

**AGREEMENT OF COOPERATION  
BETWEEN THE COUNTY OF SUMMIT AND THE CITY OF NORTON  
FOR ENGINEERING SERVICES**

This Agreement of Cooperation is made this \_\_\_\_\_ day of \_\_\_\_\_, 2009 by and between the County of Summit, acting through the County Executive, hereafter referred to as the "County", for the County Engineer, hereafter referred to as the "Engineer", and the City of Norton, hereafter referred to as the "City", acting through the elected Mayor of the City of Norton, hereafter referred to as the "Mayor" and through the appointed Administrative Officer of the City of Norton, hereafter referred to as the "Administrative Officer", with the County and City referenced hereby jointly as the "Parties" and separately as each "Party".

**WITNESSETH:**

WHEREAS, the City is requesting engineering services within, and otherwise having impacts within, the City's corporate limits as necessary; and

WHEREAS, the City desires that the County will provide these services through the Engineer; and

WHEREAS, by City of Norton Ordinance No.73-2009, the Mayor is authorized to enter into an agreement with the County for the payment of costs of these services.

NOW, THEREFORE, in consideration of the mutual promises, covenants, conditions and terms to be kept and performed hereunder, the Parties agree as follows:

**Section 1 – SCOPE OF WORK – ENGINEERING**

The Scope of Work covered by this Agreement consists of engineering services for planning; analysis; review of plans, reports, calculations, and drawings; assistance with consultant selection; and associated professional engineering services for transportation, utilities, land development, drainage associated infrastructure within, and otherwise having impacts within, the City's corporate limits as deemed necessary. The Engineer will provide to the City a Professional Engineer acceptable to the Mayor and Administrative Officer, who will perform Municipal Engineering services, hereafter referred to as the "MPE". Any or all of the following services may be performed, subject to the overview and supervision of the Mayor and Administrative Officer:

1. The MPE will attend Council meetings, Council Committee meetings, Planning Commission meetings, or additional public, legislative, or administrative meetings or conferences when requested by the Mayor or Administrative Officer.
2. The MPE will make its services available to any committee of Council, any department or division of the City, or any official of the City acting within its official capacity in connection with City business upon the request of the Mayor or Administrative Officer.
3. The MPE will act as an advisor to the Administrative Officer relative to roads, sanitary or storm sewers, water, and any other area where technical expertise is required.
4. The MPE will consult with authorized representatives of the City, providing such consultation requires no preparation of detailed plans, estimates, or field investigations, unless more extensive consultation is otherwise directed by the Mayor or Administrative Officer.
5. The MPE will maintain drawings, specifications, calculations, records, files, ordinances, and other pertinent engineering data for and on behalf of the City as directed by the Mayor or Administrative Officer. The City shall provide appropriate facilities for storage of such records.
6. The MPE will review the design and observe the construction of public improvements to be implemented by entities other than the City when requested by the Administrative Officer.
7. The MPE will prepare estimated budgets of engineering and/or technical services in sufficient detail for review and approval.
8. The MPE will review legal descriptions, sketch plats, and pertinent data of zoning and subdivision applications, petitions, and deeds for accuracy prior to acceptance of the application by the City as directed by the Mayor or Administrative Officer.
9. The MPE will provide engineering oversight of the design and observe the construction of public improvements to be implemented by the City as directed by the Mayor or Administrative Officer.
10. The MPE will prepare and deliver to the Administrative Officer monthly reports of the progress of improvements, stating conditions of same, together with any other matters of interest desired by the Administrative Officer when so requested.

11. The MPE will provide full time on-site observation of new infrastructure construction such as storm sewers, sanitary sewers, waterlines, private utilities, road pavement, sidewalks, grading and detention basins, as directed by the Mayor or Administrative Officer. The service shall include:
- completing site observation reports tracking the progress of the work;
  - verifying general conformance of construction work with approved engineering designs, City of Norton standards and Summit County Standards;
  - making recommendations to the City of Norton for acceptance of constructed improvements prior to dedication of new City rights-of-way.
12. The MPE will advise and provide recommendations to the City regarding the Summit County Countywide Stormwater Management Program (SWMP) and the Ohio EPA National Pollution Discharge Elimination System (NPDES) Stormwater Phase II regulations.

## **Section 2 – CITY RESPONSIBILITIES**

The City shall provide the scope of work, shall supervise the work schedule of the MPE, shall provide sufficient office space at City facilities as necessary for work of the MPE, shall make payments to the County for personnel and materials required to complete the Work, as scheduled through mutual understanding of the City and MPE, subject to periodic review by the Engineer.

The City shall issue a purchase order for the services of the MPE prior to the MPE beginning work.

## **Section 3 – COUNTY RESPONSIBILITIES**

The County shall provide services of the MPE on a schedule mutually agreed upon by the City and the Engineer.

## **Section 4 – TERMS OF PAYMENT**

The City shall reimburse the County for expenses incurred on behalf of the City.

The County will invoice the City monthly against established purchase orders for work completed during the preceding month. The City will reimburse the County within thirty days of being invoiced.

The current rates for the MPE will be based on actual hourly rate multiplied by a factor of 1.68 to cover employee benefits and allocated administrative and support service costs (see attached Multiplier Calculation

Worksheet) The multiplier is subject to change each calendar year on or after April 1. If other support personnel and equipment are necessary to be provided by the Engineer, charges for such personnel and equipment will be at the current rates charged by the Engineer for services to other jurisdictions and is subject to approval by the City of Norton prior to their use. For significant projects that require multidiscipline technical personnel for plan preparation a separate supplemental agreement to this agreement may be necessary. Prior to the engineer and the City moving forward with the project, the City will approve the rates for any supplemental agreement. Any change in rates shall require the Engineer to notify the City in writing. The supplemental agreement will define the project scope and anticipated budget.

#### **Section 5 – OWNERSHIP & RESPONSIBILITY FOR COMPLETED WORK**

The City accepts ownership and responsibility for the completed work, said responsibility to include but not be limited to inspection, maintenance, and repair of the work to the extent required by law. Nothing stated herein shall act as a waiver of any defenses or immunities available to the City either at law or by statute, nor shall this Agreement inure to the benefit of any third party.

#### **Section 6 – APPLICABLE LAW**

The laws of the State of Ohio, the County of Summit and the City of Norton shall govern this Agreement.

#### **Section 7 – EXTENT OF AGREEMENT**

This Agreement represents the entire and integrated agreement of the Parties for cooperation on the Project and supercedes all prior negotiations, representations or agreements, either written or oral. Only a written instrument signed by each Party may amend this Agreement.

IN WITNESS WHEREOF, the Parties hereto have affixed their hands, the County by the signatures of the County Engineer and the County Executive and the City by the signature of the Mayor.

Signed and Acknowledged in the Presence of:

THE CITY OF NORTON

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Mayor

\_\_\_\_\_  
Witness

THE COUNTY OF SUMMIT

\_\_\_\_\_  
Witness

Recommended By: \_\_\_\_\_  
Alan Brubaker, P.E., P.S.  
Summit County Engineer

\_\_\_\_\_  
Witness

Authorized By: \_\_\_\_\_  
Russell M. Pry  
County of Summit Executive

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Approved as to Legal Form  
and Correctness:

\_\_\_\_\_  
Pete Kostoff  
Director of Law, City of Norton

\_\_\_\_\_  
Date

Approved as to Legal Form  
and Correctness:

\_\_\_\_\_  
for: Sherri Bevan Walsh  
Prosecutor, County of Summit

\_\_\_\_\_  
Date

## Multiplier Calculation Worksheet

### I. Cost of Benefits Provided to SCE Employees That is Not Included in Hourly Rate Charged for Service.

<u>Benefit</u>	<u>Description</u>	<u>TOTAL ANNUAL COST</u>	<u>PROPOSED 2008 PERCENTAGE</u>
Holidays	Employees receive 13 paid holidays per year, which is 5% of the total work year, based on a work year of 2,080 hours (260 days).	See Note 1	5%
Vacation	Employees receive an average of 6.2 hours of vacation per 80 hours worked by employees (4 weeks per year).	See Note 1	8%
Sick	4.6 hours per 80 hours worked (3 weeks per year).	See Note 1	6%
<b><u>Subtotal (Percentage of Work Year and Salary Cost Attributable to Holidays, Vacation and Sick Leave)</u></b>			<b><u>19%</u></b>

### II. Cost of Additional Required Benefits for SCE Employees.

<u>Benefit</u>	<u>Departmental Cost</u>			<u>Total 2008 Cost</u>	<u>PROPOSED 2009 PERCENTAGE</u>
	<u>Admin</u>	<u>Maintenance</u>	<u>Engineering</u>		
PERS	\$154,627	\$546,037	\$243,799	\$944,463	14%
Hospital Waiver	\$1,200	\$1,800	\$550	\$3,550	0%
Unemployment	\$0	\$366	\$857	\$1,223	0%
Workers Comp	\$18,937	\$66,987	\$29,697	\$115,621	2%
Health benefits	\$148,599	\$806,293	\$306,402	\$1,261,294	19%
AFSCME Healthcare	\$978	\$34,615	\$5,705	\$41,298	1%
Life	\$432	\$1,998	\$734	\$3,164	0%
Medicare	\$15,567	\$41,488	\$22,019	\$79,074	1%
<b><u>Subtotal (Benefits not Included in Salary Cost)</u></b>	<b><u>\$340,340</u></b>	<b><u>\$1,499,584</u></b>	<b><u>\$609,763</u></b>	<b><u>\$2,449,687</u></b>	<b><u>36%</u></b>

### III. Executive's Administrative Costs (Note 2)

\$363,700 5%

### IV. Engineer's Administrative Costs

\$499,566 7%

### V. Debt Service Costs

\$0 0%

<b>VI. Salaries</b>	<b>1,104,478.00</b>	<b>3,865,000.00</b>	<b>1,780,230.00</b>	<b>6,749,708.00</b>
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<b>Total Cost Allocation</b>					<b>68%</b>
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Note 1: The SCE's costs for vacation, sick leave and holiday benefits are included in its total salary costs, but are not included in the hourly rates it charges entities for which it provides services. These entities only pay the SCE for the actual hours worked by SCE employees and not sick, holiday or vacation time used by SCE employees, which accounts for 19% of SCE employees' work year.

Note 2: Based on Maximus Cost Allocation Study for Executive