



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JULY 24, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
 - a) July 10, 2018 Committee of the Whole Meeting (See Page 14)
 - b) July 10, 2018 Regular Meeting (See Page 16)
 - c) July 17, 2018 Committee of the Whole Meeting (See Page 27)
 - d) July 19, 2018 Committee of the Whole Meeting – AM Session (See Page 31)
 - e) July 19, 2018 Committee of the Whole Meeting – PM Session (See Page 33)
- 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 AND REFERRAL TO COMMITTEE**

- 1) R2018-0154: 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 35)

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

b) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR SECOND READING

- 1) R2018-0132: A Resolution authorizing a Community Development Fund grant in the amount of \$1,100,000.00 to City of Rocky River for the benefit of the Bradstreet's Landing Park Fishing Pier Reconstruction Project, located at 22400 Lake Road in the City of Rocky River; authorizing County Council Staff to prepare all documents to effectuate said grant; authorizing the County Executive to execute all documents consistent with said grant and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 133)

Sponsors: Councilmembers Baker, Brady and Miller

Committee Assignment and Chair: Community Development – Jones

- 2) R2018-0140: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to enact Article XV of the County Charter establishing the Agency of Inspector General and to provide for the appointment, removal, qualifications, and the powers and duties, including access to county information and subpoena power, of the Inspector General; and declaring the necessity that this Resolution become immediately effective. (See Page 136)

Sponsors: Council President Brady on behalf of Charter Review Commission and Councilmembers Miller, Simon, Conwell, Jones, Baker, Houser, Schron, Brown, Gallagher and Tuma

Committee Assignment and Chairs: Committee of the Whole – Baker

- 3) R2018-0141: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article IX of the County Charter clarifying the roles and responsibilities of the Personnel Review Commission and the Department of Human Resources, to prohibit discrimination on the basis of gender identity/expression in county employment, and to provide for the establishment of the unclassified service by general law and council ordinance; and declaring the necessity that this Resolution become immediately effective. (See Page 140)

Sponsors: Council President Brady on behalf of Charter Review Commission and Councilmembers Miller, Simon, Conwell and Brown

Committee Assignment and Chairs: Committee of the Whole – Baker

- 4) R2018-0142: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article XI, Section 11.04 of the County Charter to provide the Department of Internal Auditing discretion to bill departments for the cost of conducting audits and in adopting auditing standards; and declaring the necessity that this Resolution become immediately effective. (See Page 146)

Sponsors: Council President Brady on behalf of Charter Review Commission and Councilmember Conwell

Committee Assignment and Chairs: Committee of the Whole – Baker

- 5) R2018-0143: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article III, Section 3.09 of the County Charter to empower the Council to enact laws governing the election of county officers; and declaring the necessity that this Resolution become immediately effective. (See Page 150)

Sponsors: Council President Brady on behalf of Charter Review Commission

Committee Assignment and Chairs: Committee of the Whole – Baker

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2018-0155: 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; and declaring the necessity that this Resolution become immediately effective. (See Page 155)

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

- 2) R2018-0156: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 111 employees in 13 classifications in the Department of Public Works/Division of Maintenance 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 169)

Sponsor: County Executive Budish/Departments of Law and Public Works/Division of Maintenance

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

- 1) R2018-0157: A Resolution fixing the 2019 water, storm and sanitary sewer maintenance and/or sewerage treatment rates for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24, in accordance with Ohio Revised Code Section 6117.02; and declaring the necessity that this Resolution become immediately effective. (See Page 172)

Sponsor: County Executive Budish/Department of Public Works

- 2) R2018-0158: A Resolution approving and confirming the 2019 water, storm and sanitary sewer maintenance and/or sewerage treatment assessments for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24, in accordance with Ohio Revised Code Section 6117.02; and declaring the necessity that this Resolution become immediately effective. (See Page 178)

Sponsor: County Executive Budish/Department of Public Works

- 3) R2018-0159: A Resolution making an award on RQ42014 to Schindler Elevator Corporation in the amount not-to-exceed \$1,900,000.00 for elevator maintenance and repair services for various County facilities for the period 9/1/2018 - 8/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 182)

Sponsor: County Executive Budish/Department of Public Works

- 4) R2018-0160: A Resolution making an award on RQ42799 to Schirmer Construction, LLC in the amount not-to-exceed \$1,239,932.45 for replacement of Stone Road Bridge No. 00.98 over Hemlock Creek in the City of Independence; 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. (See Page 193)

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

- 5) R2018-0161: A Resolution authorizing amendments to agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2017 - 12/31/2017 to extend the time period to 12/31/2018; authorizing the County Executive to execute the amendments and all other documents

consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 206)

- i) Cuyahoga County District Board of Health
- ii) Cuyahoga County Convention Facilities Development Corporation
- iii) Cuyahoga County Land Reutilization Corporation
- iv) Southeast Emergency Communications Center
- v) Village of Highland Hills
- vi) Village of Mayfield
- vii) Village of Walton Hills

Sponsor: County Executive Budish/Department of Human Resources

- 6) R2018-0162: A Resolution authorizing a revenue generating agreement with Case Western Reserve University, as Fiscal Agent for First Year Cleveland, in the amount not-to-exceed \$774,940.00 for expansion of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2018 - 6/30/2019; 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 212)

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

- 7) R2018-0163: A Resolution authorizing an amendment to Agreement No. AG1500004-01 with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2015 - 12/31/2017 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$500,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 216)

Sponsors: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board/Adult Probation Department

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2018-0151: A Resolution authorizing a state term contract with Woolpert, Inc. in the amount not-to-exceed \$769,408.00 for Digital Oblique Photography Mapping in connection with the Ohio Statewide Imagery Program for the period 9/1/2018 - 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. (See Page 220)

Sponsor: County Executive Budish/Department of Information Technology and Fiscal Officer

Committee Assignment and Chair: Finance & Budgeting – Miller

- 2) R2018-0152: A Resolution making an award on RQ42513 to Americab Transportation, Inc. in the amount not-to-exceed \$8,000,000.00 for Medicaid non-emergency transportation services for the period 9/1/2018 - 8/31/2020; 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. (See Page 223)

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

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

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

- 1) R2018-0129: A Resolution adopting the 2018 Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code, and declaring the necessity that this Resolution become immediately effective. (See Page 226)

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

- 2) R2018-0135: A Resolution authorizing a revenue generating Utility Agreement with Village of Walton Hills for maintenance and repair of storm sewers and sanitary sewers located in County Sewer District No. 20; 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 248)

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

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

- 3) R2018-0136: A Resolution authorizing a Construction Agreement with CSX Transportation, Inc. in the amount not-to-exceed \$842,443.00 for construction of Stage 1 of the Towpath Trail Extension from Harvard Avenue Trailhead to Steelyard Commons in the City of Cleveland and Village of Cuyahoga Heights; 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 251)

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

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

- 4) R2018-0137: A Resolution authorizing a First Amendment to a revenue generating lease agreement with The Arc of Greater Cleveland for lease of office space at William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, for the period 7/1/2015 - 6/30/2018 to extend the time period to 12/31/2019 and for an additional lease amount of \$1.00; 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 254)

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Developmental Disabilities

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

- 5) R2018-0144: A Resolution authorizing an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$1,100,000.00 for disposal of wastewater sewer grit for the period 6/1/2018 - 5/31/2020; 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 257)

Sponsor: County Executive Budish/Department of Public Works

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

- 6) R2018-0145: A Resolution authorizing an amendment to Contract No. CE1700054-01 with Union Industrial Contractors, Inc. for rehabilitation of Highland Road Bridge Nos. 156 nka 00.13, 157 nka 00.31, 158 nka 00.54 and 226 nka 00.64 over Euclid Creek in the City of Euclid for additional funds in the amount not-to-exceed \$663,367.35; authorizing the County Executive to execute the amendment and all other documents consistent with 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 amendment; and declaring the necessity that this Resolution become immediately effective. (See Page 259)

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

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

- 7) R2018-0150: A Resolution authorizing an Economic Development Fund Special Large-Scale Attraction Forgivable Loan in the amount not-to-exceed \$500,000.00 to Covia Holdings Corporation for the benefit of the Fairmount Santrol, Inc. - Unimin Corporation Merger and Headquarters Project to

be located at 3 Summit Park Drive in the City of Independence; 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. (See Page 262)

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

8) R2018-0153: A Resolution making awards on RQ41540 to various providers, in the total amount not-to-exceed \$8,218,111.00, for Universal Pre-Kindergarten in Cuyahoga County for the period 8/1/2018 - 7/31/2020; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 265)

- i) Brooklyn City School District – Brooklyn Preschool
- ii) Catholic Charities Corporation – King Kennedy Head Start
- iii) Catholic Charities Corporation – Parkview Head Start
- iv) Catholic Charities Corporation – Riverside Head Start
- v) Catholic Charities Corporation – St. Philip Neri Head Start
- vi) Catholic Charities Corporation – St. Thomas Aquinas Head Start
- vii) Cirque du Kids, LLC
- viii) Cleveland Children’s Daycare Academy, LLC
- ix) Cleveland Municipal School District – Tremont Montessori School
- x) Council for Economic Opportunities in Greater Cleveland – Buckeye Head Start Center
- xi) Council for Economic Opportunities in Greater Cleveland – Lakeview Terrace Head Start Center
- xii) Council for Economic Opportunities in Greater Cleveland – Outhwaite Head Start Center

- xiii) Council for Economic Opportunities in Greater Cleveland – Union-Miles Head Start Center
- xiv) Council for Economic Opportunities in Greater Cleveland – Villa Head Start Center
- xv) Early Childhood Enrichment Center, Inc.
- xvi) East Cleveland City School District – Superior Elementary School
- xvii) Gannon Gil Preschool of the Temple-Tifereth Israel, Inc.
- xviii) Hanna Perkins School
- xix) Horizon Education Centers – North Olmsted Horizon Education Center
- xx) Kiddie City Child Care Community, Inc.
- xxi) OhioGuidestone – Family Life Center of Berea
- xxii) Ohio Guidestone – Family Life Center of Lakewood
- xxiii) PM Foundation, Inc. dba Urban Community School
- xxiv) Sandy’s Darlin’ Munchkins Family Child Care Home and Universal Pre-Kindergarten
- xxv) The Centers for Families and Children – Bingham Early Learning Center
- xxvi) The Centers for Families and Children – Debra Ann November Early Learning Center
- xxvii) The Centers for Families and Children – Gordon Square Early Learning Center
- xxviii) The Centers for Families and Children – McMillan Early Learning Center
- xxix) The Centers for Families and Children – Wade Early Learning Center
- xxx) The Cleveland Music School Settlement
- xxxi) The East End Neighborhood House Association
- xxxii) The Merrick House
- xxxiii) The Young Women’s Christian Association of Greater Cleveland, Ohio

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

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

e) COMMITTEE REPORTS AND CONSIDERATION OF ORDINANCES FOR SECOND READING

- 1) O2018-0007: An Ordinance enacting Section 205.10 of the Cuyahoga County Code to establish the Division of Children and Family Services Advisory Board, and declaring the necessity that this Ordinance become immediately effective. (See Page 269)

Sponsor: County Executive Budish

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

- 2) O2018-0009: An Ordinance enacting Chapter 206.13: Commission on Human Rights and Title 15: Anti-Discrimination to ensure equal opportunity and treatment for all citizens of Cuyahoga County. [Pending Committee Recommendation] (See Page 272)

Sponsors: County Executive Budish and Councilmembers Brady, Miller, Houser and Simon

Committee Assignment and Chair: Committee of the Whole – Brady

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE:

TUESDAY, AUGUST 7, 2018
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, AUGUST 7, 2018
3:00 PM / COUNCIL CHAMBERS

COMMITTEE OF THE WHOLE:

WEDNESDAY, SEPTEMBER 12, 2018
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

WEDNESDAY, SEPTEMBER 12, 2018
5:00 PM / COUNCIL CHAMBERS

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

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



MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, JULY 10, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:30 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 1:37 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. ITEM REFERRED TO COMMITTEE / CONFIRMATION HEARING:

- a) R2018-0121: A Resolution confirming the County Executive's appointment of Michele Pomerantz, upon her taking the oath of office, as Director of the Department of Regional Collaboration; and declaring the necessity that this Resolution become immediately effective.

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

Ms. Michele Pomerantz, County Executive Budish's nominee for the position of Director of the Department of Regional Collaboration, was then called upon to deliver an opening statement. Ms. Pomerantz provided background into her education, experience and qualifications for the position.

Councilmembers asked questions of Ms. Pomerantz pertaining to her experience and expertise, which she answered accordingly.

On a motion by Mr. Miller with a second by Mr. Jones, Resolution No. R2018-0121 was considered and approved by majority vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules with Councilmember Brown recusing herself from the vote.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 2:50 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JULY 10, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM**

1. CALL TO ORDER

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

2. ROLL CALL

Council President Brady asked Clerk Schmotzer to call the roll. Councilmembers Conwell, Jones, Brown, Houser, Simon, Baker, Miller, Tuma, Gallagher, Schron 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

Mr. Rich Raphael addressed Council regarding public transit in Cuyahoga County.

Ms. Linda Reynolds and Ms. Loh addressed Council regarding the Norma Herr Women's Shelter.

6. APPROVAL OF MINUTES

- a) June 26, 2018 Committee of the Whole Meeting

b) June 26, 2018 Regular Meeting

A motion was made by Mr. Gallagher, seconded by Mr. Jones and approved by unanimous vote to approve the minutes of the June 26, 2018 Committee of the Whole and Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from the Council President.

8. MESSAGES FROM THE COUNTY EXECUTIVE

There were no messages from the County Executive as he was not in attendance at the meeting.

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2018-0140: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to enact Article XV of the County Charter establishing the Agency of Inspector General and to provide for the appointment, removal, qualifications, and the powers and duties, including access to county information and subpoena power, of the Inspector General; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Brady on behalf of Charter Review Commission and Councilmembers Miller, Simon, Conwell, Jones, Baker, Houser, Schron, Brown, Gallagher and Tuma

Council President Brady referred Resolution No. R2018-0140 to the Committee of the Whole.

- 2) R2018-0141: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article IX of the County Charter clarifying the roles and responsibilities of the Personnel Review Commission and the Department of Human Resources, to prohibit discrimination on the basis of gender identity/expression in county employment, and to provide for the establishment of the unclassified service by general law and council ordinance; and

declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Brady on behalf of Charter Review Commission and Councilmembers Miller, Simon, Conwell and Brown

Council President Brady referred Resolution No. R2018-0141 to the Committee of the Whole.

- 3) R2018-0142: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article XI, Section 11.04 of the County Charter to provide the Department of Internal Auditing discretion to bill departments for the cost of conducting audits and in adopting auditing standards; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Brady on behalf of Charter Review Commission and Councilmember Conwell

Council President Brady referred Resolution No. R2018-0142 to the Committee of the Whole.

- 4) R2018-0143: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article III, Section 3.09 of the County Charter to empower the Council to enact laws governing the election of county officers; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Brady on behalf of Charter Review Commission

Council President Brady referred Resolution No. R2018-0143 to the Committee of the Whole.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2018-0144: A Resolution authorizing an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$1,100,000.00 for disposal of wastewater sewer grit

for the period 6/1/2018 - 5/31/2020, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2018-0144 to the Public Works, Procurement & Contracting Committee.

- 2) R2018-0145: A Resolution authorizing an amendment to Contract No. CE1700054-01 with Union Industrial Contractors, Inc. for rehabilitation of Highland Road Bridge Nos. 156 nka 00.13, 157 nka 00.31, 158 nka 00.54 and 226 nka 00.64 over Euclid Creek in the City of Euclid for additional funds in the amount not-to-exceed \$663,367.35; authorizing the County Executive to execute the amendment and all other documents consistent with 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 amendment; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2018-0145 to the Public Works, Procurement & Contracting Committee.

- 3) R2018-0146: A Resolution authorizing an amendment to Contract No. CE1500334-01 with Union Eye Care, Inc. for vision insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$80,000.00; 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.

Sponsor: County Executive Budish/Department of Human Resources

Council President Brady referred Resolution No. R2018-0146 to the Human Resources, Appointments & Equity Committee.

- 4) R2018-0147: A Resolution authorizing an amendment to Contract No. CE1500335-01 with Vision Service Plan for vision insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$635,000.00; 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.

Sponsor: County Executive Budish/Department of Human Resources

Council President Brady referred Resolution No. R2018-0147 to the Human Resources, Appointments & Equity Committee.

- 5) R2018-0148: A Resolution authorizing an amendment to Contract No. CE1500337-01 with The Guardian Life Insurance Company of America for dental insurance for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$3,100,000.00; 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.

Sponsor: County Executive Budish/Department of Human Resources

Council President Brady referred Resolution No. R2018-0148 to the Human Resources, Appointments & Equity Committee.

- 6) R2018-0149: A Resolution authorizing an amendment to Contract No. CE1500350-01 with The Guardian Life Insurance Company of America for group life, voluntary life and accidental death insurance for County employees for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,820,000.00; 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.

Sponsor: County Executive Budish/Department of Human Resources

Council President Brady referred Resolution No. R2018-0149 to the Human Resources, Appointments & Equity Committee.

- 7) R2018-0150: A Resolution authorizing an Economic Development Fund Special Large-Scale Attraction Forgivable Loan in the amount not-to-exceed \$500,000.00 to Covia Holdings Corporation for the benefit of the Fairmount Santrol, Inc. - Unimin Corporation Merger and Headquarters Project to be located at 3 Summit Park Drive in the City of Independence; 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.

Sponsor: County Executive Budish/Department of Development

Council President Brady referred Resolution No. R2018-0150 to the Economic Development & Planning Committee.

- 8) R2018-0151: A Resolution authorizing a state term contract with Woolpert, Inc. in the amount not-to-exceed \$796,408.00 for Digital Oblique Photography Mapping in connection with the Ohio Statewide Imagery Program for the period 9/1/2018 - 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/Department of Information Technology and Fiscal Officer

Council President Brady referred Resolution No. R2018-0151 to the Finance & Budgeting Committee.

- 9) R2018-0152: A Resolution making an award on RQ42513 to Americab Transportation, Inc. in the amount not-to-exceed \$8,000,000.00 for Medicaid non-emergency transportation services for the period 9/1/2018 - 8/31/2020; 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 Health and Human Services/Cuyahoga Job and Family Services

Council President Brady referred Resolution No. R2018-0152 to the Health, Human Services & Aging Committee.

10) R2018-0153: A Resolution making awards on RQ41540 to various providers, in the total amount not-to-exceed \$8,218,111.00, for ~~expansion of~~ Universal Pre-Kindergarten in Cuyahoga County for the period 8/1/2018 - 7/31/2020; ~~waiving the requirement in County Code Section 501-15(A)(2) with respect to Cleveland Municipal School District and Euclid City School District;~~ authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Brooklyn City School District – Brooklyn Preschool
- ii) Catholic Charities Corporation – King Kennedy Head Start
- iii) Catholic Charities Corporation – Parkview Head Start
- iv) Catholic Charities Corporation – Riverside Head Start
- v) Catholic Charities Corporation – St. Philip Neri Head Start
- vi) Catholic Charities Corporation – St. Thomas Aquinas Head Start
- vii) Cirque du Kids, LLC
- viii) Cleveland Children’s Daycare Academy, LLC
- ix) Cleveland Municipal School District – Tremont Montessori School
- x) Council for Economic Opportunities in Greater Cleveland – Buckeye Head Start Center
- xi) Council for Economic Opportunities in Greater Cleveland – Lakeview Terrace Head Start Center
- xii) Council for Economic Opportunities in Greater Cleveland – Outhwaite Head Start Center
- xiii) Council for Economic Opportunities in Greater Cleveland – Union-Miles Head Start Center

- xiv) Council for Economic Opportunities in Greater Cleveland – Villa Head Start Center
- xv) Early Childhood Enrichment Center, Inc.
- xvi) East Cleveland City School District – Superior Elementary School
- xvii) Gannon Gil Preschool of the Temple-Tifereth Israel, Inc.
- xviii) Hanna Perkins School
- xix) Horizon Education Centers – North Olmsted Horizon Education Center
- xx) Kiddie City Child Care Community, Inc.
- xxi) OhioGuidestone – Family Life Center of Berea
- xxii) Ohio Guidestone – Family Life Center of Lakewood
- xxiii) PM Foundation, Inc. dba Urban Community School
- xxiv) Sandy’s Darlin’ Munchkins Family Child Care Home and Universal Pre-Kindergarten
- xxv) The Centers for Families and Children – Bingham Early Learning Center
- xxvi) The Centers for Families and Children – Debra Ann November Early Learning Center
- xxvii) The Centers for Families and Children – Gordon Square Early Learning Center
- xxviii) The Centers for Families and Children – McMillan Early Learning Center
- xxix) The Centers for Families and Children – Wade Early Learning Center
- xxx) The Cleveland Music School Settlement
- xxxi) The East End Neighborhood House Association
- xxxii) The Merrick House
- xxxiii) The Young Women’s Christian Association of Greater Cleveland, Ohio

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

[Clerk’s Note: Technical corrections were made by the Clerk at the request of the Office of Early Childhood and read into the record.]

Council President Brady referred Resolution No. R2018-0153 to the Education, Environment & Sustainability Committee.

b) 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. R2018-0120, R2018-0121 and R2018-0139.

- 1) R2018-0120: A Resolution confirming the County Executive's appointment of Walter Parfejewiec, upon his taking the oath of office, as Director of the Department of Health and Human Services; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Committee Assignment and Chair: Committee of the Whole –
Brady

On a motion by Mr. Brady with a second by Ms. Brown, Resolution No. R2018-0120 was considered and adopted by unanimous vote.

Chief of Staff Earl Leiken then administered the Oath of Office to Mr. Parfejewiec.

- 2) R2018-0121: A Resolution confirming the County Executive's appointment of Michele Pomerantz, upon her taking the oath of office, as Director of the Department of Regional Collaboration; and declaring the necessity that this Resolution become immediately effective. [Pending Committee Recommendation]

Sponsors: County Executive Budish and Councilmembers
Miller, **Simon, Houser, Conwell and Jones**

Committee Assignment and Chair: Committee of the Whole –
Brady

[Clerk's Note: The Committee of the Whole referred Resolution No. R2018-0121 to the full Council with a recommendation for passage under second reading adoption under suspension of rules: July 10, 2018]

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2018-0121 was considered and adopted by majority vote with Councilmember Schron dissenting and Councilmember Brown recusing herself from the vote.

Chief of Staff Earl Leiken then administered the Oath of Office to Ms. Pomerantz.

3) R2018-0139: A Resolution making awards to various municipalities for various municipal grant projects in connection with the 2018 Community Development Block Grant Municipal Grant Program for the period 7/1/2018 - 12/31/2018; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [Pending Committee Recommendation]

- i) City of Bedford Heights in the amount of \$140,136.00 for Bear Creek Drive Reconstruction.
- ii) City of Berea in the amount of \$150,000.00 for the Dora Lee Playground and Parking Lot Improvement Project.
- iii) City of Brook Park in the amount of \$112,602.00 for the purchase of police vehicles.
- iv) City of Fairview Park in the amount of \$150,000.00 for the Senior Center Roof Restoration Project.
- v) City of Maple Heights in the amount of \$150,000.00 for the Lee Road South Improvement Project.
- vi) Village of Oakwood in the amount of \$150,000.00 for the Wright Avenue Improvement Project.
- vii) Olmsted Township in the amount of \$150,000.00 for Township-wide ADA Curb-Ramp Project.
- viii) City of Parma Heights in the amount of \$150,000.00 for the Manorford Drive Reconstruction Project-Phase 1.
- ix) City of Richmond Heights in the amount of \$150,000.00 for the Community Park Accessibility Bathrooms Project.
- x) City of Shaker Heights in the amount of \$150,000.00 for improvements to Moreland neighborhood parks.
- xi) City of University Heights in the amount of \$142,965.00 for Cedar-Green Business District Pedestrian Improvements.
- xii) Village of Woodmere in the amount of \$150,000.00 for ADA-Village Hall Improvement Project.

Sponsors: County Executive Budish/Department of Development and Councilmembers Miller, Brown, Tuma, Gallagher, **Jones, Simon and Houser**

Committee Assignment and Chair: Community Development
– Jones

[Clerk’s Note: The Community Development Committee referred Resolution No. R2018-0139 to the full Council with a recommendation for passage under second reading adoption under suspension of rules: July 9, 2018]

On a motion by Mr. Jones with a second by Ms. Simon, Resolution No. R2018-0139 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, July 16, 2018 at 1:00 p.m.

Mr. Schron reported that the Economic Development & Planning Committee will meet on Monday, July 16, 2018 at 3:00 p.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, July 18, 2018 at 10:00 a.m.

Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, July 18, 2018 at 1:00 p.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, July 18, 2018 at 3:00 p.m.

Ms. Baker reported that the Committee of the Whole will meet on Tuesday, July 17, 2018 at 1:00 p.m. to discuss recommendations from the Charter Review Commission.

12. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

13. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 3:30 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, JULY 17, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM**

1. CALL TO ORDER

Councilmember Baker, Chair of the Council Operations, Intergovernmental Relations & Public Transportation Committee, called the meeting to order at 1:06 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

The following individuals addressed Council regarding Resolution No. R2018-0140, a Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to enact Article XV of the County Charter establishing the Agency of Inspector General:

- a) Lynda Mayer**
- b) County Prosecutor Michael O'Malley**

The following individuals addressed Council regarding Resolution No. R2018-0143, a Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article III, Section 3.09 of the County Charter to empower the Council to enact laws governing the election of county officers:

- a) Catherine LaCroix**

- b) Catherine Turcer
- c) William Tarter, Jr.

Ms. Loh addressed Council regarding Resolution No. R2018-0141, a Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article IX of the County Charter clarifying the roles and responsibilities of the Personnel Review Commission and the Department of Human Resources.

4. ITEMS REFERRED TO COMMITTEE:

The Honorable Judge Ronald Adrine (retired), Chair of the Charter Review Commission; and Mr. Michael King, Special Counsel, addressed Council regarding the Commission's final report. Discussion ensued.

Councilmembers asked questions of Judge Adrine and Mr. King pertaining to the report, which they answered accordingly.

[Clerk's Note: Item No. 4.c) was taken out of order and considered prior to Item No. 4.a.)]

- a) R2018-0140: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to enact Article XV of the County Charter establishing the Agency of Inspector General and to provide for the appointment, removal, qualifications, and the powers and duties, including access to county information and subpoena power, of the Inspector General; and declaring the necessity that this Resolution become immediately effective.

Mr. King and Mr. Mark Griffin, Inspector General, addressed Council regarding Resolution No. R2018-0140. Discussion ensued.

Councilmembers asked questions of Mr. King and Mr. Griffin pertaining to the item, which they answered accordingly.

On a motion by Ms. Baker with a second by Mr. Schron, Resolution No. R2018-0140 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading, with the understanding that there may be a new resolution introduced by some Councilmembers to incorporate some of the recommendations that were discussed.

- b) R2018-0141: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article IX of the County Charter clarifying the roles and responsibilities of the Personnel Review Commission and the Department of Human Resources, to prohibit discrimination on the basis of gender identity/expression in county employment, and to provide for the establishment of the unclassified service by general law and council ordinance; and declaring the necessity that this Resolution become immediately effective.

Mr. King addressed Council regarding Resolution No. R2018-0141. Discussion ensued. Councilmembers asked questions of Mr. King pertaining to the item, which he answered accordingly.

On a motion by Mr. Miller with a second by Mr. Jones, Resolution No. R2018-0141 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- c) R2018-0142: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article XI, Section 11.04 of the County Charter to provide the Department of Internal Auditing discretion to bill departments for the cost of conducting audits and in adopting auditing standards; and declaring the necessity that this Resolution become immediately effective.

[Clerk's Note: Item No. 4.c) was taken out of order and considered prior to Item No. 4.a.)]

Mr. King addressed Council regarding Resolution No. R2018-0142. Discussion ensued.

Councilmembers asked questions of Mr. King pertaining to the item, which he answered accordingly.

On a motion by Mr. Brady with a second by Mr. Schron, Resolution No. R2018-0142 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- d) R2018-0143: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article III, Section 3.09 of the County Charter to empower the Council to enact laws governing the election of county officers; and declaring the necessity that this Resolution become immediately effective.

Mr. King addressed Council regarding Resolution No. R2018-0143. Discussion ensued.

Councilmembers asked questions of Mr. King pertaining to the item, which he answered accordingly.

On a motion by Ms. Baker with a second by Mr. Brady, Resolution No. R2018-0143 was considered and approved by unanimous roll-call vote to be referred to the full Council agenda for second reading, with the understanding that it may not have favorable support at the full Council meeting.

5. MISCELLANEOUS BUSINESS

Councilmember Brown thanked Ms. Jeane Holley for her hard work on behalf of the Charter Review Commission.

6. ADJOURNMENT

With no further business to discuss, Chair Baker adjourned the meeting at 2:55 p.m., without objection.



MINUTES

CUYAHOGA COUNTY COUNCIL COMMITTEE OF THE WHOLE MEETING

THURSDAY, JULY 19, 2018

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

10:30 AM

1. CALL TO ORDER

Councilmember Miller, Chair of the Finance & Budgeting Committee, called the meeting to order at 10:34 am.

2. ROLL CALL

Chair Miller asked Deputy Clerk Carter to call the roll. Councilmembers Miller, Gallagher, Schron, Conwell, Brown, Houser, Simon, Baker and Brady were in attendance and a quorum was determined. Councilmembers Tuma and Jones entered the meeting after the roll-call was taken.

3. PUBLIC COMMENT

There were no public comments given.

4. PRESENTATIONS:

- a) Quarterly Review of Enterprise Resource Planning (ERP) System - Administration

Mr. James Hay, Deputy Chief Information Officer, addressed Council regarding the budget, schedule and staffing related to the Enterprise Resource Planning (ERP) System Project. Discussion ensued.

Councilmembers asked questions of Mr. Hay pertaining to the item, which he answered accordingly.

- b) Enterprise Resource Planning (ERP) System Project Update – Zig Berzins, ZCo Consulting, LLC

Mr. Zig Berzins, Managing Principal of Zco Consulting, addressed Council regarding the Enterprise Resource Planning (ERP) System Project. Discussion ensued.

Councilmembers asked questions of Mr. Berzins pertaining to the item, which he answered accordingly.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Mr. Miller adjourned the meeting at 12:36 p.m., without objection.



MINUTES

CUYAHOGA COUNTY COUNCIL COMMITTEE OF THE WHOLE MEETING

THURSDAY, JULY 19, 2018

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

1:30 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 1:34 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

The following citizens addressed Council regarding Ordinance No. O2018-0009, an Ordinance enacting Chapter 206.13: Commission on Human Rights and Title 15: Anti-Discrimination to ensure equal opportunity and treatment for all citizens of Cuyahoga County:

- a) Mr. David Forte**
- b) Mr. Kevin Burke**
- c) Ms. Dianna Hill**
- d) Ms. Kris Keniray**
- e) Ms. Susan Becker**
- f) Ms. Molly Whitehorn**
- g) Ms. Alana Jochum**
- h) Ms. Loh**

4. ITEM REFERRED TO COMMITTEE:

- a) O2018-0009: An Ordinance enacting Chapter 206.13: Commission on Human Rights and Title 15: Anti-Discrimination to ensure equal opportunity and treatment for all citizens of Cuyahoga County.

The Honorable Nickie J. Antonio, Representative for Ohio House District 13, addressed the Committee regarding Ordinance No. O2018-0009. Discussion ensued.

Mr. Michael King, Special Counsel; Ms. Gwen Stembridge, Northeast Ohio Coordinator for Equality Ohio; Ms. Alana Jochum, Executive Director of Equality Ohio; and Ms. Awatef Assad, Assistant Law Director, addressed Council regarding Ordinance No. O2018-0009. Discussion ensued.

Councilmembers asked questions of Mr. King, Ms. Stembridge, Ms. Jochum and Ms. Assad pertaining to the item, which they answered accordingly.

No further legislative action was taken on Ordinance No. O2018-0009.

5. MISCELLANEOUS BUSINESS

Council President Brady announced that the Committee of the Whole will meet on Tuesday, July 24th, to continue discussions on Ordinance No. O2018-0009.

Councilmember Miller then discussed a proposed amendment to Ordinance No. O2018-0009 and asked Councilmembers to review it prior to the Committee of the Whole meeting on July 24th.

6. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 3:14 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0154

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

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

WHEREAS, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

WHEREAS, the 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 July 11, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through M) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed Revised Classifications:

- Exhibit A: Class Title: *Associate Warden*
Number: 1025501
Pay Grade: 15/Exempt
*County Sheriff requested essential functions be updated to reflect expansion and scope of duties due to regionalization of jails. Pay Grade changed from 13/Exempt to 15/Exempt.
- Exhibit B: Class Title: *Senior Building Rehabilitation Specialist*
Number: 1021312
Pay Grade: 7/Non-exempt
*PRC routine maintenance. Essential job functions of Building Rehabilitation Specialist and Senior Building Rehabilitation Specialist were combined into one classification due to extreme similarity. Education and experience requirements were updated to be consistent with other positions in series. Classification number changed from 1021312 to 1021311.
- Exhibit C: Class Title: *Building Rehabilitation Specialist Supervisor*
Number: 1021313
Pay Grade: 10/Exempt
*PRC routine maintenance. Education and experience requirements were updated to be consistent with other positions in the series. Classification number changed from 1021313 to 1021312.
- Exhibit D: Class Title: *Data Systems Security Coordinator*
Number: 1053182
Pay Grade: 6B/Non-exempt
*Revised classification requested by Department of Information Technology based on Department need. Classification no longer reflected work currently being performed. Updated specification to include new essential functions and minimum qualifications of the position. Pay Grade changed from 11/Exempt to 6B/Non-exempt. Classification number changed from 1053182 to 1053181.
- Exhibit E: Class Title: *Development Administrator*
Number: 1055243
Pay Grade: 17/Exempt
*Department of Development requested that essential functions be updated to be consistent with changes due to Department restructuring.

Exhibit F: Class Title: *Inspection and Permits Supervisor*
Number: 1062231
Pay Grade: 12/Exempt
*PRC routine maintenance. Classification information has been updated and placed into new format.

Proposed New Classification:

Exhibit G: Class Title: *Sustainability Coordinator*
Class Number: 1062311
Pay Grade: 7/Non-exempt

Proposed Deleted Classifications:

Exhibit H: Class Title: *Building Rehabilitation Specialist*
Class Number: 1021311
Pay Grade: 6/Non-exempt

Exhibit I: Class Title: *Contract Coordinator*
Class Number: 1052140
Pay Grade: 4/Non-exempt

Exhibit J: Class Title: *Human Resource Specialist*
Class Number: 1053713
Pay Grade: 14/Exempt

Exhibit K: Class Title: *Manager, Application Design and Support*
Class Number: 1053125
Pay Grade: 15/Exempt

Exhibit L: Class Title: *Recruitment and Retention Manager*
Class Number: 1053634
Pay Grade: 16/Exempt

Exhibit M: Class Title: *Senior Contract Coordinator*
Class Number: 1052141
Pay Grade: 7/Non-exempt

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT A

Class Title:	Associate Warden	Class Number:	1025501
FLSA:	Exempt	Pay Grade:	15
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to manage the day-to-day operations of County correctional facilities.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for managing and overseeing County correctional facilities including supervising Sergeants and ensuring safety and security of inmates and employees. Work is performed under general supervision of the Warden. The incumbent exercises initiative and 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.

- 40% +/- 10%
- Manages day-to-day operations pertaining to staff administration, security, equipment, and property of County correctional facilities; makes daily rounds to ensure compliance with policies, procedures, rules, and regulations; inspects living accommodations of inmates for sanitation and safety; ensures that necessary repair and work requests are made and completed; serves as initial on-scene commander during large scale crisis or emergency events; responds to emergency situations and plans and directs the placement of staff in the event of riots, escapes, and other emergencies within the facilities; works to ensure operational effectiveness of facilities and confers with the Warden regarding operational problems.
- 25% +/- 10%
- Supervises Sergeants and other assigned personnel; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluations employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 15% +/- 10%
- Determines inmate disciplinary status at all county jails and makes appropriate decisions regarding status of individual inmates; performs weekly reviews of discipline status throughout the jails to ensure spaces (lockup, special housing) are properly managed; responds to and addresses inmate grievances and complaints (both formal and informal) at all county jails; directs and reviews investigations of incidents, disciplinary issues, complaints, and inmate grievances and gathers facts to document, report, and make recommendations regarding the problem; makes independent determinations of informal grievances escalating to the Warden only when needed; makes determinations of formal grievances and provides recommendations of action to the Warden.
- 5% +/- 2%
- Monitors and oversees implementation of jail's operating budget; monitors and oversees expenditures and purchases; projects upcoming budget expenditures; makes recommendations for cost savings; collaborates with the Warden regarding budget status.

Proposed DATE:

15% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; maintains records according to department standards; attends various trainings and meetings; researches and responds to inquiries and complaints from general public and ensures good public relations; communicates with employees at offsite county correctional facilities and provides guidance as necessary; acts as County liaison with other departments in the Regional Jail System; makes recommendations regarding policy and procedures changes to the Warden.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in criminal justice, public administration, business administration, behavioral sciences, correctional management, or related degree and five (5) years of experience in security, corrections, law enforcement, or military security; 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 stand and walk for a prolonged period of time, balance, climb, bend, twist, and lift, push, and pull up to 25 lbs.

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 evaluate, 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 grievance reports, security reports, safety reports, transfer request forms, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and relevant County, State, and Federal Laws.
- Ability to prepare work orders, security requests, policy and procedure documents, incident reports, training materials, budgetary reports, performance appraisals, disciplinary documents, time sheets, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County with external organizations, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Associate Warden

- Ability to use and interpret criminal justice terminology and language.
- Ability to communicate with supervisor, managers, coworkers, employees, representatives from other jails, police, hospitals, regulatory agencies, and the general public.

Environmental Adaptability

- Work is typically performed in jail facilities.
- Work may involve exposure to violence and noise extremes.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT B

Class Title:	Building Rehabilitation Specialist	Class Number:	1021311
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Development		

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, and managing of housing related rehabilitation activities for the Community Development Division. This classification utilizes human relations skills for working with homeowners, landlords, contractors, and building officials, as well as administrative skills for complying with federal, state and local municipality requirements in order to prepare related reports, forms, and documents.

Distinguishing Characteristics

This is a journey level classification with the responsibility to inspect both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

Essential Job Functions

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

- 45% +/- 10%
- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, housing quality standards, and/or building code deficiencies; inspects, manages, and/or monitors compliance requirements including but not limited to housing quality and workmanship standards, trade and contract specifications, building and housing codes; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors program compliance specifications and work performed on single and multi-family structures; monitors program budgets.
- 35% +/- 10%
- Develops work specifications and cost estimates utilizing construction software; coordinates the contractor bid process; verifies contractor eligibility for program; reviews contractor bids with clients; drafts contracts to the winning bidder(s); evaluates change order requests to insure validity of the requests and associated costs; prepares change orders with client and contractor approval.
- 20% +/- 10%
- Performs related administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; maintains daily project log notes; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meetings; perform public relations and program marketing activities by participating in housing fairs, community events, general public meetings, and meetings with various public/private agencies throughout Cuyahoga County.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in construction management or related technical training with three (3) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) 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 State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 50 pounds.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize basic principles of algebra and geometry.

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 client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, inspector reports, lead risk assessments, loan documents, production reports, HUD report forms, industry newsletters, vouchers, letters, memos, correspondences, flowcharts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, employee performance evaluations, timesheets and mileage reports, training and travel documentation, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Building Rehabilitation Specialist

- Ability to communicate effectively with clients, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret construction and basic engineering terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment and at various field locations.
- Work at field locations can be exposed to temperature extremes, strong odors, toxic agents, poisonous agents, smoke, dust, machinery, wetness, humidity, electrical currents, noise extremes, and vibrations.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT C

Class Title:	Building Rehabilitation Specialist Supervisor	Class Number:	1021312
FLSA:	Exempt	Pay Grade:	10
Dept:	Development		

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, and managing of housing related rehabilitation activities as well as supervising Building Rehabilitation Specialist(s) for the Community Development Division. This classification utilizes human relations skills for working with homeowners, landlords, contractors, and building officials, as well as administrative skills for complying with federal, state, and local municipality requirements in order to prepare related reports, forms, and documents.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for supervising the Building Rehabilitation Specialist(s) and inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgement in the management of complex cases. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

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 the Building Rehabilitation Specialist(s); assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; reviews and approves staff timesheets and mileage reports; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; provides information to answer staff questions and helps resolve conflicting issues as appropriate; conducts weekly staff meetings.

- 30% +/- 10%
- Oversees the contract bid process; schedules committee meeting(s) to approve or disapprove scope of work and loan; pre-approves project bid specifications along with cost estimates; reviews contractor bids; reviews contracts and vouchers for the winning bid; evaluates and approves change order requests to insure validity of requests and associated cost; prepares callback reports and/or letters as they relate to the quality of work, health and safety issues, specific deviations from original specifications, and any owner-contractor conflicts.

- 25% +/- 10%
- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, housing quality standards, and/or building code deficiencies; inspects, manages, and/or monitors compliance requirements including but not limited to housing quality and workmanship standards, trade and contract specifications, building and housing codes; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors program compliance specifications and work performed on single and multi-family structures; monitors program budgets.

Proposed DATE

15% +/- 10%

- Performs related administrative responsibilities; creates and maintains records of various housing projects on contractor payments, change orders, and inspection reports; maintains contractor registration and construction files on a weekly and monthly basis to ensure program compliance with standards; maintains computerized specification databases for various housing related programs; participates in housing fairs and community events; on occasion meets with the general public and various agencies about the county housing programs and services offered.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in construction management or related technical training with five (5) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) 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 State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 50 pounds.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize basic principles of 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.

Proposed DATE

Building Rehabilitation Specialist Supervisor

- Ability to comprehend a variety of informational documents including client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, lead risk assessments, loan documents, production reports, HUD report forms, industry newsletters, vouchers, letters, memos, correspondence, flowcharts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, employee performance evaluations, timesheets and mileage reports, training and travel documentation, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees; to communicate effectively with clients, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret construction and basic engineering terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment, and at various field locations.
- Work at field locations can be exposed to temperature extremes, strong odors, toxic agents, poisonous agents, smoke, dust, machinery, wetness, humidity, electrical currents, noise extremes, and vibrations.

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.

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT D

Class Title:	Data Systems Security Coordinator	Class Number:	1053181
FLSA:	Non-Exempt	Pay Grade:	6B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to coordinate system user access for Health and Human Services (HHS) employees and assist with end user technology.

Distinguishing Characteristics

This is an entry level classification with responsibility for serving as the liaison between the County and the State of Ohio to coordinate system user access for HHS employees. This classification works under a framework of defined procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to 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.

- 65% +/- 10%
- Coordinates system user access for HHS employees; receives requests from managers and directors to change the system security access for County employees; receives requests from the HR Department to create new hire user profiles; completes appropriate forms and submits documentation to the State of Ohio; serves as the liaison between the County and the State of Ohio in regards to system user access; contacts the state for project updates; notifies management when the state has completed the request.

- 25% +/- 10%
- Assists with end user technology including computers, printers, scanners, and mobile devices; provides basic computer training to the end users; moves and installs computers; troubleshoots technology issues; sets up new mobile phones.

- 10% +/- 5%
- Serves as the State's Technical Point of Contact (TPOC); performs an annual audit on the HHS employees to verify the employees are still employed with the County and have the appropriate system access; completes reconciliation and returns the documents to the State of Ohio; receives and reviews new State Policies and Procedures for system user access.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one (1) year of IT service support experience; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Proposed DATE

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.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including emails, 7078 Forms, Federal Tax Information Form, SETS User Access Form, iCase Forms, Network Relocation Forms, packaging slips, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, State of Ohio guidelines, equipment manuals, software manuals, and ODJFS manuals.
- Ability to prepare memos, correspondence, 7078 Forms, SETS Reporting, SACWIS, SETS, and CRIS-E Reconciliation, 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 information technology terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, co-workers, other County employees, State of Ohio employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Proposed DATE:

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT E

Class Title:	Development Administrator	Class Number:	1055243
FLSA:	Exempt	Pay Grade:	17
Dept:	Development		

Classification Function

The purpose of this classification is to plan, organize, manage, and administer a departmental division exclusive to economic development, community development or regulation and compliance.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and managing a division of the Development Department responsible for either economic development, community development, or regulation and compliance. This classification supervises subordinate staff. The incumbent works under administrative direction from the Department of Development's Deputy Director, and work requires the analysis and solution of operational, technical, administrative, and management problems related to economic development, community development, or compliance and regulation. 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%
- Manages and administers a departmental division exclusive to economic development, community development, or regulation and compliance; manages projects and programs including research, reporting, and design and development; establishes, updates, and monitors execution of the department's strategies to support major functions; forecasts resource requirements and monitors usage and compliance of various funding streams; oversees the processing of all qualifying economic development proposals; executes administrative and procurement processes to secure resources needed for strategy and resource work; monitors programs' regulatory compliance; maintains and updates program policies, specifications, terms, and metrics; analyzes and evaluates existing operations' systems, policies, and procedures; updates Director and Executive on all upcoming projects and estimated pipeline activity; communicates and coordinates with Director and County leadership on the development of division goals, direction, activities, policies, and advocacy; advises Director and department management on key compliance issues; makes recommendations to Director and Executive on revision or creation of programs.

- 30% +/- 10%
- Manages, oversees, and directs activities related to loan or grant financing for economic development purposes and projects; administers development financing programs; guides borrowers and grantees throughout the on-going loan application, pro-forma financials, business operating financials, contract requirements, and underwriting processes; oversees processing of all reimbursement and disbursement requests for approved economic development and brownfield borrowers or grantees; manages ongoing Loan Portfolio issues and action requirements; manages deal structuring, negotiations, and loan closing; updates the DOD's Economic Development Loan Policies Manual annually and oversees training and implementation of new policies and procedures.

Proposed DATE:

15% +/- 5%

- Manages communication and coordination for Department of Development with various internal and external stakeholders, committees, and organizations; provides technical assistance and support to boards, commissions, and businesses regarding community and economic development issues; manages communication and coordination with County Council/Committees regarding pertinent legislation; manages communication and coordination with Cuyahoga County Community Improvement Corporation Board regarding loan reviews and write-ups; attends meetings, Council sessions, and seminars to make presentations regarding community and economic development programs, policy and planning, and department initiatives.

10% +/- 5%

- Supervises subordinate staff; plans, assigns, and reviews work; provides job training and instruction; 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; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

10% +/- 5%

- Directs and supervises data collection and reporting for department performance measures; oversees research and reporting of key business intelligence information supporting department's functions.

5% +/- 2%

- Performs related administrative duties; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; prepares grant proposals and applications; provides input on various reports for local, state and federal program requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, public administration, finance or a related field with six (6) years of experience with community development, economic development or related field; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Proposed DATE:

- 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, subtracts, multiply, divide, calculate decimals and percentages, and perform routine 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 tax statements, loan applications and information, financial statements, financial projections, credit reports, appraisals and studies, architectural drawings, invoices, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code and Legislative Resolutions, Personnel Policies and Procedures Manual, various State and Federal Regulations and Guidelines, HUD regulations, ESEPA regulations, CDBG regulations, the Ohio Revised Code, and the Federal Register.
- Ability to prepare loan analysis, annual loan summary, loan portfolio reports, strategic plans, tax abatement reports, compliance reports, legislation, grant summary reports, correspondence, project descriptions, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, accounting, and financial analysis terminology and language.
- Ability to communicate with staff, Director, elected officials, municipal employees, members of external businesses and organizations, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Proposed DATE:

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT F

Class Title:	Inspection and Permits Supervisor	Class Number:	1062231
FLSA:	Exempt	Pay Grade:	12
Dept:	Development		

Classification Function

The purpose of this classification is to coordinate field inspections of maintained utilities and project inspections of new construction as well as supervise assigned staff.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for coordinating field inspections of maintained utilities and project inspections of new construction within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgement in the management of complex cases.

Essential Job Functions

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

- 35% +/- 10%
- Supervises assigned staff involved in inspection program, permit issuance, and building rehabilitation projects; assigns and reviews work; provides instruction to employees; maintains work standards; responds to employee problems; completes performance appraisals; recommends and implements disciplinary procedures

- 35% +/- 10%
- Coordinates field inspections of maintained utilities and project inspections of new construction; assigns inspectors to various assignments; ensures that new structures are completed in compliance with approved plans and uniform standards; ensures that new structures meet required tests; reviews inspector's daily reports and construction plans.

- 30% +/- 10%
- Reviews and recommends approval of permit requests; reviews permit requests; reviews contractor's Sewer Builder License requests and makes recommendations; maintains project files, sewer records and as-built construction plans.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or technical training in the building trades with six (6) years of inspection or construction experience; 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, calculator, telephone and copier.

Proposed DATE

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, calculate decimals and percentages, and utilize basic principles of 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 inspection reports, sewer inspection summary, construction plans, contractor's license applications, invoices, inspection and permit fee structure, payroll, employment applications, time sheets, monthly reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, safety manuals, construction manuals, and materials manuals.
- Ability to prepare purchase orders, pre-construction meeting minutes, performance reports, gas reports, monthly and annual reports, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage programs and people, to supervise the work of other employees, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret construction, mechanical, electrical, and basic engineering terminology and language.
- Ability to communicate with directors, managers, supervisors, engineers, inspectors, contractors, other County employees, and the general public.

Proposed DATE

Inspection and Permits Supervisor

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.

Proposed DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT G

Class Title:	Sustainability Coordinator	Class Number:	1062311
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Sustainability		

Classification Function

The purpose of this classification is to coordinate and implement sustainability programs for the County and to develop and maintain relationships with internal and external stakeholders.

Distinguishing Characteristics

This is an entry level classification with responsibility for coordinating sustainability programs and tracking related data. This classification works under a framework of defined procedures and regulations. The incumbent ensures that 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.

- 40% +/- 10%

• Coordinates and implements sustainability programs for the County; manages greenhouse gas emissions inventory database; coordinates with stakeholders to develop a climate change action plan; monitors data to ensure the County is on track to meet the climate change action plan's goals; collects and analyzes utilities data to track County emissions trends; distributes results of the analysis to the County stakeholders.

- 20% +/- 10%

• Develops and maintains relationships with regional renewable energy development projects contacts, external stakeholders, and other County departments; provides regular communication and updates on sustainability programs; coordinates employee sustainability education and external project events; collaborates with the Communications and IT Departments to develop various marketing materials for general updates on programs and special events.

- 15% +/- 10%

• Assists the Director of Sustainability in creating departmental goals; assists in developing a strategic plan to achieve departmental goals; tracks the department's strategic performance metrics; reports the progress of the goals to the director.

- 25% +/- 10%

• Performs related administrative responsibilities; researches trends and developments in the field of sustainability; researches potential grant opportunities; drafts grants, requests for proposals (RFPs), and requests for information (RFIs); represents the County in various meetings; attends meetings, trainings, and conferences; assists with tracking the department budget.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in environmental studies or a related field with one (1) year of environmental sustainability experience; or any equivalent combination of training and experience.

Effective: DATE

Sustainability Coordinator

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, and perform routine statistics.

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 legal documents, contracts, scientific data, and various environmental reports.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, federal and state laws pertaining to environmental sustainability, and general emission reduction goals.
- Ability to prepare correspondence, request for proposals (RFPs), request for information (RFIs), grant proposals, invoices, purchase orders, various 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, to follow instructions.
- Ability to use and interpret environmental sustainability, basic marketing, and legal terminology and language.
- Ability to communicate with the director, coworkers, other County employees, utility service employees, and external stakeholders.

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: DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION *EXHIBIT H*

Class Title:	Building Rehabilitation Specialist	Class Number:	1021311
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Development		

Classification Function

The purpose of this classification is to perform specialized office and/or field work involving the planning, implementing, coordinating, and managing of housing rehabilitation activities for the Community Development Division. This classification utilizes human relations skills for working with homeowners, rental property owners, contractors, and building officials, as well as administrative skills for complying with federal requirements and preparing related reports, forms, and documents.

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.

- 45% +/- 10%
- Manages and inspects residential and commercial structures to determine rehabilitative work required to correct health and safety issues, housing quality standard and/or building code deficiencies; inspects rehabilitation projects for compliance with workmanship standards, trade specifications, building and housing codes, property rehabilitation standards, contract conditions, and progress payment disbursements; provides technical guidance to property owners, contractors, and building officials; reviews new materials and methods issued in building construction; mediates conflicts that may arise during the construction process; monitors project's budget.

- 35% +/- 10%
- Coordinates the contractor bids and work specifications; develops work specifications and cost estimates utilizing construction software; reviews work specifications; evaluates change order requests to insure validity of requests and cost; prepares and approves change orders; estimates for required rehabilitation work; reviews contractor bids; verifies contractor eligibility for program; drafts contracts to winning bidder.

- 20% +/- 10%
- Performs related administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meeting; participates in housing fairs and community events; meets with the general public and various agencies about the county programs and services offered.

Effective: 1998
 Revised: April 28, 2006
 Revised: May 10, 2017

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Construction Management or related field with three (3) years of code enforcement, specification writing, or individual trades (e.g. - carpentry, plumbing, electrical, or HVAC) 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 State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 25 pounds.

Mathematical Ability

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

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 client files, building plans, blue prints, memorandums, industry newsletters, inspector report, inspection sign off, material specifications, contractor insurance, contractor licensing, letters, emails, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Weatherization Manual, Program Standards Manual, Heating Systems Manual, National Building Code Manuals, product instructions, state and local building codes, lead rules, EPA regulations, ADA regulations, contractual laws, International Code Council and zoning codes.
- Ability to prepare payment vouchers, specifications, building inspection check list, contract agreement, building inspection reports, material list sheets, contract change orders, disposition of funds, lien releases, case review reports, contractor bid summary, historic environmental compliance, change orders, contracts, owners satisfaction statement, project specifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively with customers, to record and deliver information, to explain procedures, to follow instructions.

Effective: 1998
Revised: April 28, 2006
Revised: May 10, 2017

Building Rehabilitation Specialist

- Ability to use and interpret building construction terminology and language.
- Ability to communicate with contractors, clients, supervisors, coworkers, other County employees, government agency representatives, customers, inspectors, and Building Commissioners.

Environmental Adaptability

- Work is typically performed in an office environment and at field locations.
- Work in field locations can be exposed to temperature extremes, strong odors, toxic agents, poisonous agents, smoke, dust, machinery, wetness, humidity, disease, bodily fluids, animals, electrical currents, violence, noise extremes, vibrations, bright or dim lights, and traffic hazards.

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

Effective: 1998
Revised: April 28, 2006
Revised: May 10, 2017

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION *EXHIBIT I*

Class Title:	Contract Coordinator	Class Number:	1052140
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Office of Procurement & Diversity, only		

Classification Function

The purpose of this classification is to review, analyze, and recommend revisions to contracts, contract amendments, and agreements for compliance to relevant statues and County policies and procedures.

Distinguishing Characteristics

This is an entry level classification. The incumbents receive immediate supervision progressing to general supervision as experience is gained. Incumbents in this classification exercise discretion in following 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.

- 35% +/- 10%
- Reviews, analyzes, and recommends revisions to contracts, contract amendments, and agreements for compliance to relevant statues and County policies and procedures; receives all contract documents submitted for consideration by County Council and the County Executive; reviews contracts for completeness and compliance to relevant statutes, policies and procedures; reviews electronic document routing system actions for completeness and submits in compliance with established deadlines; maintains contracts and supporting documents that are complete and correct for processing; ensures that sufficient appropriations are available; submits contract documents to Fiscal Office for encumbrance of funds; submits contract documents to Department of Law for legal review; analyzes submission of notarized signature authority letter, determine and assign encumbrance numbers for new contracts and agreements.

- 20% +/- 10%
- Prepares and maintains contract database for County Council and County Executive and creates summaries; compiles a checklist summarizing contract, contract amendments, and agreements to provide for various board approvals; updates contract database with all contract activity for permanent record; creates various vouchers and certification requests; gathers and compiles contract, contract amendment, and agreement activity for statistical purposes.

- 15% +/- 10%
- Performs various administrative duties; types letters, memos, correspondence, vouchers, requisitions, specifications, lease agreements and contract documents; updates and maintains information in contract management database; resolves discrepancies with the department that submitted the documents; assists and collaborates with coworkers on various special projects; researches and compiles information for records requests; monitors status of contracts, contract amendments, and agreements to provide up-to-date information; maintains hard copies of contracts based on compliance to the record retention schedule.

October 13, 2016

Contract Coordinator

10% +/- 5%

- Provides technical assistance and training to departments related to contract processing, various software, and policies and procedures.

10% +/- 5%

- Acts as a consultant for various departments; meets with departments to strategize plans for new and amended contracts and agreements; refers to various departmental budgets to process or withhold voucher and certification requests; collaborates with department's budget allocation for submitted requests.

10% +/- 5%

- Verifies accuracy and consistency of contract history and evaluation; confirms vendors' legal name and address; review previously submitted contracts, contract amendments, and agreements to insure information has been accurately captured in the new amendments.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with two (2) years of related experience; 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, calculate decimals and percentages, and routine statistics.

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 contracts, contract amendments, agreements, insurance forms, resolutions, workers compensation forms, contract encumbrance vouchers, amendment certification, submitted certification, decertification, recertification requests; contract evaluation, history forms, contract covers, agreement covers, and various requests.
- Ability to comprehend a variety of reference books and materials including contract manuals, database manuals, and various other materials.

October 13, 2016

Contract Coordinator

- Ability to prepare letters, contract-related reports, vouchers, emails, certification request memo, contract checklist, presentation, contract covers, agreement covers, 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 communicate effectively with directors, supervisors, elected officials, Assistant Law Directors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

October 13, 2016

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT J

Class Title:	Human Resource Specialist	Class Number:	1053713
FLSA:	Exempt	Pay Grade:	14
Departments:	Human Resource Department, only		

Classification Function

The purpose of this classification is to oversee and guide the human resource function for County departments as assigned. Human resource services include employment, benefits, personnel policy administration, labor and employee relations and training and development.

Essential Job Functions

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

- Assists in planning, developing, organizing, implementing, evaluating and directing the Human Resource Department.
- Responsible for a variety of human resource services including benefits, recruitment, classification and compensation (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; reviews position descriptions or job postings as positions become vacant or change; researches classification plan for appropriate classification of new positions; assists develop personnel policy administration and training and development).
- Participates in employee discipline process (e.g.- conducts employment investigation for employees who have allegedly violated work rules or other County policies; presides as hearing officer in pre-disciplinary conferences; interviews witnesses; evaluates evidence and prepares a written report presenting the facts of the case; conducts 3rd step grievances and serves as a liaison to the agency on labor relations matters; assists the Deputy Director in the preparation of defense of employment cases).
- Serves as a lead worker over Human Resource Analysts (e.g.- plans, coordinates, assigns and reviews work; provides input into performance evaluations).
- Represents the Department in various capacities (e.g.- assists representing the County in all matters before the Human Resource Commission, EEOC, OCRC, SERB, and the Unemployment Commission; serves as contact person for staff for employee relations matters including questions on policies and procedures; represents the County in matters pertaining to labor and employment).
- Reviews all requests from department directors for replacement personnel; consults with department directors to ensure appropriate staffing levels in order to eliminate and/or correct problem areas and improve services.
- Reviews and approves requests for leaves (e.g.- FMLA, Medical Leave, Personal Leave. Etc.); ensures compliance with and must be proficient in employment regulations such as FMLA, ADA and FLSA.
- May coordinate special projects (e.g.- establishes goals and timelines; facilitates, oversees and expedites the paper flow for processing paperwork for various forms (new hire packets, promotions, FMLA forms); ensures timelines of sensitive transactions are completed in a timely manner).
- Performs miscellaneous duties (e.g.- maintains organizational structure in HRIS; oversees the administration of provisions in the collective bargaining agreements).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or employment relations with nine years of personnel experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

SPHR Certification is required upon hire.

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

- Ability to operate a variety of automated office machines including personnel computer, printer, 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 recommend the discipline or discharge of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, performance evaluations, grievances, transcripts of depositions, incident reports, union contracts, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, grievance reports, performance evaluations, position descriptions, 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 employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with the County Human Resource Director, directors, managers, supervisors, Human Resource Commission, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION **EXHIBIT K**

Class Title:	Manager Application Design and Support	Class Number:	1053125
		Pay Grade:	15

Departments:	All departments
---------------------	-----------------

Classification Function

The purpose of this classification is to plan, facilitate and manage the analysis, design, development, implementation and maintenance of major information systems for assigned application areas. This is a manager level position responsible for providing work direction, supervision and technical assistance to assigned analysts and programmers in projects and 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.

- Manages major systems projects including planning, scheduling and resource allocation (e.g. – interviews prospective application development employees and provides input; assigns programmers to projects and monitors progress; determines cost estimates and target dates; performs cost-benefit feasibility, and impact analysis; monitors project progress reports; monitors time against project tasks in project tracking system; approves system and user manuals including technical, documentation and operations instructions; provides employee evaluation input to project managers on programmer performance; approves application design and development).
- Provides supervision of assigned staff (e.g. – prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines and provides for education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline discharge, salary increases, transfers and promotions; reviews, administers, and monitors service contracts).
- Coordinates the requirements of the user and system with the department including technical support and management personnel (e.g. – performs enterprise capacity planning; reviews collected information from users; oversees designs and system solutions under the guidance of standards; identifies alternative business solutions; approves input and output system requirements and graphic, narrative and data modeling of proposed solutions; determines hardware/software requirements; approves program specifications).
- Performs post-implementation assessment and maintenance (e.g. – consults with analysis in the development of test plan and test criteria; oversees Job Control Language and Procedures for production and test environments and analyzes clusters; performs problem resolution; allocates hierarchical and relational databases; approves program documentation according to standards; works with production control operations personnel in the implementation of programs).
- Keeps current on emerging technologies (e.g. – performs technology and software assessment; attends training; performs presentation of off-site training received or seminars attended; utilizes a variety of software and programming tools/aids).
- Develops and maintains effective working relationships with a variety of individuals within and outside the department (e.g. – attends weekly meetings with supervisor; communicates with project managers, coworkers, vendors, staff, and customers; attends and participates in staff meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or computer science with five years previous experience in a data processing environment including database management. Must have knowledge of database and/or system design; or any equivalent combination of training and experience.

Additional Requirements

This classification has no special requirements.

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

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including hardware software specifications, source materials, requests for proposals, proposals, budgets, computer periodicals, time sheets, invoices and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals including Novell, Microsoft Office and X-base and computer hardware manuals, Ohio Revised Code, Ohio Department of Jobs and Family Services manual and personnel policy manuals.
- Ability to prepare employee performance evaluations, disciplinary reports, flow charts, program data forms, procedural manuals, department reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and discipline, to advise directors and administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, County Information Services Center employees, governmental agencies, other County employees, consultants and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION *EXHIBIT L*

Class Title:	Recruitment & Retention Manager	Class Number:	1053634
FLSA:	Exempt	Pay Grade:	16
Dept:	Human Resources, only		

Classification Function

The purpose of this classification is to manage the County's recruitment and retention program.

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 County's recruiting program (e.g.- manages the design, development and implementation of processes required to attract and place employees; works with departments to develop an understanding of their staffing needs; coordinates recruiting and timeline for each vacancy; coordinates job posting; oversees applicant tracking system to identify and track a qualified pool of candidates).
- Manages County's classification and compensation plan (e.g.- develops and manages the implementation of the County's classification and compensation plan; manages administrative rules governing the classification and compensation plan; manages the integration of additional organizations into the County's plan; safeguards the integrity of the job evaluation process; reviews job audit findings and assigns employees to proper classifications; responds to job audit questions and develops job audit finding communication; confers with and reviews departmental reorganization plans; reviews establishment of new positions for appropriate classification; maintains record of final decisions regarding classification of positions and assignment of employees to classifications; coordinates salary surveys and pay structure revisions; manages development and revision of classification specifications; ensures consistency of minimum qualifications among classifications; presents findings and recommendations to the Human Resource Commission; confers on complex work problems).
- Assists the County Human Resource Director in administration of all County human resource services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; interprets personnel policies and procedures).
- May supervises lower level human resource staff (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with ten years of human resource experience including three 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**

- Ability to operate a variety of automated office machines including personal computer, printer, copier and fax machine.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, classification specifications, job audit forms, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, performance evaluations, job audit reports, classification specifications, position descriptions, 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 employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with the County Executive, County Human Resource Director, directors, managers, supervisors, Human Resource Commission, Department of Administrative Services, State Personnel Board of Review, other County employees, other elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT M

Class Title:	Senior Contract Coordinator	Class Number:	1052141
		Pay Grade:	7

Departments:	Clerk of the Board, only
---------------------	--------------------------

Classification Function

The purpose of this classification is to serve as a lead worker over the Contract Coordinator and review and recommend revisions to contracts, contract amendments, and agreements for compliance to relevant statutes and Commissioners' 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.

- Functions as lead worker over lower level Contract Coordinator (e.g.- assigns work and reviews completed work assignments; provides job training and instruction).
- Reviews and recommends revisions to contracts, contract amendments, and agreements for compliance to relevant statutes and Commissioners' policies and procedures. (e.g.- receives all contract documents submitted for consideration by the Board of County Commissioners; reviews contracts for completeness and compliance to relevant statutes, policies and procedures; reviews Board actions for completeness and submits to the Clerk of the Board to comply with established deadlines; maintains contracts that are complete and correct for processing; ensures that sufficient appropriations are available; submits contract documents to County Auditor for encumbrance of funds; submits contract documents to County Prosecutor for legal review; submits contract amendments to County Auditor; notarizes documents as required).
- Reviews established policies of the Board of County Commissioners to ensure compliance (applies five percent rule on all construction contract amendments to ensure proper authority; reviews procurement requirements including sole source, state contract, competitive bidding, request for proposals; ensures ADP Board approval as required).
- Functions as the liaison between the department, Office of the Clerk of the Board, County Auditor and County Prosecutor.
- Prepares and maintains contract database for Board of County Commissioners (e.g.- prepares weekly list of contract awards; prepares weekly contract list with detailed vendor information; updates contract database with all contract activity for permanent record).
- Produces typed copy of documents (e.g. - types letters, memos, correspondence, vouchers, requisitions, specifications, lease agreements and contract documents using typewriter or word processing equipment from draft copy or taped dictation; uses Microsoft Windows products produce and edit documents and reports; edits document to correct errors by reading document and/or applying editing software; submits letters for proofreading and signature; maintains copy files of documents; maintains computer back-up files of documents when applicable).
- Maintains database of vendor insurance and workers compensation expiration dates and notifies vendor of same.
- Provides technical assistance to departments related to contract processing policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in legal administration with three years of related experience; or any equivalent combination of training and experience.

Additional Requirements

Must maintain Notary designation.

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, typewriter, calculator, copier, fax and telephone.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including contracts, contract amendments, agreements, insurance forms, resolutions, workers compensation forms, contract encumbrance vouchers, bid tabulation sheets, contract evaluation forms.
- Ability to comprehend a variety of reference books and materials including contract manuals, Ohio Revised Code and Request for Proposal manuals
- Ability to prepare letters, contract-related 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 communicate effectively with Director, supervisors, elected officials, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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




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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: July 12, 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, 
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on July 11, 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
Sustainability Coordinator	1062311	7/Non-Exempt	Sustainability

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Associate Warden 1025501	13/Exempt	15/Exempt	Sheriff
Senior Building Rehabilitation Specialist 1021312	7/Non-Exempt	7/Non-Exempt (No Change)	Development
Building Rehabilitation Specialist Supervisor 1021313	10/Exempt (No Change)	10/Exempt (No Change)	Development
Data Systems Security Coordinator 1053182	11/Exempt	6B/Non-Exempt	Information Technology
Development Administrator 1055243	17/Exempt (No Change)	17/Exempt (No Change)	Development
Inspection and Permits Supervisor 1062231	12/Exempt (No Change)	12/Exempt (No Change)	Development

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Building Rehabilitation Specialist 1021311	6/Non-Exempt	Development	Building Rehabilitation Specialist 1021311
Contract Coordinator 1052140	4/Non-Exempt	Fiscal (OPD)	Contract Coordinator 1052140
Human Resource Specialist 1053713	14/Exempt	Human Resources	Human Resource Specialist 1053713
Manager Application Design and Support 1053125	15/Exempt	Information Technology	Manager Application Design and Support 1053125
Recruitment and Retention Manager 1053634	16/Exempt	Human Resources	Recruitment and Retention Manager 1053634
Senior Contract Coordinator 1052141	7/Non-Exempt	Fiscal (OPD)	Senior Contract Coordinator 1052141

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
 Rhonda Caldwell, Compensation Manager

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062311	Sustainability Coordinator	Department of Sustainability	Non-Exempt	7

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	This is a new classification requested by the Department of Sustainability based on department need. The classification reflects the essential functions and minimum qualifications of the position.
-------------------	--

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	Department of Sustainability
---------------------------	------------------------------

Fiscal Impact:	PG 7 \$41,583.36 - \$58,237.92 Step Placement TBD by Human Resources
-----------------------	---

Staffing Implications:	Position to be filled once classification is active.
-------------------------------	--

PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Mike Foley, Director of Sustainability and Jonathan Zerulik, HR Analyst	4/4/2018	Email	Review of the draft
Mike Foley, Director of Sustainability and Jonathan Zerulik, HR Analyst	4/5/2018	Phone call	Discussed the changes to the draft

Jim Battigaglia, Archer Consultant	5/3/2018	Email	Pay Grade Evaluation
Kelli Neale, PO4	5/23/2018	Email	Provided project update

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Sustainability Coordinator	Class Number:	1062311
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Sustainability		

Classification Function

The purpose of this classification is to coordinate and implement sustainability programs for the County and to develop and maintain relationships with internal and external stakeholders.

Distinguishing Characteristics

This is an entry level classification with responsibility for coordinating sustainability programs and tracking related data. This classification works under a framework of defined procedures and regulations. The incumbent ensures that 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.

- 40% +/- 10%
- Coordinates and implements sustainability programs for the County; manages greenhouse gas emissions inventory database; coordinates with stakeholders to develop a climate change action plan; monitors data to ensure the County is on track to meet the climate change action plan's goals; collects and analyzes utilities data to track County emissions trends; distributes results of the analysis to the County stakeholders.
- 20% +/- 10%
- Develops and maintains relationships with regional renewable energy development projects contacts, external stakeholders, and other County departments; provides regular communication and updates on sustainability programs; coordinates employee sustainability education and external project events; collaborates with the Communications and IT Departments to develop various marketing materials for general updates on programs and special events.
- 15% +/- 10%
- Assists the Director of Sustainability in creating departmental goals; assists in developing a strategic plan to achieve departmental goals; tracks the department's strategic performance metrics; reports the progress of the goals to the director.
- 25% +/- 10%
- Performs related administrative responsibilities; researches trends and developments in the field of sustainability; researches potential grant opportunities; drafts grants, requests for proposals (RFPs), and requests for information (RFIs); represents the County in various meetings; attends meetings, trainings, and conferences; assists with tracking the department budget.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in environmental studies or a related field with one (1) year of environmental sustainability experience; or any equivalent combination of training and experience.

Effective: DATE

Sustainability Coordinator

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, and perform routine statistics.

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 legal documents, contracts, scientific data, and various environmental reports.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, federal and state laws pertaining to environmental sustainability, and general emission reduction goals.
- Ability to prepare correspondence, request for proposals (RFPs), request for information (RFIs), grant proposals, invoices, purchase orders, various 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, to follow instructions.
- Ability to use and interpret environmental sustainability, basic marketing, and legal terminology and language.
- Ability to communicate with the director, coworkers, other County employees, utility service employees, and external stakeholders.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1025501	Associate Warden	Sheriff's Department	Exempt	13

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1025501	Associate Warden	Sheriff's Department	Exempt	15

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	At the department's request, the essential functions were updated to reflect the expansion and scope of duties due to the regionalization of jails. Pay grade increased by 2 levels.
-------------------	---

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	Sheriff's Department
---------------------------	----------------------

Fiscal Impact:	Step Placement TBD by HR. Pay Grade 13: \$59,342.40 - \$83,054.40 Pay Grade 15: \$66,705.60 - \$93,392.00
-----------------------	---

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	5/3/2018	Email	Copied on Communications
Kelli Neale, HR	5/3/2018	Email	Copied on Communications
Hadiya Butler, HR	5/3/2018	Email	Copied on Communications
Kenneth Mills, Corrections Center Sheriff	3/27/2018 5/7/2018	Email Email	Review of Final Draft Follow Up
Clifford Pinkney, County Sheriff	3/27/2018	Email	Review of Final Draft
Jim Battigaglia, Archer Consultant	5/16/2018 5/23/2018	Email Email	Pay Grade Evaluation Reminder for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Associate Warden	Class Number:	1025501
FLSA:	Exempt	Pay Grade:	15
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to manage the day-to-day operations of County correctional facilities.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for managing and overseeing County correctional facilities including supervising Sergeants and ensuring safety and security of inmates and employees. Work is performed under general supervision of the Warden. The incumbent exercises initiative and 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.

- 40% +/- 10%
- Manages day-to-day operations pertaining to staff administration, security, equipment, and property of County correctional facilities; makes daily rounds to ensure compliance with policies, procedures, rules, and regulations; inspects living accommodations of inmates for sanitation and safety; ensures that necessary repair and work requests are made and completed; serves as initial on-scene commander during large scale crisis or emergency events; responds to emergency situations and plans and directs the placement of staff in the event of riots, escapes, and other emergencies within the facilities; works to ensure operational effectiveness of facilities and confers with the Warden regarding operational problems.
- 25% +/- 10%
- Supervises Sergeants and other assigned personnel; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 15% +/- 10%
- Determines inmate disciplinary status at all county jails and makes appropriate decisions regarding status of individual inmates; performs weekly reviews of discipline status throughout the jails to ensure spaces (lockup, special housing) are properly managed; responds to and addresses inmate grievances and complaints (both formal and informal) at all county jails; directs and reviews investigations of incidents, disciplinary issues, complaints, and inmate grievances and gathers facts to document, report, and make recommendations regarding the problem; makes independent determinations of informal grievances escalating to the Warden only when needed; makes determinations of formal grievances and provides recommendations of action to the Warden.
- 5% +/- 2%
- Monitors and oversees implementation of jail's operating budget; monitors and oversees expenditures and purchases; projects upcoming budget expenditures; makes recommendations for cost savings; collaborates with the Warden regarding budget status.

Proposed DATE:

Associate Warden

15% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; maintains records according to department standards; attends various trainings and meetings; researches and responds to inquiries and complaints from general public and ensures good public relations; communicates with employees at offsite county correctional facilities and provides guidance as necessary; acts as County liaison with other departments in the Regional Jail System; makes recommendations regarding policy and procedures changes to the Warden.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in criminal justice, public administration, business administration, behavioral sciences, correctional management, or related degree and five (5) years of experience in security, corrections, law enforcement, or military security; 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 stand and walk for a prolonged period of time, balance, climb, bend, twist, and lift, push, and pull up to 25 lbs.

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 evaluate, 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 grievance reports, security reports, safety reports, transfer request forms, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and relevant County, State, and Federal Laws.
- Ability to prepare work orders, security requests, policy and procedure documents, incident reports, training materials, budgetary reports, performance appraisals, disciplinary documents, time sheets, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County with external organizations, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Associate Warden

- Ability to use and interpret criminal justice terminology and language.
- Ability to communicate with supervisor, managers, coworkers, employees, representatives from other jails, police, hospitals, regulatory agencies, and the general public.

Environmental Adaptability

- Work is typically performed in jail facilities.
- Work may involve exposure to violence and noise extremes.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1021312	Senior Building Rehabilitation Specialist	Development	Non-Exempt	7

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1021311	Building Rehabilitation Specialist	Development	Non-Exempt	7

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. A review of the series and discussions with the administration revealed that the essential functions of 2 of the classifications in the series were extremely similar. Therefore, the Building Rehabilitation Specialist and Senior Building Rehabilitation Specialist were combined into one classification. Education and experience requirements were updated to be consistent with other positions in the series.
-------------------	--

No. of Employees Affected:	2
-----------------------------------	---

Dept.(s) Affected:	Development
---------------------------	-------------

Fiscal Impact:	PG 7: \$43,280.64 - \$60,635.33 Step Placement TBD by Human Resources Both incumbents currently within recommended pay grade.
-----------------------	---

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jeffery Zorc, Inspection and Permit Supervisor and Robert Given, Building Rehabilitation Specialist Supervisor	03/09/2018	Email	Classification questions
Jeffery Zorc, Inspection and Permit Supervisor and Robert Given, Building Rehabilitation Specialist Supervisor	03/14/2018	Email	Classification questions
Jeffery Zorc, Inspection and Permit Supervisor and Robert Given, Building Rehabilitation Specialist Supervisor and Kenneth Surratt, Deputy Director	03/15/2018	Email	Classification questions
Kelli Neale, PO4 and Jonathan Zerulik, HR Manager and Rhonda Caldwell, Compensation Manager	03/19/2018	Email	Answering HR's questions
Jeffery Zorc, Inspection and Permit Supervisor and Kenneth Surratt, Deputy Director	04/02/2018	Email	Draft Reviews
Jeffery Zorc, Inspection and Permit Supervisor	04/17/2018	Phone call	Answering department questions
Kelli Neale, PO4 and Jonathan Zerulik, HR Manager	04/23/2018	Email	Answering HR's questions

Jeffery Zorc, Inspection and Permit Supervisor and Kenneth Surratt, Deputy Director	04/24/2018	Email	Classification questions
Jeffery Zorc, Inspection and Permit Supervisor	04/24/2018	Phone call	Answering department questions
Jeffery Zorc, Inspection and Permit Supervisor and Kenneth Surratt, Deputy Director	05/03/2018	Email	Classification update
Jim Battigaglia, Archer Consultant	5/16/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Rehabilitation Specialist	Class Number:	1021311
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Development		

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, and managing of housing related rehabilitation activities for the Community Development Division. This classification utilizes human relations skills for working with homeowners, landlords, contractors, and building officials, as well as administrative skills for complying with federal, state and local municipality requirements in order to prepare related reports, forms, and documents.

Distinguishing Characteristics

This is a journey level classification with the responsibility to inspect both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

Essential Job Functions

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

- 45% +/- 10%
- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, housing quality standards, and/or building code deficiencies; inspects, manages, and/or monitors compliance requirements including but not limited to housing quality and workmanship standards, trade and contract specifications, building and housing codes; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors program compliance specifications and work performed on single and multi-family structures; monitors program budgets.
- 35% +/- 10%
- Develops work specifications and cost estimates utilizing construction software; coordinates the contractor bid process; verifies contractor eligibility for program; reviews contractor bids with clients; drafts contracts to the winning bidder(s); evaluates change order requests to insure validity of the requests and associated costs; prepares change orders with client and contractor approval.
- 20% +/- 10%
- Performs related administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; maintains daily project log notes; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meetings; perform public relations and program marketing activities by participating in housing fairs, community events, general public meetings, and meetings with various public/private agencies throughout Cuyahoga County.

Building Rehabilitation Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in construction management or related technical training with three (3) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) 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 State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 50 pounds.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize basic principles of algebra and geometry.

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 client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, inspector reports, lead risk assessments, loan documents, production reports, HUD report forms, industry newsletters, vouchers, letters, memos, correspondences, flowcharts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, employee performance evaluations, timesheets and mileage reports, training and travel documentation, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Building Rehabilitation Specialist

- Ability to communicate effectively with clients, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret construction and basic engineering terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment and at various field locations.
- Work at field locations can be exposed to temperature extremes, strong odors, toxic agents, poisonous agents, smoke, dust, machinery, wetness, humidity, electrical currents, noise extremes, and vibrations.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1021313	Building Rehabilitation Specialist Supervisor	Development	Exempt	10

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1021312	Building Rehabilitation Specialist Supervisor	Development	Exempt	10

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2008. The education and experience requirements were updated to be consistent with other positions in the series.
-------------------	---

No. of Employees Affected:	1
-----------------------------------	---

Dept.(s) Affected:	Development
---------------------------	-------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Robert Given, Building Rehabilitation Specialist Supervisor	03/06/2018	Email	CPQ Reminder
Jeffery Zorc, Inspection and Permit Supervisor and Robert Given, Building Rehabilitation Specialist Supervisor	03/09/2018	Email	Classification questions
Jeffery Zorc, Inspection and Permit Supervisor and Robert Given, Building Rehabilitation Specialist Supervisor	03/14/2018	Email	Classification questions
Jeffery Zorc, Inspection and Permit Supervisor and Robert Given, Building Rehabilitation Specialist Supervisor and Kenneth Surratt, Deputy Director	03/15/2018	Email	Classification questions
Kelli Neale, PO4 and Jonathan Zerulik, HR Manager and Rhonda Caldwell, Compensation Manager	03/19/2018	Email	Answering HR's questions
Jeffery Zorc, Inspection and Permit Supervisor and Kenneth Surratt, Deputy Director	04/02/2018	Email	Draft Reviews
Jeffery Zorc, Inspection and Permit Supervisor	04/17/2018	Phone call	Answering department questions
Kelli Neale, PO4 and Jonathan Zerulik, HR Manager	04/23/2018	Email	Answering HR's questions

Jeffery Zorc, Inspection and Permit Supervisor and Kenneth Surratt, Deputy Director	04/24/2018	Email	Classification questions
Jeffery Zorc, Inspection and Permit Supervisor	04/24/2018	Phone call	Answering department questions
Jeffery Zorc, Inspection and Permit Supervisor and Kenneth Surratt, Deputy Director	05/03/2018	Email	Classification update
Jim Battigaglia, Archer Consultant	5/16/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Rehabilitation Specialist Supervisor	Class Number:	1021312
FLSA:	Exempt	Pay Grade:	10
Dept:	Development		

Classification Function

The purpose of this classification is to perform specialized office and field work involving the planning, implementing, coordinating, and managing of housing related rehabilitation activities as well as supervising Building Rehabilitation Specialist(s) for the Community Development Division. This classification utilizes human relations skills for working with homeowners, landlords, contractors, and building officials, as well as administrative skills for complying with federal, state, and local municipality requirements in order to prepare related reports, forms, and documents.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for supervising the Building Rehabilitation Specialist(s) and inspecting both single and multi-family rehabilitation projects within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgement in the management of complex cases. This class requires frequent public contact and is responsible for providing technical guidance to landlords, property owners, contractors, and building officials.

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 the Building Rehabilitation Specialist(s); assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; reviews and approves staff timesheets and mileage reports; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; provides information to answer staff questions and helps resolve conflicting issues as appropriate; conducts weekly staff meetings.
- 30% +/- 10%
- Oversees the contract bid process; schedules committee meeting(s) to approve or disapprove scope of work and loan; pre-approves project bid specifications along with cost estimates; reviews contractor bids; reviews contracts and vouchers for the winning bid; evaluates and approves change order requests to insure validity of requests and associated cost; prepares callback reports and/or letters as they relate to the quality of work, health and safety issues, specific deviations from original specifications, and any owner-contractor conflicts.
- 25% +/- 10%
- Manages and inspects single and multi-family residential structures to determine rehabilitative work required to correct health and safety issues, housing quality standards, and/or building code deficiencies; inspects, manages, and/or monitors compliance requirements including but not limited to housing quality and workmanship standards, trade and contract specifications, building and housing codes; approves progress payment disbursements; provides technical guidance to property owners, landlords, contractors, and building officials; reviews new material specifications and methods used in building construction; mediates conflicts that may arise during the construction process; monitors program compliance specifications and work performed on single and multi-family structures; monitors program budgets.

Proposed DATE

Building Rehabilitation Specialist Supervisor

15% +/- 10%

- Performs related administrative responsibilities; creates and maintains records of various housing projects on contractor payments, change orders, and inspection reports; maintains contractor registration and construction files on a weekly and monthly basis to ensure program compliance with standards; maintains computerized specification databases for various housing related programs; participates in housing fairs and community events; on occasion meets with the general public and various agencies about the county housing programs and services offered.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in construction management or related technical training with five (5) years of code enforcement, specification writing, or individual trade (e.g. - carpentry, plumbing, electrical, or HVAC) 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 State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 50 pounds.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize basic principles of 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.

Building Rehabilitation Specialist Supervisor

- Ability to comprehend a variety of informational documents including client files, building plans, blueprints, city permits, legal contracts, contractor bid proposals, material specifications, contractor insurance, contractor licensing, contractor registration, inspection documents, lead risk assessments, loan documents, production reports, HUD report forms, industry newsletters, vouchers, letters, memos, correspondence, flowcharts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, state and local building codes, program standard manuals, Heating Systems Manual, National Building Code Manuals, product instructions, lead rules, HUD Guidelines, EPA regulations, ADA regulations, contractual laws, Demolition Standards, International Code Council, and zoning codes.
- Ability to prepare vouchers, project specifications, material list descriptions, cost estimates, disposition of funds, lien releases, contractor bid summaries, contract agreements, change orders, production and financial program reports, building inspection checklists, historic and environmental compliance reports, lead service requests, homeowner satisfaction and contractor approval forms, case review reports, bi-weekly, quarterly and annual reports, correspondence letters and memos, employee performance evaluations, timesheets and mileage reports, training and travel documentation, and any other job related documents using a prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to communicate effectively with clients, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret construction and basic engineering terminology and language.
- Ability to communicate with managers, supervisors, co-workers, contractors, clients, city officials, other County employees, government agency representatives, and inspectors.

Environmental Adaptability

- Work is typically performed in an office environment, and at various field locations.
- Work at field locations can be exposed to temperature extremes, strong odors, toxic agents, poisonous agents, smoke, dust, machinery, wetness, humidity, electrical currents, noise extremes, and vibrations.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053182	Data Systems Security Coordinator	Information Technology	Exempt	11

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053181	Data Systems Security Coordinator	Information Technology	Non-Exempt	6B

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	This is a revised classification requested by the Department of Information Technology based on department need. This classification was last revised in 2007 and no longer reflects the work currently being performed. Therefore, the classification reflects the new essential functions and minimum qualifications of the position.
-------------------	---

No. of Employees Affected:	1
-----------------------------------	---

Dept.(s) Affected:	Information Technology
---------------------------	------------------------

Fiscal Impact:	PG 11: \$53,379.46 – \$74,786.40 PG 6B: \$39,589.06 - \$55,416.19 Step Placement TBD by Human Resources Incumbent is within new recommended pay grade.
-----------------------	---

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jason Snowbrick, Manager Network Engineering	5/2/2018	Email	Classification questions
Jason Snowbrick, Manager Network Engineering	5/2/2018	Phone call	Asking classification questions
Jason Snowbrick, Manager Network Engineering	5/2/2018	Email	Review draft
Jason Snowbrick, Manager Network Engineering and Michael Young, Director of IT	5/3/2018	Email	Review final draft
Jim Battigaglia, Archer Consultant	5/16/2017	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Systems Security Coordinator	Class Number:	1053181
FLSA:	Non-Exempt	Pay Grade:	6B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to coordinate system user access for Health and Human Services (HHS) employees and assist with end user technology.

Distinguishing Characteristics

This is an entry level classification with responsibility for serving as the liaison between the County and the State of Ohio to coordinate system user access for HHS employees. This classification works under a framework of defined procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to 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.

- 65% +/- 10%
- Coordinates system user access for HHS employees; receives requests from managers and directors to change the system security access for County employees; receives requests from the HR Department to create new hire user profiles; completes appropriate forms and submits documentation to the State of Ohio; serves as the liaison between the County and the State of Ohio in regards to system user access; contacts the state for project updates; notifies management when the state has completed the request.
- 25% +/- 10%
- Assists with end user technology including computers, printers, scanners, and mobile devices; provides basic computer training to the end users; moves and installs computers; troubleshoots technology issues; sets up new mobile phones.
- 10% +/- 5%
- Serves as the State's Technical Point of Contact (TPOC); performs an annual audit on the HHS employees to verify the employees are still employed with the County and have the appropriate system access; completes reconciliation and returns the documents to the State of Ohio; receives and reviews new State Policies and Procedures for system user access.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one (1) year of IT service support experience; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance.

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.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including emails, 7078 Forms, Federal Tax Information Form, SETS User Access Form, iCase Forms, Network Relocation Forms, packaging slips, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, State of Ohio guidelines, equipment manuals, software manuals, and ODJFS manuals.
- Ability to prepare memos, correspondence, 7078 Forms, SETS Reporting, SACWIS, SETS, and CRIS-E Reconciliation, 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 information technology terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, co-workers, other County employees, State of Ohio employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055243	Development Administrator	Development	Exempt	17

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055243	Development Administrator	Development	Exempt	17

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	At the department's request, the essential functions were updated to be consistent with changes due to department restructuring. No change in pay grade.
-------------------	--

No. of Employees Affected:	3
-----------------------------------	---

Dept.(s) Affected:	Office of Development
---------------------------	-----------------------

Fiscal Impact:	None No change in pay grade.
-----------------------	---------------------------------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
---	--------------------------------	--------------------------------	-----------------------

Melissa Foldesi, Compensation Manager	1/19/2018	Email	Copied on Communications
Kelli Neale, HR	1/19/2018 2/9/2018 4/11/2018 4/27/2018	Email Email	Copied on Communications Clarification Follow Up
Jonathan Zerulik, HR	1/19/2018 2/9/2018 4/11/2018 4/24/2018 4/27/2018	Email Email	Review of Final Draft Clarification Clarification Reminder Follow Up
Greg Huth, Deputy Chief, Development	1/19/2018 2/9/2018 4/11/2018 4/24/2018 4/27/2018	Email	Review of Final Draft Clarification Clarification Reminder Follow Up
Theodore Carter, Chief Economic Development Officer	1/19/2018	Email	Review of Final Draft
Jim Battigaglia, Archer Consultant	5/3/2018 5/23/2018	Email Email	Pay Grade Evaluation Reminder for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Administrator	Class Number:	1055243
FLSA:	Exempt	Pay Grade:	17
Dept:	Development		

Classification Function

The purpose of this classification is to plan, organize, manage, and administer a departmental division exclusive to economic development, community development or regulation and compliance.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and managing a division of the Development Department responsible for either economic development, community development, or regulation and compliance. This classification supervises subordinate staff. The incumbent works under administrative direction from the Department of Development's Deputy Director, and work requires the analysis and solution of operational, technical, administrative, and management problems related to economic development, community development, or compliance and regulation. 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%

- Manages and administers a departmental division exclusive to economic development, community development, or regulation and compliance; manages projects and programs including research, reporting, and design and development; establishes, updates, and monitors execution of the department's strategies to support major functions; forecasts resource requirements and monitors usage and compliance of various funding streams; oversees the processing of all qualifying economic development proposals; executes administrative and procurement processes to secure resources needed for strategy and resource work; monitors programs' regulatory compliance; maintains and updates program policies, specifications, terms, and metrics; analyzes and evaluates existing operations' systems, policies, and procedures; updates Director and Executive on all upcoming projects and estimated pipeline activity; communicates and coordinates with Director and County leadership on the development of division goals, direction, activities, policies, and advocacy; advises Director and department management on key compliance issues; makes recommendations to Director and Executive on revision or creation of programs.

30% +/- 10%

- Manages, oversees, and directs activities related to loan or grant financing for economic development purposes and projects; administers development financing programs; guides borrowers and grantees throughout the on-going loan application, pro-forma financials, business operating financials, contract requirements, and underwriting processes; oversees processing of all reimbursement and disbursement requests for approved economic development and brownfield borrowers or grantees; manages ongoing Loan Portfolio issues and action requirements; manages deal structuring, negotiations, and loan closing; updates the DOD's Economic Development Loan Policies Manual annually and oversees training and implementation of new policies and procedures.

Proposed DATE:

15% +/- 5%

- Manages communication and coordination for Department of Development with various internal and external stakeholders, committees, and organizations; provides technical assistance and support to boards, commissions, and businesses regarding community and economic development issues; manages communication and coordination with County Council/Committees regarding pertinent legislation; manages communication and coordination with Cuyahoga County Community Improvement Corporation Board regarding loan reviews and write-ups; attends meetings, Council sessions, and seminars to make presentations regarding community and economic development programs, policy and planning, and department initiatives.

10% +/- 5%

- Supervises subordinate staff; plans, assigns, and reviews work; provides job training and instruction; 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; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

10% +/- 5%

- Directs and supervises data collection and reporting for department performance measures; oversees research and reporting of key business intelligence information supporting department's functions.

5% +/- 2%

- Performs related administrative duties; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; prepares grant proposals and applications; provides input on various reports for local, state and federal program requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, public administration, finance or a related field with six (6) years of experience with community development, economic development or related field; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide, calculate decimals and percentages, and perform routine 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 tax statements, loan applications and information, financial statements, financial projections, credit reports, appraisals and studies, architectural drawings, invoices, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code and Legislative Resolutions, Personnel Policies and Procedures Manual, various State and Federal Regulations and Guidelines, HUD regulations, ESEPA regulations, CDBG regulations, the Ohio Revised Code, and the Federal Register.
- Ability to prepare loan analysis, annual loan summary, loan portfolio reports, strategic plans, tax abatement reports, compliance reports, legislation, grant summary reports, correspondence, project descriptions, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, accounting, and financial analysis terminology and language.
- Ability to communicate with staff, Director, elected officials, municipal employees, members of external businesses and organizations, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062231	Inspection and Permits Supervisor	Development	Exempt	12

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062231	Inspection and Permits Supervisor	Development	Exempt	12

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2006. The classification information has been updated and placed into the new format.
-------------------	---

No. of Employees Affected:	1
-----------------------------------	---

Dept.(s) Affected:	Development
---------------------------	-------------

Fiscal Impact:	PG 12: \$56,370.91 – \$78,923.52 Step Placement TBD by Human Resources
-----------------------	---

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Jim Battigaglia, Archer Consultant	5/16/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Inspection and Permits Supervisor	Class Number:	1062231
FLSA:	Exempt	Pay Grade:	12
Dept:	Development		

Classification Function

The purpose of this classification is to coordinate field inspections of maintained utilities and project inspections of new construction as well as supervise assigned staff.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for coordinating field inspections of maintained utilities and project inspections of new construction within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgement in the management of complex cases.

Essential Job Functions

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

- 35% +/- 10%
- Supervises assigned staff involved in inspection program, permit issuance, and building rehabilitation projects; assigns and reviews work; provides instruction to employees; maintains work standards; responds to employee problems; completes performance appraisals; recommends and implements disciplinary procedures.
- 35% +/- 10%
- Coordinates field inspections of maintained utilities and project inspections of new construction; assigns inspectors to various assignments; ensures that new structures are completed in compliance with approved plans and uniform standards; ensures that new structures meet required tests; reviews inspector's daily reports and construction plans.
- 30% +/- 10%
- Reviews and recommends approval of permit requests; reviews permit requests; reviews contractor's Sewer Builder License requests and makes recommendations; maintains project files, sewer records and as-built construction plans.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or technical training in the building trades with six (6) years of inspection or construction experience; 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, calculator, telephone and copier.

Proposed DATE

Inspection and Permits Supervisor

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, calculate decimals and percentages, and utilize basic principles of 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 inspection reports, sewer inspection summary, construction plans, contractor's license applications, invoices, inspection and permit fee structure, payroll, employment applications, time sheets, monthly reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, safety manuals, construction manuals, and materials manuals.
- Ability to prepare purchase orders, pre-construction meeting minutes, performance reports, gas reports, monthly and annual reports, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage programs and people, to supervise the work of other employees, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret construction, mechanical, electrical, and basic engineering terminology and language.
- Ability to communicate with directors, managers, supervisors, engineers, inspectors, contractors, other County employees, and the general public.

Inspection and Permits Supervisor

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.

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1021311	Building Rehabilitation Specialist	Development	Non-Exempt	6

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. A review of the series and discussions with the administration revealed that the essential functions of 2 of the classifications in the series were extremely similar. Therefore, the Building Rehabilitation Specialist and Senior Building Rehabilitation Specialist were combined into one classification.
-------------------	--

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	Development
---------------------------	-------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources Contact(s):	Kelli Neale, Program Officer 4 Jonathan Zerulik, HR Manager
------------------------------------	--

Management Contact(s):	Kenneth Surratt, Deputy Director
-------------------------------	----------------------------------

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Rehabilitation Specialist	Class Number:	1021311
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Development		

Classification Function

The purpose of this classification is to perform specialized office and/or field work involving the planning, implementing, coordinating, and managing of housing rehabilitation activities for the Community Development Division. This classification utilizes human relations skills for working with homeowners, rental property owners, contractors, and building officials, as well as administrative skills for complying with federal requirements and preparing related reports, forms, and documents.

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.

- 45% +/- 10%
- Manages and inspects residential and commercial structures to determine rehabilitative work required to correct health and safety issues, housing quality standard and/or building code deficiencies; inspects rehabilitation projects for compliance with workmanship standards, trade specifications, building and housing codes, property rehabilitation standards, contract conditions, and progress payment disbursements; provides technical guidance to property owners, contractors, and building officials; reviews new materials and methods issued in building construction; mediates conflicts that may arise during the construction process; monitors project's budget.
- 35% +/- 10%
- Coordinates the contractor bids and work specifications; develops work specifications and cost estimates utilizing construction software; reviews work specifications; evaluates change order requests to insure validity of requests and cost; prepares and approves change orders; estimates for required rehabilitation work; reviews contractor bids; verifies contractor eligibility for program; drafts contracts to winning bidder.
- 20% +/- 10%
- Performs related administrative responsibilities; processes and reviews contractor invoices for final payment; compiles and organizes data for technical, administrative, and reporting purposes; maintains files and housing database according to program guidelines and requirements; facilitates construction and professional services under County, State, and Federal procurement requirements; schedules contractor meeting; participates in housing fairs and community events; meets with the general public and various agencies about the county programs and services offered.

Effective: 1998
Revised: April 28, 2006
Revised: May 10, 2017

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Construction Management or related field with three (3) years of code enforcement, specification writing, or individual trades (e.g. - carpentry, plumbing, electrical, or HVAC) 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 State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to walk, balance, climb, crouch, crawl, and bend during inspections.
- Ability to lift, push, and pull up to 25 pounds.

Mathematical Ability

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

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 client files, building plans, blue prints, memorandums, industry newsletters, inspector report, inspection sign off, material specifications, contractor insurance, contractor licensing, letters, emails, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Weatherization Manual, Program Standards Manual, Heating Systems Manual, National Building Code Manuals, product instructions, state and local building codes, lead rules, EPA regulations, ADA regulations, contractual laws, International Code Council and zoning codes.
- Ability to prepare payment vouchers, specifications, building inspection check list, contract agreement, building inspection reports, material list sheets, contract change orders, disposition of funds, lien releases, case review reports, contractor bid summary, historic environmental compliance, change orders, contracts, owners satisfaction statement, project specifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively with customers, to record and deliver information, to explain procedures, to follow instructions.

Building Rehabilitation Specialist

- Ability to use and interpret building construction terminology and language.
- Ability to communicate with contractors, clients, supervisors, coworkers, other County employees, government agency representatives, customers, inspectors, and Building Commissioners.

Environmental Adaptability

- Work is typically performed in an office environment and at field locations.
- Work in field locations can be exposed to temperature extremes, strong odors, toxic agents, poisonous agents, smoke, dust, machinery, wetness, humidity, disease, bodily fluids, animals, electrical currents, violence, noise extremes, vibrations, bright or dim lights, and traffic hazards.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052140	Contract Coordinator	Fiscal (OPD)	Non-Exempt	4

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	This position is no longer administratively necessary as it has been vacant for years and the department as no intention of using this classification as the essential functions are no longer being performed or have been redistributed to other positions.
-------------------	---

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	OPD
---------------------------	-----

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources Contact(s):	Kelli Neale, Program Officer 4 Yolanda Guzman, HR Business Partner
------------------------------------	---

Management Contact(s):	Lenora Lockett, Director of Office of Procurement and Diversity
-------------------------------	---

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Contract Coordinator	Class Number:	1052140
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Office of Procurement & Diversity, only		

Classification Function

The purpose of this classification is to review, analyze, and recommend revisions to contracts, contract amendments, and agreements for compliance to relevant statues and County policies and procedures.

Distinguishing Characteristics

This is an entry level classification. The incumbents receive immediate supervision progressing to general supervision as experience is gained. Incumbents in this classification exercise discretion in following 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.

- 35% +/- 10%
- Reviews, analyzes, and recommends revisions to contracts, contract amendments, and agreements for compliance to relevant statues and County policies and procedures; receives all contract documents submitted for consideration by County Council and the County Executive; reviews contracts for completeness and compliance to relevant statutes, policies and procedures; reviews electronic document routing system actions for completeness and submits in compliance with established deadlines; maintains contracts and supporting documents that are complete and correct for processing; ensures that sufficient appropriations are available; submits contract documents to Fiscal Office for encumbrance of funds; submits contract documents to Department of Law for legal review; analyzes submission of notarized signature authority letter, determine and assign encumbrance numbers for new contracts and agreements.
- 20% +/- 10%
- Prepares and maintains contract database for County Council and County Executive and creates summaries; compiles a checklist summarizing contract, contract amendments, and agreements to provide for various board approvals; updates contract database with all contract activity for permanent record; creates various vouchers and certification requests; gathers and compiles contract, contract amendment, and agreement activity for statistical purposes.
- 15% +/- 10%
- Performs various administrative duties; types letters, memos, correspondence, vouchers, requisitions, specifications, lease agreements and contract documents; updates and maintains information in contract management database; resolves discrepancies with the department that submitted the documents; assists and collaborates with coworkers on various special projects; researches and compiles information for records requests; monitors status of contracts, contract amendments, and agreements to provide up-to-date information; maintains hard copies of contracts based on compliance to the record retention schedule.

Contract Coordinator

10% +/- 5%

- Provides technical assistance and training to departments related to contract processing, various software, and policies and procedures.

10% +/- 5%

- Acts as a consultant for various departments; meets with departments to strategize plans for new and amended contracts and agreements; refers to various departmental budgets to process or withhold voucher and certification requests; collaborates with department's budget allocation for submitted requests.

10% +/- 5%

- Verifies accuracy and consistency of contract history and evaluation; confirms vendors' legal name and address; review previously submitted contracts, contract amendments, and agreements to insure information has been accurately captured in the new amendments.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with two (2) years of related experience; 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, calculate decimals and percentages, and routine statistics.

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 contracts, contract amendments, agreements, insurance forms, resolutions, workers compensation forms, contract encumbrance vouchers, amendment certification, submitted certification, decertification, recertification requests; contract evaluation, history forms, contract covers, agreement covers, and various requests.
- Ability to comprehend a variety of reference books and materials including contract manuals, database manuals, and various other materials.

Contract Coordinator

- Ability to prepare letters, contract-related reports, vouchers, emails, certification request memo, contract checklist, presentation, contract covers, agreement covers, 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 communicate effectively with directors, supervisors, elected officials, Assistant Law Directors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053713	Human Resource Specialist	HR	Exempt	14

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	This position is no longer administratively necessary as it is vacant, and the department has no intention of using this classification in the future. The essential functions have been redistributed to other positions (classified and unclassified).
-------------------	--

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	HR
---------------------------	----

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources Contact(s):	Kelli Neale, Program Officer 4
------------------------------------	--------------------------------

Management Contact(s):	Douglas Dykes, Chief Talent Officer
-------------------------------	-------------------------------------

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resource Specialist	Class Number:	1053713
FLSA:	Exempt	Pay Grade:	14
Departments:	Human Resource Department, only		

Classification Function

The purpose of this classification is to oversee and guide the human resource function for County departments as assigned. Human resource services include employment, benefits, personnel policy administration, labor and employee relations and training and development.

Essential Job Functions

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

- Assists in planning, developing, organizing, implementing, evaluating and directing the Human Resource Department.
- Responsible for a variety of human resource services including benefits, recruitment, classification and compensation (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; reviews position descriptions or job postings as positions become vacant or change; researches classification plan for appropriate classification of new positions; assists develop personnel policy administration and training and development).
- Participates in employee discipline process (e.g.- conducts employment investigation for employees who have allegedly violated work rules or other County policies; presides as hearing officer in pre-disciplinary conferences; interviews witnesses; evaluates evidence and prepares a written report presenting the facts of the case; conducts 3rd step grievances and serves as a liaison to the agency on labor relations matters; assists the Deputy Director in the preparation of defense of employment cases).
- Serves as a lead worker over Human Resource Analysts (e.g.- plans, coordinates, assigns and reviews work; provides input into performance evaluations).
- Represents the Department in various capacities (e.g.- assists representing the County in all matters before the Human Resource Commission, EEOC, OCRC, SERB, and the Unemployment Commission; serves as contact person for staff for employee relations matters including questions on policies and procedures; represents the County in matters pertaining to labor and employment).
- Reviews all requests from department directors for replacement personnel; consults with department directors to ensure appropriate staffing levels in order to eliminate and/or correct problem areas and improve services.
- Reviews and approves requests for leaves (e.g.- FMLA, Medical Leave, Personal Leave. Etc.); ensures compliance with and must be proficient in employment regulations such as FMLA, ADA and FLSA.
- May coordinate special projects (e.g.- establishes goals and timelines; facilitates, oversees and expedites the paper flow for processing paperwork for various forms (new hire packets, promotions, FMLA forms); ensures timelines of sensitive transactions are completed in a timely manner).
- Performs miscellaneous duties (e.g.- maintains organizational structure in HRIS; oversees the administration of provisions in the collective bargaining agreements).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or employment relations with nine years of personnel experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

SPHR Certification is required upon hire.

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

- Ability to operate a variety of automated office machines including personnel computer, printer, 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 recommend the discipline or discharge of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, performance evaluations, grievances, transcripts of depositions, incident reports, union contracts, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, grievance reports, performance evaluations, position descriptions, 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 employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with the County Human Resource Director, directors, managers, supervisors, Human Resource Commission, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053125	Manager Application Design and Support	IT	Exempt	15

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	This position is no longer administratively necessary. It is vacant, and the department has no intention of using this classification as the essential functions have been redistributed to other positions.
-------------------	--

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	IT
---------------------------	----

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources Contact(s):	Kelli Neale, Program Officer 4
------------------------------------	--------------------------------

Management Contact(s):	Michael Young, Chief Technology Officer
-------------------------------	---

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager Application Design and Support	Class Number:	1053125
		Pay Grade:	15

Departments:	All departments
---------------------	-----------------

Classification Function

The purpose of this classification is to plan, facilitate and manage the analysis, design, development, implementation and maintenance of major information systems for assigned application areas. This is a manager level position responsible for providing work direction, supervision and technical assistance to assigned analysts and programmers in projects and 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.

- Manages major systems projects including planning, scheduling and resource allocation (e.g. – interviews prospective application development employees and provides input; assigns programmers to projects and monitors progress; determines cost estimates and target dates; performs cost-benefit feasibility, and impact analysis; monitors project progress reports; monitors time against project tasks in project tracking system; approves system and user manuals including technical documentation and operations instructions; provides employee evaluation input to project managers on programmer performance; approves application design and development).
- Provides supervision of assigned staff (e.g. – prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines and provides for education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline discharge, salary increases, transfers and promotions; reviews, administers, and monitors service contracts).
- Coordinates the requirements of the user and system with the department including technical support and management personnel (e.g. – performs enterprise capacity planning; reviews collected information from users; oversees designs and system solutions under the guidance of standards; identifies alternative business solutions; approves input and output system requirements and graphic, narrative and data modeling of proposed solutions; determines hardware/software requirements; approves program specifications).
- Performs post-implementation assessment and maintenance (e.g. – consults with analysis in the development of test plan and test criteria; oversees Job Control Language and Procedures for production and test environments and analyzes clusters; performs problem resolution; allocates hierarchical and relational databases; approves program documentation according to standards; works with production control operations personnel in the implementation of programs).
- Keeps current on emerging technologies (e.g. – performs technology and software assessment; attends training; performs presentation of off-site training received or seminars attended; utilizes a variety of software and programming tools/aids).
- Develops and maintains effective working relationships with a variety of individuals within and outside the department (e.g. – attends weekly meetings with supervisor; communicates with project managers, coworkers, vendors, staff, and customers; attends and participates in staff meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or computer science with five years previous experience in a data processing environment including database management. Must have knowledge of database and/or system design; or any equivalent combination of training and experience.

Additional Requirements

This classification has no special requirements.

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

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including hardware software specifications, source materials, requests for proposals, proposals, budgets, computer periodicals, time sheets, invoices and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals including Novell, Microsoft Office and X-base and computer hardware manuals, Ohio Revised Code, Ohio Department of Jobs and Family Services manual and personnel policy manuals.
- Ability to prepare employee performance evaluations, disciplinary reports, flow charts, program data forms, procedural manuals, department reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and discipline, to advise directors and administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, County Information Services Center employees, governmental agencies, other County employees, consultants and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County Classification Specification

1053125

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.

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053634	Recruitment and Retention Manager	HR	Exempt	16

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	This position is no longer administratively necessary as it has been vacant since 2015. The department has no intention of using this classification as the essential functions have been redistributed to other positions (classified and unclassified).
-------------------	---

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	HR
---------------------------	----

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources Contact(s):	Kelli Neale, Program Officer 4
------------------------------------	--------------------------------

Management Contact(s):	Douglas Dykes, Chief Talent Officer
-------------------------------	-------------------------------------

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Recruitment & Retention Manager	Class Number:	1053634
FLSA:	Exempt	Pay Grade:	16
Dept:	Human Resources, only		

Classification Function

The purpose of this classification is to manage the County's recruitment and retention program.

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 County's recruiting program (e.g.- manages the design, development and implementation of processes required to attract and place employees; works with departments to develop an understanding of their staffing needs; coordinates recruiting and timeline for each vacancy; coordinates job posting; oversees applicant tracking system to identify and track a qualified pool of candidates).
- Manages County's classification and compensation plan (e.g.- develops and manages the implementation of the County's classification and compensation plan; manages administrative rules governing the classification and compensation plan; manages the integration of additional organizations into the County's plan; safeguards the integrity of the job evaluation process; reviews job audit findings and assigns employees to proper classifications; responds to job audit questions and develops job audit finding communication; confers with and reviews departmental reorganization plans; reviews establishment of new positions for appropriate classification; maintains record of final decisions regarding classification of positions and assignment of employees to classifications; coordinates salary surveys and pay structure revisions; manages development and revision of classification specifications; ensures consistency of minimum qualifications among classifications; presents findings and recommendations to the Human Resource Commission; confers on complex work problems).
- Assists the County Human Resource Director in administration of all County human resource services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; interprets personnel policies and procedures).
- May supervises lower level human resource staff (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with ten years of human resource experience including three 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**

- Ability to operate a variety of automated office machines including personal computer, printer, copier and fax machine.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, classification specifications, job audit forms, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, performance evaluations, job audit reports, classification specifications, position descriptions, 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 employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with the County Executive, County Human Resource Director, directors, managers, supervisors, Human Resource Commission, Department of Administrative Services, State Personnel Board of Review, other County employees, other elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052141	Senior Contract Coordinator	Fiscal (OPD)	Non-Exempt	7

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	This position is no longer administratively necessary as it has been vacant for years and the department has no intention of using this classification as the essential functions are no longer being performed or have been redistributed to other positions.
-------------------	--

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	OPD
---------------------------	-----

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources Contact(s):	Kelli Neale, Program Officer 4 Yolanda Guzman, HR Business Partner
------------------------------------	---

Management Contact(s):	Lenora Lockett, Director of Office of Procurement and Diversity
-------------------------------	---

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Contract Coordinator	Class Number:	1052141
		Pay Grade:	7

Departments: Clerk of the Board, only

Classification Function

The purpose of this classification is to serve as a lead worker over the Contract Coordinator and review and recommend revisions to contracts, contract amendments, and agreements for compliance to relevant statues and Commissioners' 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.

- Functions as lead worker over lower level Contract Coordinator (e.g.- assigns work and reviews completed work assignments; provides job training and instruction).
- Reviews and recommends revisions to contracts, contract amendments, and agreements for compliance to relevant statues and Commissioners' policies and procedures. (e.g.- receives all contract documents submitted for consideration by the Board of County Commissioners; reviews contracts for completeness and compliance to relevant statutes, policies and procedures; reviews Board actions for completeness and submits to the Clerk of the Board to comply with established deadlines; maintains contracts that are complete and correct for processing; ensures that sufficient appropriations are available; submits contract documents to County Auditor for encumbrance of funds; submits contract documents to County Prosecutor for legal review; submits contract amendments to County Auditor; notarizes documents as required).
- Reviews established policies of the Board of County Commissioners to ensure compliance (applies five percent rule on all construction contract amendments to ensure proper authority; reviews procurement requirements including sole source, state contract, competitive bidding, request for proposals; ensures ADP Board approval as required).
- Functions as the liaison between the department, Office of the Clerk of the Board, County Auditor and County Prosecutor.
- Prepares and maintains contract database for Board of County Commissioners (e.g.- prepares weekly list of contract awards; prepares weekly contract list with detailed vendor information; updates contract database with all contract activity for permanent record).
- Produces typed copy of documents (e.g. - types letters, memos, correspondence, vouchers, requisitions, specifications, lease agreements and contract documents using typewriter or word processing equipment from draft copy or taped dictation; uses Microsoft Windows products produce and edit documents and reports; edits document to correct errors by reading document and/or applying editing software; submits letters for proofreading and signature; maintains copy files of documents; maintains computer back-up files of documents when applicable).
- Maintains database of vendor insurance and workers compensation expiration dates and notifies vendor of same.
- Provides technical assistance to departments related to contract processing policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in legal administration with three years of related experience; or any equivalent combination of training and experience.

Additional Requirements

Must maintain Notary designation.

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, typewriter, calculator, copier, fax and telephone.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including contracts, contract amendments, agreements, insurance forms, resolutions, workers compensation forms, contract encumbrance vouchers, bid tabulation sheets, contract evaluation forms.
- Ability to comprehend a variety of reference books and materials including contract manuals, Ohio Revised Code and Request for Proposal manuals
- Ability to prepare letters, contract-related 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 communicate effectively with Director, supervisors, elected officials, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Sustainability Coordinator	1062311	N/A	7/Exempt	Sustainability	This is a new classification requested by the Department of Sustainability based on department need. The classification reflects the essential functions and minimum qualifications of the position.
<u>REVISED</u>					
Associate Warden	1025501	13/Exempt	15/Exempt	Sheriff	At the department's request, the essential functions were updated to reflect the expansion and scope of duties due to the regionalization of jails. Pay grade increased by 2 levels.
Senior Building Rehabilitation Specialist	1021312	7/Non-Exempt	7/Non-Exempt (No Change)	Development	PRC routine maintenance. A review of the series and discussions with the administration revealed that the essential functions of 2 of the classifications in the series were extremely similar. Therefore, the Building Rehabilitation Specialist and Senior Building Rehabilitation Specialist were combined into one classification. Education and experience requirements were updated to be consistent with other positions in the series.
Building Rehabilitation Specialist Supervisor	1021313	10/Exempt	10/Exempt (No Change)	Development	PRC routine maintenance. Classification last revised in 2008. The education and experience requirements were updated to be consistent with other positions in the series.
Data Systems Security Coordinator	1053182	11/Exempt	6B/Non-Exempt	Information Technology	This is a revised classification requested by the Department of Information Technology based on department need. This classification was last revised in 2007 and no longer reflects the work currently being performed. Therefore, the classification reflects the new essential functions and minimum qualifications of the position.
Development Administrator	1055243	17/Exempt	17/Exempt (No Change)	Development	At the department's request, the essential functions were updated to be consistent with changes due to department restructuring. No change in pay grade.
Inspection and Permits Supervisor	1062231	12/Exempt	12/Exempt (No Change)	Development	PRC routine maintenance. Classification last revised in 2006. The classification information has been updated and placed into the new format.
<u>DELETE</u>					
Building Rehabilitation Specialist	1021311	6/Non-Exempt	N/A	Development	PRC routine maintenance. A review of the series and discussions with the administration revealed that the essential functions of 2 of the classifications in the series were extremely similar. Therefore, the Building Rehabilitation Specialist and Senior Building Rehabilitation Specialist were combined into one classification.

Contract Coordinator 1052140	1052140	4/Non-Exempt	N/A	Fiscal (OPD)	This position is no longer administratively necessary as it has been vacant for years and the department has no intention of using this classification as the essential functions are no longer being performed or have been redistributed to other positions.
Human Resource Specialist	1053713	14/Exempt	N/A	Human Resources	This position is no longer administratively necessary as it is vacant, and the department has no intention of using this classification in the future. The essential functions have been redistributed to other positions (classified and unclassified).
Manager Application Design and Support	1053125	15/Exempt	N/A	Information Technology	This position is no longer administratively necessary. It is vacant, and the department has no intention of using this classification as the essential functions have been redistributed to other positions.
Recruitment and Retention Manager	1053634	16/Exempt	N/A	Human Resources	This position is no longer administratively necessary as it has been vacant since 2015. The department has no intention of using this classification as the essential functions have been redistributed to other positions (classified and unclassified).
Senior Contract Coordinator	1052141	7/Non-Exempt	N/A	Fiscal (OPD)	This position is no longer administratively necessary as it has been vacant for years and the department has no intention of using this classification as the essential functions are no longer being performed or have been redistributed to other positions.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0132

<p>Sponsored by: Councilmembers Baker, Brady and Miller</p>	<p>A Resolution authorizing a Community Development Fund grant in the amount of \$1,100,000.00 to City of Rocky River for the benefit of the Bradstreet’s Landing Park Fishing Pier Reconstruction Project, located at 22400 Lake Road in the City of Rocky River; authorizing County Council Staff to prepare all documents to effectuate said grant; authorizing the County Executive to execute all documents consistent with said grant and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Council desires to provide a Community Development Fund grant, which is funded from Casino Revenue, in the amount of \$1,100,000.00 to City of Rocky River for the benefit of the Bradstreet’s Landing Park Fishing Pier Reconstruction Project, located at 22400 Lake Road in the City of Rocky River; and

WHEREAS, the Cuyahoga County Code Section 709.02(A) states that funds in the Community Development Fund may be used to “promote economic and community development in any area of Cuyahoga County;” and

WHEREAS, the City of Rocky River has created a plan for reconstruction of the Bradstreet’s Landing Park Fishing Pier and the surrounding areas with a total estimated project cost of \$2,400,000.00 to reconstruct the pier; and

WHEREAS, the primary goal of this project is to contribute to the enhancement of a municipally-owned community amenity in collaboration with a municipal partner; and

WHEREAS, the project will be funded from the Community Development Fund, which is funded from Casino Revenue, and is located in County Council District 1; 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 Community Development Fund grant in the amount of \$1,100,00.00 to City of Rocky River for the benefit of the Bradstreet's Landing Park Fishing Pier Reconstruction Project, located at 22400 Lake Road in the City of Rocky River.

SECTION 2. That County Council staff is authorized to prepare all documents to effectuate said grant.

SECTION 3. That the County Executive is authorized to execute all necessary agreements and documents consistent with said grant and this Resolution.

SECTION 4. This Resolution shall sunset twelve (12) months after County Council approval should the authorized action have not occurred by that date. In the event this Resolution sunsets prior to the authorized action taking place, the Clerk of Council shall be notified in writing. The Clerk of Council shall record the sunseting of this Resolution in the Council's journal.

SECTION 5. 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 6. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: June 26, 2018

Committee(s) Assigned: Community Development

Committee Report/Second Reading: July 24, 2018

Journal _____
_____, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0140

<p>Sponsored by: Council President Brady on behalf of Charter Review Commission and Councilmembers Miller, Simon, Conwell, Jones, Baker, Houser, Schron, Brown, Gallagher and Tuma</p>	<p>A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to enact Article XV of the County Charter establishing the Agency of Inspector General and to provide for the appointment, removal, qualifications, and the powers and duties, including access to county information and subpoena power, of the Inspector General; and declaring the necessity that this Resolution become immediately effective.</p>
---	---

WHEREAS, Article XII, Section 12.09 of the Charter of Cuyahoga County provides that “The Charter Review Commission may propose to the Council such amendments to this Charter as it shall deem appropriate” and “Council shall vote within sixty days after the proposals are received on whether or not to submit the proposals to the electors at the next general election held more than sixty days after its vote on the proposed amendments”; and

WHEREAS, Article XII, Section 12.10 of the Charter of Cuyahoga County provides that “[p]roposed amendments to this Charter shall be submitted to the electors of the County in the manner provided for by the Ohio Constitution”; and

WHEREAS, Article X, Section 4 of the Ohio Constitution provides that the “legislative authority” “of any county may by a two-thirds vote of its members” submit by resolution charter amendments to the electors of the county “to be voted upon at the first general election occurring not sooner than sixty days after their submission”; and

WHEREAS, the Council believes it is in the best interest of the citizens of the County of Cuyahoga to amend the County Charter as provided hereinafter.

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

SECTION 1. Pursuant to Article X, Section 4 of the Ohio Constitution and Article XII, Sections 12.09 and 12.10 of the Charter of the County of Cuyahoga, this Council hereby authorizes and directs that there shall be submitted to a vote of qualified electors of the County of Cuyahoga, at the general election to be held on Tuesday, the 6th day of November, 2018, the question of enacting Article XV of the

Charter of Cuyahoga County, the respective text to be set forth herein (additions bolded and underlined and deletions stricken):

ARTICLE XV—AGENCY OF INSPECTOR GENERAL

SECTION 15.01 AGENCY OF INSPECTOR GENERAL.

(1) Powers and Duties. The Inspector General shall serve as the County’s chief ethics officer and shall direct the Agency of Inspector General. The County Executive and the County Council shall appropriate funding for the Agency’s operations, fairly allocated through the regular budget process based on available resources. The Council may, by ordinance, further delineate the powers and duties of the Agency of Inspector General, consistent with this Article XV.

(2) Jurisdiction. To the maximum extent permitted under the Constitution of the State of Ohio and this Charter, the authority of the Agency of Inspector General to investigate possible ethical violations in the conduct of County business shall extend to any employee, official, or appointee of the County and any person or entity doing business with the County.

(3) Qualifications. The Inspector General shall have at least five years’ experience as an inspector general, certified public accountant, auditor, licensed attorney, law enforcement officer, or other investigative officer involving supervisory or managerial experience.

(4) Appointment and Term. The Inspector General shall be appointed by the County Executive, subject to confirmation by Council, for a term of four years. The term of the incumbent Inspector General shall expire on December 31, 2020. Each subsequent Inspector General shall be appointed or reappointed for a term commencing on January 1, 2021, and every four years thereafter. Reappointments shall be subject to Council confirmation.

(5) Removal. During the term of appointment, the Inspector General may be removed from office only for cause by resolution receiving the affirmative vote of at least eight members of the Council. The Council shall not vote on the question of the removal of the Inspector General until the Council has provided the Inspector General the opportunity to be heard and to present his or her case for retention in office. The Council may enter executive session to discuss the question of removal as provided by general law; provided the Council holds at least one public hearing where the Inspector General and the public have an opportunity to be heard.

(6) Vacancy. In the event of a vacancy prior to the expiration of the Inspector General’s term, the County Executive shall appoint a successor to complete the unexpired term, subject to confirmation by Council. In the event a vacancy

occurs less than two years prior to the expiration of the Inspector General's four-year term, the County Executive may appoint an Inspector General to complete the unexpired term and serve a subsequent four-year term, subject to confirmation by Council.

(7) Access to County Information. The Inspector General shall have the right to obtain full and unrestricted access to all records, reports, plans, projections, matters, contracts, memoranda, correspondence, and any other materials, including electronic data, of Cuyahoga County, relevant to any inquiry or investigation undertaken pursuant to this Article XV, except as may be legally limited, such as through attorney-client privilege or provisions of the Health Insurance Portability and Accountability Act (HIPAA).

(8) Subpoena Power. The Inspector General shall have authority to subpoena witnesses, administer oaths or affirmations, take testimony and compel the production of such books, papers, records and documents, including electronic data as is deemed to be relevant to any inquiry or investigation undertaken pursuant to this Article XV.

SECTION 2. Pursuant to Article X, Section 4 of the Ohio Constitution and Article XII, Section 12.09 and 12.10 of the Charter of the County of Cuyahoga, this Council hereby directs that the proposed enactment of Article XV shall be submitted to the Board of Elections of Cuyahoga County, and the question to be submitted on the ballot shall read as follows:

PROPOSED AMENDMENT TO COUNTY CHARTER

Shall Article XV be enacted to establish the Agency of Inspector General and to provide for the appointment, removal, qualifications, and the powers and duties, including access to county information and subpoena power, of the Inspector General as the chief ethics officer of Cuyahoga County?

SECTION 3. The Clerk of this Council is directed to certify a copy of this Resolution to the Board of Elections no earlier than one hundred twenty day (120) days and not later than sixty (60) days before the November 6, 2018 election. The Clerk is further directed to take all other actions required by law relative to the submission of said amendment for said election, including, if required by law, mailing or otherwise distributing a copy of said proposed amendment to each of the electors of the County as far as may be reasonably possible prior to thirty (30) days before said election.

SECTION 4. It is necessary that this Resolution become immediately effective to enable the Clerk of Council to perform her duties in time for the amendments to be properly placed on the November 6, 2018 election. Provided that this Resolution receives the affirmative vote of eight (8) members of Council, it shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 10, 2018

Committee(s) Assigned: Committee of the Whole

Committee Report/Second Reading: July 24, 2018

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0141

<p>Sponsored by: Council President Brady on behalf of Charter Review Commission and Councilmembers Miller, Simon, Conwell and Brown</p>	<p>A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article IX of the County Charter clarifying the roles and responsibilities of the Personnel Review Commission and the Department of Human Resources, to prohibit discrimination on the basis of gender identity/expression in county employment, and to provide for the establishment of the unclassified service by general law and council ordinance; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, Article XII, Section 12.09 of the Charter of Cuyahoga County provides that “The Charter Review Commission may propose to the Council such amendments to this Charter as it shall deem appropriate” and “Council shall vote within sixty days after the proposals are received on whether or not to submit the proposals to the electors at the next general election held more than sixty days after its vote on the proposed amendments”; and

WHEREAS, Article XII, Section 12.10 of the Charter of Cuyahoga County provides that “[p]roposed amendments to this Charter shall be submitted to the electors of the County in the manner provided for by the Ohio Constitution”; and

WHEREAS, Article X, Section 4 of the Ohio Constitution provides that the “legislative authority” “of any county may by a two-thirds vote of its members” submit by resolution charter amendments to the electors of the county “to be voted upon at the first general election occurring not sooner than sixty days after their submission”; and

WHEREAS, the Council believes it is in the best interest of the citizens of the County of Cuyahoga to amend the County Charter as provided hereinafter.

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

SECTION 1. Pursuant to Article X, Section 4 of the Ohio Constitution and Article XII, Sections 12.09 and 12.10 of the Charter of the County of Cuyahoga, this Council hereby authorizes and directs that there shall be submitted to a vote of

qualified electors of the County of Cuyahoga, at the general election to be held on Tuesday, the 6th day of November, 2018, the question of amending Article IX of the Charter of Cuyahoga County, the respective text to be set forth herein (additions bolded and underlined and deletions stricken):

ARTICLE IX – COUNTY EMPLOYMENT PRACTICES

SECTION 9.01 PERSONNEL REVIEW COMMISSION.

There shall be a Personnel Review Commission. The Council shall appoint the members of the Personnel Review Commission, consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations. No more than two of the three members of the Personnel Review Commission shall be members of the same political party. The Personnel Review Commission is authorized to employ persons in the service of the County. The Personnel Review Commission 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. The County's human resources policies and systems, including ethics policies for County employees, shall be established by ordinance and shall be administered in such 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, **gender identity/expression**, disability, age or ancestry. The Personnel Review Commission shall submit a recommendation regarding any ordinance concerning County personnel policies prior to passage by County Council. In the event the Personnel Review Commission does not endorse an ordinance, the Personnel Review Commission may provide a Statement of Non-Endorsement to the County Council.

The term of office of each member of the Personnel Review Commission shall be six years. The terms shall be staggered so that no term expires within less than two years of the expiration of any other term. The Council shall fill a vacancy occurring for an unexpired term in the same manner as a regular appointment.

~~Of the terms of office for the initial appointees, one shall be appointed for a term of six years, one shall be appointed for a term of four years and one shall be appointed for a term of two years. The County Executive shall nominate the initial appointees to the Personnel Review Commission not later than March 1, 2011 and thereafter within thirty days after the occurrence of a vacancy. The members of the Personnel Review Commission serving as of the effective date of this provision may serve until their existing term expires and may be subject to reappointment by Council.~~

No member of the Personnel Review Commission shall hold any other public office or public employment with the County. The Council shall establish a per diem compensation for the members of the Personnel Review Commission.

The Council may remove any member of the Personnel Review Commission for inefficiency, neglect of duty or malfeasance in office after notice and public hearing before the Council, provided that two-thirds of the members of the Council concur.

SECTION 9.02 AUTHORITY OF PERSONNEL REVIEW COMMISSION.

The Personnel Review Commission shall have:

(1) Responsibility for the resolution or disposition of all personnel matters, with authority to appoint hearing officers to hear all employee appeals previously under the jurisdiction of the State Personnel Board of Review, including those of classified employees who work for the County Executive, Prosecuting Attorney, County Planning Commission, and the County Public Defender;

(2) Responsibility for ~~administration of~~ **reviewing and auditing** compliance with federal, ~~and state,~~ **and local** laws regarding personnel matters within the County Executive's organization and departments. This **responsibility shall include the authority to submit reports and recommendations to the County Executive and County Council on issues of compliance;**

(3) For the County Executive's organization and departments, authority to ~~ensure~~ **review, audit, report and make recommendations regarding the following:**

- Pay equity for like positions;
 - Standardization of benefits;
 - Approval of qualifications;
 - Consistent discipline;
 - Training of management in personnel practices;
 - Training of employees in job functions;
 - ~~- Training for total quality management;~~
 - Consistent administration of performance management system.;
 - ~~- Coordination of recruitment;~~
 - ~~- Compliance with ethics resolutions or ordinances as passed by the Council;~~
- and

(4) Responsibility for creation of rules and policies related to the Personnel Review Commission's authority set forth in this Charter in accordance with the human resources policies established by ordinance;

(5) Sole responsibility for civil service testing for initial and promotional appointments within the classified service of the County in cooperation with the Department of Human Resources, and

~~(5)~~**(6)** Such other functions as may be deemed necessary by the Council for the Personnel Review Commission to carry out its mission and purpose.

SECTION 9.03 CLASSIFICATION.

(1) The 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~~ classified employees of the charter government, and pay ranges withinfor each classification that are adopted by Council resolution. A change to the pay range assigned to a classification may not be enacted until an analysis of the budgetary impact has been conducted. The PRC in collaboration with the Human Resources Department will conduct the budgetary impact analysis. ~~The classification system shall include the employees of the offices listed in Article V of this Charter, as well as those of the County Executive and County Council except those employees in positions designated as unclassified by general law. The classification system shall, to the extent permitted by the Ohio Constitution, include the employees of all offices, officers, agencies, departments, boards, commissions or other public bodies, other than separate political subdivisions, that are supported in whole or in part from taxes levied, or other financial assistance provided, by the County.~~

(2) The unclassified service shall include those employees who are unclassified pursuant to general law and Council Ordinance.

SECTION 9.04 APPOINTING AUTHORITIES.

The County Executive and the officers, offices, agencies, departments, boards and commissions and other public bodies, who under this Charter or under general law are authorized to employ persons in the service of the County, shall be appointing authorities. Persons interested in employment with the County shall make application to the Department of Human Resources. No appointing authority shall appoint a person to fill a vacancy in the classified service who does not meet the qualifications for that position approved by the Personnel Review Commission. All Appointing Authorities shall strive in making appointments in both the classified and the unclassified service to ensure that the diversity of the population of the County is reflected in the persons who are employed by the County.

SECTION 9.05 DEPARTMENT OF HUMAN RESOURCES.

There shall be a Department of Human Resources, which shall, **report to the County Executive and be responsible for management of all personnel matters for employees of the County Executive.** ~~as part of its duties, perform such functions on behalf of the Personnel Review Commission as the Commission shall delegate. The Department of Human Resources shall provide regular reports to the Personnel Review Commission regarding the Department's performance of such delegated functions in accordance with timeframes established by the Personnel Review Commission.~~

SECTION 9.06 DIRECTOR OF HUMAN RESOURCES: POWERS, DUTIES AND QUALIFICATIONS.

The Director of Human Resources shall be appointed by the Executive, subject to confirmation by Council, and shall serve at the pleasure of the County Executive. The Director of Human Resources shall manage ~~County~~ employment matters **for employees of the County Executive** including, **but not limited to, recruitment, hiring, firing, discipline, layoffs, training, benefits, time and attendance, HR compliance, and drafting policies and procedures, and individual compensation decisions within the framework of the classification and salary administration system and/or any rules established by ordinance.** The Director shall be responsible for offering support to the Law Department on all labor and employment matters. The Director of Human Resources shall have a minimum of five years of experience advising or working in the public sector, experience in employment related matters, management experience or related relevant experience.

SECTION 2. Pursuant to Article X, Section 4 of the Ohio Constitution and Article XII, Section 12.09 and 12.10 of the Charter of the County of Cuyahoga, this Council hereby directs that the proposed amendment of Article IX shall be submitted to the Board of Elections of Cuyahoga County, and the question to be submitted on the ballot shall read as follows:

PROPOSED AMENDMENT TO COUNTY CHARTER

Shall Article IX be amended to clarify the roles and responsibilities of the Personnel Review Commission and the Department of Human Resources, to prohibit discrimination in county employment on the basis of gender identity/expression, and to provide for the establishment of the unclassified service by general law and council ordinance?

SECTION 3. If the foregoing proposal receives the affirmative vote of a majority of electors voting thereon, the existing provisions of Article IX which are inconsistent herewith, shall be and the same are hereby repealed effective as of the date on which such amendment becomes effective.

SECTION 4. The Clerk of this Council is directed to certify a copy of this Resolution to the Board of Elections no earlier than one hundred twenty day (120) days and not later than sixty (60) days before the November 6, 2018 election. The Clerk is further directed to take all other actions required by law relative to the submission of said amendment for said election, including, if required by law, mailing or otherwise distributing a copy of said proposed amendment to each of the electors of the County as far as may be reasonably possible prior to thirty (30) days before said election.

SECTION 5. It is necessary that this Resolution become immediately effective to enable the Clerk of Council to perform her duties in time for the amendments to be properly placed on the November 6, 2018 election. Provided that this Resolution

receives the affirmative vote of eight (8) members of Council, it shall become immediately effective.

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

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

Yeas:

Nays:

_____ County Council President	_____ Date
-----------------------------------	---------------

_____ Clerk of Council	_____ Date
---------------------------	---------------

First Reading/Referred to Committee: July 10, 2018

Committee(s) Assigned: Committee of the Whole

Committee Report/Second Reading: July 24, 2018

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0142

<p>Sponsored by: Council President Brady on behalf of Charter Review Commission and Councilmember Conwell</p>	<p>A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article XI, Section 11.04 of the County Charter to provide the Department of Internal Auditing discretion to bill departments for the cost of conducting audits and in adopting auditing standards; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, Article XII, Section 12.09 of the Charter of Cuyahoga County provides that “The Charter Review Commission may propose to the Council such amendments to this Charter as it shall deem appropriate” and “Council shall vote within sixty days after the proposals are received on whether or not to submit the proposals to the electors at the next general election held more than sixty days after its vote on the proposed amendments”; and

WHEREAS, Article XII, Section 12.10 of the Charter of Cuyahoga County provides that “[p]roposed amendments to this Charter shall be submitted to the electors of the County in the manner provided for by the Ohio Constitution”; and

WHEREAS, Article X, Section 4 of the Ohio Constitution provides that the “legislative authority” “of any county may by a two-thirds vote of its members” submit by resolution charter amendments to the electors of the county “to be voted upon at the first general election occurring not sooner than sixty days after their submission”; and

WHEREAS, the Council believes it is in the best interest of the citizens of the County of Cuyahoga to amend the County Charter as provided hereinafter.

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

SECTION 1. Pursuant to Article X, Section 4 of the Ohio Constitution and Article XII, Sections 12.09 and 12.10 of the Charter of the County of Cuyahoga, this Council hereby authorizes and directs that there shall be submitted to a vote of qualified electors of the County of Cuyahoga, at the general election to be held on Tuesday, the 6th day of November, 2018, the question of amending Article XI,

Section 11.04 of the Charter of Cuyahoga County, the respective text to be set forth herein (additions bolded and underlined and deletions stricken):

ARTICLE XI – INTERNAL AUDITING

SECTION 11.04 AUTHORITY OF DEPARTMENT OF INTERNAL AUDITING.

The Department of Internal Auditing shall:

- (1) Prepare its annual budget and the work program for the Department of Internal Auditing;
- (2) Develop a schedule of department audit fees, which ~~may~~ shall be billed to each department as it is audited;
- (3) Guide the internal audit process through employment of:
 - (a) Government Auditing Standards, United States General Accounting Office developed by the Comptroller General of the United States; and or
 - (b) Professional Standards of the Institute of Internal Auditors, American Institute of Certified Public Accountants, generally accepted auditing standards or generally accepted successor to such standards;
- (4) Prepare a preliminary financial and performance auditing report for the department being audited; and
- (5) Perform any other duties or responsibilities prescribed by the County Audit Committee.

SECTION 2. Pursuant to Article X, Section 4 of the Ohio Constitution and Article XII, Section 12.09 and 12.10 of the Charter of the County of Cuyahoga, this Council hereby directs that the proposed amendment of Article XI, Section 11.04 shall be submitted to the Board of Elections of Cuyahoga County, and the question to be submitted on the ballot shall read as follows:

PROPOSED AMENDMENT TO COUNTY CHARTER

Shall Article XI, Section 11.04 be amended to provide the Department of Internal Auditing discretion to bill departments for the cost of conducting audits and in adopting auditing standards?

SECTION 3. If the foregoing proposal receives the affirmative vote of a majority of electors voting thereon, the existing provisions of Article XI, Section 11.04 which are inconsistent herewith, shall be and the same are hereby repealed effective as of the date on which such amendment becomes effective.

SECTION 4. The Clerk of this Council is directed to certify a copy of this Resolution to the Board of Elections no earlier than one hundred twenty (120) days and not later than sixty (60) days before the November 6, 2018 election. The Clerk is further directed to take all other actions required by law relative to the submission of said amendment for said election, including, if required by law, mailing or otherwise distributing a copy of said proposed amendment to each of the electors of the County as far as may be reasonably possible prior to thirty (30) days before said election.

SECTION 5. It is necessary that this Resolution become immediately effective to enable the Clerk of Council to perform her duties in time for the amendments to be properly placed on the November 6, 2018 election. Provided that this Resolution receives the affirmative vote of eight (8) members of Council, it shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 10, 2018

Committee(s) Assigned: Committee of the Whole

Committee Report/Second Reading: July 24, 2018

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0143

Sponsored by: Council President Brady on behalf of Charter Review Commission	A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article III, Section 3.09 of the County Charter to empower the Council to enact laws governing the election of county officers; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, Article XII, Section 12.09 of the Charter of Cuyahoga County provides that “The Charter Review Commission may propose to the Council such amendments to this Charter as it shall deem appropriate” and “Council shall vote within sixty days after the proposals are received on whether or not to submit the proposals to the electors at the next general election held more than sixty days after its vote on the proposed amendments”; and

WHEREAS, Article XII, Section 12.10 of the Charter of Cuyahoga County provides that “[p]roposed amendments to this Charter shall be submitted to the electors of the County in the manner provided for by the Ohio Constitution”; and

WHEREAS, Article X, Section 4 of the Ohio Constitution provides that the “legislative authority” “of any county may by a two-thirds vote of its members” submit by resolution charter amendments to the electors of the county “to be voted upon at the first general election occurring not sooner than sixty days after their submission”; and

WHEREAS, the Council believes it is in the best interest of the citizens of the County of Cuyahoga to amend the County Charter as provided hereinafter.

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

SECTION 1. Pursuant to Article X, Section 4 of the Ohio Constitution and Article XII, Sections 12.09 and 12.10 of the Charter of the County of Cuyahoga, this Council hereby authorizes and directs that there shall be submitted to a vote of qualified electors of the County of Cuyahoga, at the general election to be held on Tuesday, the 6th day of November, 2018, the question of amending Article III, Section 3.09 of the Charter of Cuyahoga County, the respective text to be set forth herein (additions bolded and underlined and deletions stricken):

ARTICLE III – THE COUNCIL

SECTION 3.09 POWERS AND DUTIES OF THE COUNCIL

The legislative power of the County, including the power to introduce, enact and amend ordinances and resolutions relating to all matters within the legislative power of the County, is vested in the Council. All powers of the Council shall be exercised by ordinance or resolution and shall include, but not be limited to, the following:

- (1) To appoint and provide for the compensation and duties of the Clerk of Council and such other assistants for the Council as a whole as the Council determines to be necessary for the efficient performance of its duties.
- (2) To establish departments, and divisions and sections within departments, under the supervision of the County Executive, and such boards, agencies, commissions, and authorities, in addition to or as part of those provided for in this Charter, as the Council determines to be necessary for the efficient administration of the County.
- (3) To establish procedures under which the County Executive may employ experts and consultants in connection with the administration of the affairs of the County.
- (4) To establish procedures governing the making of County contracts and the purchasing of County supplies and equipment pursuant to competitive bidding.
- (5) To adopt and amend the County's annual tax budget, biennial operating budget and biennial capital improvements program and to make appropriations for the County. Council shall determine by ordinance the beginning and end dates of the biennium.
- (6) To determine which officers and employees shall give bond and to fix the amount and form thereof.
- (7) To provide for the acquisition, construction, maintenance, administration, rental, and leasing of property, including buildings and other public improvements.
- (8) To cooperate or join by contract with any municipality, county, state, or political subdivision or agency thereof, for the planning, development, construction, acquisition or operation of any public improvement or facility, or for providing a common service, and to provide the terms upon which the County shall perform any of the services and functions of any other county or any municipality or other political subdivision. In furtherance of such intergovernmental cooperation, the Council may provide for grants or loans to other political subdivisions and public agencies.
- (9) To provide for the procedure for making public improvements and levying assessments for such improvements.

(10) To require, as necessary, the attendance of any County employee or officer at Council meetings to provide information as may be requested. Except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the County Executive. Neither the Council, nor any member thereof, shall give orders to any of the subordinates of the County Executive either in public or in private.

(11) To establish and provide for the administration of a program to provide scholarships, loans, grants and other forms of financial assistance for residents of the County that will enable them to participate in post-secondary education, including vocational education and job training and retraining; for the funding of the program from money determined to be saved by the operation of the County government under this Charter and from other funds of the County, including gifts, grants and donations received for such purpose; and for the conditions for eligibility for participation in the program by individuals and educational institutions.

(12) To establish by ordinance a code of ethics, which shall be in addition to, and not inconsistent with, general law on the subject, which shall guide and inform County officers and employees in the performance of their official duties in a manner that will represent high standards of professionalism and loyalty to the residents of the County and that will avoid conflicts of interest, self-dealing and other violations of the public trust.

(13) To establish by ordinance campaign related laws governing the election of any County officers and officials including, without limitation, campaign finance regulation, donor disclosure requirements, donor age limits, enforcement or other provisions to avoid violations of the public trust.

No public money of, or under the control of, the County, from whatever source derived, shall be subject to appropriation, application or distribution at the order or direction of any individual member of the Council.

SECTION 2. Pursuant to Article X, Section 4 of the Ohio Constitution and Article XII, Section 12.09 and 12.10 of the Charter of the County of Cuyahoga, this Council hereby directs that the proposed amendment of Article III, Section 3.09 shall be submitted to the Board of Elections of Cuyahoga County, and the question to be submitted on the ballot shall read as follows:

PROPOSED AMENDMENT TO COUNTY CHARTER

Shall Article III, Section 3.09 be amended to empower the Council to enact laws governing the election of county officers including campaign finance regulation, donor disclosure requirements, donor age limits, enforcement or other provisions to avoid violations of the public trust?

SECTION 3. If the foregoing proposal receives the affirmative vote of a majority of electors voting thereon, the existing provisions of Article III, Section 3.09 which are inconsistent herewith, shall be and the same are hereby repealed effective as of the date on which such amendment becomes effective.

SECTION 4. The Clerk of this Council is directed to certify a copy of this Resolution to the Board of Elections no earlier than one hundred twenty day (120) days and not later than sixty (60) days before the November 6, 2018 election. The Clerk is further directed to take all other actions required by law relative to the submission of said amendment for said election, including, if required by law, mailing or otherwise distributing a copy of said proposed amendment to each of the electors of the County as far as may be reasonably possible prior to thirty (30) days before said election.

SECTION 5. It is necessary that this Resolution become immediately effective to enable the Clerk of Council to perform her duties in time for the amendments to be properly placed on the November 6, 2018 election. Provided that this Resolution receives the affirmative vote of eight (8) members of Council, it shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 10, 2018
Committee(s) Assigned: Committee of the Whole

Committee Report/Second Reading: July 24, 2018

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0155

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	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; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, on December 12, 2017, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2018/2019 (Resolution No. R2017-0182) establishing the 2018/2019 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2018 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices and agencies; and

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

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

SECTION 1. That the 2018/2019 Biennial Operating Budget for 2018 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A.	21A702 – Operation Stonegarden (OPSG)			BA1801535
	SH756858 – FY’ 17 Operation Stonegarden (OPSG)			
	Personal Services	\$	37,745.21	
	Other Expenses	\$	72,254.79	

The Sheriff’s department is requesting appropriations in the amount of \$110,000.00 for the FY 2017 Operation Stonegarden Grant from the Ohio Emergency Management Agency. This is a new year of an existing project. The grant period runs from 9/1/2017-4/30/2020. This grant award was approved by the County Executive on 2-12-2018, CON2018-15.

B.	20A303 – Children Services Fund			BA1801536
	CF134015 – Client Supportive Services			
	Other Expenses	\$	16,750.00	

Children & Family Services are requesting additional appropriations for the SFY2018 State Adoption Incentive allocation to use to cover agency specific expenditures directed towards 2018 graduating foster youth. Cuyahoga County has been allocated funding for 67 youth with \$250 per youth. Source of funding comes from the Ohio Department of Job and Family Services, Transitional Youth Programs.

C.	21A116 – Recycle Ohio			BA1803048
	CP756981 – Recycle Ohio			
	Other Expenses	\$	(12,264.62)	
	Capital Outlays	\$	(412.31)	

To remove appropriation from this expired grant which was received in 1996. There is a negative cash balance of \$32,997 in this grant fund, and a separate request on this fiscal item (JT1803046) would transfer cash from other grants to the Planning Commission that expired ten or more years ago to eliminate this negative cash balance.

D.	21A994 – County Office Paper Recycling			BA1803051
	CT577213 – County Office Paper Recycling			
	Other Expenses	\$	(5,758.02)	

The Department of Public Works, Facilities Division, Office of Sustainability received a grant in 2008. The \$24,435 project was funded 50% from an Ohio Department of Natural Resources grant and 50% from a cash match. Document JT1803050 requests to transfer the remaining cash of \$2,887.76 to the Sustainability Projects fund in the Department of Sustainability, and this would remove all remaining appropriation.

E.	01A001 – General Fund			BA1809101
	BE472050 – Primary Election			
	Other Expenses	\$	(18,267.12)	
	01A001 – General Fund			
	BE473058 – General Election			
	Other Expenses	\$	(9,576.88)	

01A001 – General Fund		
BE474056 – Special Election		
Other Expenses	\$	(1,045.31)

01A001 – General Fund		
BE474064 – Election Administration		
Other Expenses	\$	(18,457.99)
Capital Outlays	\$	(1,978.22)

The Office of Budget and Management requests appropriation reduction to Board of Elections following liquidation of prior year encumbrances carried into 2018.

F.	30A924 – Sales Tax Bonds		BA1809108
	DS039914 – 2014 Sales Tax Bonds		
	Other Expenses	\$	6,507,081.26
	30A924 – Sales Tax Bonds		
	DS039916 – 2016 Sales Tax Bonds		
	Other Expenses	\$	1,904,075.00
	30A924 – Sales Tax Bonds		
	DS039917 – 2017 Sales Tax Bonds		
	Other Expenses	\$	7,676,239.21

The Office of Budget and Management requests appropriation to record debt service expenditures on the outstanding sales tax bond issues. This appropriation and change in processing will allow for the reporting of gross sales tax revenues and debt service expenditures. Previously net sales tax revenues after debt service were reported, this change will more accurately reflect the sales tax revenues and debt service expense. The recording change will be a neutral effect as both revenues and expenses will be increased by the same amounts.

G.	01A001 – General Fund		BA1810763
	IT601112 – Operations Support		
	Other Expenses	\$	(3,280.81)

An appropriation reduction for 2017 carryover on a contract that was not expended. This contract has expired, and all outstanding invoices have been paid. This reduction does not impact 2018 budget appropriations.

H.	21A493 – Youth Svcs Subsidy-FDCC		BA1810764
	JC759902 – Detention Alternative SFY18-19		
	Other Expenses	\$	17,600.00

To establish the SFY 2019 Detention Alternatives RECLAIM line items funded by the Ohio Department of Youth Services, covering the period of July 1, 2018 through June 30, 2019. The grant request is \$17,600.00 for State Fiscal Year 2019. This new grant will provide staff training in Core Correctional Practices for both monitoring and detention staff.

I.	21A493 – Youth Svcs Subsidy-FDCC		BA1810765
	JC756114 – Mental Health FY16/17-111		
	Personal Services	\$	(7,501.14)

Appropriation Reductions for four Juvenile Court Youth Services Grants. The grant period was State Fiscal Year 2016-2017 (July 1, 2015 to June 30, 2017). This grant period has expired, and all expenses paid. This reduction will allow for the closing of this grant and index code.

J. 21A303 – CCA – Improve/Reinvest/Incentive **BA1812118**
 CO759894 – Target Comm Alt to Prison (T-CAP) FY18-19
 Other Expenses \$ 2,250,000.00

Common Pleas Court is requesting additional appropriation of \$2,250,000.00. This request is necessary to set up the CCA FY18-19 Targeted Community Alternatives to Prison (T-CAP) Grant. Funds from the Ohio Department of Rehabilitation and Corrections Bureau of Community Sanctions will support programming administered by the Cuyahoga County Court of Common Pleas Corrections Planning Board. The grant funds will be used to effectively supervise, treat, and hold accountable low-level, non-violent offenders and at the same time safely reduces Ohio's prison population. Grant period will run from 7/1/18 through 6/30/19.

K. 21A513 – CCA 407 Felony Program **BA1812119**
 CO759522 – CCA 407 – Intensive Supervision FY18/19
 Personal Services \$ 957,240.00
 Other Expenses \$ 495,147.00

Common Pleas Court is requesting an appropriation increase of \$1,452,387.00 to the CCA 407-Intensive Supervision FY18/19 grant. This is to support the revised 407 Intensive Supervision award, which was a 20% increase making the two-year award 100% of funding. Funding is provided by the Ohio Department of Rehabilitation and Correction for the dates of 7/1/17 through 6/30/19. Prior year of this grant was 100% expended.

L. 21A034 – Smart Ohio Pilot **BA1812120**
 CO756544 – Smart Ohio Pilot Funding FY17
 Other Expenses \$ (395,569.00)

Common Pleas Court is requesting an appropriation reduction of \$395,569.00 to the SmartOhio Pilot Funding FY17 index code. This request is necessary to decrease appropriation to prepare the grant for closure. Grant was appropriated at the maximum level allowed (\$3.6 mil). Grant was reimbursed based on the total amount of offenders that were diverted from prison (about \$4,500/offender). Earned amount was about \$3.267 mil so this was the amount drawn down. Since only \$3.267 mil was reimbursed, remaining expenses are being moved to SRFs and appropriation decreased to reflect the true value of the grant. Funding was provided by the SmartOhio Grant via the Ohio Department of Rehabilitation and Correction for the period of 9/9/15 through 3/30/18. Prior year of this grant was 100% expended.

M. 20A312 – Coroner's Lab **BA1812128**
 CR180034 – Medical Examiner - Lab
 Capital Outlays \$ (250,000.00)

The Office of Budget Management is requesting an appropriation decrease for \$250,000.00 in the Medical Examiner's-Lab Fund. This is to account for capital purchases that were offset by the Paul Coverdell Grant for this year. Funding is provided by the Coroner's Lab Fund comprised of payments for Out of County Autopsies.

N.	01A001 – General Fund		BA1812129
	CO380121 – Common Pleas – Judicial/General		
	Other Expenses	\$	203,256.00

The Office of Budget Management (on behalf of Common Pleas Court) is requesting an appropriation increase of \$203,256.00. This request is necessary complete the remaining amount to fully cover the final portion of the Marion Lease for Common Pleas Court. Original appropriation covered through the month of May, this request will cover the remaining months of June and July. Funding is provided by the General Fund.

O.	20A099 – TASC Medicaid Funds		BA1812131
	CO456525 – TASC Medicaid Funds (CO)		
	Personal Services	\$	40,000.00
	Other Expenses	\$	25,000.00

Common Pleas Court is requesting additional appropriation totaling \$65,000.00. This is for supporting fringe expenses and other expenses through year end to supplement existing TASC Index. The Special Revenue Fund (TASC Medicaid Funds) providing the funding has sufficient cash to cover the requested increase in appropriation, which (as of 11-Jul-18) equaled \$1.65 mil.

P.	20A377 – Probation Supervision Fees		BA1812132
	CO507228 – Probation Supervision Fees		
	Other Expenses	\$	900,000.00

Common Pleas Court requests additional appropriation to cover expense realignments associated with agreed 2018 budget cuts and court improvements. The Special Revenue Fund associated with the appropriation funding has sufficient cash to cover the requested increases in appropriation. Through 11-Jul-18, Probation Supervision Fees has a cash balance of \$2.3 mil.

Q.	20A058 – Special Project II		BA1812133
	CO456111 – Special Project II		
	Other Expenses	\$	370,000.00

Common Pleas Court requests additional appropriation to cover expense realignments associated with agreed 2018 budget cuts and court improvements. The Special Revenue Fund associated with the appropriation funding has sufficient cash to cover the requested increases in appropriation. Through 11-Jul-18, Special Project II has a cash balance of \$3.1 mil.

R.	20A720 – Urinalysis Testing		BA1812134
	CO446070 – Urinalysis Testing Fees		
	Other Expenses	\$	183,000.00

Common Pleas Court requests additional appropriation to cover expense realignments associated with agreed 2018 budget cuts and court improvements. The Special Revenue Fund associated with the appropriation funding has sufficient cash to cover the requested increases in appropriation. Through 11-Jul-18, Urinalysis Testing has a cash balance of \$935,000.

S.	20A586 – Legal Research & Computerization		BA1812135
	CO456541 – Legal Research & Computerization		
	Other Expenses	\$	95,000.00

Common Pleas Court requests appropriation to cover expense realignments associated with agreed 2018 budget cuts and court improvements. The Special Revenue Fund associated with the appropriation funding has sufficient cash to cover the requested increases in appropriation. Through 11-Jul-18, Legal Research and Computerization has a cash balance of \$418,000.

T.	24A510 – Work & Training Admin		BA1813572
	WT137109 – Admin Services – General Manager		
	Other Expenses	\$	(84,472.71)
	24A510 – Work & Training Admin		
	WT137141 – Client Support Services		
	Other Expenses	\$	(89,207.18)
	24A510 – Work & Training Admin		
	WT137463 – VEB Building NFSC		
	Other Expenses	\$	(64,270.76)
	24A510 – Work & Training Admin		
	WT137315 – Work First Services		
	Other Expenses	\$	(4,650.00)

Requesting an appropriation reduction due to contract CE1600063-04 for W.B. Mason expiring on March 31, 2018. The contract was decertified on 06/12/2018 and the appropriations were from a previous year. This contract was funded by 91% Public Assistance Funds and 9% Health and Human Services Levy Funds.

U.	21A525 – VAWA Block Grant		BA1813576
	JA759258 – FY2016 VAWA Block Grant CY2017		
	Other Expenses	\$	(45,937.37)

Requesting an appropriation reduction to prepare the FY2016 VAWA Block Grant CY2017 for closure. This grant was funded by the Department of Justice, Office of Violence Against Women through the Ohio Department of Criminal Justice from October 1, 2016 to December 31, 2017 with 91% of the grant expended. There is no cash balance.

V.	21A578 – JJDP Block Grant		BA1813577
	JA758888 – JJDP – Cuyahoga Cty Title II FY16		
	Other Expenses	\$	(5,209.54)

Requesting an appropriation reduction to prepare the JJDP-Cuyahoga Cty Title II FY16 for closure. This grant was funded by the Department of Justice, Office of Justice Programs through the Ohio Department of Youth Services from October 1, 2015 to December 31, 2017. 95% of this grant was expended. There is no cash balance.

W.	21A578 – JJDP Block Grant		BA1813578
	JA758342 – JJDP – Cuyahoga Cty Title II FY15		
	Other Expenses	\$	(58.39)

Requesting an appropriation reduction to prepare the JJDP-Cuyahoga Cty Title II FY15 for closure. This grant was funded by the Department of Justice, Office of Justice Programs through

the Ohio Department of Youth Services from January 1, 2015 to December 31, 2017 with 99.9% of this grant expended. There is no cash balance.

X. 20A600 – Cuyahoga Support Enforcement Agency	BA1813579
SE496000 – Child Support Enforc Agency	
Other Expenses	\$ (1,149,885.98)

Requesting to reduce appropriations due to child support contracts that expired on December 31, 2017 (AG1700018-01 Cuyahoga County, \$2,328.16; AG1700019-01 Cuyahoga County \$535,371.24; AG1700020-01 Cuyahoga County \$606,283.50; AG1700021-01 Cuyahoga County Treasurer \$5,903.08). As of July 6, 2018, these contracts have been decertified. The contracts were funded by 79% Title IV-D Funds and 21% Health and Human Services Levy Funds.

Y. 20A390 –Emergency Management	BA1813580
JA100123 – Justice Affairs – Emergency Mgt.	
Other Expenses	\$ 89,330.00

Requesting additional appropriation for the Office of Emergency Management to allow for the Local Emergency Planning Committee (LEPC) contracts. The contracts are AG1800102-01 University of Akron, \$10,000, CE1800250-01 Hagerty Consulting, \$49,798 and CE1800295-01 JH Consulting LLC of West Virginia, \$29,532. These contracts are funded by the LEPC Trust and Agency Fund (ND507020). Public Safety and Justice Services requested the cash transfer authorized (Resolution #'s 01082018-5, 01082018-4 and 07092018-3) by the LEPC on July 10, 2018. There will be no impact to the general fund subsidy.

Z. 40A099 – Maintenance Projects	BA1815118
CC769547 – JC Jail I Generator Repair	
Other Expenses	\$ 67,500.00
Capital Outlays	\$ 10,000.00

To set up appropriations for the Justice Center Jail I Generator project. The Back-up Generator for the Justice Center Jail I has gone down and needs to be repaired. Although the repair is estimated to be \$156,000.00, Only \$77,500.00 is needed at this time. Funding source is General Fund Capital Improvement Subsidy and is on the 2018 CIP.

SECTION 2. That the 2018/2019 Biennial Operating Budget for 2018 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 01A001 – General Fund	BA1810766
IT601021 – Information Technology Administration	
Other Expenses	\$ 160,000.00
01A001 – General Fund	
IT601138 – WAN Services	
Other Expenses	\$ 324,883.00

TO: 01A001 – General Fund
 IT601161 – Communication Services
 Other Expenses \$ 484,883.00

An appropriation transfer from the IT Administration and WAN Services indexes, to Communications Services to cover expenses related to AT&T Mobility and Measured Business Contracts. Both AT&T contracts were moved to the general fund from the IT Internal Service Fund for 2018. The transfer of appropriations was anticipated to cover these expenses.

B. FROM: 22A918 – HOME **BA1812136**
 DV714634 – HOME Admin FY 2016
 Other Expenses \$ 19,157.00

TO: 22A918 – HOME
 DV714642 – Home Project Plan FY 2016
 Other Expenses \$ 19,157.00

Moving unspent prior 2016 HOME operational appropriation (DV714634) to HOME project plan (DV714642) accounts to fund HOME related projects and rental programs. Appropriations must be used and expended within Federal guidelines to avoid impacting future awards. The HUD obligation date began July 14, 2016 and expenditure deadline date is September 30, 2024.

C. FROM: 21A102 – SAMHSA Veterans Treatment Court FY15-16 **BA1812137**
 CO755181 – SAMHSA Veterans Treatment Court FY15-16
 Personal Services \$ 20.00

TO: 21A102 – SAMHSA Veterans Treatment Court FY15-16
 CO755181 – SAMHSA Veterans Treatment Court FY15-16
 Other Expenses \$ 20.00

Common Pleas Court is requesting an appropriation transfer of \$20.00. This transfer is necessary to realign for expected expenses within travel for a specialized docket conference. Funding is provided through the Substance Abuse and Mental Health Services Administration-Veterans Treatment Court grant for the period of 10/1/15 through 9/29/18.

SECTION 3. That the 2018/2019 Biennial Operating Budget for 2018 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 21A001 – Neighborhood Environmental Prog	JT1803046
CP758045 – Neighborhood Environmental Prog	
Transfer Out \$ 537.11	
21A110 – Towpath Study/Cuyahoga Corridor	
CP757419 – Towpath Study/Cuyahoga Corridor	
Transfer Out \$ 3,926.46	

21A115 – Greenspace Initiative
 CP758706 – Greenspace Initiative
 Transfer Out \$ 5,526.72

21A121 – Census 2000 Grant
 CP758698 – Census 2000 Grant
 Transfer Out \$ 1,513.08

21A401 – Welfare Reform – Work Access Proj
 CP744771 – Welfare Reform – Work Access Proj
 Transfer Out \$ 220.89

21A540 – Brownfields Geographic Sys 111
 CP755355 – Brownfields Geographic Sys. 111
 Transfer Out \$ 83.80

21A851 – Cuyahoga Valley Initiative Organization
 CP755959 – Cuyahoga Valley Initiative Organization
 Transfer Out \$ 46,182.40

TO: 21A116 – Recycle Ohio
 CP756981 – Recycle Ohio
 Revenue Transfer \$ 32,997.11

20A307 – County Planning Commission
 CP522110 – CPC - Administration
 Revenue Transfer \$ 24,993.35

To transfer cash balances from grants that expired 10 or more year ago to eliminate a negative cash balance in an expired 1996 grant (\$32,997), with the balance of the funds to be transferred to the County Planning Commission fund to be used for county planning purposes (\$24,993). The grants were received between 1998 and 2005, the projects were completed, however not all expenses were captured in the grant budgets correctly.

B. FROM: 21A994 – County Office Paper Recycling **JT1803050**
 CT577213 – County Office Paper Recycling
 Transfer Out \$ 2,887.76

TO: 20A187 – Sustainability Projects
 SY303057 – Sustainability Projects
 Revenue Transfer \$ 2,887.76

The Department of Public Works, Facilities Division, Office of Sustainability received a grant in 2008. The \$24,435 project was funded 50% from an Ohio Department of Natural Resources grant and 50% from a cash match. This request would transfer the unspent balance to the Department of Sustainability (established in 2014) Sustainability Projects special revenue fund.

C.	FROM: 29A391 – Health & Human Services Levy 4.8	JT1809106
	SU515320 – Health & Human Serv. Levy 4.8 Subsidies	
	Transfer Out	\$ 1,307,967.00
	TO: 24A640 – FCFC Public Assistance	
	FC451492 – Family and Children First Council PA	
	Revenue Transfer	\$ 1,307,967.00

The Office of Budget and Management requests operating subsidy transfer for the department of Family and Children First Council for the remainder of 2018.

D.	FROM: 01A001 – General Fund	JT1815119
	SU514141 – Capital Improv. G/F Subsidy	
	Transfer Out	\$ 185,464.29
	TO: 40A069 – Capital Projects	
	CC768374 – Courts Tower Sealant Replacement	
	Revenue Transfer	\$ 21,273.14
	40A069 – Capital Projects	
	CC768861 – Roof Replacement – Old Courthouse	
	Revenue Transfer	\$ 16,348.99
	40A069 – Capital Projects	
	CC769166 – Admin. Building Projects	
	Revenue Transfer	\$ 2,080.26
	40A069 – Capital Projects	
	CC769216 – HHS Fit Study	
	Revenue Transfer	\$ 13,527.50
	40A069 – Capital Projects	
	CC769224 – Bedford Jail Renovation	
	Revenue Transfer	\$ 684.40
	40A069 – Capital Projects	
	CC769265 – Countywide Fire Dampers Project	
	Revenue Transfer	\$ 44,300.00
	40A069 – Capital Projects	
	CC769380 – RTA Harvard Gar. Buildout/Consolidation	
	Revenue Transfer	\$ 87,250.00

Cash transfer into the Courts Tower Sealant Replacement, Roof Replacement - Old Courthouse, Admin. Building Projects, HHS Fit Study, Bedford Jail Renovation, Countywide Fire Dampers Project, and RTA Harvard Gar. Buildout/Consolidation to cover current expenses.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC031
July 24, 2018



TO: Jeanne Schmotzer, Clerk of County Council
FROM: Maggie Keenan, Office of Budget and Management
CC: Dennis Kennedy, Fiscal Office; Mary Louise Madigan, Communications
DATE: July 17, 2-18
RE: Fiscal Agenda – 7-24-2018 Council Meeting

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **July 24, 2018**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to cover expenses. Items of note on this agenda include:

- To increase appropriation to HHS/Children and Family Services following an award from the State to increase adoption awareness and placements. As of July 9th, Cuyahoga County had 521 children in permanent custody.
- To provide additional appropriation to the Court of Common Pleas to cover the necessary extension to the lease in the Marion Building, which houses the Court's probation division and urinalysis lab. The original budget only provided appropriation through May, which was the anticipated move-out date at the time the budget was developed and adopted. The move was completed July 8th and the Department of Public Works is working to clean the space as required.
- To provide appropriation to record the County's debt service on the outstanding Sales Tax Revenue Bonds (Series 2014, Series 2016, and Series 2017). Currently debt service on these bonds is not reflected in the County's budget reports as debt service is withheld from the County's monthly sales tax distribution by the trustee prior to remitting the remaining sales tax revenue to the County. On the revenue side, the County has always reflected only *net* Sales Tax revenue – which is the amount of revenue collected *after* deducting for debt service on the outstanding bonds. You will note that in the Monthly Updates, gross and net Sales Tax are reported separately. This request is necessary to correct past practice and enable us to record gross Sales Tax – the total amount generated in the County – and debt service payments. This will result in more accurate, transparent, and comprehensive financial reports.
- Appropriation for the Targeting Alternatives to Prison (T-CAP) grant awarded to Common Pleas Court from the State of Ohio with funding from the Community Corrections Act. This program evolved out of Ohio's criminal justice reform legislation that, among other things, requires judges to sentence defendants convicted of felony 4s and 5s to community sanctions as opposed to ODRC facilities; this legislation was mandatory only for the large, urban counties. Cuyahoga County's Felony 4 and 5 placements in ODRC facilities have decreased over the last several years due to the Local Incarceration Program, the expansion of the specialty dockets, and efforts on the part of the Common Pleas bench to promote community-based alternatives.

- o Additional appropriation to Common Pleas Court for an additional award from the Community Corrections Act 407 program. Due to financial uncertainty, the State awarded only 80% of the FY19 program; this new award is the balance.

As always, if you have any questions or need additional information, please do not hesitate to contact me at either 216-443-8191 or mkeenana@cuyahogacounty.us, I am happy to discuss in more detail. Thank you!

Additional Appropriation Summary – Additional appropriation is requested when to cover expenditures that exceeds the original estimate and must be supported by a revenue source. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or decertification of an encumbrance.

Department	Amount Requested	Funding Source
Common Pleas Court	\$3,306,818.00	Grant – No General/HHS Levy Fund Impact
Common Pleas Court	\$1,639,131.00	Special Revenue – No General/HHS Levy Fund Impact
Common Pleas Court	\$203,256.00	General Fund
Elections	(\$48,958.01)	Grant – No General/HHS Levy Fund Impact
Fiscal/OBM/Debt Service	\$16,087,395.50	Special Revenue – General Fund Impact
Fiscal	\$365,109.00	Special Revenue – No General/HHS Levy Fund Impact
HHS/Administration	\$111,406.00	Special Revenue – HHS Levy Fund Impact
HHS/Children & Family Services	\$1,542,545.00	Special Revenue –HHS Levy Fund Impact
HHS/Child Support Services	(\$755,156.98)	Special Revenue – No General/HHS Levy Fund Impact
HHS/Family & Children First	\$11,301.00	Special Revenue – HHS Levy Fund Impact
HHS/Homeless	\$10,526.00	Special Revenue – HHS Levy Fund Impact
HHS/Job & Family Services	\$471,754.35	Special Revenue –HHS Levy Fund Impact
HHS/Re-Entry	\$16,118.00	Special Revenue – HHS Levy Fund Impact
HHS/Senior & Adult	\$514,015.00	Special Revenue – HHS Levy Fund Impact
Human Resources/Benefits	\$798,031.00	Special Revenue – General/HHS Levy Fund Impact
Information Technology	(\$3,280.81)	General Fund
Information Technology	\$971,721.00	Special Revenue – No General/HHS Levy Fund Impact
Juvenile Court	\$10,098.86	Grant – No General/HHS Levy Fund Impact
Juvenile Court	\$200,923.00	Special Revenue – HHS Levy Fund Impact
Juvenile Court	\$77,754.00	General Fund
Law Library	\$31,940.00	Special Revenue – No General/HHS Levy Fund Impact
Medical Examiner	(\$250,000.00)	Special Revenue – No General/HHS Levy Fund Impact
Planning Commission	(\$12,676.93)	Grant – No General/HHS Levy Fund Impact
Planning Commission	\$81,140.00	Special Revenue – No General/HHS Levy Fund Impact
Prosecutor	\$29,149.99	Special Revenue – HHS Levy Fund Impact
Public Defender	\$33,302.00	General Fund
Public Safety	(\$51,205.30)	Grant – No General/HHS Levy Fund Impact
Public Safety	\$89,330.00	Special Revenue – No General/HHS Levy Fund Impact
Public Safety	\$146,844.00	Special Revenue – HHS Levy Fund Impact
Public Works/Capital Projects	\$77,500.00	Special Revenue – General Fund Impact
Public Works/Facilities	(\$5,758.02)	Grant – No General/HHS Levy Fund Impact
Public Works/Print Shop	\$162,810.00	Special Revenue – General/HHS Levy Fund Impact

Public Works/Road & Bridge	\$1,039,670.00	Special Revenue – No General/HHS Levy Fund Impact
Public Works/Sanitary	\$1,491,553.00	Special Revenue – No General/HHS Levy Fund Impact
Sheriff's Office	\$110,000.00	Grant – No General/HHS Levy Fund Impact
Sheriff's Office	\$932,575.00	Special Revenue – General Fund Impact
Soil & Water	\$8,202.00	Special Revenue – No General/HHS Levy Fund Impact
Workforce Development	\$19,033.00	Special Revenue – No General/HHS Levy Fund Impact

Appropriation Transfer Summary – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

Department	Amount Transferred	Funding Source
Common Pleas Court	\$20.00	Grant – No General/HHS Levy Fund Impact
Development	\$19,197.00	Grant – No General/HHS Levy Fund Impact
Information Technology	\$484,883.00	General Fund

Cash Transfer Summary – Operating transfers support operating expenditures transfer cash from one fund to another. Transfers post as an expenditure and sufficient appropriation must be available to process the transaction.

Department	Amount Transferred	Funding Source
Planning Commission	\$57,990.46	Grant – No General/HHS Levy Fund Impact
Public Works/Capital Projects	\$185,464.29	Special Revenue – General Fund Impact
Public Works/Facilities	\$2,887.76	Grant – No General/HHS Levy Fund Impact
Subsidies	\$1,307,967.00	HHS Levy Fund

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0156

<p>Sponsored by: County Executive Budish/Departments of Law and Public Works/Division of Maintenance</p>	<p>A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Laborers’ International Union of North America, Local 860, representing approximately 111 employees in 13 classifications in the Department of Public Works/Division of Maintenance 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.</p>
---	--

WHEREAS, the Cuyahoga County Department of Law has been engaged in negotiations with Laborers’ International Union of North America, Local 860, in an effort to negotiate a new successor collective bargaining agreement (“CBA”) that includes approximately 111 full time employees in 13 classifications in the Cuyahoga County Department of Public Works/Division of Maintenance; and,

WHEREAS, the Laborers’ International Union of North America, Local 860, bargaining unit represents custodial workers, groundskeepers, mail clerk messengers, parking attendants, auto mechanics and other employees within the Department of Public Works/Division of Maintenance; and

WHEREAS, the parties have met in an effort to negotiate new terms and have reached a tentative agreement on a successor collective bargaining agreement; and,

WHEREAS, on or about July 13, 2018, the members of the bargaining unit voted to ratify the proposed successor collective bargaining agreement; and,

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

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

WHEREAS, the Department of Law, the County Executive and the Department of Public Works are recommending that Council approve the proposed Collective Bargaining Agreement; and,

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the Cuyahoga County Department of Public Works.

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 Laborers' International Union of North America, Local 860, representing approximately 111 employees in 13 classifications in the Department of Public Works/Division of Maintenance 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 County and Laborers' International Union of North America, Local 860, 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 (8) members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC031
July 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0157

Sponsored by: County Executive Budish/Department of Public Works	A Resolution fixing the 2019 water, storm and sanitary sewer maintenance and/or sewerage treatment rates for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24, in accordance with Ohio Revised Code Section 6117.02; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Public Works/County Sanitary Engineer recommends fixing water, storm and sanitary sewer maintenance and/or sewerage treatment rates for the County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24 for Fiscal 2019; and

WHEREAS, the County has contractual obligations with communities to operate and maintain water lines and sewerage systems including storm sewers, sanitary sewers, wastewater treatment plants, and pumping stations; and

WHEREAS, the funds are necessary to pay for the treatment and disposal costs, and for proper maintenance and operation of the water lines and sewerage systems in said districts for Fiscal 2019; and

WHEREAS, in accordance with the Ohio Revised Code Section 6117.02, the County may levy an assessment to pay the cost and expense of the maintenance and operation of such improvements, including the disposal of sewage; and

WHEREAS, said water, storm and sanitary sewer maintenance and/or sewerage treatment rates shall be applied as follows:

Single Family	Front footage x maintenance rate
Condominiums	Average front footage for the community x 0.87 x sewer maintenance rate
Apartments	Per settlement formula per Common Pleas Case #245631
Commercial	Front footage x maintenance rate x 1.15
Industrial	Front footage x maintenance rate x 1.15

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 in order to provide funds with which to maintain and operate water lines and sewerage systems in County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24 for Fiscal 2019, the following rates shall be charged to the actual and/or potential users of such sewerage system:

**Sewer Maintenance Rate
(Per Front Foot)**

2019

Sewer Area No. 1

Brooklyn	
Sanitary Sewer	\$ 1.60
Storm Sewer	\$ 1.00
Linndale - All Sewers	\$ 2.50
Parma Heights	
Sanitary Sewer	\$ 1.20
Storm Sewer	\$ 1.25
Water Transmission Lines	\$ 0.05

Sewer Area No. 1A

Parma	
Sanitary Sewers	\$ 1.75
Storm Sewers	\$ 0.40

Sewer Area No. 2

Brooklyn Heights	
Sanitary Sewers	\$ 1.00
Storm Sewers	\$ 0.75
Seven Hills - Sanitary Sewers	\$ 1.00 (A)

Sewer Area No. 3

Beachwood	
Sanitary Sewers	\$ 0.75
Storm Sewers	\$ 0.75
Gates Mills - Sanitary Sewers	\$ 10.00
Highland Heights	
Sanitary Sewers	\$ 1.00
Storm Sewers	\$ 1.50
Lyndhurst - Sanitary Sewers	\$ 1.00
Mayfield Heights	
Sanitary Sewers	\$ 1.50
Storm Sewers	\$ 1.00

Mayfield Village - Sanitary Sewers	\$ 4.00
Pepper Pike - Sanitary Sewers	\$ 2.50
	\$ 200.00 (B)
Richmond Heights	
Sanitary Sewers	\$ 2.00
Storm Sewers	\$ 0.70
South Euclid - Sanitary Sewers	\$ 1.00 (C)

Sewer Area No. 5

Beachwood	
Sanitary Sewers	\$ 0.75
Storm Sewers	\$ 0.75
Bedford Heights - Sanitary Sewers	\$ 1.95
Highland Hills - Storm Only	\$ 2.50
North Randall	
Sanitary Sewers	\$ 0.75
Storm Sewers	\$ 1.75
Orange Village - Sanitary Sewers	\$ 3.00
Warrensville Heights - Storm Only	\$ 2.50

Sewer Area No. 8

Middleburg Heights	
Sanitary Sewer	\$ 2.00
Storm Sewer	\$ 0.50
Water Transmission Lines	\$ 0.20

Sewer Area No. 9

Garfield Heights	
Sanitary Sewers	\$ 1.70
Storm Sewers	\$ 0.30
Maple Heights	
Sanitary Sewers	\$ 2.25
Storm Sewers	\$ 0.70
Water Transmission Lines	\$ 0.10

Sewer Area No. 13

Brecksville	
Sanitary Sewers	\$ 2.50
Storm Sewers	\$ 2.10
Broadview Heights	
Sanitary Sewers	\$ 1.50

Sewer Area No. 14

Olmsted Township	
Sanitary Sewers	\$ 3.50
Storm Sewers	\$ 0.47

Sewer Area No. 18

Oakwood - Sanitary Sewers \$ 1.50

Sewer Area No. 20

Bedford - Sanitary Sewers \$ 1.60

Walton Hills - Sanitary Sewers \$ 1.60 (D)

\$ 150.00 (E)

Sewer Area No. 21

Woodmere

Sanitary Sewers \$ 2.25

\$ 225.00 (F)

\$ 150.00 (F)

Storm Sewers \$ 0.40

Water Transmission Lines \$ 0.10

Sewer Area No. 22

Newburgh Heights - All Sewers \$ 6.20

Sewer Area No. 24

East Cleveland - All Sewers \$ 3.00

- (A) Rate Applies to properties served by County Improvement No. 231.
- (B) Flat Rate: \$200.00 per year to residential parcels tributary to Creekside, (ten years - beginning 1/1/2016). Commercial charge based on water consumption.
- (C) Rate Applies to portion of South Euclid tributary to County Improvement Nos. 3-A-1 and 3-A-2 only.
- (D) Rate Applies to commercial/industrial parcels only
- (E) Flat Rate: \$150.00 charge for a residential parcel served by sanitary sewers.
- (F) Flat Rate: \$225.00 charge for each improved parcel.
\$150.00 charge for each unimproved parcel.

Any charges that are not paid shall be certified to the County Fiscal Officer, as provided by law, for collection.

SECTION 2. That the Clerk of Council be, and she is hereby, instructed to transmit a copy of this Resolution to the County Fiscal Officer.

Item No. 3

Department of Public Works requesting authorization to prepare maintenance assessments for County sewer Area Numbers 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 24 for Fiscal 2019. The County of Cuyahoga approves rates for the Sanitary Engineering Division because the County has contractual obligations with communities to operate and maintain sewerage systems including sanitary sewers, storm sewers, wastewater treatment plants and pumping stations. There is no cost associated with this specific agreement.

The primary goal is to collect all operational expenditures for revenues collected from users of the sewerage system (level-one financing). Each sewer area differs in population size, lineal feet sewers and number of wastewater treatment plants and/or pumping stations that must be maintained. This results in cost variations requiring different rates between and sometimes within areas. Secondly, sewer area accounts should always reflect a reserve balance to respond to unplanned repairs and/or replacement of sewerage systems. Area/community balances will be considered capital funds that can be expended on unplanned projects and/or condition of the sewer system and attempts to repair/replace systems where necessary, (planned capital projects) and within funds available for this (level-three financing). It is the intent of the department to continue financing its operation at all three (3) levels and to continue its program in accordance with contractual obligations and effective engineering practices.

The rates are in accordance with the Ohio Revised Code Chapter 6117.02 stating the County may levy an assessment to pay the cost and expense of the maintenance and operation of such sewerage improvements, including disposal of sewage.

Procurement

N/A

N/A

Contractor and Project Information

The municipalities are divided into Sewer Areas, which can be found on attachment.

The Sewer Areas are within the following County Districts: 1, 2, 4, 5, 6, 8, 9, 10, 11

N/A

Project Status and Planning

The rate schedule is updated annually

The rates must be passed by Council by September 10, 2018 per Ohio Revised Code 6117.33 which provides that assessments for such rates must be certified on or before the second Monday in September.

Funding

There is no cost associated with this.

N/A

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0158

Sponsored by: County Executive Budish/Department of Public Works	A Resolution approving and confirming the 2019 water, storm and sanitary sewer maintenance and/or sewerage treatment assessments for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24, in accordance with Ohio Revised Code Section 6117.02; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Sanitary Engineer has prepared and presented to the County Council for the County of Cuyahoga, Ohio the 2019 water, storm and sanitary sewer maintenance and/or sewerage treatment assessments for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24; and

WHEREAS, funds are necessary to pay for the operation and maintenance of water lines, sewerage systems, including storm sewers, sanitary sewers, wastewater treatment plants, and pumping stations for said Districts for Fiscal 2019; and

WHEREAS, the primary goal is to collect all operational expenditures from revenues collected from users of the water lines and sewerage systems; and

WHEREAS, in accordance with the Ohio Revised Code Section 6117.02, the County may levy an assessment to pay the cost and expense of the maintenance and operation of such improvements, including the disposal of sewage; 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 water, storm and sanitary sewer maintenance and/or sewerage treatment assessments for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24, as prepared and filed with the Council by the County Sanitary Engineer be, and the same are, hereby approved and confirmed and said assessments are hereby ordered recorded in the original assessment records of the County of Cuyahoga, Ohio for the year 2019, to which reference is hereby made a part hereof, as fully and completely as though set forth at length and rewritten herein.

SECTION 2. That there be, and hereby is, levied and assessed upon the several lots and parcels of land listed and described in said report the amount set forth to be assessed by the County of Cuyahoga, Ohio, through the Department of Public Works/County Sanitary Engineer, upon each of said lots and parcels of land.

SECTION 3. That the said assessments so made, approved and confirmed, are hereby certified to the County Fiscal Officer for collection.

SECTION 4. That the installments of such assessments, when collected, shall be placed to the credit of the Department of Public Works/County Sanitary Engineer's fund to be used for the purposes set forth in the Resolution directing the Department to prepare such assessments.

SECTION 5. That the Clerk of Council be, and she is hereby, instructed to transmit a copy of this Resolution to the County Fiscal Officer and one copy to the Department of Public Works/County Sanitary Engineer.

SECTION 6. It is necessary that this Resolution become immediately effective to comply with the Ohio Revised Code, Section 6117.33, which provides that assessments for such rates must be certified on or before the second Monday in September, that being September 10, 2018. 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 7. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 2018

Item No. 4

Department of Public Works requesting approval and confirmation to prepare maintenance assessments for County Sewer Area Numbers 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22, 24 for Fiscal 2019. The County of Cuyahoga approves rates for the Sanitary Engineering Division because the County has contractual obligations with communities to operate and maintain sewerage systems including sanitary sewers, storm sewers, wastewater treatment plants, and pumping stations. There is no cost associated with this specific agreement.

The primary goal is to collect all operational expenditures for revenues collected from users of the sewerage system (level-one financing). Each sewer area differs in population size, lineal feet sewers and number of wastewater treatment plants and/or pumping stations that must be maintained. This results in cost variations requiring different rates between and sometimes within areas. Secondly, sewer area accounts should always reflect a reserve balance to respond to unplanned repairs and/or replacement of sewerage systems. Area/community balances will be considered capital funds that can be expended on unplanned projects and/or pay long-term capital debt (level-two financing). Lastly the Sanitary Engineering Division routinely evaluates the condition of the sewer system and attempts to repair/replace systems where necessary, (planned capital projects) and within funds available for this (level-three financing). It is the intent of the department to continue financing its operation at all three (3) levels and to continue its program in accordance with contractual obligations and effective engineering practices. The rates are in accordance with the Ohio Revised Code Chapter 6117.02 stating the County may levy an assessment to pay the cost and expense of the maintenance and operation of such sewerage improvements, including the disposal of sewage.

Procurement

N/A

N/A

CONTRACTOR AND PROJECT INFORMATION

The municipalities are divided into Sewer Areas, which can be found in the attachment.

The Sewer Areas are within the following County Districts: 1, 2, 3, 4, 5, 6, 8, 9, 10, 11

PROJECT STATUS AND PLANNING

The rate schedule is updated annually

The rates must be passed by Council by September 10, 2018 per Ohio Revised Code 6117.33 which provides that assessments for such rates must be certified on or before the second Monday in September.

FUNDING

There is no cost associated with this.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0159

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ42014 to Schindler Elevator Corporation in the amount not-to-exceed \$1,900,000.00 for elevator maintenance and repair services for various County facilities for the period 9/1/2018 - 8/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ42014 to Schindler Elevator Corporation in the amount not-to-exceed \$1,900,000.00 for elevator maintenance and repair services for various County facilities for the period 9/1/2018 - 8/31/2021; and

WHEREAS, the primary goals of this project are to provide monthly maintenance and inspections on elevators in various County facilities and to make any necessary repairs; and

WHEREAS, the funding for this contract is 100% General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ42014 to Schindler Elevator Corporation in the amount not-to-exceed \$1,900,000.00 for elevator maintenance and repair services for various County facilities for the period 9/1/2018 - 8/31/2021.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health,

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 2018

R2018-0159

Item No. 1

Department of Public Works

The Department of Public Works is requesting an award recommendation to Schindler Elevator Corporation in the amount of not-to-exceed \$1,900,000.00 with the time period of September 1, 2018 through August 31, 2021, for Elevator maintenance and repair for various County buildings. The to-be-awarded vendor will provide required monthly maintenance and inspections across County buildings ensuring safe and operable vertical transportation systems. Schindler will also provide necessary repairs on equipment to safeguard minimal down time of systems.

The primary goal of this is to identify, award, and enter into a contract with a single vendor that can perform elevator and escalator services at County buildings.

Procurement

The procurement method for this project was a formal RFP. The total value of the RFP was \$1,900,000.00. The RFP was closed on April 3, 2018 with four (4) proposals submitted. After systematic review, Schindler Elevator Corporation was identified as the best proposal package.

Contractor and Project Information

Provide the names and corresponding business addresses for all vendors providing proposed goods or services, in the following format:

Schindler Elevator Corporation
18013 Cleveland Parkway, Suite 140
Cleveland, Ohio 44135
216-391-8600

The CEO is Jakob Zueger and Greg Ergenbright is the President.

Project Status and Planning

The contract resulting from the RFP and award recommendation will commence on September 1, 2018. The existing contract with Schindler Elevator expires August 31, 2018 and the approval of this award will ensure no interruption of services.

Funding

The project is funded by the General Fund.
The schedule of payments is monthly.

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: CT-18-42014	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$1,900,000.00
CONTRACT PERIOD: 7/1/2018-6/30/2021	RFB/RFP/RFQ DUE DATE: April 3, 2018	NUMBER OF RESPONSES (issued/submitted): 9/4
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Elevator Service – Maintenance and Repair	
DIVERSITY GOAL/SBE 0 %	DIVERSITY GOAL/MBE 0 %	DIVERSITY GOAL/WBE 0 %
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

#	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)														
1.	Kone 6670 W. Snowville Rd., Ste 7 Brecksville, OH 44141			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-1689 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">SBE Subcontractor Name:</td> <td style="width: 50%;"></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/>Yes <input type="checkbox"/>No</td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/>Yes <input type="checkbox"/>No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td colspan="2"></td> </tr> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SBE Subcontractor Name:																							
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																						
Total SBE %																							
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																						
SBE Comments and Initials:																							
SBE Subcontractor Name:																							

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)										
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			<table border="1"> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> </table>	SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:					
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																		
Total SBE %																			
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																		
SBE Comments and Initials:																			
2.	Otis Elevator Company 9800 Rockside Road, Suite 1200 Cleveland, OH 44125			Compliant: <input checked="" type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: MCF:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SBE Subcontractor Name:																			
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																		
Total SBE %																			
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																		
SBE Comments and Initials:																			

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:		Dept. Tech. Review	Award: (Y/N)										
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			<table border="1"> <tr> <td data-bbox="1327 316 1553 418">SBE Subcontractor Name:</td> <td data-bbox="1553 316 2083 418"></td> </tr> <tr> <td data-bbox="1327 418 1553 496">SBE Prime: (Y/N)</td> <td data-bbox="1553 418 2083 496"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 496 1553 532">Total SBE %</td> <td data-bbox="1553 496 2083 532"></td> </tr> <tr> <td data-bbox="1327 532 1553 610">SBE Comply: (Y/N)</td> <td data-bbox="1553 532 2083 610"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 610 1553 682">SBE Comments and Initials:</td> <td data-bbox="1553 610 2083 682"></td> </tr> </table>		SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			
SBE Subcontractor Name:																				
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																			
Total SBE %																				
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																			
SBE Comments and Initials:																				
3.	Schindler Elevator Corporation 18013 Cleveland Parkway, Suite 140 Cleveland, OH 44135			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 1177 1553 1279">SBE Subcontractor Name:</td> <td data-bbox="1553 1177 2083 1279"></td> </tr> <tr> <td data-bbox="1327 1279 1553 1357">SBE Prime: (Y/N)</td> <td data-bbox="1553 1279 2083 1357"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 1357 1553 1393">Total SBE %</td> <td data-bbox="1553 1357 2083 1393"></td> </tr> <tr> <td data-bbox="1327 1393 1553 1432">SBE Comply:</td> <td data-bbox="1553 1393 2083 1432"> <input type="checkbox"/> Yes </td> </tr> </table>		SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply:	<input type="checkbox"/> Yes	Schindler Elevator Corporation is the recommended vendor, best and lowest cost proposal.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
SBE Subcontractor Name:																				
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																			
Total SBE %																				
SBE Comply:	<input type="checkbox"/> Yes																			

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:		Dept. Tech. Review	Award: (Y/N)
				<input type="checkbox"/> No IG Number: 12-2474 MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			<input type="checkbox"/> No (Y/N) SBE Comments and Initials: SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:			
4.	Thyssenkrupp Elevator 9200 Market Place Broadview Heights, OH			Compliant: <input checked="" type="checkbox"/> Yes* <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)																				
	44147			<input type="checkbox"/> N/A IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<table border="1"> <tr> <td data-bbox="1327 315 1553 391">SBE Prime: (Y/N)</td> <td data-bbox="1553 315 2083 391"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 391 1553 427">Total SBE %</td> <td data-bbox="1553 391 2083 427"></td> </tr> <tr> <td data-bbox="1327 427 1553 503">SBE Comply: (Y/N)</td> <td data-bbox="1553 427 2083 503"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 503 1553 579">SBE Comments and Initials:</td> <td data-bbox="1553 503 2083 579"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1327 579 1553 615"></td> <td data-bbox="1553 579 2083 615"></td> </tr> <tr> <td data-bbox="1327 615 1553 721">SBE Subcontractor Name:</td> <td data-bbox="1553 615 2083 721"></td> </tr> <tr> <td data-bbox="1327 721 1553 797">SBE Prime: (Y/N)</td> <td data-bbox="1553 721 2083 797"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 797 1553 833">Total SBE %</td> <td data-bbox="1553 797 2083 833"></td> </tr> <tr> <td data-bbox="1327 833 1553 909">SBE Comply: (Y/N)</td> <td data-bbox="1553 833 2083 909"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 909 1553 985">SBE Comments and Initials:</td> <td data-bbox="1553 909 2083 985"></td> </tr> </table>	SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																												
Total SBE %																													
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																												
SBE Comments and Initials:																													
SBE Subcontractor Name:																													
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																												
Total SBE %																													
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																												
SBE Comments and Initials:																													

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)
				<input type="checkbox"/> N/A					

*** Otis and Thyssenkrupp will need to register with the Inspector General if awarded.**

Transaction ID:



Proposal Evaluation Form

Elevator Services - Maintenance and Repair

Project Name Elevator Services - Maintenance and Repair
Project Type _____
Submission Date April 3, 2018
Evaluation Meeting Date April 26, 2018
Facilitator Tom Pavich

Committee Members: Tom Pavich
Matt Rymer
Otilio Morales
Joe O'Hara

EVALUATION CRITERIA	Max Points	Kone	Otis Elevator Company	Schindler Elevator	Thyssenkrupp Elevator
Section I - Minimum Qualifications					
Prequalifications Met	Yes/No	NA	NA	NA	NA
	Yes/No	NA	NA	NA	NA
	Yes/No	NA	NA	NA	NA
	Yes/No	NA	NA	NA	NA
SBE Goal Met 0	NA	NA	NA	NA	NA
Proposed solution for current issue	5	2	2	3.5	2
0/2/3.5/5					
Scope of work	10	7.5	4	7.5	4
0/4/7.5/10					
Project management	5	2	1	3.5	2
0/2/3.5/5					
Work schedule	5	3.5	0	2	3.5
0/2/3.5/5					
Vendor qualifications	10	5.5	5.5	7.5	7.5
0/4/7.5/10					
Staff qualifications	5	2	2	3.5	3.5
0/2/3.5/5					
Terms and conditions	5	2	2	3.5	2
0/2/3.5/5					
Miscellaneous	5	3.5	2	2	0
0/2/3.5/5					
Pricing	50	10	25	50	20
0/20/35/50					
TOTAL	100	38	43.5	83	44.5

Elevator Services - Maintenance and Repair
 Points (minus pricing points)
 Does not meet expectations 0
 Meets expectations 2 & 4
 Exceeds expectations 3.5 & 7.5
 Greatly exceeds expectaions 5 & 10

Elevator Services - Maintenance and Repair

	Points (minus pricing points)
Does not meet expectations	0
Meets expectations	2 & 4
Exceeds expectations	3.5 & 7.5
Greatly exceeds expectaions	5 & 10

FINAL SCORE:

Kone
Otis Elevator Company
Schindler Elevator
Thyssenkrupp Elevator

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0160

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution making an award on RQ42799 to Schirmer Construction, LLC in the amount not-to-exceed \$1,239,932.45 for replacement of Stone Road Bridge No. 00.98 over Hemlock Creek in the City of Independence; 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.</p>
--	--

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ42799 to Schirmer Construction, LLC in the amount not-to-exceed \$1,239,932.45 for replacement of Stone Road Bridge No. 00.98 over Hemlock Creek in the City of Independence; and 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

WHEREAS, the primary goal of this project is to complete construction per plans and specifications for the replacement of Stone Road Bridge No. 00.98 over Hemlock Creek in the City of Independence, located in Council District 6; and

WHEREAS, the anticipated start-completion dates are 9/10/2018 - 11/1/2019; and

WHEREAS, the project is funded 100% from Cuyahoga County Motor Vehicle \$7.50 License Tax Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ42799 to Schirmer Construction, LLC in the amount not-to-exceed \$1,239,932.45 for replacement of Stone Road Bridge No. 00.98 over Hemlock Creek in the City of Independence.

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. That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$1,239,932.45 to fund said contract.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 2018

R2018-0160

Item No. 2

Public Works is recommending an award on RQ42799 and requesting to enter into a contract with Schirmer Construction LLC for the replacement of Stone Road Bridge No. 00.98 over Hemlock Creek in the City of Independence in the amount not-to-exceed \$1,239,932.45. The anticipated start-completion dates are September 10, 2018 – November 1, 2019.

The award amount is based on the Cuyahoga County Based Business Preference Program Match Open (see attached bid tab).

The structure is located in Council District 6.

Procurement

The RFB was closed on June 28, 2018.

There were four (4) bid packages taken out from OPD and three (3) bids were received.

OPD assessed a 7% SBE, 6% WBE & 17% MBE Goal and approved their Diversity Plan (see attached bid tab).

Contractor Information

Schirmer Construction LLC, 31350 Industrial Parkway, North Olmsted, Ohio 44070.

Council District 1.

Project Status

The contractor will be given a notice to proceed with construction following the award and execution of a contract.

E. Funding

100% Cuyahoga County using the \$7.50 Vehicle License Tax Fund

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: CT-18-42799	TYPE: (RFB/RFP/RFQ): Formal RFB Construction	ESTIMATE: \$1,400,000.00
CONTRACT PERIOD: n/a	RFB/RFP/RFQ DUE DATE: 6/28/2018 RFB	NUMBER OF RESPONSES (issued/submitted):
REQUESTING DEPARTMENT: Department of Public Works	COMMODITY DESCRIPTION: Stone Road Bridge #00.98 over Hemlock Creek in the City of Independence	4/3
DIVERSITY GOAL/SBE 7 %	DIVERSITY GOAL/MBE 17 %	DIVERSITY GOAL/WBE 6 %
Does CCBB Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$: 1,239,932.45	Add 2%, Total is: \$1,264,731.10
Does CCBEIP Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$: 1,239,932.45	Add 2%, Total is: \$1,264,731.10
*PRICE PREFERENCE LOWEST BID REC'D \$1,239,932.45	RANGE OF LOWEST BID REC'D \$ 1,000,000.00 - 3,000,000.00	Minus \$, =
PRICE PREF % & \$ LIMIT: \$99,194.60 (8% up to max 210,000.00)	MAX SBE/MBE/WBE PRICE PREF \$1,339,127.05	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

#	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)				
1	J. D. Williamson Construction Co P O Box 113 Tallmadge OH 44278	100% The Ohio Casualty Insurance Company	\$1,239,932.45	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1590 Bid Bond: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">SBE Subcontractor Name:</td> <td>(FAA)Cook Paving & Construction Co., Inc. SBE/MBE/WBE – 11.9% (MAF)Brown Transfer, LLC SBE/MBE 5.2% (FW) TIMELINE PHOTOGRAPHY LLC SBE/WBE .4% (FW) Rockport Ready Mix SBE/WBE 3.6% (FW) All Contractors Supply, LLC WBE 2.4% (MW) Cleveland Central Enterprises, Inc. SBE 3.4% (MW) B & B Wrecking & Excavating, Inc. SBE 2.4% (MW) Trafftech, Inc. SBE 1.3%</td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/>Yes</td> </tr> </table>	SBE Subcontractor Name:	(FAA)Cook Paving & Construction Co., Inc. SBE/MBE/WBE – 11.9% (MAF)Brown Transfer, LLC SBE/MBE 5.2% (FW) TIMELINE PHOTOGRAPHY LLC SBE/WBE .4% (FW) Rockport Ready Mix SBE/WBE 3.6% (FW) All Contractors Supply, LLC WBE 2.4% (MW) Cleveland Central Enterprises, Inc. SBE 3.4% (MW) B & B Wrecking & Excavating, Inc. SBE 2.4% (MW) Trafftech, Inc. SBE 1.3%	SBE Prime: (Y/N)	<input type="checkbox"/> Yes	Based on the CCBB Preference Match Option we are recommending an award to the Second Low Bidder a CCBB.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SBE Subcontractor Name:	(FAA)Cook Paving & Construction Co., Inc. SBE/MBE/WBE – 11.9% (MAF)Brown Transfer, LLC SBE/MBE 5.2% (FW) TIMELINE PHOTOGRAPHY LLC SBE/WBE .4% (FW) Rockport Ready Mix SBE/WBE 3.6% (FW) All Contractors Supply, LLC WBE 2.4% (MW) Cleveland Central Enterprises, Inc. SBE 3.4% (MW) B & B Wrecking & Excavating, Inc. SBE 2.4% (MW) Trafftech, Inc. SBE 1.3%												
SBE Prime: (Y/N)	<input type="checkbox"/> Yes												

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)																				
				Proposal form: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes Pricing sheets: <input checked="" type="checkbox"/> Yes			<table border="1"> <tr> <td></td> <td><input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td>SBE 7.1% MBE 17.1 % WBE 6.4%</td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input checked="" type="checkbox"/> Yes LML 7/3/18 <input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td>All forms required, submitted. EN 7/3/2018 LML 7/3/18</td> </tr> <tr> <td colspan="2" style="background-color: #cccccc;"></td> </tr> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> </table>		<input checked="" type="checkbox"/> No	Total SBE %	SBE 7.1% MBE 17.1 % WBE 6.4%	SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 7/3/18 <input type="checkbox"/> No	SBE Comments and Initials:	All forms required, submitted. EN 7/3/2018 LML 7/3/18			SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			
	<input checked="" type="checkbox"/> No																												
Total SBE %	SBE 7.1% MBE 17.1 % WBE 6.4%																												
SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 7/3/18 <input type="checkbox"/> No																												
SBE Comments and Initials:	All forms required, submitted. EN 7/3/2018 LML 7/3/18																												
SBE Subcontractor Name:																													
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																												
Total SBE %																													
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																												
SBE Comments and Initials:																													
2	Schirmer Construction LLC 31350 Industrial Parkway North Olmsted OH 44070	100% Travelers Casualty & Surety Company of America	\$1,247,195.80	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2476 Bid Bond: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td>(MW) Schirmer Construction LLC - SBE 20% (FM) Pete and Pete Containers – SBE/WBE .5% (MAA) TECH READY MIX, INC. – SBE/MBE 3.3%</td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td>SBE 20% MBE 3.3% WBE .5%</td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input checked="" type="checkbox"/> Yes LML 7/3/18 <input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td>DIV-2 submitted for Cuyahoga Fence, LLC. and Cook Paving & Construction Co., Inc.,</td> </tr> </table>	SBE Subcontractor Name:	(MW) Schirmer Construction LLC - SBE 20% (FM) Pete and Pete Containers – SBE/WBE .5% (MAA) TECH READY MIX, INC. – SBE/MBE 3.3%	SBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %	SBE 20% MBE 3.3% WBE .5%	SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 7/3/18 <input type="checkbox"/> No	SBE Comments and Initials:	DIV-2 submitted for Cuyahoga Fence, LLC. and Cook Paving & Construction Co., Inc.,	Recommending an award for \$1,239,932.45 – CCBB Preference Match Option – Low bidder is not in the County and bids are with 2%	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										
SBE Subcontractor Name:	(MW) Schirmer Construction LLC - SBE 20% (FM) Pete and Pete Containers – SBE/WBE .5% (MAA) TECH READY MIX, INC. – SBE/MBE 3.3%																												
SBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																												
Total SBE %	SBE 20% MBE 3.3% WBE .5%																												
SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 7/3/18 <input type="checkbox"/> No																												
SBE Comments and Initials:	DIV-2 submitted for Cuyahoga Fence, LLC. and Cook Paving & Construction Co., Inc.,																												

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:		Dept. Tech. Review	Award: (Y/N)
				Proposal form: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes Pricing sheets: <input checked="" type="checkbox"/> Yes				but marked as "Not Used - Not Competitive". Partial waiver requested for WBE – "Quotes received were higher than its competitor..." EN 7/3/2018 Prime provided pricing comparison for subcontractors in a 7/3/18 email LML 7/3/18 SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:		
3	Independence Excavating Inc 5720 Schaaf Road Independence OH 44131	100% Travelers Casualty & Surety Company of America	\$1,255,289.45	Compliant: <input checked="" type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1539 Bid Bond: <input checked="" type="checkbox"/> No** NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:	(MAA) RAR Contracting Co., Inc. – SBE/MBE – 2.8% (MW) The Lakewood Supply Company – SBE – 2% (FW) TIMELINE PHOTOGRAPHY LLC – SBE/WBE - .095% (FAA) Cook Paving & Construction Co., Inc. – SBE/MBE/WBE – 11.7% (MAA) KLE Construction Company – SBE/MBE – 5.6% (MW) DOWN TO EARTH dba A. Ressler, Inc. – SBE - .868% (MW) Trafftech, Inc. – SBE - .51%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:		Dept. Tech. Review	Award: (Y/N)																				
				Proposal form: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> No Worksheets: <input checked="" type="checkbox"/> Yes Pricing sheets: <input checked="" type="checkbox"/> Yes				<table border="1"> <tr> <td data-bbox="1346 277 1580 418"></td> <td data-bbox="1580 277 2112 418">(FW) Simplified Alternatives, Inc. – SBE/WBE – 6.2% (MAA) TECH READY MIX, INC. – SBE/WBE – 3.6%</td> </tr> <tr> <td data-bbox="1346 418 1580 496">SBE Prime: (Y/N)</td> <td data-bbox="1580 418 2112 496"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1346 496 1580 532">Total SBE %</td> <td data-bbox="1580 496 2112 532">SBE 9.778% MBE % 17.3% WBE 6.295%</td> </tr> <tr> <td data-bbox="1346 532 1580 610">SBE Comply: (Y/N)</td> <td data-bbox="1580 532 2112 610"><input checked="" type="checkbox"/> Yes LML 7/3/18 <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1346 610 1580 721">SBE Comments and Initials:</td> <td data-bbox="1580 610 2112 721">All forms required, submitted. EN 7/3/2018. EN 7/3/2018 LML 7/3/18</td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1346 721 1580 862">SBE Subcontractor Name:</td> <td data-bbox="1580 721 2112 862"></td> </tr> <tr> <td data-bbox="1346 862 1580 940">SBE Prime: (Y/N)</td> <td data-bbox="1580 862 2112 940"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1346 940 1580 976">Total SBE %</td> <td data-bbox="1580 940 2112 976"></td> </tr> <tr> <td data-bbox="1346 976 1580 1053">SBE Comply: (Y/N)</td> <td data-bbox="1580 976 2112 1053"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1346 1053 1580 1127">SBE Comments and Initials:</td> <td data-bbox="1580 1053 2112 1127"></td> </tr> </table>		(FW) Simplified Alternatives, Inc. – SBE/WBE – 6.2% (MAA) TECH READY MIX, INC. – SBE/WBE – 3.6%	SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total SBE %	SBE 9.778% MBE % 17.3% WBE 6.295%	SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 7/3/18 <input type="checkbox"/> No	SBE Comments and Initials:	All forms required, submitted. EN 7/3/2018. EN 7/3/2018 LML 7/3/18	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			
	(FW) Simplified Alternatives, Inc. – SBE/WBE – 6.2% (MAA) TECH READY MIX, INC. – SBE/WBE – 3.6%																													
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																													
Total SBE %	SBE 9.778% MBE % 17.3% WBE 6.295%																													
SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 7/3/18 <input type="checkbox"/> No																													
SBE Comments and Initials:	All forms required, submitted. EN 7/3/2018. EN 7/3/2018 LML 7/3/18																													
SBE Subcontractor Name:																														
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																													
Total SBE %																														
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																													
SBE Comments and Initials:																														

**Bid bond incomplete. Missing Power of Attorney, Compliance form, Financial Stmt.

Transaction ID:

Department of Public Works Bid Tabulations

Monday, July 09, 2018
9:10:10 AM

Bid Letting: 6/28/2018 Engineer's Estimate: \$1,400,000.00 RQ No.: 42799 Rep. No. 14-18

STONE ROAD BRIDGE NO. 00.98; REPLACEMENT

Over Hemlock Creek in the City of Independence

Low Bidder	Schirmer Construction LLC	\$1,239,932.45	-11.433%
	J.D. Williamson Constructin Co., Inc.	\$1,239,932.45	-11.433%
	Independence Excavating, Inc.	\$1,250,969.45	-10.645%

Notes Schirmer Construction agreed to the CCBB Preference Program Match Option. Therefore, their bid amount was reduced from \$1,247,195.80 to match J.D. Williamson's bid of \$1,239,932.45.

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	CCBB -UNIT BID PRICE	SCHIRMER CONSTRUCTION	UNIT PRICE ESTIMATED DOLLARS	SCHIRMER CONSTRUCTION	UNIT PRICE ESTIMATED DOLLARS	JD WILLIAMSON	UNIT PRICE ESTIMATED DOLLARS	INDEPENDENCE EXCAVATING
ROADWAY													
1	201	CLEARING AND GRUBBING	01	-	LS	\$ 7,953.41	\$ 7,953.41	\$ 8,000.00	\$ 8,000.00	\$ 20,000.00	\$ 20,000.00	\$ 15,000.00	\$ 15,000.00
2	202	WALK REMOVED	NR	SF	196	\$ 2.98	\$ 584.08	\$ 3.00	\$ 588.00	\$ 2.00	\$ 392.00	\$ 25.00	\$ 4,900.00
3	202	CURB REMOVED	NR	FT	56	\$ 3.98	\$ 222.88	\$ 4.00	\$ 224.00	\$ 6.00	\$ 336.00	\$ 20.00	\$ 1,120.00
4	202	PIPE REMOVED, 24" AND UNDER	NR	FT	40	\$ 19.88	\$ 795.20	\$ 20.00	\$ 800.00	\$ 11.00	\$ 440.00	\$ 22.00	\$ 880.00
5	202	GUARDRAIL REMOVED	NR	FT	250	\$ 2.98	\$ 745.00	\$ 3.00	\$ 750.00	\$ 2.00	\$ 500.00	\$ 5.00	\$ 1,250.00
6	202	CATCH BASIN REMOVED	NR	EACH	2	\$ 397.67	\$ 795.34	\$ 400.00	\$ 800.00	\$ 425.00	\$ 850.00	\$ 750.00	\$ 1,500.00
7	202	REMOVAL MISC.: WOOD POSTS (2) WITH STEEL CABLE	NR	-	LS	\$ 198.84	\$ 198.84	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 500.00	\$ 500.00
8	203	EXCAVATION	04	CY	1,276	\$ 25.85	\$ 32,984.60	\$ 26.00	\$ 33,176.00	\$ 25.00	\$ 31,900.00	\$ 25.00	\$ 31,900.00
9	203	EMBANKMENT, AS PER PLAN	04	CY	300	\$ 34.80	\$ 10,440.00	\$ 35.00	\$ 10,500.00	\$ 20.00	\$ 6,000.00	\$ 22.00	\$ 6,600.00
10	204	SUBGRADE COMPACTION	07	SY	2,010	\$ 2.98	\$ 5,989.80	\$ 3.00	\$ 6,030.00	\$ 3.75	\$ 7,537.50	\$ 2.50	\$ 5,025.00
11	204	EXCAVATION OF SUBGRADE	04	CY	75	\$ 25.85	\$ 1,938.75	\$ 26.00	\$ 1,950.00	\$ 30.00	\$ 2,250.00	\$ 22.00	\$ 1,650.00
12	204	GRANULAR EMBANKMENT, AS PER PLAN	04	CY	75	\$ 54.68	\$ 4,101.00	\$ 55.00	\$ 4,125.00	\$ 63.00	\$ 4,725.00	\$ 65.00	\$ 4,875.00
13	204	GEOTEXTILE FABRIC	07	SY	150	\$ 2.98	\$ 447.00	\$ 3.00	\$ 450.00	\$ 3.50	\$ 525.00	\$ 1.50	\$ 225.00
14	606	GUARDRAIL, TYPE MGS	36	FT	137.5	\$ 21.87	\$ 3,007.13	\$ 22.00	\$ 3,025.00	\$ 20.00	\$ 2,750.00	\$ 25.00	\$ 3,437.50
15	606	ANCHOR ASSEMBLY, MGS TYPE E	36	EACH	2	\$ 2,187.19	\$ 4,374.38	\$ 2,200.00	\$ 4,400.00	\$ 2,300.00	\$ 4,600.00	\$ 240.00	\$ 480.00
16	606	ANCHOR ASSEMBLY, MGS TYPE T	36	EACH	2	\$ 1,093.59	\$ 2,187.18	\$ 1,100.00	\$ 2,200.00	\$ 1,100.00	\$ 2,200.00	\$ 1,100.00	\$ 2,200.00
17	606	MGS BRIDGE TERMINAL ASSEMBLY, TYPE 1	36	EACH	3	\$ 2,187.19	\$ 6,561.57	\$ 2,200.00	\$ 6,600.00	\$ 2,250.00	\$ 6,750.00	\$ 2,300.00	\$ 6,900.00
18	606	MGS BRIDGE TERMINAL ASSEMBLY, TYPE 2	36	EACH	1	\$ 596.51	\$ 596.51	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
19	607	FENCE, MISC.: PEDESTRIAN GUARDRAIL	37	FT	220	\$ 39.77	\$ 8,749.40	\$ 40.00	\$ 8,800.00	\$ 42.00	\$ 9,240.00	\$ 50.00	\$ 11,000.00
20	623	CUYAHOGA COUNTY MONUMENT BOX ASSEMBLY, TYPE 1	NR	EACH	1	\$ 298.25	\$ 298.25	\$ 300.00	\$ 300.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00
21	623	MONUMENT BOX ADJUSTED TO GRADE, AS PER PLAN	NR	EACH	1	\$ 248.54	\$ 248.54	\$ 250.00	\$ 250.00	\$ 300.00	\$ 300.00	\$ 1,050.00	\$ 1,050.00
22	623	MONUMENT BOX RECONSTRUCTED TO GRADE, AS PER PLAN	NR	EACH	1	\$ 248.54	\$ 248.54	\$ 250.00	\$ 250.00	\$ 300.00	\$ 300.00	\$ 1,100.00	\$ 1,100.00
23	623	MONUMENT, MISC.: MONUMENT REFERENCING	NR	EACH	1	\$ 497.09	\$ 497.09	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
SECTION TOTAL ROADWAY :								\$	94,518.00	\$	103,395.50	\$	103,692.50
EROSION CONTROL													
24	601	TIED CONCRETE BLOCK MAT, TYPE 2	35	SY	15	\$ 124.27	\$ 1,864.05	\$ 125.00	\$ 1,875.00	\$ 75.00	\$ 1,125.00	\$ 155.00	\$ 2,325.00
25	601	ROCK CHANNEL PROTECTION, TYPE B WITH AGGREGATE FILTER, AS PER PLAN	35	CY	3	\$ 298.25	\$ 894.75	\$ 300.00	\$ 900.00	\$ 140.00	\$ 420.00	\$ 150.00	\$ 450.00
26	659	SOIL ANALYSIS TEST	46	EACH	2	\$ 24.85	\$ 49.70	\$ 25.00	\$ 50.00	\$ 100.00	\$ 200.00	\$ 500.00	\$ 1,000.00
27	659	TOPSOIL	46	CY	166	\$ 44.74	\$ 7,426.84	\$ 45.00	\$ 7,470.00	\$ 50.00	\$ 8,300.00	\$ 20.00	\$ 3,320.00
28	659	SEEDING AND MULCHING, AS PER PLAN	46	SY	1,497	\$ 2.98	\$ 4,461.06	\$ 3.00	\$ 4,491.00	\$ 2.25	\$ 3,368.25	\$ 1.50	\$ 2,245.50
29	659	COMMERCIAL FERTILIZER	46	TON	0.20	\$ 447.38	\$ 89.48	\$ 450.00	\$ 90.00	\$ 450.00	\$ 90.00	\$ 1,000.00	\$ 200.00
30	659	LIME	46	ACRE	0.31	\$ 99.42	\$ 30.82	\$ 100.00	\$ 31.00	\$ 100.00	\$ 31.00	\$ 515.00	\$ 159.65
31	659	WATER	46	MGAL	8	\$ 0.99	\$ 7.92	\$ 1.00	\$ 8.00	\$ 2.00	\$ 16.00	\$ 10.00	\$ 80.00
32	670	DITCH EROSION PROTECTION	46	SY	143	\$ 2.98	\$ 426.14	\$ 3.00	\$ 429.00	\$ 3.00	\$ 429.00	\$ 12.00	\$ 1,716.00
33	671	EROSION CONTROL MAT	46	SY	58	\$ 3.98	\$ 230.84	\$ 4.00	\$ 232.00	\$ 4.00	\$ 232.00	\$ 12.00	\$ 696.00
34	832	EROSION CONTROL	08	EACH	12,415	\$ 0.99	\$ 12,290.85	\$ 1.00	\$ 12,415.00	\$ 1.00	\$ 12,415.00	\$ 1.00	\$ 12,415.00
35	836	SEEDING AND EROSION CONTROL WITH TURF REINFORCING MAT, TYPE 1	46	SY	135	\$ 6.96	\$ 939.60	\$ 7.00	\$ 945.00	\$ 7.00	\$ 945.00	\$ 4.00	\$ 540.00
SECTION TOTAL EROSION CONTROL :								\$	28,936.00	\$	27,571.25	\$	25,147.15
DRAINAGE													
36	602	CONCRETE MASONRY	38	CY	0.5	\$ 1,988.35	\$ 994.18	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00	\$ 1,500.00	\$ 1,850.00	\$ 925.00
37	605	AGGREGATE DRAINS	35	FT	111	\$ 14.91	\$ 1,655.01	\$ 15.00	\$ 1,665.00	\$ 12.00	\$ 1,332.00	\$ 35.00	\$ 3,885.00
38	611	12" CONDUIT, TYPE B, AS PER PLAN	35	FT	62	\$ 67.60	\$ 4,191.20	\$ 68.00	\$ 4,216.00	\$ 70.00	\$ 4,340.00	\$ 65.00	\$ 4,030.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	CCBB -UNIT BID PRICE	SCHIRMER CONSTRUCTION	UNIT PRICE ESTIMATED DOLLARS	SCHIRMER CONSTRUCTION	UNIT PRICE ESTIMATED DOLLARS	JD WILLIAMSON	UNIT PRICE ESTIMATED DOLLARS	INDEPENDENCE EXCAVATING
39	611	12" CONDUIT, TYPE D, AS PER PLAN	35	FT	26	\$ 67.60	\$ 1,757.60	\$ 68.00	\$ 1,768.00	\$ 45.00	\$ 1,170.00	\$ 55.00	\$ 1,430.00
40	611	18" CONDUIT, TYPE C, AS PER PLAN	35	FT	104	\$ 71.58	\$ 7,444.32	\$ 72.00	\$ 7,488.00	\$ 50.00	\$ 5,200.00	\$ 85.00	\$ 8,840.00
41	611	18" CONDUIT, TYPE D, AS PER PLAN	35	FT	31	\$ 71.58	\$ 2,218.98	\$ 72.00	\$ 2,232.00	\$ 45.00	\$ 1,395.00	\$ 95.00	\$ 2,945.00
42	611	CATCH BASIN, NO. 2-2B, AS PER PLAN	35	EACH	2	\$ 2,684.28	\$ 5,368.56	\$ 2,700.00	\$ 5,400.00	\$ 1,200.00	\$ 2,400.00	\$ 2,200.00	\$ 4,400.00
43	611	MANHOLE, NO. 3, AS PER PLAN	35	EACH	1	\$ 3,479.62	\$ 3,479.62	\$ 3,500.00	\$ 3,500.00	\$ 2,750.00	\$ 2,750.00	\$ 3,500.00	\$ 3,500.00
44	611	MANHOLE ADJUSTED TO GRADE, AS PER PLAN	35	EACH	3	\$ 347.96	\$ 1,043.88	\$ 350.00	\$ 1,050.00	\$ 400.00	\$ 1,200.00	\$ 1,200.00	\$ 3,600.00
45	SPECIAL	MISCELLANEOUS METAL	35	LB	150	\$ 6.96	\$ 1,044.00	\$ 7.00	\$ 1,050.00	\$ 2.00	\$ 300.00	\$ 12.00	\$ 1,800.00
46	611	DRAINAGE STRUCTURE, MISC.: TEST TEE ADJUSTED TO GRADE	35	EACH	2	\$ 124.27	\$ 248.54	\$ 125.00	\$ 250.00	\$ 500.00	\$ 1,000.00	\$ 600.00	\$ 1,200.00
47	611	DRAINAGE STRUCTURE, MISC.: TEST TEE RECONSTRUCTED TO GRADE	35	EACH	2	\$ 198.84	\$ 397.68	\$ 200.00	\$ 400.00	\$ 500.00	\$ 1,000.00	\$ 550.00	\$ 1,100.00
SECTION TOTAL DRAINAGE :								\$	30,019.00	\$	23,587.00	\$	37,655.00
PAVEMENT													
48	253	PAVEMENT REPAIR, AS PER PLAN	16	CY	20	\$ 323.11	\$ 6,462.20	\$ 325.00	\$ 6,500.00	\$ 330.00	\$ 6,600.00	\$ 340.00	\$ 6,800.00
49	254	PAVEMENT PLANING, ASPHALT CONCRETE, 1"	13	SY	507	\$ 10.94	\$ 5,546.58	\$ 11.00	\$ 5,577.00	\$ 10.00	\$ 5,070.00	\$ 10.00	\$ 5,070.00
50	254	PATCHING PLANED SURFACE	16	SY	50	\$ 19.88	\$ 994.00	\$ 20.00	\$ 1,000.00	\$ 3.00	\$ 150.00	\$ 2.50	\$ 125.00
51	302	ASPHALT CONCRETE BASE, PG64-22, AS PER PLAN	16	CY	238	\$ 169.01	\$ 40,224.38	\$ 170.00	\$ 40,460.00	\$ 165.00	\$ 39,270.00	\$ 167.00	\$ 39,746.00
52	304	AGGREGATE BASE, AS PER PLAN	09	CY	303	\$ 64.62	\$ 19,579.86	\$ 65.00	\$ 19,695.00	\$ 62.00	\$ 18,786.00	\$ 55.00	\$ 16,665.00
53	407	NON-TRACKING TACK COAT, SURFACE COURSE, AS PER PLAN	11	GAL	86	\$ 5.97	\$ 513.42	\$ 6.00	\$ 516.00	\$ 6.00	\$ 516.00	\$ 6.00	\$ 516.00
54	407	NON-TRACKING TACK COAT, INTERMEDIATE COURSE, AS PER PLAN	11	GAL	101	\$ 5.97	\$ 602.97	\$ 6.00	\$ 606.00	\$ 6.00	\$ 606.00	\$ 6.00	\$ 606.00
55	411	STABILIZED CRUSHED AGGREGATE, AS PER PLAN	09	CY	76	\$ 64.62	\$ 4,911.12	\$ 65.00	\$ 4,940.00	\$ 110.00	\$ 8,360.00	\$ 110.00	\$ 8,360.00
56	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (448), PG64-22, AS PER PLAN	10	CY	50	\$ 273.40	\$ 13,670.00	\$ 275.00	\$ 13,750.00	\$ 250.00	\$ 12,500.00	\$ 261.00	\$ 13,050.00
57	441	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 1, (448), AS PER PLAN	10	CY	28	\$ 407.61	\$ 11,413.08	\$ 410.00	\$ 11,480.00	\$ 400.00	\$ 11,200.00	\$ 390.00	\$ 10,920.00
58	441	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 2, (448), AS PER PLAN	10	CY	84	\$ 248.54	\$ 20,877.36	\$ 250.00	\$ 21,000.00	\$ 240.00	\$ 20,160.00	\$ 246.00	\$ 20,664.00
59	609	CURB, TYPE 4-C	38	FT	45	\$ 44.74	\$ 2,013.30	\$ 45.00	\$ 2,025.00	\$ 32.00	\$ 1,440.00	\$ 12.00	\$ 540.00
SECTION TOTAL PAVEMENT :								\$	127,549.00	\$	124,658.00	\$	123,062.00
WATER WORK													
60	202	PIPE REMOVED, 24" AND UNDER	35	FT	164	\$ 19.88	\$ 3,260.32	\$ 20.00	\$ 3,280.00	\$ 11.00	\$ 1,804.00	\$ 6.00	\$ 984.00
61	202	VALVE BOX REMOVED	35	EACH	1	\$ 397.67	\$ 397.67	\$ 400.00	\$ 400.00	\$ 100.00	\$ 100.00	\$ 225.00	\$ 225.00
62	202	REMOVAL MISC.: WATER JUNCTION CHAMBER	35	EACH	1	\$ 1,193.01	\$ 1,193.01	\$ 1,200.00	\$ 1,200.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00
63	638	FIRE HYDRANT REMOVED	35	EACH	1	\$ 497.09	\$ 497.09	\$ 500.00	\$ 500.00	\$ 850.00	\$ 850.00	\$ 400.00	\$ 400.00
64	SPECIAL	8" WATER MAIN DIP AND FITTINGS (PER CLEVELAND WATER STANDARDS)	35	FT	166	\$ 154.10	\$ 25,580.60	\$ 155.00	\$ 25,730.00	\$ 135.00	\$ 22,410.00	\$ 190.00	\$ 31,540.00
65	SPECIAL	2" GATE VALVE WITH VALVE BOX (PER CLEVELAND WATER STANDARDS)	35	EACH	1	\$ 1,093.59	\$ 1,093.59	\$ 1,100.00	\$ 1,100.00	\$ 900.00	\$ 900.00	\$ 950.00	\$ 950.00
66	SPECIAL	6" GATE VALVE WITH VALVE BOX (PER CLEVELAND WATER STANDARDS)	35	EACH	1	\$ 2,187.19	\$ 2,187.19	\$ 2,200.00	\$ 2,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
67	SPECIAL	6" FIRE HYDRANT (PER CLEVELAND WATER STANDARDS)	35	EACH	1	\$ 5,467.97	\$ 5,467.97	\$ 5,500.00	\$ 5,500.00	\$ 4,150.00	\$ 4,150.00	\$ 7,000.00	\$ 7,000.00
68	SPECIAL	2" COPPER WATER SERVICE LINE (PER CLEVELAND WATER STANDARDS)	35	FT	45	\$ 59.65	\$ 2,684.25	\$ 60.00	\$ 2,700.00	\$ 40.00	\$ 1,800.00	\$ 90.00	\$ 4,050.00
69	638	WATER WORK, MISC.: WATER SERVICE ABANDONED (PER CLEVELAND WATER STANDARDS)	35	EACH	2	\$ 497.09	\$ 994.18	\$ 500.00	\$ 1,000.00	\$ 350.00	\$ 700.00	\$ 450.00	\$ 900.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	CCBB-UNIT BID PRICE	SCHIRMER CONSTRUCTION	UNIT PRICE ESTIMATED DOLLARS	SCHIRMER CONSTRUCTION	UNIT PRICE ESTIMATED DOLLARS	JD WILLIAMSON	UNIT PRICE ESTIMATED DOLLARS	INDEPENDENCE EXCAVATING
70	638	WATER WORK, MISC.: RETAP AND RECONNECT WATER SERVICE CONNECTION (PER CLEVELAND WATER STANDARDS)	35	-	LS	\$ 2,485.44	\$ 2,485.44	\$ 2,500.00	\$ 2,500.00	\$ 4,000.00	\$ 4,000.00	\$ 2,500.00	\$ 2,500.00
SECTION TOTAL WATER WORK :								\$ 46,110.00	\$ 38,914.00	\$ 51,249.00			
TRAFFIC CONTROL													
71	626	BARRIER REFLECTOR, TYPE 1, ONE-WAY	39	EACH	4	\$ 9.94	\$ 39.76	\$ 10.00	\$ 40.00	\$ 8.00	\$ 32.00	\$ 5.00	\$ 20.00
72	626	BARRIER REFLECTOR, TYPE 3, ONE-WAY	39	EACH	9	\$ 14.91	\$ 134.19	\$ 15.00	\$ 135.00	\$ 10.00	\$ 90.00	\$ 6.00	\$ 54.00
73	630	GROUND MOUNTED SUPPORT, NO. 2 POST	42	FT	96.0	\$ 7.95	\$ 763.20	\$ 8.00	\$ 768.00	\$ 8.00	\$ 768.00	\$ 15.00	\$ 1,440.00
74	630	SIGN, FLAT SHEET	42	SF	36.0	\$ 14.91	\$ 536.76	\$ 15.00	\$ 540.00	\$ 15.00	\$ 540.00	\$ 22.00	\$ 792.00
75	630	REMOVAL OF GROUND MOUNTED SIGN AND DISPOSAL	NR	EACH	2	\$ 24.85	\$ 49.70	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00	\$ 12.00	\$ 24.00
76	630	REMOVAL OF GROUND MOUNTED SIGN AND REERECTION	42	EACH	4	\$ 64.62	\$ 258.48	\$ 65.00	\$ 260.00	\$ 65.00	\$ 260.00	\$ 55.00	\$ 220.00
77	630	REMOVAL OF GROUND MOUNTED POST SUPPORT AND DISPOSAL	NR	EACH	4	\$ 29.83	\$ 119.32	\$ 30.00	\$ 120.00	\$ 30.00	\$ 120.00	\$ 12.00	\$ 48.00
78	630	REMOVAL OF POLE MOUNTED SIGN AND DISPOSAL	NR	EACH	3	\$ 19.88	\$ 59.64	\$ 20.00	\$ 60.00	\$ 20.00	\$ 60.00	\$ 36.00	\$ 108.00
79	642	CENTER LINE	45	MILE	0.07	\$ 7,953.41	\$ 556.74	\$ 8,000.00	\$ 560.00	\$ 7,600.00	\$ 532.00	\$ 7,500.00	\$ 525.00
80	644	STOP LINE	45	FT	20	\$ 9.94	\$ 198.80	\$ 10.00	\$ 200.00	\$ 10.00	\$ 200.00	\$ 10.00	\$ 200.00
81	644	CROSSWALK LINE	45	FT	60	\$ 5.97	\$ 358.20	\$ 6.00	\$ 360.00	\$ 6.00	\$ 360.00	\$ 6.00	\$ 360.00
82	646	EDGE LINE, 4"	45	MILE	0.20	\$ 7,953.41	\$ 1,590.68	\$ 8,000.00	\$ 1,600.00	\$ 7,600.00	\$ 1,520.00	\$ 7,500.00	\$ 1,500.00
83	646	CENTER LINE	45	MILE	0.09	\$ 17,895.17	\$ 1,610.57	\$ 18,000.00	\$ 1,620.00	\$ 15,000.00	\$ 1,350.00	\$ 15,000.00	\$ 1,350.00
SECTION TOTAL TRAFFIC CONTROL :								\$ 6,313.00	\$ 5,882.00	\$ 6,641.00			
STRUCTURES (OVER 20')													
84	202	STRUCTURE REMOVED, OVER 20 FOOT SPAN, AS PER PLAN	19	-	LS	\$ 80,528.28	\$ 80,528.28	\$ 81,000.00	\$ 81,000.00	\$ 72,500.00	\$ 72,500.00	\$ 106,012.00	\$ 106,012.00
85	202	WEARING COURSE REMOVED	13	SY	103	\$ 17.90	\$ 1,843.70	\$ 18.00	\$ 1,854.00	\$ 15.00	\$ 1,545.00	\$ 35.00	\$ 3,605.00
86	503	COFFERDAMS AND EXCAVATION BRACING, AS PER PLAN	53	-	LS	\$ 37,778.70	\$ 37,778.70	\$ 38,000.00	\$ 38,000.00	\$ 25,000.00	\$ 25,000.00	\$ 15,000.00	\$ 15,000.00
87	503	UNCLASSIFIED EXCAVATION, AS PER PLAN	20	CY	202	\$ 104.39	\$ 21,086.78	\$ 105.00	\$ 21,210.00	\$ 82.00	\$ 16,564.00	\$ 35.00	\$ 7,070.00
88	507	STEEL PILES HP10X42, FURNISHED	20	FT	755	\$ 21.87	\$ 16,511.85	\$ 22.00	\$ 16,610.00	\$ 22.00	\$ 16,610.00	\$ 40.00	\$ 30,200.00
89	507	STEEL PILES HP10X42, DRIVEN	20	FT	660	\$ 53.69	\$ 35,435.40	\$ 54.00	\$ 35,640.00	\$ 22.00	\$ 14,520.00	\$ 40.00	\$ 26,400.00
90	509	EPOXY COATED REINFORCING STEEL	23	LB	27,216	\$ 1.29	\$ 35,108.64	\$ 1.30	\$ 35,380.80	\$ 1.20	\$ 32,659.20	\$ 1.30	\$ 35,380.80
91	510	DOWEL HOLES WITH NONSHRINK, NONMETALLIC GROUT	23	EACH	278	\$ 17.90	\$ 4,976.20	\$ 18.00	\$ 5,004.00	\$ 18.50	\$ 5,143.00	\$ 25.00	\$ 6,950.00
92	511	CLASS Q2 CONCRETE, SUPERSTRUCTURE, AS PER PLAN	20	CY	75	\$ 720.78	\$ 54,058.50	\$ 725.00	\$ 54,375.00	\$ 660.00	\$ 49,500.00	\$ 650.00	\$ 48,750.00
93	511	CLASS QC2 CONCRETE, BRIDGE DECK (PARAPET), AS PER PLAN	20	CY	29	\$ 879.85	\$ 25,515.65	\$ 885.00	\$ 25,665.00	\$ 650.00	\$ 18,850.00	\$ 600.00	\$ 17,400.00
94	511	CLASS QC1 CONCRETE, ABUTMENT INCLUDING FOOTING, AS PER PLAN	20	CY	111	\$ 546.80	\$ 60,694.80	\$ 550.00	\$ 61,050.00	\$ 500.00	\$ 55,500.00	\$ 500.00	\$ 55,500.00
95	511	CLASS Q2 CONCRETE, MISC.: END DIAPHRAGM, AS PER PLAN	20	CY	11	\$ 879.85	\$ 9,678.35	\$ 885.00	\$ 9,735.00	\$ 800.00	\$ 8,800.00	\$ 750.00	\$ 8,250.00
96	511	CONCRETE, MISC.: ARCHITECTURAL TREATMENT	20	SF	960	\$ 19.88	\$ 19,084.80	\$ 20.00	\$ 19,200.00	\$ 18.50	\$ 17,760.00	\$ 25.00	\$ 24,000.00
97	512	SEALING OF CONCRETE SURFACES (NON-EPOXY)	57	SY	183	\$ 9.94	\$ 1,819.02	\$ 10.00	\$ 1,830.00	\$ 12.50	\$ 2,287.50	\$ 22.00	\$ 4,026.00
98	512	SEALING CONCRETE BRIDGE DECKS WITH HMWM RESIN	57	SY	44	\$ 24.85	\$ 1,093.40	\$ 25.00	\$ 1,100.00	\$ 16.00	\$ 704.00	\$ 25.00	\$ 1,100.00
99	512	TYPE A WATERPROOFING	40	SY	127	\$ 44.74	\$ 5,681.98	\$ 45.00	\$ 5,715.00	\$ 20.00	\$ 2,540.00	\$ 62.00	\$ 7,874.00
100	512	TYPE B WATERPROOFING	40	SY	15	\$ 74.56	\$ 1,118.40	\$ 75.00	\$ 1,125.00	\$ 20.00	\$ 300.00	\$ 340.00	\$ 5,100.00
101	SPECIAL	SEALING, MISC.: ELASTOMERIC PROTECTIVE AND DECORATIVE CONCRETE COATING	57	SY	661	\$ 15.91	\$ 10,516.51	\$ 16.00	\$ 10,576.00	\$ 20.00	\$ 13,220.00	\$ 20.00	\$ 13,220.00
102	515	PRESTRESSED CONCRETE COMPOSITE BOX BEAM BRIDGE MEMBERS, LEVEL 1, CB21-48 (56'-0 3/16" LONG)	20	EACH	13	\$ 14,117.30	\$ 183,524.90	\$ 14,200.00	\$ 184,600.00	\$ 17,500.00	\$ 227,500.00	\$ 14,000.00	\$ 182,000.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	WORK TYPE	UNIT	ESTIMATED QUANTITY	CCBB -UNIT BID PRICE	SCHIRMER CONSTRUCTION	UNIT PRICE ESTIMATED DOLLARS	SCHIRMER CONSTRUCTION	UNIT PRICE ESTIMATED DOLLARS	JD WILLIAMSON	UNIT PRICE ESTIMATED DOLLARS	INDEPENDENCE EXCAVATING
103	516	1" PREFORMED EXPANSION JOINT FILLER	27	SF	46	\$ 3.98	\$ 183.08	\$ 4.00	\$ 184.00	\$ 6.00	\$ 276.00	\$ 32.00	\$ 1,472.00
104	516	INTEGRAL ABUTMENT EXPANSION JOINT SEAL	27	FT	122	\$ 54.68	\$ 6,670.96	\$ 55.00	\$ 6,710.00	\$ 45.00	\$ 5,490.00	\$ 15.00	\$ 1,830.00
105	516	1/8" PREFORMED BEARING PAD (6"x10")	27	EACH	26	\$ 4.97	\$ 129.22	\$ 5.00	\$ 130.00	\$ 35.00	\$ 910.00	\$ 60.00	\$ 1,560.00
106	516	ELASTOMERIC BEARING WITH INTERNAL LAMINATES ONLY (NEOPRENE), (6"x10"x2.0")	27	EACH	52	\$ 124.27	\$ 6,462.04	\$ 125.00	\$ 6,500.00	\$ 100.00	\$ 5,200.00	\$ 95.00	\$ 4,940.00
107	517	RAILING, TIMBER, AS PER PLAN	37	FT	98	\$ 69.59	\$ 6,819.82	\$ 70.00	\$ 6,860.00	\$ 70.00	\$ 6,860.00	\$ 75.00	\$ 7,350.00
108	517	RAILING, MISC.: TIMBER RAILING WITH STEEL POSTS	37	FT	58	\$ 94.45	\$ 5,478.10	\$ 95.00	\$ 5,510.00	\$ 100.00	\$ 5,800.00	\$ 82.00	\$ 4,756.00
109	518	POROUS BACKFILL WITH GEOTEXTILE FABRIC, AS PER PLAN	35	CY	84	\$ 64.62	\$ 5,428.08	\$ 65.00	\$ 5,460.00	\$ 110.00	\$ 9,240.00	\$ 95.00	\$ 7,980.00
110	SPECIAL	STEEL DRIP STRIP	20	FT	68	\$ 21.87	\$ 1,487.16	\$ 22.00	\$ 1,496.00	\$ 12.00	\$ 816.00	\$ 20.00	\$ 1,360.00
111	518	6" PERFORATED CORRUGATED PLASTIC PIPE	35	FT	141	\$ 21.87	\$ 3,083.67	\$ 22.00	\$ 3,102.00	\$ 16.00	\$ 2,256.00	\$ 10.00	\$ 1,410.00
112	518	6" NON-PERFORATED CORRUGATED PLASTIC PIPE, INCLUDING SPECIALS, AS PER PLAN	35	FT	60	\$ 21.87	\$ 1,312.20	\$ 22.00	\$ 1,320.00	\$ 20.00	\$ 1,200.00	\$ 18.00	\$ 1,080.00
113	526	REINFORCED CONCRETE APPROACH SLABS (T=13"), AS PER PLAN	35	SY	232	\$ 248.54	\$ 57,661.28	\$ 250.00	\$ 58,000.00	\$ 255.00	\$ 59,160.00	\$ 205.00	\$ 47,560.00
114	526	APPROACH SLABS, MISC.: 3'-0" SLEEPER SLAB AND UNDERDRAIN	35	FT	106	\$ 64.62	\$ 6,849.72	\$ 65.00	\$ 6,890.00	\$ 80.00	\$ 8,480.00	\$ 100.00	\$ 10,600.00
115	601	ROCK CHANNEL PROTECTION, TYPE B WITH AGGREGATE FILTER, AS PER PLAN	35	CY	229	\$ 84.50	\$ 19,350.50	\$ 85.00	\$ 19,465.00	\$ 100.00	\$ 22,900.00	\$ 130.00	\$ 29,770.00
116	505	PILE DRIVING EQUIPMENT MOBILIZATION	20	-	LS	\$ 11,930.12	\$ 11,930.12	\$ 12,000.00	\$ 12,000.00	\$ 7,500.00	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00
117		NOT USED											
SECTION TOTAL STRUCTURES (OVER 20') :									\$ 743,296.80		\$ 717,590.70		\$ 734,505.80
MAINTENANCE OF TRAFFIC													
118	410	TRAFFIC COMPACTED SURFACE, TYPE A OR B, AS PER PLAN	NR	CY	100	\$ 44.74	\$ 4,474.00	\$ 45.00	\$ 4,500.00	\$ 70.00	\$ 7,000.00	\$ 59.00	\$ 5,900.00
119	410	TRAFFIC COMPACTED SURFACE, TYPE C, AS PER PLAN	NR	CY	100	\$ 44.74	\$ 4,474.00	\$ 45.00	\$ 4,500.00	\$ 110.00	\$ 11,000.00	\$ 45.00	\$ 4,500.00
120	614	INCREASED BARRIER DELINEATION	39	FT	750	\$ 2.98	\$ 2,235.00	\$ 3.00	\$ 2,250.00	\$ 3.00	\$ 2,250.00	\$ 3.00	\$ 2,250.00
121	614	ASPHALT CONCRETE FOR MAINTAINING TRAFFIC	39	CY	20	\$ 99.42	\$ 1,988.40	\$ 100.00	\$ 2,000.00	\$ 125.00	\$ 2,500.00	\$ 60.00	\$ 1,200.00
122	614	BARRIER REFLECTOR, TYPE 1, TWO-WAY	39	EACH	34	\$ 11.93	\$ 405.62	\$ 12.00	\$ 408.00	\$ 12.00	\$ 408.00	\$ 5.00	\$ 170.00
123	614	BARRIER REFLECTOR, TYPE 3, TWO-WAY	39	EACH	7	\$ 11.93	\$ 83.51	\$ 12.00	\$ 84.00	\$ 12.00	\$ 84.00	\$ 6.00	\$ 42.00
124	614	OBJECT MARKER, TWO WAY	39	EACH	34	\$ 17.90	\$ 608.60	\$ 18.00	\$ 612.00	\$ 18.00	\$ 612.00	\$ 18.00	\$ 612.00
125	614	WORK ZONE EDGE LINE, CLASS I, 4"	39	MILE	0.28	\$ 8,947.59	\$ 2,505.33	\$ 9,000.00	\$ 2,520.00	\$ 8,500.00	\$ 2,380.00	\$ 8,500.00	\$ 2,380.00
126	615	ROADS FOR MAINTAINING TRAFFIC, AS PER PLAN	39	-	LS	\$ 994.18	\$ 994.18	\$ 1,000.00	\$ 1,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
127	615	PAVEMENT FOR MAINTAINING TRAFFIC, CLASS A	39	SY	586	\$ 79.53	\$ 46,604.58	\$ 80.00	\$ 46,880.00	\$ 75.00	\$ 43,950.00	\$ 68.00	\$ 39,848.00
128	616	WATER	39	MGAL	10	\$ 24.85	\$ 248.50	\$ 25.00	\$ 250.00	\$ 5.00	\$ 50.00	\$ 10.00	\$ 100.00
129	616	CALCIUM CHLORIDE	39	TON	1	\$ 497.09	\$ 497.09	\$ 500.00	\$ 500.00	\$ 150.00	\$ 150.00	\$ 515.00	\$ 515.00
130	622	PORTABLE BARRIER, 32"	39	FT	750	\$ 18.89	\$ 14,167.50	\$ 19.00	\$ 14,250.00	\$ 11.00	\$ 8,250.00	\$ 25.00	\$ 18,750.00
SECTION TOTAL MAINTENANCE OF TRAFFIC :									\$ 79,754.00		\$ 93,634.00		\$ 91,267.00
INCIDENTALS													
131	614	MAINTAINING TRAFFIC	39	-	LS	\$ 9,941.76	\$ 9,941.76	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	\$ 15,000.00	\$ 15,000.00
132	619	FIELD OFFICE, TYPE B, AS PER PLAN	NR	MNTH	11	\$ 2,187.19	\$ 24,059.09	\$ 2,200.00	\$ 24,200.00	\$ 2,200.00	\$ 24,200.00	\$ 1,250.00	\$ 13,750.00
133	623	CONSTRUCTION LAYOUT STAKES AND SURVEYING, AS PER PLAN	NR	-	LS	\$ 14,912.64	\$ 14,912.64	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 7,500.00	\$ 7,500.00
134	624	MOBILIZATION	NR	-	LS	\$ 39,893.87	\$ 39,893.87	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
135	SPECIAL	MISC.: PROJECT DVD RECORDING (SEE PROPOSAL NOTE)	NR	-	LS	\$ 1,491.26	\$ 1,491.26	\$ 1,500.00	\$ 1,500.00	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00
SECTION TOTAL INCIDENTALS :									\$ 90,700.00		\$ 104,700.00		\$ 77,750.00
GRAND TOTAL ESTIMATED :							\$ 1,239,932.45		\$ 1,247,195.80		\$ 1,239,932.45		\$ 1,250,969.45

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0161

Sponsored by: County Executive Budish/Department of Human Resources	A Resolution authorizing amendments to agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2017 - 12/31/2017 to extend the time period to 12/31/2018; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the County Executive/Department of Human Resources has recommended amendments to agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2017 - 12/31/2017 to extend the time period to 12/31/2018 as follows:

- i) Cuyahoga County District Board of Health;
- ii) Cuyahoga County Convention Facilities Development Corporation;
- iii) Cuyahoga County Land Reutilization Corporation;
- iv) Southeast Emergency Communications Center;
- v) Village of Highland Hills;
- vi) Village of Mayfield;
- vii) Village of Walton Hills; and

WHEREAS, the Cuyahoga County Benefits Regionalization Program allows smaller political entities to partner with the County's Benefits program providing rate stabilization, potential rate reductions and bargaining leverage for health benefits; and

WHEREAS, the funding for this project will come from the County's Hospitalization Self-Insurance Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes amendments to agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2017 - 12/31/2017 to extend the time period to 12/31/2018 as follows:

- i) Cuyahoga County District Board of Health;
- ii) Cuyahoga County Convention Facilities Development Corporation;
- iii) Cuyahoga County Land Reutilization Corporation;
- iv) Southeast Emergency Communications Center;
- v) Village of Highland Hills;
- vi) Village of Mayfield; and
- vii) Village of Walton Hills.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 2018

R2018-0161

Item No. 5

Department of Human Resources requesting approval of amendments with the various political subdivisions which will generate the following revenue. The anticipated start and completion dates are 01/01/2018 - 12/31/2018:

Cuyahoga County Board of Health
Administrative Fees: \$30,373.76
Premium Payments: \$1,961,868.40
Total: \$1,992,242.16

Cuyahoga County Convention Facilities Development Corporation (CCCFDC) Administrative Fees:
\$521.28
Premium Payments: \$16,374.48
Total: \$16,895.76

Cuyahoga County Land Reutilization Corporation (CCLRC) (Cuyahoga Land Bank)
Administrative Fees: \$7,663.56
Premium Payments: \$655,527.25
Total: \$663,190.81

Mayfield Village.
Administrative Fees: \$17,976.66
Premium Payments: \$1,185,361.50
Total: \$1,203,338.16

Southeast Emergency Communications Center (SECC)
Administrative Fees: \$1,281.48
Premium Payments: \$126,912.50
Total: \$128,193.98

Village of Highland Hills.
Administrative Fees: \$7,536.84
Premium Payments: \$555,703.73
Total: \$563,240.57

Village of Walton Hills.
Administrative Fees: \$6,841.80
Premium Payments: \$396,186.07
Total: \$403,027.87

Total for all organizations
Administrative Fees: \$72,195.38
Premium Payments: \$4,897,933.93
Total: \$4,970,129.31

The primary goal is to provide employees and their eligible dependents the opportunity to participate in the regional healthcare program.

Procurement

There was no procurement method as these are \$0 amendments.

Partner Information

Cuyahoga County Board of Health
5550 Venture Drive
Parma OH 44130
Located in County Council District 4
Health Commissioner, Terry Allan

Cuyahoga County Convention Facilities Development Corporation (CCCFDC):
1 Saint Clair Avenue, NE
3rd Floor
Cleveland OH 44113
Located in County Council District 7
Executive Director, George Hillow

Cuyahoga County Land Reutilization Corporation (CCLRC) (Cuyahoga Land Bank
323 West Lakeside Avenue, Suite 160
Cleveland OH 44113
Located in County Council District 7
President, Gus Frangos

Southeast Emergency Communications Center (SECC) is:
165 Center Road
Bedford Heights OH 44146
Located in County Council District 9
Chairperson of the Board of Governors, Mayor Fletcher Berger

Village of Highland Hills
3700 Northfield Road
Highland Hills OH 44122
Located in County Council District 9
Mayor, Robert L. Nash

Mayfield Village
6622 Wilson Mills Road
Mayfield Village OH 44143
Located in County Council District 6
Mayor, Brenda T. Bodnar

Village of Walton Hills
7595 Walton Road
Walton Hills OH 44146
Located in County Council District 6
Mayor, Kevin Hurst

Project Status and Planning

These are amendments to participation agreements.
The term of these amendments has begun.

Funding

Revenue Generating.

NOTE: These amendments are being submitted late due to negotiations with entities. Negotiations for 2019 will begin shortly to avoid this in the future.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0162

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood	A Resolution authorizing a revenue generating agreement with Case Western Reserve University, as Fiscal Agent for First Year Cleveland, in the amount not-to-exceed \$774,940.00 for expansion of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2018 - 6/30/2019; 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/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended a revenue generating agreement with Case Western Reserve University, as Fiscal Agent for First Year Cleveland, in the amount not-to-exceed \$774,940.00 for expansion of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2018 - 6/30/2019; and

WHEREAS, the primary goals of this project are to expand current efforts: (a) to reduce disparities in infant mortality in the City of Cleveland; (b) to serve an additional 175 families; and (c) to sustain employment of Community Liaisons and Community Health Workers to increase outreach and services; and

WHEREAS, funding for this expansion project is by reimbursement from Case Western Reserve University; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a revenue generating agreement with Case Western Reserve University, as Fiscal Agent for First Year Cleveland, in the amount not-to-exceed \$774,940.00 for expansion of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2018 - 6/30/2019.

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 by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2018

R2018-0162

Item No. 7

The Cuyahoga County Office of Early Childhood/Invest in Children will partner with City of Cleveland's Department of Public Health/MomsFirst Program to expand their successful home visiting program. This program expansion will result in the hiring of additional Community Health Workers to provide additional services to pregnant moms in the City of Cleveland. The expansion will also hire new Community Liaisons that will build partnerships with area businesses, the medical community and faith-based institutions to increase name recognition and referrals to the program. Additionally, they would conduct outreach and recruitment for the site. This would allow sites to operate at capacity and serve more women and babies. This program expansion will result in the hiring of additional Community Health Workers to provide additional services to pregnant moms in the City of Cleveland. The expansion will also hire new Community Liaisons that will build partnerships with area businesses, the medical community and faith-based institutions to increase name recognition and referrals to the program.

MomsFirst has been providing this service in the City of Cleveland for nearly 25 years. An expansion of their efforts in this area will hopefully allow us to reduce the incidences of Infant Mortality in the City. MomsFirst is our only vendor providing this type of service. This revenue generating so we are getting funds from CWRU on a reimbursement basis and amend the terms and conditions effective 1/1/2018.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0163

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/ Corrections Planning Board/ Adult Probation Department</p>	<p>A Resolution authorizing an amendment to Agreement No. AG1500004-01 with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2015 - 12/31/2017 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$500,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board/Adult Probation Department has recommended an amendment to Agreement No. AG1500004-01 with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2015 - 12/31/2017 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$500,000.00; and

WHEREAS, the primary goal of this project is to provide residential level of care services for probationers diagnosed with a Substance Use Disorder, including those diagnosed with an opioid related disorder; and

WHEREAS, funding for this project is General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Agreement No. AG1500004-01 with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the Adult Probation

Substance Abuse Residential Treatment Program for the period 1/1/2015 - 12/31/2017 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$500,000.00.

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

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

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

Yeas:

Nays:

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

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

Journal _____
_____, 2018

R2018-0163

Item No. 8

Corrections Planning Board

ADAMHS Board to provide Residential Substance Abuse Treatment (RSAT) services for Cuyahoga County offenders on probation. This contract will provide residential level of care services for probationers diagnosed with a Substance Use Disorder, including those diagnosed with an opioid related disorder. Probationers will receive a minimum of 30 hours per week of intensive substance abuse intervention utilizing evidence-based treatment models. This programming will provide opportunities for offenders with a high-need for treatment to obtain help. This solution is one part of a treatment continuum for Substance Use Disorder as prescribed by the Ohio Department of Mental Health and Addiction Services and the US Department of Health and Human Services-Substance Abuse and Mental Health Services Administration (SAMHSA).

Reason for late submission is due to a Delay in process due to budgeting

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0151

<p>Sponsored by: County Executive Budish/Department of Information Technology and Fiscal Officer</p>	<p>A Resolution authorizing a state term contract with Woolpert, Inc. in the amount not-to-exceed \$769,408.00 for Digital Oblique Photography Mapping in connection with the Ohio Statewide Imagery Program for the period 9/1/2018 - 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.</p>
---	--

WHEREAS, the County Executive/Department of Information Technology and Fiscal Officer has recommended a state term contract with Woolpert, Inc. in the amount not-to-exceed \$769,408.00 for Digital Oblique Photography Mapping in connection with the Ohio Statewide Imagery Program for the period 9/1/2018 - 12/31/2022; and

WHEREAS, the goals of this project are to provide: (a) various aerial photography; (b) Geographical Information Systems (GIS) data; (c) Geographical Information System (GIS) software; and (d) professional services to be used in the appraisal cycle of real property and for the County's digital structure photo database; and

WHEREAS, this project is funded by Real Estate Assessment Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a state term contract with Woolpert, Inc. in the amount not-to-exceed \$769,408.00 for Digital Oblique Photography Mapping in connection with the Ohio Statewide Imagery Program for the period 9/1/2018 - 12/31/2022.

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

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

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

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

Yeas:

Nays:

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

First Reading/Referred to Committee: July 10, 2018

Committee(s) Assigned: Finance & Budgeting

Legislation Amended in Committee: July 16, 2018

Committee Report/Second Reading: July 24, 2018

Journal _____
_____, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0152

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</p>	<p>A Resolution making an award on RQ42513 to Americab Transportation, Inc. in the amount not-to-exceed \$8,000,000.00 for Medicaid non-emergency transportation services for the period 9/1/2018 - 8/31/2020; 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.</p>
--	---

WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services has recommended an award on RQ42513 to Americab Transportation, Inc. in the amount not-to-exceed \$8,000,000.00 for Medicaid non-emergency transportation services for the period 9/1/2018 - 8/31/2020; and

WHEREAS, the primary goal of the project is to provide transportation services for Medicaid eligible, ambulatory clients to and from facilities within Cuyahoga County for various non-emergency medical treatments; and

WHEREAS, this project is funded 100% by Federal/Medicaid 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 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 an award on RQ42513 to Americab Transportation, Inc. in the amount not-to-exceed \$8,000,000.00 for Medicaid non-emergency transportation services for the period 9/1/2018 - 8/31/2020.

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 by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 10, 2018
Committee(s) Assigned: Health, Human Services & Aging

Committee Report/Second Reading: July 24, 2018

Journal _____
_____, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0129

Sponsored by: County Executive Budish/Department of Development	A Resolution adopting the 2018 Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code, and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Section 7.05 of the Cuyahoga County Charter requires the Director of Development, in conjunction with the County Executive and in consultation with the Economic Development Commission, to prepare and present to the Council by the first day of June of each year a proposed five-year economic development plan for the County, for actions to be carried out by the County itself, and in cooperation with other public and private agencies and organizations, for the purpose of enhancing the prosperity and well-being of the County and its residents and communities; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can commence and continue on behalf of the various municipalities within the County's jurisdiction.

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

SECTION 1. The County's 2018 five-year economic development plan, including all changes thereto approved by Council, is hereby adopted in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code. The final adopted plan is attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2. Pursuant to Section 801.02 of the Cuyahoga County Code, the Clerk of Council is hereby authorized to publish the 2018 five-year economic development plan adopted by County Council pursuant to Section 7.05 of the Cuyahoga County Charter on the County Council's website.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the

County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: June 12, 2018

Committee(s) Assigned: Economic Development & Planning

Exhibit A to the Legislation Amended in Committee: July 16, 2018

Journal CC031

July 24, 2018



EXHIBIT A

**CUYAHOGA COUNTY
FIVE- YEAR ECONOMIC
DEVELOPMENT PLAN**

2018-2022

June 1, 2018

Armond Budish, County Executive
Cuyahoga County Economic Development Commission
Department of Development
Cuyahoga County Council

Economic Development Commission Members

Armond Budish

Cuyahoga County Executive

Mayor Frank G. Jackson

City of Cleveland (represented by Edward Rybka, Chief of Regional Development, and by David Ebersole, Director of Economic Development)

Jack Schron

County Councilman, Chair of Economic Development Committee

Harriett Applegate

Executive Secretary, North Shore Federation of Labor AFL-CIO

William Friedman

President and CEO, Cleveland Port Authority

Brian Hall

Executive Director, Commission on Economic Inclusion

Joe Roman

President and CEO, Greater Cleveland Partnership

Mayor Michael Summers

City of Lakewood, Mayors and Managers

Marc Byrnes

Chairman, Oswald Companies

Development Staff

Theodore Carter

Chief Economic Development & Business Officer

Paul Herdeg

Director of Strategic Planning & Analytics

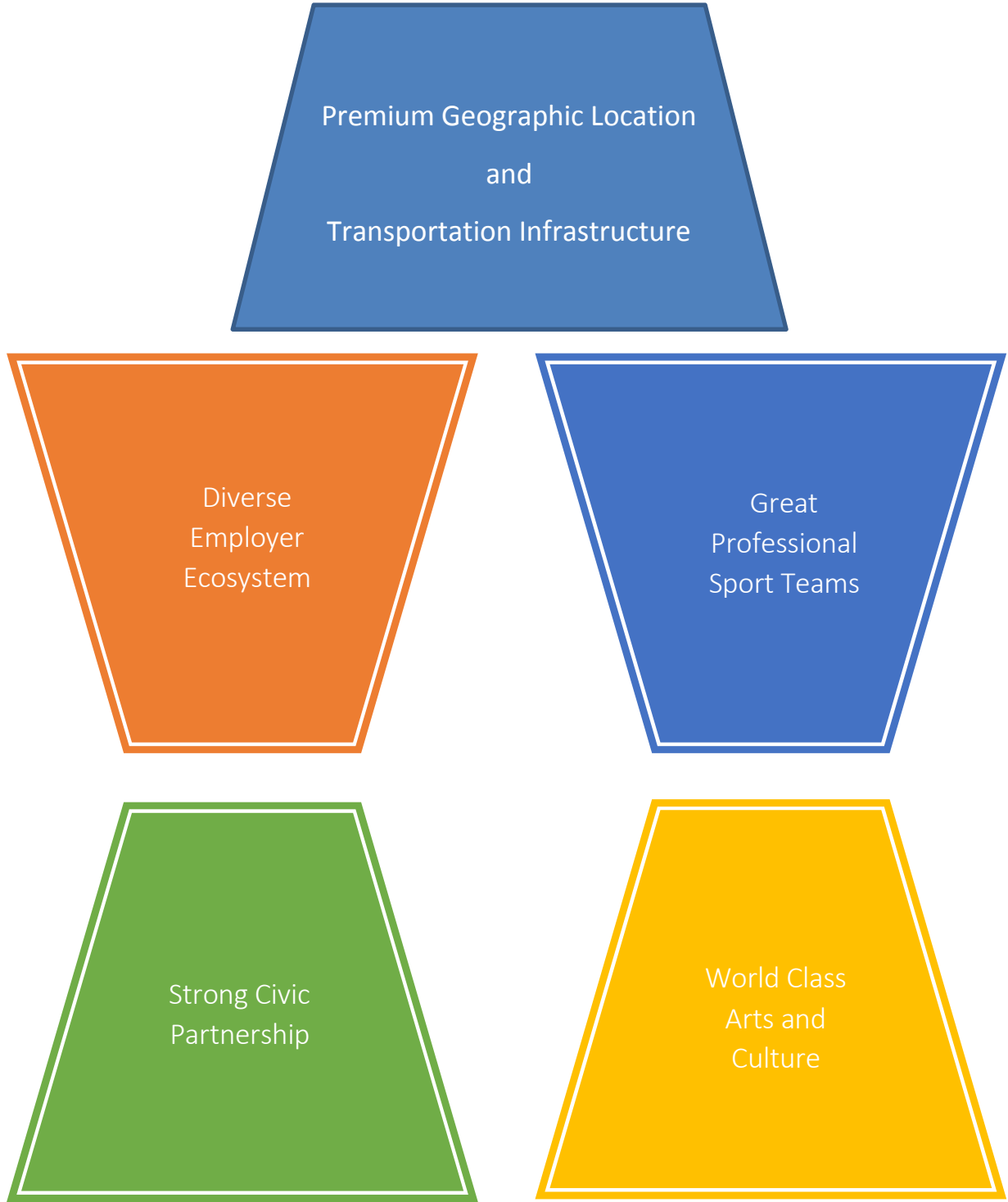
Overview

Cuyahoga County is enjoying a recent resurgence in national attention as an economic hub for health care services (for which it is recognized globally); a center of health care innovation; a well-organized startup and early-stage funding ecosystem; a fresh water and innovation capital; an advanced manufacturing hub; a tourism, recreation, and convention center; a center of transportation, distribution, and logistics, with its geographic location uniquely suited to being an import/export hub; a home for nationally-recognized arts and culture; a location for an attractive quality of life; and a strong higher-education system that includes a nationally-ranked private university. This attention resulted in the region being selected to host for the 2016 Republican National Convention and ranked as a top-ten Region for Millennials. There is broad consensus that now is the moment to catapult the region to regain its former national economic prominence.

Cuyahoga County is still in the process of economic restructuring and transition--from its traditional manufacturing-dominated economy, to a knowledge-based economy supporting 21st-century industries in technology, advanced manufacturing, big-data and health care innovation.

Cuyahoga County is home to 1.2 million people and is comprised of 59 unique and distinctive communities, with Cleveland as its nucleus. The County is also considered the economic nucleus for Northeast Ohio. The County's top industries include healthcare, diversified manufacturing, biotechnology, and other services. Just a few of the County's nationally recognized Fortune 500, middle market, and startup employers include the Cleveland Clinic, University Hospitals, Eaton Corporation, Progressive Insurance, Parker-Hannifin, Key Bank, Case Western Reserve University, General Electric, Cleveland Whiskey, Swagelok, Sherwin-Williams, Lincoln Electric, Nestle USA, Huntington Bank, Jones Day, Baker Hostetler, ArcelorMittal, Hyland Software, BoxCast, Lecco Worthington, and IBM's Explorys Division. The 2018 Economic Development Plan, as proffered by the Cuyahoga County Economic Development Commission, reflects Cuyahoga County's desire to collaborate and align with the region's economic development stakeholders and partners to create and sustain economic and population growth and job creation.

Snapshot of Regional Assets



Primary Objectives

Cuyahoga County's 2017-2021 Economic Development Plan is built on three primary objectives.

1. Foster positive employment, economic and population growth in Cuyahoga County.
2. Advance balanced, diverse and equitable economic and job growth through public policies and investment that focus not just on the quantity of jobs created, but also the quality of jobs and neighborhoods. Connect residents of underserved and disadvantaged communities and neighborhoods to economic opportunities.
3. Re-establish the Greater Cleveland region as a national economic hub, recognized both nationally and globally for its:
 -) Manufacturing sector;
 -) Global center for healthcare, innovation, research and development;
 -) Well-organized and well-funded start-up ecosystem, and
 -) Modernized workforce system that is both demand and supply focused.; that reflects quality of jobs as measured by benefits, advancement, and career pathways

Metrics

Cuyahoga County's economic development activities will lead to measurable outcomes, linked to its three primary objectives:

1. Investment from outside Cuyahoga County, exports to national and international markets, new business starts, value of goods and services produced, and positive national media mentions.
2. Employment, population, and educational attainment.
3. Average neighborhood earnings, housing values, opportunity index ratings, and underlying economic, educational, and public health data, both for the County and municipalities within the County, and labor force participation.

Cuyahoga County Guiding Principles

In achieving these objectives, Cuyahoga County will follow a set of guiding principles, focusing on the vision that Cuyahoga County will convene and, with its partners, facilitate regional economic development work. **Its Department of Development will be recognized as an economic and community development center of excellence and innovation.** It is the desire of the Economic Development Commission that Cuyahoga County economic development stakeholders will:

Lead

1. Support and facilitate developing the vision for regional economic development.
2. Facilitate and foster job creation and linkage to Cuyahoga County's workforce development priorities.
3. Work collaboratively with education stakeholders to improve the County's education system.
4. Build on and leverage existing partnerships with the 59 Cuyahoga County communities and regional, public, private, and non-profit organizations to achieve the objectives and identify industries of the 21st century that will be the source of job creation and regional growth
5. Strive to partner, foster and support sustainable economic development and infrastructure investments/projects and promote sustainability as an end goal in the implementation of our economic development mission.
6. leveraging strategic partnerships to bring new jobs, companies and investment, and grow existing businesses.
7. Integrate social services and transportation with economic development to enhance the County's workforce.
8. Implement and advance the countywide Housing Plan.
9. The County will take prudent risks to achieve and advance its economic vision.
10. With partners, focus on growing target sectors, including healthcare, IT, and manufacturing.
11. Focus on and maximize the economic potential of Lake Erie for trade, recreation, wind energy, transportation, and as a water source.

Execute

1. Execute programs with the goal of becoming the premier county in Ohio for economic growth, quality of life, education and opportunity.
2. Collaborate with the 59 municipalities in Cuyahoga County to advance and implement this economic and community development vision.
3. **Innovate to create economic value for Cuyahoga County's communities and residents.**
4. Prudently and effectively invest public capital to facilitate job creation and positive economic value for communities and residents countywide, and support efforts to create and maintain quality neighborhoods.
5. **Foster more vibrant communities through investment in place-making, commercial corridor revitalization, increased community access to amenities, assessment of environmental contamination and remediation of contaminated sites with identified end-users, as appropriate.**
6. **Execute economic development with the highest integrity, transparency, and accountability.**
7. **Achieve measurable results through analytic, research-based strategies that focus on results, not process, and report these results to the public.**
8. **Integrate workforce, economic and community development work to make best use of limited resources.**
9. **Continue to support entrepreneurship and small businesses, emphasizing the need for diversity and inclusion in this space.**
10. Leverage existing county assets, including the Global Center for Health Innovation, Huntington Convention Center of Cleveland, and the County Airport.
11. Work with local stakeholders to reduce entrance barriers for small businesses and potential investors looking to locate or grow in the region.

Market and Communicate

1. **Advocate regionally for transportation, infrastructure, investments and planning that will connect jobs to people and enhance the competitiveness of the county/region.**
2. **Focus on the value of labor mobility as an economic development priority.**
3. Promote the region's ability to manufacture and sell products to international markets by leveraging our location with relation to maritime and roadway accessibility.
4. **Focus on opportunity and inclusion in all economic development work.**
5. Promote arts, culture and tourism as a key component of the county's economic development strategies in the place-making realm.
6. **Promote Cuyahoga County as a global destination, building on its reputation as a medical innovation and manufacturing hub.**
7. **Promote and integrate education and workforce training to create a pipeline of employees for businesses and to create career opportunities for residents.**

Objective 1: Re-establish Cuyahoga County as a national economic hub

Sixty years ago, Cleveland reached its peak population, and was widely regarded as one of the United States' major industrial centers, based mainly on its heavy manufacturing. Our aspirational goal is to re-emerge as the Making and Manufacturing Economic Capital of the United States (M²EC). While industry has shifted, many of the advantages that made Greater Cleveland an attractive site to locate manufacturing plants continue to offer an ideal setting for advanced manufacturing and other new economic endeavors. Greater Cleveland already possesses strong higher-education and medical institutions; a track record of supporting innovation; mature, advanced manufacturing; ample supplies of fresh water; a vibrant interstate and international maritime trade industry; and nationally-recognized arts and culture. Building on these strengths, Cuyahoga County will convene and, with our partners, facilitate regional efforts to return Greater Cleveland to a more prominent position in the national economy. Cuyahoga County's Economic Development Commission will advance the discussion in identifying the four to five big economic development bets that will drive regional economic growth. The County, with its partners, will begin in 2018 to explore opportunities to position export and foreign direct investment as growth strategies. There has been increasing interest by foreign consuls in trade opportunities within the County. This strategy will be coordinated with leaders of the Port and Hopkins International Airport.

Strategy: Facilitate the creation of a workforce that is a competitive advantage for Northeast Ohio.

There are a number of workforce providers currently existing in Cuyahoga County. The quality of our business ecosystem will be driven by our ability to integrate, align, and scale the workforce system to the benefit of our businesses and workforce.

Private sector feedback suggests that building a globally competitive workforce is the top priority with the greatest potential to increase the region's competitiveness and drive economic growth. There are several activities that can be implemented to achieve success in this area as reflected in a clear and streamlined path to helping companies identify and hire the talent they need to compete, grow and be profitable. We believe the following activities will enable the highest return in achieving that goal:

Activity 1: Support business growth and profitability through a workforce pipeline that delivers a sufficient and steady supply of qualified candidates at all skill levels to keep jobs filled.

Provide a shared systems-level focus on eliminating the demand-supply gap for in-demand jobs now and in the future in a sustainable way. Cuyahoga County Government will utilize a variety of approaches, including leveraging intermediary, provider, and sector partnerships, to achieve specific targets and systems-level strategies; access reliable & dynamic data; and create large-scale accountability for eliminating the demand-supply gap for in-demand jobs in each sector.

Cuyahoga County Government will help create a shared focus on aligning programmatic efforts of funders and providers to scale up approaches that business leaders believe are effective to eliminate the demand-supply gap for their in-demand jobs now and in the future.

Activity 2: Assist residents with employment barriers that keep them outside the pipeline to become skilled workers pursuing career and wage pathways inside the pipeline.

Cuyahoga County Government will utilize a variety of approaches to redefine workforce system “success” as a career pathway leading to a family sustaining wage and employment benefits without public support. The County will utilize existing career pathways and establish new pathways in tandem with business leaders, service providers, labor unions, and educational institutions to train workers for in-demand jobs in each sector as part of a sector partnership approach (above).

Cuyahoga County Government will support existing efforts and create new opportunities to help job seekers establish career plans that integrate support, readiness, education, employment, career advancement, and entrepreneurship services. Job quality will be a focused priority of these activities to assist businesses and service providers with opportunities for career pathways, advancement, retention and mobility.

Cuyahoga County Government will support existing workforce development programs to promote rehabilitation and social reintegration of the re-entry population, and will encourage private-sector employers to remove bright-line barriers to employment for job-seekers with criminal records.

Cuyahoga County Government will support and encourage the region’s youth (future workers and future entrepreneurs in Pre-K - 16) to enroll in and complete academic programs to improve long-term career prospects (i.e. Technical Education, Apprenticeships, Internships, and other programs that directly connect post-secondary coursework to careers).

Activity 3: Build alignment among public, private and philanthropic funders to invest our workforce dollars in ways that advance shared goals and priorities, and measure success by shared outcomes and impact.

This activity will ultimately create shared systems-level goals and priorities that drive better coordination and guide all local and regional workforce planning and funding decisions. Northeast Ohio has been moving toward a more coordinated systems approach for many years directed at sector partnerships, career pathways, and other opportunities for closer alignment between workforce, economic development, education and human services strategies. Consensus has been achieved among Cuyahoga County’s public, nonprofit, and private sectors to create a more comprehensive workforce system. This effort is ongoing and will lead to the creation of sector intermediaries in manufacturing, health care, and Information Technology. Cuyahoga County Government will build on the work that has been done separately in our community, to better integrate and align activities for more effective outcomes.

Together, we have the opportunity to design a coordinated workforce system that works for business and job seekers. This alignment will provide greater opportunities to leverage resources across systems and sectors to best serve the needs of both our businesses and residents.

Activity 4: Focus workforce innovation and effort on the travel and tourism sector, as a key component of our economy. Partner with Destination Cleveland and its partner network to collaboratively research training needs, promote career opportunities, and explore further job training coordination between Cuyahoga Community College and tourism related businesses.

While the County's travel and tourism industry grows, so do jobs in this sector. Visitor volume in Cuyahoga County has outpaced the U.S. domestic travel growth rate since 2012, rising by 16.4% in this time span. Between 2015 and 2016, employment in the leisure and hospitality employment sector increased by 10%, the highest employment growth rate of any sector in Cleveland with 5,000 new jobs since 2011. This industry supported 8.1% of Cuyahoga County jobs in 2015 and generated more than \$1 billion in sales tax revenue. The U.S. Travel Association maintains that the tourism industry provides a pathway into the workforce for young adults and persons without higher education. Tourism industry employees have an opportunity to start at the bottom and build a career.

Strategy: Support manufacturing and promote innovation among small and medium manufacturers

Cuyahoga County will recognize and support its legacy industries, including steel, automotive, and machine tools, as well as the growth of newer industries. Among significant driver industries of Cuyahoga County are existing businesses that export products/services. Some of these are manufacturers, whose export-driven activities bring in revenues that multiply the manufacturing's impact on the economy. Growth in advanced manufacturing itself drives higher than average pay, because use of the more advanced and technical machines and processes requires a higher-skilled workforce.

Through economic development partners like MAGNET, and maker spaces like ThinkBox, Cuyahoga County will work to strengthen, grow, and accelerate advanced manufacturing through innovation and advanced technologies like 3D printing, digital manufacturing, , while simultaneously ensuring there is a vital pipeline of trained workers to fuel that growth. Cuyahoga County has organized an effort to become a center of innovation for the Internet of Things.

To help companies grow through innovation, the County has participated in the PRISM program (Partnership for Regional Innovation Services to Manufacturers), a holistic program consisting of hands-on consulting, deep technical assistance, and leveraging regional partners to offer product design, process improvements, workforce development, market diversification and other innovative growth programs. The County is a vital part of this program, and other institutions such as NASA, Case Western, CSU, Tri-C, and many others are already aiming to help small and medium manufacturers grow and can be accelerated further through a focused County effort. Future growth of manufacturing depends on its ability to embrace innovation to compete globally.

Strategy: Create an innovation / entrepreneurship continuum

Supporting the innovation economy in Cuyahoga County and Northeast Ohio will continue to be a key economic priority. The County will continue to support Team NEO's efforts in advancing three innovation clusters:

- Additive Manufacturing
- Energy Storage
- Smart Devices

This effort is a critical component of positioning regional economic growth with respect to the industries of the future.

Activity 1: Form partnerships with public and private entities to assure funding for startup and early stage businesses creating jobs of the future in, for example, the technology and health care sectors. The County's partnership with JumpStart, building on its success in attracting the Plug & Play business accelerator, will be a part of these efforts.

Activity 2: Create opportunities for young people and adults to begin to transform business ideas into operational plans. One example is through the partnership with the County Libraries to open Innovation Centers at key locations. Focus on driving innovation as a cultural aspiration to under-served parts of the County. The County's partnership with the Economic Community Development Institute (ECDI) provides this type of support.

Activity 3: Provide and leverage funding for innovative small businesses, both high-tech and conventional to start and grow, particularly in neighborhoods. Support technology transfer from NASA Glenn Research Center, in partnership with the Ohio Aerospace Institute and others.

Activity 4: Build upon existing assets, such as the world's first freshwater wind farm on Lake Erie and our existing supply chain network to foster manufacturing of component parts for the wind and solar industries.

Activity 5: Utilize existing assets, like the Global Center for Health Innovation and the major hospital systems, to attract health care businesses to the region.

Strategy: Carry out key County activities to re-establish standing as a regional and national economic hub

Activity 1: Coordinate active and consistent regional participation in national organizations and activities that focus on economic development and real estate, such as the International Council for Shopping Centers; Select USA, Urban Land Institute, CORENet, Consumer Electronics Show, and SXSW.

Activity 2: Partner with the County's education stakeholders to improve the County's educational attainment and competitive position.

Activity 3: Promote key regional business assets, including NASA Glenn Research Center, Plug and Play, and the increasing number of millennials with advanced degrees.

Activity 4: Leverage Destination Cleveland's brand and research insights to establish a regional, national, and, as appropriate, global branding campaign for the region, focused on top economic growth clusters, which may include industries related to water/maritime, advanced manufacturing, health care / medical technology, financial technology, and arts / entertainment.

Activity 5: Partner with early-stage business assistance and funding organizations such as JumpStart to foster new industries, particularly where Cuyahoga County has a competitive advantage. Examples include industries related to water, advanced manufacturing and health care.

Activity 6: Partner with Cuyahoga County communities, the Greater Cleveland Partnership, and Team NEO to refine and make more useful a current inventory of developable sites in each Cuyahoga County community, with information on sources of funding to fill identified site development deficiencies as specific end users become interested in locating at these sites.

Activity 7: Increase the sources and amounts of public and private sector investment capital, including capital to make brownfield sites economically viable.

Activity 8: Partner with key economic institutions such as University Circle Incorporated, higher education institutions, and the County's healthcare system to support growth in the "Eds and Meds" sectors.

Activity 9: Promote wider and more equitable access to broadband as a tool for business attraction and expansion and to enhance the education system.

Activity 10: Promote vocational training for advanced manufacturing.

Activity 11: Collaborate with the Aerozone Alliance and its member municipalities and organizations to facilitate economic development spin-offs that take advantage of our proximity to NASA-Glenn Research Center, Cleveland Hopkins Airport, and other airports in the County.

Strategy: Support research, commercialization, and technology transfer

Effectively managing and strategizing around the emerging regional knowledge society can only be done by understanding how Cuyahoga County is economically restructuring. As Cleveland State University's Center for Population Dynamics has noted, the commercialization of knowledge should not be viewed as the cause of economic growth; it is an effect that comes when the best knowledge is being produced.

Greater Cleveland is known for its excellence in "Eds and Meds" – higher education and world class health care. Research at Cuyahoga County's universities, University Hospitals, and the Cleveland Clinic, creates knowledge with high value for commercialization. Research also attracts highly educated and skilled individuals to move to Cuyahoga County. The focused research itself, along with the potential stream of startup companies it spins off, are economic development activities worth funding and supporting.

Objective 2: Foster positive job and population growth & opportunity

Strategy: Improve transportation, labor mobility, and job access

Activity 1: Partner with the Greater Cleveland Regional Transit Authority, the Northeast Ohio Areawide Coordinating Agency, the Port of Cleveland, and the City of Cleveland to establish an integrated transportation and economic development plan for the County and to advocate for transportation improvement, growth, diversification, and connectivity.

Activity 2: Implement Vibrant NEO 2040's recommendation to increase affordable public and other transportation options better connecting communities to workplaces, particularly in Cuyahoga County's suburbs. Align this work with ongoing research into Job Hubs as a tool for focusing reinvestment in the urban core and appropriate transportation infrastructure.

Activity 3: Support the Port of Cleveland's "Cleveland to Europe Express" which offers regional manufacturers reliable and local means to export products to international markets. Quicker delivery timelines have and will continue to increase global competitiveness of the region.

Strategy: Improve business retention and expansion

Cuyahoga County, collaborating with its partners, will create a more effective business attraction, expansion and retention ecosystem that is coordinated and metrics\results oriented.

Activity 1: Assist Cuyahoga County's 59 member communities to identify and market their key real estate sites to attract national and regional businesses. Tools for this effort include a new Customer Relationship Management System. Offer both environmental assessments, as funding is available for sites, and assistance locating resources for environmental remediation of sites with identified end users.

Activity 2: Promote Cuyahoga County's assets including affordable housing, quality of life, and skilled workforce, to attract both regional and national business relocations.

Activity 3: Partnering with the Greater Cleveland Partnership, Team NEO, and Jobs Ohio, to conduct a targeted, strategic business-calling program to accelerate business growth opportunities in Cuyahoga County.

Strategy: Encourage immigration of educated and skilled workers

Activity 1: Utilize resources including Destination Cleveland's brand assets and insights to market the entire County as an attractive living and working environment for Millennials. The County's Department of Development will engage with Millennials to design and promote initiatives to attract and retain highly skilled residents county-wide. Housing affordability is a key part of this effort.

Activity 2: Promote the County's post-secondary education system, which includes nationally ranked private universities, to foreign students.

Activity 3: Partner with Global Cleveland to promote the County as a welcoming place for immigrants.

Strategy: Emphasize place-based development

Economic development and community development are inextricably linked. Place-based development reduces the public expense of economic development by capitalizing on the region's existing human capital, infrastructure, community and neighborhood assets, institutional and industrial strengths, and cultural resources that are already in place.

Cuyahoga County boasts assets that would be the envy of other regions: cultural institutions that are unmatched, access to abundant fresh water and existing infrastructure (from roadways and an international port to information superhighways) with capacity to accommodate growth.

Activity 1: Collaborate with communities to identify and consider modifying local policies, such as tax rates, or land use regulations which might be discouraging businesses from choosing otherwise attractive sites for their locations, and encourage appropriate calibration of economic development incentives.

Activity 2: Maintain and continue to enhance Cuyahoga County's high quality natural and cultural assets.

Activity 3: Build on previous work done by the County Planning Commission in which ten priority areas for Place Based Economic Development were identified, create criteria for funding neighborhood place based economic development projects which have high potential for positive economic development impact on a regional scale.

Strategy: Integrate sustainability

Climate Change is a reality that should be addressed. As the need for cleaner generation of fuel sources are needed, Cuyahoga County is cognizant of both the need to encourage greener energy development for its own sake, but also the economic development opportunity afforded by being a leader in the field.

Activity 1: Strengthen the County's abilities to finance clean energy projects in order to assist wind, solar and other forms of clean energy development. Build on and expand the efforts of the Department of Sustainability's Clean Energy Finance Hub and work to utilize all of the tools available such as renewable energy tax credits, PACE funding, clean energy bonds and others to expand development.

Activity 2: Prioritize projects which have clean energy components built into them when considering County resource allocation, loans, grants and other forms of assistance.

Activity 3. Assist in development of large scale renewable power projects such as the LEEDCo offshore wind project and the CURP landfill solar project in Brooklyn, and advocate where appropriate for utility distributive generation rules that make renewable power projects easier to achieve.

Activity 4. Develop a Microgrid in downtown Cleveland and use it to attract new businesses.

Objective 3: Advance balanced, diverse and equitable economic and job growth

Cuyahoga County will promote in its development approach the philosophy that “everybody matters”. The County will seek to promote opportunities to all residents, especially those in disconnected and under-served populations. When considering financial support to business, the County’s Department of Development will consider not only the quantity, but also the quality of jobs created, and accessibility of jobs from neighborhoods with housing affordable to the workers holding those jobs.

Activity 1: Housing Policy and Housing Plan

In 2015, County Executive Budish directed a thorough review of Cuyahoga County’s housing conditions and policy, in consultation with a wide range of stakeholders. In 2016, the County Planning Commission completed a statistical analysis of housing conditions in Cuyahoga County as a step toward completion of a comprehensive housing plan for Cuyahoga County. Based on this analysis and on significant housing policy development work led by the County Executive and Deputy Director of Development for Housing, Cuyahoga County has set forth six key areas for coordinated effort to improve housing conditions:

- Access to Capital
- Tax Collection and Delinquency
- Housing Insecurity
- Special Populations
- Fair Housing
- Confidence in the Housing Market

The Cuyahoga County Housing Plan was completed in 2017 and is attached to the Five- Year Economic Development Plan as an appendix.

Activity 2: Inclusion

In order to become a transformative region, the County is striving to be an economically welcoming place, providing opportunity to economically isolated populations, current residents, boomerangers and newcomers, both transplants and immigrants alike. The future success of the County is inextricably tied to the success of historically isolated populations. As part of business growth, we will work to grow the number and size of female and minority-owned enterprises, expand access for minority and economically isolated residents to educational training and business opportunities, and build a sustainable system that generates opportunities for economic access for all residents, particularly historically isolated populations. To advance this goal the County has adopted legislation designed to improve County government opportunities for small, minority and female owned businesses to compete for County government contracts and to support the concept of community benefits. The County additionally supports and will work to increase access to technology and the digital economy for all residents.

Appendix: Current County Economic Development programs and tools / Portfolio of financial assistance products and programs

Innovation and Entrepreneurship

Innovation is the life blood of any healthy economy. The ability to create better or more effective products, processes, services, technologies, or ideas that are accepted by markets, governments, and society is a direct indicator of an economy's ability to add value and grow. It is vital for the County to facilitate and accelerate innovation development, technology transfer and commercialization activity in order to create an environment conducive for economic growth. Channeling capital to promising companies with a pipeline of inventive products and services, the County adds critical funding to the creative mixture of concepts, employees and management.

Supporting entrepreneurship not only helps drive economic growth, but it is also an effective way to generate economic opportunity for low-income individuals or groups that have traditionally been economically isolated. Entrepreneurial development creates opportunities to achieve economic self-sufficiency, create wealth, and transform underserved neighborhoods.

The County supports key aspects of innovation and start-up business development designed to cultivate entrepreneurs and innovation and to nourish early stage companies along the capital formation continuum and product life-cycle.

Innovation Centers: All residents can access resources to develop their business concepts and early commercialization efforts, including collaboration with mentors, at libraries.

Microenterprise Loan Program: Through nonprofit partner, Economic & Community Development Council (ECDI), identifies and finances very small startup businesses not yet ready to apply for funding from traditional lenders.

Pre-Seed for Innovation Ventures Fund: Through nonprofit partner, JumpStart, Inc., pre-seed growth loans to early-stage companies.

Early Stage Fund: Through nonprofit partner, JumpStart, Inc., funds Series A-Venture capital to next-stage companies seeking new equity financing.

Ohio Aerospace Institute/SBIR: Creating a technology transfer program to support and encourage innovative startup businesses using NASA technology with federal support, to locate and grow in Cuyahoga County.

Plug & Play: Located at the Global Center for Health Innovations, this internationally recognized startup accelerator nurtures innovative new enterprises that may choose to locate and grow in Cuyahoga County.

Real Estate Finance

Firms that are growing need to modernize and expand. Having development properties ready to meet the expansion and relocation plans of companies is essential. When companies are growing and require more and better space, they seek properties that can be available in a timely manner. Many sites often are more complex, uncompetitive and costly by virtue of environmental issues, abandonment, and/or functional obsolescence. Vacant buildings are often hampered by contamination issues that require remediation or demolition posing significant cost disadvantages.

Our legacy industries have left blighted buildings and contaminated land in the core city and many inner-ring suburbs. The problems of these older commercial and industrial properties is often destructive to the neighborhoods and contributes to continued disinvestment. Growing businesses, unfortunately, often lack the capital and expertise necessary to address these complicated redevelopment opportunities.

The key to reutilizing and redeveloping these properties and land is to provide applicable and relevant subsidy tools that provide faster and clearer solutions and pathways for the companies to address them. The County is actively engaged with companies seeking to locate, expand, or modernize in areas that are served by existing infrastructure and transportation networks, but suffer from the above-described urban disinvestment. As such, the clean-up of land for shovel-ready redevelopment or rapid response for modernization of existing properties is a key piece in the County's place-based economic development plan. The County has devised a strategy to address the property needs for successful companies already in Cuyahoga County, and to help them grow in place.

Community Assessment Initiative (CAI): Provides grant funding and professional services to conduct certified assessments of environmental conditions on eligible properties toward jumpstarting redevelopment.

USEPA Brownfield Revolving Loan Fund: Loan funding for clean-up and redevelopment of brownfield sites and properties.

Redevelopment and Modernization Loans: Loan financing for significantly blighted and/or underutilized structures and their property improvements, including remediation and modernization for identified end users.

Place-Based/Mixed-Use Development Loans: Loans targeted toward strategic, mixed-use and high density (mixture of residential, office, retail, and/or commercial uses) redevelopment projects concentrated in the urban core; downtown, Cleveland's neighborhoods, or inner-ring suburbs.

Business Growth and Attraction

Both business expansion and attraction are critical sources of job creation and economic growth. Creating a globally competitive economic environment for businesses to grow and thrive requires a development approach that attracts entrepreneurs, businesses, professionals, and investment capital to locate, expand, and remain in Cuyahoga County. Creating access to flexible, dynamic sources of capital that address the growth needs of businesses will stimulate private investment and improve the economic landscape.

Supporting this growth not only helps drive economic development, but is also an effective way to generate economic opportunity for minority & female-owned businesses low & moderate-income individuals or groups that have traditionally been economically isolated. Entrepreneurial development creates opportunities to achieve economic self-sufficiency, create wealth, and transform underserved neighborhoods.

Cuyahoga County provides direct economic development loans in this area to reinvigorate our economic competitiveness, encourage private investment and business growth, and create high value jobs. These four strategies address the fundamental gaps that often stifle growth and hinder investment.

Business Growth and Attraction Loans: Economic development gap-financing business loans for new construction, physical expansions, real estate acquisition, machinery and equipment and other growth and relocation project needs.

Large Scale Attraction: Gap-financing loans and forgivable loan incentives for large-scale & special attraction business projects.

Grow Cuyahoga County Fund: Through nonprofit partner, National Development Council (NDC), this program provides direct SBA-backed loans (with County funded gap fillers) for small to medium-sized established businesses.

Capital Access Fund: Through nonprofit partners, NDC and the Urban League of Greater Cleveland, this program provides low-cost loans and technical pre & post-loan counseling for minority-owned small businesses.

Accelerated Growth Loan Program: With nonprofit partner, Growth Opportunity Partners, loan financing for the growth of existing small, female & minority-owned businesses.

SBA-Municipal-County Small Business Initiative: Through the cities of Cleveland, Cleveland Heights, Fairview Park, Lakewood, Maple Heights, and Shaker Heights, this program provides bank-financed, SBA-backed loans (with Municipal-County funded equity fillers) for small to medium-sized businesses located within these six municipalities.

Small Business Growth Programs: Lending partnerships increasing small business access to traditional lending markets, including SBA-Municipal Matching Grants, the Grow Cuyahoga Fund, and the Capital Access Fund.

Early Stage Loan Program: With nonprofit partner, Growth Opportunity Partners, loan financing for the growth of existing small, female and minority-owned businesses.

Quality of Place Development

Economic Development is inextricably linked to community development. Place-based development reduces the public expense of economic development by capitalizing on region's human capital, infrastructure, community and neighborhood assets, institutional and industrial strengths, and cultural resources that are already in place.

County programs and initiatives are a diverse portfolio of community development and housing assistance offerings that work together to create strong, vibrant communities in which people want to live and work. Below is a listing of our current programs in these areas.

Municipal Grant Program: Competitive program that awards grants up to \$150,000 to municipal governments for projects that improve their community.

Commercial Storefront Renovation: Competitive program designed to help municipalities update or revitalize local retail corridors.

Homeownership, Repair & Foreclosure: Down payment assistance, home repair funding and housing counseling to support homeownership.

Affordable and Fair Housing Initiatives: Initiatives that promote all areas in the County as welcoming places for our residents.

Community Wellness Development Program: Program to incent development of high caliber neighborhood and community assets in sectors that may not achieve the generally accepted success metrics of other job-creation focused development projects, but have an important positive impact on quality of place and community wellness.

Cuyahoga County Economic Development Financing

Product and Program Offerings

Innovation and Commercialization
County Economic Development Fund
 - Pre-Seed for Innovation investments from JumpStart
 -Technical Assistance from NASA, Flashstarts, BioEnterprise, etc.
 -

Entrepreneurship and Opportunity
Economic Development Fund and/or Federal
 -Microenterprise loans through ECDI
 - Pre-Seed for Innovation Ventures loans through JumpStart
 -Early Stage investments through JumpStart
 -Accelerated Growth loans through Growth Opportunity Partners
 -Capital Access Fund loans through National Development Council (with technical assistance from the Urban League)
 -Grow Cuyahoga loans through NDC
 SBA-insured bank loans (with equity assistance through Municipal-County match)

**Workforce
 Innovation**
*County HHS
 Levy*
 Skill-Up Service
 Training Support

Business Growth and Attraction Lending
Economic Development Fund
 Direct County Loan to an established company to support its growth and/or support its move to Cuyahoga County (underwritten to industry standards and secured, job creation required)

Business Attraction Incentives (Forgivable Loans)
Economic Development Fund
 Incentive to company to attract or retain well paid jobs in target industry (calibrated by the county's Return On Investment; city/state participation coordinated with county incentives)

Real Estate (Placemaking) Funding
Economic Development Fund, Casino, and/or Federal
 Loans, Grants and Tax Credits for a variety of placemaking activities such as Brownfield Assessment/Cleanup, Community Development, Demolition and Modernization, Sustainability (underwritten to funding rules)

Future Initiatives

Infrastructure, Redevelopment, and Modernization – new sources of capital for Brownfield Cleanup, Site Preparation, and Placemaking

Export Assistance leveraging Cuyahoga County's Advanced Manufacturing industry cluster and prime logistical location for water, rail, road, and air transportation.

Partner Engagement

Cuyahoga County designs and executes its economic development strategy through engagement with many organizations. The following list is not intended to be complete, but illustrates the range of our engagement:

The Aerozone Alliance

BioEnterprise

Capital Access Fund

Case Western Reserve University

59 Cuyahoga County Cities, Villages, and Townships

Cleveland / Cuyahoga County Port Authority

Cuyahoga County Land Reutilization Corporation (County Land Bank)

CHN Partners (formerly the Cleveland Housing Network)

The Cleveland Foundation

Cleveland Neighborhood Progress

Cleveland State University

The Commission on Economic Inclusion

Cuyahoga Community College

Cuyahoga County Mayors and Managers Association

Destination Cleveland

Digital C

Economic and Community Development Institute

First Suburbs Consortium

The Fund for our Economic Future

The George Gund Foundation

Global Cleveland

Greater Cleveland Partnership

Greater Cleveland Regional Transit Authority

Growth Opportunity Partners

Jobs Ohio

JumpStart

MAGNET

National Development Council

Northeast Ohio Areawide Coordinating Agency

Ohio Means Jobs

The RITE Board

Team NEO

United States Department of Housing and Urban Development

United States Small Business Administration

The Urban League of Greater Cleveland

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0135

<p>Sponsored by: County Executive Budish/Department of Public Works</p> <p>Co-sponsored by: Councilmember Schron</p>	<p>A Resolution authorizing a revenue generating Utility Agreement with Village of Walton Hills for maintenance and repair of storm sewers and sanitary sewers located in County Sewer District No. 20; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive/Department of Public Works has recommended authorizing a revenue generating Utility Agreement with Village of Walton Hills for maintenance and repair of storm sewers and sanitary sewers located in County Sewer District No. 20; and

WHEREAS, the Village of Walton Hills desires to retain Cuyahoga County to perform certain services for the Village to aid with the maintenance and repair of storm and sanitary sewers located in Sewer District No. 20; and

WHEREAS, pursuant to R.C. §307.15, a county may contract with any municipal corporation to render any service, on behalf of the municipal corporation; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical sewer maintenance and repair services can be provided by Cuyahoga County for the City of East Cleveland's sewer system.

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

SECTION 1. The Cuyahoga County Council hereby authorizes a revenue generating Utility Agreement with Village of Walton Hills for maintenance and repair of storm sewers and sanitary sewers located in County Sewer District No. 20.

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

Additional Sponsorship Requested: July 18, 2018

Journal CC031
July 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0136

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>A Resolution authorizing a Construction Agreement with CSX Transportation, Inc. in the amount not-to-exceed \$842,443.00 for construction of Stage 1 of the Towpath Trail Extension from Harvard Avenue Trailhead to Steelyard Commons in the City of Cleveland and Village of Cuyahoga Heights; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
---	--

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended a Construction Agreement with CSX Transportation, Inc. in the amount not-to-exceed \$842,443.00 for construction of Stage 1 of the Towpath Trail Extension from Harvard Avenue Trailhead to Steelyard Commons in the City of Cleveland and Village of Cuyahoga Heights; and

WHEREAS, the primary purpose of this project is construction of the Towpath Trail project, Stage 1, from Harvard Avenue Trailhead to Steelyard Commons in the City of Cleveland and the Village of Cuyahoga Heights, located in Council Districts 8 and 12; and

WHEREAS, the anticipated start-completion dates are July 1, 2018 to December 31, 2019; and

WHEREAS, the project is funded as follows: (a) 80% Federal funds and (b) 20% City of Cleveland; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a Construction Agreement with CSX Transportation, Inc. in the amount not-to-exceed \$842,443.00 for construction of Stage 1 of the Towpath Trail Extension from Harvard Avenue Trailhead to Steelyard Commons in the City of Cleveland and Village of Cuyahoga Heights.

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 by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: June 26, 2018

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

Additional Sponsorship Requested: July 18, 2018

Journal CC031
July 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0137

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Board of Developmental Disabilities</p>	<p>A Resolution authorizing a First Amendment to a revenue generating lease agreement with The Arc of Greater Cleveland for lease of office space at William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, for the period 7/1/2015 - 6/30/2018 to extend the time period to 12/31/2019 and for an additional lease amount of \$1.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	---

WHEREAS, the County Executive on behalf of Cuyahoga County Board of Developmental Disabilities (“CCBDD”) has recommended a First Amendment to a revenue generating lease agreement with The Arc of Greater Cleveland (“Arc”) for lease of office space at William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, for the period 7/1/2015 - 6/30/2018 to extend the time period to 12/31/2019 and to increase the lease amount by \$1.00; and

WHEREAS, the primary goal of the lease is for the CCBDD to assist Arc with its mission to empower persons affected by intellectual and developmental disabilities through advocacy, education, and the promotion of activities that improve the quality of life for those individuals; 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 First Amendment to a revenue generating lease agreement with The Arc of Greater Cleveland for lease of office space at William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, for the period 7/1/2015 - 6/30/2018 to extend the time period to 12/31/2019 and for an additional lease amount of \$1.00.

Journal CC031
July 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0144

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$1,100,000.00 for disposal of wastewater sewer grit for the period 6/1/2018 - 5/31/2020; 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/Department of Public Works recommended an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$1,100,000.00 for disposal of wastewater sewer grit for the period 6/1/2018 - 5/31/2020; and

WHEREAS, the primary goal of this project is disposal of sewer wastewater grit at a certified disposal site; and

WHEREAS, this project is funded 100% by the Sanitary Sewer Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily 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 authorizes an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$1,100,000.00 for disposal of wastewater sewer grit for the period 6/1/2018 - 5/31/2020.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0145

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution authorizing an amendment to Contract No. CE1700054-01 with Union Industrial Contractors, Inc. for rehabilitation of Highland Road Bridge Nos. 156 nka 00.13, 157 nka 00.31, 158 nka 00.54 and 226 nka 00.64 over Euclid Creek in the City of Euclid for additional funds in the amount not-to-exceed \$663,367.35; authorizing the County Executive to execute the amendment and all other documents consistent with 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 amendment; and declaring the necessity that this Resolution become immediately effective.</p>
--	---

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an amendment to Contract No. CE1700054-01 with Union Industrial Contractors, Inc. for rehabilitation of Highland Road Bridge Nos. 156 nka 00.13, 157 nka 00.31, 158 nka 00.54 and 226 nka 00.64 over Euclid Creek in the City of Euclid for additional funds in the amount not-to-exceed \$663,367.35; and

WHEREAS, the primary purpose of this project is for improvement of Highland Road Bridge Nos. 156 nka 00.13, 157 nka 00.31, 158 nka 00.54 and 226 nka 00.64 over portions of Euclid Creek in the City of Euclid; located in Council District 11; and

WHEREAS, the original contract for this project was approved by County Council on 5/9/2017 pursuant to Council Resolution No. R2017-0081; and

WHEREAS, construction commenced on 6/5/2017 and is anticipated to be completed by 11/8/2019; and

WHEREAS, this amendment is funded 100% by Cuyahoga County using funds from the \$7.50 Vehicle License Tax Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1700054-01 with Union Industrial Contractors, Inc. for rehabilitation of Highland Road Bridge Nos. 156 nka 00.13, 157 nka 00.31, 158 nka 00.54 and 226 nka 00.64 over Euclid Creek in the City of Euclid for additional funds in the amount not-to-exceed \$663,367.35.

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

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 10, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC031
July 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0150

<p>Sponsored by: County Executive Budish/Department of Development</p>	<p>A Resolution authorizing an Economic Development Fund Special Large-Scale Attraction Forgivable Loan in the amount not-to-exceed \$500,000.00 to Covia Holdings Corporation for the benefit of the Fairmount Santrol, Inc. - Unimin Corporation Merger and Headquarters Project to be located at 3 Summit Park Drive in the City of Independence; 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.</p>
---	--

WHEREAS, the County Executive/Department of Development has recommended an Economic Development Fund Special Large-Scale Attraction Forgivable Loan in the amount not-to-exceed \$500,000.00 to Covia Holdings Corporation for the benefit of the Fairmount Santrol, Inc. - Unimin Corporation Merger and Headquarters Project to be located at 3 Summit Park Drive in the City of Independence; and

WHEREAS, the primary goal of this project is for the benefit of relocation assistance for the Fairmount Santrol, Inc. - Unimin Corporation Merger and Headquarters Project to be located at 3 Summit Park Drive in the City of Independence, Council District 6; and

WHEREAS, this project is anticipated to create at least seventy-nine (79) new-to-the-County, full-time jobs in Cuyahoga County with at least thirty-five (35) of these jobs with a salary over \$100,000.00; and

WHEREAS, loan forgiveness is conditional upon meeting job creation and maintenance requirements; and

WHEREAS, the total cost of this project is \$3,700,000.00, of which the County will loan \$500,000.00 with a term of seven (7) years at an interest rate of three percent (3%); and

WHEREAS, on May 9, 2018, the Cuyahoga County Community Improvement Corporation reviewed and recommended that the County fund the project; and

WHEREAS, the proposed funding source for this loan is 100% from the Cuyahoga County Economic Development Fund (aka Job Creation Fund); and

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

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an Economic Development Fund Special Large-Scale Attraction Forgivable Loan in the amount not-to-exceed \$500,000.00 to Covia Holdings Corporation for the benefit of the Fairmount Santrol, Inc. - Unimin Corporation Merger and Headquarters Project to be located at 3 Summit Park Drive in the City of Independence.

SECTION 2. That the County Executive and/or Director of Development are authorized to execute all documents consistent with said loan and this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 10, 2018

Committee(s) Assigned: Economic Development & Planning

Journal CC031

July 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0153

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood	A Resolution making awards on RQ41540 to various providers, in the total amount not-to-exceed \$8,218,111.00, for Universal Pre-Kindergarten in Cuyahoga County for the period 8/1/2018 - 7/31/2020; authorizing the County Executive to execute the master contract 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 Community Initiatives/Office of Early Childhood has recommended awards on RQ41540 to various providers, in the total amount not-to-exceed \$8,218,111.00, for Universal Pre-Kindergarten in Cuyahoga County for the period 8/1/2018 - 7/31/2020:

- a) Brooklyn City School District – Brooklyn Preschool;
- b) Catholic Charities Corporation – King Kennedy Head Start;
- c) Catholic Charities Corporation – Parkview Head Start;
- d) Catholic Charities Corporation – Riverside Head Start;
- e) Catholic Charities Corporation – St. Philip Neri Head Start;
- f) Catholic Charities Corporation – St. Thomas Aquinas Head Start;
- g) Cirque du Kids, LLC;
- h) Cleveland Children’s Daycare Academy, LLC;
- i) Cleveland Municipal School District – Tremont Montessori School;
- j) Council for Economic Opportunities in Greater Cleveland – Buckeye Head Start Center;
- k) Council for Economic Opportunities in Greater Cleveland – Lakeview Terrace Head Start Center;
- l) Council for Economic Opportunities in Greater Cleveland – Outhwaite Head Start Center;
- m) Council for Economic Opportunities in Greater Cleveland – Union-Miles Head Start Center;
- n) Council for Economic Opportunities in Greater Cleveland – Villa Head Start Center;
- o) Early Childhood Enrichment Center, Inc.;
- p) East Cleveland City School District – Superior Elementary School;
- q) Gannon Gil Preschool of the Temple-Tifereth Israel, Inc.;
- r) Hanna Perkins School;

- s) Horizon Education Centers – North Olmsted Horizon Education Center;
- t) Kiddie City Child Care Community, Inc.;
- u) OhioGuidestone – Family Life Center of Berea;
- v) Ohio Guidestone – Family Life Center of Lakewood;
- w) PM Foundation, Inc. dba Urban Community School;
- x) Sandy’s Darlin’ Munchkins Family Child Care Home and Universal Pre-Kindergarten;
- y) The Centers for Families and Children – Bingham Early Learning Center;
- z) The Centers for Families and Children – Debra Ann November Early Learning Center;
- aa) The Centers for Families and Children – Gordon Square Early Learning Center;
- bb) The Centers for Families and Children – McMillan Early Learning Center;
- cc) The Centers for Families and Children – Wade Early Learning Center;
- dd) The Cleveland Music School Settlement;
- ee) The East End Neighborhood House Association;
- ff) The Merrick House; and
- gg) The Young Women’s Christian Association of Greater Cleveland, Ohio; and

WHEREAS, the primary goal of this project is to increase the quantity of 3 and 4-year old children in the County participating in a high-quality pre-school experience; and

WHEREAS, the funding for this project is 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.

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

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ41540 to various providers, in the total amount not-to-exceed \$8,218,111.00, for Universal Pre-Kindergarten in Cuyahoga County for the period 8/1/2018 - 7/31/2020 as follows:

- a) Brooklyn City School District – Brooklyn Preschool;
- b) Catholic Charities Corporation – King Kennedy Head Start;
- c) Catholic Charities Corporation – Parkview Head Start;
- d) Catholic Charities Corporation – Riverside Head Start;
- e) Catholic Charities Corporation – St. Philip Neri Head Start;
- f) Catholic Charities Corporation – St. Thomas Aquinas Head Start;
- g) Cirque du Kids, LLC;
- h) Cleveland Children’s Daycare Academy, LLC;

- i) Cleveland Municipal School District – Tremont Montessori School;
- j) Council for Economic Opportunities in Greater Cleveland – Buckeye Head Start Center;
- k) Council for Economic Opportunities in Greater Cleveland – Lakeview Terrace Head Start Center;
- l) Council for Economic Opportunities in Greater Cleveland – Outhwaite Head Start Center;
- m) Council for Economic Opportunities in Greater Cleveland – Union-Miles Head Start Center;
- n) Council for Economic Opportunities in Greater Cleveland – Villa Head Start Center;
- o) Early Childhood Enrichment Center, Inc.;
- p) East Cleveland City School District – Superior Elementary School;
- q) Gannon Gil Preschool of the Temple-Tifereth Israel, Inc.;
- r) Hanna Perkins School;
- s) Horizon Education Centers – North Olmsted Horizon Education Center;
- t) Kiddie City Child Care Community, Inc.;
- u) OhioGuidestone – Family Life Center of Berea;
- v) Ohio Guidestone – Family Life Center of Lakewood;
- w) PM Foundation, Inc. dba Urban Community School;
- x) Sandy’s Darlin’ Munchkins Family Child Care Home and Universal Pre-Kindergarten;
- y) The Centers for Families and Children – Bingham Early Learning Center;
- z) The Centers for Families and Children – Debra Ann November Early Learning Center;
- aa) The Centers for Families and Children – Gordon Square Early Learning Center;
- bb) The Centers for Families and Children – McMillan Early Learning Center;
- cc) The Centers for Families and Children – Wade Early Learning Center;
- dd) The Cleveland Music School Settlement;
- ee) The East End Neighborhood House Association;
- ff) The Merrick House; and
- gg) The Young Women’s Christian Association of Greater Cleveland, Ohio.

SECTION 2. That the County Executive is authorized to execute the Master Contract 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

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0007

Sponsored by: County Executive Budish	An Ordinance enacting Section 205.10 of the Cuyahoga County Code to establish the Division of Children and Family Services Advisory Board, and declaring the necessity that this Ordinance become immediately effective.
--	---

WHEREAS, Section 3.09(2) of the Cuyahoga County Charter provides for the power of Cuyahoga County Council “to establish departments, and divisions and sections within departments, under the supervision of the County Executive, and such boards, agencies, commissions, and authorities, in addition to or as part of those provided for in this Charter, as the Council determines to be necessary for the efficient administration of the County”; and,

WHEREAS, Article II, Section 2.03(2) of the County Charter empowers the County Executive to appoint members of such boards, subject to confirmation by County Council; and,

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

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

SECTION 1. Chapter 205 of the Cuyahoga County Code, which provides for County boards, is hereby amended to enact Section 205.10 as follows:

- A. The Division of Children and Family Services Advisory Board (“DCFS Board”) shall be comprised of up to ten members who shall provide independent perspective and feedback to the County and the Cuyahoga County Division of Children and Family Services (“DCFS”) leadership. The DCFS Board shall also serve as a link between the Board and the community it serves. The DCFS Board is advisory in nature only and shall not have any decision-making authority over DCFS or the County. Members of the DCFS Board must be appointed by the County Executive subject to confirmation by Cuyahoga County Council. Appointments to the DCFS Board shall be for a term of four years. The DCFS Board shall elect its own chairperson.

- B. The DCFS Board shall seek to further the cooperation and collaboration between the Division of Children and Family Services and other child care agencies in Cuyahoga County, and render advice to the Division on policy matters pertaining to the provisions of services to children and families. The DCFS Board shall also study the effectiveness and need for services to children and families in Cuyahoga County and encourage the gathering of information about the same population.
- C. Members of the DCFS Board shall consist of organizations and client populations who obtain services through the Division. The DCFS Board shall also have among its members, individuals that have demonstrated knowledge in programs for children, such as persons from the medical community, law enforcement, educational community and parent groups.

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: May 29, 2018
Committee(s) Assigned: Health, Human Services & Aging

Legislation Substituted in Committee: July 18, 2018

Committee Report/Second Reading: July 24, 2018

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0009

Sponsored by: County Executive Budish and Councilmembers Brady, Miller, Houser and Simon	An Ordinance enacting Chapter 206.13: Commission on Human Rights and Title 15: Anti-Discrimination to ensure equal opportunity and treatment for all citizens of Cuyahoga County.
---	--

WHEREAS, it is the desire of the Council of Cuyahoga County, Ohio to eliminate discrimination based upon race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, and gender identity or expression;

WHEREAS, it is the desire of the County of Cuyahoga County, Ohio to protect and safeguard the rights and opportunities of all persons to be free from all forms of discrimination, including but not limited to discrimination based on race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, and gender identity or expression;

WHEREAS, it is imperative that the County ensure that all persons within the County have equal access and opportunities to employment, housing, and public accommodations.

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

SECTION 1. The purpose and intent in enacting this Ordinance is to promote the public welfare of all persons who live, visit, and work in the County of Cuyahoga. In furtherance of the purpose and intent of this Ordinance, the goals of the Cuyahoga County Anti-Discrimination Ordinance shall be to promote principles of diversity, inclusion, harmony, and equal treatment for all in the County of Cuyahoga through education, community events, and to ensure a mechanism for resolving Complaints filed under this Ordinance.

SECTION 2. Chapter 206.13 of the Cuyahoga County Code is hereby enacted to read as follows:

Section 206.13: Commission on Human Rights

(A) **Establishment of a Commission on Human Rights.** A County Commission on Human Rights is hereby established (“Commission”). The purpose of the Commission shall be to promote principles of diversity, inclusion, and

harmony in the County of Cuyahoga through education, community events, the provision of advice to the Cuyahoga County Council (“Council”) and Cuyahoga County Executive (“Executive”), and through receiving and resolving Complaints filed under this Title.

(B) Composition. The Commission shall consist of three (3) members appointed by the Executive subject to confirmation by the Council. As a quasi-judicial body, the members of the Commission shall be composed of attorneys licensed to practice in the State of Ohio. Members of the Commission shall serve without compensation but may be reimbursed for their reasonable expenses incurred in the performance of their duties.

(C) Term. Persons appointed to the Commission shall serve as members for a term of 24 months or until a successor is appointed. No person shall serve as a member of the Commission for more than two consecutive 24-month terms.

The Commission shall elect a chairperson. The chairperson shall serve for a term of 24 months. The Commission may designate the same member to serve as the chairperson of the Human Rights Commission for a second term of 24 months or until a successor is appointed.

(D) Meetings of Commission; Quorum. The Commission shall meet quarterly and at such other times as the chairperson directs. A simple majority of the members of the Commission shall constitute a quorum for the transaction of business.

(E) Vacancy; Removal.

(1) A member of the Commission may be removed by an affirmative vote of the other members if he or she has unexcused absence at two or more regular meetings of the Commission during any calendar year.

(2) In the event of such vacancy, death, resignation, or removal of any person either as member, chairperson, the successor shall be appointed by the Executive to serve the unexpired term for which such person had been so appointed. A person appointed to an unexpired term pursuant to this section may, in addition, serve two consecutive terms.

(F) Governance. The Commission shall formulate its own rules and procedures in accordance with the rules and procedures as set forth in Title 15. The Commission may create volunteer Task Forces, Advisory Councils, or Sub-Committees as it deems appropriate.

(G) Budget. There shall be a line item in the County’s Budget to cover the operating expenses of the Commission, including staff salaries.

(H) Functions and Responsibilities. The functions and responsibilities of the Commission shall include the following:

- (1) Receive and investigate complaints.
- (2) Provide all required notices under this Title;
- (3) Attempt to conciliate or mediate complaints alleging violations under this Title;
- (4) Recruit, appoint, train, and supervise the professional and clerical staff for the administration and operation of the Anti-Discrimination Ordinance;
- (5) Promote principles of diversity, inclusion, and harmony in the County of Cuyahoga through education and community events to:
 - (a) Foster mutual understanding and respect among all persons in the County of Cuyahoga and encourage equality of treatment for, and prevent discrimination against any group or its members;
 - (b) Educate all persons residing and working in the County of Cuyahoga and, in particular, employers, landlords, educators, and business owners, about the importance of non-discrimination toward each member of the community.
 - (c) Conduct investigations and studies related to the problems and effects of prejudice, intolerance, bigotry, and discrimination, and ways to prevent and eliminate them and any other studies that will aid in effectuating the general purposes and provisions of this Title. Issue publications and reports of investigations and research related to said studies;
 - (d) Establish advisory-commissions from the community and/or utilize existing county boards and commissions to assist the Executive in the execution of his/her duties and functions related to outreach and education efforts. The advisory-commissions may furnish advice, gather information, and make recommendations related to community relations/discrimination prevention;
 - (e) Work with federal, state and city agencies in developing educational programs, public forums, and strategies for achieving harmonious inter-group relations within the County of Cuyahoga,

and to engage in other anti-discrimination activities for the promotion of equal rights and opportunities for all persons; and

- (f) Enlist the cooperation of various groups and organizations in mediation efforts, programs and campaigns devoted to preventing and eliminating prejudice, intolerance, bigotry and discrimination.
- (6) Submit an annual report of activities by March 1st of each Calendar Year to the Executive and the Council, which shall be published on the County's website. Such annual report shall include information for the calendar year regarding:
- (a) *Inquiries received from the public.* The information regarding inquiries received by and from the public shall include, but not be limited to:
 - (i) total number of inquiries;
 - (ii) number of inquiries made by limited-English proficient persons disaggregated by language;
 - (iii) subject matter of inquiries disaggregated by the alleged category of unlawful discriminatory practice as set forth in this Title and the protected class of person, and
 - (iv) number of inquiries resolved by pre-hearing intervention.
 - (b) Complaints filed under this Title. The information regarding Complaints filed shall include, but not be limited to, the number of Complaints filed and shall be aggregated by:
 - (i) category of alleged unlawful discriminatory practice, as set forth under this Title, alleged;
 - (ii) basis of the alleged discriminatory practice based on the protected class of the Complainant;
 - (iii) whether the Complaint was resolved by mediation, conciliation, or referral as set forth under this Title; a finding of no discrimination, as set forth in this Title; or hearing, as set forth under this Title;
 - (iv) number of days the Complaint was outstanding at the time such resolution occurred; and

- (v) whether a civil penalty was imposed and, if so, the dollar amount of such penalty.

(I) Powers and Duties. The Commission shall enforce the provisions of Title 15 of this Code and any rules or regulations promulgated thereunder. The powers and duties of the Commission shall include the following:

- (1) Shall and have jurisdiction to review, hear, decide, and enforce final decisions rendered under Title 15 as set forth in Section 1502.05;
- (2) Issue subpoenas compel the attendance of witnesses and require the production of any evidence relating to any matter under investigation, and to take proof with respect thereto;
- (3) Command the production of any names of persons necessary for the investigation of any person, institution, workplace, club, or other place or provider of accommodation;
- (4) Require any person or persons who are the subject of an investigation under Title 15 to preserve such records as are in the possession of such person or persons and to continue to make and keep the type of records that have been made and kept by such person or persons in the ordinary course of business within the previous two years, which records are relevant to the determination whether such person or persons have committed unlawful discriminatory practices as defined by Title 15 with respect to activities in the County of Cuyahoga;
- (5) Upon a finding of discriminatory practice in violation of Title 15, assessing a civil administrative penalty against any Respondent;
- (6) Recommend to the Executive and to the Council, legislation to aid in carrying out the purposes of Title 15 and for the promotion of equal rights and opportunities for all persons;
- (7) Adopt, promulgate, amend and rescind rules and procedures necessary to carry out the purposes and provisions of Title 15;
- (8) Taking all necessary action in the appropriate court to secure the production of all records, documents, or other evidence necessary in carrying out the provisions of Title 15;
- (9) Enter into contracts for goods or services as may be reasonably necessary to fulfill the Commission's duties in accordance with the County's contracts and purchasing procedures.

(10) Exercising all powers reasonable and necessary to fulfill the purpose of Title 15.

(J) Professional and Clerical Staffs of the Commission. The Commission may appoint such professional, clerical, and other positions as may be necessary to properly carry out its duties in accordance with the budget approved by Council.

(K) Executive Director; Duties.

(1) The County Executive shall appoint an Executive Director to oversee the day to day activities of the Commission and to execute the policies and other actions approved by the Commission.

(2) The Executive Director shall be responsible for the recruitment, selection, training, and supervision of the professional and clerical staff and shall oversee the administration and operation of the Commission.

(3) The Executive Director shall attempt to conciliate or mediate complaints through the recruitment of volunteer attorneys whenever practical.

SECTION 3. Title 15 of the Cuyahoga County Code is hereby enacted to read as follows:

Title 15: Anti-Discrimination

Chapter 1501: Unlawful Discrimination

Section 1501.01: Definitions

As used in this chapter of the Cuyahoga County Code:

(A) The prohibitions in this Title concerning “Age” means individuals who are at least forty (40) years old.

(B) “Burial Lot” means any lot for the burial of deceased persons within any public burial ground or cemetery, including but not limited to, cemeteries owned and operated by companies or associations incorporated for cemetery purposes.

(C) “Commission” means the Human Rights Commission created by Section 206.13.

(D) “Complaint” means any petition or written statement under oath that alleges a violation of and/or discriminatory practice or act under this Title.

- (E) “Complainant” means any person who claims to have suffered an injury under this Title.
- (F) “Conciliation Agreement” means a written agreement resolving or otherwise disposing of issues raised by a Complaint through informal negotiations, and which is entered by the parties and the Commission or prior to an adjudicatory hearing.
- (G) “Disability” means a physical or mental impairment that substantially limits one (1) or more major life activities, including the functions of caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; a record of a physical or mental impairment; or being regarded as having a physical or mental impairment.
- (H) “Physical or mental impairment” includes any of the following:
- (1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one (1) or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine;
 - (2) Any mental or psychological disorder, including but not limited to an intellectual disability, organic brain syndrome, emotional or mental illness, and learning disabilities;
 - (3) Diseases and conditions, including, but not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, human immunodeficiency virus infection, intellectual disability, emotional illness, drug addiction, and alcoholism.
- (I) “Substantially limits” means the ability of an individual to perform a major life activity as compared to most people in the general population. An impairment need not prevent, or significantly or severely restrict, the individual from performing a major life activity to be considered substantially limiting.

A determination of whether a physical or mental impairment substantially limits a major life activity should be made without regard to the ameliorative effects of mitigating measures, except ordinary eyeglasses and contact lenses.

An impairment that is episodic in nature or in remission is a disability if it would substantially limit a major life activity when active.

- (J) “Physical or mental impairment” does not include any of the following:

- (1) Pedophilia, exhibitionism, voyeurism, or any other sexual or behavioral disorders;
 - (2) Compulsive gambling, kleptomania, or pyromania;
 - (3) Psychoactive substance use disorders resulting from current illegal use of controlled substance and current use of alcoholic beverages.
- (K)** “Discriminate and discrimination” includes the segregation, separation, maltreatment, ill-treatment, or any unfavorable difference in treatment based on race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, gender identity or expression, marital status, familial status, or alienage or citizenship.
- (L)** “Employee” means an individual employed by any employer and includes “independent worker and/or contractor,” but does not include any individual employed in the domestic service of any person.
- (M)** “Employer” means any person who employs four (4) or more persons, within the County of Cuyahoga.
- (N)** “Employment Agency” means any persons regularly undertaking with or without compensation, to procure opportunities for employment or to procure, recruit, refer, or place employees.
- (O)** The prohibitions in this Title concerning “Familial Status” means individuals who fit either of the following circumstances:
- (1) One (1) or more individuals who are under eighteen (18) years of age and who are domiciled with a parent or guardian having legal custody of the individual or domiciled, with the written permission of the parent or guardian having legal custody, with a designee of the parent or guardian;
 - (2) Any person who is pregnant or in the process of securing legal custody of any individual who is under eighteen (18) years of age;
- (P)** “Family” includes a single individual, civil unions, and same-sex or heterosexual-marriage based relationships.
- (Q)** “Gender” means male, female, neither or undefined. The terms “because of gender” and “based on gender” include pregnancy, pre-and post-gender-affirming procedure, any illness arising out of and occurring during a pregnancy, childbirth, or related medical conditions.

- (R) “Gender identity or expression” means an individual’s actual or perceived gender-related identity, appearance, expression, mannerisms, or other gender-related characteristics, regardless of the individual’s designated sex at birth.
- (S) “Housing accommodations” includes any building or structure or portion thereof, which is used or occupied or is intended, arranged, or designed to be used or occupied as a home residence, or sleeping place of one or more individuals, groups or families, whether living independently of each other; and any vacant land offered for sale or lease. It also includes any housing accommodations held or offered for sale or rent by a real estate broker, salesperson, or agent, or by any other person pursuant to authorization of the owner, by the owner, or by such person’s legal representative.
- (T) “Labor organization” includes any organization that exists for the purpose, in whole or in part, of collective bargaining or other mutual aid or protection in relation to employment.
- (U) “Mediation” means an informal conference held by a neutral third party to help the parties resolve their disputes prior to a hearing on Complaint filed under this Title.
- (V) “Military Status” means any person who is engaged in the “service in the uniformed services, a member of “uniformed services” or veteran.
- (W) “Person” includes one (1) or more individuals, partnerships, associations, organizations, corporations, legal representatives, trustees, and trustees in bankruptcy, receivers, and other organized groups of persons. It also includes, but is not limited to, any owner, lessor, assignor, builder, manager, broker, salesperson, appraiser, agent, employee, and lending institutions.
- (X) “Place of public accommodation” means any hotel, motel, inn, restaurant, eating establishment, public swimming pool, public sports facility, public sports arena, theme park, amusement parks, museum, barbershop, public conveyance by air, land or water, movie theater, music arena, concert hall, performing arts venue, theater, store, or other place for the sale of merchandise to the public, or any other place of public accommodation or amusement where the accommodation advantages, facilities, or privileges thereof are available to the public.
- (Y) “Respondent” means any person, business entity, organization or agency who is notified to defend or substantiate their alleged discriminatory actions or activities under this Title.
- (Z) “Restrictive covenant” means any specification in a contract, deed, land-contract, or lease limiting the transfer, rental, lease or other use of any housing accommodations because of race, color, religion, military status, national

origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression or any limitation based upon affiliation with or approval by any person, directly or indirectly, employing race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression as a condition of affiliation or approval.

(AA) “Service in the Uniformed Services” means the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty for training, full-time national guard duty, reserve duty in uniform, and performance of duty or training by a member of the Ohio organized militia pursuant to Chapter 5923 of the Ohio Revised Code. “Service in the uniformed services” includes also the period of time for which a person is absent from a position of public or private employment for the purpose of an examination to determine the fitness of the person to perform any duty described in this division.

(AB) “Sexual orientation” means homosexuality, bisexuality, or heterosexuality.

(AC) “Uniformed services” means the Armed Forces, the Ohio organized militia when engaged in active duty for training, inactive duty training, or full-time national guard duty, the commissioned corps of the public health service, and any other category of persons designated by the president of the United States in time of war or emergency.

(AD) “Unlawful discriminatory practice” means any act prohibited under this Title.

(AE) “Veteran status” means any person who has completed service in the armed forces, including the national guard of any state, or a reserve component of the armed forces, who has been discharged under honorable conditions from the armed forces or who has been transferred to the reserve with evidence of satisfactory service.

Section 1501.02: Prohibited Discriminatory Practices

(A) Fair Housing.

- (1) It shall be an unlawful discriminatory practice for any person to:
 - (a) Refuse to sell, transfer, assign, rent, lease, sublease, finance or otherwise deny, withhold, or discriminate against any person in housing accommodations because of race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression of any prospective owner, occupant, or user of such housing accommodations;

- (b) Represent to any person for a discriminatory purpose that housing accommodations are not available, or unavailable for inspection when in fact they are so available;
- (c) Refuse to lend money or extend credit, whether or not secured by mortgage or otherwise, for the rental, acquisition, construction, rehabilitation, repair, or maintenance of housing accommodations or otherwise withhold financing of housing accommodations from any person because of based on race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression of any present or prospective owner, occupant, or user of such housing accommodations, provided such person, whether an individual, corporation, or association of any type, lends money as one of the principal aspects of their business or incidental to their principal business; but not as long as the lending is part of the purchase price of an owner-occupied residence who is selling their own residence or when such residence is sold by owner to a relative or friend;
- (d) Discriminate against any person in the terms or conditions of selling, transferring, assigning, renting, leasing or, subleasing any housing accommodations or in furnishing facilities, services, or privileges in connection with the ownership, occupancy or use of any housing accommodations, including the sale of fire, extended coverage, or homeowners insurance, because of race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression of any present or prospective owner, occupant, or user of such housing accommodations;
- (e) Discriminate against any person in the terms or conditions of any loan of money or credit extension, whether or not secured by mortgage or otherwise, for the acquisition, construction, rehabilitation, repair, or maintenance of any housing accommodations because of race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression of any present or prospective owner, occupant, or user of such housing accommodations;
- (f) Make, print, publish, or circulate any statement or advertisement relating to the sale, transfer, assignment, rental, lease, sublease, or acquisition of any housing accommodations or the loan of money or credit extension, whether or not secured by mortgage or otherwise, for the acquisition, construction, rehabilitation, repair, or maintenance of housing accommodations which indicates any preference, limitation, specification, or discrimination based upon

race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression, of any present or prospective owner, occupant, or user of such housing accommodations;

- (g) Make any inquiry, elicit any information, or make or keep any record, or use any form of application containing questions or entries concerning race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression, in connection with the sale, rent, or lease of any housing accommodations or the loan of any money or extension of credit, whether or not secured by a mortgage or otherwise, for the acquisition, construction, rehabilitation, repair or maintenance of housing accommodations;
- (h) Include in any contract, deed, land-contract, or lease of housing accommodations any restrictive covenant, or honor or exercise, or attempt to honor or exercise, any restrictive covenant, that would prohibit, restrict, or limit the sale, transfer, assignment, rental lease, sublease, or finance of housing accommodations to or for any person because of race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression of any prospective owner, occupant, or user of such housing accommodations so long as in accordance with the law;
- (i) Induce or solicit, or attempt to induce or solicit, any housing accommodations listing, sale, rent, or transaction by representing that a change has occurred or may occur in the block, neighborhood, or area in which the housing accommodations are located, which change is related to the presence or anticipated presence of any persons based on race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression;
- (j) Induce or solicit or attempt to induce or solicit, any housing accommodations listing, sale, rent, or transaction by representing that the presence or anticipated presence of persons of any race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression in the area will or may negatively impact the property, including, but not limited to:
 - (i) The lowering of property values;

- (ii) A refusal by current or prospective neighbors to live in the area;
 - (iii) An increase in criminal or antisocial behavior in the area; or
 - (iv) A decline in the quality of schools serving the area.
- (k) Discourage or attempt to discourage the purchase by prospective purchasers of any housing accommodations by representing that any block, neighborhood, or area has or might undergo a change based upon race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression of the residents;
- (l) Deny any person access to or membership or participation in any multiple listing service, real estate, brokers' organization, or other service, organization, or facility relating to the business of selling or renting housing accommodations, or to discriminate against them in the terms of conditions of such access, membership, or participation, on account of race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression;
- (m) Coerce, intimidate, threaten, or interfere with any person in the exercise or enjoyment of, or because of that person's having exercised or enjoyed, or on account of having aided or encouraged any other person in the exercise or enjoyment of, any right granted or protected by this section;
- (n) Whether or not acting under color of law, by force or threat of force willfully injure, intimidate or interfere with, or attempt to injure, intimidate, or interfere with:
- (i) Any person based on race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression and because that person is or has been selling, purchasing, renting, financing, occupying or contracting or negotiating for the sale, purchase, rental, financing, or occupation of any dwelling, or applying for or participating in any service, organization, or facility relating to the business of selling or renting housing accommodations;
 - (ii) Any person because that person is or has been, or to intimidate such person or any other person or any class of persons from:

- (a) Participating, without discrimination based on race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression in any of the activities, services, organizations, or facilities described in this Section;
 - (b) Affording another person or class of persons the opportunity or protection so to participate; or
 - (c) Discouraging any person from lawfully aiding or encouraging other persons to participate, without discrimination on account of based on race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression in any of the activities, services, organizations, or facilities described in division of this Section, or participating lawfully in speech or peaceful assembly opposing any denial of the opportunity to so participate.
- (o) Refuse to sell, transfer, assign, rent or lease, sublease, finance or otherwise deny or withhold a burial lot from any person because of race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression of any prospective owner or user of such lot; or
 - (p) For any person to discriminate in any manner against any other person because that person has opposed any unlawful discriminatory practice defined in this Title, or because that person has made a charge, testified, assisted, or participated in any manner, in any investigation, proceeding, or hearing under the provisions of this Title.
- (2) Exemptions:
 - (a) Nothing in this Section shall bar any religious or denominational institution or organization, or any nonprofit charitable or educational organization that is operated, supervised, or controlled by or in connection with a religious organization, from limiting the sale, rental, or occupancy of housing accommodations that it owns or operates for other than a commercial purpose to persons of the same religion, or from giving preference in the sale, rental, or occupancy of such housing accommodations to persons of the same religion, unless membership in the religion is restricted on

account of race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression.

- (b) Nothing in this Section shall bar any bona fide private or fraternal organization that, incidental to its primary purpose, owns or operates lodgings for other than a commercial purpose, from limiting the rental or occupancy for the lodgings to its members or from giving preference to its members.
- (c) Nothing in this Section limits the applicability of any reasonable local, state, or federal restrictions regarding the maximum number of occupants permitted to occupy housing accommodations. Nothing in that division prohibits the owners or managers of housing accommodations from implementing reasonable occupancy standards based on the number and size of sleeping areas or bedrooms and the overall size of a dwelling unit, provided that the standards are not implemented to circumvent the purposes of this chapter and are formulated, implemented, and interpreted in a manner consistent with this chapter and any applicable local, state, or federal restrictions regarding the maximum number of occupants permitted to occupy housing accommodations.
- (d) Nothing in this Section requires that housing accommodations be made available to an individual whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.
- (e) Nothing in this Section pertaining to discrimination based on familial status shall be construed to apply to any of the following:
 - (i) Housing accommodations provided under any state or federal program that have been determined under the “Fair Housing Amendments Act of 1988,” 102 Stat. 1623, 42 U.S.C. 3607, as amended, to be specifically designed and operated to assist elderly persons;
 - (ii) Housing accommodations intended for and solely occupied by persons who are sixty-two years of age or older;
 - (iii) Housing accommodations intended and operated for occupancy by at least one person who is fifty-five years of age or older per unit, as determined under the “Fair Housing Amendments Act of 1988,” 102 Stat. 1623, 42 U.S.C. 3607, as amended.

- (f) Nothing in Section shall be construed to require any person selling or renting property to modify the property in any way or to exercise a higher degree of care for a person with a disability, to relieve any person with a disability of any obligation generally imposed on all persons regardless of disability in a written lease, rental agreement, or contract of purchase or sale, or to forbid distinctions based on the inability to fulfill the terms and conditions, including financial obligations, of the lease, agreement, or contract.
- (g) The provisions of this Section relating to the rental of a dwelling shall not apply to the following:
 - (i) If the dwelling unit is inadequate, under applicable laws and ordinances relating to occupancy, to house all persons who intend to live there;
 - (ii) The refusal to rent to a person because the person is under the age of majority;
 - (iii) Solely with respect to age and familial status, to the restriction of the sale, rental or lease of housing accommodations exclusively to individuals 62 years of age or older and the spouse of any such individual, or for housing intended and operated for occupancy by at least one individual 55 years of age or older per unit;
 - (iv) To limit a landlord's right to establish and enforce legitimate business practices necessary to protect and manage the rental property, such as the use of references. Further, nothing in this section requires that a housing accommodation or multiple dwelling be made available to an individual whose tenancy would constitute a direct threat to the health or safety of their individuals or whose tenancy would result in substantial physical damage to the property of others. However, this subdivision shall not be used as a pretext for discrimination in violation of this Section.

(B) Unlawful Employment Practices.

- (1) It shall be an unlawful discriminatory practice, except where based upon applicable national security regulations established by the United States:
 - (a) For any employer, because of race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation,

or gender identity or expression, to discharge without cause, to refuse to hire a person or otherwise to discriminate against any person with respect to hire, promotion, tenure, discharge, or any terms, conditions or privileges of employment, or any matter related to employment;

- (b) For any employer, employment agency, or labor organization to establish, announce or follow a policy discriminating against, denying, or limiting, the employment or membership opportunities of any person or group of persons because of race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression;
- (c) For any employer, labor organization, or joint labor-management committee controlling apprentice training programs to discriminate against any person because of that person's race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression in admission to employment in any program established to provide apprentice training;
- (d) For any employer, employment agency, or labor organization to publish or circulate, or to cause to be published or circulated, any notice or advertisement relating to employment or membership which indicates any preference, limitation, specification or discrimination based upon race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression;
- (e) For any person seeking employment to publish or to cause to be published any advertisement which specifies or in any manner indicates that person's race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression of any prospective employer;
- (f) For any employment agency to refuse or fail to accept, register, classify properly, or refer for employment or otherwise to discriminate against any person because of a person's race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression;
- (g) For any employer, employment agency, or labor organization to utilize in the recruitment or hiring of persons, any employment agency, placement service, labor organization, training school or center, or any other employee-referring source, known to discriminate against persons because of race color, religion,

military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression;

- (h) For any labor organization to discriminate against any person or limit that person's employment opportunities, or otherwise adversely affect that person's status as an employee, or that person's wages, hours, or employment conditions, because of race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, gender identity or expression;
- (i) For an employment agency, to comply with, accommodate, or otherwise assist with locating an employee related to a request from an employer for referral of applicants for employment if the request indicates that the employer fails, or may fail, to comply with this Title;
- (j) For any labor organization to limit or classify its membership based on race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression;
- (k) Except where based on a bona fide occupational qualification, for any employer, employment agency or labor organization to:
 - (i) Elicit or attempt to elicit any information concerning the race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression of an applicant for employment or membership;
 - (ii) Use any form of application for employment or personnel or membership blank seeking to elicit information regarding race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression but an employer holding a contract containing a non-discrimination clause with the government of the United States or any department or agency thereof, may require an employee or applicant for employment to furnish documentary proof of United States citizenship and may retain such proof in the employer's personnel records and may use photographic or fingerprint identification for security purposes;
 - (iii) Voluntary requests for demographic information by an employer to aid in Diversity and Inclusion efforts are not unlawful.

- (l) For any employer, employment agency or labor organization to discriminate against any person because that person has opposed any practice forbidden by this Title, or because that person has made a complaint or assisted in any manner in any investigation or proceeding or hearing under this Title.
 - (m) For any person to aid, incite, compel, coerce, or participate in the doing of any act declared to be an unlawful discriminatory practice by this Title, or to obstruct or prevent any person from enforcing or complying with the provisions of this Title, or to attempt to commit any act declared by this Title, to be an unlawful discriminatory practice by this Title, or to attempt to obstruct or prevent any person from enforcing or complying with the provisions of this chapter, or to attempt to commit any act declared by this Title, to be an unlawful discriminatory practice.
- (2) Exemptions. This section does not apply to a religious corporation, association, educational institution, or society with respect to the employment of an individual of a particular religion to perform work connected with the carrying on by that religious corporation, association, educational institution, or society of religious activities.

(C) Unlawful Discrimination In The Place of Public Accommodations.

- (1) It shall be an unlawful discriminatory practice:
 - (a) For any proprietor or any employee, agent, keeper, or manager of a place of public accommodation to deny, discriminate against, or treat differently any person except for reasons applicable alike to all persons regardless of race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression the full enjoyment of the accommodations, advantages, facilities, or privileges of public accommodation;
 - (b) For any person to knowingly aid, incite, compel, coerce, or participate in the doing of any act declared to be an unlawful discriminatory practice under this Section.

Section 1501.03: Complaint and Enforcement Procedure

(A) Complaints.

- (1) Whenever it is alleged in writing and under oath, by a person, referred to as the "Complainant", that any person, employer, employment agency,

and/or labor organization referred to as the "Respondent", has engaged or is engaging in any unlawful discriminatory practice or act as defined in Section 1501.02 of this Title, the Commission or its authorized designee must determine immediately, no later than 5 days of receipt of the Complaint, whether a Complaint of discrimination alleges a violation based on race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression.

- (2) If the Complaint alleges a violation based on race, color, religion, military status, national origin, disability, age, ancestry, or gender, the Complainant shall be immediately instructed to file a charge of discrimination with the Ohio Civil Rights Commission (OCRC) and/or Equal Employment Commission (EEOC):
 - (a) The Commission shall provide the Complainant with information about this requirement and the contact information for the OCRC/EEOC.
 - (b) The Complainant shall be notified no later than 3 days via Certified Mail of the Commission's decision declining jurisdiction to investigate the Complaint.
- (3) Complaints of discrimination alleging a violation of this Title based on sexual orientation or gender identity or expression, along with an allegation of race, color, religion, military status, national origin, disability, age, ancestry, or gender discrimination shall be subject to deferral to the OCRC and/or EEOC as set forth in this section.
- (4) If the OCRC and/or EEOC dismisses a charge of discrimination timely filed under this Ordinance and based on sexual orientation or gender identity or expression, for lack of jurisdiction, the Complainant may, within thirty (30) days of such dismissal, request the charge to proceed under this Ordinance. Upon the request, the Commission shall handle the case in accordance with this Title.
- (5) Any Complainant who timely filed a charge of discrimination under this Title may request the Commission to review the final determination made by the OCRC/EEOC on charges of discrimination containing the same allegations as in the original charge filed under this Ordinance. Such request for review must be made within thirty (30) days of the OCRC/EEOC's final disposition of the charge.
- (6) If a request for review is made under this section, the Commission shall have no authority to proceed under this Ordinance unless the Commission finds that the decision of the OCRC/EEOC was arbitrary,

capricious, or not in accordance with law. Upon such finding, the Commission shall process the charge pursuant to this Title.

- (7) The Commission has no authority to review any charge under this Title if the Complainant has appealed the OCRC/EEOC decision to court or otherwise challenged the alleged unlawful discrimination in state or federal court.

- (B) Deadline for Filing.** A Complaint alleging discrimination under this Title shall be filed with the Commission within 120 days after the alleged unlawful discriminatory practices or acts are committed, or 120 days after the Complainant knew or should have known of such discrimination. The Complaint shall be filed upon oath and affirmation and shall contain such information, including the date, place and circumstances of the alleged discriminatory practice or act.

The Commission through its designee shall serve notice upon the Complainant acknowledging such filing and advising the Complainant of the time limits provided herein.

(C) Respondent.

- (1) Within fourteen (14) days of the filing of the Complaint, the Commission or its designee shall serve a copy of the Complaint and a written notice upon the Respondent identifying the alleged discriminatory practices and setting forth the rights and obligations of the parties. Such service shall be by certified mail return receipt requested.
- (2) A person who is not named as a Respondent in a Complaint, but who is identified as a Respondent in the course of an investigation, may be joined as an additional or substitute respondent upon written notice to such person from the Commission. Notice shall be served upon such additional or substitute respondent(s) within ten (10) days of such joinder or substitution and shall explain the basis for the Commission's belief that the person to whom the notice is addressed is properly joined as a respondent.
- (3) The Respondent may file an answer or response to the Complaint, no later than thirty (30) days after service of the Complaint.
- (4) Respondent's response or answer shall be served on the Complainant within 7 days of receipt by the Commission.

- (D) Conciliation/Mediation.** The Executive Director shall notify the Complainant and Respondent of the option of voluntary mediation to resolve

the Complaint. The Executive Director or designee shall endeavor to eliminate such practices by methods of conference, conciliation, and mediation, to the extent feasible.

- (1) The Executive Director may designate an outside mediator for attempting conciliation or mediation.
 - (2) Nothing said or done in the course of conciliation/mediation shall be disclosed to or be used as evidence in any subsequent proceeding or civil action.
 - (3) Conciliation/Mediation shall be completed within 60 days of the filing of the Complaint and shall toll or suspend all other dates and deadlines under this Title. If conciliation/mediation fails, a final decision upon the Human Rights Complaint by the Commission shall be issued on the complaint within 90 days.
 - (4) A conciliation agreement arising out of such conciliation or mediation shall be reduced to a written agreement executed by the Respondent and Complainant. This agreement shall be subject to the approval of the Commission.
 - (5) The Commission may impose civil penalties for a violation or breach of a conciliation agreement.
- (E) **Dismissal of Complaint.** The Commission upon concluding that the Complaint is meritless, or for administrative convenience, may dismiss a complaint at any time. The Commission shall promptly serve notice upon the Complainant, Respondent, and any necessary party of any dismissal pursuant to this section.

Section 1502.04: Commission Hearings

- (A) **Notice and Conduct of Hearing.** The Commission shall cause to be served upon the Respondent and Complainant by certified mail a notice notifying the Respondent and Complainant of a hearing before the Commission at a time and place therein fixed to be held 30 days after the service of such notice and stating the allegations specified in the Complaint made against the Respondent.
- (B) **De Novo Hearing.** Commission hearings must be scheduled within 90 days from the date of receipt of the Complaint, unless it is impracticable to do so. If the Commission is not able to commence the hearing within 90 days after the filing of the Complaint, the Commission shall notify the Complainant and Respondent in writing of the reasons for not doing so.

(C) **De Novo Standard of Review and Preponderance of the Evidence Burden of Proof.** The Commission shall employ a *de novo* standard of review in its review and consideration of all evidence and testimony submitted at the hearing. The Complainant bears the burden to demonstrate by preponderance of the evidence a violation under this Title.

- (1) The parties shall appear at the hearing and present testimony and evidence or otherwise to examine and cross-examine testimony and evidence.
- (2) In the course of the hearing, the Commission may conduct interviews, administer oaths, take testimony of any person under oath, and receive evidence.
- (3) **Subpoena power.** The Commission shall have the power to issue subpoenas enforceable by injunction by the party requesting same or by the County itself, in a court of competent jurisdiction, to compel the attendance of witnesses and require the production by them of books, papers, documents and other materials relevant to any case under consideration. Subpoenas may be served by certified mail, by private process server designated by the hearing authority or by anyone who could lawfully serve said subpoena in a judicial proceeding of a civil nature.
- (4) In any proceeding, the Commission shall not be bound by the rules of evidence prevailing in the courts of law or equity, but shall, in ascertaining the practices followed by the Respondent, take into account all reliable, relevant, probative, and substantial evidence, statistical data, or otherwise, produced at the hearing, which may tend to prove the existence of a predetermined pattern of discriminatory practice or act; provided, that nothing contained in this section shall be construed to authorize or require any person to observe the proportion which persons of race, color, religion, military status, national origin, disability, age, ancestry, gender, sexual orientation, or gender identity or expression bear to the total population or in accordance with any criterion other than the individual qualifications of the applicant.

(D) **Decision and Order.**

- (1) If upon all the reliable, probative, and substantial evidence, the Commission determines that by the preponderance of the evidence that the Respondent has engaged in, or is engaging in, any unlawful discriminatory practice or act as set forth in this Title against the Complainant or others, the Commission shall issue a written decision and state findings of fact and conclusions of law, and shall issue and cause to be served on such Complainant and Respondent via certified

mail an order requiring the Respondent to cease and desist from such unlawful discriminatory practice or act, and to take such further affirmative or other action as will effectuate the purposes of this Title, including any penalties set forth herein.

- (2) If the Commission finds that no reliable, probative and substantial evidence exists for crediting the allegations, or, if upon all the evidence, the Commission finds that a Respondent has not engaged in any unlawful discriminatory practice or act against the Complainant or others, the Commission shall state findings of fact, and shall issue and cause to be served on the Complainant and Respondent via certified mail an order dismissing said complaint as to such Respondent.
- (3) The Commission shall issue a decision within 30 days after the hearing, unless it is impractical to do so. The Commission shall notify the Complainant and Respondent in writing of the reasons for not doing so.
- (4) The decision of the Commission shall be issued and served upon the parties via certified mail.

Section 1502.05: Violation and Remedy

- (A) **Notice of Violation and Order to Cease and Desist:** If upon all the evidence presented, the Commission determines that the Respondent has engaged in, or is engaging in, any unlawful discriminatory practice or act under this chapter, whether against the Complainant or others, the Commission shall issue a notice of violation, and shall issue an order to Respondent to cease and desist the unlawful discriminatory practice. This notice will constitute a Final Administrative Decision.
- (B) **Civil Administrative Penalty:** Upon the issuance of an order that a Respondent has engaged in, or is engaging in, an unlawful discriminatory practice or act as set forth in this Title, the Commission may impose the following civil penalty:
 - (1) Up to \$1,000 for a first offense in the five years preceding the filing of the charge;
 - (2) Up to \$2,500 for a second offense in the five years preceding the charge.
 - (3) Up to \$5,000 for a third or subsequent offense in the five years preceding the charge.
 - (4) The civil administrative penalty shall be due at least 30 days after the issuance of the Commission's final decision. The filing of an appeal shall suspend the imposition of any fine. In the event of an appeal, the

civil administrative penalty shall be due 30 days after all unsuccessful appeals or after exhaustion of all appeals.

- (5) All penalties collected shall be deposited in a separate fund to defray costs and enforcement of this Title, and to support the County's efforts in eradicating discrimination.

- (C) **Failure to Comply with Lawful Order/Enforcement.** The Commission is authorized to institute in the name of the County of Cuyahoga any appropriate civil enforcement proceedings.

In the event the respondent refuses or fails to comply with the Commission's decision or violates any of the provisions of this Title, the Commission may certify the case and the entire record to the to an appropriate court and seek enforcement or compliance with the Final Administrative Decision.

If an appeal has been taken by the Respondent, the Commission may move to consolidate the appeal and enforcement proceedings.

Section 1502.06: Appeal to the Court of Common Pleas

- (A) Any party to the proceeding, claiming to be aggrieved by a final decision of the Commission, may obtain judicial review. Such decision may be appealed within 30 days to the Cuyahoga Court of Common Pleas consistent with the provisions of Chapters 2505 and 2506 of the Ohio Revised Code.
- (1) **Transmission of Record upon Appeal to Common Pleas Court.** The Clerk of the Board shall, upon the written request of a party, furnish copies of the record and such other documents in the Commission's possession that may be required in judicial proceedings related to a ruling by the Commission. The cost of the written transcription and the cost of transmission to the Court of Common Pleas shall be borne by the Appellant, unless otherwise determined to be indigent by the Commission. Upon determination of indigence, the cost of transcription is to be borne by the Commission, but such cost shall be subject to all necessary budget appropriation.

Section 1502.07: Severability

This Title and each article and section thereunder, are hereby declared to be independent divisions and sub-divisions and, notwithstanding any other evidence of legislative intent, it is hereby declared to be the controlling legislative intent that if any provisions of said divisions, or the application thereof to any person or circumstance is held to be invalid, the invalidity shall not affect other divisions or sub-divisions, and it is hereby declared that such divisions and sub-divisions would

