.

Senior Staff Auditor 1055182

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including computer and copier.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people, deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including raw data from IT, audit
 workpapers, audit schedules, FAMIS reports, trial reports, cash financial statements, grants,
 CAFR reports, vouchers, receipts, purchase orders, invoices, and operational documents and
 reports.
- Ability to comprehend a variety of reference books and manuals including Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Governmental Auditing Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), Institute of Internal Auditors (IIA) Standards, Auditor of State website, County Charter, Ohio Revised Code, Personnel Policies and Procedures Manual, Code of Federal Regulations, International Standards for the Professional Practice of Internal Auditing, and other applicable auditing and accounting practices.
- Ability to prepare flowcharts, diagrams, process narratives, audit programs, spreadsheets, audit findings and recommendations and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret accounting and auditing terminology and language.
- Ability to communicate with directors, managers, coworkers, other County staff, audit committee, external auditors, and the public.

Environmental Adaptability

Work is typically performed in an office environment.

Class Title:	Assistant Airport Manager	Class Number:	1042321
		Pay Grade:	13

Departments: Development, only	
Departments.	

Classification Function

The purpose of this classification is to assist the airport manager with the management of the County airport insuring that all operations are complying with local, state, and federal regulations.

Essential Job Functions

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

- Assists the airport manager with the management of the County airport insuring that all operations are complying with local, state, and federal regulations (e.g. assists in developing strategic, facilities, business, financial, noise mitigation, and environmental plans; completes directives of the airport manager involving day-to-day operations of the Airport; assists in the enforcement of operating rules and regulations; promotes and maintains safety in airport services and operations; responds to public and tenant concerns; assists in Airport marketing tasks involving Airport improvements, Airport properties and leases (real estate and buildings) and other revenue-enhancement initiatives; prepares and reviews statistical reports; assists in the development and implementation of compliance strategies regarding rules and regulations of the Federal Aviation Administration and Transportation Security Administration (FAA), as applicable; prepares grant-in-aid applications and reimbursement claims for financial assistance from the FAA and other applicable agencies).
- Supervises field employees assigned to County Airport (e.g. supervises inventory controls; assigns, reviews, plans and coordinates work; provides job training and instruction; oversees time keeping policies and procedures; approves employee leave requests; monitors employee leave accruals and balances; recommends and implements related personnel policies and procedures; recommends personnel actions including selection, promotion, transfer, discipline or discharge).
- Supervises field operations (e.g. conducts Airport rescue and fire fighting services; conducts snow and ice removal; conducts wildlife management; conduct Airport security; conducts Airport field inspections; conducts emergency response; investigates noise complaints).
- Prepares and maintains budgetary reports and records (e.g. prepares financial and statistical records; assists in the
 preparation of the annual Airport Division operating budget and the Airport Capital Improvement Program or related
 programs; reports the status of airport finances).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business or related field with five years of airport operations and/or administration experience including two years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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- Ability to operate a variety of automated office machines including typewriter and adding machine.
- Ability to operate a variety of motorized vehicles and equipment including a fire truck, tractor, dump truck, broom truck and pick-up truck.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools, plumber's tools and diagnostic equipment.
- Ability to use specialized equipment including a runway scan system, Tapley friction meter, and refractometer.

Supervisory Responsibilities

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

Mathematical Ability

• Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of basic algebra.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including security reports, time sheets, vehicle maintenance reports, meter readings, inspection reports, operations manuals, periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including FAA Advisory Circulus, union contract, accounting manuals and personnel policy manuals.
- Ability to prepare purchase orders, billing statements, vehicle maintenance reports, financial statements, lease agreements, correspondence, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record
 and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret aviation, engineering, mechanical and accounting terminology and language.
- Ability to communicate effectively with airport manager, subordinates, FAA personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may be performed outdoors in varying weather conditions.
- Work involves responding to emergency situations.

Class Title:	Cashier	Class Number:	1013111
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to perform cashiering duties including collecting payments, cashing vouchers and warrants, balancing cash drawer, and maintaining daily records; and to provide general information and assistance to staff and the public.

Distinguishing Characteristics

This is an entry/journey level, clerical classification. Employees at this level are expected to become fully aware of operating procedures and policies of the work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained. This class works under a well-defined framework of policies and procedures.

Essential Job Functions

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

30% +/- 10%

Acts as a cashier; receives and processes various fees and charges including property and
other taxes, public transit ticket payments, child support payments, vendor license payments;
processes payments and enters information into the appropriate computer system making
changes as necessary; processes tax payments, non sufficient funds, escrow, real estate and
credit card payments.

20% +/- 10%

 Cashes vouchers and warrants; verifies amounts; provides correct change; balances the drawer daily with supporting documentation.

20% +/- 10%

Sends invoices for Non Sufficient Fund (NSF) items.

10% +/- 10%

 Maintains records including daily records of transactions; checks and tabulates records, balances, and funds received; prepares routine reports and distributes reports to appropriate departments or divisions.

20% +/- 10%

 Performs a wide variety of routine clerical work including sorting, filing, copying, billing, verifying, recording information on records and sending delinquent notices when necessary. Cashier 1013111

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma GED with six (6) months previous experience including public contact and cashiering, or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or certificates required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including warrants, vouchers, payment slips, one stop payments and bills.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals and bookkeeping manuals.
- Ability to prepare vouchers, data entry, clerk of court reports, non sufficient funds reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret bookkeeping terminology and language.
- Ability to communicate with vendors, the public, co-workers, supervisors, and employees of other departments.

Cashier 1013111

Environmental Adaptability

Work is typically performed in an office environment.

Class Title:	Class Title: C.A.D. Technician Assistant Class Num		10691121
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Public Works		

Classification Function

The purpose of this classification is to perform clerical and tax map maintenance duties for the Tax Map unit in the Public Works Surveyor's Section.

Distinguishing Characteristics

This is an entry level classification that performs some drafting duties and utilizes a computer aided drafting program to revise tax map books, and performs clerical work for the unit. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from the C.A.D. Technician I that requires a higher level of experience using C.A.D. software and works with greater independence in performance of duties.

Essential Job Functions

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

20% +/- 10%

 Draws in revisions in the Fiscal Officer's tax map books with protractors, triangles, etc. and using basic C.A.D. software.

10% +/- 10%

 Performs daily deed transfers in Fiscal Officer's tax map books; receives, indexes and copies daily deed assignments.

20% +/- 10%

 Assists attorneys, title companies, surveyors, and the general public in the map room; performs research for the Land and Right-of-Way Divisions.

50% +/- 20%

• Performs a variety of clerical duties, including operating reproduction equipment, assembling and compiling data for reports, and delivering copies, prints and/or office supplies to front office

Experience Required to Perform Essential Job Functions

High school diploma supplemented with technical training in C.A.D. system software or a related field is desirable; one year of drafting and/or computer experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

No required licenses.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate automated office machines including computers and peripheral equipment.

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Supervisory Responsibilities

No supervisory responsibilities.

Mathematical Ability

Ability to understand and apply addition, subtraction, multiplication, and division.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including plats, legal descriptions, and City ordinances.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference and computer manuals, plats and deeds.
- Ability to prepare copies, updates on tax maps and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- · Ability to use and interpret basic engineering and land use related terminology and language
- Ability to communicate with supervisor, co-workers, attorneys, title companies, surveyors, and the general public.

Environmental Adaptability

Work is typically performed in an office environment.

Class Title:	Capital Plan Construction Administrator	Class Number:	1042191
FLSA:	Exempt	Pay Grade:	15
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, organize, manage, and administer construction projects for all County owned facilities.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, managing and administering construction projects for all County owned facilitates, under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to capital projects. The employee is expected meet, consult and collaborate with the County Engineer to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

30% +/- 10%

 Coordinates future plan scoping; distributes job duties; determines project delivery method; reviews plans and specifications for constructability; assists in reviewing bids; prepares project estimates; prepares or administers staffing needs for facility construction group.

25% +/- 10%

Supervises the assigned staff; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate.

30% +/- 5%

 Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects projects under construction; observes field conditions of proposed projects; review or approves contractors' pay adjustments; reviews and makes recommendations for project change orders; coordinates plan changes; assists contractors and consultants quality of workmanship; processes final payments and close out documentation; communicates contract milestones to County Executive staff and others; reviews contracts; reviews project claims.

15% +/- 5%

 Develops and recommends department policies and procedures; reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and conducts meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in engineering, Master's degree preferred, with seven (7) years previous experience.

Additional Requirements

License as a professional engineer in the State of Ohio.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

 Ability to operate a variety of automated office machines including computers and peripheral equipment and various construction tools.

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 understand and apply college level algebra, geometry, calculus and statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding
 the time, sequence of operations or events within the context of a process, system or
 organization. Involves determining the necessity for revising goals, objectives, policies,
 procedures or functions based on the analysis of data/information and includes performance
 reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project plans and tasks, project schedules, project pay applications, change orders, timesheets, leave requests, reports, plans, project specifications, schedules, data and invoices.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, design manuals, reference manuals, contracts, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, plans, project budgets, policies and procedures, estimates, requests for proposal, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering, construction management and budgetary terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, attorneys, vendors, departmental employees, and administrators.

Environmental Adaptability

Work is typically performed in an office environment and in the field.

Class Title:	Fiscal Office Inquiries Assistant	Class Number:	1055126
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to provide information and assistance to the general public in person, on the telephone and by mail; to establish contractual payment agreements for delinquent taxpayers.

Distinguishing Characteristics

This is an entry/journey level, clerical classification. Employees at this level are expected to become fully aware of operating procedures and policies of the work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained. This class works under a well-defined framework of policies and procedures.

Essential Job Functions

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

30% +/- 10%

Staffs a front desk in the Taxpayer Services unit in the Cuyahoga County Fiscal Office; receives the general public; responds to inquiries and requests regarding taxes; provides assistance in resolving tax problems; explains penalties, interest and payment schedules; explains tax bill calculations and calculates tax penalties, interest and tax rates; reviews lists of contractual or revised tax accounts; contacts taxpayers by phone and by mail regarding payments; responds to telephone inquiries; refers the public to other agencies, as needed.

30% +/- 10%

 Responds to questions regarding foreclosure and to court and sheriff costs; assists the Prosecutor's Office with calculating sheriff costs and to recover court costs and fees; researches property ownership.

20% +/- 10%

Calculates, checks, totals, and processes pre-pay monthly program; explains the program and
enrolls taxpayers; assists taxpayers in applying for the Tax Escrow Account Management
Program (T.E.A.M.) that allows property owners to pay their property taxes in monthly
installments to avoid large tax bills twice a year; determines whether applicants qualify;
determines monthly payments and processes applications; verifies bank account numbers;
receives and processes pre-payments; returns rejected applications with explanation.

20% +/- 10%

 Performs a wide variety of related clerical work including sorting, filing, copying, verifying, mailing and recording information.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Archer Company

Additional Requirements

No licenses or certificates required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including contract payments, escrow payments, forms and applications.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals, treasurer reference manual, and tax rates and levies passed.
- Ability to prepare escrow and tax bill statements, delinquent tax contract, payment plans and contracts, tax bills, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret tax terminology and language.
- Ability to communicate with the public, co-workers, supervisors, and employees of other departments.

Environmental Adaptability

Work is typically performed in an office environment.

Class Title:	Network Support Technician	Class Number:	1011232
FLSA:	Non-Exempt	Pay Grade:	6
Departments:	All departments		

Classification Function

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

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.

- Provides computer hardware, network, and software technical support and assistance to end-users in a County department (e.g. installs and assists maintaining hardware and software including data terminal, data communications, personal computers, servers, routers and bridges; diagnoses and resolves problems referenced by the help desk, supervisor, and users; with direction from the supervisor, assists with configuring, installing and maintaining workstations on LANs; with direction from the supervisor, assists with configuring, installing, and maintaining LANs; provides end-users basic operational instructions).
- Provides other computer-related support services (e.g. customizes installation of software applications to meet endusers needs; assists other departments with general information utilizing the Ohio Data Network; refurbishes and adjusts equipment; service vendor of equipment malfunction).
- Performs miscellaneous administrative duties (e.g. monitors problem log system, responds to problems via telephone, etc.).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or a related field and six months 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

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

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 problem logs, user requests, computer periodicals, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various hardware and software computer manuals.
- Ability to prepare problem resolutions, memos, procedural instructions, and other job related documents using
 prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with managers, supervisors, help desk employees, County Information Services Center, other County employees, and vendors.

Environmental Adaptability

Work is typically performed in an office environment.

Class Title:	Programmer Analyst 2	Class Number:	1053122
		Pay Grade:	10

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Departments:	All departments
E Departments.	and departments
	

Classification Function

The purpose of this classification is to function as lead worker over lower level programmer analysts developing new computer programs and maintaining existing computer information systems.

Essential Job Functions

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

- Functions as lead worker over lower level programmer analysts developing new computer programs and maintaining existing computer information systems (e.g.- assigns work and reviews completed work assignments for accuracy; provides job training and instruction).
- Develop new computer programs and maintains existing computer information systems (e.g. writes, according to specification, computer programs involving high level language including file layouts, report formats, and flow charts; translates program specifications into computer code; creates program documentation by coding, flow-charting or block diagramming; modifies, maintains, and debugs existing programs and systems; establishes instructions for jobs to run on computer; validates batch reports; provides information and troubleshooting on user equipment; collects, analyzes, and interprets data; reviews quality and quantity of input data; monitors equipment and calls repair personnel, as needed).
- Tests computer programs (e.g.- prepares test data to be used for verification studies; prepares flow charts and other documentation to describe solutions and to explain procedures to users).
- Performs administrative duties (e.g. assists preparing project budgets, operating plaus and other financial statements; prepares correspondence and reports as required).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer programming or related field and one year of computer programming experience; or any equivalent combination of training and experience.

Additional Requirements

Certification in related computer programming languages and applications may be required after employment.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

• Ability to operate a variety of automated office machines including personal computer, mainframe computer, printer, monitors, tape drives, modems, calculator, copier, fax machine, typewriter, and telephone.

Snpervisory Responsibilities

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

Mathematical Ability

 Ability to add, subtract, multiply, divide, calculate decimals and percentages, 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 program code listings, specifications, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, programming textbooks, and systems manuals.
- Ability to prepare flow charts, diagrams, technical papers, program code listings, reports, 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 terminology and computer programming languages.
- 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.

ſ	CI TOUR	D.,		1052122
ı	Class Title:	Programmer Analysi 3	Class Number:	1053123
-			Pay Grade:	12

Departments: All departm	ents

Classification Function

The purpose of this classification is to coordinate the design, development, installation and maintenance of large or complex computer application systems and to supervise lower level programmer/analysts.

Essential Job Functions

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

- Coordinates the design, development, installation and maintenance of large or complex computer systems (e.g.- designs, develops, iustalls and maintains on-line programs, off-line batch programs and JCL; evaluates requests for changes in computer systems including hardware; creates program documentation by coding, flow-charting or block diagramming).
- Supervises team of lower-level programmer/analysts (e.g.- plans, coordinates, assigns and reviews work; provides
 instruction; maintains work standards; responds to employee problems; recommends the selection, transfer, promotion or
 discipline of employees).
- Performs miscellaneous support activities (e.g.- assists in analyzing user needs; prepares reports detailing project status; develops project cost estimates; trains computer system users).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

Certification in related computer programming languages and applications may be required after employment.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

• Ability to operate a variety of automated office machines including personal computer, mainframe computer, printer, monitors, tape drives, modems, calculator, copier, fax machine, typewriter, and telephone.

Supervisory Responsibilities

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

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Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including change requests, overtime requests, telephone logs, employment applications, programming reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, programming textbooks, systems manuals, and personnel policy manuals.
- Ability to prepare change requests, overtime requests, telephone logs, programming reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince or influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret computer terminology and computer programming languages.
- Ability to communicate 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.

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Class Title:	Senior Business Services Manager	Business Services Manager Class Number:	
FLSA:	Exempt	Pay Grade:	17
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage, plan, control, budget, organize and approve all financial, payroll, purchasing and capital activities of the department.

Distinguishing Characteristics

This is a senior management classification with responsibility for managing and controlling the financial reporting functions of the Fiscal Office directly and through one subordinate supervisor. This class works under administrative direction from the Department Director, and requires the analysis and solution of operational, technical, administrative and management problems related to financial accounting and reporting and related areas. The incumbent exercises discretion in applying policies and procedures to resolve financial reporting issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

50% +/- 10%

• Manages, plans and controls the financial, payroll and purchasing activities of the Public Works Office; plans, coordinates and forecasts all financial activities as they relate to budgeting, auditing, revenue recognition and appropriation expenditures; determines operational changes to keep department fiscally responsible; maintains a system of control to insure that expenditures do not exceed appropriations; authorizes final approval for all financial activities including purchases, contracts, payroll, inventory and debt; issues monthly financial statements; final approver for all Issue I and other grant expenditures and reimbursements; final approver of all Federal construction expenditures and reimbursements.

25% +/- 5%

Supervises the assigned staff including a Business Services Manager; assigns and reviews
work; recommends hiring, promotions, discharges, and disciplinary actions; documents
misconduct; assesses staffing requirements; evaluates training needs and provides instruction;
evaluates performance; establishes and promotes employee morale.

20% +/- 10%

• Prepares, monitors, adjusts and forecasts the Public Works five-year capital improvement plans.

10% +/- 5%

 Responsible for compliance with Equal Employment Opportunity, Disadvantage Business Enterprise and Davis-Bacon Act programs pertaining to all Federal, state and local construction programs; responsible for all Office compliance with all other Federal, state and local financial rules and regulations.

20% +/- 10%

 Works with various committees and departments within the Office; meets with state, County and local government regarding current or future financial matters; acts as Office liaison with various governments, committees and groups.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, financial management or a related field with nine (9) years previous experience in accounting or financial management; or an equivalent combination of education, training, and experience.

Additional Requirements

License as a Certified Public Accountant in Ohio.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

Ability to add, subtract, multiply, divide and calculate decimals and percentages, and algebraic
calculations involving variables, formulas, ratio and proportion variables; to use a calculator to
balance financial data using basic functions.

Language Ability & Interpersonal Communication

- Ability to perform high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including billings, purchase orders, project summaries, accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, and payroll reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, Government Accounting Standards Board, Government Accepted Auditing Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).

- Ability to prepare annual budget, financial forecast reports, productivity reports, Federal indirect
 cost reports, Capital Improvement plan, grant reports, budget reports, performance appraisals,
 disciplinary reports, spreadsheets and other job related documents using prescribed format and
 conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and financial analysis terminology and language.
- Ability to communicate with staff, consultants, external auditors, employees from other departments, departmental employees and administrators, and elected officials.

Environmental Adaptability

Work is typically performed in an office environment.

Class Title:	Treatment Plant Operations Supervisor	Class Number:	1043111
		Pay Grade:	11

T	David and and
Departments:	Development, only
Departments.	

Classification Function

The purpose of this classification is to manage the operations and maintenance of the treatment plants and equipment and supervises lower level treatment plant personnel.

Essential Job Functions

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

- Manages the operations and maintenance of the treatment plants and equipment (e.g. manages and monitors operation and maintenance of water and sewage treatment plants, sewage lift stations, swimming pools, collection distribution systems and equipment such as boilers, air conditioners, cooling towers, circulating pumps, air handling equipment, and heat exchangers).
- Supervises lower level treatment plant personnel (e.g. trains and supervises water and sewage plant personnel in ethical
 operation and maintenance of plants, pools, and equipment; provides personal instruction and seminar training
 meetings; conducts health and safety training programs; assigns and reviews work; prepares employee performance
 evaluations).
- Inspects plant facilities (e.g. ensures that all mechanical equipment is being maintained and operated according to regulations; makes on-site investigations of inoperable equipment; inspects elevated tanks' condition and cathodic protection system; inspects installations of equipment and contractors' work; inspects steam and hot water boilers to determine results of chemical feed treatment; evaluates conditions of plants and equipment and instructs resident personnel in corrective action; evaluates preventive maintenance program; conducts safety and health inspections).
- Performs administrative duties (e.g. reviews design drawings and specifications for water and sewage plant and
 mechanical equipment installations; prepares budget for new construction; prepares plans and specifications for
 purchasing new equipment and for the replacement of old equipment; develops and prepares operating and maintenance
 manuals for plants and pools; reviews records maintained by resident personnel; prepares annual operating budget;
 prepares and submits monthly OEPA reports; works with engineers to plan for new systems, equipment, etc.).
- Develops, manages and supervises preventive maintenance programs for plants and equipment (e.g.- makes necessary
 repairs or adjustments on equipment; maintains equipment in stock to make on-site repairs such as alternators, electrical
 control parts, coils, and printed circuit control cards).
- Meets with Ohio Environmental Protection Agency (OEPA) and Health Department concerning operation of plants and pools; consults with district treatment plant coordinators on troubleshooting problems.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with technical training in waste treatment, and three years of waste treatment experience, or any equivalent combination of training and experience. OEPA Wastewater Operator License is required

Additional Requirements

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, calculator, and copy machine.
- Ability to operate a variety of mechanical tools and lawn maintenance equipment.
- Ability to operate drafting and diagnostic instruments and laboratory equipment.

Supervisory Responsibilities

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

Mathematical Ability

 Ability to add, subtract, multiply, divide and calculate decimals and percentages and make use of the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including blue prints, flow charts, lab bench sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment manuals, personnel policy manuals, electrical drawings, operation manuals and handbooks.
- Ability to prepare production and performance reports, correspondence, budgets, requisitions, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret engineering, mechanical, and laboratory terminology and language.
- Ability to communicate effectively with supervisor, subordinates, government officials, engineers, students and the general public.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and plant environment.
- Work involves exposure to varying weather conditions.



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

CUYAHOGA COUNTY PERSONNEL REVIEW COMMSSION **MEMORANDUM**

DATE:

March 26, 2018

TO:

Cuyahoga County Council President Dan Brady

Shontel Brown, Chairwoman, Human Resources, Appointments & Equity

Committee

Council Members, Human Resources, Appointments & Equity

Committee

FROM:

Chairman Deborah Southerington, Webnal, Southurs Cuyahoga County Box

RE:

Recommending Modifications to Class Plan

Please be advised that on March 21, 2018, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED NEW CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade & FLSA	Department
Assistant Maintenance Superintendent	1042511	12/Exempt	Public Works
Critical Infrastructure Analyst	1062481	13/Exempt	Public Safety and Justice Services
Customer Experience Analyst	1053311	12B/Exempt	Information Technology
Facilities Energy Coordinator	1042161	11/Exempt	Public Works
Program Evaluation Coordinator	1014131	11/Exempt	Homeless Services
Senior Staff Auditor	1055182	13/Exempt	Internal Audit

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number Crime Analyst 1062471	CURRENT PAY GRADE & FLSA 11/Exempt	NEW PAY GRADE & FLSA 11/Exempt (No Change)	Department Public Safety and Justice Services
Environmental Compliance Coordinator 1062413	13/Exempt	10/Exempt	Human Resources
Senior Systems Analyst 1053132	13/Exempt	12/Exempt	All Departments
Performance Consultant 1053901	13/Exempt	13/Exempt (No Change)	Office of the Executive and HHS
Social Services Supervisor 1056221	12/Exempt	12/Exempt (No Change)	Health and Human Services
Senior Social Services Supervisor 1056222	14/Exempt	14/Exempt (No Change)	Health and Human Services
Staff Auditor 1055181	10/Exempt	10/Exempt (No Change)	Internal Audit

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Assistant Airport Manager	1042321	13/Exempt	Public Works
Cashier	1013111	3/Non-Exempt	Fiscal Office
CAD Technician Assistant	1061121	4/Non-Exempt	Public Works
Capital Plan Construction Administrator	1042191	15/Exempt	Public Works
Fiscal Office Inquiries Assistant	1055126	4/Non-Exempt	Fiscal Office
Network Support Technician	1011232	6/Non-Exempt	All Departments
Programmer Analyst 2	1053122	10/Non-Exempt	All Departments
Programmer Analyst 3	1053123	12/Exempt	All Departments
Senior Business Services Manager	1052323	17/Exempt	Public Works
Treatment Plant Operations Supervisor	1043111	11/Exempt	Public works

cc: F. Allen Boseman, Commissioner
Thomas Colaluca, Commissioner
Rebecca Kopcienski, PRC Director
Armond Budish, County Executive
Douglas Dykes, Chief Talent Officer
Holly Woods, Dir. of HR Benefits and Compensation
Melissa Foldesi, Compensation Manager

Joseph Nanni, Council Chief of Staff Kelli Neale, Program Officer 4 Jeanne Schmotzer, Clerk of Council Robert Triozzi, Law Director Kristen Moore, Paralegal Maggie Keenan, Director of OBM

Job Title	Classification	Current	RECOMMENDED	<u>Department</u>	Rational
	<u>Number</u>	<u>Pay</u>	PAY GRADE		
		<u>Grade</u>	<u>& FLSA</u>		
		<u>& FLSA</u>			
<u>NEW</u>					
Assistant Maintenance	1042511	12/Exempt	N/A	Public Works	The Human Resource Department requested the Assistant Maintenance Superintendent classification
Superintendent					be reinstated. The classification was errantly deleted during past Class Plan Maintenance.
Critical Infrastructure	1062481	13/Exempt	N/A	Public Safety and	This is a new classification that reflects the essential functions and minimum qualifications of the
Analyst				Justice Services	position. The individual in this position is currently classified as a Program Officer 4. Pay grade remained the same at a PG 13.
Customer Experience	1053311	12B/Exempt	N/A	Information	The Information Technology Department requested a new classification be written based on
Analyst				Technology	departmental needs. This is a new classification that reflects the essential functions and minimum
					qualifications of the position.
Facilities Energy	1042161	11/Exempt	N/A	Public Works	This is a new classification that reflects the essential functions and minimum qualifications of the
Coordinator					position. The individual in this position is currently classified as a Program Officer 3. Pay grade remained the same at a PG 11.
Program Evaluation	1014131	11/Exempt	N/A	Homeless	This is a new classification that reflects the essential functions and minimum qualifications of the
Coordinator				Services	position. The individual in this position is currently classified as a Social Program Administrator 1. Pay grade remained the same at a PG 11.
Senior Staff Auditor	1055182	13/Exempt	N/A	Internal Audit	This is a new classification requested by the Internal Audit Dept. that reflects the essential functions and minimum qualifications of the position. This position will fulfill a need for the department.
REVISED					
Crime Analyst	1062471	11/Exempt	11/Exempt (No Change)	Public Safety and Justice Services	The Department of Public Safety and Justice Services requested a revision to this classification specification's department. The Crime Analyst will now serve in the Sheriff's Department
Environmental Compliance	1062413	13/Exempt	10/Exempt	Human	The Department of Human Resources requested a revision of this classification specification to update
Coordinator			·	Resources	the minimum education and experience requirements. The pay grade went from a PG 13 to a PG 10.
Senior Systems Analyst	1053132	13/Exempt	12/Exempt	All Departments	This classification is being updated to reflect the current essential functions and minimum
					qualifications of the position. The job title is changing to Homeless Management Information System
					Analyst. The individual in this position is currently classified as a Senior Systems Analyst. Pay grade
					decreased from a PG13 to a PG 12.

Performance Consultant	1053901	13/Exempt	13/Exempt	Office of the	Revision adding the Department of Information Technology to the Department section of the
			(No Change)	Executive and HHS	classification specification and removing the Office of the Executive at the administration's request.
Social Services Supervisor	1056221	12/Exempt	12/Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 1993. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Senior Social Services Supervisor	1056222	14/Exempt	14/Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 1993. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Staff Auditor	1055181	10/Exempt	10/Exempt (No Change)	Internal Audit	PRC made minor changes and updates to the specification to stay consistent with the new senior level classification.
<u>DELETE</u>					
Assistant Airport Manager	1042321	13/Exempt	N/A	Public Works	This position is no longer administratively necessary.
Cashier	1013111	3/Non- Exempt	N/A	Fiscal Office	This position is now part of a collective bargaining agreement.
CAD Technician Assistant	1061121	4/Non- Exempt	N/A	Public Works	This position is no longer administratively necessary.
Capital Plan Construction Administrator	1042191	15/Exempt	N/A	Public Works	This position is no longer administratively necessary.
Fiscal Office Inquiries Assistant	1055126	4/Non- Exempt	N/A	Fiscal Office	This position is now part of a collective bargaining agreement.
Network Support Technician	1011232	6/Non- Exempt	N/A	All Departments	This position is now part of a collective bargaining agreement.
Programmer Analyst 2	1053122	10/Non- Exempt	N/A	All Departments	This position is no longer administratively necessary.
Programmer Analyst 3	1053123	12/Exempt	N/A	All Departments	This position is no longer administratively necessary.
Senior Business Services Manager	1052323	17/Exempt	N/A	Public Works	This position is no longer administratively necessary.
Treatment Plant Operations Supervisor	1043111	11/Exempt	N/A	Public works	This position is no longer administratively necessary.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0067

Sponsored by: Council President	A Resolution amending Resolution No.
Brady	R2016-0218 dated 12/13/2016, which
	authorized an Economic Development Fund
	Redevelopment and Modernization Loan to
	Detroit Shoreway Community Development
	Organization for the benefit of a project
	located at 11801 - 11825 Lorain Avenue in the
	City of Cleveland, by extending the
	Resolution sunset; and declaring the necessity
	that this Resolution become immediately
	effective.

WHEREAS, the County Executive/Department of Development recommended an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$2,500,000.00 to Detroit Shoreway Community Development Organization for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland; and

WHEREAS, the primary goals of this project are to redevelop and restore 25,160 square feet of space in order to create a Variety Theater Complex along Lorain Avenue from West 110th Street to West 123rd Street in the City of Cleveland, Council District 3; and

WHEREAS, upon completion, this project is anticipated to create one hundred and ten (110) permanent employment positions in two (2) years; and

WHEREAS, County Council approved Resolution No. R2016-0218 authorizing the recommended economic development loan on December 13, 2016; and

WHEREAS, Resolution No. R2016-0218 included a sunset provision which imposed a time-based limitation on the loan authorization ending twelve (12) months after County Council approval; and

WHEREAS, unforeseen circumstances have prevented implementation of the authorized action within twelve (12) months after County Council's approval of Resolution No. R2016-0218; and

WHEREAS, County Council wishes to ensure the realization of the intended benefits expected to result from the completion of the Variety Theater Complex redevelopment; 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. R2016-0218 dated 12/13/2016, which authorized an Economic Development Fund Redevelopment and Modernization Loan to Detroit Shoreway Community Development Organization for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset to twenty-four (24) months after County Council approval of this Resolution.

SECTION 2. That all other provisions of Resolution No. R2016-0218 shall remain unchanged and in effect.

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 byduly adopted.	, seconded by	, the foregoing Resolution was
Yeas:		
Nays:		

County Council President	Date	
County Executive	Date	
Clerk of Council	Date	

First Reading/Referred to Committee: <u>March 27, 2018</u> Committee(s) Assigned: <u>Community Development</u>

Journal CC040 April 10, 2018

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0004

Sponsored by: Councilmember	An Ordinance amending Sections 303.02,
Brown on behalf of Cuyahoga	303.03 and 303.05 of the Cuyahoga County
County Personnel Review	Code to update the Civil Service Code of
Commission	Cuyahoga County; and declaring the
	necessity that this Ordinance become
	immediately effective.

WHEREAS, Article IX of the Charter of Cuyahoga County creates a Personnel Review Commission that shall be responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness; and,

WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHERAS, the County's current Civil Service System, including the process for examination and appointment, is codified in Chapter 303 of the Cuyahoga County Code and incorporates by reference Chapter 124 of the Ohio Revised Code, Chapter 123:1 of the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and,

WHEREAS, the proposed amendments provided herein are submitted in concert with the Administrative Rules of the Personnel Review Commission as submitted to Council on February 27, 2017 pursuant to Section 113.02(I) of the Cuyahoga County Code; and,

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

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

SECTION 1. Sections 303.02, 303.03 and 303.05 of the Cuyahoga County Code are hereby amended as follows (additions are underlined; deletions are stricken). The remaining Sections of Chapter 303 remain in full force and effect.

Section 303.02 Definitions

As used in Chapter 303 of the Cuyahoga County Code and the Personnel Review Commission's Rules:

- A. Abolishment Means one of the following:
 - 1. Abolishment of Classification The permanent deletion of a classification from the organization due to lack of continued need for the classification, due to reorganization for efficient operation, economy or lack of work, or other lawful purpose; or
 - 2. Abolishment of Position The permanent deletion of a position from the structure of an Appointing Authority due to lack of continued need for the position, due to reorganization for efficient operation, economy or lack of work, or other lawful purpose.
- B. Appeal An action by which an affected party challenges the decision or determination of an Appointing Authority, the Director of HR, and/or the Commission.
- C. Appointment Placement of an employee in a position.
- D. Appointing Authority Means the same as defined in Section 9.04 of the Cuyahoga County Charter.
- E. Classification Means one of the following:
 - 1. A group of positions of sufficiently similar duties that the same title and specification may be assigned to each; or
 - 2. The act of assigning a classification title to a position(s) based upon the duties performed.
- F. Commission or PRC The Cuyahoga County Personnel Review Commission.
- G. Competitive Examination— Method used by the Commission to assess the relative capability of qualified applicants to perform the duties and responsibilities of the classification.
- H. County As defined in the Charter.
- I. Demotion The act of placing an individual in a position, at the request of an Appointing Authority or the employee, the classification for which carries a lower salary range **pay grade** than that of the classification the employee currently holds.

- J. Director of HR The Director of the Cuyahoga County Human Resources Department as appointed by the County Executive and confirmed by County Council.
- K. Eligibility List A list of names established by the Commission for the purpose of filling vacancies in the classified service.
- L. Ethics Code Policy Title IV of the Cuyahoga County Code and any revisions thereto.
- M. Human Resources Department The Cuyahoga County Department of Human Resources.
- N. Layoff A suspension of employment due to either a lack of work or a lack of funds, or other lawful purpose.
- O. Meeting Any prearranged discussion of the public business of the PRC by a majority of its members.
- P. Noncompetitive Examination An examination that evaluates individual candidates based upon established criteria to determine which applicants are qualified to fill appointments to positions requiring exceptional qualifications of a scientific, professional, educational, or managerial character or positions where it is impractical to develop and administer competitive examinations.
- Q. Pay The annual, non-overtime compensation due an employee.
- R. Pay Equity Ordinance Chapter 303 of the Cuyahoga County Code and any revisions thereto.
- S.R. Pay Range Grade The pay graderange assigned to a position or classification.
- T.S. Position The name that applies to a group of duties intended to be performed by an employee.

T. PRC Director - The Director of the Cuyahoga County Personnel Review Commission as appointed by the Commission.

- U. Promotion The appointment of an employee to a different position assigned a higher pay rangegrade than the employee's previous position.
- V. Reassignment The assignment of an employee to a different classification.
- W. Reclassification The assignment of a position to a different classification.
- X. Reduction in Pay An action that diminishes an employee's pay. When the conditions of entitling an employee to supplemental pay end, the ending of supplemental pay shall not be considered a reduction, nor shall a change in the cost of an aAppointing aAuthority's insurance or other contributions be considered a reduction.

- Y. Reduction in Position An action that diminishes an employee's duties or responsibilities to the extent an audit of the employee's position would result in a reclassification to a classification assigned a lower pay rangegrade.
- Z. Removal Termination of an employee's employment.

AA. Request for Reconsideration - A request made by an affected party seeking the Commission's reconsideration of certain pre-employment determinations made by the Commission.

AB. Request for Restoration - A request made by an affected party seeking the Commission's consideration to restore that party to an established eligibility list. See Rule 9.05.

A<u>C</u>B. Suspension – The interruption of an employee's employment and/or compensation for a fixed period of time.

Section 303.03 Examinations

A. General Provisions

The Cuyahoga County Personnel Review Commission shall provide for the:

- 1. Administration, preparation, conducting, grading, and validation of all competitive examinations for positions in the County's classified service;
- 2. Evaluation of qualifications for all noncompetitive positions in the County's classified service; and
- 3. Preparation and maintenance of eligibleility lists containing the names, scores, and rankings of persons qualified for appointment to positions in the classified service.

B. Announcements & Applications

The Cuyahoga County Personnel Review Commission shall give reasonable notice of the time, place, and general scope of competitive examinations for positions in the County's classified civil service. Examination announcements shall be posted electronically on both the Personnel Review Commission's and Cuyahoga County's website.

Applicants for classified civil service positions shall file one application that will serve as both the request to take the examination and as the application for employment with the County.

C. Rejection of Applicants

All applications shall be reviewed by the Cuyahoga County Personnel Review Commission. Applications may be rejected for any of the following reasons:

- 1. It was not filed within the prescribed time period.
- 2. That the applicant has not met one or more of the minimum <u>requirements</u> qualifications of the position.
- 3. That the applicant has made a false statement on the application.
- 4. Any other just or reasonable cause that is job related and non-discriminatory <u>as</u> determined by the Personnel Review Commission.

Upon rejecting any application, the Personnel Review Commission shall promptly notify the applicant of the reason for the rejection at the electronic mail address provided on the application. The applicant may, within five (5) calendar days after the date of the notice, file with the Personnel Review Commission a Request for Request for Reconsideration. Written request for reconsideration of such rejection that shall set forth why the rejection was in error and providing evidence of the same. The Personnel Review Commission will not consider requests that contest the qualifications established for the position. If a request for reconsideration from a rejection is pending at the time an examination is scheduled to be held, the applicant shall be allowed to take the examination pending the resolution of the request. If after review, the Personnel Review Commission, within its sole discretion, finds—it is determined that the rejection is justified, the applicant's examination shall not be graded. Consideration of an applicant's request for reconsideration shall not be quasi-judicial and shall not result in a final order that entitles the applicant to an administrative appeal to the Personnel Review Commission.

D. Fraud

Fraud in examinations is prohibited and shall result in automatic disqualification. No person shall:

- 1. Falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of the civil service law, or aid in so doing;
- 2. Make any false representations concerning the results of such examination or concerning any person examined;
- 3. Furnish to another person special or secret information for the purpose of either improving or injuring the prospects or chances of another person so examined, registered or certified, or to be appointed, employed or promoted;

- 4. Impersonate another person, or permit or aid in any manner another person to impersonate <u>a candidate</u>an applicant, in connection with any examination, registration or appointment or application or request to be examined, registered or appointed;
- 5. Furnish false information about himself/herself, or other person, in connection with any examination, registration, or appointment or application or request to be examined (including a request for examination rescheduling or reasonable accommodation), registered or appointed;
- 6. Make known or assist in making known to any applicant for examination any question to be asked on such examination;
- 7. Acquire, through fraudulent means, any exam content or question(s) to be asked on the examination prior to the examination; or
- 8. Personally solicit a favor from any appointing officer, or have any person on his/her behalf solicit a favor pertaining to the testing procedures of the Personnel Review Commission.

Any person or persons attempting to deceive any of the examiners in any manner whatsoever by impersonation or by assisting or receiving assistance as described above, shall be prohibited from taking any examination for employment with Cuyahoga County for a period of two (2) years. If the person is already employed by the County, such conduct shall be grounds for disciplinary action, the Personnel Review Commission shall notify the Director of HR upon learning of any such conduct.

E. Method of Grading

The method of grading, including the setting of minimum passing scores, weighting of multiple test components, rank ordering, banding, protests, or any other consideration in determining a candidate's an applicant's score on an employment test, shall be determined by the Personnel Review Commission on a test-by-test basis.

F. Military Service Credit

Any person who has completed service in the uniformed services and who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service may file with the Commission a DD-214, and, upon this filing, the person shall receive an additional credit of five (5) numerical points or 5% of his or her score, whichever is greater, provided the applicant has received a passing grade in all phases of the examination before addition of the military service credit. Credit for uniformed service will not be given if the request for such credit is received by the Commission after the closing date for applications. As used in this Section, "service in the uniformed services" and "uniformed services" have the same meaning as the "Uniformed Services Employment and Reemployment Rights Act of

1994,..." 38 U.S.C.A. 4303" which meaning shall be: The Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or a full time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in the time of war or national emergency.

Any person who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service may file with the Commission Form DD214, member copy 4 as proof of military service, and, upon verification, the person shall receive an additional credit of 5% of the maximum score for the examination, provided the candidate has received a passing grade in all phases of the examination before addition of the military service credit.

Any person in good standing of a reserve component of the armed forces of the United States who successfully completes the member's initial entry-level training may submit to the Commission proof of such completion, and, upon verification, the person shall receive an additional credit of 5% of the maximum score for the examination, provided the candidate has received a passing grade in all phases of the examination before addition of the military service credit.

As used in this Section, "uniformed services" and "reserve component" include service in the Army, Navy, Marine Corps, Air Force, Coast Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, or any other category of persons designated by the President in time of war or emergency.

G. Noncompetitive Examinations

For positions designated as noncompetitive, the Personnel Review Commission may suspend competition. Applicants for noncompetitive positions shall file an application, together with such proof of education, training, experience, ability and character, as shall be set forth in the examination announcement. The Personnel Review Commission shall evaluate the applications to determine if the applicants meet the minimum requirements of the class specifications for the class being examined. Following this review, an eligibility list shall be prepared including the names of all applicants who met the minimum requirements. Applicants will appear in alphabetical order.

H. Eligibility Lists

Eligibility lists shall remain in force not longer than one (1) year; however, the Personnel Review Commission may, at its discretion, extend the duration of an eligibility list.

I. Breaking tie Grades

In the event two (2) or more applicants candidates receive the same grade on an open competitive examination in which rank ordering is used in establishing the eligibility list, priority in the time of filing the application shall determine the order in which their names shall be placed on the eligible list; applicants candidates eligible for Military Service Credit shall receive priority in rank on the eligible list over non-veterans on the list with a rating equal to that of the veteran. Ties among applicants candidates receiving Military Service Credit shall be decided by which application was filed earlier.

J. Removal from List

Names may be removed from an eligibility list by action of the Personnel Review Commission for the following reasons:

- 1. At the request of the eligible candidate.
- 2. After three certifications or considerations without receiving an appointment.
- 3. Failure to pass a pre-employment background check and/or drug or alcohol screen.
- 4. Failure to appear for an interview.
- 5. Inability to locate the eligible at his or her last known address.
- 6. Practice or attempt to practice any deception in his or her application or in securing eligibility or appointment.
- 7. Any other just or reasonable cause that is job-related and non-discriminatory.

<u>Upon receiving notification from the Appointing Authority, Director of HR, or the PRC Director, names may be removed from an eligibility list for the following reasons:</u>

- 1. At the request of the eligible candidate.
- 2. After declining a conditional offer for the position.
- 3. After three certifications or considerations without receiving a conditional offer.
- 4. Failure to pass a pre-employment background check and/or drug or alcohol screen.
- 5. Failure to appear for an interview.

- $\underline{\textbf{6. Inability to contact the candidate via the contact information on file with the Commission .}$
- 7. Practice or attempt to practice any deception in his or her application or in securing eligibility or appointment.
- 8. Any just or reasonable cause that is job-related and non-discriminatory.

For the purpose of this rule, "removal" from an eligibility list constitutes the removal of the candidate from consideration in any current or future hiring process for the life of the list. This does not mean a candidate's name will be removed from the eligibility list posted on the PRC's website. Once the eligibility list is posted on the PRC's website, it will not be modified or removed until the list expires, the list is exhausted, or the Commission must correct an error on the list.

If a current County probationary employee appears on an eligibility list for a classification that would be considered a promotion, and that employee is not eligible for promotion per the Cuyahoga County Personnel Policies and Procedures Manual, that employee will be temporarily removed from the eligibility list pending completion of the probationary period. Upon receipt of verification that the employee has successfully completed the probationary period, the employee will be reinstated to the eligibility list.

If a candidate requests removal, and the request is based on illness, military service, or conflict with schooling, that candidate may be restored to the eligibility list<u>for</u> consideration when that candidate indicates renewed availability for consideration if the eligibility list is still in effect as provided in Section 303.03(H).

If a candidate's name is removed for any of the other reasons set forth in this Section, the candidate may make a written request for reconsideration to the Personnel Review Commission for the restoration of his or her name to the eligibility list. Such request shall be made within five (5) calendar days of the date the notification of removal from the list was electronically mailed and shall set forth why the removal was in error, stating the reasons that would justify restoration to the list, and providing evidence of the same. The request shall be made in the manner provided by the Administrative Rules of the Personnel Review Commission. Only requests made using the proper form and submitted by the deadline will be considered.

Restoration to the eligibility list is within the sole discretion of the Personnel Review Commission. However, consideration of a candidate's request for restoration reconsideration shall not be quasi-judicial and shall not result in a final order that entitles the candidate to an administrative appeal to the Personnel Review Commission.

K. Certification

1. Certification Request

When an Appointing Authority desires to fill a vacancy in any position in the classified service (excluding promotions), the Appointing Authority shall submit a request to the Personnel Review Commission specifying the department, title of the position, grade, whether the service is temporary or permanent, and the anticipated date of the vacancy. Upon establishing an eligibility list, the Commission, through its staff, shall certify names to the Appointing Authority to fill the next vacancy in the classification. This certification is made to the Appointing Authority via the Department of Human Resources. For each vacancy beyond the first, the Appointing Authority, through HR, shall submit a written request for certification to the Commission's staff unless all remaining names have already been certified.

2. Number of Names to be Certified

Following a certification request from an Appointing Authority, the Personnel Review Commission, through its staff, shall certify the names, addresses, and rank of the top twenty-five percent (25%) or a minimum of ten (10) names of the applicants on the eligibility list for the class or grade to which the position is classified. When less than 10 names appear on an eligibility list, the Personnel Commission may certify less than ten (10) names and a new examination may be scheduled. When certifying names from an eligibility list established through competitive means, the Commission, through its staff, shall certify the names and rank of the top twenty-five percent (25%) or a minimum of ten (10) names, whichever is greater, of the candidates remaining on the eligibility list for the class to which the position is classified. When certifying names from an eligibility list established through noncompetitive means, the Commission, through its staff, shall certify all of the names remaining on the eligibility list for the class to which the position is classified.

If a name has been certified to an Appointing Authority, and sufficient justification is found to remove that name from the eligibility list per Rule 9.05 before a conditional offer has been extended from that certification, the name will be removed and a replacement name will be certified to the Appointing Authority. The replacement name will be the highest-ranked name remaining on the eligibility list that was not already certified to the Appointing Authority.

When fewer than ten (10) names remain on the eligibility list at the time a certification is made, the Commission may certify fewer than ten (10) names and a new examination may be scheduled. If all names remaining on an eligibility list have been certified to an Appointing Authority and there is sufficient justification to remove any names per Rule 9.05 such that the number of remaining names is fewer than ten (10) before a conditional offer is extended, a new examination may also be scheduled.

3. Merging New Names into an Existing Eligibility List

When a new examination is scheduled due to fewer than ten names remaining on an active eligibility list, and the results of that examination are to be posted prior to the expiration of that list, the names of those persons who pass the new examination shall be merged with those who remain on the original list.

The same examination and passing score used to establish the original eligibility list shall be used for the new examination. All candidates who pass either the original or new examination shall be placed on the eligibility list in rank order according to their examination scores. In the case of noncompetitive examinations, all candidates who met the minimum requirements of the classification during either the original or new announcement period shall appear on the eligibility list in alphabetical order. The Commission will then certify names per Rule 10.02.

Names appearing on the eligibility list are considered eligible for the duration of the original eligibility list on which they first appeared, as described in Rule 9.02. However, those names may be extended at the discretion of the Commission, as described in Rule 9.02.

3.4. Certification Not More Than Three Times
A person certified from the same eligibility list three (3) times to the same
Appointing Authority may be omitted from future certifications. A person is
"certified," for purposes of this section, each time a conditional offer is
extended an appointment is made from an established certified eligibility list
containing that person's name.

Section 303.05 Appointments

A. Original Appointments. A person who has been selected by an Appointing Authority from an eligibility list that is established by the Personnel Review Commission to fill a vacancy in the classified service is said to have received an original appointment. Those persons receiving original appointments do not become permanent employees until they have satisfied the applicable probationary period.

B. Temporary Appointments

Temporary appointments shall not exceed one hundred eighty (180) days in duration and shall be filled in the following manner:

1. Eligibility List

If an applicable eligibility list is available, the temporary appointment shall be offered to the candidates on the eligibility list, provided that the acceptance or declination of appointment to such position shall not affect the right of an eligible

person to certification for appointment to a permanent position. At the expiration of the temporary appointment, which in no case shall exceed one hundred eighty (180) days, the services of the temporary employee shall be terminated and the candidate shall be restored to the eligibility list in rank order.

2. No Applicable Eligibility List

In the absence of an applicable eligibility list, the Appointing Authority may appoint a qualified person for a temporary period of service, not to exceed one hundred eighty (180) days in duration, when the need of service is urgent and necessary to prevent the loss of public property, serious inconvenience to the public, or damaging delay to the public service. In the event of a subsequent appointment to a permanent position, the temporary appointment shall not be counted as part of a probationary period. Successive temporary appointments to the same position are prohibited. Temporary appointments made necessary by reason of sickness, disability, or other approved leave of absence <u>may exceed the 180-day limitation; however, the temporary appointment</u> shall not continue beyond such period of sickness, disability, or other absence.

Section 305.02

The Department of Human Resources Personnel Review Commission shall publish and keep up-to-date the County's complete Non-Bargaining Classification Plan on the Department's PRC's website.

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

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

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

Yeas:		
Nays:		
	County Council President	Date
	County Executive	Date
	Clerk of Council	Date

First Reading/Referred to Committee: <u>March 13, 2018</u> Committee(s) Assigned: <u>Human Resource, Appointments & Equity</u>

Committee Report/Second Reading: March 27, 2018

Journal CC040 April 10, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0080

Sponsored by: County Executive
Budish/County Sheriff and
Department of Law

A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8. Local 2927, AFL-CIO, representing approximately 30 employees in various classifications in Inmate Services at the Sheriff's Department for the period 1/1/2018 - 12/31/2020; directing that funds necessary to implement the Bargaining Agreement Collective 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.

WHEREAS, the Cuyahoga County Department of Law has been engaged in negotiations with American Federation of State, County and Municipal Employees, Ohio Council 8, Local 2927, AFL-CIO, in an effort to negotiate a collective bargaining agreement ("CBA") that includes approximately 30 employees in various classifications in Inmate Services at the Sheriff's Department; and

WHEREAS, the parties have met on multiple occasions in a consolidated effort to negotiate new terms and have reached a tentative agreement on a single successor collective bargaining agreement; and

WHEREAS, the members of the bargaining unit met and voted to ratify the proposed collective bargaining agreement in full; and

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

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved

if the legislative body fails to act within thirty days after the public employer submits the agreement; and

WHEREAS, the County Sheriff, Department of Law and the County Executive are recommending that Council approve the proposed Collective Bargaining Agreement for the period 1/1/2018 - 12/31/2020; and,

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the Cuyahoga County Sheriff's Department.

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

SECTION 1. The Cuyahoga County Council hereby approves the Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, Local 2927, AFL-CIO, representing approximately 30 employees in various classifications in Inmate Services at the Sheriff's Department for the period 1/1/2018 - 12/31/2020, and authorizes the County Executive to execute all documents consistent with this Resolution.

SECTION 2. Funds necessary to implement the CBA between the Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, Local 2927, AFL-CIO 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 bywas duly adopted.	, seconded by, the fo	regoing Resolution
Yeas:		
Nays:		
	County Council President	Date
	County Executive	Date
	Clerk of Council	Date

Journal CC040 April 10, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0081

Sponsored by: County Executive	A Resolution authorizing a Lease-Purchase	
Budish/Department of Public	Agreement with Riverbed West, LLC in the	
Works	amount of \$25.00 for lease of County-	
	owned property located along the Detroit-	
	Superior Bridge on West 25 th Street in the	
	City of Cleveland, Permanent Parcel Nos.	
	003-21-001 and 003-20-004, for the	
	Irishtown Bend Project for the period	
	5/1/2018 - $4/30/2043$; authorizing the	
	County Executive to execute the agreement	
	and all other documents consistent with this	
	Resolution; and declaring the necessity that	

WHEREAS, the County Executive/Department of Public Works has recommended a Lease-Purchase Agreement with Riverbed West, LLC in the amount of \$25.00 for lease of County-owned property located along the Detroit-Superior Bridge on West 25th Street in the City of Cleveland, Permanent Parcel Nos. 003-21-001 and 003-20-004, for the Irishtown Bend Project, for the period 5/1/2018 – 4/30/2043; and

this

effective.

Resolution

become

immediately

WHEREAS, Riverbed West, LLC has an option to purchase anytime during the initial term or any renewable term for \$1.00 provided that Riverbed West, LLC certifies that the project has been substantially completed; 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 Lease-Purchase Agreement with Riverbed West, LLC in the amount of \$25.00 for lease of County-owned property located along the Detroit-Superior Bridge on West 25th Street in the City of Cleveland, Permanent Parcel Nos. 003-21-001 and 003-20-004, for the Irishtown Bend Project for the period 5/1/2018 – 4/30/2043.

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, subleases, assignments, consents, affidavits, certifications, easements, disbursement authorizations, settlement statements, closing statements, proration statements, escrow agreements, escrow instructions, deeds 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. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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 byduly adopted.	, seconded by	, the foregoing Resolution was
Yeas:		

Nays:		
	County Council President	Date
	County Executive	Date
	Clerk of Council	Date
First Reading/Referred to C Committee(s) Assigned:	dommittee:	
Journal, 20		

Department of Public Works, Lease-Purchase Agreement with Riverbed West, LLC for the Irishtown Bend Project

A. Scope of Work Summary

- 1. Department of Public Works is requesting approval of a Lease-Purchase Agreement with Riverbed West LLC for the Irishtown Bend Project. The lease includes Parcels 003-21-001 and 003-20-004, which are adjacent to the Superior Avenue Bridge, on the west side of the Cuyahoga River in Cleveland, Ohio. The initial term of the lease is for 25 years with a renewal option of two 25-year terms and rental rate is \$1.00 per year. There is an option to purchase for \$1.00, exercisable anytime during the initial term or any renewable term provided that the Irishtown Bend Project has been substantially completed.
 - a. The primary goal is to execute the Lease-Purchase Agreement with Riverbed West.
 - b. The lease includes Parcels 003-21-001 and 003-20-004, which are adjacent to the Superior Avenue Bridge, on the west side of the Cuyahoga River in Cleveland, Ohio.
 - c. Council District 7
 - d. If applicable, indicate whether the contract or purchase is mandated by local, state or federal regulations.

B. Procurement N/A

C. Contractor Information

1. Provide the names and corresponding business addresses for all vendors providing proposed goods or services, in the following format:

Riverbed West LLC P. O. Box 347113 Parma, Ohio 44134 Council District 4

2. The vendor Manager is Derek Schafer

D. Project Status

1. The project's term has not begun.

E. Funding N/A

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0082

Sponsored by: County Executive	A Resolution authorizing an amendment to		
Budish/Department of Public	Contract No. CE0800729-01 with Premier		
Works	Investment Co., LLC for lease of		
	approximately 128 parking spaces located		
	at 4209, 4213 and 4415 Euclid Avenue,		
	Cleveland, for use by the Division of		
	Children and Family Services for the		
	period 5/1/2008 - 4/30/2018 to extend the		
	time period to 4/30/2023 and for additional		
	funds in the amount not-to-exceed		
	\$415,644.00; authorizing the County		
	Executive to execute the amendment and		
	all other documents consistent with this		
	Resolution; and declaring the necessity that		

WHEREAS, the County Executive/Department of Public Works has recommended an amendment to Contract No. CE0800729-01 with Premier Investment Co., LLC for lease of approximately 128 parking spaces located at 4209, 4213 and 4415 Euclid Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$415,644.00; and

this

effective.

Resolution become

immediately

WHEREAS, this project is funded as follows: (a) 29% by Federal IV-E and Training and (b) 71% with HHS Levy Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE0800729-01 with Premier Investment Co., LLC for lease of approximately 128 parking spaces located at 4209, 4213 and 4415 Euclid Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$415,644.00.

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

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

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

On a motion byduly adopted.	, seconded by	, the forego	oing Resolution was
Yeas:			
Nays:			
	County Council	President	Date
	County Executiv	ve	Date
	Clerk of Counci	 1	 Date

First Reading/Referred to Committee:
Committee(s) Assigned:
, ,
Journal
. 20

Item No. 3

Department of Public Works

Submitting an Amendment to RQ#8817 Contract No.CE0800729 with Priemer Investment Co., LLC for lease of approximately one-hundred twenty-eight (128) parking spaces, located at PPN103-09-010 4209 Euclid Ave., PPN103-09-047 4213 Euclid Ave., and PPN103-09-009 4415 Euclid Ave. Cleveland, for use by the Department of Children and Family Services for the period 5/1/2008 - 4/30/18 to extend the term to 4/30/2023 and for additional fund in the amount not-to-exceed \$415,644.00

The primary goals of the project are: (1) to provide 128 parking spaces to accommodate Cuyahoga County staff.

Procurement

The procurement method for this project was RQ#8817

Contractor and Project Information
The address(s) of all vendors and/or contractors
Priemer Investment Co., LLC
2800 Euclid Ave., #515
Cleveland, Ohio 44115

The owner for the contractor/vendor is:

Priemer Investment Co., LLC

Principal Owners

J. Gordon Priemer, President jgpriemer@jn

Mark F. Priemer, Member mpriemer@gmail.com

Gordon M. Priemer, Member gpriemer@jamiesonricca.com

2800 Euclid Ave., #515

Cleveland, Ohio 44115

C/o Carol Rayozzino (216) 696-3400 Caroyozzino@gmail.com

The address or location of the project (parking lot) is:

Parking lot is located at E. 40th and Euclid Ave., Cleveland, Ohio

Project Status and Planning
This project is a 2018 Amendment.

This project for lease of approximately one-hundred twenty-eight (128) parking lot spaces for Cuyahoga County staff.

The project term is 5/1/2008 - 4/30/2018 to extend to 4/30/2023 The contract or agreement will be processed for signature to OPD and one original for Public Works and one original for Priemer Investments Co., LLC

Funding

Funding source: public assistance funds - 29% federal (Title IV-E-Admin) and 71% HHS Levy The schedule of payments is: monthly handled by Public Works Fiscal. This project is a 2018 Amendment.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0083

Sponsored by: County Executive	A Resolution authorizing an amendment to		
Budish/Department of Public	Contract No. CE0800492-01 with		
Works	Cleveland Commerce Center, Inc. for lease		
	of approximately 125 parking spaces		
	located at East 40 th Street and Perkins		
	Avenue, Cleveland, for use by the Division		
	of Children and Family Services for the		
	period 5/1/2008 - 4/30/2018 to extend the		
	time period to 4/30/2023 and for additional		
	funds in the amount not-to-exceed		
	\$367,617.00; authorizing the County		
	Executive to execute the amendment and all		
	other documents consistent with this		
	Resolution; and declaring the necessity that		
	this Resolution become immediately		

WHEREAS, the County Executive/Department of Public Works has recommended an amendment to Contract No. CE0800492-01 with Cleveland Commerce Center, Inc. for lease of approximately 125 parking spaces located at East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$367,617.00; and

WHEREAS, this project is funded as follows: (a) 29% by Federal IV-E and Training Funds and (b) 71% by HHS Levy Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE0800492-01 with Cleveland Commerce Center, Inc. for lease of approximately 125 parking spaces located at East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount not-to-exceed \$367,617.00.

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

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

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

On a motion byduly adopted.	, seconded by, the foreg	oing Resolution was
Yeas:		
Nays:		
	County Council President	- Date
	County Executive	Date
	Clerk of Council	Date

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

Journal ______, 20___

2018 CONTRACT AMENDMENT Expires 4/30/18

The Department of Public Works,

A. Summary

a.) RFP exemption RQ#8817 R2013-0112 (6/11/13) 2018 Amendment to CE0800492 with Cleveland Commerce Center, Inc. for lease of approximately 125 parking spaces, PP#104-31-022, PPN#104-31-009 and PN#104-31-023 located at the Southeast corner of East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 – 4/30/2018 to extend the time period to 4/30/23 and for additional funds in the amount not-to-exceed \$367,617.00

Funding Source Audrey Beasley 3/21/18 emailed: 29% Federal IV-E & Training and 71% HHH Levy

Note: "option" for the county to purchase is attached to the 2018 Amendment as Exhibit "B" for \$275,000.00 (would be separate OnBase item to be submitted - PWD-1227 ADavis)

- b.) Recommend Award and Submit which will result in a 2018 Amendment to CE0800492 with Cleveland Commerce Center, Inc. for lease of approximately 125 parking spaces, PP#104-31-022, PPN#104-31-009 and PN#104-31-023 located at the Southeast corner of East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 4/30/2018 to extend the time period to 4/30/23 and for additional funds in the amount not-to-exceed \$367,617.00
- 2.) The primary goal of the project is for consideration and passage of the 2018 Contact Amendment in a timely manner for use of parking lot for Cuyahoga HHS Employees, Division of CFS.
- 3.) The project is a request Award and Submit which will result in a 2018 Amendment to CE0800492 with Cleveland Commerce Center, Inc. for lease of approximately 125 parking spaces, PP#104-31-022, PPN#104-31-009 and PN#104-31-023 located at the Southeast corner of East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 4/30/2018 to extend the time period to 4/30/23 and for additional funds in the amount not-to-exceed \$367,617.00

B. Procurement

- 1.) The procurement method RQ#8817 Resolution#074184 10/4/07 seek proposals and Resolution#081456 4/3/08 authorizing negotiate and Resolution#083129 7/10/08.
- 2.) N/A.
- 3.) N/A.

C. Contractor and Project Information

1.) The address of tenant: Cuyahoga County 2079 East Ninth Street Cleveland, Ohio 44115 2.) The address for the vendor/owners is:

Cleveland Commerce Center, Inc.

Moved to:

H.D. Koblitz, Inc.

26110 Emery Road, Suite 250

Warrensville Heights, Ohio 44128

(216) 245-6850 phone

(216) 245-6851 fax

Mickey Garson Mickey@hdkoblitz.com 440 519-8888 and Marlene@hdkoblitz.com

3a.) The address of the project: Approximately 125 Parking lot site located at 40th and Perkins Cleveland, Ohio PP#104-31-022, 104-31-009 and 104-31-023

3.b) The project is located in Council District.

D. Project Status and Planning

- 1.) The Department of Public Works requesting approval on 2018 Amendment to CE0800492 with Cleveland Commerce Center, Inc.
- 2.) The project is for the period 5/1/2008 4/30/2018 to extend the time period to 4/30/2023 and for additional funds in the amount of \$367,617.00
- 3.) The project is on a critical action path so that the county may lease space for HHS employees- Division of Children and Family Services in conjunction with the planned Chester Ave. parking lot.
- 4.) The Department of Public Works requesting for the period 5/1/2008 4/30/2018 to extend the time period to 4/30/2023 And for additional funds in the amount of \$367,617.00
- 5.) The 2018 Amendment needs two (2) signatures in ink and will be delivered to OPD and the fully executed leases will distributed to the county, Public Works and Cleveland Commerce Center, Inc.

E. Funding

1.) Yes, the project is funded and funds are available:

Cleveland Commerce Center, Inc.

3/20/18 received final draft with fees from JMyers

3/21/18 asked MSeay and Watler P. to complete contract cover

3/21/18 Per MSeay – send contract cover to ABeasley to complete-completed

ABeasley completed contract cover 3/21/18

Index Code: CF135509 Sub Object Code: 0385

Funding source is: 29% Federal Funds and 71% HHS Levy

Funding name: Public Assistance

Annual Term

Year 1 \$69,936.00 5/1/18 - 4/30/19 Year 2 \$71,700.00 5/1/19 - 4/30/20 Year 3 \$73,500.00 5/1/20 - 4/30/21 Year 4 \$75,300.00 5/1/21 - 4/30/22 Year 5 \$77,181.00 5/1/22 - 4/30/23

Total: \$367,617.00 (from JMyers 3/20/18 2:59 pm email to Mickey)

- 2.) The schedule of payments is paid according to agreement for use by the Division of Children and Family Services for the period 5/1/2008 4/30/2018 to extend the time period to 4/30/23 And for additional funds in the amount of \$367,617.00
- 3.) The Department of Public Works requesting RQ#8817 R2013-0112 (6/11/13) 2018 Amendment to CE0800492 with Cleveland Commerce Center, Inc. for lease of approximately 125 parking spaces, PP#104-31-022, PPN#104-31-009 and PN#104-31-023 located at the Southeast corner of East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 4/30/2018 to extend the time period to 4/30/23 and for additional funds in the amount not-to-exceed \$367,617.00 with county option to purchase in the amount of \$275,000.00 History:

Resolution#074184 dtd 10/04/07

seek proposals RQ#8817

Resolution#081456 dtd 4/3/08

Negotiate with various providers for lease of spaces for DCFS

Cleveland Commerce Center, Inc.

Priemer Investments, LLC/4415 Euclid Avenue, LLC

Resolution#083129 dtd 07/10/08

Cleveland Commerce Center, Inc.

RQ#8817 CE#0800492

PP#104-31-022, 104-31-009 and 104-31-023

Lease for period 05/01/08- 04/30/13 with one period to renew for five (5) years. in the total amount of \$318,492.00

(\$282,192.00 aggregate amount PLUS Additional BASE rent \$36,300.00)

signed by DMadden, County Administrator

Payment schedule:

Year 1. 05/01/08 – 04/30/09 \$ 53,775.00 annual base rent + \$ 7,260.00 additional base rent

Year 2. 05/01/09 – 04/30/10 \$ 55,074.00 annual base rent + \$ 7,260.00 additional base rent

Year 3. 05/01/10 – 04/30/11 \$ 56,406.00 annual base rent + \$ 7,260.00 additional base rent

Year 4. 05/01/11 – 04/20/12 \$ 57,771.00 annual base rent + \$ 7,260.00 additional base rent

Year 5. 05/01/12 – 04/30/13 <u>\$ 59,166.00</u> annual base rent + <u>\$ 7,260.00</u>

additional base rent

Totals: \$282,192.00 \$36,300.00

R2013-0112 dtd 06/11/13

Cleveland Commerce Center, Inc.

RQ#8817 CE#0800492 Contract Amendment Extend renewal period to the period 04/30/18 additional funds \$327,120.00 (last fee was 2.35% increase) signed by Edward FitzGerald, County Administrator Payment schedule for the one renewal period for five (5) years: Year 6. 05/01/13 - 04/30/14 \$ 62,403.00 annual base rent Year 7. 05/01/14 - 04/30/15 \$ 63.870.00 annual base rent Year 8. 05/01/15 - 04/30/16 \$ 65,379.00 annual base rent Year 9. 05/01/16 - 04/30/17 \$ 66,918.00 annual base rent Year 10. 05/01/17 - 04/30/18 \$ 68,550.00 annual base rent Totals: \$327,120.00

R2018-TBD 2018 Lease Renewal and Second Amendment

(w/option for county to purchase/exhibit \$275,00.00 – would be a separate item in OnBase at appropriate time)

Cleveland Commerce Center, Inc.

RQ#8817

CE#0800492

Period 05/01/18 - 04/30/23

not-to-exceed \$367,617.00

Annual Term

Year 1 \$69,936.00 5/1/18 - 4/30/19

Year 2 \$71,700.00 5/1/19 - 4/30/20

Year 3 \$73,500.00 5/1/20 - 4/30/21

Year 4 \$75,300.00 5/1/21 - 4/30/22

Year 5 \$77,181.00 5/1/22 - 4/30/23

Total: \$367,617.00 (from JMyers 3/20/18 2:59 pm email to Mickey)

3/26/18 NFarina received Vendor signed Lease Amendment and Exhibit B from JMyers.

Created by NFarina 12/11/17 and revised 3/27/18

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0084

Sponsored by: County Executive	A Resolution making an award on			
Budish/Department of Public	RQ42445 to a supplier to be determined in			
Works	the amount estimated not-to-exceed			
	\$3,922,000.00 for electric power services			
	for various County buildings for the period			
	5/1/2018 - 4/30/2021; authorizing the			
	County Executive to execute the contract			
	and all other documents consistent with said			
	award and this Resolution; and declaring the			
	necessity that this Resolution become			
	immediately effective.			

WHEREAS, the County Executive/Department of Public Works has recommended making an award on RQ42445 to a supplier to be determined in the amount estimated not-to-exceed 3,922,000.00 for electric power services for various County buildings for the period 5/1/2018 - 4/30/2021; and

WHEREAS, the Ohio Revised Code Section 9.48 allows political subdivisions to participate in joint purchasing programs; and

WHEREAS, the County entered into a joint purchasing Participation Agreement with Cuyahoga County Commissioners Association of Ohio Service Corporation ("CCAOSC") to participate in the Electricity Purchase Program in order to receive energy consulting services, such as assistance with various electricity cost reduction and control efforts, securing competitive proposals for electricity supplies, providing recommendations on various purchase mechanisms regarding term and methodology, and to purchase electric power services at a reduced cost for various County buildings; and

WHEREAS, CCAOSC has assisted the County by issuing a Request for Proposal which resulted in six (6) proposals from third party power suppliers and by selecting the following finalists to resubmit electric power rates on the reset date of April 25, 2018:

- (a) Dynegy Energy Services East, LLC; and
- (b) Interstate Gas Supply, Inc.; and

WHEREAS, pursuant to County Council's approval, the County Executive/Department of Public Works intends to enter into a contract for electric

power services with one of the third-party power supplier finalists based on the best proposal received on the reset date; and

WHEREAS, the contract for electric power services is funded by the Internal Service Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ42445 to a supplier to be determined in the amount estimated not-to-exceed 3,922,000.00 for electric power services for various County buildings for the period 5/1/2018 - 4/30/2021.

SECTION 2. That the Cuyahoga County Council hereby authorizes the County Executive to enter into an electric power services agreement with one of the following third-party suppliers based on the best proposal for electric power rates supplied on the reset date of April 25, 2018:

- (a) Dynegy Energy Services East, LLC; or
- (b) Interstate Gas Supply, Inc.

SECTION 3. That the County Executive is authorized to execute the contract and all other documents consistent with said award and this Resolution.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and 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 byduly adopted.	, seconded by, the foreg	oing Resolution was
Yeas:		
Nays:		
	County Council President	Date
	County Executive	Date
	Clerk of Council	 Date
	Clerk of Council	Date
First Reading/Referred to Committee(s) Assigned:	Committee:	
Journal, 20		

Electric Service Agreement with a supplier to be determined in the amount estimated at \$3,922,000.00 for the period 5/1/2018 - 4/30/2021

Summary of Requested Action

Department of Public Works desires to make an award on RQ42445 to a supplier to be determined in the amount of estimated at \$3,922,000.00 for the period of 5/1/2018 - 4/30/2021.

As the County's authorized energy consultant, the CCAO Service Corporation (CCAOSC) and Palmer Energy issued an electric RFP for Cuyahoga County's facilities. This RFP included approximately 40 accounts using 17.3 GWH annually that are utilizing the Illuminating Company's (CEI) electric distribution services. This RFP was sent to seven potential suppliers with requested term lengths ending May 20 19, May 2020, and May 202 1 (12, 24, and 36 months) and to commence on the May 2018 meter read (June 2018 bill period). Palmer also requested two distinct types of rate structures-all-inclusive and all-inclusive with capacity pass-through, the best of which provided savings in excess of \$140,000 annually compared to current pricing. Unless operations at the facilities included in the RFP are expected to change significantly, Palmer recommends an all-inclusive price for a 36-month term.

In addition to the 40 accounts that were originally included in the RFP, the County desires to add to the electric services agreement with a supplier to be determined 10 accounts for a period of three (3) months until these accounts will be transferred for distribution to CPP (under an existing contract). The estimated total amount of the contract takes into consideration the all-inclusive cost for the 10 accounts, which was estimated at \$750,000.00 (with 75 % renewable energy credits).

To ensure that the County obtains the lowest pricing, at Palmer's recommendation, the Department of Public Works suggests securing refreshed pricing on 4/25/2018 from Dynegy Energy Services East, LLC and Interstate Gas Supply, Inc.

This legislation will approve an award to the supplier that would propose the lowest rate on 4/25/2018.

A. Scope of Work Summary

Department of Public Works desires to make an award on RQ42445 to a supplier to be determined in the amount of estimated at \$3,922,000.00 for the period of 5/1/2018 - 4/30/2021.

- 1. The primary goal is to select an energy supplier that will provide electric services for several County facilities at a competitive market rate.
- 2. N/A.

B. Procurement:

- 1. The procurement method for this project was an RFP RQ42445. The total value of the energy services contract is anticipated to be \$3,922,000.00.
- 2. The RFP was closed on February 22, 2018.
- 3. There were six (6) proposals submitted for review and two (2) suppliers recommended to submit refreshed rates.

C. Contractor and Project Information

1. Interstate Gas Supply, Inc.: Attn: Commercial & Industrial Sales, 6100 Emerald Parkway, Dublin, Ohio 43016

- 2. Dynegy Energy Services East. LLC: 312 Walnut Street, suite 1500, Cincinnati, Oh 45202
- 3.
- 3a. The location of the project various facilities throughout the County.

3b.

D. Project Status & Planning

- 1. The purpose is to select a vendor to supply electrical services to County buildings at a competitive rate.
- 2. N/A.
- 3. N/A.
- 4. N/A
- 5. N/A.

E. Funding

- 1. Contract funded by Internal Service Fund.
- 2. The schedule of payments is monthly by invoice.
- 3. This is a new contract.

Cuyahoga County Electric Contract Renewal Recommendation Summary

Offer Date: 02/22/2018

Start Date of Agreement (Meter Read): May

2018

EDU: The Illuminating Company (CEI)

Number of Accounts: 40

Estimated Annual Usage: 17.3 GWh

Recommended Term: 36 Months (May 2021)

Recommended Rate Type: All-Inclusive

Suppliers to Refresh: Dynegy

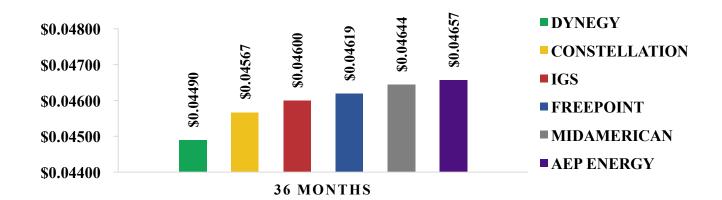
Constellation IGS Energy

AEP Energy (current)

Note: Power prices can be quite volatile, so the specific day a contract is executed can impact pricing. Due to this volatility, proposed prices

are only valid the day they are offered.

RATE OFFERS – 36-MONTH ALL-INCLUSIVE



COST ANALYSIS – 36-MONTH ALL-INCLUSIVE

SUPPLIER	DYNEGY	
PROPOSED ALL-INCLUSIVE RATE OFFER	\$0.04490	
EST. ENERGY COST (\$/KWH)	\$0.03634	
EST. CAPACITY COST (\$/KWH)	\$0.00856	
CURRENT RATE*	\$0.05317	
EST. ANNUAL SAVINGS VS. CURRENT RATE*	\$143,000	
EST. TERM SUPPLY COSTS	\$2.3 MILLION	

*CURRENT RATE = 2017 WTD AVERAGE RATE OF TOTAL AEP ENERGY COSTS ACROSS ALL **ACCOUNTS**

RECOMMENDATION SUMMARY

As the County's authorized energy consultant, the CCAO Service Corporation (CCAOSC) and Palmer Energy issued an electric RFP for Cuyahoga County's facilities. This RFP included approximately 40 accounts using 17.3 GWH annually that are utilizing the Illuminating Company's (CEI) electric distribution services. This RFP was sent to seven potential suppliers with requested term lengths ending May 2019, May 2020, and May 2021 (12, 24, and 36 months) and to commence on the May 2018 meter read (June 2018 bill period). Palmer also requested two distinct types of rate structures – all-inclusive and all-inclusive with capacity pass-through, the best of which provided savings in excess of \$140,000 annually compared to current pricing. Unless operations at the facilities included in the RFP are expected to change significantly, Palmer recommends an all-inclusive price for a 36-month term. To help ensure the County secures the lowest pricing when it transacts, Palmer also recommends reviewing agreements and securing refreshed pricing from Dynegy, Constellation Energy, and IGS Energy in addition to the current supplier, AEP Energy.

ADDITIONAL REC PERCENTAGES – 36-MONTH ALL-INCLUSIVE

As requested by the County, each supplier provided the premium associated with adding additional REC quantities of 50%, 75%, and 100% to the contract pricing. The revised 36-month all-inclusive pricing with additional REC quantities is displayed below.

Supplier	Term (Months)	Rate (\$/kWh)	Rate – 50% Green (\$/kWh)	Rate – 75% Green (\$/kWh)	Rate – 100% Green (\$/kWh)
DYNEGY	36	\$0.04490	\$0.04590	\$0.04590	\$0.04590
CONSTELLATION	36	\$0.04567	\$0.04598	\$0.04613	\$0.04628
IGS	36	\$0.04600	\$0.04625	\$0.04638	\$0.04650
FREEPOINT	36	\$0.04619	N/A	N/A	N/A
MIDAMERICAN	36	\$0.04644	\$0.04682	\$0.04700	\$0.04719
AEP ENERGY	36	\$0.04657	\$0.04695	\$0.04715	\$0.04734

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0085

Sponsored by: County Executive
Budish/Department of Public
Works

A Resolution authorizing an amendment to an agreement with Cuyahoga County District Board of Health for acquisition and maintenance of a permanent facility for the period 1/1/2004 - 12/31/2023 to change the scope and the terms, effective 2/1/2018, to extend the time period to 12/31/2038 and for additional funds in the amount not-to-exceed \$4,789,750.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that Resolution become immediately this effective.

WHEREAS, the County Executive/Department of Public Works has recommended an amendment to an agreement with Cuyahoga County District Board of Health for acquisition and maintenance of a permanent facility for the period 1/1/2004 - 12/31/2023 to change the scope and the terms, effective 2/1/2018, to extend the time period to 12/31/2038 and for additional funds in the amount not-to-exceed \$4,789,750.00; and

WHEREAS, pursuant to Resolution No. 031656, dated 4/15/2003, the County entered into an agreement with Cuyahoga County District Board of Health to provide financial assistance for a term of years in order for it to maintain and acquire a permanent location; and

WHEREAS, the funding for this project is from the General Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to an agreement with Cuyahoga County District Board of Health for acquisition and maintenance of a permanent facility for the period 1/1/2004 - 12/31/2023 to change the scope and the terms, effective 2/1/2018, to extend the time

period to 12/31/2038 and for additional funds in the amount not-to-exceed \$4,789,750.00.

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

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

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

On a motion by duly adopted.	, seconded by, the for	regoing Resolution was
Yeas:		
Nays:		
	County Council President	Date
	County Executive	Date
	Clerk of Council	 Date

First Rea	ading/Referred to Committee:
Commit	tee(s) Assigned:
Journal	
	, 20

SUMMARY OF REQUESTED ACTION

2018 Agreement with the Cuyahoga County Board of Health for Facility Acquisition and Building Upgrades for \$4,789,750.00

A. Scope of Work Summary

The Cuyahoga County Board of Health is requesting an extension of their current agreement until 2038. This is to accommodate a 20 year bond they recently negotiated, with the guidance of the County, to pay for various infrastructure upgrades. Currently the Cuyahoga County Board of Health owns their own building. After an assessment, infrastructure upgrades were deemed necessary, and the Cuyahoga County Board of Health sought a bond/loan for 20 years to cover the cost of the upgrades. The 20 year bond resulted in a need to extend the agreement. Infrastructure upgrades include:

Carpet
Roof
IT wiring
Security/safety
Ventilation
LED lighting

1. Is the contract included in the current budget? Yes

B. Procurement

- 1. Identify the procurement type used:
 - a. Other (describe): Intra-Government Agreement

C. Contractor Information

Terry Allan, MPH Health Commissioner Cuyahoga County Board of Health 5550 Venture Drive Parma, Ohio 44130 (216)201-2011

D. Project Status

1. The project's term is 2004 to 2038

E. Funding

1. Describe the funding source. General Fund

	CONTRA	ACT HISTORY/EVA	LUATION FORM	
Contractor	Cuyahoga County B	oard of Health		
Contract/Agreement No.	NA			
RQ#	NA			
Time Period of Original Contract	January 1, 2004 to Γ	December 31, 2023		
Background Statement	Acquisition of a per	manent facility.		
Service Description	Acquisition of a permanent facility.			
	Original Amount	Amendment Amount	Amended End Date	Approval Date
Original Contract/Agreement Amount	\$5,387,625.00			4/15/2003
Prior Amendment Amounts (List separately)				
Pending Amendment		\$4,789,750.00	12/31/2038	
Total Amendment(s)				
Total Contract Amount	\$10,177,375.00			
Performance Indicators	None indicated.			
Actual performance versus performance indicators (include statistics):	None indicated.			
Rating of Overall Performance of	Superior	Above Average	Average	Below Average
Contractor Select One (X)		X		1
Justification of Rating	Cuyahoga County Board of Health contiues to receive assistance from Cuyahoga Coacquisition.			
Dept. Contact	Julie Schaefer			
User Dept.	Division of Contract Administration and Performance			
Date	3/12/2018			

Approval #	
Journal 278 (031656)	
Poor	
unty for facility	
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	İ

Resolution No. R2018-0086

Sponsored by: County Executive	A Resolution making awards on RQ39869		
Budish/Department of Public	to various providers, each in the amount		
Works/Division of County	not-to-exceed \$300,000.00, for general		
Engineer	engineering services for the period 4/2/2018		
	- 4/21/2021; authorizing the County		
	Executive to execute the contracts and all		
	other documents consistent with said		
	awards and this Resolution; and declaring		
	the necessity that this Resolution become		
	immediately effective.		

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended making awards on RQ39869 to various providers, each in the amount not-to-exceed \$300,000.00, for general engineering services for the period 4/2/2018 - 4/21/2021 as follows:

- a) Chagrin Valley Engineering, LTD; and
- b) HNTB Ohio, Inc.; and,

WHEREAS, the primary purpose of this project is to allow the Department of Public Works to maximize its resources to address infrastructure needs for various projects throughout the County; and

WHEREAS, the funding for this project is 100% from Road and Bridge Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ39869 to various providers, each in the amount not-to-exceed \$300,000.00, for general engineering services for the period 4/2/2018 - 4/21/2021 as follows:

- a) Chagrin Valley Engineering, LTD; and
- b) HNTB Ohio, Inc.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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 byduly adopted.	, seconded by, the fore	going Resolution was
Yeas:		
Nays:		
	County Council President	Date
		-
	County Executive	Date
	Clerk of Council	 Date
	Clerk of Council	Date

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

Journal _	
	. 20

Item No. 2

Department of Public Works is requesting an award and approval of a contract with **Chagrin Valley Engineering, Ltd.** for the not-to-exceed cost of \$300,000.00. This is the first of two separate General
Engineering Services contracts to be awarded under this RFQ. The duration of this contract will be three
(3) years. The anticipated start-completion date will be three years from the date of execution of this
contract which shall be the date of approval.

The primary goal of this contract is to allow the Department of Public Works to maximize our resources (staff & financial) to address infrastructure needs. The selected consultant must be able to address, in a timely manner, our ever-increasing staff needs by responding promptly to requests for engineering services and, upon authorization, promptly initiating work on the requested engineering tasks which may include but are not limited to: *Bridge Design &* Inspection, Surveying Services, Roadway and Drainage Design, Right-of-Way Plan Development, Bridge Load Rating and Analysis, Lighting Design, Traffic Control and Signal Design, Right-of-Way Acquisition Services, Environmental Studies and Documentation, Storm Water Pollution Prevention Plan (SWP3).

The location of the project(s) could be throughout Cuyahoga County depending on the task assigned. The projects can be located in any of the various Council Districts.

Procurement

The procurement method for this project was RFQ #39869. The total value of the RFQ is \$600,000.00 with two separate contracts not to exceed \$300,000.00 for EACH vendor.

The RFQ was closed on August 11, 2017.

There were (46) proposals received, 15 submitted for review from OPD, with TWO vendors selected. Chagrin Valley Engineering, Ltd. and HNTB Ohio, Inc. were selected for \$300,000.00 each contract. There is a 15% SBE goal with these Agreement(s). Contractor and Project Information

The address is:

Chagrin Valley Engineering, Ltd.

22999 Forbes Rd, Suite B Oakwood Village, Ohio 44146-5667 Council District 6 Project Status & Planning

This project reoccurs each year, with a new RFQ and consultant selection process.

Funding

The project is funded by 100% Road & Bridge Fund (CE417477).

The schedule of payments is by monthly invoice and is task order based.

Requesting an award and approval of a contract with **HNTB Ohio, Inc.** for the not-to-exceed cost of \$300,000.00. This is the second of two separate General Engineering Services contracts to be awarded under this RFQ. The duration of this contract will be three (3) years. The anticipated start-completion date will be three years from the date of execution of this contract which shall be the date of approval.

The primary goal of this contract is to allow the Department of Public Works to maximize our resources (staff & financial) to address infrastructure needs. The selected consultant must be able to address, in a timely manner, our ever-increasing staff needs by responding promptly to requests for engineering services and, upon authorization, promptly initiating work on the requested engineering tasks which may include but are not limited to: Bridge Design & Inspection, Surveying Services, Roadway and Drainage Design, Right-of-Way Plan Development, Bridge Load Rating and Analysis, Lighting Design, Traffic Control and Signal Design, Right-of-Way Acquisition Services, Environmental Studies and Documentation, Storm Water Pollution Prevention Plan (SWP3).

The location of the project(s) could be throughout Cuyahoga County depending on the task assigned.

The projects can be located in any of the various Council Districts.

Procurement

The procurement method for this project was RFQ #39869. The total value of the RFQ is \$600,000.00 with two separate contracts not to exceed \$300,000.00 for EACH vendor.

The RFQ was closed on August 11, 2017.

There were (46) proposals received, 15 submitted for review from OPD, with TWO vendors selected. Chagrin Valley Engineering, Ltd. and HNTB Ohio, Inc. were selected for \$300,000.00 each contract. There is a 15% SBE goal with these Agreement(s). Contractor and Project Information

The address is:

HNTB Ohio, Inc. 1100 Superior Ave., Suite 1701 Cleveland, Ohio 44114 Council District 7 Project Status & Planning

This project reoccurs each year, with a new RFQ and consultant selection process.

Funding

The project is funded by 100% Road & Bridge Fund (CE417477).

The schedule of payments is by monthly invoice and is task order based.

Resolution No. R2018-0087

Sponsored by: County Executive Budish/Department of Public Works on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division/Probation Department A Resolution authorizing an amendment to Contract No. CE0600807-02 with Maple Heights Commerce Two, LLC for lease of space located at 21100 Southgate Park Boulevard, Maple Heights, for the period 2/1/2007 - 1/31/2017 to extend the time period to 12/31/2022, to change the terms, effective 2/1/2017, and for additional funds in the amount not-to-exceed \$394,263.10; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the County Executive/Department of Public Works has recommended an amendment to Contract No. CE0600807-02 with Maple Heights Commerce Two, LLC for lease of space located at 21100 Southgate Park Boulevard, Maple Heights, for the period 2/1/2007 - 1/31/2017 to extend the time period to 12/31/2022, to change the terms, effective 2/1/2017, and for funds in the amount not-to-exceed \$394,263.10; and

WHEREAS, the primary goal of this project is for the use of approximately 4,980 sq/ft of space for the Juvenile Court Probation Offices for a period of seventy-one (71) months ending 12/31/2022 for additional funds in the amount not-to-exceed \$332,365.20 and to reaffirm a payment for a one-time holdover base rent, rent and utilities in the amount of \$61,897.90 for the Juvenile Court Satellite Probation Office; the Auto Title Bureau space has since been vacated; and

WHEREAS, this project is funded by HHS Levy Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE0600807-02 with Maple Heights Commerce Two,

LLC for lease of space located at 21100 Southgate Park Boulevard, Maple Heights, for the period 2/1/2007 - 1/31/2017 to extend the time period to 12/31/2022, to change the terms, effective 2/1/2017, and for additional funds in the amount not-to-exceed \$394,263.10.

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

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

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

On a motion byduly adopted.	, seconded by	, the forego	oing Resolution wa
Yeas:			
Nays:			
	County Council	President	Date
	County Executiv		 Date

	Clerk of Council	Date
First Reading/Referred to Committee(s) Assigned:		
Journal, 20	-	

	CO	NTRACT HISTOR	Y/EVALUATION F	ORM		
Contractor	Maple Heights Comme	rce Two LLC				
	CE0600807	ree 1 wo, LLe				
Contract/Agreement No. RQ#	RQ#4305					
	2/1/2007 - 1/31/2017 to	a system d to 12/21/2022				
Time Period of Original Contract			'1 C (D 1 (' C	N.C.C.		
Background Statement Service Description	**	* *	venile Court Probation C		CE0.00007 DC2012 222	
Set vice Description	Heights Commerce Tw approximately 4,980 sc \$394,263.10 for the se Amendment Section 2.	The Department of Public Works is submitting a 2017 Amendment to RQ#4305 the Contract CE0600807 BC2012-222 with Maple Heights Commerce Two, LLC for lease of space located at 2110 Southgate Park Boulevard, Maple Heights, Ohio 44137 for the use of approximately 4,980 sq/ft of space for the Juvenile Court Probation Offices for additional funds in the amount not-to-exceed \$394,263.10 for the second renewal term for the period of sixty (60) months 2/1/2007 – 12/31/2017 to extend to 12/31/2022. (2018 Amendment Section 2. Rent \$332,365.20 and Section 3. \$61,897.90 holdover/deliquent rent 2/1/17-12/31/17 to be paid upon full execution of 2018 Amendment to Lease).				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #	
Original Contract/Agreement Amount	\$390,515.40			9/28/2006	Resolution# 064156	
Prior Amendment Amounts (List separately)		()	5/3/2007	Resolution# 071932	
		\$781,087.34		6/5/2007	Resolution# 072551	
		\$487,221.14	1/31/2017	8/6/2012	BC2012-222	
Pending Amendment		\$394,263.10	12/31/2022		2018-tbd	
Total Amendment(s)						
Total Contract Amount	\$2,053,086.98					
Performance Indicators Actual performance versus	The Department of Public Works is submitting a 2017 Amendment to RQ#4305 the Contract CE0600807 BC2012-222 with Maple Heights Commerce Two, LLC for lease of space located at 2110 Southgate Park Boulevard, Maple Heights, Ohio 44137 for the use of approximately 4,980 sq/ft of space for the Juvenile Court Probation Offices for additional funds in the amount not-to-exceed \$394,263.10 for the second renewal term for the period of sixty (60) months 2/1/2007 – 12/31/2017 to extend to 12/31/2022. (2018 Amendment Section 2. Rent \$332,365.20 and Section 3. \$61,897.90 holdover/deliquent rent 2/1/17-12/31/17 to be paid upon full execution of 2018 Amendment to Lease).					
performance indicators (include statistics):	Average.					
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor	
Select One (X)			x			
Justification of Rating	Average.	-		-		
Dept. Contact	Department of Public	Works				
User Dept.	Department Juvenile Court Probation Offices (Auto Title moved to 14000 Broadway, Garfield Hts., Ohio 2/1/17-6/30/17)					
Date	12/4/2017					

Resolution No. R2018-0069

Sponsored by: County Executive	A Resolution confirming the County		
Budish	Executive's reappointment of The		
	Honorable Bradley D. Sellers to serve on		
Co-sponsored by: Councilmember	the Cuyahoga County Planning Commission		
Brown	representing the Chagrin/Southeast Region		
	for an unexpired term ending 12/31/2020,		
	and declaring the necessity that this		
	Resolution become immediately effective.		

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, the Cuyahoga County Planning Commission is authorized by Ohio Revised Code Section 713.22 in which its members serve three-year terms; and

WHEREAS, County Executive Armond Budish has nominated The Honorable Bradley D. Sellers for reappointment to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020.

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of The Honorable Bradley D. Sellers to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020.

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 (8) members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the 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, secduly adopted.	conded by, the foregoing I	Resolution was
Yeas:		
Nays:		
	County Council President	Date
	Clerk of Council	Date
First Reading/Referred to Comm Committee(s) Assigned: <u>Human</u>	ittee: March 27, 2018 Resources, Appointments & Equity	
Additional Sponsorship Requeste	ed: <u>April 3, 2018</u>	
Committee Report/Second Readi	ing: April 10, 2018	
Journal		

Resolution No. R2018-0072

Sponsored by: County Executive	A Resolution making an award on RQ41694
Budish/Department of Public	to United Survey, Inc. in the amount not-to-
Works	exceed \$2,955,017.00 for the 2018 Sewer
	Rehabilitation Program in various County
	Sewer Districts for the period 4/30/2018 -
	4/30/2020; authorizing the County Executive
	to execute the contract and all other
	documents consistent with said award and
	this Resolution; and declaring the necessity
	that this Resolution become immediately
	effective

WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ41694 to United Survey, Inc. in the amount not-to-exceed \$2,955,017.00 for the 2018 Sewer Rehabilitation Program in various County Sewer Districts for the period 4/30/2018 - 4/30/2020; and

WHEREAS, the goal of this project is to provide sewer rehabilitation as needed in various sewer districts within Cuyahoga County for two (2) years; and

WHEREAS, the funding for this project is 100% from Sewer District User fees; 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 RQ41694 to United Survey, Inc. in the amount not-to-exceed \$2,955,017.00 for the 2018 Sewer Rehabilitation Program in various County Sewer Districts for the period 4/30/2018 - 4/30/2020; and

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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 byduly adopted.	, seconded by	, the foregoin	g Resolution was
Yeas:			
Nays:			
	County Council	President	Date
	County Executiv	ve	Date
	Clerk of Counci	1	Date
First Reading/Referred to Committee(s) Assigned: P			<u>g</u>
Committee Report/Second	Reading: April 10, 20	<u>18</u>	
Journal			

Resolution No. R2018-0063

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

Co-sponsored by: Councilmember Miller

A Resolution making awards on RQ40883 to various providers for community-based services to support at-risk children and families in Cuyahoga County for the period 4/1/2018 - 3/31/2019; authorizing the County Executive to execute the agreements and contracts and all other documents consistent with said awards and 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 awards on RQ40883 to various providers for community-based services to support at-risk children and families in Cuyahoga County for the period 4/1/2018 - 3/31/2019 as follows:

- i) Catholic Charities Corporation in the amount not-to-exceed \$737,732.00;
- ii) Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$375,000.00;
- iii) East End Neighborhood House in the amount not-to-exceed \$445,009.00;
- iv) City of Lakewood in the amount not-to-exceed \$431,379.83;
- v) Murtis Taylor Human Services System in the amount not-to-exceed \$1,000,000.00;
- vi) Parma City School District in the amount not-to-exceed \$440,814.99;
- vii) The Centers for Families and Children in the amount not-to-exceed \$425,000.00;
- viii) University Settlement in the amount not-to-exceed \$380,000.00; and
- ix) West Side Community House in the amount not-to-exceed \$450,000.00; and,

WHEREAS, the goal of this project is to continue to serve families at risk of entering, or who have already entered, the child welfare system in Cuyahoga County; and,

WHEREAS, the funding for this project is 100% from Health and Human Services Levy Funds; and,

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ40883 to various providers for community-based services to support at-risk children and families in Cuyahoga County for the period 4/1/2018 - 3/31/2019 as follows:

- i) Catholic Charities Corporation in the amount not-to-exceed \$737,732.00;
- ii) Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$375,000.00;
- iii) East End Neighborhood House in the amount not-to-exceed \$445,009.00;
- iv) City of Lakewood in the amount not-to-exceed \$431,379.83;
- v) Murtis Taylor Human Services System in the amount not-to-exceed \$1,000,000.00;
- vi) Parma City School District in the amount not-to-exceed \$440,814.99;
- vii) The Centers for Families and Children in the amount not-to-exceed \$425,000.00;
- viii) University Settlement in the amount not-to-exceed \$380,000.00; and
- ix) West Side Community House in the amount not-to-exceed \$450,000.00.

SECTION 2. That the County Executive is authorized to execute the agreements and contracts in connection with said awards and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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 byduly adopted.	, seconded by, the foreg	oing Resolution was
Yeas:		
Nays:		
	County Council President	Date
	County Executive	Date
	Clerk of Council	Date
_	Committee: March 13, 2018 Health, Human Services & Aging	

Additional Sponsorship Requested: March 21,2018

Journal CC040 April 10, 2018

3

Resolution No. R2018-0070

Sponsored by: County Executive	A Resolution confirming the County
Budish	Executive's appointment of Scott Osiecki to
	serve on the Cuyahoga County Community-
Co-sponsored by: Councilmembers	Based Correctional Facility Governing
Brown, Gallagher, Jones, Miller	Board for an unexpired term ending
and Conwell	12/31/2018, and declaring the necessity that
	this Resolution become immediately
	effective.

WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board was created pursuant to the provisions of the Ohio Revised Code Section 2301.51; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board has twelve members and the members are appointed by both Cuyahoga County and the Cuyahoga County Judicial Advisory Board (JAB); and

WHEREAS, members of the Cuyahoga County Community-Based Correctional Facility Governing Board shall be appointed to serve a three (3) year term; and

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

WHEREAS, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, County Executive Armond Budish has nominated Scott Osiecki to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2018; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter

requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Scott Osiecki to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2018.

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

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

On a motion byduly adopted.	, seconded by, t	he foregoing Resolution was
Yeas:		
Nays:		
	County Council Presid	lent Date
	Clerk of Council	

First Reading/Referred to Committee: March 27, 2018

Committee(s) Assigned: <u>Human Resources</u>, <u>Appointments & Equity</u>

Additional Sponsorship Requested: April 3, 2018

Journal CC040 April 10, 2018

Resolution No. R2018-0071

Sponsored by: County Executive	A Resolution authorizing a revenue
Budish/Department of Public	generating ground lease agreement with
Works	PACE Aviation, Inc. in the amount not-to-
	exceed \$907,179.00 to facilitate private
	construction of an airport hangar and related
	facilities and improvements to be located at
	the Cuyahoga County Airport, Curtiss
	Wright Parkway, Highland Heights, for the
	period 4/1/2018 - 3/31/2038; authorizing the
	County Executive to execute the agreement
	and all other documents consistent with this

Resolution; and declaring the necessity that

become

immediately

Resolution

WHEREAS, A letter of intent (LOI) was authorized by the Board of Control, by and between Cuyahoga County and PACE Aviation, Inc. In 2017 (CON2017-01) followed by an RFP exemption (RQ41618) providing for a ground lease; and

this Re effective.

WHEREAS, PACE Aviation, Inc. has proposed building a 61,900 square foot hangar on approximately 1.36 acres of County-owned land at the Cuyahoga County Airport to be located on a part of PPN# 821-02-001 on Curtis Wright Parkway in the City of Highland Heights, Ohio; and

WHEREAS, such ground lease to PACE Aviation, Inc. will facilitate the development of an airplane hangar and private investment of approximately Three (3) Million Dollars; and

WHERAS, said airplane hangar will become the property of Cuyahoga County at the end of the initial twenty (20) year term and the ten (10) year renewal term; and

WHEREAS, such investment will further increase revenues for the Cuyahoga County Airport through said ground lease and additional fuel flow fees, create jobs and expand the municipal and county tax base; and

WHEREAS, the County Executive/Department of Public Works recommends a revenue generating agreement with PACE Aviation, Inc. in the amount not-to-exceed \$907,179.00 (representing ground lease and fuel flow fees for the initial twenty-year term) for the period 4/1/2018 - 3/31/2038; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a revenue generating ground lease agreement with PACE Aviation, Inc. in the amount not-to-exceed \$907,179.00 (\$395,304.00 in ground rent and \$511,875.00 in minimum fuel flow fees) for construction of an airport hangar and related facilities and improvements located at the Cuyahoga County Airport, Curtiss Wright Parkway, Highland Heights, for the period 4/1/2018 - 3/31/2038.

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

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

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

On a motion byduly adopted.	, seconded by	, the foregoing Resolution was
Yeas:		
Nays:		

County Council President	Date
County Executive	Date
Clerk of Council	——————————————————————————————————————

First Reading/Referred to Committee: March 27, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC040 April 10, 2018

Resolution No. R2018-0073

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer

Co-sponsored by: **Councilmember Houser**

A Resolution rescinding Resolution No. R2017-0069 dated 4/25/2017, which declared that public convenience and welfare requires resurfacing Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights and which found that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended to rescind Resolution No. R2017-0069 dated 4/25/2017, which declared that public convenience and welfare requires resurfacing Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights and which found that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and

WHEREAS, the original estimated project cost was \$1,850,000.00 and was to be funded with \$250,000.00 from the County's Road and Bridge fund (50-50 Program) and \$1,600,000.00 from the City of Cleveland Heights Road Resurfacing fund; and

WHEREAS, the Department of Public Works informed County Council that the City of Cleveland Heights requested the project be withdrawn; 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 rescinds Resolution No. R2017-0069 dated 4/25/2017, which declared that public convenience and welfare requires resurfacing Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker

Heights and which found that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement.

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 bywas duly adopted.	, seconded by	, the foregoing Resolution
Yeas:		
Nays:		
	County Council Presid	lent Date
	County Executive	Date
	Clerk of Council	 Date

First Reading/Referred to Committee: March 27, 2018

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

Additional Sponsorship Requested on the Floor: March 27, 2018

Journal CC040 April 10, 2018

Resolution No. R2018-0074

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer

Co-sponsored by: Councilmember Houser

Resolution declaring that public convenience and welfare requires resurfacing of a road and parkway located in the City of Cleveland Heights in connection with the 2018 Operations Resurfacing Program; total estimated project cost \$581,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said projects; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the County Executive Budish/Department of Public Works/Division of County Engineer has recommended declaring that public convenience and welfare requires resurfacing of a road and parkway located in the City of Cleveland Heights in connection with the 2018 Operations Resurfacing Program; and

WHEREAS, the anticipated cost of the project for the resurfacing is \$581,000.00; and

WHEREAS, that special assessments are not to be levied nor collected to pay for any part of the County's costs of the improvements; and,

WHEREAS, this project will be funded as follows: (a) \$250,000.00 with County Road and Bridge Funds and (b) \$331,000.00 from the City of Cleveland Heights Resurfacing Fund; and

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

WHEREAS, the locations of the Cleveland Heights 2018 Operations Resurfacing Program projects are (a) Warrensville Center Road from Mayfield Road to Noble Road and (b) Cedar Glen Parkway from Euclid Heights Boulevard to the Cleveland Heights West Corporation Line in the City of Cleveland Heights, Council District 10; and

WHEREAS, the anticipated start date for construction of the project is 2018; and

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

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

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires resurfacing of a road and parkway located in the City of Cleveland Heights in connection with the 2018 Operations Resurfacing Program as follows:

- (a) Warrensville Center Road from Mayfield Road to Noble Road; and
- (b) Cedar Glen Parkway from Euclid Heights Boulevard to the Cleveland Heights West Corporation Line.

SECTION 2. That special assessments are not to be levied nor collected to pay for any part of the County's cost of the improvements.

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

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

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

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

Nays:		
	County Council President	Date
	County Executive	Date
	Clerk of Council	Date

First Reading/Referred to Committee: <u>March 27, 2018</u> Committee(s) Assigned: <u>Public Works, Procurement & Contracting</u>

Additional Sponsorship Requested on the Floor: March 27, 2018

Journal CC040 April 10, 2018

Resolution No. R2018-0075

Sponsored by: County Executive	A Resolution amending the Cuyahoga
Budish/Fiscal Officer	County Travel Policy, by updating the
	language and policies to conform with the
	current form of government; and declaring
	the necessity that this Resolution become
	immediately effective.

WHEREAS, the County Executive/Fiscal Officer has recommended amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and

WHEREAS, the goal of this project is to update the language in the current travel policy which was last updated in 2007; 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 amends the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government as incorporated in and attached hereto as Exhibit A.

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 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

	ction were in meetings open to the tas, including Section 121.22 of the section 121.22 o	
On a motion byduly adopted.	, seconded by, th	ne foregoing Resolution was
Yeas:		
Nays:		
	County Council Preside	ent Date
	County Executive	 Date
	Clerk of Council	 Date
	o Committee: March 27, 2018 Human Resources, Appointmen	nts & Equity
Legislation Substituted in	n Committee: April 3, 2018	
Journal CC040 April 10, 2018		

Cuyahoga County Travel Policy



EFFECTIVE DATE _____

Travel Policy

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IMPORTANT TELEPHONE NUMBERS:

Travel Agent (Professional Travel): 440-734-8800

Fiscal Department: 216-443-7022

Public Works, Fleet Services: 216-661-2800

Protective Services Dispatch: 216-443-2141; or toll free at 888-814-3578

SECTION I

Purpose and Introduction

Cuyahoga County provides for officials, employees and board members of the County to travel at County expense within the scope of their employment or service, unless otherwise provided by law.

This policy ensures those who travel on County business suffer no financial loss, nor realize any financial gain from their travel. This policy provides guidance to County travelers and governs the travel approval process, the use of vehicles, types of travel, and authorized expenses. To help manage and facilitate travel request and reimbursement processes, the Fiscal Office has established this travel policy. This policy is intended to provide equitable, consistent and fair standards for reimbursement and ensure appropriate levels of reimbursement, while providing controls to prevent abuses, foster accountability and maintain effective control over these expenses.

In the event the County contracts with an outside party to provide duty-related travel services, the contractor may be responsible for enforcing this policy with oversight from the Fiscal Office.

This policy applies to all County officials, employees, and board members. This policy is to be read and applied in conjunction with the Cuyahoga County Code and the Personnel Policies and Procedures Manual. It is understood that many employees are covered by labor union agreements/contracts. Those specific travel areas noted in the agreements/contracts are the specific requirements to be followed. Any area NOT specifically identified in the union agreement/contract will default to this County Travel Policy for requirements and procedures.

In order to realize the maximum cost saving opportunities for travel, County officials, employees, and board members shall follow these guidelines.

County employees who are required to travel are responsible for conducting themselves, at all times, in a manner that advances the goals of the County and increases public confidence in County government. This requires County employees to refrain from behavior that might be harmful to the County's interests, or which violates or conflicts with County policies, practices and/or procedures. County employees shall exercise good judgment while traveling on County business and shall observe all the County's rules while traveling.

Any failure to adhere to these requirements constitutes an infraction of County Policy, which may result in disciplinary action, up to and including removal from County employment.

This policy is not intended to address every issue, exception or contingency that may arise in the course of travel.

No employee or official of Cuyahoga County shall solicit or receive travel expenses from a party that is interested in doing business with the particular department involved.

SECTION II Definition

For the purposes of this policy, the following definitions shall apply:

- A. "Board Member" includes members of any board, agency, commission, or authority as is or may hereafter be established by or pursuant to the Charter or County Code who are appointed or confirmed by elected officials or County officers or directors.
- B. "Conference, Convention, Meeting, Seminar" shall mean any authorized/approved event for which travel to/from is required and travel expenses are incurred.
- C. "County traveler" shall mean any official, employee, or board member who is traveling to conduct County business.
- D. "County Fleet Vehicle" is a vehicle owned or leased by the County and managed by the Department of Public Works.
- E. "Department Head" shall mean any officer or director position established by or pursuant to the County Charter or the County Code, or any person authorized to approve travel as designated by any officer or director established by or pursuant to the County Charter or County Code.
- F. "Employee" shall mean any employee of Cuyahoga County including, but not limited to, any person employed, full or part time, in a temporary or permanent capacity.
- G. "Official" shall include any person holding elective office specified in, or established pursuant to the Charter.

- H. "Receipt" shall refer to any third-party generated evidence of an expenditure required to be submitted for reimbursement.
- I. "Travel expenses" shall mean all expenses incurred by the traveler to get to, return from their destination and those necessary and appropriate during the travel period. This includes, but not limited to, airfare, lodging, registration fees, ground transportation, communication, parking, tolls, meals, etc. See Section 7 for the listings of the "authorized/reimbursable" expenses as well as the "unauthorized/non-reimbursable" expenses.
- J. "Employees covered by collective bargaining agreements or State/Federal regulations/Union employees" refers to those employees that are required to follow the policies, procedures and guidelines as outlined in their union contracts/agreements and/or governing regulations.

SECTION III General Provisions

A. Who May Travel

County officers, employees, and board members may travel at County expense unless otherwise provided by law. Any travel, prior to booking or scheduling, must gain the appropriate approvals by the respective Department Heads as well as those approvers required under the request systems.

B. Request for Travel

Requests for over \$1,000 or for out-of-state travel shall be submitted through OnBase (See Section IV (B)). All in-state travel under \$1,000 can be approved at the Department Head level. (See Section V (B)). Requests shall include the reason for the travel, the travel date(s), and the amount of the expense. Except where otherwise provided, approval must be secured prior to any expenses being incurred. If travel needs to take place prior to approval due to unforeseen or extenuating circumstances, the request for travel shall be submitted to the Fiscal Officer for approval (See Section V (E)). All travel approvals and reimbursements shall be in accordance with the County's biennial budget or other approved fiscal appropriation Certain travel may require approval from the Board of Control as detailed in Section V of this policy.

C. When to Travel

County travelers may be required to travel on County business in conjunction with their normal job assignments or in order to fulfill a special departmental need. The decision to travel must be based solely on the need to fulfill the business objectives of the County. Travel should only be requested when a more economical alternative to travel is unavailable

(e.g., conference calls, overnight mail, VoIP, teleconferencing, etc.).

D. Scheduling

When travel is required, County travelers are expected to schedule the minimum amount of travel necessary to meet the objectives requiring the travel. If the purpose of the travel can be accomplished in a single day, it is expected that early morning and late evening Flights will be utilized in lieu of overnight stays to minimize hotel and meal expenditures. In some instances, a lower common carrier fare may be obtained with weekend travel, but will result in additional lodging, meals, or other travel costs. Such weekend travel arrangements may be approved where it can be demonstrated that the common carrier fare savings exceed the additional travel costs incurred. Such weekend travel time is on an employee's own time and may not be credited towards overtime or compensatory time calculations. Any voluntary additional business days used on travel status extending beyond the business need for travel, must be charged to the employee's accrued leave balance (excluding sick leave). Any additional travel time due to unusual events or natural disasters will be handled on a case by case basis.

E. Allowable Accommodations

Allowable expenses for transportation, lodging, car rental, meals, registration fees, mileage, parking and tolls, fees for duty-related international travel, and miscellaneous Expenses can be found in Section VII (B).

F. Selection of Travel Services

The selection of an airline, hotel, rental car agency or any other travel-related vendors will be made solely within the parameters established by this policy, without regard for personal frequent-traveler or frequent-user inducements, unless the use of such inducements results in lower expense to the County.

Any travel related monetary benefits when earned while performing job related traveling and, if such travel is paid for by the County, the benefits must be turned over to the County to defray the cost of future duty related travel, if practicable.

County employees are permitted to use personal credit cards in connection with authorized business travel on behalf of the County and seek reimbursement in accordance with this policy. However, County employees shall not select services (e.g., hotels, rental cars, etc.) to secure or accrue personal benefits (e.g., reward points, or other affinity program benefits) from the use of a personal credit card in connection with business travel, if doing so results in higher cost to the County. If a higher cost results for such use of personal credit card, the employee's reimbursement from the County will be reduced by the amount of such increased cost.

County travelers shall first contact their designated department travel coordinator and provide proper authorization and documentation as well as travel criteria (e.g., dates of

travel, etc.). The department travel coordinator must then utilize the County's contracted travel agency to secure and schedule all available travel services when applicable. Failure to utilize the County's contracted travel agency may result in denial of reimbursement.

G. <u>Use of Personal Vehicles</u>

Individuals traveling in personal vehicles to conduct County business shall comply with the guidelines in Section VI (C).

H. <u>Use of County Vehicles</u>

Users of County-owned vehicles shall comply with the guidelines in Section VI (A) & (B).

I. Expenses

Rates provided in the schedule of authorized expenses, as set forth in Section VII (B) of this policy, shall not be considered an allowance. County travelers shall travel at the least possible cost. County travelers are encouraged to share expenses whenever it is reasonable to do so.

J. Expense Reporting

Expense reports shall be submitted within 30 days of completion of the travel. Reimbursements submitted after 30 days may be denied. Expenses must be supported by detailed receipts or other appropriate documentation. Examples include conference agendas, map printouts supporting mileage, and itemized receipts. NOTE: Summary credit card receipts are <u>not</u> acceptable documentation for reimbursement as they do not contain enough itemized information. Only actual and original detailed receipts will be recognized.

K. Reimbursement

All appropriate pre-approved duty-related travel expenses will be reimbursed. Reimbursements shall not be made in the event the County traveler fails to complete the anticipated travel or to attend to County business as part of their travel.

L. Safety

The safety and well-being of County travelers is a priority. The guidelines set forth in this policy shall serve to enhance the safety of all individuals while travelling. County travelers shall comply with this policy and all other safety-related laws and regulations.

M. Employee Conduct

County travelers are responsible for conducting themselves in a manner that advances the goals of the County and increases public confidence in County government at all times. County travelers shall refrain from behavior that might be harmful to the County's interests, or which violates or conflicts with County Code, policies, or procedures. County travelers shall exercise good judgment while traveling on County business and will observe all of the County's rules while traveling, including rules regarding personal appearance, alcohol, drug use and sexual or other harassment. Unacceptable behavior may lead to disciplinary action pursuant to the County's Personnel Policies and Procedures Manual.

N. <u>Travel Out-of-County</u>

County travelers are encouraged to conduct business within the County whenever it is reasonable to do so. Travel out-of-County for the primary purpose of gaining a reimbursable expense is prohibited. Additional information about types of travel and the allowable expenses, respectively, is located in Section V and VII.

O. Employees Covered by Collective Bargaining Agreements or State/ Federal Regulations

Employees covered by a collective bargaining agreement shall abide by the provisions of said agreement as they pertain to duty-elated travel/staff development. Employees whose departments are also governed by state or federal regulations shall follow those regulations as they pertain to duty-related travel/staff development authority.

SECTION IV Submitting Requests for Travel

A. Mandated Travel (Duty Related)

When travel is mandated by law as part of an employee's regular duties, a request for travel is not required. Examples of mandated travel include:

- i. An appraiser travels to a property within the County to conduct an inspection.
- ii. A social worker travels out of the County to pick up a child.
- iii. A sheriff's deputy travels out-of-state to transport prisoners.

B. Submitting a Request for Travel

i. A County traveler must submit a request for travel prior to incurring any expenses. A request for travel is initiated once the required information is entered into OnBase. A Travel Authorization Form (Exhibit 6) and an Anticipated Travel Expense Report Form (Exhibit 7) should be submitted in OnBase to support the travel request. Each

request must provide the following information:

- a. Department Name,
- b. Department Number/Index Code,
- c. Department Head (or authorized designee),
- d. Name of person who prepared the request (contact) and their phone number,
- e. Traveler name(s) (Full names of all travelers),
- f. Name of event/Purpose of travel,
- g. Event sponsor, if applicable (complete name of group sponsoring the event, please do not use acronyms), including the conference/training agenda or appropriate timeframe of event(s),
- h. Location (complete address if available; otherwise city and state),
- i. Date(s) of travel (all dates that the traveler(s) will be traveling),
- j. Amount of known expenses (itemized expenses for the registration fees, mode of transportation, lodging, mileage, ground transportation, car rental, tolls, parking, meals, etc. If expenses vary by individual employee, provide itemized expenses for each). For meal per diems, see Section VII (B) & IV, and
- k. Fiscal information (if grant funded, provide full name of grant and whether or not it requires a County match).
- ii. Failure to provide any of the requested information may delay the processing of the request.
- iii. The request for travel must be entered into OnBase prior to the date of the event, if applicable. Submitters shall provide pertinent, concise information defining the purpose of the requested travel, including any available supporting documentation.
- iv. Approval from the Fiscal Officer is required for travel and staff development requests submitted after the expense is incurred. Such requests may be denied at the County traveler's expense.
- v. All requests for travel in the State of Ohio over \$1,000 and all out of state will be submitted through OnBase to the Fiscal Officer for approval. Once approved, the Department shall submit an Employee Voucher (Exhibit 10), a Multiple Employee Voucher (Exhibit 11) or an office voucher attaching the invoice and/or receipts (See

Exhibit 1) to the Fiscal Office/Accounts Payable for payment.

C. Amending Travel Requests

Once a request for travel has been submitted, only those items approved may be considered for reimbursement. If changes occur between the time of the approval and completion of the travel, such changes must be approved by the Department Head. Each amended request must reference the original approved request for travel, the scope of the original approval, and must specifically identify the additional requested items.

D. County Travel Agent

To establish a uniform travel system, the County has retained a travel agent to provide airline, lodging, car rental and meeting services. All travel arrangements shall be made through the County's travel agent where practical and economically feasible. In addition, every effort should be made to book the respective air travel at least 14 days prior to the required travel date to maximize the potential cost savings. All airfare booked less than 14 days prior to the required travel date must provide a written explanation for the exception signed by the Department Head.

If additional fees are incurred to change, cancel or for any other reason, the traveler may be personally liable and not eligible for reimbursement unless specific approval is obtained from the department head as well as the Fiscal Officer.

The County's current travel agent is Professional Travel, which can be reached at 440-734-8800 (ask for Team 3). Contact the Fiscal Department at 216-443-7022 for additional information about the County's travel agent.

SECTION V Types of Travel

A. In-County Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for in-County travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation,
 - b. Mileage,
 - c. Parking and Tolls,
 - d. Registration fees, and

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- e. Miscellaneous expenses
- ii. Mileage may be reimbursed to/from the traveler's primary place of business to/from an in-County destination for the purpose of conducting County business. If a County traveler is approved to travel straight to/from a business destination from home without stopping at his or her County office, the mileage will be limited to the mileage difference between the business destination and the office. Parking expenses will be authorized if required at a business destination. These expenses will be reimbursed for actual cost incurred away from the individual's primary County place of business when submitted with an original receipt. All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 8) and/or the Mileage Report form (Exhibit 9). All mileage submitted for approval and ultimately for reimbursement, should be incurred using the "most direct route" methodology.
- iii. Approval Requirements: All in-state travel under \$1,000 can be approved at the Department Head level. All in state travel of \$1,000 or more and all out of state travel must be approved by the Fiscal Officer. (See exceptions in Section V (E) for emergency travel).
- iv. Examples of eligible in-County travel include:
 - a. An appraiser in the County Fiscal Department travels to a site within Cuyahoga County to appraise a home.
 - b. If an employee is authorized to travel directly from home to a business meeting, and drives 20 miles to reach the meeting, and the home is 15 miles from the employee's office, the employee is eligible to receive reimbursement for 5 miles. However, if it is 15 miles to/from the employee's home to the meeting site and 20 miles to/from the home to the employee's office, no mileage is eligible for reimbursement. As this example illustrates, only additional or incremental mileage <u>above</u> an employee's normal commute is reimbursable.

B. In-State Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for in-state travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation
 - b. Lodging,
 - c. Car rental (only when use of County or personal vehicle is impractical).

- d. Meals,
- e. Registration fees,
- f. Mileage,
- g. Parking & Tolls, and
- h. Miscellaneous expenses.

All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 8) and/or the Mileage Report form (Exhibit 9).

- ii. Approval Requirements: All in-state travel under \$1,000 can be approved at the Department Head level. All in-state travel of \$1,000 or more must be approved by the Fiscal Officer. (See exceptions in Section V (E) for emergency travel). (For information on the use of County-owned fleet vehicles, see Section VI (A) & (B)). Any in-state travel involving airfare must be approved by the Board of Control.
- iii. Examples of eligible in-state travel include:
 - a. The Director of Human Resources attends a meeting at the Department of Administrative Services in Columbus.
 - b. A social worker travels to Columbus to pick up a child for placement in a local foster home.

C. Out-of-State Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for out-of-state travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation,
 - b. Lodging,
 - c. Car rentals,
 - d. Meals,
 - e. Registration fees,
 - f. Mileage,

- g. Parking & Tolls, and
- h. Miscellaneous expenses.

All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 8) and/or the Mileage Report form (Exhibit 9).

- ii. Approval Requirements: All out-of-state travel under \$500 requires approval of the Fiscal Officer prior to incurring travel costs. (See Section V (E) for exceptions in the case of emergency travel). All out-of-state travel \$500 or above or any out-of-sate that involves airfare regardless of dollar amount requires approval of the Board of Control prior to incurring travel costs. Note that Cuyahoga County-owned fleet vehicles may not cross the state line unless a request for out of state travel is approved prior to such travel (For additional information on the use of County-owned fleet vehicles, see Section VI (A) & (B).
- iii. Examples of eligible out-of-state travel include:
 - a. The Director of Development travels to Chicago, Illinois to meet with federal officials concerning an audit of a County program.
 - b. An elected official meets with the Congressional Delegation in Washington, D.C.

D. International Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for international travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation,
 - b. Lodging,
 - c. Car rentals,
 - d. Meals,
 - e. Registration fees,
 - f. Mileage,
 - g. Parking & Tolls,

- h. Fees for duty-related international travel, and
- i. Miscellaneous expenses.
- ii. Approval Requirements: All international travel in any amount requires approval of the Board of Control prior to incurring travel costs. (See Section V (E) for exceptions in the case of emergency travel). Note that Cuyahoga County-owned fleet vehicles may never be driven out of the United States under any circumstances (For additional information on the use of County-owned fleet vehicles, see Section VI (A) & (B)). Travel to any country under state department advisories should be postponed, if possible, until the state advisory is lifted. If not possible, please discuss the required travel with the legal and insurance departments prior to booking the travel. Reimbursement for international travel will be determined on a case by case basis depending on the travel destination.
- iii. Examples of eligible international travel:
 - a. Employees of the Department of Human Resources travel to Argentina to recruit social workers.

E. Emergency Travel

- i. In the event a County traveler is unable to secure the approvals required in paragraphs A-D of this section due to unforeseen or extenuating circumstances, the County traveler may request approval after travel expenses have been incurred. The County traveler must provide a rationale explaining why the necessary approval was not secured prior to incurring such travel expenses.
 - a. In-County, in-state and emergency travel under \$1000 only requires approval from the Department Head.
 - b. In-County, in-state and emergency travel of \$1000 or more, as well as out-of-state or international travel requires approval of the Fiscal Officer.
- ii. Any travel expenses incurred by a County traveler prior to obtaining required approvals are at the County traveler's own risk.
- iii. Information should be entered into OnBase as soon as possible.

SECTION VIUse of Vehicles

A. Seat Belt Usage

The County recognizes that safety belts are an important item of personal protective

equipment and that safety belts save lives and reduce the severity of injuries to those who wear them. It is the County's commitment to do everything reasonable to prevent injuries to employees and damage to property and to protect the County, its employees and the general public from the results of vehicle accidents.

This policy applies to all County employees and to all occupants of vehicles driven by employees on County business. Occupants shall use safety belts in all vehicles driven on County business (whether County owned or privately-owned vehicles). It is especially important that all employees demonstrate their commitment to and support of this policy by their strict adherence to it.

Any employee who is cited by a law enforcement agency for not wearing a safety belt will be responsible for any fines or other actions that may result as part of the citation. Employees who violate this policy may be subject to disciplinary action, up to and including removal.

B. Driving on County Business

Every employee who drives or operates a County fleet vehicle at any time, or who operates any motor vehicle (i.e., employee's personal vehicle, rental vehicle) on, or in the course of County business must strictly adhere to the following requirements:

- a. The employee must have and maintain at all times, without interruption, a valid driver's license and the minimum automobile insurance coverage required by Ohio law. Employees are solely responsible to make sure that their licenses and automobile insurance are properly renewed/maintained.
- b. Employees are responsible to make sure that the Ohio Bureau of Motor Vehicles (BMV) has the employee's correct mailing address. Employees can notify the BMV of an address change by visiting the BMV website (http://www.ohiobmv.com/). If the BMV sends notification of a license suspension or other mailing to the address in its records, the employee is deemed to be properly notified and held responsible for having knowledge of the suspension or other matter.
- c. If the employee's driver's license and/or insurance is expired, suspended, revoked, or otherwise invalid, the employee shall immediately report this fact to their immediate supervisor, and immediately stop driving on, or in the course of County business. The employee's Department Director, with the concurrence of the Director of Human Resources, may allow the employee to resume driving on, or in the course of County business upon the employee providing acceptable proof of insurance coverage and driver's license (or appropriate occupational driving privileges granted by a court of competent jurisdiction). Other conditions may be imposed as appropriate in light of the circumstances of each individual case.
- d. All occupants (including non-employees) of any motor vehicle being used on, or in the course of County business are required to wear a safety belt at all times.

- e. Employees who are required to transport children on, or in the course of County business must follow all applicable Ohio laws regarding the use of car seats or other restraints.
- f. Employees must follow all traffic laws and parking regulations. Employees are solely responsible for the cost of any driving/moving infraction/violation, parking tickets, impound charges, towing charges, and/or storage charges incurred while driving a County fleet vehicle or any vehicle on, or in the course of County business.
- g. The use of alcohol and/or other controlled substances including a prescription or over the counter medication, which may temporarily render an employee unable to operate a vehicle safely is strictly prohibited.
- h. An employee involved in a motor vehicle accident must strictly adhere to the vehicle accident reporting requirements set forth in this policy.

C. County Fleet Vehicles

Whenever travel by automobile is authorized, the use of a County fleet vehicle is preferred. When two or more County travelers are traveling to the same destination, it is recommended that a County fleet vehicle be requested. If no County fleet vehicle is available, County travelers are requested to ride-share whenever reasonable. If "ride- share" is used, only one traveler is eligible for mileage reimbursement at the respective IRS rate. County travelers driving County-owned vehicles shall maintain a valid driver's license and carry state required liability insurance. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a County-owned vehicle on County business must be reported.

i. Reserving a County Fleet Vehicle

Requests for fleet vehicles shall be submitted to the Department of Public Works, Fleet Services. A Vehicle Request Form can be found on Cuyahoga County's Website Department of Public Works/Fleet & Transportation Services (sample attached as EXHIBIT 2). This form should be completed, approved by the Department Head and submitted to the Public Works Department, Fleet Services within a reasonable amount of time before the requested travel date. Requests for fleet vehicles shall specify:

- a. The date(s) the vehicle will be in use,
- b. The name(s) of the County travelers who will be driving the vehicle,
- c. Copies of valid driver's license(s) of anyone who will be driving the vehicle,
- d. The destination of the vehicle, and

- e. The date the vehicle will be returned.
- f. Priority will be granted to those requestors submitting prior reservations. Unscheduled requests will be accommodated based on the availability of fleet vehicles.
- g. A credit card, restricted to the purchase of gasoline only, is available through the Department of Public Works upon request. Travelers who purchase gasoline with their own credit card or cash will be reimbursed provided an original receipt is submitted.

ii. Use of County Fleet Vehicles

County travelers shall abide by the following rules when operating County fleet vehicles:

- a. Use of fleet vehicles is restricted to an employee's regular working hours unless otherwise approved by the Department Head;
- b. Personal use of a fleet vehicle is strictly prohibited;
- c. Only those persons authorized to travel and/or drive in a County fleet vehicle shall be permitted to operate or ride in the vehicle;
- d. No County fleet vehicle may be driven out-of-state without prior approval as required in Section IV;
- e. Smoking is strictly prohibited inside a fleet vehicle
- f. Employees must comply with the County Vehicle Idling Policy. The policy can be obtained by contacting fleet services.
- g. No County fleet vehicle may be driven outside of the United States under any circumstances;
- h. All County fleet vehicles and keys must be returned by the approved date and time unless prior arrangements have been made;
- i. All County fleet vehicles must be returned in the condition they were received; if any damage is done to the vehicle, depending on the circumstances, the department or employee will be charged for repairs in accordance with Public Works policy.

iii. County Fleet Vehicle Collisions

In the event a County fleet vehicle is involved in a collision, County travelers must follow the following procedures:

- a. Stop immediately; call the appropriate authorities, for example 9-1-1, and request medical assistance, if required; and if possible must notify supervisor;
- b. Take safety precautions, as required by law, to prevent further collisions. The County's insurance identification card is located in the vehicle's glove compartment;
- c. Exchange your name, County information and address, license plate number, and driver's license number with the other driver(s);
- d. Fully cooperate with authorities in the event of a collision. Do not make any statements other than in response to the questions of an investigating officer. No County traveler is required to make any statements he or she believes would incriminate himself/herself:
- e. Complete the Drivers Accident Report found in the vehicle's glove compartment;
- f. Have available witnesses complete a Witness Questionnaire, also located in the vehicle's glove compartment;
- g. Call the Department of Public Works, Fleet Services at 216-661-2800;
- h. Notify the County's Insurance Coordinator at 216-443-7298; and
- i. Notify your supervisor as soon as possible.

iv. County Fleet Vehicle Breakdowns

In the event a County fleet vehicle breaks down, County travelers shall comply with the following procedures:

- a. Pull the vehicle off the road, if possible, and turn on the vehicle's hazard lights.
- b. Place the orange CUYAHOGA COUNTY VEHICLE emergency placard in the window (located in the glove compartment).
- c. During regular hours call the Department of Public Works, Fleet Services at 216-661-2800. For after-hours assistance call the County Protective

Services Dispatch Number at 216-443-2141 or toll free at 1-888-814-3578 24/7. Be prepared to provide the following information:

- 1. Your name and department/agency name;
- 2. Your supervisor's name and phone number;
- 3. The County fleet vehicle information:
 - Make, model, color, and type of vehicle;
 - License number and last 4 digits of the vehicle identification number located on the driver's side/corner of the dashboard;
 - The exact location of the vehicle; and
 - Any special needs (medical needs, contacts that should be made, etc.)
- d. Stay on the line with the Protective Services Unit to provide further information or receive additional instructions. You will be advised where to meet the tow truck.
- e. For safety reasons, you may be advised to return to your vehicle. When the tow truck arrives, confirm that the service was dispatched by the Protective Services Unit.
- f. During regular business hours (Monday-Friday 7:30 a.m. 4:30 p.m.) the vehicle will be towed to the County Fleet Services Garage. After regular business hours the vehicle will be towed to the towing company's lot.
- g. The tow truck service can usually provide a ride for the driver and one passenger to the County Garage during regular business hours, or the towing company's lot after regular business hours. Arrangements for further transportation rest with the employee.

B. <u>Department Vehicles</u>

Employees shall follow the procedures established by their Department Head for the use of County-owned or leased vehicles assigned to the department. All other rules governing the use of County fleet vehicles shall apply to the use of department vehicles. County travelers driving County-owned vehicles shall maintain a valid driver's license and carry state required liability insurance. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a County-owned vehicle on County business must be reported in compliance with the

Personnel Policies and Procedures Manual.

C. Personal Vehicles

Whenever travel by automobile is authorized, the use of a County fleet vehicle or department vehicle is preferred. However, a County traveler may use a personal vehicle when a County vehicle is unavailable or when the cost of using a County vehicle exceeds the cost of the travel mileage. Employees using personal vehicles to travel for County business shall be subject to the applicable requirements in the Personnel Policies and Procedures Manual governing employees driving on County business. vehicles reimbursement for personal is governed by the IRS. For the latest reimbursement rates, please refer to the I rate at https://www.irs.gov/taxprofessional/standard mileage rates/ (See Exhibit 5). Any gasoline, damages, needed service or repairs to a private vehicle are the responsibility of the vehicle's owner, as these costs are included in the per-mile cost reimbursement. County travelers shall maintain a valid driver's license, carry state required liability insurance, and current automobile registration. An employee on, or in the course of county business, may not be transported by a non-county employee unless approved by the employee's supervisor. Employees must maintain their vehicle in a good and safe operating condition. Smoking is strictly prohibited within an employee's personal vehicle when transporting other employees and/or the public in the course of county business. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a personal vehicle on County business must be reported in compliance with the Personnel Policies and Procedures Manual.

SECTION VII

Authorized/Unauthorized Expenses

A. Individuals traveling on County business are expected to use the most cost-effective means of achieving the intended purpose of the trip. Emergency or unexpected travel situations should be documented if additional travel costs are incurred. All travel requests should be submitted timely and booked as early as feasible to obtain any discounts or group rates available. All expenses submitted for reimbursement are subject to review by the Department Head and the Fiscal Office. It is the responsibility of each department or agency to address the availability of funds before any travel is requested. Receipts/invoices are required for all authorized expenses, except where otherwise provided. The respective department designated point of contact, in the case of airfare, must contact the County's travel agent prior to making any travel arrangements. The travel agency may also be used to facilitate lodging and car rental bookings although those arrangements must be paid for using your personal credit card (for which a reimbursement request should be submitted) or a pre-approved payment from the County. See Section IV (D) for note on Professional Travel.

In addition, individuals may <u>not</u> accept payment for, or reimbursement of, travel expenses from a third party entity/organization currently doing, or seeking to do, business with the

County.

- B. Authorized Expenses. The following expenses are authorized for reimbursement, subject to the limitations and exceptions in this policy:
 - i. Ground and other Transportation for travel between business locations, travelers are encouraged to choose the most cost effective means of transportation available and will be reimbursed for shuttles, taxis or other comparable ride services, and local mass transit based upon comparable modes of transportation and the provision of original receipts. Other reimbursable transportation expenses include parking, bridge, and highway and tunnel tolls. Such transportation expenses exceeding ten dollars per expenditure require detailed and itemized receipts, except for tolls paid into an automatic coin drop and parking meters. Other potential authorized travel expenses include:
 - a. Airfax;
 - b. Public transit, including trains; and
 - c. Other as approved by the respective Department Heads and/or Fiscal Officer.

ii. Lodging

- a. County travelers shall seek accommodations that are safe, offer a good value, and meet business needs. County travelers requiring reasonable accommodations may notify the County's travel agent of any special needs.
- b. Many hotels/motels will offer a corporate or government rate when requested, which should be utilized whenever available and economically feasible.
- c. For reservation purposes, the County is State of Ohio Political Subdivision #29. The County's federal tax identification number is 34-6000817. If the hotel requires additional confirmation of the County's tax-exempt status, contact the Office of Procurement and Diversity (OPD) at 216-443-7202 for the County's official tax-exempt form (EXHIBIT3).
- d. Authorized expenses for lodging shall not exceed the lowest available single room rate. County travelers must produce an itemized bill, indicating payment to be eligible for reimbursement, as some charges may not be authorized expenses.
- e. The County is a tax exempt organization. It is always exempt from State of Ohio sales tax. The Ohio tax exemption form is available from OPD by calling 216-443-7202. To help ensure tax-exempt treatment, the following steps should be followed:

- 1. When the reservation is made, advise the hotel representative that the County is a tax-exempt organization, and inquire as to the appropriate process to follow.
- 2. Obtain a copy of the tax exemption certificate from OPD. Present it at the time of registration and payment.
- 3. Any questions on the payment of sales tax should be directed to OPD.

iii. Car Rental

- a. Authorized expenses for car rental shall not exceed the lowest available rate for a compact or mid-sized vehicle, dependent on need.
- b. County travelers shall consider other, more economical alternatives to car rental whenever feasible. The County's travel agent has negotiated agreements with many car rental agencies. Travelers should consult the County travel agent for possible alternatives at your destination that may meet their needs. See Section IV (D) above.

iv. Meals

- a. County travelers may be reimbursed for meals purchased outside of Cuyahoga County for each day of approved travel that includes an overnight stay. Authorized meal expenses shall be supported by actual receipts and capped at a flat per diem daily allowance. The reimbursement of meals is designed to offset the additional cost of travel, and not to entirely pay for the employee's meal expenses while on authorized travel status.
 - 1. A maximum per diem of \$50 per day in regular-price locations and \$60 per day in premium-price locations (See EXHIBIT 3) for listing) shall be reimbursed to an employee on authorized travel with valid receipts. Expenses greater than these amounts shall not be reimbursed nor will any reimbursement be made for alcoholic beverages.
 - 2. If an employee is eligible for the meal reimbursement, but the duty-related travel does not constitute a full day, the per-day maximum shall be reduced by the following amounts depending on the day and time of the travel: (For regular-price and premium-price locations respectively).

	Regular Price Locations	Premium Price Locations
Breakfast	\$9.00	\$12.00
Lunch	\$13.00	\$16.00
Dinner	\$28.00	\$32.00
Total	\$50.00	\$60.00

Reimbursement is authorized for breakfast when as employee is on authorized travel anytime between the hours of 12:01 a.m. and 8:00 a.m.; for lunch when an employee is on authorized travel status anytime between the hours of 8:01 a.m. AND 6:00 p.m.; and for dinner when an employee is on authorized travel status between 6:01 p.m. and 12:00 a.m.

When registration fees include meals (e.g., breakfast, luncheon with speaker, etc.), or if meals are included in the cost of a hotel stay, the normal allowance as listed in the table for said meals shall be deducted from the daily per diem allowance.

- b. If a meal is offered as part of the event and the employee has medical restrictions, the employee should make every effort to have the conference facilitate his or her needs. If the event does not honor the request, the employee may be reimbursed, but must include supporting documentation. Additional expenses for medical and/or religious dietary needs will be considered on a case-by-case basis by the Department Head. If an employee on duty-related travel dines with another employee, each shall pay their own bill.
- c. All meal reimbursements must be supported by original detailed receipts. Summary credit card receipts will not qualify as original receipts as they are not always itemized.
- d. NOTE: Gratuities are included in the maximum daily meal allowances and/or individual meal maximums. An employee may opt to use room service for meal(s) while on travel. In this case, the cost of room service will be included in the daily meal allowance.

v. Registration Fees

- a. County travelers may be authorized to attend a meeting or convention sponsored by an association or a workshop, seminar, webinar, on-line course, or training course sponsored by an agency, institution, or association.
- b. The County will pay for or reimburse an employee for approved expenses

related to continuing education, if such education is a requirement for continued employment.

- c. The County may approve payment or reimbursement for other educational opportunities (e.g. Advanced degrees) that provide professional development with the approval of the Board of Control.
 - d. Conferences, meetings, and staff development may include the cost of registration fees. If membership fees are included in the registration fee, the cost of membership must be separated from the registration fee and listed separately on all documentary evidence and the reimbursement voucher. An agenda and/or schedule of events must also be attached to the reimbursement voucher. Only the actual expense of registration fees will be reimbursed.
 - e. Expenses for optional recreational activities that are not included in registration fees and will not be reimbursed.

vi. Mileage

- a. County travelers using a personal vehicle may be reimbursed for authorized travel at the standard mileage rate(s) currently established by the Internal Revenue Service for business miles driven. For the latest reimbursement rates, please refer to the IRS rate https://www.irs.gov/tax-professionals/standard mileage rates/ (See Exhibit 5). It is the responsibility of the County traveler to confirm the current rate for reimbursement.
- b. Bargaining unit employees should refer to their union contract for approved mileage reimbursement rate(s). Mileage reimbursement shall be allowed for travel from an employee's regular worksite to an alternate worksite or training/conference location, and vice versa.
- c. When a County traveler is required to travel to a worksite other than his/her main worksite, the employee will be reimbursed only for the mileage in excess of that which would have been incurred by the County traveler's normal commute.
- d. When a County traveler travels from his/her residence to a worksite other than his/her main worksite but travels through the general area of the main worksite, mileage reimbursement will be based on the mileage from the main worksite to the other worksite, and vice versa.

vii. Parking and Tolls

a. The actual expenses of parking costs, including airport long-term parking expenses and tolls will be reimbursed when an employee is authorized to travel. Valet parking will not be reimbursed unless no other parking options

are available.

v. Fees for Duty-Related International Travel

a. Fees for duty-related international travel may be authorized by the Fiscal Officer. Passport application fees are the responsibility of the County traveler and are not eligible for reimbursement. County travelers shall consult the County's travel agent for all international travel arrangements. (See Section IV (F)).

ix. <u>Miscellaneous Expenses</u>

a. Actual expenses for telephone services, data and internet services, faxes, remote computer connections, printing, Wi-Fi access, and other necessary resources used for conducting official business may be reimbursed. Any miscellaneous fees used for non- County business will not be reimbursed.

C. <u>Unauthorized Expenses</u>

The following expenses are not eligible for reimbursement under any circumstances:

- i. Alcoholic beverages;
- ii. Cosmetic items;
- iii. Entertainment:
- iv. Laundry/Dry cleaning;
- v. Room service (except charges for meals, which will be considered an authorized expense up to the allowable maximums in Section VII (B)(iv);
- vi. Parking/speeding tickets or other moving violations;
- vii. Valet parking: If no other parking options are available, valet parking may be reimbursed;
- viii. Personal telephone calls or internet usage;
- ix. Personal miscellaneous expenses;
- x. Private vehicle repairs;
- xi. Travel insurance expenses air, rental car etc.;
- xii. Spouse/dependent travel costs;

- xiii. Meal costs exceeding the maximum per day amount;
- xiv. In-flight movies, hotel room movies and video games;
- xv. Lost and overweight baggage;
- xvi. Medical expenses;
- xvii. Credit card finance charges;
- xviii. Vacation or extended stay expenses related to personal days before, during or after County travel. NOTE: Additional expenses related to "beyond-your-control" events will be handled on a case by case basis); and
 - xix. Political expenses.

SECTION VIII

Exceptions, Amendments, & Ethics

- A. Exceptions: This policy is not intended to address every issue, exception or contingency that may arise in the course of travel. Upon written request submitted to the Fiscal Officer, by the employee, the Fiscal Officer, County Executive or designee may grant exception to this policy at his or her discretion.
- B. Ethics: No employee or official of Cuyahoga County shall solicit or receive travel expenses from a party that is regulated by, or doing or seeking to do business with, the particular department involved.
- C. Submission of false reimbursement claims may result in disciplinary action.

EXHIBITS

EXHIBIT 1 – '	VOUCHER
---------------	---------

EXHIBIT 2 – COUNTY FLEET VEHICLE REQUEST FORM

EXHIBIT 3 – COUNTY TAX EXEMPT FORM

EXHIBIT 4 - PREMIUM TRAVEL AREAS

EXHIBIT 5 – IRS.GOV – STANDARD MILEAGE RATE CHART

EXHIBIT 6 – TRAVEL AUTHORIZATION FORM

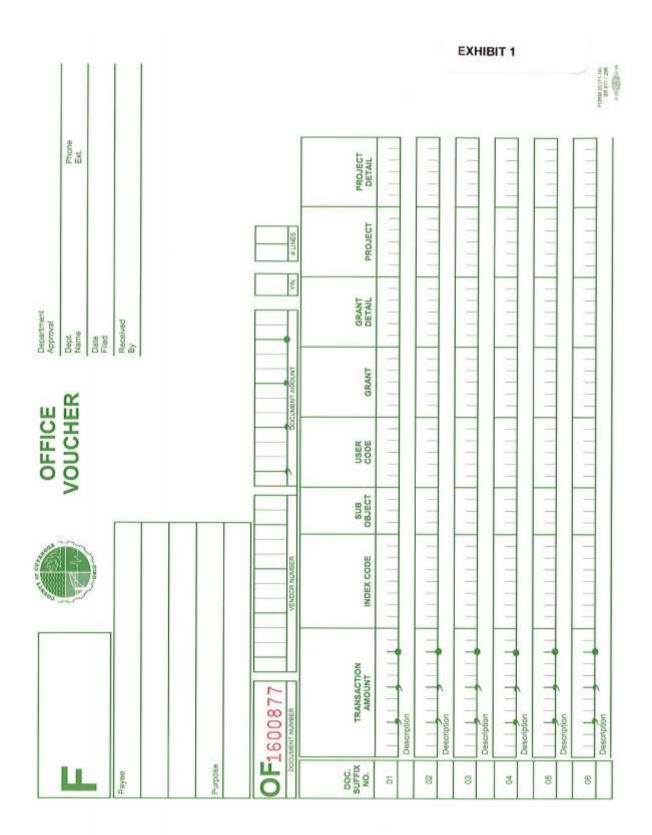
EXHIBIT 7 – ANTICIPATED TRAVEL EXPENSE REPORT FORM

EXHIBIT 8 – TRAVEL EXPENSE REPORT FORM

EXHIBIT 9 – MILEAGE REPORT FORM

EXHIBIT 10 – EMPLOYEE REIMBURSEMENT VOUCHER

EXHIBIT 11 – MULTIPLE EMPLOYEE VOUCHER



VEHICLE REQUEST FORM FLEET SERVICES 4000 Brookpark Rd. Phone (216) 661-2800 • Fax (216) 661-5520

Please fill out completely
Requesting person, please fill out top section and have Dept. Supervisor fill/sign 2nd section.

Destination TYPE OF VEHICLE NEEDED: Sedan Time Return Date Time TYPE OF VEHICLE NEEDED: Sedan Mini Van wione seat removed Mini Van whorh seats removed Mini Van whoth seats removed Chargeback rates to Department \$521 FLEET SERVICES Approved Disapproving request Signature Contact No. Index Code Index Code Signature Capture Signature Contact No. Index Code Index Code Signature Capture Signature	INFORMATION	Department Requesting Use of Vehicle(s)	ehiole(s)	Driver(s)	
Pick-up Date TYPE OF VEHICLE NEEDED: Sedan Cargo Van Cargo Van Cargo Van Cargo Van Cargo Sedan Cargo Van Cargo Sedan Cargo Se		Destination		Contact No.	
ORIZING ORIZING ORIZING FORMATION Signature Chargeback rates to Department \$.521 Chargeback rates to Department \$.521 Reason for disapproving request Signature		Pick-up Date	Time	Return Date	Time
ORIZING DIVISION Signature Chargeback rates to Department \$.521 Chargeback rates to Department \$.521 SERVICES Approved Disapproved: Reason for disapproving request Signature		TYPE OF VEHICLE NEEDED:	Sedan Cargo Van 15 Pass. Van	7 Pass. Va	in w/seats //one seat removed //both seats removed
Signature Chargeback rates to Department \$.521 Chargeback rates to Department \$.521 SERVICES	AUTHORIZING DEPT/DIVISION	1			
March 1707 Santa	HEAD	Signature		Contact No.	Index Code
☐ Approved Reason for disa Signature		Chargeback rates to Department	5.521		
Reason for disapproving request Signature	FLEET SERVICES USE ONLY				
Signature		Reason for disapproving request			
		Signature			

EXHIBIT 2



Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Cuyahoga County identified as tax exempt (No. 29 Political Sub-Division State of Ohio)
Cuyahoga County Federal I.D. No. 34-6000-817.

Purchaser must state a valid reason for claiming exception or exemption,

Cuyahoga County

Purchaser's name
2079 E. 9 Street

Street address
Clevceland, Ohio 44115

City. state. ZIP code

Purchasing Administrator

Signature

Title

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

Vendor's license number, if any

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.

Exhibit 4

List of Premium Price Locations

State of California

Washington, DC

Chicago, IL

State of Florida

Boston, MA

Las Vegas, NV

State of New York

Philadelphia, PA

State of Texas

State of Arizona

New Orleans, LA

Baltimore, MD

Atlanta, GA

EXHIBIT 5

Home > Tax Pros > Standard Mileage Rates

Standard Mileage Rates

English

Enrolled Agents

Annual Filing Season Program Participants

Enrolled Retirement Plan Agents

Certified Professional Employer Organizations (CPEO)

Enrolled Actuaries

E-File Providers

Modernized e-File

The following table summarizes the optional standard mileage rates for employees, self-employed individuals, or other taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes.

Rates	in	ce	nts	per	mile

Period				Source
remu	Business	Charity	Medical Moving	200150
2017	53.5	14	17	IR-2016-169
2016	54	14	19	IR-2015-137
2015	57.5	14	23	IR-2014-114
2014	56	14	23.5	IR-2013-95
2013	56.5	14	24	IR-2012-95
2012	55:5	14	23	188-2012-02
July 1 - Dec. 31, 2011	55.5	14	23.5	IR-2011-69
Jan. 1 - June 30, 2011	51	.14	19	IR-2010-119
2010	50	14	16.5	IR-2009-111
2009	55	14	24	IR-2008-131
July 1 - Dec. 31, 2008	58.5	14	27	IR-2008-B2
Jan. 1 - June 30, 2008	50,5	34	19	IR-2007-192
2007	48.5	14	20	IR-2006-168
2006	44.5	14	18	IR-2005-138
2005	40,5	14	15	I8-2004-139 Pub. L. 109-73 IR-2005-99
2004	37.5	14	14	18-2003-121
2003	36	14	12	Rev. Proc. 2002-61
2002	36.5	14	13	Rev. Proc. 2001-54

EXHIBIT 6 TA REQUEST PREPARER PHONE NO. Explanation of request. Explain purpose and justification. If more than one person is traveling, indicate why. Attach a copy of agenda, course I herby certify that the requested travel complies with the Cuyahoga County's travel policy COMPLETE NAME OF GROUP SPONSORING EVENT REQUEST DATE DIRECTOR OF FINANCE (IF NECESSARY) COMPLETE TITLE OF EVENT DEPARTMENT DIRECTOR MPLOYEE VENDOR NUMBER TA REQUEST PREPARER NAME CHART OF ACCOUNTS # GOING FROM DIVISION STMMATED COST Travel Authorization Form Summary of proposed trip including city and state; RAVELER TITLE NCLUSIVE DEPARTURE/RETURN INCLUSIVE ATTENDANCE DATES CHIEF EXECUTIVE OR DESIGNEE IF TRAVEL GREATER THAN \$1,000 DEFICE OF BUDGET AND MANAGEMENT (IF NECESSARY) 2 FROM description or invitation. MPLOYEE NAME DEPARTMENT

Anticipated Travel Expense Report

EXPENSE DETAIL	SUN	MON	TUE	WED	THUR	FRI	SAT	
MONTH & DATES COVERED						THE I		
LODGING (Excluding Meals)								
BREAKFAST								
LUNCH								
DINNER								
SUBTOTAL MEALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
REGISTRATION								
AIRFARE								
CAR RENTAL								
TAXI, BUS, TRAIN, TOLLS, ETC.								
NUMBER OF MILES DRIVEN								
REIMBURSEMENT RATE PER MILE								

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

TOTALS

OTHER EXPENSES (Itemize)

FUNDING SOURCE:

EXHIBIT 7

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

MILEAGE REIMBURSEMENT
TELEPHONE AND POSTAGE

\$0.00

Travel Expense Report

DOCUMENT REFERENCE NO. TA

DEPARTMENT

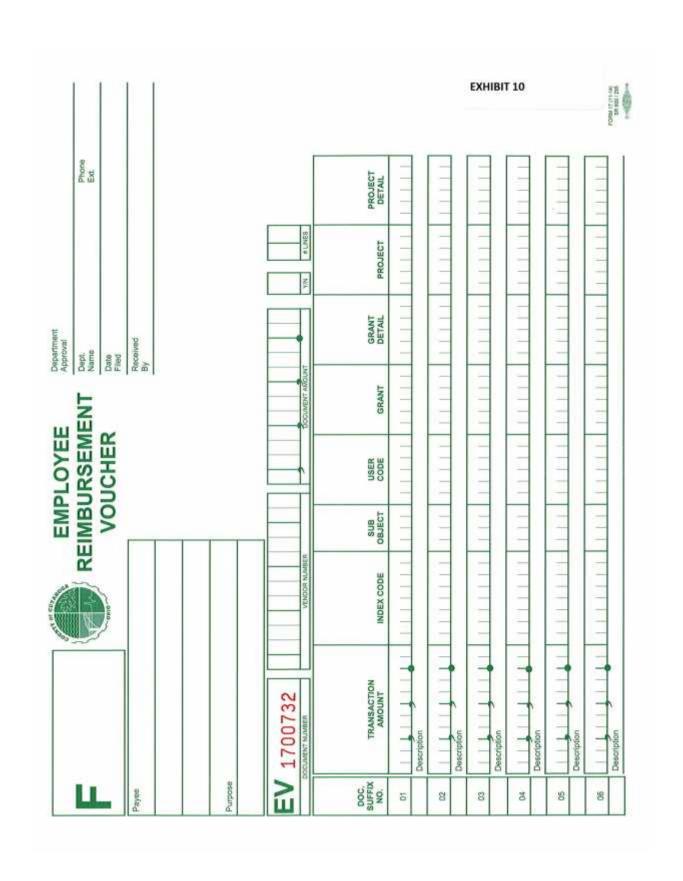
TRAINING DNON-TRAINING

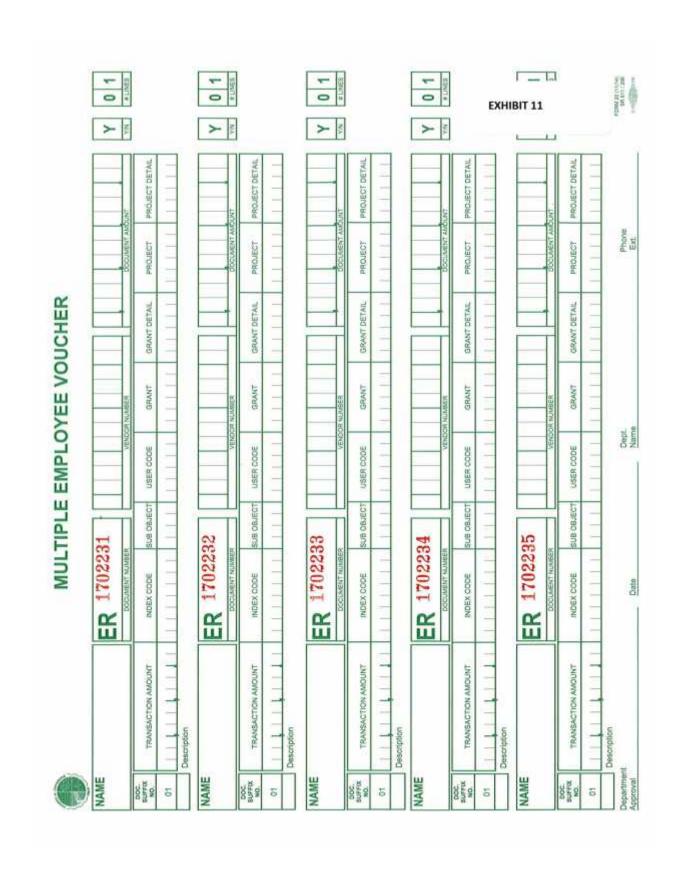
UBMISSION DATE



IOIAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	NT	\$0.00	ЕХН	IBIT 8	
SAI						\$0.00							\$0.00			\$0.00	COUNTY PREPAID AMOUNT		DATE	DATE	
FKI						\$0.00							\$0.00			\$0.00	5	•		a	
IHUR						\$0.00							\$0.00			\$0.00	e, etc.)	employee TOTAL	OR DESIGNEE		15700 CO
WED						\$0.00							\$0.00			\$0.00	registration, airfar	the amount due	APPROVED EXECUTIVE OR DESIGNEE	APPROVED DIRECTOR	CONT. 100 -
TUE						\$0.00							\$0.00			\$0.00	County paid expenses (registration, airfare, etc.	entheses, this is			2000
MON						\$0.00							\$0.00			\$0.00	Cour	total is not in par	identified in this report are limited to those which I someway the county Trave	y owned motor vehicl meeting the requirem	
SUN						\$0.00							\$0.00			\$0.00	_	unt due County. If	d in this report are lin	I am driving a private of liability insurance	
EXPENSE DETAIL	MONTH & DATES COVERED	LODGING (Excluding Meals)	BREAKFAST	TUNCH	DINNER	SUBTOTAL MEALS	REGISTRATION	AIRFARE	CAR RENTAL	PARKING, TAXI, BUS, TRAIN, TOLLS, ETC.	NUMBER OF MILES DRIVEN	REIMBURSEMENT RATE PER MILE	MILEAGE REIMBURSEMENT	TELEPHONE AND POSTAGE	OTHER EXPENSES (Itemize)	TOTALS	Cash Advances Received (Warrant #	If total is in parentheses, this is amount due County. If total is not in parentheses, this is the amount due employee TOTAL	ATTACH ALL ORIGINAL RECEIPTS TO THIS FORM WANTLERS CERTIFICATE, controlly that the expenses identified in this report are limited to those which I settled to form the business and that these expenses intent the requirements of the Country Travel Policy	or applicable collective bargaining contract. In the event that I am divining a privately owined motor vehicle on County business, I also cortify that I am insured under a policy of liability insurance meeting the requirements as described in the County Travel Policy.	

PROCESSED ACCOUNTS PAYABLE





[PROPOSED SUBSTITUTE]

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0075

Sponsored by: County Executive	A Resolution amending the Cuyahoga
Budish/Fiscal Officer	County Travel Policy, by updating the
	language and policies to conform with the
	current form of government; and declaring
	the necessity that this Resolution become
	immediately effective.

WHEREAS, the County Executive/Fiscal Officer has recommended amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and

WHEREAS, the goal of this project is to update the language in the current travel policy which was last updated in 2007; 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 amends the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government as incorporated in and attached hereto as Exhibit A.

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 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

	were in meetings open to the public, in luding Section 121.22 of the Ohio Rev	*
On a motion by, s duly adopted.	econded by, the foregoing	Resolution was
Yeas:		
Nays:		
	County Council President	Date
	County Executive	Date
	Clerk of Council	Date
First Reading/Referred to Com Committee(s) Assigned: <u>Huma</u>	mittee: March 27, 2018 an Resources, Appointments & Equity	
Legislation Substituted in Com	amittee: April 3, 2018	
Legislation Substituted on the l	Floor: <u>April 10, 2018</u>	
Journal CC040 April 10, 2018		

[PROPOSED SUBSTITUTE]

EXHIBIT A

Cuyahoga County Travel Policy



EFFECTIVE DATE _____

Travel Policy

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IMPORTANT TELEPHONE NUMBERS:

Travel Agent (Professional Travel): 440-734-8800

Fiscal Department: 216-443-7022

Public Works, Fleet Services: 216-661-2800

Protective Services Dispatch: 216-443-2141; or toll free at 888-814-3578

SECTION I

Purpose and Introduction

Cuyahoga County provides for officials, employees and board members of the County to travel at County expense within the scope of their employment or service, unless otherwise provided by law.

This policy ensures those who travel on County business suffer no financial loss, nor realize any financial gain from their travel. This policy provides guidance to County travelers and governs the travel approval process, the use of vehicles, types of travel, and authorized expenses. To help manage and facilitate travel request and reimbursement processes, the Fiscal Office has established this travel policy. This policy is intended to provide equitable, consistent and fair standards for reimbursement and ensure appropriate levels of reimbursement, while providing controls to prevent abuses, foster accountability and maintain effective control over these expenses.

In the event the County contracts with an outside party to provide duty-related travel services, the contractor may be responsible for enforcing this policy with oversight from the Fiscal Office.

This policy applies to all County officials, employees, and board members. This policy is to be read and applied in conjunction with the Cuyahoga County Code and the Personnel Policies and Procedures Manual. It is understood that many employees are covered by labor union agreements/contracts. Those specific travel areas noted in the agreements/contracts are the specific requirements to be followed. Any area NOT specifically identified in the union agreement/contract will default to this County Travel Policy for requirements and procedures.

In order to realize the maximum cost saving opportunities for travel, County officials, employees, and board members shall follow these guidelines.

County employees who are required to travel are responsible for conducting themselves, at all times, in a manner that advances the goals of the County and increases public confidence in County government. This requires County employees to refrain from behavior that might be harmful to the County's interests, or which violates or conflicts with County policies, practices and/or procedures. County employees shall exercise good judgment while traveling on County business and shall observe all the County's rules while traveling.

Any failure to adhere to these requirements constitutes an infraction of County Policy, which may result in disciplinary action, up to and including removal from County employment.

This policy is not intended to address every issue, exception or contingency that may arise in the course of travel.

No employee or official of Cuyahoga County shall solicit or receive travel expenses from a party that is interested in doing business with the particular department involved.

SECTION II Definitions

For the purposes of this policy, the following definitions shall apply:

- A. "Board Member" includes members of any board, agency, commission, or authority as is or may hereafter be established by or pursuant to the Charter or County Code who are appointed or confirmed by elected officials or County officers or directors.
- B. "Conference, Convention, Meeting, Seminar" shall mean any authorized/approved event for which travel to/from is required and travel expenses are incurred.
- C. "County traveler" shall mean any official, employee, or board member who is traveling to conduct County business.
- D. "County Fleet Vehicle" is a vehicle owned or leased by the County and managed by the Department of Public Works.
- E. "Department Head" shall mean any officer or director position established by or pursuant to the County Charter or the County Code, or any person authorized to approve travel as designated by any officer or director established by or pursuant to the County Charter or County Code.
- F. "Employee" shall mean any employee of Cuyahoga County including, but not limited to, any person employed, full or part time, in a temporary or permanent capacity.
- G. "Official" shall include any person holding elective office specified in, or established pursuant to the Charter.

- H. "Receipt" shall refer to any third-party generated evidence of an expenditure required to be submitted for reimbursement.
- I. "Travel expenses" shall mean all expenses incurred by the traveler to get to, return from their destination and those necessary and appropriate during the travel period. This includes, but not limited to, airfare, lodging, registration fees, ground transportation, communication, parking, tolls, meals, etc. See Section 7 for the listings of the "authorized/reimbursable" expenses as well as the "unauthorized/non-reimbursable" expenses.
- J. "Employees covered by collective bargaining agreements or State/Federal regulations/Union employees" refers to those employees that are required to follow the policies, procedures and guidelines as outlined in their union contracts/agreements and/or governing regulations.

SECTION III General Provisions

A. Who May Travel

County officers, employees, and board members may travel at County expense unless otherwise provided by law. Any travel, prior to booking or scheduling, must gain the appropriate approvals by the respective Department Heads as well as those approvers required under the request systems.

B. Request for Travel

Requests for over \$1,000 or for out-of-state travel shall be submitted through OnBasethe travel request system (See Section IV (B)). All in-state travel under \$1,000 can be approved at the Department Head level. (See Section V (B)). Requests shall include the reason for the travel, the travel date(s), and the amount of the expense. Except where otherwise provided, approval must be secured prior to any expenses being incurred. If travel needs to take place prior to approval due to unforeseen or extenuating circumstances, the request for travel shall be submitted to the Fiscal Officer for approval (See Section V (E)). All travel approvals and reimbursements shall be in accordance with the County's biennial budget or other approved fiscal appropriation Certain travel may require approval from the Board of Control as detailed in Section V of this policy.

C. When to Travel

County travelers may be required to travel on County business in conjunction with their normal job assignments or in order to fulfill a special departmental need. The decision to travel must be based solely on the need to fulfill the business objectives of the County. Travel should only be requested when a more economical alternative to travel is unavailable

(e.g., conference calls, overnight mail, VoIP, teleconferencing, etc.).

D. Scheduling

When travel is required, County travelers are expected to schedule the minimum amount of travel necessary to meet the objectives requiring the travel. If the purpose of the travel can be accomplished in a single day, it is expected that early morning and late evening Flights will be utilized in lieu of overnight stays to minimize hotel and meal expenditures. In some instances, a lower common carrier fare may be obtained with weekend travel, but will result in additional lodging, meals, or other travel costs. Such weekend travel arrangements may be approved where it can be demonstrated that the common carrier fare savings exceed the additional travel costs incurred. Such weekend travel time is on an employee's own time and may not be credited towards overtime or compensatory time calculations. Any voluntary additional business days used on travel status extending beyond the business need for travel, must be charged to the employee's accrued leave balance (excluding sick leave). Any additional travel time due to unusual events or natural disasters will be handled on a case by case basis.

E. Allowable Accommodations

Allowable expenses for transportation, lodging, car rental, meals, registration fees, mileage, parking and tolls, fees for duty-related international travel, and miscellaneous Expenses can be found in Section VII (B).

F. Selection of Travel Services

The selection of an airline, hotel, rental car agency or any other travel-related vendors will be made solely within the parameters established by this policy, without regard for personal frequent-traveler or frequent-user inducements, unless the use of such inducements results in lower expense to the County.

Any travel related monetary benefits when earned while performing job related traveling and, if such travel is paid for by the County, the benefits must be turned over to the County to defray the cost of future duty related travel, if practicable.

County employees are permitted to use personal credit cards in connection with authorized business travel on behalf of the County and seek reimbursement in accordance with this policy. However, County employees shall not select services (e.g., hotels, rental cars, etc.) to secure or accrue personal benefits (e.g., reward points, or other affinity program benefits) from the use of a personal credit card in connection with business travel, if doing so results in higher cost to the County. If a higher cost results for such use of personal credit card, the employee's reimbursement from the County will be reduced by the amount of such increased cost.

County travelers shall first contact their designated department travel coordinator and provide proper authorization and documentation as well as travel criteria (e.g., dates of

travel, etc.). The department travel coordinator must then utilize the County's contracted travel agency to secure and schedule all available travel services when applicable. Failure to utilize the County's contracted travel agency may result in denial of reimbursement.

G. Use of Personal Vehicles

Individuals traveling in personal vehicles to conduct County business shall comply with the guidelines in Section VI (C).

H. <u>Use of County Vehicles</u>

Users of County-owned vehicles shall comply with the guidelines in Section VI (A) & (B).

I. Expenses

Rates provided in the schedule of authorized expenses, as set forth in Section VII (B) of this policy, shall not be considered an allowance. County travelers shall travel at the least possible cost. County travelers are encouraged to share expenses whenever it is reasonable to do so.

J. Expense Reporting

Expense reports shall be submitted within 30 days of completion of the travel. Reimbursements submitted after 30 days may be denied. Expenses must be supported by detailed receipts or other appropriate documentation. Examples include conference agendas, map printouts supporting mileage, and itemized receipts. NOTE: Summary credit card receipts are <u>not</u> acceptable documentation for reimbursement as they do not contain enough itemized information. Only actual and original detailed receipts will be recognized.

K. Reimbursement

All appropriate pre-approved duty-related travel expenses will be reimbursed. Reimbursements shall not be made in the event the County traveler fails to complete the anticipated travel or to attend to County business as part of their travel.

L. Safety

The safety and well-being of County travelers is a priority. The guidelines set forth in this policy shall serve to enhance the safety of all individuals while travelling. County travelers shall comply with this policy and all other safety-related laws and regulations.

M. Employee Conduct

County travelers are responsible for conducting themselves in a manner that advances the goals of the County and increases public confidence in County government at all times. County travelers shall refrain from behavior that might be harmful to the County's interests, or which violates or conflicts with County Code, policies, or procedures. County travelers shall exercise good judgment while traveling on County business and will observe all of the County's rules while traveling, including rules regarding personal appearance, alcohol, drug use and sexual or other harassment. Unacceptable behavior may lead to disciplinary action pursuant to the County's Personnel Policies and Procedures Manual.

N. Travel Out-of-County

County travelers are encouraged to conduct business within the County whenever it is reasonable to do so. Travel out-of-County for the primary purpose of gaining a reimbursable expense is prohibited. Additional information about types of travel and the allowable expenses, respectively, is located in Section V and VII.

O. <u>Employees Covered by Collective Bargaining Agreements or State/ Federal Regulations</u>

Employees covered by a collective bargaining agreement shall abide by the provisions of said agreement as they pertain to duty-elated travel/staff development. Employees whose departments are also governed by state or federal regulations shall follow those regulations as they pertain to duty-related travel/staff development authority.

SECTION IV Submitting Requests for Travel

A. Mandated Travel (Duty Related)

When travel is mandated by law as part of an employee's regular duties, a request for travel is not required. Examples of mandated travel include:

- i. An appraiser travels to a property within the County to conduct an inspection.
- ii. A social worker travels out of the County to pick up a child.
- iii. A sheriff's deputy travels out-of-state to transport prisoners.

B. Submitting a Request for Travel

i. A County traveler must submit a request for travel prior to incurring any expenses. A request for travel is initiated once the required information is entered into

OnBasethe travel request system. A Travel Authorization Form (Exhibit 6) and an Anticipated Travel Expense Report Form (Exhibit 7) should be submitted in OnBasethe travel request system to support the travel request. Each request must provide the following information:

- a. Department Name,
- b. Department Number/Index Code,
- c. Department Head (or authorized designee),
- d. Name of person who prepared the request (contact) and their phone number,
- e. Traveler name(s) (Full names of all travelers),
- f. Name of event/Purpose of travel,
- g. Event sponsor, if applicable (complete name of group sponsoring the event, please do not use acronyms), including the conference/training agenda or appropriate timeframe of event(s),
- h. Location (complete address if available; otherwise city and state),
- i. Date(s) of travel (all dates that the traveler(s) will be traveling),
- j. Amount of known expenses (itemized expenses for the registration fees, mode of transportation, lodging, mileage, ground transportation, car rental, tolls, parking, meals, etc. If expenses vary by individual employee, provide itemized expenses for each). For meal per diems, see Section VII (B) & IV, and
- k. Fiscal information (if grant funded, provide full name of grant and whether or not it requires a County match).
- ii. Failure to provide any of the requested information may delay the processing of the request.
- iii. The request for travel must be entered into OnBasethe travel request system prior to the date of the event, if applicable. Submitters shall provide pertinent, concise information defining the purpose of the requested travel, including any available supporting documentation.
- iv. Approval from the Fiscal Officer is required for travel and staff development requests submitted after the expense is incurred. Such requests may be denied at the County traveler's expense.

v. All requests for travel in the State of Ohio over \$1,000 and all out of state will be submitted through OnBasethe travel request system to the Fiscal Officer for approval. Once approved, the Department shall submit an Employee Voucher (Exhibit 10), a Multiple Employee Voucher (Exhibit 11) or an office voucher attaching the invoice and/or receipts (See Exhibit 1) to the Fiscal Office/Accounts Payable for payment.

C. Amending Travel Requests

Once a request for travel has been submitted, only those items approved may be considered for reimbursement. If changes occur between the time of the approval and completion of the travel, such changes must be approved by the Department Head. Each amended request must reference the original approved request for travel, the scope of the original approval, and must specifically identify the additional requested items.

D. County Travel Agent

To establish a uniform travel system, the County has retained a travel agent to provide airline, lodging, car rental and meeting services. All travel arrangements shall be made through the County's travel agent where practical and economically feasible. In addition, every effort should be made to book the respective air travel at least 14 days prior to the required travel date to maximize the potential cost savings. All airfare booked less than 14 days prior to the required travel date must provide a written explanation for the exception signed by the Department Head.

If additional fees are incurred to change, cancel or for any other reason, the traveler may be personally liable and not eligible for reimbursement unless specific approval is obtained from the department head as well as the Fiscal Officer.

The County's current travel agent is Professional Travel, which can be reached at 440-734-8800 (ask for Team 3). Contact the Fiscal Department at 216-443-7022 for additional information about the County's travel agent.

SECTION V Types of Travel

A. In-County Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for in-County travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation,

- b. Mileage,
- c. Parking and Tolls,
- d. Registration fees, and
- e. Miscellaneous expenses
- ii. Mileage may be reimbursed to/from the traveler's primary place of business to/from an in-County destination for the purpose of conducting County business. If a County traveler is approved to travel straight to/from a business destination from home without stopping at his or her County office, the mileage will be limited to the mileage difference between the business destination and the office. Parking expenses will be authorized if required at a business destination. These expenses will be reimbursed for actual cost incurred away from the individual's primary County place of business when submitted with an original receipt. All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 8) and/or the Mileage Report form (Exhibit 9). All mileage submitted for approval and ultimately for reimbursement, should be incurred using the "most direct route" methodology.
- iii. Approval Requirements: All in-state travel under \$1,000 can be approved at the Department Head level. All in state travel of \$1,000 or more and all out of state travel must be approved by the Fiscal Officer. (See exceptions in Section V (E) for emergency travel).
- iv. Examples of eligible in-County travel include:
 - a. An appraiser in the County Fiscal Department travels to a site within Cuyahoga County to appraise a home.
 - b. If an employee is authorized to travel directly from home to a business meeting, and drives 20 miles to reach the meeting, and the home is 15 miles from the employee's office, the employee is eligible to receive reimbursement for 5 miles. However, if it is 15 miles to/from the employee's home to the meeting site and 20 miles to/from the home to the employee's office, no mileage is eligible for reimbursement. As this example illustrates, only additional or incremental mileage <u>above</u> an employee's normal commute is reimbursable.

B. In-State Travel

i. A County traveler may be reimbursed for the following types of authorized expenses for in-state travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:

- a. Transportation
- b. Lodging,
- c. Car rental (only when use of County or personal vehicle is impractical)₄-
- d. Meals.
- e. Registration fees,
- f. Mileage,
- g. Parking & Tolls, and
- h. Miscellaneous expenses.

All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 8) and/or the Mileage Report form (Exhibit 9).

- ii. Approval Requirements: All in-state travel under \$1,000 can be approved at the Department Head level. All in-state travel of \$1,000 or more must be approved by the Fiscal Officer. (See exceptions in Section V (E) for emergency travel). (For information on the use of County-owned fleet vehicles, see Section VI (A) & (B)). Any in-state travel involving airfare must be approved by the Board of Control.
- iii. Examples of eligible in-state travel include:
 - a. The Director of Human Resources attends a meeting at the Department of Administrative Services in Columbus.
 - b. A social worker travels to Columbus to pick up a child for placement in a local foster home.

C. Out-of-State Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for out-of-state travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - Transportation,
 - b. Lodging,
 - c. Car rentals,

- d. Meals,
- e. Registration fees,
- f. Mileage,
- g. Parking & Tolls, and
- h. Miscellaneous expenses.

All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 8) and/or the Mileage Report form (Exhibit 9).

- ii. Approval Requirements: All out-of-state travel under \$500 requires approval of the Fiscal Officer prior to incurring travel costs. (See Section V (E) for exceptions in the case of emergency travel). All out-of-state travel \$500 or above or any out-of-sate that involves airfare regardless of dollar amount requires approval of the Board of Control prior to incurring travel costs. Note that Cuyahoga County-owned fleet vehicles may not cross the state line unless a request for out of state travel is approved prior to such travel (For additional information on the use of County-owned fleet vehicles, see Section VI (A) & (B).
- iii. Examples of eligible out-of-state travel include:
 - a. The Director of Development travels to Chicago, Illinois to meet with federal officials concerning an audit of a County program.
 - b. An elected official meets with the Congressional Delegation in Washington, D.C.

D. International Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for international travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation,
 - b. Lodging,
 - c. Car rentals,
 - d. Meals,

- e. Registration fees,
- f. Mileage,
- g. Parking & Tolls,
- h. Fees for duty-related international travel, and
- i. Miscellaneous expenses.
- ii. Approval Requirements: All international travel in any amount requires approval of the Board of Control prior to incurring travel costs. (See Section V (E) for exceptions in the case of emergency travel). Note that Cuyahoga County-owned fleet vehicles may never be driven out of the United States under any circumstances (For additional information on the use of County-owned fleet vehicles, see Section VI (A) & (B)). Travel to any country under state department advisories should be postponed, if possible, until the state advisory is lifted. If not possible, please discuss the required travel with the legal and insurance departments prior to booking the travel. Reimbursement for international travel will be determined on a case by case basis depending on the travel destination.
- iii. An example of eligible international travel is when employees of the Department of Human Resources travel to Argentina to recruit social workers.

E. Emergency Travel

- i. In the event a County traveler is unable to secure the approvals required in paragraphs A-D of this section due to unforeseen or extenuating circumstances, the County traveler may request approval after travel expenses have been incurred. The County traveler must provide a rationale explaining why the necessary approval was not secured prior to incurring such travel expenses.
 - a. In-County, in-state and emergency travel under \$1000 only requires approval from the Department Head.
 - b. In-County, in-state and emergency travel of \$1000 or more, as well as out-of-state or international travel requires approval of the Fiscal Officer.
- ii. Any travel expenses incurred by a County traveler prior to obtaining required approvals are at the County traveler's own risk.
- iii. Information should be entered into OnBasethe travel request system as soon as possible.

SECTION VI Use of Vehicles

A. Seat Belt Usage

The County recognizes that safety belts are an important item of personal protective equipment and that safety belts save lives and reduce the severity of injuries to those who wear them. It is the County's commitment to do everything reasonable to prevent injuries to employees and damage to property and to protect the County, its employees and the general public from the results of vehicle accidents.

This policy applies to all County employees and to all occupants of vehicles driven by employees on County business. Occupants shall use safety belts in all vehicles driven on County business (whether County owned or privately-owned vehicles). It is especially important that all employees demonstrate their commitment to and support of this policy by their strict adherence to it.

Any employee who is cited by a law enforcement agency for not wearing a safety belt will be responsible for any fines or other actions that may result as part of the citation. Employees who violate this policy may be subject to disciplinary action, up to and including removal.

B. Driving on County Business

Every employee who drives or operates a County fleet vehicle at any time, or who operates any motor vehicle (i.e., employee's personal vehicle, rental vehicle) on, or in the course of County business must strictly adhere to the following requirements:

- a. The employee must have and maintain at all times, without interruption, a valid driver's license and the minimum automobile insurance coverage required by Ohio law. Employees are solely responsible to make sure that their licenses and automobile insurance are properly renewed/maintained.
- b. Employees are responsible to make sure that the Ohio Bureau of Motor Vehicles (BMV) has the employee's correct mailing address. Employees can notify the BMV of an address change by visiting the BMV website (http://www.ohiobmv.com/). If the BMV sends notification of a license suspension or other mailing to the address in its records, the employee is deemed to be properly notified and held responsible for having knowledge of the suspension or other matter.
- c. If the employee's driver's license and/or insurance is expired, suspended, revoked, or otherwise invalid, the employee shall immediately report this fact to their immediate supervisor, and immediately stop driving on, or in the course of County business. The employee's Department Director, with the concurrence of the

Director of Human Resources, may allow the employee to resume driving on, or in the course of County business upon the employee providing acceptable proof of insurance coverage and driver's license (or appropriate occupational driving privileges granted by a court of competent jurisdiction). Other conditions may be imposed as appropriate in light of the circumstances of each individual case.

- d. All occupants (including non-employees) of any motor vehicle being used on, or in the course of County business are required to wear a safety belt at all times.
- e. Employees who are required to transport children on, or in the course of County business must follow all applicable Ohio laws regarding the use of car seats or other restraints.
- f. Employees must follow all traffic laws and parking regulations. Employees are solely responsible for the cost of any driving/moving infraction/violation, parking tickets, impound charges, towing charges, and/or storage charges incurred while driving a County fleet vehicle or any vehicle on, or in the course of County business.
- g. The use of alcohol and/or other controlled substances including a prescription or over the counter medication, which may temporarily render an employee unable to operate a vehicle safely is strictly prohibited.
- h. An employee involved in a motor vehicle accident must strictly adhere to the vehicle accident reporting requirements set forth in this policy.

C. County Fleet Vehicles

Whenever travel by automobile is authorized, the use of a County fleet vehicle is preferred. When two or more County travelers are traveling to the same destination, it is recommended that a County fleet vehicle be requested. If no County fleet vehicle is available, County travelers are requested to ride-share whenever reasonable. If "ride- share" is used, only one traveler is eligible for mileage reimbursement at the respective IRS rate. County travelers driving County-owned vehicles shall maintain a valid driver's license and carry state required liability insurance. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a County-owned vehicle on County business must be reported.

i. Reserving a County Fleet Vehicle

Requests for fleet vehicles shall be submitted to the Department of Public Works, Fleet Services. A Vehicle Request Form can be found on Cuyahoga County's Website Department of Public Works/Fleet & Transportation Services (sample attached as EXHIBIT 2). This form should be completed, approved by the Department Head and submitted to the Public Works Department, Fleet Services within a reasonable amount of time before the requested travel date. Requests for fleet

vehicles shall specify:

- a. The date(s) the vehicle will be in use,
- b. The name(s) of the County travelers who will be driving the vehicle,
- c. Copies of valid driver's license(s) of anyone who will be driving the vehicle,
- d. The destination of the vehicle, and
- e. The date the vehicle will be returned.
- f. Priority will be granted to those requestors submitting prior reservations. Unscheduled requests will be accommodated based on the availability of fleet vehicles.
- g. A credit card, restricted to the purchase of gasoline only, is available through the Department of Public Works upon request. Travelers who purchase gasoline with their own credit card or cash will be reimbursed provided an original receipt is submitted.

ii. Use of County Fleet Vehicles

County travelers shall abide by the following rules when operating County fleet vehicles:

- a. Use of fleet vehicles is restricted to an employee's regular working hours unless otherwise approved by the Department Head,
- b. Personal use of a fleet vehicle is strictly prohibited,
- c. Only those persons authorized to travel and/or drive in a County fleet vehicle shall be permitted to operate or ride in the vehicle,
- d. No County fleet vehicle may be driven out-of-state without prior approval as required in Section IV,
- e. Smoking is strictly prohibited inside a fleet vehicle,
- f. Employees must comply with the County Vehicle Idling Policy. The policy can be obtained by contacting fleet services,
- g. No County fleet vehicle may be driven outside of the United States under any circumstances,
- h. All County fleet vehicles and keys must be returned by the approved date

and time unless prior arrangements have been made, and

i. All County fleet vehicles must be returned in the condition they were received; if any damage is done to the vehicle, depending on the circumstances, the department or employee will be charged for repairs in accordance with Public Works policy.

iii. County Fleet Vehicle Collisions

In the event a County fleet vehicle is involved in a collision, County travelers must follow the following procedures:

- a. Stop immediately, call the appropriate authorities, for example 9-1-1, and request medical assistance, if required, and if possible must notify supervisor,
- b. Take safety precautions, as required by law, to prevent further collisions. The County's insurance identification card is located in the vehicle's glove compartment,
- c. Exchange your name, County information and address, license plate number, and driver's license number with the other driver(s),
- d. Fully cooperate with authorities in the event of a collision. Do not make any statements other than in response to the questions of an investigating officer. No County traveler is required to make any statements he or she believes would incriminate himself/herself,
- e. Complete the Drivers Accident Report found in the vehicle's glove compartment,
- f. Have available witnesses complete a Witness Questionnaire, also located in the vehicle's glove compartment,
- g. Call the Department of Public Works, Fleet Services at 216-661-2800,
- h. Notify the County's Insurance Coordinator at 216-443-7298, and
- i. Notify your supervisor as soon as possible.

iv. County Fleet Vehicle Breakdowns

In the event a County fleet vehicle breaks down, County travelers shall comply with the following procedures:

a. Pull the vehicle off the road, if possible, and turn on the vehicle's hazard

lights.

- b. Place the orange CUYAHOGA COUNTY VEHICLE emergency placard in the window (located in the glove compartment).
- c. During regular hours call the Department of Public Works, Fleet Services at 216-661-2800. For after-hours assistance call the County Protective Services Dispatch Number at 216-443-2141 or toll free at 1-888-814-3578 24/7. Be prepared to provide the following information:
 - 1. Your name and department/agency name;
 - 2. Your supervisor's name and phone number;
 - 3. The County fleet vehicle information:
 - Make, model, color, and type of vehicle;
 - License number and last 4 digits of the vehicle identification number located on the driver's side/corner of the dashboard;
 - The exact location of the vehicle; and
 - Any special needs (medical needs, contacts that should be made, etc.)
- d. Stay on the line with the Protective Services Unit to provide further information or receive additional instructions. You will be advised where to meet the tow truck.
- e. For safety reasons, you may be advised to return to your vehicle. When the tow truck arrives, confirm that the service was dispatched by the Protective Services Unit.
- f. During regular business hours (Monday-Friday 7:30 a.m. 4:30 p.m.) the vehicle will be towed to the County Fleet Services Garage. After regular business hours the vehicle will be towed to the towing company's lot.
- g. The tow truck service can usually provide a ride for the driver and one passenger to the County Garage during regular business hours, or the towing company's lot after regular business hours. Arrangements for further transportation rest with the employee.

D. <u>Department Vehicles</u>

Employees shall follow the procedures established by their Department Head for the use of County-owned or leased vehicles assigned to the department. All other rules governing the use of County fleet vehicles shall apply to the use of department vehicles. County travelers driving County-owned vehicles shall maintain a valid driver's license and carry state required liability insurance. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a County-owned vehicle on County business must be reported in compliance with the Personnel Policies and Procedures Manual.

E. Personal Vehicles

Whenever travel by automobile is authorized, the use of a County fleet vehicle or department vehicle is preferred. However, a County traveler may use a personal vehicle when a County vehicle is unavailable or when the cost of using a County vehicle exceeds the cost of the travel mileage. Employees using personal vehicles to travel for County business shall be subject to the applicable requirements in the Personnel Policies and Procedures Manual governing employees driving on County business. Mileage reimbursement for personal vehicles is governed by the IRS. For the latest reimbursement rates, please refer to the I rate at https://www.irs.gov/taxprofessional/standard mileage rates/ (See Exhibit 5). Any gasoline, damages, needed service or repairs to a private vehicle are the responsibility of the vehicle's owner, as these costs are included in the per-mile cost reimbursement. County travelers shall maintain a valid driver's license, carry state required liability insurance, and current automobile registration. An employee on, or in the course of county business, may not be transported by a non-county employee unless approved by the employee's supervisor. Employees must maintain their vehicle in a good and safe operating condition. Smoking is strictly prohibited within an employee's personal vehicle when transporting other employees and/or the public in the course of county business. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a personal vehicle on County business must be reported in compliance with the Personnel Policies and Procedures Manual.

SECTION VII Authorized/Unauthorized Expenses

A. General

Individuals traveling on County business are expected to use the most cost-effective means of achieving the intended purpose of the trip. Emergency or unexpected travel situations should be documented if additional travel costs are incurred. All travel requests should be submitted timely and booked as early as feasible to obtain

any discounts or group rates available. All expenses submitted for reimbursement are subject to review by the Department Head and the Fiscal Office. It is the responsibility of each department or agency to address the availability of funds before any travel is requested. Receipts/invoices are required for all authorized expenses, except where otherwise provided. The respective department designated point of contact, in the case of airfare, must contact the County's travel agent prior to making any travel arrangements. The travel agency may also be used to facilitate lodging and car rental bookings although those arrangements must be paid for using your personal credit card (for which a reimbursement request should be submitted) or a pre-approved payment from the County. See Section IV (D) for note on Professional Travel.

In addition, individuals may <u>not</u> accept payment for, or reimbursement of, travel expenses from a third-party entity/organization currently doing, or seeking to do, business with the County.

B. Authorized Expenses.

The following expenses are authorized for reimbursement, subject to the limitations and exceptions in this policy:

- i. Ground and other Transportation for travel between business locations, travelers are encouraged to choose the most cost-effective means of transportation available and will be reimbursed for shuttles, taxis or other comparable ride services, and local mass transit based upon comparable modes of transportation and the provision of original receipts. Other reimbursable transportation expenses include parking, bridge, and highway and tunnel tolls. Such transportation expenses exceeding ten dollars per expenditure require detailed and itemized receipts, except for tolls paid into an automatic coin drop and parking meters. Other potential authorized travel expenses include:
 - a. Airfax,
 - b. Public transit, including trains, and
 - c. Other as approved by the respective Department Heads and/or Fiscal Officer.

ii. Lodging

- a. County travelers shall seek accommodations that are safe, offer a good value, and meet business needs. County travelers requiring reasonable accommodations may notify the County's travel agent of any special needs.
- b. Many hotels/motels will offer a corporate or government rate when requested, which should be utilized whenever available and economically feasible.
- c. For reservation purposes, the County is State of Ohio Political Subdivision

- #29. The County's federal tax identification number is 34-6000817. If the hotel requires additional confirmation of the County's tax-exempt status, contact the Office of Procurement and Diversity (OPD) at 216-443-7202 for the County's official tax-exempt form (EXHIBIT3).
- d. Authorized expenses for lodging shall not exceed the lowest available single room rate. County travelers must produce an itemized bill, indicating payment to be eligible for reimbursement, as some charges may not be authorized expenses.
- e. The County is a tax-exempt organization. It is always exempt from State of Ohio sales tax. The Ohio tax exemption form is available from OPD by calling 216-443-7202. To help ensure tax-exempt treatment, the following steps should be followed:
 - 1. When the reservation is made, advise the hotel representative that the County is a tax-exempt organization, and inquire as to the appropriate process to follow.
 - 2. Obtain a copy of the tax exemption certificate from OPD. Present it at the time of registration and payment.
 - 3. Any questions on the payment of sales tax should be directed to OPD.

iii. Car Rental

- a. Authorized expenses for car rental shall not exceed the lowest available rate for a compact or mid-sized vehicle, dependent on need.
- b. County travelers shall consider other, more economical alternatives to car rental whenever feasible. The County's travel agent has negotiated agreements with many car rental agencies. Travelers should consult the County travel agent for possible alternatives at your destination that may meet their needs. See Section IV (D) above.

iv. Meals

a. County travelers may be reimbursed for meals purchased outside of Cuyahoga County for each day of approved travel that includes an overnight stay. Authorized meal expenses shall be supported by actual receipts and capped at a flat per diem daily allowance. The reimbursement of meals is designed to offset the additional cost of travel, and not to entirely pay for the employee's meal expenses while on authorized travel status.

- 1. A maximum per diem of \$50 per day in regular-price locations and \$60 per day in premium-price locations (See EXHIBIT 3) for listing) shall be reimbursed to an employee on authorized travel with valid receipts. Expenses greater than these amounts shall not be reimbursed nor will any reimbursement be made for alcoholic beverages.
- 2. If an employee is eligible for the meal reimbursement, but the duty-related travel does not constitute a full day, the per-day maximum shall be reduced by the following amounts depending on the day and time of the travel: (For regular-price and premium-price locations respectively).

	Regular Price Locations	Premium Price Locations
Breakfast	\$9.00	\$12.00
Lunch	\$13.00	\$16.00
Dinner	\$28.00	\$32.00
Total	\$50.00	\$60.00

Reimbursement is authorized for breakfast when as employee is on authorized travel anytime between the hours of 12:01 a.m. and 8:00 a.m.; for lunch when an employee is on authorized travel status anytime between the hours of 8:01 a.m. AND 6:00 p.m.; and for dinner when an employee is on authorized travel status between 6:01 p.m. and 12:00 a.m. When registration fees include meals (e.g., breakfast, luncheon with speaker, etc.), or if meals are included in the cost of a hotel stay, the normal allowance as listed in the table for said meals shall be deducted from the daily per diem allowance.

- b. If a meal is offered as part of the event and the employee has medical restrictions, the employee should make every effort to have the conference facilitate his or her needs. If the event does not honor the request, the employee may be reimbursed, but must include supporting documentation. Additional expenses for medical and/or religious dietary needs will be considered on a case-by-case basis by the Department Head. If an employee on duty-related travel dines with another employee, each shall pay their own bill.
- c. All meal reimbursements must be supported by original detailed receipts. Summary credit card receipts will not qualify as original receipts as they are not always itemized.
- d. NOTE: Gratuities are included in the maximum daily meal allowances and/or

individual meal maximums. An employee may opt to use room service for meal(s) while on travel. In this case, the cost of room service will be included in the daily meal allowance.

v. Registration Fees

- a. County travelers may be authorized to attend a meeting or convention sponsored by an association or a workshop, seminar, webinar, on-line course, or training course sponsored by an agency, institution, or association.
- b. The County will pay for or reimburse an employee for approved expenses related to continuing education, if such education is a requirement for continued employment.
- c. The County may approve payment or reimbursement for other educational opportunities (e.g. Advanced degrees) that provide professional development with the approval of the Board of Control.
- d. Conferences, meetings, and staff development may include the cost of registration fees. If membership fees are included in the registration fee, the cost of membership must be separated from the registration fee and listed separately on all documentary evidence and the reimbursement voucher. An agenda and/or schedule of events must also be attached to the reimbursement voucher. Only the actual expense of registration fees will be reimbursed.
- e. Expenses for optional recreational activities that are not included in registration fees and will not be reimbursed.

vi. Mileage

- a. County travelers using a personal vehicle may be reimbursed for authorized travel at the standard mileage rate(s) currently established by the Internal Revenue Service for business miles driven. For the latest reimbursement rates, please refer to the IRS rate https://www.irs.gov/tax-professionals/standard mileage rates/ (See Exhibit 5). It is the responsibility of the County traveler to confirm the current rate for reimbursement.
- b. Bargaining unit employees should refer to their union contract for approved mileage reimbursement rate(s). Mileage reimbursement shall be allowed for travel from an employee's regular worksite to an alternate worksite or training/conference location, and vice versa.
- c. When a County traveler is required to travel to a worksite other than his/her main worksite, the employee will be reimbursed only for the mileage in excess of that which would have been incurred by the County traveler's normal commute.

d. When a County traveler travels from his/her residence to a worksite other than his/her main worksite but travels through the general area of the main worksite, mileage reimbursement will be based on the mileage from the main worksite to the other worksite, and vice versa.

vii. Parking and Tolls

a. The actual expenses of parking costs, including airport long-term parking expenses and tolls will be reimbursed when an employee is authorized to travel. Valet parking will not be reimbursed unless no other parking options are available.

viii. Fees for Duty-Related International Travel

a. Fees for duty-related international travel may be authorized by the Fiscal Officer. Passport application fees are the responsibility of the County traveler and are not eligible for reimbursement. County travelers shall consult the County's travel agent for all international travel arrangements. (See Section IV (F)).

ix. Miscellaneous Expenses

a. Actual expenses for telephone services, data and internet services, faxes, remote computer connections, printing, Wi-Fi access, and other necessary resources used for conducting official business may be reimbursed. Any miscellaneous fees used for non- County business will not be reimbursed.

C. Unauthorized Expenses

The following expenses are not eligible for reimbursement under any circumstances:

- i. Alcoholic beverages,
- ii. Cosmetic items,
- iii. Entertainment,
- iv. Laundry/Dry cleaning,
- v. Room service (except charges for meals, which will be considered an authorized expense up to the allowable maximums in Section VII (B)(iv),

- vi. Parking/speeding tickets or other moving violations,
- vii. Valet parking: If no other options are available, valet parking may be reimbursed,
- viii. Personal telephone calls or internet usage,
- ix. Personal miscellaneous expenses,
- x. Private vehicle repairs,
- xi. Travel insurance expenses air, rental car etc.,
- xii. Spouse/dependent travel costs,
- xiii. Meal costs exceeding the maximum per day amount,
- xiv. In-flight movies, hotel room movies and video games,
- xv. Lost and overweight baggage,
- xvi. Medical expenses,
- xvii. Credit card finance charges,
- xviii. Vacation or extended stay expenses related to personal days before, during or after County travel. NOTE: Additional expenses related to "beyond-your-control" events will be handled on a case by case basis), and
 - xix. Political expenses.

SECTION VIII

Exceptions, Amendments, & Ethics

- A. Exceptions: This policy is not intended to address every issue, exception or contingency that may arise in the course of travel. Upon written request submitted to the Fiscal Officer, by the employee, the Fiscal Officer, County Executive or designee may grant exception to this policy at his or her discretion.
- B. Ethics: No employee or official of Cuyahoga County shall solicit or receive travel expenses from a party that is regulated by, or doing or seeking to do business with, the particular department involved.
- C. Submission of false reimbursement claims may result in disciplinary action.

EXHIBITS

EXHIBIT 1 – V	OUCHER /
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EXHIBIT 2 – COUNTY FLEET VEHICLE REQUEST FORM

EXHIBIT 3 – COUNTY TAX EXEMPT FORM

EXHIBIT 4 – PREMIUM TRAVEL AREAS

EXHIBIT 5 – IRS.GOV – STANDARD MILEAGE RATE CHART

EXHIBIT 6 – TRAVEL AUTHORIZATION FORM

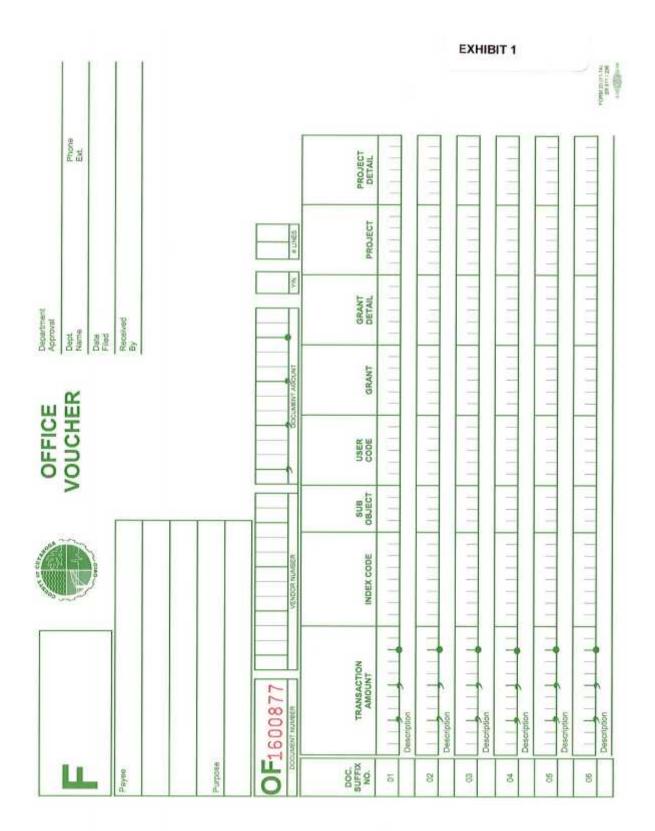
EXHIBIT 7 – ANTICIPATED TRAVEL EXPENSE REPORT FORM

EXHIBIT 8 – TRAVEL EXPENSE REPORT FORM

EXHIBIT 9 – MILEAGE REPORT FORM

EXHIBIT 10 – EMPLOYEE REIMBURSEMENT VOUCHER

EXHIBIT 11 – MULTIPLE EMPLOYEE VOUCHER



VEHICLE REQUEST FORM FLEET SERVICES 4000 Brookpark Rd. Phone (216) 661-2800 • Fax (216) 661-5520

Please fill out completely Requesting person, please fill out top section and have Dept. Supervisor fill/sign 2nd section.

INFORMATION	Department Requesting Use of Vehicle(s)	ehicle(s)	Driver(s)		
	Destination		Contact No.		1
	Pick-up Date	Time	Return Date	Time	
	TYPE OF VEHICLE NEEDED:	Sedan Cargo Van 15 Pass. Van	7 Pass. Van w/seats Mini Van w/one seat	7 Pass. Van w/seats Mini Van w/one seat removed Mini Van w/both seats removed	
AUTHORIZING DEPT/DIVISION HEAD	Signature		Contact No.	Index Code	
	Chargeback rates to Department \$.521	\$.521			
FLEET SERVICES USE ONLY	☐ Approved ☐ Disapproved:				
	Reason for disapproving request	£4			
	Signature	MO 00.4 OT M A 00.4 BOA MOITAGE OF SOLICE	MOO. FOT MA		
	NOUNS OF OPERATION ARE 7:00 A.M. TO 4:00 P.M. VEHICLES MUST BE RETURNED/PICKED-UP BY 4:00 P.M. COLINTY GARAGE DOES NOT PROVIDE PARKING OR PICK-LIP AND DROP-DEE SERVICES TO CLISTOMERS.	HOURS OF UPEKATION ARE 7:00 A.M. TO 4:00 F.M. VEHICLES MUST BE RETURNED/PICKED-UP BY 4:00 P.M. MOT BEOWINE BABKING OB BICK JIB AND DROPD OFF SE	KED-UP BY 4:00 P.M.	SQ TO CLISTOMEDS	

EXHIBIT 2



Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Cuyahoga County identified as tax exempt (No. 29 Political Sub-Division State of Ohio)

Cuyahoga County Federal I.D. No. 34-6000-817.

Purchaser must state a valid reason for claiming exception or exemption.

Purchasing Administrator
Tale

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.

Exhibit 4

List of Premium Price Locations

State of California

Washington, DC

Chicago, IL

State of Florida

Boston, MA

Las Vegas, NV

State of New York

Philadelphia, PA

State of Texas

State of Arizona

New Orleans, LA

Baltimore, MD

Atlanta, GA

EXHIBIT 5

Home > Tax Pros > Standard Mileage Rates

Standard Mileage Rates

English

Enrolled Agents

Annual Filing Season Program Participants

Enrolled Retirement Plan Agents

Certified Professional Employer Organizations (CPEO)

Enrolled Actuaries

E-File Providers

Modernized e-File

The following table summarizes the optional standard mileage rates for employees, self-employed individuals, or other taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes.

Rates	in c	ents	per	mile

Period	Business	Charity	Medical Moving	Source
2017	53.5	14	17	IR-2016-169
2016	54	14	19	IR-2015-137
2015	57.5	14	23	IR-2014-114
2014	56	14	23.5	IR-2013-95
2013	56.5	14	24	IR-2012-95
2012	55:5	14	23	IR8-2012-02
July 1 - Dec. 31, 2011	55.5	14	23.5	IR-2011-69
Jan. 1 - June 30, 2011	51	14	19	IR-2010-119
2010	50	14	16.5	IR-2009-111
2009	55	14	24	IR-2008-131
July 1 - Dec. 31, 2008	58.5	14	27	IR-2008-R2
Jan. 1 - June 30, 2008	50.5	14	19	IR-2007-192
2007	48,5	14	20	IR-2006-168
2006	44.5	14	18	18-2005-138
2005	40,5	14	15	I8-2004-139 Pub. L. 109-73 I8-2005-99
2004	37.5	14	14	18:2003-121
2003	36	14	12	Rev. Proc. 2002-61
2002	36.5	14	13	Rev. Proc. 2001-54

TA REQUEST PREPARER PHONE NO. Explanation of request. Explain purpose and justification. If more than one person is traveling, indicate why. Attach a copy of agenda, course I herby certify that the requested travel complies with the Cuyahoga County's travel policy COMPLETE NAME OF GROUP SPONSORING EVENT REQUEST DATE DIRECTOR OF FINANCE (IF NECESSARY) COMPLETE TITLE OF EVENT DEPARTMENT DIRECTOR MPLOYEE VENDOR NUMBER TA REQUEST PREPARER NAME CHART OF ACCOUNTS # GOING FROM DIVISION STAMATED COST Travel Authorization Form Summary of proposed trip including city and state; RAVELER TITLE NCLUSIVE DEPARTURE/RETURN INCLUSIVE ATTENDANCE DATES CHIEF EXECUTIVE OR DESIGNEE IF TRAVEL GREATER THAN \$1,000 DEFICE OF BUDGET AND MANAGEMENT (IF NECESSARY) 2 FROM description or invitation.

EXHIBIT 6

MPLOYEE NAME

DEPARTMENT

Anticipated Travel Expense Report

	-		_		
SAT					
FRI					
THUR					
WED					
TUE					
MON					
NUS					
EXPENSE DETAIL	MONTH & DATES COVERED	LODGING (Excluding Meals)	BREAKFAST	LUNCH	DINNER
EXPEN	OW	TOD			

\$0.00

TOTAL

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

SUBTOTAL MEALS
REGISTRATION

CAR RENTAL

NUMBER OF MILES DRIVEN

REIMBURSEMENT RATE PER MILE
MILEAGE REIMBURSEMENT

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00 \$0.00 \$0.00 EXHIBIT 7 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 TELEPHONE AND POSTAGE TOTALS OTHER EXPENSES (Itemize) FUNDING SOURCE:

32

Travel Expense Report

DOCUMENT REFERENCE NO. TA

THAVELPURPOSE

THAVELPURPOSE

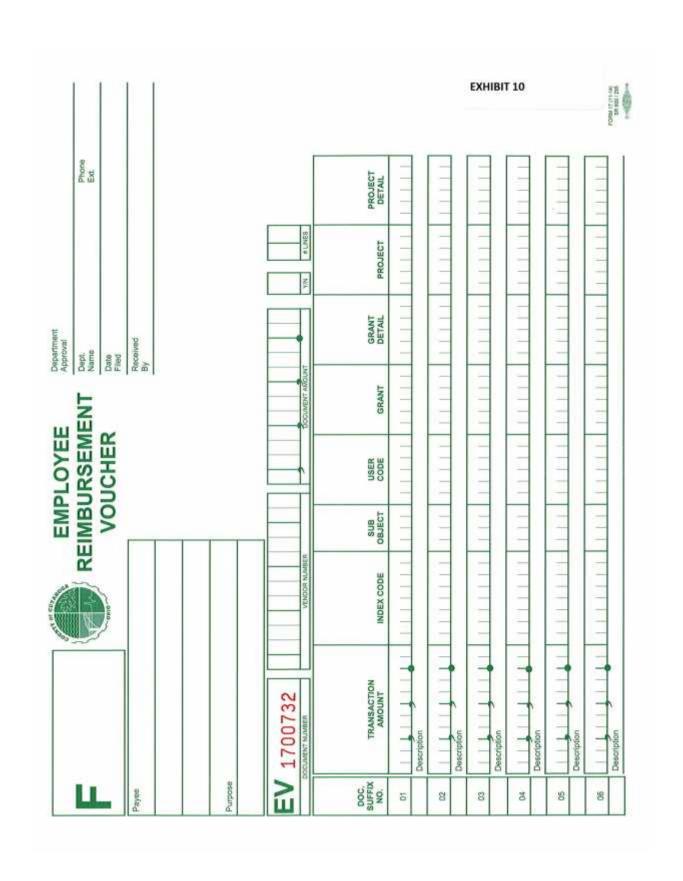
THAVELPURPOSE

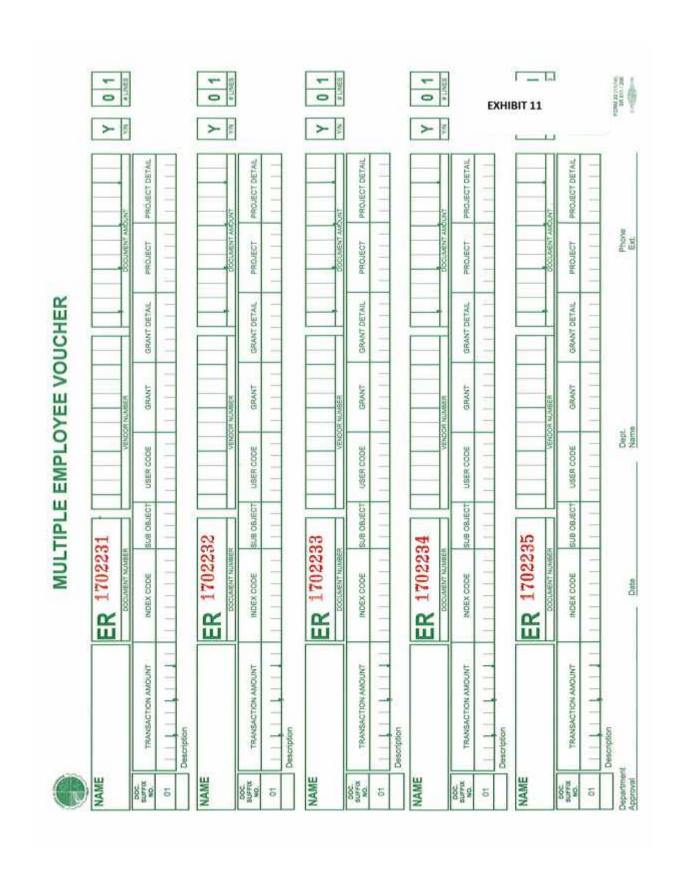
UBMISSION DATE

\$0.00		•	employee TOTAL	the amount due	parentheses, this is	If total is not in	unt due County.	If total Is in parentheses, this is amount due County. If total is not in parentheses, this is the amount due employee TOTAL
UNT	COUNTY PREPAID AMOUNT		s, etc.)	(registration, airfan	County paid expenses (registration, airfare, etc.)			Cash Advances Received (Warrant #
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	TOTALS
\$0.00								OTHER EXPENSES (Itemize)
\$0.00								TELEPHONE AND POSTAGE
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	MILEAGE REIMBURSEMENT
								REIMBURSEMENT RATE PER MILE
								NUMBER OF MILES DRIVEN
\$0.00								PARKING, TAXI, BUS, TRAIN, TOLLS, ETC.
\$0.00								CAR RENTAL
\$0.00								AIRFARE
\$0.00								REGISTRATION
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	SUBTOTAL MEALS
\$0.00								DINNER
\$0.00								LUNCH
\$0.00								BREAKFAST
\$0.00								LODGING (Excluding Meals)
								MONTH & DATES COVERED
TWI OIL	SAI	HH	HUR	WED	IUE	MON	SUN	EXPENSE DETAIL

or applicable collective bargaining contract. In the event that I am driving it grivately evenet meeting the requirements as described in the County Travel Policy. SIGMATURE DATE APPROVED DIRECTOR DATE DATE DATE DATE DATE	ATTACH ALL ORIGINAL RECEIPTS TO THIS FORM TIRAVEERS CERTIFICATE: a pertify that the expenses identified in this report are limited to those which I actually incurred on County business and that these expenses meet the requirements of the County Travel Policy.	are limited to those which I ements of the County Travel Policy	APPROVED EXECUTIVE OR DESIGNEE	DATE
PROCESSED ACCOUNTS PAYABLE	or applicable collective bargaining contract. In the event that I am driving it go County business, I also confly that I am insured under a policy of liability insur- described in the County Travel Policy.	rivately owned motor vehicle on ance meeting the requirements as	APPROVED DIRECTOR.	DATE
	SIGNATURE	DATE	PROCESSED ACCOUNTS PAYABLE	DATE

EXHIBIT 8





County Council of Cuyahoga County, Ohio

Resolution No. R2018-0076

Sponsored by: County Executive	A Resolution making an award on RQ41251			
Budish/Department of	to RSM US LLP in the amount not-to-exceed			
Information Technology	\$515,000.00 for third-party assurance			
	assessment services for components of the			
	County's Enterprise Resource Planning			
	System for the period 4/17/2018 -			
	12/31/2019; 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.

WHEREAS, the County Executive/Department of Information Technology has recommended an award on RQ41251 to RSM US LLP in the amount not-to-exceed \$515,000.00 for third-party assurance assessment services for components of the County's Enterprise Resource Planning System for the period 4/17/2018 - 12/31/2019; and

WHEREAS, the goal of this project is to provide validation that the various phases of the ERP project are well planned, tested and implemented; and

WHEREAS, the funding for this project is from the ERP General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ41251 to RSM US LLP in the amount not-to-exceed \$515,000.00 for third-party assurance assessment services for components of the County's Enterprise Resource Planning System for the period 4/17/2018 - 12/31/2019.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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 byduly adopted.	, seconded by, the fore	egoing Resolution was
Yeas:		
Nays:		
	County Council President	Date
	County Executive	Date
	Clerk of Council	 Date

First Reading/Referred to Committee: March 27, 2018

Committee(s) Assigned: Finance & Budgeting

Journal CC040 April 10, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0077

Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division A Resolution authorizing an amendment to Master Contract No. CE1700026 with various providers for residential treatment services for the period 2/1/2017 - 1/31/2019 to change the scope of services, effective 2/1/2018, and for additional funds in the amount not-to-exceed \$3,755,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended an amendment to Master Contract No. CE1700026 with various providers for residential treatment services for the period 2/1/2017 - 1/31/2019 to change the scope of services, effective 2/1/2018, and for additional funds in the amount not-to-exceed \$3,755,000.00; and

WHEREAS, the goal of this amendment is to provide residential beds and treatment for youth who are in need of a higher level of care; and

WHEREAS, the service providers are as follows:

- a. Applewood Centers, Inc.
- b. Bellfaire Jewish Children's Bureau
- c. Community Specialists Corporation dba The Academy
- d. Cornell Abraxas Group, Inc.
- e. George Junior Republic in Pennsylvania
- f. The Glen Mills Schools
- g. Keystone Richland Center, LLC dba Foundations for Living
- h. Lakeside for Children dba Lakeside Academy
- i. Muskegon River Youth Home, Inc.
- j. New Directions, Inc.
- k. OhioGuidestone
- 1. Rite of Passage, Inc.
- m. The Summit School, Inc. dba Summit Academy
- n. The Village Network
- o. The Cleveland Christian Home, Inc.
- p. Safehouse Ministries dba Safehouse Residential Services Division

q. Star Commonwealth dba Starr Albion Prep

WHEREAS, this program is funded by Health and Human Services Levy funds (\$3,005,000.00) and Title IV-E funds (\$750,000.00); and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Master Contract No. CE1700026 with various providers for residential treatment services for the period 2/1/2017 - 1/31/2019 to change the scope of services, effective 2/1/2018, and for additional funds in the amount not-to-exceed \$3,755,000.00.

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

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

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

On a motion byduly adopted.	, seconded by	, the foregoing Resolution was
Yeas:		
Nays:		

County Council President	Date
County Executive	Date
Clerk of Council	——————————————————————————————————————

First Reading/Referred to Committee: <u>March 27, 2018</u> Committee(s) Assigned: <u>Public Safety & Justice Affairs</u>

Journal CC040 April 10, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0056

Sponsored by: County Executive	A Resolution authorizing an agreement
Budish/Fiscal Officer	with State of Ohio, Office of the Auditor in
	the amount not-to-exceed \$533,000.00 for
	an annual audit for Calendar Year 2017 for
	the period 1/1/2018 - 12/31/2018;
	authorizing the County Executive to execute
	the agreement and all other documents
	consistent with this Resolution; and
	declaring the necessity that this Resolution
	become immediately effective.

WHEREAS, the County Executive/Fiscal Officer has recommended an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2017 for the period 1/1/2018 - 12/31/2018; 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 hereby authorizes an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2017 for the period 1/1/2018 - 12/31/2018.

SECTION 2. That the County Executive is authorized to execute the agreement 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 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 byduly adopted.	, seconded by, tl	he foregoing Resolution was
Yeas:		
Nays:		
	County Council Presid	ent Date
	County Executive	Date
	Clerk of Council	Date

First Reading/Referred to Committee: March 13, 2018

Committee(s) Assigned: Finance & Budgeting

Committee Report/Second Reading: March 27, 2018

Journal CC040 April 10, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0064

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

A Resolution making an award on RQ40102 to Young Women's Christian Association of Greater Cleveland in the amount not-toexceed \$1,936,749.00 for operation and case management services for the Norma Herr Women's Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 -12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the that this Resolution become necessity immediately effective.

WHEREAS, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Office of Homeless Services has recommended an award on RQ40102 to Young Women's Christian Association of Greater Cleveland in the amount not-to-exceed \$1,936,749.00 for operation and case management services for the Norma Herr Women's Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 - 12/31/2018; and

WHEREAS, the goal of this project is to provide operation and case management services for the Norma Herr Women's Shelter, located at 2227 Payne Avenue, Cleveland; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ40102 to Young Women's Christian Association of Greater Cleveland in the amount not-to-exceed \$1,936,749.00 for operation and case management services for the Norma Herr Women's Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 - 12/31/2018.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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 byduly adopted.	, seconded by	, the forego	oing Resolution was
Yeas:			
Nays:			
	County Council P	President	Date
	County Executive	<u> </u>	Date
	Clerk of Council		Date

First Reading/Referred to Committee: March 13, 2018 Committee(s) Assigned: Health, Human Services & Aging

Committee Report/Second Reading: March 27, 2018

Journal CC040 April 10, 2018

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0002

Sponsored by: County Executive	An Ordinance enacting Title 13, Chapter		
Budish/Department of Consumer	1301 of the Cuyahoga County Code to		
Affairs	establish the Cuyahoga County Consumer		
	Protection Code; amending Section		
Co-sponsored by: Councilmembers	202.16(A)(7) of the Cuyahoga County Code to		
Simon, Brown, Jones, Miller and	clarify the duties and responsibilities of the		
Brady	Department of Consumer Affairs/Division of		
	Consumer Protection.		

WHEREAS, Council deems it necessary to adopt regulations governing the County's Department of Consumer Affairs; and

WHEREAS, the need to promote honest and fair business practices; and the protection of the citizens of and visitors to Cuyahoga County from unfair and deceptive practices and acts are in the best interest of the public;

WHEREAS, the public health, safety and welfare of the residents of the County will best be served by enacting a Cuyahoga County Consumer Protection Code that provides for enforcement by the Department of Consumer Affairs through many means.

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

SECTION 1. Title 13, Chapter 1301 of the Cuyahoga County Code is hereby enacted as follows:

Title 13: Commercial Regulation

Chapter 1301 Consumer Protection

Section 1301.01: Definitions

As used in the Chapter 1301:

- (A) "Appliances" shall mean any device or instrument operated by electricity, gas or otherwise, and designed for personal, family or household purposes.
- (B) "Assurance of Voluntary Compliance" shall mean a written agreement resolving or otherwise disposing of issues raised by a Complaint and which is entered into by the parties and the Director.

- (C) "Complaint" shall mean any written statement that alleges a violation of this Chapter, Chapter 1302, the Ohio Revised Code, including sections 1345.02 and 1345.03, the Ohio Administrative Code, and other applicable consumer protection laws as amended.
- (D) "Consumer" shall mean a person who engages in a consumer transaction with a supplier.
- (E) "Consumer Goods" shall mean goods purchased, leased, or rented primarily for personal, family, or household purposes, including courses of instruction or training regardless of the purpose for which they are taken.
- (F) "Credit and Debits" shall mean credit or debits which are primarily for personal, family, or household use.
- (G) "Consumer Transaction" shall mean a sale, lease, assignment, award by chance, or other transfer of an item of goods, a service, a franchise, or an intangible, to an individual for purposes that are primarily personal, family, or household, or solicitation to supply any of these things. Consumer Transaction does not include transactions between persons defined in section 4905.03 and 5725.01 of the Ohio Revised Code, and their customers, except for transactions involving a loan made pursuant to sections 1321.35 through 1321.48 of the Ohio Revised Code and transactions in connection with residential mortgages between loan officers, mortgage brokers, or nonbank mortgage lenders and their customers; transactions involving a home construction service contract as defined in section 4722.01 of the Ohio Revised Code; transactions between certified public accountants or public accountants and their clients; transactions between attorneys, physicians, or dentists and their clients or patients; and transactions between veterinarians and their patients that pertain to medical treatment but not ancillary services.
- (H) "Days" shall mean calendar days.
- (I) "Department" shall mean the Cuyahoga County Department of Consumer Affairs.
- (J) "Director" shall mean the Director of the Cuyahoga County Department of Consumer Affairs.
- (K) "Knowledge" shall mean actual awareness, but such actual awareness may be inferred where objective manifestations indicate that the individual involved acted with such awareness.
- (L) "Mediation" shall mean informal negotiations between the Consumer, the Supplier, and the Director.

- (M) "Person" shall mean any individual, corporation, government, governmental subdivision or agency, business trust, estate, trust partnership, association, cooperative, or other legal entity.
- (N) "Services" shall mean and includes, but is not limited to, work, labor, consumer transactions, privileges, and all other accommodations which are primarily for personal, family, or household purposes.
- (O) "Supplier" shall mean a seller, lessor, assignor, franchisor, or other person engaged in the business of effecting or soliciting consumer transactions, whether or not the person deals directly with the consumer. If the consumer transaction is in connection with a residential mortgage, "supplier" does not include assignee or purchaser of the loan for value, except as otherwise provided in section 1345.091 of the Ohio Revised Code. For purposes of this section, in a consumer transaction in connection with a residential mortgage, "seller" means a loan officer, mortgage broker, or nonbank mortgage lender.
- (P) "Unconscionable consumer sales acts or practices" shall mean practices in connection with a consumer transaction which unfairly takes advantage of the lack of knowledge, ability, experience, or capacity, of a consumer, or results in a gross disparity between the value received by a consumer and the price paid to the consumer's detriment. Unconscionable consumer sales acts or practices include, but are not limited to, those practices defined by this Chapter, Chapter 1302 of this Code, the Ohio Revised Code, Chapter 1345 of the Ohio Revised Code including section 1345.03, the Ohio Administrative Code, and other applicable consumer protection laws, as amended.
- (Q) "Unfair or Deceptive Practices" shall mean any unfair or deceptive consumer trade practice in the sale or any false, falsely disparaging, or misleading oral or written statement, visual description or other misrepresentation of any kind made in the conduct of any consumer transaction; the collection of consumer debts; the offering of sale, lease, rental or loan of consumer goods or services; the offering for sale of products by weight, count or measure. Unfair or deceptive practices include, but are not limited to, those practices defined by this Chapter, Chapter 1302 of this Code, the Ohio Revised Code, Chapter 1345 of the Ohio Revised Code including section 1345.02, the Ohio Administrative Code, and other applicable consumer protection laws, as amended.

Section 1301.02: Unfair and Deceptive Practices Prohibited

No supplier shall engage in any unfair or deceptive practice as defined in Section 1301.01 (Q), including but not limited to, using in any manner the name, logo, and/or seal of any governmental entity, or purport to the consumer that it has the authority of any governmental entity, including Cuyahoga County, without authorization. Such an unfair or deceptive practice violates this Chapter whether it occurs before, during, or after the transaction.

Without limiting the scope of an unfair or deceptive practice, the act or practice of a supplier in representing any of the following is deceptive:

- (A) That the subject of a consumer transaction has sponsorship, approval, performance characteristics, accessories, uses, or benefits that it does not have;
- (B) That the subject of a consumer transaction is of a particular standard, quality, grade, style, prescription, or model, if it is not;
- (C) That the subject of a consumer transaction is new, or unused, if it is not;
- (D) That the subject of a consumer transaction is available to the consumer for a reason that does not exist;
- (E) That the subject of a consumer transaction has been supplied in accordance with a previous representation, if it has not, except that the act of a supplier in furnishing similar merchandise of equal or greater value as a good faith substitute as determined by Chapter 1345 of the Ohio Revised Code and does not violate this section;
- (F) That the subject of a consumer transaction will be supplied in greater quantity than the supplier intends;
- (G) That replacement or repair is needed, if it is not;
- (H) That a specific price advantage exists, if it does not;
- (I) That the supplier has a sponsorship, approval, or affiliation that the supplier does not have;
- (J) That a consumer transaction involves or does not involve a warranty, a disclaimer of warranties or other rights, remedies, or obligations if the representation is false.

Whoever violates any provisions of this Section may be subject to the remedies provided in Section 1301.08. Each violation shall constitute a separate offense.

Section 1301.03: Unconscionable Consumer Sales Acts or Practices Prohibited

No supplier shall engage in any unconscionable consumer sales act or practice as defined in Section 1301.01 (P). Such an unconscionable sales act or practice violates this Chapter whether it occurs before, during, or after the transaction.

In determining whether an act or practice is unconscionable, the following circumstances shall be taken into consideration:

- (A) Whether the supplier has knowingly taken advantage of the inability of the consumer reasonably to protect the consumer's interests because of the consumer's physical or mental infirmities, ignorance, illiteracy, or inability to understand the language of an agreement;
- (B) Whether the supplier knew at the time the consumer transaction was entered into that the price was substantially in excess of the price at which similar property or services were readily obtainable in similar consumer transactions with consumers;
- (C) Whether the supplier knew at the time the consumer transaction was entered into of the inability of the consumer to receive a substantial benefit from the subject of the consumer transaction;
- (D) Whether the supplier knew at the time the consumer transaction was entered into that there was no reasonable probability of payment of the obligation in full by the consumer;
- (E) Whether the supplier required the consumer to enter into a consumer transaction on terms the supplier knew were substantially one-sided in favor of the supplier;
- (F) Whether the supplier knowingly made a misleading statement or opinion on which the consumer was likely to rely to the consumer's detriment;
- (G) Whether the supplier has, without justification, refused to make a refund in cash or by check for a returned item that was purchased with cash or check, unless the supplier had conspicuously posted in the establishment at the time of the sale a sign stating the supplier's refund policy.

Whoever violates any provisions of this Section may be subject to the remedies provided in Section 1301.08. Each violation shall be a separate offense.

Section 1301.04: Jurisdiction

The Department shall have jurisdiction over all consumer transactions which take place within Cuyahoga County, regardless of the residence of any of the persons directly or indirectly affected by such transaction. For purposes of online and/or telephone consumer transactions, the location of the consumer or the supplier within Cuyahoga County at the time of the transaction shall establish jurisdiction.

Section 1301.05: Filing Consumer Complaints

Any consumer who feels they have been subjected to unfair or deceptive practices or unconscionable consumer sales acts or practices may at any time within two years from the date of the alleged violation or within a reasonable time after the consumer discovers or should have discovered the violation, whichever is later, file a complaint in writing with the Cuyahoga County Department of Consumer Affairs. Filing a complaint

pursuant to this Chapter does not toll the statute of limitations in any other action before another entity or court. The complaint should state enough details of the incident so as to allow the Department to investigate the circumstances surrounding the incident, the complaint should state the name and address of the person alleged to have committed the violation, the details of the violation, and any other information the Department deems necessary.

Section 1301.06: Enforcement Procedures

- (A) In enforcing this Chapter, the Director may:
 - 1. Investigate a violation or a complaint;
 - 2. Attempt dispute resolution, including mediation with the parties;
 - 3. Refer a complaint or a violation to the County Prosecutor, Ohio Attorney General, Federal Trade Commission, Consumer Financial Protection Bureau, or other appropriate agencies with jurisdiction over the complaint; or
 - 4. Enforce violations of this Chapter through civil actions.
- (B) When the Director finds that any violation is causing or will cause immediate, substantial, and irreparable injury, or it is otherwise in the public interest, the Director may take immediate enforcement action, including issuing a Cease and Desist Order, obtaining a Written Assurance of Voluntary Compliance or entering into a settlement/mediation agreement prohibiting the alleged violator from engaging in an unfair or deceptive practice or unconscionable consumer sales act or practice. Any settlement shall be in writing and made a matter of public record.
- (C) The Director may bring a civil action in the Cuyahoga County Court of Common Pleas or any court of competent jurisdiction to enforce a Cease and Desist Order, a Written Assurance of Voluntary Compliance and/or Settlement/Mediation Agreement, and also to enjoin any violation of this Chapter or Chapter 1302 or enforce any order or decision issued under this Chapter or Chapter 1302.
- (D) The Director, upon approval of the Director of Law or his/her designee, shall have the power to compel via notification the attendance of witnesses and to require the production by them of books, papers, documents, and other materials relevant to any case under investigation.

Section 1301.07: Investigations by Director of Consumer Affairs

(A) If, by the Director's or the Director's designee's own inquiries or, as a result of complaints, the Director has reason to believe that a person has engaged or is engaging in an act or practice that violates this Chapter, he/she may investigate.

- (B) For this purpose, the Director upon approval of the Director of Law or his/her designee, may administer oaths, compel witnesses to attend an investigatory hearing, adduce evidence, and require the production of relevant matter.
- (C) Within twenty days after a a notice to attend has been delivered via certified mail, return receipt requested, a person noticed under this section may file a motion to extend the date for appearance, stating good cause for the request.
- (D) A person compelled to attend under this section shall comply with the terms of the notice, unless the parties agree to modify the terms of the notice or unless the Director has modified or withdrawn the notice.
- If a person fails without lawful excuse to obey a notice to appear or to produce relevant matter, the Director may file a complaint in the Cuyahoga County Court of Common Pleas or a court of competent jurisdiction for violations of this Chapter.
- (E) The procedures available to the Director under this section are cumulative and concurrent, and the exercise of one procedure by the Director does not preclude or require the exercise of any other procedure.

Section 1301.08: Director of Consumer Affair's Remedies

- (A) If the Director finds a violation, the Director may order the supplier to:
 - (1) cease and desist committing the violation;
 - (2) provide restitution to the consumer;
 - (3) pay any costs of investigation or related activities of the Department;
 - (4) pay a civil penalty as set forth in this Section; or
 - (5) take any other action that would:
 - (a) assist the public in obtaining relief;
 - (b) prevent future violations; or
 - (c) otherwise make the consumer whole.
- (B) If the Director, by the Director's or the Director's designee's own inquiries, or as a result of complaints, has reasonable cause to believe that a supplier has engaged or is engaging in a practice that violates this Chapter, and that the action would be in the public interest, the Director may bring any of the following:

- (1) An action to obtain a declaratory judgment that the act or practice violates this Chapter;
- (2) (a) An action, with notice as required by Civil Rule 65, to obtain a temporary restraining order, preliminary injunction, or permanent injunction to restrain the act or practice. If the Director shows by a preponderance of the evidence that the supplier has violated this Chapter, the court may issue a temporary restraining order, preliminary injunction, or permanent injunction to restrain and prevent the act or practice.
 - (b) On motion of the Director, or on its own motion, the court may impose a civil penalty of not more than five thousand dollars for each day of violation of a temporary restraining order, preliminary injunction, or permanent injunction issued under this section, if the supplier received notice of the action.
- (C) On motion of the Director and without bond, in the Director's action under this section, the court may make appropriate orders, including appointment of a referee or a receiver, for sequestration of assets, to reimburse consumers found to have been damaged, to carry out a transaction in accordance with a consumer's reasonable expectations, to strike or limit the application of unconscionable clauses of contracts so as to avoid an unconscionable result, or to grant other appropriate relief. The court may assess the expenses of a referee or receiver against the supplier.
- (D) In addition to the other remedies provided in this section, if a violation is an act or practice that was declared to be unfair, deceptive, or unconscionable by rule adopted pursuant to division (B)(2) of section 1345.05 of the Revised Code before the consumer transaction on which the action is based occurred or an act or practice that was determined by a court of this state to violate section 1345.02, 1345.03, or 1345.031 of the Revised Code and committed after the decision containing the court's determination was made available for public inspection pursuant to division (A)(3) of section 1345.05 of the Revised Code, the Director may request and the court may impose a civil penalty of not more than twenty-five thousand dollars against the supplier.
- (E) If a court determines that provision has been made for reimbursement or other appropriate corrective action, insofar as practicable, with respect to all consumers damaged by a violation, or in any other appropriate case, the Director, with court approval, may terminate enforcement proceedings brought by the Director upon acceptance of an assurance from the supplier of voluntary compliance with this Chapter, with respect to the alleged violation. The assurance shall be filed with the court and entered as a consent judgment. Disregard of the terms of a consent judgment entered upon an assurance shall be treated as a violation of an injunction issued under this section.

- (F) Violation of a cease and desist order, a written assurance of voluntary compliance, and/or mediated settlement agreement entered into pursuant to this section shall be treated as a violation of this Chapter and enforced pursuant to this Section.
- (G) A violation of this Chapter shall be punishable by the payment of a civil penalty in the sum of not less than one thousand (\$1000.00) dollars, nor more than five thousand (\$5000.00) dollars, to be recovered in a civil action.
- (H) Civil penalties ordered pursuant to divisions (B), (D), and (G) of this section shall be paid to the Cuyahoga County Treasurer;
- (I) The remedies available to the Director under this section are cumulative and concurrent, and the exercise of one remedy by the Director does not preclude or require the exercise of any other remedy. The Director is not required to use any procedure set forth in Section 1301.07 prior to the exercise of any remedy set forth in this section.

Section 1301.09: Other Rights and Remedies

Nothing herein shall prevent any person from exercising any right or seeking any private remedy or redress to which one might otherwise be entitled, or from filing any complaint with any other agency or court.

Section 1301.10: Applicability

Nothing in the Chapter shall be construed to exempt compliance with state and federal laws related to consumer protection. Violation of these laws may be prosecuted as applicable.

Section 1301.11: Severability

This Chapter and each article and section thereunder, are hereby declared to be independent and, notwithstanding any other evidence of legislative intent, it is hereby declared to be controlling legislative intent that if any provisions of said article and/or section, or the application thereof to any person or circumstance is held to be invalid, the invalidity shall not affect other articles and/or sections of this Chapter, and it is hereby declared that such articles and sections would have been passed independently of such article and/or section so known to be invalid.

SECTION 2. Section 202.16(A)(7) of the Cuyahoga County Code is hereby amended as follows (additions are bolded and underlined, deletions are stricken):

- 7. The duties and responsibilities of the Division of Consumer Protection shall include:
 - a. Protecting and promoting the welfare of County consumers;

- b. Promoting consumer/financial literacy and asset building in Cuyahoga County;
- c. Receiving and investigating complaints and initiating its own investigation of alleged violations of consumer protection or weights and measures laws as provided by Cuyahoga County or Investigating alleged violations of laws relating to Weights and Measures as provided by the Ohio Revised Code, the Ohio Administrative Code, and other applicable consumer laws as amended, and or referring such violations to the Cuyahoga County Prosecutor, Ohio Attorney General, or other agencies if appropriate;
- d. Educating consumers and businesses about laws related to consumer protection;
- e. Mediating disputes between consumers and businesses <u>related to consumer</u> <u>protection complaints</u> <u>about laws related to consumer protection</u>;
- f. Collaborating with businesses, non-profit organizations and government agencies on programs related to consumer affairs issues;
- g. Advising, when requested, the County Executive and the County Council on policies and programs related to consumer protection; and
- h. Such other duties and responsibilities as provided by Ordinance of Cuyahoga County.

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

On a motion by duly enacted.	, seconded by, the foregoing Ordinance was		
Yeas:			
Nays:			
	County Council President	Date	
	County Executive	<u></u>	

Clerk of Council	Date
First Reading/Referred to Committee: February 13, 2018 Committee(s) Assigned: Education, Environment & Sustainability	
Additional Sponsorship Requested: <u>April 4, 2018</u>	
Committee Report/Second Reading: <u>April 10, 2018</u>	
Journal	

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0003

Sponsored by: County Executive	An Ordinance enacting Title 13, Chapter
Budish/Department of Consumer	1302 of the Cuyahoga County Code to
Affairs	establish the Cuyahoga County Weights and
	Measures Code.
Co-sponsored by: Councilmembers	
Simon, Brown, Jones, Miller and	
Brady	

WHEREAS, County Council deems it necessary to adopt the regulations governing the County's Department of Consumer Affairs, Division of Weights and Measures; and

WHEREAS, the need to promote honest and fair business practices; and the protection of the citizens of and visitors to Cuyahoga County from unfair and deceptive practices and acts is in the best interest of the public; and

WHEREAS, the public health, safety and welfare of the residents of the County will best be served by enacting a Cuyahoga County Weights and Measures Code that provides for enforcement by the Department of Consumer Affairs through many means.

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

SECTION 1. Title 13, Chapter 1302 of the Cuyahoga County Code is hereby enacted as follows:

Title 13: Commercial Regulation

Chapter 1302 Weights and Measures

Section 1302.01: Definitions

As used in Chapter 1302:

- (A) "Correct" shall mean conformance to all applicable requirements of this Chapter.
- (B) "Department" shall mean the Cuyahoga County Department of Consumer Affairs.
- (C) "Director" shall mean the Director of the Department of Consumer Affairs.

- (D) "Package" shall mean any commodity enclosed in a container or wrapped in any manner in advance of wholesale or retail sale. An individual item or lot of any commodity on which there is marked a selling price based on an established price per unit of weight or of measure shall be considered a package or packages.
- (E) "Person" shall mean any individual, corporation, government, governmental subdivision or agency, business trust, estate, trust partnership, association, cooperative, or other legal entity.
- (F) "Primary standards" means the physical standards of the state that serve as the legal reference from which all other standards and weights and measures are derived.
- (G) "Secondary standards" means the physical standards that are traceable to the primary standards through comparisons, using acceptable laboratory procedures, and used in the enforcement of weights and measures laws and rules.
- (H) "Sale from Bulk" shall mean the sale of commodities when the quantity is determined at the time of the sale.
- (I) "Seal" shall mean any official tag, seal, wire, or mark of the Cuyahoga County Department of Consumer Affairs, Weights and Measures Division, indicating a device has been inspected.
- (J) "Sealer" shall mean the Cuyahoga County Fiscal Officer. When in this Chapter the words "Sealer" are used, they shall mean the Fiscal Officer, or any of his or her delegates duly authorized to perform the duties of such officer.
- (K) "Short-weight Packages" shall mean any "standard pack" or "pre-pack commodity" whose net contents is not equal to or exceed the labeled or advertised quantity at the retail outlet.
- (L) "Weight" means as used in connection with any commodity or service net weights. "Net weight" means the weight of a commodity, excluding any materials, substances, or items not considered to be a part of the commodity. Materials, substances, or items not considered to be part of the commodity include, but are not limited to, containers, conveyances, bags, wrappers, packaging materials, labels, individual piece coverings, decorative accompaniments, and coupons.
- (M) "Weight(s) and/or Measure(s)" shall mean all weights and measures of every kind, instruments and devices for weighing and measuring, and any appliance and accessories associated with any or all such instruments and devices.

Section 1302.02: Filing Consumer Complaints

The obligations and prohibitions in this Chapter shall supplement and be consistent with any and all State, rules, regulations, and procedures governing weights and measures. Any person who feels they have been subjected to unfair or deceptive practices or

unconscionable consumer sales acts or practices directly related to any violation of this Chapter, the Ohio Revised Code, or the Ohio Administrative Code related to weights and measures laws may file a complaint in writing with the Cuyahoga County Department of Consumer Affairs. The complaint should be filed at any time within two (2) years from the date of the alleged violation or within a reasonable time after the consumer discovers or should have discovered the violation, whichever is later. Filing a complaint pursuant to this Chapter does not toll the statute of limitations for any other action before another entity or court. The complaint should state enough details of the incident to allow the Department to investigate the circumstances surrounding the incident, and at a minimum, the complaint should state the name and address of the person alleged to have committed the violation, the details of the violation, and any other information the Department deems necessary.

Section 1302.03: Standards for Weights and Measures

(A) The systems of weights and measures.

The definitions of basic units of weight and measure, the tables of weights and measures, and weights and measures equivalents as published by the National Institute of Standards and Technology are recognized and adopted by the Department and shall govern weighing and measuring equipment and transactions in the county.

(B) Technical requirements for weighing and measuring devices.

The specifications, tolerances, and other technical requirements for commercial, law enforcement, data gathering, and other weighing and measuring devices as adopted by the National Conference on Weights and Measures and published in the National Institute of Standards and Technology Handbook 44, Specifications, Tolerances, and Other Technical Requirements for Weighing and Measuring Devices," and supplements thereto or revisions thereof, shall apply to weighing and measuring devices in the county, except insofar as modified or rejected by applicable provisions of the Ohio Revised Code or Ohio Administrative Code.

(C) Information required on packages.

Except as otherwise provided in this Chapter or by regulation promulgated pursuant hereto, any package kept for the purpose of sale or offered or exposed for sale shall bear on the outside of the package a definite, plain, and conspicuous declaration of:

- (1) The identity of the commodity in the package, unless the same can easily be identified through the wrapper or container.
- (2) The net quantity of the contents in terms of weight, measure or count.
- (3) The name and place of business of the manufacturer, packer or distributor, in the case of any package kept, offered or exposed for sale or sold in any place other than on the premises where packed.

(D) Declarations of unit price on random weight packages.

In addition to the declarations required in Section 1302.05(I) of this Chapter, any package being one of a lot containing random weights of the same commodity and bearing the total selling price of the package shall bear on the outside of the package a plain and conspicuous declaration of the price per single unit of weight.

(E) Advertising packages for sale.

Whenever a packaged commodity is advertised in any manner with the retail price stated, there shall be closely and conspicuously associated with the retail price a declaration of quantity as is required by law or regulations to appear on the package. Where a dual declaration is required, the declaration that sets forth the quantity in terms of the smaller unit of weight or measure need appear in the advertisement.

(F) Prohibitions.

No person shall:

- (1) Use or have in possession for use in commerce any incorrect weight or measure.
- (2) Remove any seal from any weight or measure device without specific written authorization from the proper authority.
- (3) Hinder or obstruct any Weights and Measures' official in the performance of his or her duties.
- (4) Sell, offer or expose, use or keep to be used, any weight or measure for weighing or measuring any article bought, sold, offered or exposed for sale, which is liable to indicate false or inaccurate weight or measure, or which does not conform to the standard established by law.
- (5) Sell, offer or expose any weight or measure for weighing or measuring of products for sale without said weight and measure having been tested, marked and sealed by weights and measures official.
- (6) Misrepresent the price of any commodity or service, sold, offered, exposed or advertised for sale by weight, measure or count, or represent the price in any manner calculated or tending to mislead or in any way deceive a person.

Section 1302.04: Duty of Testing and Sealing

(A) When necessary for the enforcement of this Chapter, the Sealer is hereby:

- (1) Authorized to enter any commercial premises during normal business hours, except in the event such premises are not open to the public.
- (2) Empowered to issue violations and condemned orders with respect to any weights and measures commercially used, and issue violations and off sale orders with respect to any packaged commodities or bulk commodities, kept, offered or exposed for sale.
- (3) Empowered to seize, for use as evidence, without formal warrant, any incorrect or unapproved weight, measure, package or commodity found to be used, retained, offered or exposed for sale or sold in violation of the provisions of this Chapter.
- (4) With respect to the enforcement of this Chapter, the Sealer is hereby vested with the authority and is to investigate any commercial vendors within the county found to possess weighing and/or measuring devices which are in violation of this Chapter.

Section 1302.05: Equipment

(A) Suitability of equipment.

Commercial equipment shall be suitable for the service in which it is used with respect to elements of its design, including but not limited to its weighing capacity (for weighing devices), its computing capability (for computing devices), its rate of flow (for liquid measuring devices), the character, number size, and location of its indicating or recording elements, and the value of its smallest unit and unit prices.

(B) Accessibility for testing purposes.

A device shall be so located or such facilities for normal access thereto shall be provided to permit inspecting and testing the device; inspecting and applying security seals to the device, and readily bringing the testing equipment of the Weights and Measures official to the device by customary means and in the amount and size deemed necessary by such official for the proper conduct of the test. Otherwise, it shall be the responsibility of the device owner or operator to supply such special facilities, including such labor as may be needed to inspect, test, and seal the device, and to transport the testing equipment to and from the device, as required by the Weights and Measures official.

(C) Method of operation.

Equipment shall be operated only in the manner that is obviously indicated by its construction or that is indicated by instructions on the equipment.

(D) Installation.

A device shall be installed in accordance with the manufacturer's instructions, including any instructions marked on the device. A device installed in a fixed location shall be so that neither its operation nor its performance will be adversely affected by any characteristic of the foundation, supports, or any other detail of the installation.

(E) Position of equipment.

A device or system equipped with a primary indicating element and used in direct sales, except for prescription scales, shall be positioned so that its indications may be accurately read and the weighing or measuring operation may be observed from some reasonable "customer" and "operator" position. The permissible distance between the equipment and a reasonable customer and operator position shall be determined in each case upon the basis of the individual circumstances, particularly the size and character of the indicating element.

(F) Maintenance of equipment.

All equipment in service and all mechanisms and devices attached thereto or used in connection therewith shall be continuously maintained in proper operating condition throughout the period of such service. Equipment in service at a single place of business found to be in error predominantly in a direction favorable to the device user shall not be considered "maintained in a proper operating condition."

(G) Requirements for the method of sale of commodities.

The Uniformed Regulation for the Method of Sale of Commodities as adopted by the National Conference on Weights and Measures and published in National Institute of Standards and Technology Handbook 130, "Uniform Laws and Regulations," and supplements thereto or revisions thereof, shall apply to the method of sale of commodities in the county, except insofar as modified or rejected by applicable provisions of the Ohio Revised Code or Ohio Administrative Code.

(H) Requirements for packaging and labeling.

The Uniform Packaging and Labeling Regulation as adopted by the National Conference on Weights and Measures and published in the National Institute of Standards and Technology Handbook 130, "Uniform Laws and Regulations," and supplements thereto or revisions thereof, shall apply to packaging and labeling in the county, except insofar as modified or rejected by regulation.

(I) Requirements for price verification.

The Examination Procedures for Price Verification as adopted by the National Conference on Weights and Measures and published in the National Institute of Standards and Technology Handbook 130, "Uniform Laws and Regulations," and

supplements thereto or revisions thereof, shall apply to price verification in the county, except insofar as modified or rejected by regulation.

(J) Itinerant vendor.

All itinerant vendors using a weighing or measuring device in the county shall have that device inspected and tested by the Weights and Measures officials at the point of sale.

(K) Obstructing county weights and measures inspector prohibited.

No person shall obstruct or hinder County Weights and Measures inspectors in the performance of any of the duties imposed upon him or her by the provisions of this Chapter.

Section 1302.06: Deceptive Practices Prohibited

No person shall do any of the following:

- (A) Sell, offer, or expose for sale less than the quantity he represents;
- (B) Take any more than the quantity he represents when, as a buyer, he furnishes the weight or measure by means of which the quantity is determined;
- (C) Represent the quantity he sells or offers or exposes for sale in any manner tending to mislead or in any way to deceive.

Section 1302.07: Remedies

- (A) Upon finding a violation of this Chapter, the Director shall expeditiously cause the same to be corrected or where there is evidence of intent to defraud commence a civil action in the name of the county to recover a civil penalty in the amounts prescribed. In lieu of instituting or continuing a cause of action for recovery of such civil penalty may be released, settled or compromised by the Director.
- (B) Seek injunctive relief as a means of enforcing this Chapter. Said injunctive relief may include, but is not limited to, an Assurance of Voluntary Compliance prohibiting the alleged violator from engaging in an unfair or deceptive practice; stipulation for payment of penalty and/or investigative costs. Any settlement shall be in writing and made a matter of public record.
- (C) Violation of an assurance entered pursuant to this section shall be treated as a violation of this Chapter and shall be subject to all the penalties provided therefor.
- (D) In enforcing this Chapter, the Director shall be subject to the jurisdiction, investigation, and enforcement provisions and procedures in Chapter 1301 of the

- Cuyahoga County Code, as long as it does not conflict with any other weights and measures laws enacted by other political subdivisions within the County.
- (E) A violation of any provision of this Chapter shall be punishable by a payment of a civil penalty in the sum of not less than fifty dollars (\$50.00) or more than five hundred dollars (\$500.00). Subsequent violations shall be punishable by a payment of a civil penalty of not less than one hundred dollars (\$100.00) or more than one thousand dollars (\$1,000.00).

Section 1302.08: Price Refunds; Price Information

- (A) A person who uses an electronic scanner to record the price of a commodity or thing and who sells the commodity or thing at a price higher than the posted or advertised price of that commodity or thing at least shall refund to a person who purchases the commodity or thing the difference between the posted or advertised price of the commodity or thing and the price charged at the time of sale.
- (B) A person who sells a commodity or thing and who uses an electronic scanner to record the price of that commodity or thing shall display, in a conspicuous manner, a sign stating the requirement of this section.
- (C) Whoever violates any provisions of this Section may be subject to penalties provided in Section 1302.07.

Section 1302.09: Sales of Petroleum Products

(A) Definition.

For the purpose of this Chapter, "petroleum products" includes all liquid products having a predominant content of derivatives of petroleum and customarily used in motor vehicles.

(B) Posting of petroleum product prices.

Street signage is not required. However, when street signage is used, the sign shall match the product price at which the product is displayed. The signs must be visible to the motorist before entering the station to purchase fuel. The conditions applicable to the sale of the fuel at the advertised price must also be on the advertising sign (i.e., full service or self-service and cash price or credit price). The total size of the figures indicating a fractional or decimal number which is part of the price shall be at least forty percent the size of the largest figure in the whole number accompanying said fractional or decimal number.

(C) Retail dispenser labeling.

All retail dispensing devices must identify conspicuously the type and price of product, the particular grade of the product, and the applicable automotive fuel rating.

(D) Prohibited advertising practices.

No person shall advertise in and about the premises where the petroleum product is sold, whether by display, sign or otherwise, the sale of petroleum products to be sold or delivered by means of a device of the computing type at a price less than that for which said computing device has been set.

(E) Penalties.

Whoever violates any provisions of this Section may be subject to penalties provided in Section 1302.07.

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 enacted.	, seconded by	, the foregoing	Ordinance was duly
Yeas:			
Nays:			
	County Co	uncil President	Date
	County Exe	ecutive	Date
	Clerk of Co	 ouncil	Date

First Reading/Referred to Committee: February 13, 2018

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: April 4, 2018
Committee Report/Second Reading: April 10, 2018
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