



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, SEPTEMBER 24, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
 - a) September 10, 2019 Committee of the Whole Meeting (See Page 17)
 - b) September 10, 2019 Regular Meeting (See Page 19)
 - c) September 19, 2019 Committee of the Whole Meeting/Work Session (See Page 34)
- 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) R2019-0212: 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 36)

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

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

- 1) R2019-0181: 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 193)

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

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

- 2) R2019-0182: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of City of Brooklyn for the conservation of ecologically significant areas in Stickney Creek Valley – Big Creek in the City of Brooklyn; and declaring the necessity that this Resolution become immediately effective. (See Page 234)

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmember Stephens

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

- 3) R2019-0183: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of City of Euclid for the conservation of ecologically significant areas in the Euclid Waterfront – Weltman Estate and IRG Properties Acquisition in the City of Euclid; and declaring the necessity that this Resolution become immediately effective. (See Page 237)

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmember Stephens

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

- 4) R2019-0185: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Gates Mills Land Conservancy for the conservation of ecologically significant areas in Clark Forest Preserve in the Village of Gates Mills; and declaring the necessity that this Resolution become immediately effective. (See Page 240)

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmember Stephens

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

- 5) R2019-0186: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Village of Orange for the conservation of ecologically significant areas in the Chagrin River and Tinker's Creek Headwaters Wetland Protection in the Village of Orange; and declaring the necessity that this Resolution become immediately effective. (See Page 243)

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmembers Brown and Stephens

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

- 6) R2019-0188: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Village of Moreland Hills for the conservation of ecologically significant areas in Chagrin Meadows Preserve in the Village of Moreland Hills; and declaring the necessity that this Resolution become immediately effective. (See Page 246)

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmember Stephens

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

- 7) R2019-0189: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in Protect, Restore, Connect – West Creek in the City of Parma; and declaring the necessity that this Resolution become immediately effective. (See Page 249)

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmember Stephens

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2019-0213: A Resolution amending the 2018/2019 Biennial Operating Budget for 2019 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, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. (See Page 252)

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

- 2) R2019-0214: A Resolution accepting the rates as determined by the Budget Commission; authorizing the necessary tax levies and certifying them to the County Fiscal Officer; and declaring the necessity that this Resolution become immediately effective. (See Page 259)

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

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

- 1) R2019-0215: A Resolution confirming the County Executive's appointment of Natasha Davis to serve on the Cuyahoga County Division of Children and Family Services Advisory Board for an unexpired term ending 2/28/2023, and declaring the necessity that this Resolution become immediately effective. (See Page 263)

Sponsor: County Executive Budish

- 2) R2019-0216: A Resolution confirming the County Executive's appointment of Bernardo F. Moreno to serve on The MetroHealth System Board of Trustees for an unexpired term ending 3/4/2025, and declaring the necessity that this Resolution become immediately effective. (See Page 269)

Sponsor: County Executive Budish

- 3) R2019-0217: A Resolution authorizing a Purchase and Sale Agreement with Cleveland Commerce Center, Inc. in the amount not-to-exceed \$300,000.00 for the purchase of approximately 125 previously leased parking spaces located at East 40th Street and Perkins Avenue, Cleveland, Permanent Parcel Nos. 104-31-009, 104-31-022 and 104-31-023; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 277)

Sponsor: County Executive Budish/Departments of Public Works and Health and Human Services/Division of Children and Family Services

- 4) R2019-0218: A Resolution making an award on RQ44038 to Blue Technologies, Inc. in the amount not-to-exceed \$5,207,027.92 for enterprise-wide print management goods and services for the period 10/1/2019 - 9/30/2024; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 284)

Sponsor: County Executive Budish/Departments of Public Works and Information Technology

- 5) R2019-0219: A Resolution authorizing a state contract with TEC Communications, Inc. in the amount not-to-exceed \$1,190,395.00 for the purchase of various Cisco Enterprise Licenses and support services for the period 9/30/2019 - 9/29/2024; 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 298)

Sponsor: County Executive Budish/Department of Information Technology

- 6) R2019-0220: A Resolution amending Resolution No. R2019-0091 dated 4/9/2019, which approved a proposed settlement in the matter of Jason Jozwiak et al. vs. Cuyahoga County, United States District, Eastern Division, Court Case No. 1:17-CV-1238, by changing the total amount of said settlement agreement and by authorizing a payment to the law firm Zashin & Rich Co., L.P.A. for services rendered in this and the related matter of Gary C. Fitzpatrick, Sr., et al. vs. Cuyahoga County; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective. (See Page 302)

Sponsor: County Executive Budish/Department of Law

c) **COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING**

- 1) R2019-0201: A Resolution authorizing an amendment to the Design-Build Agreement with Turner/Ozanne/VAA A Joint Venture establishing a final guaranteed maximum price in the amount not-to-exceed \$240,610,443.00 for design-build services for the Convention Center Hotel Project and the underground enclosure from Huntington Park Garage to the Hotel; 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 305)

Sponsor: County Executive Budish/Department of Public Works

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

- 2) R2019-0204: A Resolution authorizing an amendment to Contract No. CE0900629-02 with Shaker West Professional LLC for lease of office space located at 11811 Shaker Boulevard, Cleveland, for a Juvenile Court Regional Probation Office for the period 1/1/2010 - 12/31/2019 to exercise an option to extend the time period to 12/31/2024, to change the scope of services, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$412,755.00; 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 308)

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

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

- 3) R2019-0205: A Resolution making an award on RQ45204 to Hylant Group, Inc. in the amount not-to-exceed \$3,511,038.00 for insurance brokerage and risk management services for the period 1/1/2020 - 12/31/2021; 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 311)

Sponsor: County Executive Budish/Department of Law/ Division of Risk Management

Committee Assignment and Chair: Finance & Budgeting – Miller

- 4) R2019-0210: A Resolution authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services and emergency food assistance to eligible Cuyahoga County residents for the period 1/1/2020 - 12/31/2020; 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 313)

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

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

- 5) R2019-0211: A Resolution authorizing an amendment to Contract No. CE1600299-01 with Oriana House, Inc. for operation of a one-stop Re-entry Resource Center for the period 1/1/2017 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$600,000.00; 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 315)

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

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) R2019-0172: A Resolution confirming the County Executive's reappointment of Erskine Cade to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2019 - 6/30/2023, and declaring the necessity that this Resolution become immediately effective. (See Page 318)

Sponsor: County Executive Budish

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

- 2) R2019-0173: A Resolution declaring that public convenience and welfare requires rehabilitation of Bishop Road Bridge No. 01.78 over the East Branch of Euclid Creek in the City of Highland Heights; total estimated project cost \$1,800,000.00; finding that special assessments will neither be levied nor

collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 320)

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

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

- 3) R2019-0174: A Resolution authorizing an amendment to Contract No. CE1600245-01 with Burgess & Niple, Inc. for design engineering services for improvement of Pleasant Valley Road Bridge Nos. 09.68, 09.03 and 09.35 over the Cuyahoga River, Canal Road and Ohio Canal in the City of Independence and Village of Valley View for additional funds in the amount not-to-exceed \$2,404,474.00; 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 323)

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

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

- 4) R2019-0175: A Resolution authorizing an amendment to Contract No. CE1400246-01 with PeerPlace Networks, LLC for maintenance for a cloud-based comprehensive case management system for the period 8/4/2014 - 7/31/2019 to extend the time period to 7/31/2024 and for additional funds in the amount not-to-exceed \$1,013,100.00; 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 326)

Sponsor: County Executive Budish/Departments of Information Technology and Health and Human Services/ Division of Senior and Adult Services and Division of Community Initiatives/Family and Children First Council

Committee Assignment and Chair: Finance & Budgeting –
Miller

- 5) R2019-0176: A Resolution authorizing an amendment to a Master Contract, which includes Nos. CE1700245-01 - CE1700265-01, with various providers for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2018 - 12/31/2019 to remove various providers and for additional funds in the total amount not-to-exceed \$609,026.00; 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 329)
- i) to remove various providers:
 - a) The Benjamin Rose Institute, effective 12/31/2018
 - b) Visiting Nurse Association Healthcare Partners of Ohio, effective 1/1/2019; and
 - ii) for additional funds in the total amount not-to-exceed \$609,026.00:
 - a) A-1 Health Care, Inc.
 - b) ABC International Services, Inc.
 - c) Buckeye Homecare Services, Inc.
 - d) Casleo Corporation
 - e) Critical Signal Technologies, Inc.
 - f) Family & Community Services, Inc.
 - g) First Choice Medical Staffing, Inc.
 - h) Geocare Inc.
 - i) Home Care Relief Inc.
 - j) Priority Home Health Care, Inc.
 - k) Renaissance Home Health Care
 - l) Rose Centers for Aging Well, LLC
 - m) Rx Home Healthcare Inc.
 - n) Senior Transportation Connection
 - o) Solutions Premier Training Services
 - p) TOBI Transportation LLC
 - q) Transport Assistance, Inc.
 - r) U First Homecare Services, Inc.
 - s) Xcel Healthcare Providers Inc.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services

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

- 6) R2019-0195: A Resolution confirming the County Executive’s appointment or reappointment of various individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for various terms, and declaring the necessity that this Resolution become immediately effective:(See Page 333)

i) Appointment:

- a) Maggie Keenan for an unexpired term ending 12/31/2021.

ii) Reappointment:

- a) Vincent Holland for the term 1/1/2019 - 12/31/2021.

Sponsor: County Executive Budish

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

- 7) R2019-0196: A Resolution making an award on RQ44111 and authorizing a Purchase and Sale Agreement with The Vallejo Company in the amount of \$550,000.00 for the sale of Brookpark Road Maintenance Yard, located at 4000 Brookpark Road, Cleveland; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 336)

Sponsor: County Executive Budish/Department of Public Works

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

- 8) R2019-0197: A Resolution making an award on RQ44111 and authorizing a Purchase and Sale Agreement with Bridgeworks, LLC in the amount of \$4,150,000.00 for the sale of Permanent Parcel Nos. 003-15-046, 003-15-047, 003-15-048, 003-15-049, 003-15-050, 003-15-051 and 003-15-076 in the City of Cleveland; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 339)

Sponsor: County Executive Budish/Department of Public Works

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

- 9) R2019-0198: A Resolution making an award on RQ44111 and authorizing a Purchase and Sale Agreement with City of North Royalton in the amount of \$250,000.00 for the sale of York Road Maintenance Yard, located at 14875 York Road, North Royalton; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 342)

Sponsor: County Executive Budish/Department of Public Works

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

- 10) R2019-0199: A Resolution making an award on RQ44111 and authorizing a Purchase and Sale Agreement with Board of Park Commissioners of the Cleveland Metropolitan Park District in the amount of \$2,650,000.00 for the sale of Canal Road Sanitary Maintenance Yard, located at 6100 West Canal Road, Valley View; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 345)

Sponsor: County Executive Budish/Department of Public Works

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

- 11) R2019-0200: A Resolution making an award on RQ46078 to Lakeland Management Systems, Inc. in the amount not-to-exceed \$795,705.10 for the Courthouse Square Freight Elevator Modernization Project; 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 348)

Sponsor: County Executive Budish/Department of Public Works

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

- 12) R2019-0202: A Resolution approving a Right-of-Way Exhibit as set forth in Plat No. M-5038 for rehabilitation of Bishop Road Bridge No. 01.78 over the East Branch of Euclid Creek in the City of Highland Heights; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; and declaring the necessity that this Resolution become immediately effective. (See Page 350)

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

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

- 13) R2019-0203: A Resolution approving a Right-of-Way Exhibit as set forth in Plat No. M-5041 for Phase 2 of the reconstruction and widening of Sprague Road from West 130th Street to York Road in the Cities of North Royalton and Parma; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; and declaring the necessity that this Resolution become immediately effective. (See Page 354)

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

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

- 14) R2019-0207: A Resolution authorizing an amendment to Contract No. CE1600252-01 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services for adjudicated youth for the period 7/1/2016 - 6/30/2019 to extend the time period to 6/30/2020, to change the scope of services, effective 7/1/2019, and for additional funds in the amount not-to-exceed \$550,000.00; 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 391)

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

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

- 15) R2019-0208: A Resolution authorizing an amendment to Contract No. CE1700127-01 with OhioGuidestone for community-based treatment center management services for the period 7/1/2017 - 6/30/2019 to extend the time period to 6/30/2020, to change the scope of services, effective 7/1/2019, and for additional funds in the amount not-to-exceed \$1,300,000.00; 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 394)

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

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

- 16) R2019-0209: A Resolution authorizing an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,748,203.00 for legal services for the period 1/1/2019 - 12/31/2019; 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 396)

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

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

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. REPORT BY CLERK ON LEGISLATION WITHDRAWN AT REQUEST OF SPONSOR(S)

- a) R2019-0184: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Cuyahoga River Restoration for the conservation of ecologically significant areas in the Cuyahoga River Fish Habitat – Carter Road in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

- b) R2019-0187: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Ubuntu Cultivators for the conservation of ecologically significant areas in Willey Avenue Land Acquisition and Restoration for Outdoor Classroom in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

14. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE MEETING (BUDGET): MONDAY, SEPTEMBER 30, 2019
1:00 PM / COUNCIL CHAMBERS

COMMITTEE OF THE WHOLE MEETING (BUDGET): MONDAY, OCTOBER 7, 2019
1:00 PM / COUNCIL CHAMBERS

COMMITTEE OF THE WHOLE MEETING: TUESDAY, OCTOBER 8, 2019
TBD / COUNCIL CHAMBERS

REGULAR MEETING: TUESDAY, OCTOBER 8, 2019
3:00 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, SEPTEMBER 10, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
4:00 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 4:00 p.m.

2. ROLL CALL

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

[Clerk's note: Councilmember Simon entered the meeting after the roll-call was taken to move to Executive Session.]

3. PUBLIC COMMENT

There were no public comments given.

4. DISCUSSION / EXECUTIVE SESSION:

- a) Collective bargaining matters, including:
 - i) a Collective Bargaining Agreement between Cuyahoga County and United Automobile, Aerospace and Agricultural Implement Workers of America, Region 2-B, representing approximately 6 employees in the classification of Court Security Officer at the Sheriff's Department for the period 1/1/2019 - 12/31/2021.
- b) Pending or imminent litigation.

A motion was made by Mr. Gallagher, seconded by Mr. Tuma and approved by unanimous roll-call vote to move to Executive Session for the purposes of discussing collective bargaining matters and pending or imminent litigation and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 4:03 p.m. The following Councilmembers were present: Stephens, Baker, Miller, Tuma, Gallagher, Conwell, Jones and Brady. Councilmember Simon was present after Executive Session convened. The following additional attendees were present: Council Chief of Staff Joseph Nanni; Legislative Budget Advisor Trevor McAleer; Special Counsel Brendan Doyle; Research and Policy Analyst James Boyle; Director of Law Gregory Huth; Assistant Law Director Todd Ellsworth; and Thrasher, Dinsmore & Dolan Attorney Leo Spellacy, Jr.

At 4:19 p.m., Executive Session was adjourned without objection and Council President Brady then reconvened the meeting.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 4:20 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, SEPTEMBER 10, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM**

1. CALL TO ORDER

Council President Brady called the meeting to order at 5:00 p.m.

2. ROLL CALL

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

A motion was then made by Ms. Conwell, seconded by Mr. Tuma and approved by unanimous vote to excuse Councilmembers Schron and Brown from the meeting.

Councilmember Jones was in attendance shortly after the vote was taken to excuse the absences of Councilmembers Schron and Brown.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT

Mr. Michael Seals addressed Council regarding a request to place a Charter amendment on the ballot concerning the election of a County Sheriff.

Mr. James Lamb addressed Council regarding the Greater Cleveland Regional Transit Authority and the need for elected officials to be out in the communities they serve.

Ms. Loh addressed Council regarding the women's shelter.

6. APPROVAL OF MINUTES

- a) August 6, 2019 Committee of the Whole Meeting
- b) August 6, 2019 Regular Meeting
- c) September 4, 2019 Special Meeting

A motion was made by Ms. Simon, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the August 6, 2019 Committee of the Whole and Regular meetings and the September 4, 2019 Special meeting.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from Council President Brady.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish gave an update on the County Jail, introduced Interim Sheriff David Schilling, and discussed recommendations contained in the American Correctional Association report regarding the County Jail.

9. LEGISLATION INTRODUCED BY COUNCIL

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

A motion was made by Mr. Gallagher, seconded by Mr. Tuma and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2019-0180.

- 1) R2019-0180: A Resolution authorizing the Cuyahoga County Council President, or his designee, to have settlement authority on behalf of the Cuyahoga County Council in the matter of In Re: National Prescription Opiate Litigation, Case No. 1:2017-md-02804, before Judge Dan A. Polster in the United States District Court, Northern District of Ohio, Eastern Division, with any manufacturer or distributor Defendant; and

declaring the necessity that this Resolution become immediately effective.

Sponsor: Council President Brady

On a motion by Mr. Gallagher with a second by Mr. Tuma, Resolution No. R2019-0180 was considered and adopted by unanimous vote.

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

- 1) R2019-0181: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2019-0181 to the Human Resources, Appointments & Equity Committee.

- 2) R2019-0182: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of City of Brooklyn for the conservation of ecologically significant areas in Stickney Creek Valley – Big Creek in the City of Brooklyn; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2019-0182 to the Education, Environment & Sustainability Committee.

- 3) R2019-0183: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of City of Euclid for the conservation of ecologically significant areas in the Euclid Waterfront – Weltman Estate and IRG Properties Acquisition in the City of Euclid; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2019-0183 to the Education, Environment & Sustainability Committee.

- 4) R2019-0184: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Cuyahoga River Restoration for the conservation of ecologically significant areas in the Cuyahoga River Fish Habitat – Carter Road in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2019-0184 to the Education, Environment & Sustainability Committee.

- 5) R2019-0185: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Gates Mills Land Conservancy for the conservation of ecologically significant areas in Clark Forest Preserve in the Village of Gates Mills; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2019-0185 to the Education, Environment & Sustainability Committee.

- 6) R2019-0186: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Village of Orange for the conservation of ecologically significant areas in the Chagrin River and Tinker's Creek Headwaters Wetland Protection in the Village of Orange; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2019-0186 to the Education, Environment & Sustainability Committee.

- 7) R2019-0187: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Ubuntu Cultivators for the conservation of ecologically significant areas in Willey Avenue Land Acquisition and Restoration for Outdoor Classroom in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2019-0187 to the Education, Environment & Sustainability Committee.

- 8) R2019-0188: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Village of Moreland Hills for the conservation of ecologically significant areas in Chagrin Meadows Preserve in the Village of Moreland Hills; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2019-0188 to the Education, Environment & Sustainability Committee.

- 9) R2019-0189: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in Protect, Restore, Connect – West Creek in the City of Parma; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2019-0189 to the Education, Environment & Sustainability Committee.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Mr. Tuma and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2019-0190, R2019-0192 and R2019-0193.

- 1) R2019-0190: A Resolution amending the 2018/2019 Biennial Operating Budget for 2019 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, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

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

Mr. Miller introduced a proposed substitute on the floor to Resolution No. R2019-0190. Discussion ensued.

A motion was then made by Mr. Miller, seconded by Mr. Brady and approved by unanimous vote to substitute Resolution No. R2019-0190.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2019-0190 was considered and adopted by unanimous vote, as substituted.

- 2) R2019-0191: A Resolution approving a proposed settlement in the matter of Evin King vs. Robert Matuszny, et al., United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:18-CV-2353; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Law

At the request of the County Prosecutor's Office, Council President Brady tabled Resolution No. R2019-0191. No further legislative action was taken on this item.

- 3) R2019-0192: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and United Automobile, Aerospace and Agricultural Implement Workers of America, Region 2-B, representing approximately 6 employees in the classification of Court Security Officer at the Sheriff's Department for the period 1/1/2019 - 12/31/2021; 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.

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

On a motion by Mr. Brady with a second by Ms. Conwell, Resolution No. R2019-0192 was considered and adopted by unanimous vote.

- 4) R2019-0193: A Resolution authorizing a proposed settlement between the Counties of Cuyahoga and Summit and Mallinckrodt Pharmaceuticals in the total amount of \$24,000,000.00 in cash and \$6,000,000.00 in product in the matter of In Re: National Prescription Opiate Litigation, United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:2017-md-02804; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2019-0193 was considered and adopted by unanimous vote.

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

- 1) R2019-0194: A Resolution authorizing an agreement with The Rock and Roll Hall of Fame and Museum, Inc., effective 1/1/2020, to distribute from the County's general fund an

amount equal to 40% of the one percent increase in the excise tax on hotel lodging transactions for transient guests in Cuyahoga County pursuant to Chapter 724 of the Cuyahoga County Code commencing with the 2020 receipts, and moving forward on a quarterly basis subject to the provisions contained in said agreement; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish and Council President Brady

Council President Brady referred Resolution No. R2019-0194 to the Economic Development & Planning Committee.

- 2) R2019-0195: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for various terms, and declaring the necessity that this Resolution become immediately effective:
 - i) Appointment:
 - a) Maggie Keenan for an unexpired term ending 12/31/2021.
 - ii) Reappointment:
 - a) Vincent Holland for the term 1/1/2019 - 12/31/2021.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2019-0195 to the Human Resources, Appointments & Equity Committee.

- 3) R2019-0196: A Resolution making an award on RQ44111 and authorizing a Purchase and Sale Agreement with The Vallejo Company in the amount of \$550,000.00 for the sale of Brookpark Road Maintenance Yard, located at 4000 Brookpark Road, Cleveland; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with said award and this Resolution;

and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2019-0196 to the Public Works, Procurement & Contracting Committee.

- 4) R2019-0197: A Resolution making an award on RQ44111 and authorizing a Purchase and Sale Agreement with Bridgeworks, LLC in the amount of \$4,150,000.00 for the sale of Permanent Parcel Nos. 003-15-046, 003-15-047, 003-15-048, 003-15-049, 003-15-050, 003-15-051 and 003-15-076 in the City of Cleveland; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2019-0197 to the Public Works, Procurement & Contracting Committee.

- 5) R2019-0198: A Resolution making an award on RQ44111 and authorizing a Purchase and Sale Agreement with City of North Royalton in the amount of \$250,000.00 for the sale of York Road Maintenance Yard, located at 14875 York Road, North Royalton; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2019-0198 to the Public Works, Procurement & Contracting Committee.

- 6) R2019-0199: A Resolution making an award on RQ44111 and authorizing a Purchase and Sale Agreement with Board of Park Commissioners of the Cleveland Metropolitan Park District in

the amount of \$2,650,000.00 for the sale of Canal Road Sanitary Maintenance Yard, located at 6100 West Canal Road, Valley View; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2019-0199 to the Public Works, Procurement & Contracting Committee.

- 7) R2019-0200: A Resolution making an award on RQ46078 to Lakeland Management Systems, Inc. in the amount not-to-exceed \$795,705.10 for the Courthouse Square Freight Elevator Modernization Project; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2019-0200 to the Public Works, Procurement & Contracting Committee.

- 8) R2019-0201: A Resolution authorizing an amendment to the Design-Build Agreement with Turner/Ozanne/VAA A Joint Venture establishing a final guaranteed maximum price in the amount not-to-exceed \$240,610,443.00 for design-build services for the Convention Center Hotel Project and the underground enclosure from Huntington Park Garage to the Hotel; 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 Public Works

Council President Brady referred Resolution No. R2019-0201 to the Public Works, Procurement & Contracting Committee.

- 9) R2019-0202: A Resolution approving a Right-of-Way Exhibit as set forth in Plat No. M-5038 for rehabilitation of Bishop Road Bridge No. 01.78 over the East Branch of Euclid Creek in the City of Highland Heights; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; 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. R2019-0202 to the Public Works, Procurement & Contracting Committee.

- 10) R2019-0203: A Resolution approving a Right-of-Way Exhibit as set forth in Plat No. M-5041 for Phase 2 of the reconstruction and widening of Sprague Road from West 130th Street to York Road in the Cities of North Royalton and Parma; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; 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. R2019-0203 to the Public Works, Procurement & Contracting Committee.

- 11) R2019-0204: A Resolution authorizing an amendment to Contract No. CE0900629-02 with Shaker West Professional LLC for lease of office space located at 11811 Shaker Boulevard, Cleveland, for a Juvenile Court Regional Probation Office for the period 1/1/2010 - 12/31/2019 to exercise an option to extend the time period to 12/31/2024, to change the scope of services, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$412,755.00; 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.

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

Council President Brady referred Resolution No. R2019-0204 to the Public Works, Procurement & Contracting Committee.

- 12) R2019-0205: A Resolution making an award on RQ45204 to Hylant Group, Inc. in the amount not-to-exceed \$3,511,038.00 for insurance brokerage and risk management services for the period 1/1/2020 - 12/31/2021; 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.

Sponsor: County Executive Budish/Department of Law/
Division of Risk Management

Council President Brady referred Resolution No. R2019-0205 to the Finance & Budgeting Committee.

- 13) R2019-0206: A Resolution authorizing an Economic Development Fund Business Growth and Attraction Loan in the amount not-to-exceed \$2,000,000.00 to Redwood Corporate One LLC for the benefit of the Redwood Living, Inc. Headquarters Project to be located at 7007 East Pleasant Valley Road 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. R2019-0206 to the Economic Development & Planning Committee.

- 14) R2019-0207: A Resolution authorizing an amendment to Contract No. CE1600252-01 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services for adjudicated youth for the period 7/1/2016 - 6/30/2019 to extend the time period to 6/30/2020, to change the scope of services, effective 7/1/2019, and for additional funds in the amount not-to-exceed \$550,000.00; 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.

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

Council President Brady referred Resolution No. R2019-0207 to the Public Safety & Justice Affairs Committee.

- 15) R2019-0208: A Resolution authorizing an amendment to Contract No. CE1700127-01 with OhioGuidestone for community-based treatment center management services for the period 7/1/2017 - 6/30/2019 to extend the time period to 6/30/2020, to change the scope of services, effective 7/1/2019, and for additional funds in the amount not-to-exceed \$1,300,000.00; 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.

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

Council President Brady referred Resolution No. R2019-0208 to the Public Safety & Justice Affairs Committee.

- 16) R2019-0209: A Resolution authorizing an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,748,203.00 for legal services for the period 1/1/2019 - 12/31/2019; 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.

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

Council President Brady referred Resolution No. R2019-0209 to the Health, Human Services & Aging Committee.

- 17) R2019-0210: A Resolution authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services and emergency food assistance to eligible Cuyahoga County residents for the period 1/1/2020 - 12/31/2020; 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 Health and Human Services/Cuyahoga Job and Family Services

Council President Brady referred Resolution No. R2019-0210 to the Health, Human Services & Aging Committee.

- 18) R2019-0211: A Resolution authorizing an amendment to Contract No. CE1600299-01 with Oriana House, Inc. for operation of a one-stop Re-entry Resource Center for the period 1/1/2017 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$600,000.00; 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 Health and Human Services/Division of Community Initiatives/Office of Re-entry

Council President Brady referred Resolution No. R2019-0211 to the Health, Human Services & Aging Committee.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, September 16, 2019 at 1:00 p.m. and that the Committee of the Whole will meet on Thursday, September 19, 2019 at 10:00 a.m.

Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, September 17, 2019 at 1:00 p.m.

Ms. Baker reported that the Council Operations, Intergovernmental Relations & Public Transportation Committee will meet on Tuesday, September 17, 2019 at 3:00 p.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, September 18, 2019 at 10:00 a.m.

Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, September 18, 2019 at 1:00 p.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, September 18, 2019 at 3:00 p.m.

12. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

13. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 5:32 p.m., without objection.



MINUTES

CUYAHOGA COUNTY COUNCIL COMMITTEE OF THE WHOLE/WORK SESSION
THURSDAY, SEPTEMBER 19, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

1. CALL TO ORDER

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

2. ROLL CALL

Chair Miller asked Clerk Schmotzer to call the roll. Councilmembers Baker, Miller, Tuma, Conwell and Brown were in attendance and a determination was made that a quorum was not present. Councilmembers Simon, Gallagher, Schron, Jones, Stephens and Brady were absent from the meeting.

3. PUBLIC COMMENT

There were no public comments given.

4. PRESENTATION:

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

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

Councilmembers asked questions of Mr. Berzins and Mr. Jack Rhyne, Enterprise Resource Planning Project Manager for Infor Public Sector, Inc., pertaining to the item, which they answered accordingly.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Chair Miller adjourned the meeting at 11:48 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0212

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

WHEREAS, 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 September 11, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through T) 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 New Classifications:

- Exhibit A: Class Title: *Employment Testing Associate*
Class Number: 10132
Pay Grade: 4A/Non-Exempt
- Exhibit B: Class Title: *IT Infrastructure Engineer 1*
Class Number: 16431
Pay Grade: 5B/Non-Exempt
- Exhibit C: Class Title: *IT Infrastructure Engineer 2*
Class Number: 16432
Pay Grade: 8B/Non-Exempt
- Exhibit D: Class Title: *IT Infrastructure Engineer 3*
Class Number: 16433
Pay Grade: 10B/Exempt
- Exhibit E: Class Title: *IT Infrastructure Engineer 4*
Class Number: 16434
Pay Grade: 12B/Exempt
- Exhibit F: Class Title: *IT Infrastructure Engineer 5*
Class Number: 16435
Pay Grade: 13B/Exempt
- Exhibit G: Class Title: *IT Infrastructure Engineer 6*
Class Number: 16436
Pay Grade: 14B/Exempt
- Exhibit H: Class Title: *Manager, IT Infrastructure and Operations*
Class Number: 16441
Pay Grade: 16B/Exempt
- Exhibit I: Class Title: *Senior Development Housing Specialist*
Class Number: 21022
Pay Grade: 11A/Exempt

Proposed Revised Classifications:

- Exhibit J: Class Title: *Appraisal System Administrator*
Class Number: 16311
Pay Grade: 17B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Updated the Classification Specification to better reflect the duties performed on the job. Removed supervisory duties. No change to pay grade.

Exhibit K: Class Title: *Manager, Commercial/Industrial Appraisal*
Class Number: 20031
Pay Grade: 16A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2015.
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit L: Class Title: *Manager, Residential/Agricultural Appraisal*
Class Number: 20012
Pay Grade: 16A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit M: Class Title: *Mental Health Intake Specialist*
Class Number: 10181
Pay Grade: 7A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2013.
The responsibilities and educational requirements have expanded as changes are being made to the jail system. This raised the pay grade from 6A to 7A.

Exhibit N: Class Title: *Supervisor, Medical Secretary*
Class Number: 10012
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
Updated the language of the Classifications Specification to better reflect the duties performed by the incumbent. No change to the pay grade.

Exhibit O: Class Title: *Supervisor, Sign Shop*
Class Number: 15151
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2012.
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit P: Class Title: *Director, Nursing-Corrections*
Class Number: 17061
Pay Grade: 15A/Exempt
* The duties performed by this classification are no being performed by MetroHealth and this classification is no longer needed by the department.

Exhibit Q: Class Title: *Director, Real Estate Appraisal*
Class Number: 20041
Pay Grade: 17A/Exempt
* HR informed the PRC that this position has been designated as
Unclassified by the Law Department.

Exhibit R: Class Title: *Manager, Accounting*
Class Number: 11064
Pay Grade: 12A/Exempt
* The Manager, Accounting is vacant and no longer
administratively necessary as all high-level Accountants report
directly to the Manager, Financial Reporting.

Exhibit S: Class Title: *Senior Supervisor, Fiscal Office*
Class Number: 11102
Pay Grade: 11A/Exempt
* The Senior Supervisor, Fiscal Office is vacant and no longer
administratively necessary since the Fiscal Office organizational
structure has changed to no longer need a second level of
supervisors (the Fiscal Officer Supervisor classification will
suffice).

Exhibit T: Class Title: *Supervisor, Records Management*
Class Number: 10123
Pay Grade: 9A/Exempt
* This position is vacant, and the department no longer has a need
to fill it as MetroHealth maintains the jails medical records.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Associate	Class Number:	10132
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Personnel Review Commission	<i>EXhibit A</i>	

Classification Function

The purpose of this classification is to support the Personnel Review Commission (PRC) employment testing operations and provide administrative and clerical support.

Distinguishing Characteristics

This is an entry-level administrative position that works under direct supervision and within a well-defined framework of policies, procedures, and regulations.

Essential Job Functions

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

30% +/- 10%

- Assists the Personnel Review Commission's employment testing unit by completing administrative, clerical, and customer service tasks related to employment testing; answers, organizes, files, and/or forwards all incoming email correspondence in the employment testing unit's email account; answers test-related questions via email or phone to assist test applicants; prepares and sends outgoing email correspondence regarding test announcements, schedules, and eligibility lists; scores multiple-choice answer score sheets using specialized printer or by hand; maintains employment testing candidate feedback surveys in Google forms; creates a variety of documentation and reports supporting the employment testing process.

30% +/- 10%

- Performs screening of job applications to establish list of eligible candidates; reviews application profiles and resumes to determine applicants' education and experience qualifications; evaluates applicants' eligibility for testing by comparing qualifications to the minimum requirements or established equivalencies; documents all information in spreadsheet for further review by Employment Testing Specialist; sends email notifications to applicants regarding status.

20% +/- 10%

- Performs record maintenance activities; maintains manual records or filing system; maintains computerized records systems; updates various trackers, logs, and data sets (e.g., application screening tracker, test proctoring log, eligibility list summary, testing project tracker, etc.) to assist with data tracking and reporting; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate files according to established records management systems; compiles data in Excel sheets and calculates basic statistics for management's review.

15% +/- 10%

- Performs test proctoring responsibilities; prints hardcopy testing materials; creates copies of electronic testing materials; assembles test packets; reads test instructions and answers routine questions from examinees to clarify test procedures; monitors test administrations; documents any unusual events or instances of cheating during testing; collects printed and electronic testing materials from examinees; files and/or disposes of physical and electronic test materials; maintains

Effective:

Employment Testing Associate

high level of confidentiality regarding testing materials; adheres to strict test security protocols and procedures while handling testing materials and administering tests.

5% +/- 2%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; maintains office storage supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and two (2) years of administrative support experience; or any equivalent combination of training and experience.
- Valid driver's license, proof of automobile insurance, and a 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, copier, printer, telephone, and fax machine.

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 billing invoices, work orders, spreadsheets, personnel agendas, test administration instructions, application forms, memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department policies and procedures manuals, and PRC Administrative Rules.
- Ability to prepare logs, memos, reports, spreadsheets, work orders, correspondence, 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, and to follow instructions.

Effective:

Employment Testing Associate

- Ability to communicate effectively with supervisor, management, coworkers, test applicants, staff attorney, 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

Class Title:	IT Infrastructure Engineer 1	Class Number:	TBD
FLSA:	Non-Exempt	Pay Grade:	5B
Dept:	Information Technology	<i>Exhibit B</i>	

Classification Function

The purpose of this classification is to provide IT infrastructure and operational support of IT technology as well as to assist with the receipt and inventory of County IT equipment. Incumbents in this classification are responsible for deliveries of both IT and non-IT assets.

Distinguishing Characteristics

This is an entry level classification responsible for assisting with the delivery and installation of the County IT equipment at the user locations and provide junior level support of the IT technology. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned.

Essential Job Functions

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

- 55% +/- 10%
- Provides junior level support of the IT technology such as a hardware break fix; delivers, installs, and tears downs IT technology including PC's, printers, and other peripheral devices; answers end user questions; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.
- 25% +/- 10%
- Assists with asset lifecycle management; places and records tags onto new equipment; scans and records barcodes on equipment for inventory purposes; disposes of County PC's or other peripheral devices that are deemed nonoperational.
- 5% +/- 2%
- Provides Service Desk support; answers phone calls and end user questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to other IT Infrastructure Engineers.
- 15% +/- 5%
- Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with one (1) year of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Proposed: TBD

IT Infrastructure Engineer 1

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 copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

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 service desk tickets, emails, and delivery and shipping related materials.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 2	Class Number:	1086152
FLSA:	Non-Exempt	Pay Grade:	8B
Dept:	Information Technology	<i>Exhibit C</i>	

Classification Function

The purpose of this classification is to build, deploy and support end user related technologies. This includes building, configuring, diagnosing, and driving incident management.

Distinguishing Characteristics

This is an entry level classification responsible for the build, deployment, and support of end user related technologies for the County. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

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

- 65% +/- 10%
- Builds, deploys, and supports all end user related technologies; builds, configures, diagnoses, and drives incident management internally and with vendors; creates documentation; assists and educates end users on the use and best practices of the technology; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.

- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; scans and records barcodes on equipment for inventory; assists with preparing the inventory reports; assists with assets management lifecycle; deems if a piece of IT equipment is operational or nonoperational.

- 5% +/- 2%
- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.

- 25% +/- 10%
- Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT related items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with one (1) year of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Proposed:

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 copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets, technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 3	Class Number:	1086153
FLSA:	Exempt	Pay Grade:	10B
Dept:	Information Technology	<i>Exhibit D</i>	

Classification Function

The purpose of this classification is for the build, deployment, and support of end user related technologies as well as to assist as a project lead when requested by management. This includes building, configuring, diagnosing, and driving incident management internally and with the vendors.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all end user related technology for the County as well as assisting in driving the execution of projects and tasks when assigned. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This classification handles the more complex support tickets related to the end user related technologies and the service tickets.

Essential Job Functions

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

- 55% +/- 10%
- Builds, deploys, and supports all end user related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management internally and with the vendors; resolves the more complex support tickets; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; administers incident related documentation; opens cases with vendors; assists and educates end users on the use and best practices of the technology; assists with the creation of trainings for end users.

- 20% +/- 10%
- Assists in the development of project and task plans; oversees the execution of plans; assists in the prioritization and execution of team member assignments.

- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories County IT equipment; scans and records barcodes on equipment for inventory; assists with preparing the inventory reports; disposes technology that are deemed nonoperational.

- 5% +/- 2%
- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.

- 15% +/- 5%
- Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT related items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Proposed

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with two (2) years of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

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 copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

IT Infrastructure Engineer 3

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 4	Class Number:	1086154
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology	<i>Exhibit E</i>	

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies. This class is responsible for resolving basic server related support tickets.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as diagnosing and driving incident management both internally and with vendors. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

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

- 75% +/- 10%
- Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves server related support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.
- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.
- 5% +/- 2%
- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.
- 15% +/- 5%
- Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with three (3) years of end user IT technologies experience including one (1) year of server environmental IT technologies experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Proposed

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 copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 5	Class Number:	1086155
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology	<i>Exhibit F</i>	

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies. This classification is responsible for resolving more complex server related support tickets.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as assisting in leading smaller, less complex projects. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. It is further distinguished from the IT Infrastructure Engineer 4 in that this classification requires certification in a current County IT server technology.

Essential Job Functions

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

- 60% +/- 10%
- Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management both internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves server related support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed; supports end user related technologies as needed.
- 15% +/- 5%
- Assists in the development of project and task plans; oversees the execution of plans; assists in the prioritization and execution of team member assignments.
- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.
- 5% +/- 2%
- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue.
- 15% +/- 5%
- Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Proposed

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science or a related field with four (4) years of end user IT technologies experience including two (2) years of server environmental IT technologies experience; or any equivalent combination of education, training, and experience.
- Certification in a current County IT server technology.
- Valid driver's license and proof of automobile insurance.

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 copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

Proposed

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 6	Class Number:	1086156
FLSA:	Exempt	Pay Grade:	14B
Dept:	Information Technology	<i>Exhibit G</i>	

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies as well as to assist as a project lead for large, complex projects. This classification is responsible for researching technology forecasts, technology roadmaps, and/or Return on Investment for future technology and assisting management on designing the architecture of software.

Distinguishing Characteristics

This is an advanced journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as assisting in leading large, complex projects. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. It is further distinguished from the IT Infrastructure Engineer 5 in that the senior level provides higher level technical support and troubleshooting assistance as well as assists in the designing of software architecture and researching technology forecasts, technology roadmaps, and/or Return on Investment for future technology, and assists in budget management lifecycle.

Essential Job Functions

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

- 55% +/- 10%
- Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management both internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves support tickets; inputs details of the resolution or observation of the ticket.
- 10% +/- 5%
- Assists as a project lead for large, complex projects; assists in the development of project and task plans; oversees the execution of plans; manages the prioritization and execution of team member assignments.
- 10% +/- 5%
- Assists management with vendor contracts; assists in the development of technology forecasts; presents technology roadmaps to management; researches and provides reports or other documentation of technology, and/or Return on Investment for future technology; assists management on designing the architecture of technology; assists in budget management lifecycle.
- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.

Proposed

5% +/- 2%

- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue.

15% +/- 5%

- Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree Vocational training in information technology, computer science or a related field with five (5) years of end user and server environmental IT technologies experience including (6) months of experience serving as project lead; or any equivalent combination of education, training, and experience.
- Certification in a current County IT server technology.
- Valid driver's license and proof of automobile insurance.

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 copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.

IT Infrastructure Engineer 6

- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, performance and trending, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to persuade and influence others, record and deliver information, to explain procedures, to follow instructions
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, IT Infrastructure and Operations	Class Number:	1086161
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology	<i>Exhibit H</i>	

Classification Function

The purpose of this classification is for establishing and maintaining a County wide information infrastructure and operations program incorporating any of the technology areas including but not limited to data center technology and operations, network and server services, telephony, service monitoring, workstation management, service desk services, print management, storage management, enterprise backup, WAN services, video services, and disaster recovery. The manager will proactively work with business units to implement practices that meet defined policies and standards for infrastructure and operation services.

Distinguishing Characteristics

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

Essential Job Functions

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

- 50% +/- 10%
- Manages and develops project plans associated with department initiatives and daily operations; develops an effective disaster recovery strategy to align with enterprise business continuity management program goals; coordinates the development of implementation plans and procedures to ensure that business-critical services are recovered in the event of a security event.

- 20% +/- 10%
- Supervises the enterprise's infrastructure and operations organization, consisting of direct and indirect reports, contractors, and vendors; monitors unit work performance; directs staff to ensure work completion; plans, assigns, and reviews work; develops, executes, and monitors the team member development plans; performs annual appraisals; collaborates with team member self-appraisals; participates in goal setting activities; monitors goal progress; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Manager, IT Infrastructure and Operations

15% +/- 5%

- Assists the Infrastructure and Operations Administrator in the development, implementation and monitoring of a strategic, comprehensive enterprise infrastructure and operations program to ensure the delivery of services County wide; develops and maintains vendor relationships; participates in contract life cycle management that includes monitoring consumption of resources associated with the agreement, contract renewal management, and RF(x) development and execution.

10% +/- 5%

- Assists with the development and management of the infrastructure and operation's budget and procurement; prepares invoices for reconciliation; develops justifications associated with appropriations; monitors the budget; forecasts future budget requirements.

5% +/- 2%

- Performs related administrative responsibilities; assists in the development and maintenance of policies and procedures; participates in forums, seminars, or conferences; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with six (6) years of end user and server environmental IT technologies experience including one (1) year of experience serving as project lead; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

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 copier.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- 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 and calculate decimals and percentages and perform routine statistics.

Proposed

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project related documents, service desk tickets, vendor contracts, invoices, budget reports, and staff self-appraisals.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare annual reviews, staff appraisals, development plans, project plan updates, asset control inventory, performance and trending, technical documents, policies and procedures, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with management, IT staff, vendors, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Development Housing Specialist	Class Number:	21022
FLSA:	Exempt	Pay Grade:	11A
Dept:	Development	<i>Exhibit I</i>	

Classification Function

The purpose of this classification is to administer community and housing development programs and supervise lower level housing development staff.

Distinguishing Characteristics

This is a supervisory level classification that is assists with the administration of the county's housing and development programs. This class works under the direction of the Housing and Community Development Administrator and is responsible for administering community and housing development programs. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from Development Housing Specialist in that the senior level has a focus on facilitating program implementation, process and program improvement, and supervises the lower level class.

Essential Job Functions

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

- 55% +/- 10%
- Assists with the administration of the county's housing and community development federally funded programs; creates and reviews contracts/agreements; forecasts physical and monetary resources needed for programming; monitors and ensures that all federally funded activities are in accordance with federal requirements; maintains working knowledge of federal and state regulations; compiles and verifies documentation required for federal, state, and local annual reporting; prepares Request for Proposals (RFPs) for various federally funded contracts.
- 20% +/- 5%
- Performs financial and performance analyses of programs; meets with the housing and community development administrator, deputy chief, and others to coordinate and develop program goals; develops program schedules and expected outcomes; forecasts program budget; performs program analysis; identifies program deficiencies and devises corrections; develops new or revised programs and procedures.
- 15% +/- 5%
- Supervises Development Housing Specialists; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors work performance standards; monitors and provides for training needs; meets with employees; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Effective Date:
Last modified:

Senior Development Housing Specialist

10% +/- 5%

- Performs related administrative responsibilities; attends various trainings and meetings; responds to questions and concerns from citizens, elected officials, and colleagues related to community development and housing programs; provides updates to the HOME Consortium Board regarding federal HOME funds; compiles and verifies documentation required for federal, state, and local annual reporting.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration, urban studies, public administration or related field with five (5) years of community or economic development experience; or any equivalent combination of training and experience.
- Valid 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.

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, evaluation, 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 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 objectives, functions, and requirements.es discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Effective Date:
Last modified:

Senior Development Housing Specialist

- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests, financial statements, housing agreements, Rehabilitation Loan Application, Demolition Fund Application, income documents, federal tax return, billing invoices, monthly reports, credit report, various documentation, reimbursement Request for Payment, Requests for Proposal (RFP), subordinate timesheets, monitoring reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Housing and Urban Development Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, Employee Handbook, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare budgets, contracts and agreements, program 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 review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to use and interpret loan underwriting and legal terminology and language.
- Ability to communicate with supervisor, clients, corporate representatives, the HOME consortium, banks, non-profit representatives, homeowners, attorneys, city officials, appraisers, caseworkers, 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.

Effective Date:
Last modified:

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal System Administrator	Class Number:	16311
FLSA:	Exempt	Pay Grade:	17B
Dept:	Information Technology	<i>Exhibit J</i>	

Classification Function

The purpose of this classification is to provide residential property valuations for annual maintenance, reappraisals, triennial updates, reports, and tentative abstracts and to develop and maintain databases and software related to appraisal operations.

Distinguishing Characteristics

This is a professional-level classification with responsibility for performing activities within the Information Technology Department for the County Fiscal Office related to real estate appraisal. This class works under general direction and plans own work to meet given objectives in a timely and accurate manner. The employee works within a framework of regulations, policies, and procedures. This position has no supervisory responsibilities.

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%
- Utilizes, troubleshoots, and maintains data for computer assisted mass appraisal systems (CAMA); executes transactions to update data in the real property data warehouse and other real property systems; scrubs CAMA data and performs troubleshooting.
- 30% +/- 10%
- Provides all residential valuation models, costs and comparable sales data for reappraisals; develops plans and timelines for reappraisals; coordinates the workflow for residential annual maintenance.
- 20% +/- 10%
- Produces a variety of periodic and ad hoc reports and abstracts; creates and rolls over certified valuations; extracts data for value change notices; develops residential land rates and maintains database tables.
- 10% +/- 5%
- Coordinates the workflow of the Residential and Commercial Appraisers; prioritizes, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, may prepare employee performance evaluations; assists GIS Analyst with work and periodic maintenance of the GIS Database; responds to employee issues and concerns.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, data science, statistical analysis, or a related field and six (6) years of experience in real estate appraisal with three (3) years of experience querying and manipulating databases and data analyses; or an equivalent combination of education, training, and experience.

Effective Date: 04.10.2012
Last Modified: 06.02.2014

Appraisal System Administrator

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

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including a variety of applications, real estate transfers, building permits, emails, memos, databases, and correspondence.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer manuals, the Ohio Revised Code (ORC), tax appeals, plat maps, maps, International Association of Assessing Officers (IAAO) publications, and procedures and policy manuals.
- Ability to prepare appraisals, valuations, reports, databases, models, transfers, accounting, abstracts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret programming and real estate property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, other County employees, boards, and committees.

Environmental Adaptability

- Work is typically performed in an office environment.

Effective Date: 04.10.2012
Last Modified: 06.02.2014

Appraisal System Administrator

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Commercial/Industrial Appraisal	Class Number:	20031
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office	<i>Exhibit K</i>	

Classification Function

The purpose of this classification is to oversee the work of employees in performing appraisals of commercial, industrial, exempt, land bank, and public utility parcels and to function as the County's "Qualified Project Manager" for mass appraisals per O.R.C. 5713.012.

Distinguishing Characteristics

This is a management level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class exercises discretion and judgement in supervising employees, overseeing the unit's functioning, resolving problems, and ensuring that duties are performed in a timely and accurate manner. The employee is supervised by the Director of Appraisal. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 35% +/- 10%
- Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project's milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes, and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 10%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays abreast of changes in applicable laws and regulations; directs administrative work for the inquiry department; communicates with taxpayers to provide information, answer questions, and assist with appeals; resolves questions and complaints regarding property characteristics and value.

Effective Date: 12.06.2011
Last Modified: 12.10.2015

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, or a related field with seven (7) years experience in mass real estate appraisal, mass property valuation, or related field including one year of supervisory experience in a real estate appraisal setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- Must acquire Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager within 18 months of hire date.

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages, perform routine statistics, and apply the principles of basic algebra and basic geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.

Manager, Commercial/Industrial Appraisal

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal and financial analysis terminology and language.
- Ability to communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Residential/Agricultural Appraisal	Class Number:	20012
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office	<i>Exhibit L</i>	

Classification Function

The purpose of this classification is to oversee the work of employees performing appraisals of residential, condominium, and agricultural property and to function as the County's "Residential Project Manager" for mass appraisals per O.R.C. 5713.012.

Distinguishing Characteristics

This is a management level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class exercises discretion and judgment in supervising employees, overseeing the unit's functioning, resolving problems, and ensuring that duties are performed in a timely and accurate manner and according to applicable procedures and regulations. The employee is supervised by the Director of Appraisal and works within a framework of regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from the Residential/Agricultural Appraisal Coordinators in that the Manager oversees the work of that class and has greater responsibility in managing overall appraisal projects.

Essential Job Functions

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

- 35% +/- 10%
- Supervises Residential/Agricultural Appraisal Coordinators and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property Department; researches, analyzes, and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 10%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuation deductions for destroyed or injured properties.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays abreast of changes in applicable laws and regulations; directs administrative work for the inquiry department; communicates with taxpayers to provide information, answer questions, and assist with appeals; resolves questions and complaints regarding property characteristics and value.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, or a related field with seven (7) years experience in mass real estate appraisal, mass property valuation, or related field including one (1) year of supervisory experience in a real estate appraisal setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- State of Ohio Licensed Residential Appraiser is required.
- Must acquire Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager within 18 months of hire date.

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, perform routine statistics, and apply the principles of basic algebra and basic geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or

Manager, Residential/Agricultural Appraisal

functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, International Association of Assessing Officers, Ohio Administrative Code, Uniform Standards of Professional Appraisal Practice, blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal and financial analysis terminology and language.
- Ability to communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment or out in the field.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Mental Health Intake Specialist	Class Number:	10181
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Sheriff's Office	<i>Exhibit M</i>	

Classification Function

The purpose of this classification is to identify and refer incarcerated individuals who have mental health, developmental disability, and/or substance abuse/dependency issues to specialized services.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing mental health referral services for individuals in the County's criminal justice system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened. This classification has direct contact with the inmate population.

Essential Job Functions

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

- 70% +/- 10%
- Identifies and refers incarcerated individuals who have mental health issues, developmental disabilities, and/or substance abuse/dependency issues to specialized jail, medical, and court services; reviews daily bookings from the County jail to identify positive indicators to mental health screening questions; coordinates with the Mental Health unit in the Correction Center's Medical division in scheduling psychiatric appointments to determine diagnosis; collects and faxes reports to Pretrial Services for Mental Health Court Docket eligibility determination; provides Pretrial Services with initial lists of mental health inmates identified during booking screening, by the Bond Commission, or by the Mental Health Board; refers individuals who do not meet eligibility criteria to other agencies and municipalities who offer assistance; maintains a working relationship with those other agencies and municipalities
- 20% +/- 10%
- Serves as a mental health representative for the county jail; communicates with mental health liaisons to obtain information on inmates identified as consumers of Mental Health Board services; responds to inquiries from inmates on assigned floors regarding their incarceration, court or personal matters; answers written requests from inmates; attends and provides information for meetings relevant to procedure development; provide training to jail contractors, volunteers, and interns.
- 10% +/- 5%
- Provides reports to judges regarding the status of the mental health defendants on their docket; uses medical information management systems to query appointments and status of inmates; researches court information and other information.

Mental Health Intake Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in psychology, social services, criminal justice, public health, public administration or a related field, and two (2) years of social service case management or related experience in the human service field or criminal justice system; or any equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain and maintain a Notary Public status within 180 days of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a daily booking list, court documents, appointments statuses and entries within the medical information management system the county uses, and psychiatric evaluations.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, and Mental Health identified inmates jail list.
- Ability to prepare Word documents, emails and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal and medical/mental health terminology and language.
- Ability to communicate with inmates, mental health liaisons, supervisor, court personnel, and Mental Health unit staff.

Environmental Adaptability

- Work is typically performed indoors.

Mental Health Intake Specialist

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Medical Secretary	Class Number:	10012
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Medical Examiner's Office	<i>EXhibit N</i>	

Classification Function

The purpose of this classification is to supervise the administrative duties of Medical Secretaries involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature.

Distinguishing Characteristics

This is first-line supervisor classification that is responsible for supervising a unit of Medical Secretaries in completing the processes required for finalizing death certificates, transcribing autopsy reports, and completing case files. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. Employees in this class carry out necessary activities with only general direction except as new or unusual circumstances arise.

Essential Job Functions

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

- 35% +/- 10%
- Supervises and directs the work of Medical Secretaries; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and assists with problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Prepares and processes cause of death slips, autopsy reports, and final reports of cases; obtains medical and legal information and records at request of Pathologist; transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; completes final pathologic diagnosis reports; verifies accuracy of records.
- 20% +/- 10%
- Performs quality assurance of autopsy case paperwork and no-post marks; verifies accuracy of information and proper completion.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; processes received toxicology reports; processes slides received from outside agencies; prepares 45-60 day open autopsy case reports; performs data entry of case information; performs various calendar scheduling and travel coordination responsibilities for personnel at the MEO; serves on various committees.

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Supervisor, Medical Secretary

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in medical or business administration or related field and two (2) years experience performing medical transcription duties; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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

Mathematical Ability

- Ability to add, subtract, multiply, divide.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including final pathologic diagnosis, toxicology reports, dictation reports, anatomic and microscopic descriptions, records request slips from Pathologists, and no-post decedent cases.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, standard operating procedures, personnel manuals, medical dictionaries, dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare standard operating procedures, final pathologic diagnosis, 45-60 day open autopsy case reports, performance reviews, discipline reports, correspondence, and other job-

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Supervisor, Medical Secretary

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

- Ability to serve in a supervisory capacity, influence others, record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret basic medical and forensic pathology terminology.
- Ability to communicate and to develop and maintain effective working relationships with family members of the deceased, supervisor, case managers, Medical Examiner, out of county coroners, and other individuals or agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Sign Shop	Class Number:	15151
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	Public Works	<i>Exhibit O</i>	

Classification Function

The purpose of this classification is to manage and supervise the Sign Shop operations and personnel for the Public Works Office.

Distinguishing Characteristics

This is a supervisory classification with responsibility for oversight of the Sign Shop unit of the Maintenance section of the Public Works Office. The incumbent receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Employee is expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. The incumbent supervises and coordinates the work of technical maintenance staff and ensures that assigned activities are completed according to applicable standards and in a timely and efficient manner. The work of this position affects public safety if not performed correctly.

Essential Job Functions

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

- 30% +/- 10%
- Plans, coordinates, supervises, and inspects the fabrication, installation, repair, and maintenance of County street markings and traffic regulatory, warning, guide, and construction signs; ensures compliance with the Ohio Manual of Uniform Traffic Control Devices (OMUTCD) in the fabrication and installation of all street markings and traffic signs completed by the unit; inspects traffic control at worksites; reviews and evaluates quality and accuracy of signs and sign installations and locations; inspects facilities and yards and job sites; gathers and compiles information on work operations and activities for reporting purposes.
- 20% +/- 10%
- Supervises Sign Shop personnel; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; ensures safe working practices within unit by enforcing OMUTCD safety guidelines; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Checks road plans for potential problems (including private property, access issues, rights of way) as needed; reviews detour plans and Maintenance of Traffic (MOT) plans to establish needs for construction projects; paints layouts on roads for land and road closures; draws prints for land and road closures for installers; marks ground and calls utility hotline for digging to ensure utility lines are not hit.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Supervisor, Sign Shop

10% +/- 5%

- Tracks and maintains inventory of Sign Shop materials including paint, chemicals, signs, posts, and trucks; schedules vehicle maintenance and equipment repair; issues work orders to other departments.

20% +/- 10%

- Performs related administrative responsibilities; compiles estimates of labor, materials, and equipment needed to perform projects; participates in the preparation of the annual budget by submitting budget recommendations and monitoring expenditures; makes recommendations for changes and improvements to existing standards and procedures; stays abreast of new technologies and changes to the OMUTCD; provides information regarding road closures and other projects of concern to police, fire and service departments, city halls, plants, and businesses.

Experience Required to Perform Essential Job Functions

- Associate degree in engineering or a related field and five (5) years of experience in the fabrication, installation, and/or repair of traffic signs or related experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Occupational Safety and Health Administration 10 Hour and 30 Hour Construction Courses must be completed within six (6) months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a variety of sign construction equipment including auger, hammer drill, band saw, and drill punch.

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 solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to understand and apply college level algebra and geometry.

Effective Date: 07.10.2012
Last Modified: 07.10.2012

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including forms, work orders, invoices, performance evaluations, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including the OMUTCD, Employee Handbook, departmental policy manuals, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare memos, performance appraisals, correspondence, plans, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering and related terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness/humidity, bright/dim lights, noise extremes, vibrations, machinery, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Director, Nursing - Corrections	Class Number:	17061
FLSA:	Exempt	Pay Grade:	15A
Dept:	Sheriff's Office	<i>Exhibit P</i>	

Classification Function

The purpose of this classification is to manage the nursing division at the County's correctional facilities and to supervise nursing personnel and patient care providers.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for managing the nursing division and serving as the manager and training coordinator for the nursing personnel and patient care providers. The employee in this class plans staffing and schedules, analyzes work flow, and facilitates staff training. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective and efficient manner according to standards, procedures, regulations and laws.

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 nursing personnel and patient care providers in a clinical setting within the correction facility; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; coaches and mentors the staff; evaluates performance; sets development goals; ensures the nurses have an up-to-date license and working on the continuing education hours; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate; conducts staff meetings.
- 30% +/- 10%
- Manages the nursing division at the County's correctional facilities; evaluates and develops the division's policies and procedures; ensures the staff are following the policies and procedures; prepares the division for the state jail inspections; anticipates and resolves staff and patient care issues; reviews incident reports and modifies the procedures or disciplines staff, if appropriate; participates in psychological autopsies; creates an annual report for the medical director; participates and leads various committees and task forces; works with the MetroHealth staff on special projects.
- 15% +/- 5%
- Serves as the training coordinator for the nurses; develops and administers mandatory training, competency training, and various other trainings; creates training PowerPoints; plans the topics for the monthly in-service training; schedules speakers; tracks employee training hours.

Effective Date: 10.11.2018
Last Modified: 10.11.2018

Director, Nursing - Corrections

10% +/- 5%

- Oversees the quality improvement program and process improvement; coordinates quality control and prevention; attends trainings and researches best practices; works closely with the Quality Control Nurse to improve processes and prevent future issues; conducts chart audits and medication records audits; coordinates activities to ensure quality and adequate patient care; ensures compliance with standards, procedures, regulations and laws.

10% +/- 5%

- Performs routine nursing procedures when short staffed; records patients' medical information and vital signs; provides health care, first aid, and immunizations; assesses the patient's needs and develops a care plan; answers patient questions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as registered nurse by the Ohio Board of Nursing with three (3) years of nursing experience and one (1) year of supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements

- Biennial renewal of license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate medical equipment including Hoyer Lift, sphygmomanometer, stethoscope, EKG machine, splint, thermometer and other diagnostic instruments and equipment.
- Ability to push and pull for the movement or treatment of patients; ability to lift patients, medical equipment, and supplies.

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.

Effective Date: 10.11.2018
Last Modified: 10.11.2018

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including timesheets, overtime requests, purchase orders, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, collective bargaining agreements, Ohio Administration Codes (OAC), Ohio Board of Nursing, and Ohio Department of Health regulations.
- Ability to prepare performance evaluations, annual reports, policies and procedures, training modules, meeting agendas, 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, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with managers, supervisors, nursing staff, law enforcement, jail personnel, court employees, patients, patients' families, doctors, outside vendors, and the general public.

Environmental Adaptability

- Work is typically performed in a correctional facility.
- Work may involve exposure to strong odors, diseases, bodily fluids, and violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Director, Real Estate Appraisal	Class Number:	20041
FLSA:	Exempt	Pay Grade:	17
Dept:	Fiscal Office - Auditor	<i>Exhibit Q</i>	

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Appraisal division of the Fiscal Office to include supervision of staff performing and handling appeals of appraisals of residential, commercial, industrial, exempt, land bank and public utility parcels; to provide responsible and complex administrative support to the Fiscal Officer.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a division of the Auditor's Office responsible for appraisal of large income-producing properties, directly and through subordinate supervisors. This class works under administrative direction from the County Auditor, and work requires the analysis and solution of operational, technical, administrative and management problems related to property appraisals, field inspections, property reappraisals, and related areas. The employee is expected meet, consult and collaborate with the Fiscal Officer to discuss appraisal plans, programs, objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 20% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with County policy, and State and local laws and regulations; in conjunction with the Fiscal Officer; directs appraisal plans, programs, and objectives.

- 25% +/- 10%
- Supervises the Appraisal division's functions directly and through subordinate supervisors; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

- 10% +/- 5%
- Develops and directs the development of policies, procedures, staffing plans, training programs, designed to complete mass reappraisal and annual new Construction for residential and real estate appraisal.

- 10% +/- 5%
- Coordinates the triennial update and the sexennial physical reappraisal.

- 15% +/- 10%
- Researches and responds to public information requests, disseminates information for the public, including the local media; oversees re-appraisal and updates, and conducts homeowner meetings.

Effective Date: 12.06.2011
Last modified: 12.06.2011

Director, Real Estate Appraisal

10% +/- 5%

- Acts as a liaison between the Ohio Department of Tax Equalization and the County; prepares and advises County prosecutor's Office on comparable sales reports for the settlement of Real Estate stipulations; analyzes Board of Revision decisions for future certified values.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in business, accounting, financial management or a related field desirable and/or a minimum of three hundred and forty (340) hours real estate appraisal education required for a State of Ohio license in Real Estate Appraisal and continuing education for licensure maintenance with five (5) years experience in real estate appraisal, including three years of supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Licensed as an Appraiser by the Ohio Department of Real Estate Appraisal.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including field appraiser reports, clerical production reports, mileage reports, building permits and related newspaper articles.

Effective Date: 12.06.2011

Last modified: 12.06.2011

Director, Real Estate Appraisal

- Ability to comprehend a variety of reference books and manuals including departmental and county personnel policy manual, new construction manual, tax abatement manual, re-appraisal manuals, annual maintenance manual and sales reports.
- Ability to prepare memos, performance appraisals, chart of completion of new construction, city reports of new construction, phone reports, parcel accounting reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal terminology and language.
- Ability to communicate with staff, director of other divisions, departmental employees, external appraisal firms, taxpayers, the media, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment with some field work required.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Accounting	Class Number:	11064
FLSA:	Exempt	Pay Grade:	12
Dept:	Fiscal Office - Auditor	<i>Exhibit R</i>	

Classification Function

The purpose of this classification is to supervise and perform the day-to-day functions of the Accounting unit in the Fiscal Office in reconciling revenues and expenses between the Accounting and Treasurer's Offices; to plan, organize, direct and participate in the preparation and review of the Comprehensive Annual Financial Report (CAFR).

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the Accounting unit in the Accounting Division of the Fiscal Office. This class works under direction from the Financial Reporting Manager and is responsible for ensuring timely and accurate accounting of revenues and expenses. The employee is expected to exercise discretion in applying procedures to ensure that the unit's activities are completed in a timely, efficient and accurate manner.

Essential Job Functions

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

- 25% +/- 15%
- Plans, directs, organizes, trains staff, and participates in the preparation and review of the County's Annual Financial Report (CAFR) including the Report to Management, Auditor Confirmations, Single Audit Report, and State reports; extracts data from FAMIS and summarizes data into financial statements; prepare cash basis statements and generate Generally Applied Accounting Principle (GAAP) basis statements.

- 15% +/- 10%
- Plans, directs, organizes, and participates in producing reports of the transactions for all funds for the monthly reconciliations between the Accounting Office and the Treasurer's Office; prepares the monthly reconciliation process between those two Offices for the County's General and Special revenue funds; determines discrepancies and reconciles.

- 15% +/- 10%
- Reviews, analyzes, and inputs information into the Financial Accounting Management Information System (FAMIS) system on a daily basis to adjust expenditures, revenue and appropriations as requested by the Office of Budget Management (OBM) or at the request of the agency when needed by an outside board; reviews and analyzes requests for new funds, organizational structure changes, and other account classification data.

- 10% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; recommends discipline, disciplinary actions, discharge and salary increases; conducts employee performance evaluations; establishes and promotes employee morale.

- 20% +/- 10%
- Assists in the preparation and implementation of a variety of financial record keeping processes; assists in the preparation of Single Audit schedules to report expenditures in subfunds that receive federal funds; performs year-end closing processes in order to close out old or inactive

Manager, Accounting

grants and subfunds; implements reporting models as required including providing required training.

5% +/- 5%

- Communicates with fiscal officers of assigned County departments; provides technical assistance on FAMIS and provides training sessions for departments with new accounting system users.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or a related field with five (5) years experience in accounting or a related field with some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Licensed as a Certified Public Accountant.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including FAMIS reports, trial reports, cash financial statements and CAFR reports.

Manager, Accounting

- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), GAAP, GAAFR, County Policy Handbook, and related websites, program manuals and procedures.
- Ability to prepare Single Audits, CAFR reports, Accounting and Treasurer reconciliations, memos, forms, GAAP financial statements, performance reviews, correspondence, spreadsheets, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and financial analysis terminology and language.
- Ability to communicate with staff, and employees from outside agencies and departments, the general public and public accounting firms.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, Fiscal Office	Class Number:	11102
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office	<i>Exhibit S</i>	

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities directly and through subordinate supervisors within the Fiscal Office; provides clerical and administrative support to management staff.

Distinguishing Characteristics

This is the second- line supervisory level classification, working under direction of a manager within the Fiscal Office. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner. This class is distinguished from the Fiscal Office Supervisor in that the later is a first line supervisor and takes direction from this class.

Essential Job Functions

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

- 30% +/- 20%
- Plans, coordinates and supervises and participates in ensuring that office services and activities are completed in a timely and efficient manner; serves the public including providing documents and information as needs; reviews consumer complaints and takes action to resolve the complaint; researches and responds to public information requests and responds to related emails.

- 30% +/- 10%
- Supervises staff directly and through subordinate supervisors; coordinates, through other support staff when necessary, the flow of paper in the office in order to assure the management's attention to important items and the prompt disposition of a large variety of correspondence and documents.

- 10% +/- 5%
- Coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 20% +/- 5%
- Coordinates the flow of information throughout the office; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 10% +/- 5%
- Attends meetings; acts as team coordinator; assists other departments with special projects.

Effective Date: 12.06.2011
Last Modified: 12.06.2011

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting, business administration or a related field with five (5) years related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including customer complaint forms, timesheets, memo, letters, forms and a variety of reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, map books, copy machine manuals and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, work load reports, order forms, equipment purchase forms, forms, spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Senior Supervisor, Fiscal Office

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret administrative, appraisal and legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor Records Management	Class Number:	10123
FLSA:	Exempt	Pay Grade:	9
Dept:	Sheriff's Department	<i>Exhibit T</i>	

Classification Function

The purpose of this classification is to supervise records management staff and to develop and maintain a system of record collection, storage and maintenance for all records.

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to the medical records unit of the Cuyahoga County Corrections Center. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises 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%
- Supervises records management staff; assigns work and prioritizes work for completion; directs and trains employees responsibly in the proper handling of medical records according to HIPPA requirements for Protected Health Information (PHI); coordinates proper training (privacy training, electronic medical record registration and discharge process training) for all medical records staff, volunteers, professional staff, contractors, alliances business associates, and other third parties as needed; adjusts employee grievances; recommends discipline or discharge.
- 30% +/- 10%
- Develops and maintains a system of record collection, storage and maintenance for all records for assigned County department; manages patient health information and medical records; administers computer information systems; collects and analyzes patient data using classification systems and medical terminologies; maintains system of data collection and maintenance for particular statewide program of agency such as vital statistics, and personnel records; coordinates storage of records; controls distribution of records; recommends procedures for maintenance and storage; researches retention schedule of records based upon their administrative, legal and fiscal value and obtains approval from appropriate sources; provides advice and consultation on records management to department administrators, local government officials or private agencies and other department personnel; coordinates work with other divisions, departments and/or other governmental jurisdictions; works with Risk Management team to develop/review and maintain appropriate privacy and confidentiality consent, authorization forms, information notices and materials reflecting current system legal practices and requirements.
- 30% +/- 10%
- Performs administrative duties related to records management; supervises/manages the electronic medical record registration process and discharge process in EPIC; audits registration and discharge process to assure completeness and accuracy; prepares special reports; orders supplies

Effective Date: 1993
Last Modified: 03.01.2017

Supervisor, Records Management

and equipment; controls expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in records management or related field with three (3) years of records management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) certification

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a personal computer utilizing departmental software 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.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 time sheets, statistics, job applications, evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals.
- Ability to prepare supply requests, statistical reports, job procedure reports, correspondence, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Effective Date: 1993
Last Modified: 03.01.2017

Supervisor, Records Management

- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, medical, administrative, and ethical terminology and language as related to healthcare delivery and the privacy of protected patient information.
- Ability to communicate effectively with Director, managers, supervisors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY
PERSONNEL REVIEW COMMISSION
MEMORANDUM

DATE: September 16, 2019

TO: Cuyahoga County Council President Dan Brady
Shontel Brown, Chairwoman, Human Resources, Appointments & Equity
Committee, Council Members, Human Resources, Appointments & Equity
Committee

FROM: F. Allen Boseman, Chairman
Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on September 11, 2019, 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
Employment Testing Associate	10132	4A/Non-Exempt	Personnel Review Commission
IT Infrastructure Engineer 1	16431	5B/Non-Exempt	Information Technology
IT Infrastructure Engineer 2	16432	8B/Non-Exempt	Information Technology
IT Infrastructure Engineer 3	16433	10B/Exempt	Information Technology
IT Infrastructure Engineer 4	16434	12B/Exempt	Information Technology
IT Infrastructure Engineer 5	16435	13B/Exempt	Information Technology
IT Infrastructure Engineer 6	16436	14B/Exempt	Information Technology
Manager, IT Infrastructure and Operations	16441	16B/Exempt	Information Technology
Senior Development Housing Specialist	16441	11A/Exempt	Development

PROPOSED REVISED CLASSIFICATIONS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Appraisal System Administrator 16311	17B/Exempt	17B/Exempt (No Change)	Information Technology
Manager, Commercial/Industrial Appraisal 20031	16A/Exempt	16A/Exempt (No Change)	Fiscal Office
Manager, Residential/Agricultural Appraisal 20012	16A/Exempt	16A/Exempt (No Change)	Fiscal Office
Mental Health Intake Specialist 10181	6A/ Non-Exempt	7A/ Non-Exempt	Sheriff's Office
Supervisor, Medical Secretary 10012	7A/ Non-Exempt	7A/Non-Exempt (No Change)	Medical Examiner
Supervisor, Sign Shop 15151	7A/ Non-Exempt	7A/Non-Exempt (No Change)	Public Works

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Director, Nursing – Corrections	17061	15A/Exempt	Sheriff’s Office
Director, Real Estate Appraisal	20041	17A/Exempt	Fiscal Office
Manager, Accounting	11064	12A/Exempt	Fiscal Office
Senior Supervisor, Fiscal Office	11102	11A/Exempt	Fiscal Office
Supervisor, Records Management	10123	9A/Exempt	Sheriff’s Office

cc: Deborah Southerington, 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
 Maggie Keenan, Director of OBM

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10132	Employment Testing Associate	Personnel Review Commission	Non-Exempt	4A

Requested By: Personnel Review Commission

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

No. of Employees Affected: None

Dept.(s) Affected: Personnel Review Commission

Fiscal Impact: PG 4A \$32,697.60 - \$45,801.60

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

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>
George Vaughan, Manager of Employment Testing	6/5/2019 6/21/2019	Email Email	Review of Final Draft Clarification Regarding Updates
Rebecca Kopcienski, Director of PRC	6/5/2019 6/21/2019	Email Email	Review of Final Draft Clarification Regarding Updates
Jim Battigaglia, Archer Consultant	6/28/2019	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Associate	Class Number:	10132
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Personnel Review Commission		

Classification Function

The purpose of this classification is to support the Personnel Review Commission (PRC) employment testing operations and provide administrative and clerical support.

Distinguishing Characteristics

This is an entry-level administrative position that works under direct supervision and within a well-defined framework of policies, procedures, and regulations.

Essential Job Functions

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

- 30% +/- 10%
- Assists the Personnel Review Commission’s employment testing unit by completing administrative, clerical, and customer service tasks related to employment testing; answers, organizes, files, and/or forwards all incoming email correspondence in the employment testing unit’s email account; answers test-related questions via email or phone to assist test applicants; prepares and sends outgoing email correspondence regarding test announcements, schedules, and eligibility lists; scores multiple-choice answer score sheets using specialized printer or by hand; maintains employment testing candidate feedback surveys in Google forms; creates a variety of documentation and reports supporting the employment testing process.
- 30% +/- 10%
- Performs screening of job applications to establish list of eligible candidates; reviews application profiles and resumes to determine applicants’ education and experience qualifications; evaluates applicants’ eligibility for testing by comparing qualifications to the minimum requirements or established equivalencies; documents all information in spreadsheet for further review by Employment Testing Specialist; sends email notifications to applicants regarding status.
- 20% +/- 10%
- Performs record maintenance activities; maintains manual records or filing system; maintains computerized records systems; updates various trackers, logs, and data sets (e.g., application screening tracker, test proctoring log, eligibility list summary, testing project tracker, etc.) to assist with data tracking and reporting; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate files according to established records management systems; compiles data in Excel sheets and calculates basic statistics for management’s review.
- 15% +/- 10%
- Performs test proctoring responsibilities; prints hardcopy testing materials; creates copies of electronic testing materials; assembles test packets; reads test instructions and answers routine questions from examinees to clarify test procedures; monitors test administrations; documents any unusual events or instances of cheating during testing; collects printed and electronic testing materials from examinees; files and/or disposes of physical and electronic test materials; maintains

Effective:

Employment Testing Associate

high level of confidentiality regarding testing materials; adheres to strict test security protocols and procedures while handling testing materials and administering tests.

5% +/- 2%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; maintains office storage supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and two (2) years of administrative support experience; or any equivalent combination of training and experience.
- Valid driver's license, proof of automobile insurance, and a 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, copier, printer, telephone, and fax machine.

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 billing invoices, work orders, spreadsheets, personnel agendas, test administration instructions, application forms, memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department policies and procedures manuals, and PRC Administrative Rules.
- Ability to prepare logs, memos, reports, spreadsheets, work orders, correspondence, 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, and to follow instructions.

Employment Testing Associate

- Ability to communicate effectively with supervisor, management, coworkers, test applicants, staff attorney, 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 NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16431	IT Infrastructure Engineer 1	Information Technology	Non-Exempt	5B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	TBD by County HR
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 5B: \$35,900.80 – \$50,252.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/16/2019	Email	Conversation Regarding PG and fiscal impact
Kelli Neale, HR	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Copied on Communications
	8/16/2019	Email	Conversation Regarding PG and fiscal impact

Jason Snowbrick, Infrastructure and Operations Administrator	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
	4/16/2019	Email	Update
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Follow up regarding change to min quals
7/12/2019	Phone call	Clarification regarding minimum qualifications	
8/13/2019	Email	Update	
Andy Molls, Interim Chief Technology Officer	6/20/2019	Email	Follow up regarding change to min quals
Michael Young, Chief Technology Officer	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG	
Jim Battigaglia, Archer Consultant	3/1/2019	Email	Request for Pay Grade Evaluation
	3/25/2019	Email	Reminder for Pay Grade Evaluation
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	7/19/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 1	Class Number:	TBD
FLSA:	Non-Exempt	Pay Grade:	5B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide IT infrastructure and operational support of IT technology as well as to assist with the receipt and inventory of County IT equipment. Incumbents in this classification are responsible for deliveries of both IT and non-IT assets.

Distinguishing Characteristics

This is an entry level classification responsible for assisting with the delivery and installation of the County IT equipment at the user locations and provide junior level support of the IT technology. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned.

Essential Job Functions

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

- 55% +/- 10%
- Provides junior level support of the IT technology such as a hardware break fix; delivers, installs, and tears downs IT technology including PC's, printers, and other peripheral devices; answers end user questions; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.
- 25% +/- 10%
- Assists with asset lifecycle management; places and records tags onto new equipment; scans and records barcodes on equipment for inventory purposes; disposes of County PC's or other peripheral devices that are deemed nonoperational.
- 5% +/- 2%
- Provides Service Desk support; answers phone calls and end user questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to other IT Infrastructure Engineers.
- 15% +/- 5%
- Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with one (1) year of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

IT Infrastructure Engineer 1

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 copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

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 service desk tickets, emails, and delivery and shipping related materials.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, and other County staff.

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 NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16432	IT Infrastructure Engineer 2	Information Technology	Non-Exempt	8B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	TBD by County HR
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 8B: \$47,008.00 – \$65,811.20 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/16/2019	Email	Conversation Regarding PG and fiscal impact
Kelli Neale, HR	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Copied on Communications
	8/16/2019	Email	Conversation Regarding PG and fiscal impact

Jason Snowbrick, Infrastructure and Operations Administrator	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
	4/16/2019	Email	Update
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Follow up regarding change to min quals
7/12/2019	Phone call	Clarification regarding minimum qualifications	
8/13/2019	Email	Update	
Andy Molls, Interim Chief Technology Officer	6/20/2019	Email	Follow up regarding change to min quals
Michael Young, Chief Technology Officer	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG	
Jim Battigaglia, Archer Consultant	3/1/2019	Email	Request for Pay Grade Evaluation
	3/25/2019	Email	Reminder for Pay Grade Evaluation
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	7/19/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 2	Class Number:	1086152
FLSA:	Non-Exempt	Pay Grade:	8B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to build, deploy and support end user related technologies. This includes building, configuring, diagnosing, and driving incident management.

Distinguishing Characteristics

This is an entry level classification responsible for the build, deployment, and support of end user related technologies for the County. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

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

- 65% +/- 10%
- Builds, deploys, and supports all end user related technologies; builds, configures, diagnoses, and drives incident management internally and with vendors; creates documentation; assists and educates end users on the use and best practices of the technology; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.
- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; scans and records barcodes on equipment for inventory; assists with preparing the inventory reports; assists with assets management lifecycle; deems if a piece of IT equipment is operational or nonoperational.
- 5% +/- 2%
- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.
- 25% +/- 10%
- Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT related items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with one (1) year of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

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 copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets, technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, and other County staff.

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 NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16433	IT Infrastructure Engineer 3	Information Technology	Exempt	10B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	TBD by County HR
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 10B: \$54,371.20 – \$76,148.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/16/2019	Email	Conversation Regarding PG and fiscal impact
Kelli Neale, HR	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Copied on Communications
	8/16/2019	Email	Conversation Regarding PG and fiscal impact

Jason Snowbrick, Infrastructure and Operations Administrator	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
	4/16/2019	Email	Update
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Follow up regarding change to min quals
7/12/2019	Phone call	Clarification regarding minimum qualifications	
8/13/2019	Email	Update	
Andy Molls, Interim Chief Technology Officer	6/20/2019	Email	Follow up regarding change to min quals
Michael Young, Chief Technology Officer	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG	
Jim Battigaglia, Archer Consultant	3/1/2019	Email	Request for Pay Grade Evaluation
	3/25/2019	Email	Reminder for Pay Grade Evaluation
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	7/19/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 3	Class Number:	1086153
FLSA:	Exempt	Pay Grade:	10B
Dept:	Information Technology		

Classification Function

The purpose of this classification is for the build, deployment, and support of end user related technologies as well as to assist as a project lead when requested by management. This includes building, configuring, diagnosing, and driving incident management internally and with the vendors.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all end user related technology for the County as well as assisting in driving the execution of projects and tasks when assigned. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This classification handles the more complex support tickets related to the end user related technologies and the service tickets.

Essential Job Functions

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

- 55% +/- 10%
- Builds, deploys, and supports all end user related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management internally and with the vendors; resolves the more complex support tickets; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; administers incident related documentation; opens cases with vendors; assists and educates end users on the use and best practices of the technology; assists with the creation of trainings for end users.
- 20% +/- 10%
- Assists in the development of project and task plans; oversees the execution of plans; assists in the prioritization and execution of team member assignments.
- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories County IT equipment; scans and records barcodes on equipment for inventory; assists with preparing the inventory reports; disposes technology that are deemed nonoperational.
- 5% +/- 2%
- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.
- 15% +/- 5%
- Performs related administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT related items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Proposed

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with two (2) years of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

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 copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

IT Infrastructure Engineer 3

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16434	IT Infrastructure Engineer 4	Information Technology	Exempt	12B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	TBD by County HR
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 12B: \$61,796.80 – \$86,528.00 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/16/2019	Email	Conversation Regarding PG and fiscal impact
Kelli Neale, HR	4/23/2019	Meeting	Meeting Regarding Minimum Qualls and PG
	6/20/2019	Email	Copied on Communications
	8/16/2019	Email	Conversation Regarding PG and fiscal impact

Jason Snowbrick, Infrastructure and Operations Administrator	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
	4/16/2019	Email	Update
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Follow up regarding change to min quals
7/12/2019	Phone call	Clarification regarding minimum qualifications	
8/13/2019	Email	Update	
Andy Molls, Interim Chief Technology Officer	6/20/2019	Email	Follow up regarding change to min quals
Michael Young, Chief Technology Officer	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG	
Jim Battigaglia, Archer Consultant	3/1/2019	Email	Request for Pay Grade Evaluation
	3/25/2019	Email	Reminder for Pay Grade Evaluation
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	7/19/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 4	Class Number:	1086154
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology		

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies. This class is responsible for resolving basic server related support tickets.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as diagnosing and driving incident management both internally and with vendors. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

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

- 75% +/- 10%

Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves server related support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.
- 5% +/- 2%

Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.
- 5% +/- 2%

Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.
- 15% +/- 5%

Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with three (3) years of end user IT technologies experience including one (1) year of server environmental IT technologies experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

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 copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

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 NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16435	IT Infrastructure Engineer 5	Information Technology	Exempt	13B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	TBD by County HR
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 13B: \$65,520.00 – \$91,686.40 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/16/2019	Email	Conversation Regarding PG and fiscal impact
Kelli Neale, HR	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Copied on Communications
	8/16/2019	Email	Conversation Regarding PG and fiscal impact

Jason Snowbrick, Infrastructure and Operations Administrator	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
	4/16/2019	Email	Update
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Follow up regarding change to min quals
7/12/2019	Phone call	Clarification regarding minimum qualifications	
8/13/2019	Email	Update	
Andy Molls, Interim Chief Technology Officer	6/20/2019	Email	Follow up regarding change to min quals
Michael Young, Chief Technology Officer	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG	
Jim Battigaglia, Archer Consultant	3/1/2019	Email	Request for Pay Grade Evaluation
	3/25/2019	Email	Reminder for Pay Grade Evaluation
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	7/19/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 5	Class Number:	1086155
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology		

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies. This classification is responsible for resolving more complex server related support tickets.

Distinguishing Characteristics

This is a journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as assisting in leading smaller, less complex projects. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. It is further distinguished from the IT Infrastructure Engineer 4 in that this classification requires certification in a current County IT server technology.

Essential Job Functions

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

- 60% +/- 10%
- Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management both internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves server related support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed; supports end user related technologies as needed.
- 15% +/- 5%
- Assists in the development of project and task plans; oversees the execution of plans; assists in the prioritization and execution of team member assignments.
- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.
- 5% +/- 2%
- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue.
- 15% +/- 5%
- Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science or a related field with four (4) years of end user IT technologies experience including two (2) years of server environmental IT technologies experience; or any equivalent combination of education, training, and experience.
- Certification in a current County IT server technology.
- Valid driver's license and proof of automobile insurance.

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 copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

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 NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16436	IT Infrastructure Engineer 6	Information Technology	Exempt	14B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	TBD by County HR
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 14B: \$69,201.60 – \$96,907.20 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/16/2019	Email	Conversation Regarding PG and fiscal impact
Kelli Neale, HR	4/23/2019	Meeting	Meeting Regarding Minimum Qualls and PG
	6/20/2019	Email	Copied on Communications
	8/16/2019	Email	Conversation Regarding PG and fiscal impact

Jason Snowbrick, Infrastructure and Operations Administrator	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
	4/16/2019	Email	Update
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Follow up regarding change to min quals
7/12/2019	Phone call	Clarification regarding minimum qualifications	
8/13/2019	Email	Update	
Andy Molls, Interim Chief Technology Officer	6/20/2019	Email	Follow up regarding change to min quals
Michael Young, Chief Technology Officer	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG	
Jim Battigaglia, Archer Consultant	3/1/2019	Email	Request for Pay Grade Evaluation
	3/25/2019	Email	Reminder for Pay Grade Evaluation
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	7/19/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 6	Class Number:	1086156
FLSA:	Exempt	Pay Grade:	14B
Dept:	Information Technology		

Classification Function

The purpose of this classification is for the build, deployment, and support of the County's IT server related technologies as well as to assist as a project lead for large, complex projects. This classification is responsible for researching technology forecasts, technology roadmaps, and/or Return on Investment for future technology and assisting management on designing the architecture of software.

Distinguishing Characteristics

This is an advanced journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as assisting in leading large, complex projects. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. It is further distinguished from the IT Infrastructure Engineer 5 in that the senior level provides higher level technical support and troubleshooting assistance as well as assists in the designing of software architecture and researching technology forecasts, technology roadmaps, and/or Return on Investment for future technology, and assists in budget management lifecycle.

Essential Job Functions

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

- 55% +/- 10%
- Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management both internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves support tickets; inputs details of the resolution or observation of the ticket.
- 10% +/- 5%
- Assists as a project lead for large, complex projects; assists in the development of project and task plans; oversees the execution of plans; manages the prioritization and execution of team member assignments.
- 10% +/- 5%
- Assists management with vendor contracts; assists in the development of technology forecasts; presents technology roadmaps to management; researches and provides reports or other documentation of technology, and/or Return on Investment for future technology; assists management on designing the architecture of technology; assists in budget management lifecycle.
- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.

IT Infrastructure Engineer 6

5% +/- 2%

- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue.

15% +/- 5%

- Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree Vocational training in information technology, computer science or a related field with five (5) years of end user and server environmental IT technologies experience including (6) months of experience serving as project lead; or any equivalent combination of education, training, and experience.
- Certification in a current County IT server technology.
- Valid driver's license and proof of automobile insurance.

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 copier.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.

IT Infrastructure Engineer 6

- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, performance and trending, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to persuade and influence others, record and deliver information, to explain procedures, to follow instructions
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

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 NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16441	Manager, IT Infrastructure and Operations	Information Technology	Exempt	16B

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	TBD by County HR
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 16B: \$76,606.40 – \$107,244.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Rhonda Caldwell, Compensation Manager	8/16/2019	Email	Conversation Regarding PG and fiscal impact
Kelli Neale, HR	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Copied on Communications
	8/16/2019	Email	Conversation Regarding PG and fiscal impact

Jason Snowbrick, Infrastructure and Operations Administrator	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
	4/16/2019	Email	Update
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	6/20/2019	Email	Follow up regarding change to min quals
7/12/2019	Phone call	Clarification regarding minimum qualifications	
8/13/2019	Email	Update	
Andy Molls, Interim Chief Technology Officer	6/20/2019	Email	Follow up regarding change to min quals
Michael Young, Chief Technology Officer	2/1/2019	Meeting	Questions Regarding CPQs
	2/5/2019	Email	Review of Draft
	2/21/2019	Email	Follow up
	2/26/2019	Email	Follow up Questions Regarding Edits
	3/15/2019	Email	Update
4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG	
Jim Battigaglia, Archer Consultant	3/1/2019	Email	Request for Pay Grade Evaluation
	3/25/2019	Email	Reminder for Pay Grade Evaluation
	4/23/2019	Meeting	Meeting Regarding Minimum Quals and PG
	7/19/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, IT Infrastructure and Operations	Class Number:	1086161
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is for establishing and maintaining a County wide information infrastructure and operations program incorporating any of the technology areas including but not limited to data center technology and operations, network and server services, telephony, service monitoring, workstation management, service desk services, print management, storage management, enterprise backup, WAN services, video services, and disaster recovery. The manager will proactively work with business units to implement practices that meet defined policies and standards for infrastructure and operation services.

Distinguishing Characteristics

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

Essential Job Functions

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

- 50% +/- 10%
- Manages and develops project plans associated with department initiatives and daily operations; develops an effective disaster recovery strategy to align with enterprise business continuity management program goals; coordinates the development of implementation plans and procedures to ensure that business-critical services are recovered in the event of a security event.

- 20% +/- 10%
- Supervises the enterprise's infrastructure and operations organization, consisting of direct and indirect reports, contractors, and vendors; monitors unit work performance; directs staff to ensure work completion; plans, assigns, and reviews work; develops, executes, and monitors the team member development plans; performs annual appraisals; collaborates with team member self-appraisals; participates in goal setting activities; monitors goal progress; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Manager, IT Infrastructure and Operations

15% +/- 5%

- Assists the Infrastructure and Operations Administrator in the development, implementation and monitoring of a strategic, comprehensive enterprise infrastructure and operations program to ensure the delivery of services County wide; develops and maintains vendor relationships; participates in contract life cycle management that includes monitoring consumption of resources associated with the agreement, contract renewal management, and RF(x) development and execution.

10% +/- 5%

- Assists with the development and management of the infrastructure and operation's budget and procurement; prepares invoices for reconciliation; develops justifications associated with appropriations; monitors the budget; forecasts future budget requirements.

5% +/- 2%

- Performs related administrative responsibilities; assists in the development and maintenance of policies and procedures; participates in forums, seminars, or conferences; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with six (6) years of end user and server environmental IT technologies experience including one (1) year of experience serving as project lead; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

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 copier.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- 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 and calculate decimals and percentages and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project related documents, service desk tickets, vendor contracts, invoices, budget reports, and staff self-appraisals.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures, vendor websites, and user manuals.
- Ability to prepare annual reviews, staff appraisals, development plans, project plan updates, asset control inventory, performance and trending, technical documents, policies and procedures, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with management, IT staff, vendors, and other County staff.

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 NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
21022	Senior Development Housing Specialist	Development	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Department of Development based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Development
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Fiscal Impact:	PG 11A \$53,372.80 - \$74,796.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sara P. Jackson, Administrator HCDD	7/23/2019	Email	Questions
Sara P. Jackson, Administrator HCDD	8/2/2019	Email	Review of draft
Jim Battigaglia, Archer Consultant	8/13/2019	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Development Housing Specialist	Class Number:	21022
FLSA:	Exempt	Pay Grade:	11A
Dept:	Development		

Classification Function

The purpose of this classification is to administer community and housing development programs and supervise lower level housing development staff.

Distinguishing Characteristics

This is a supervisory level classification that assists with the administration of the county's housing and development programs. This class works under the direction of the Housing and Community Development Administrator and is responsible for administering community and housing development programs. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from Development Housing Specialist in that the senior level has a focus on facilitating program implementation, process and program improvement, and supervises the lower level class.

Essential Job Functions

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

- 55% +/- 10%
- Assists with the administration of the county's housing and community development federally funded programs; creates and reviews contracts/agreements; forecasts physical and monetary resources needed for programming; monitors and ensures that all federally funded activities are in accordance with federal requirements; maintains working knowledge of federal and state regulations; compiles and verifies documentation required for federal, state, and local annual reporting; prepares Request for Proposals (RFPs) for various federally funded contracts.
- 20% +/- 5%
- Performs financial and performance analyses of programs; meets with the housing and community development administrator, deputy chief, and others to coordinate and develop program goals; develops program schedules and expected outcomes; forecasts program budget; performs program analysis; identifies program deficiencies and devises corrections; develops new or revised programs and procedures.
- 15% +/- 5%
- Supervises Development Housing Specialists; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors work performance standards; monitors and provides for training needs; meets with employees; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Effective Date:
Last modified:

Senior Development Housing Specialist

10% +/- 5%

- Performs related administrative responsibilities; attends various trainings and meetings; responds to questions and concerns from citizens, elected officials, and colleagues related to community development and housing programs; provides updates to the HOME Consortium Board regarding federal HOME funds; compiles and verifies documentation required for federal, state, and local annual reporting.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration, urban studies, public administration or related field with five (5) years of community or economic development experience; or any equivalent combination of training and experience.
- Valid 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.

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, evaluation, 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 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 objectives, functions, and requirements.es discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Senior Development Housing Specialist

- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests, financial statements, housing agreements, Rehabilitation Loan Application, Demolition Fund Application, income documents, federal tax return, billing invoices, monthly reports, credit report, various documentation, reimbursement Request for Payment, Requests for Proposal (RFP), subordinate timesheets, monitoring reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Housing and Urban Development Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, Employee Handbook, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare budgets, contracts and agreements, program 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 review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to use and interpret loan underwriting and legal terminology and language.
- Ability to communicate with supervisor, clients, corporate representatives, the HOME consortium, banks, non-profit representatives, homeowners, attorneys, city officials, appraisers, caseworkers, 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
16311	Appraisal System Administrator	Information Technology	Exempt	17B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16311	Appraisal System Administrator	Information Technology	Exempt	17B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. Updated the Classification Specification to better reflect the duties performed on the job. Removed supervisory duties. No change to pay grade.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Eric Paliwoda, Web Development Manager	6/28/2019	Email	Ask questions about minimum qualifications
Eric Paliwoda, Web Development manager	7/10/2019	Email	Sent draft specifications
Eric Paliwoda, Web Development manager	7/24/2019	Email	Reminder
Jim Battigaglia, Archer Consultant	8/13/2019	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal System Administrator	Class Number:	16311
FLSA:	Exempt	Pay Grade:	17B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide residential property valuations for annual maintenance, reappraisals, triennial updates, reports, and tentative abstracts and to develop and maintain databases and software related to appraisal operations.

Distinguishing Characteristics

This is a professional-level classification with responsibility for performing activities within the Information Technology Department for the County Fiscal Office related to real estate appraisal. This class works under general direction and plans own work to meet given objectives in a timely and accurate manner. The employee works within a framework of regulations, policies, and procedures. This position has no supervisory responsibilities.

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%
- Utilizes, troubleshoots, and maintains data for computer assisted mass appraisal systems (CAMA); executes transactions to update data in the real property data warehouse and other real property systems; scrubs CAMA data and performs troubleshooting.
- 30% +/- 10%
- Provides all residential valuation models, costs and comparable sales data for reappraisals; develops plans and timelines for reappraisals; coordinates the workflow for residential annual maintenance.
- 20% +/- 10%
- Produces a variety of periodic and ad hoc reports and abstracts; creates and rolls over certified valuations; extracts data for value change notices; develops residential land rates and maintains database tables.
- 10% +/- 5%
- Coordinates the workflow of the Residential and Commercial Appraisers; prioritizes, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, may prepare employee performance evaluations; assists GIS Analyst with work and periodic maintenance of the GIS Database; responds to employee issues and concerns.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, data science, statistical analysis, or a related field and six (6) years of experience in real estate appraisal with three (3) years of experience querying and manipulating databases and data analyses; or an equivalent combination of education, training, and experience.

Appraisal System Administrator

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

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including a variety of applications, real estate transfers, building permits, emails, memos, databases, and correspondence.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer manuals, the Ohio Revised Code (ORC), tax appeals, plat maps, maps, International Association of Assessing Officers (IAAO) publications, and procedures and policy manuals.
- Ability to prepare appraisals, valuations, reports, databases, models, transfers, accounting, abstracts, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret programming and real estate property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, other County employees, boards, and committees.

Environmental Adaptability

- Work is typically performed in an office environment.

Appraisal System Administrator

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
20031	Manager, Commercial/Industrial Appraisal	Fiscal Office	Exempt	16A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20031	Manager, Commercial/Industrial Appraisal	Fiscal Office	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2015. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Fiscal Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Daniel Harbaugh, Director of Appraisal	6/17/2019	Email	Questions Regarding Minimum Qualifications
	7/16/2019	Email	Clarification
	7/30/2019	Email	Review of Final Draft
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
Lisa Rocco, Director of Operations - Fiscal	8/12/2019	Email	Follow Up Regarding Minimum Qualifications
	7/16/2019	Email	Clarification
	7/30/2019	Email	Review of Final Draft
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
Jim Battigaglia – Archer Consultant	8/13/2019	Email	Request for Pay Grade Evaluation
	8/12/2019	Email	Follow Up Regarding Minimum Qualifications

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Commercial/Industrial Appraisal	Class Number:	20031
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to oversee the work of employees in performing appraisals of commercial, industrial, exempt, land bank, and public utility parcels and to function as the County's "Qualified Project Manager" for mass appraisals per O.R.C. 5713.012.

Distinguishing Characteristics

This is a management level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class exercises discretion and judgement in supervising employees, overseeing the unit's functioning, resolving problems, and ensuring that duties are performed in a timely and accurate manner. The employee is supervised by the Director of Appraisal. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 35% +/- 10%
- Supervises assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project's milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes, and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 10%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays abreast of changes in applicable laws and regulations; directs administrative work for the inquiry department; communicates with taxpayers to provide information, answer questions, and assist with appeals; resolves questions and complaints regarding property characteristics and value.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, or a related field with seven (7) years experience in mass real estate appraisal, mass property valuation, or related field including one year of supervisory experience in a real estate appraisal setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- Must acquire Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager within 18 months of hire date.

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages, perform routine statistics, and apply the principles of basic algebra and basic geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.

Manager, Commercial/Industrial Appraisal

- Ability to comprehend a variety of reference books and manuals including Employee Handbook, blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal and financial analysis terminology and language.
- Ability to communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20012	Manager, Residential/Agricultural Appraisal	Fiscal Office	Exempt	16A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20012	Manager, Residential/Agricultural Appraisal	Fiscal Office	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Fiscal Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Daniel Harbaugh, Director of Appraisal	6/17/2019	Email	Questions Regarding Minimum Qualifications
	7/16/2019	Email	Clarification
	7/30/2019	Email	Review of Final Draft
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
Lisa Rocco, Director of Operations - Fiscal	7/16/2019	Email	Clarification
	7/30/2019	Email	Review of Final Draft
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
	7/30/2019	Email	Follow Up Regarding Minimum Qualifications
	8/12/2019	Email	Follow Up Regarding Minimum Qualifications
Jim Battigaglia – Archer Consultant	8/13/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Residential/Agricultural Appraisal	Class Number:	20012
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to oversee the work of employees performing appraisals of residential, condominium, and agricultural property and to function as the County’s “Residential Project Manager” for mass appraisals per O.R.C. 5713.012.

Distinguishing Characteristics

This is a management level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class exercises discretion and judgment in supervising employees, overseeing the unit’s functioning, resolving problems, and ensuring that duties are performed in a timely and accurate manner and according to applicable procedures and regulations. The employee is supervised by the Director of Appraisal and works within a framework of regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from the Residential/Agricultural Appraisal Coordinators in that the Manager oversees the work of that class and has greater responsibility in managing overall appraisal projects.

Essential Job Functions

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

- 35% +/- 10%
- Supervises Residential/Agricultural Appraisal Coordinators and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property Department; researches, analyzes, and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed.
- 25% +/- 10%
- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuation deductions for destroyed or injured properties.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays abreast of changes in applicable laws and regulations; directs administrative work for the inquiry department; communicates with taxpayers to provide information, answer questions, and assist with appeals; resolves questions and complaints regarding property characteristics and value.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, or a related field with seven (7) years experience in mass real estate appraisal, mass property valuation, or related field including one (1) year of supervisory experience in a real estate appraisal setting; or an equivalent combination of education, training, and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

- State of Ohio Licensed Residential Appraiser is required.
- Must acquire Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager within 18 months of hire date.

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, perform routine statistics, and apply the principles of basic algebra and basic geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or

Manager, Residential/Agricultural Appraisal

functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, International Association of Assessing Officers, Ohio Administrative Code, Uniform Standards of Professional Appraisal Practice, blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal and financial analysis terminology and language.
- Ability to communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment or out in the field.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10181	Mental Health Intake Specialist	Sheriff's Office	Non-Exempt	6A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10181	Mental Health Intake Specialist	Sheriff's Office	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2013. The responsibilities and educational requirements have expanded as changes are being made to the jail system. This raised the pay grade from 6A to 7A.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Sheriff's Office
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Fiscal Impact:	PG 6A: \$38,625.60 – \$54,100.80 PG 7A: \$41,579.20 – \$58,240.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kathryn Guinther, Social Program Administrator	7/17/2019	Email	Questions about minimum qualifications
Kathryn Guinther, Social Program Administrator	7/24/2019	Phone Call	Discussed the minimum qualifications
Kathryn Guinther, Social Program Administrator	7/31/2019	Email	Sent draft for review
Jim Battigaglia, Archer Consultant	8/13/2019	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Mental Health Intake Specialist	Class Number:	10181
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to identify and refer incarcerated individuals who have mental health, developmental disability, and/or substance abuse/dependency issues to specialized services.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing mental health referral services for individuals in the County's criminal justice system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened. This classification has direct contact with the inmate population.

Essential Job Functions

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

70% +/- 10%

- Identifies and refers incarcerated individuals who have mental health issues, developmental disabilities, and/or substance abuse/dependency issues to specialized jail, medical, and court services; reviews daily bookings from the County jail to identify positive indicators to mental health screening questions; coordinates with the Mental Health unit in the Correction Center's Medical division in scheduling psychiatric appointments to determine diagnosis; collects and faxes reports to Pretrial Services for Mental Health Court Docket eligibility determination; provides Pretrial Services with initial lists of mental health inmates identified during booking screening, by the Bond Commission, or by the Mental Health Board; refers individuals who do not meet eligibility criteria to other agencies and municipalities who offer assistance; maintains a working relationship with those other agencies and municipalities

20% +/- 10%

- Serves as a mental health representative for the county jail; communicates with mental health liaisons to obtain information on inmates identified as consumers of Mental Health Board services; responds to inquiries from inmates on assigned floors regarding their incarceration, court or personal matters; answers written requests from inmates; attends and provides information for meetings relevant to procedure development; provide training to jail contractors, volunteers, and interns.

10% +/- 5%

- Provides reports to judges regarding the status of the mental health defendants on their docket; uses medical information management systems to query appointments and status of inmates; researches court information and other information.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in psychology, social services, criminal justice, public health, public administration or a related field, and two (2) years of social service case management or related experience in the human service field or criminal justice system; or any equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain and maintain a Notary Public status within 180 days of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a daily booking list, court documents, appointments statuses and entries within the medical information management system the county uses, and psychiatric evaluations.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, and Mental Health identified inmates jail list.
- Ability to prepare Word documents, emails and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal and medical/mental health terminology and language.
- Ability to communicate with inmates, mental health liaisons, supervisor, court personnel, and Mental Health unit staff.

Environmental Adaptability

- Work is typically performed indoors.

Mental Health Intake Specialist

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
10012	Supervisor, Medical Secretary	Medical Examiner's Office	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10012	Supervisor, Medical Secretary	Medical Examiner's Office	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2014. Updated the language of the Classification Specification to better reflect the duties performed by the incumbent. No change to the pay grade
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Hugh Shannon, Director of ME Operations	7/10/2019	Email	Sent drafted specification
Hugh Shannon, Director of ME Operations	7/26/2019	Email	Reminder
Hugh Shannon, Director of ME Operations	8/8/2019	Email	Reminder
Jim Battigaglia, Archer Consultant	8/13/2019	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Medical Secretary	Class Number:	10012
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise the administrative duties of Medical Secretaries involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature.

Distinguishing Characteristics

This is first-line supervisor classification that is responsible for supervising a unit of Medical Secretaries in completing the processes required for finalizing death certificates, transcribing autopsy reports, and completing case files. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. Employees in this class carry out necessary activities with only general direction except as new or unusual circumstances arise.

Essential Job Functions

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

- 35% +/- 10%
- Supervises and directs the work of Medical Secretaries; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and assists with problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Prepares and processes cause of death slips, autopsy reports, and final reports of cases; obtains medical and legal information and records at request of Pathologist; transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; completes final pathologic diagnosis reports; verifies accuracy of records.
- 20% +/- 10%
- Performs quality assurance of autopsy case paperwork and no-post marks; verifies accuracy of information and proper completion.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; processes received toxicology reports; processes slides received from outside agencies; prepares 45-60 day open autopsy case reports; performs data entry of case information; performs various calendar scheduling and travel coordination responsibilities for personnel at the MEO; serves on various committees.

Supervisor, Medical Secretary

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in medical or business administration or related field and two (2) years experience performing medical transcription duties; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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

Mathematical Ability

- Ability to add, subtract, multiply, divide.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including final pathologic diagnosis, toxicology reports, dictation reports, anatomic and microscopic descriptions, records request slips from Pathologists, and no-post decedent cases.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, standard operating procedures, personnel manuals, medical dictionaries, dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare standard operating procedures, final pathologic diagnosis, 45-60 day open autopsy case reports, performance reviews, discipline reports, correspondence, and other job-

Supervisor, Medical Secretary

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

- Ability to serve in a supervisory capacity, influence others, record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret basic medical and forensic pathology terminology.
- Ability to communicate and to develop and maintain effective working relationships with family members of the deceased, supervisor, case managers, Medical Examiner, out of county coroners, and other individuals or agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15151	Supervisor, Sign Shop	Public Works	Non-Exempt	9A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15151	Supervisor, Sign Shop	Public Works	Non-Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
James Hazimihalis, Chief Section Engineer	7/18/2019 7/18/2019 7/24/2019 7/25/2019 7/31/2019	Email Phone Call Email Email Email	Questions Regarding Minimum Qualifications Questions Regarding Essential Job Functions Review of Final Draft Follow Up
Brian Stapleton, Chief Maintenance Administrator	7/24/2019 7/25/2019 7/31/2019	Email Email Email	Questions Regarding Essential Job Functions Review of Final Draft Follow Up
Jon Osterstock, Engineer 4	7/24/2019 7/25/2019 7/31/2019	Email Email Email	Questions Regarding Essential Job Functions Review of Final Draft Follow Up
Michael Dever, Director of PW	7/25/2019 7/31/2019	Email Email	Copied on Communications
Jim Battigaglia – Archer Consultant	8/13/2019	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Sign Shop	Class Number:	15151
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage and supervise the Sign Shop operations and personnel for the Public Works Office.

Distinguishing Characteristics

This is a supervisory classification with responsibility for oversight of the Sign Shop unit of the Maintenance section of the Public Works Office. The incumbent receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Employee is expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. The incumbent supervises and coordinates the work of technical maintenance staff and ensures that assigned activities are completed according to applicable standards and in a timely and efficient manner. The work of this position affects public safety if not performed correctly.

Essential Job Functions

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

- 30% +/- 10%
- Plans, coordinates, supervises, and inspects the fabrication, installation, repair, and maintenance of County street markings and traffic regulatory, warning, guide, and construction signs; ensures compliance with the Ohio Manual of Uniform Traffic Control Devices (OMUTCD) in the fabrication and installation of all street markings and traffic signs completed by the unit; inspects traffic control at worksites; reviews and evaluates quality and accuracy of signs and sign installations and locations; inspects facilities and yards and job sites; gathers and compiles information on work operations and activities for reporting purposes.
- 20% +/- 10%
- Supervises Sign Shop personnel; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; ensures safe working practices within unit by enforcing OMUTCD safety guidelines; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Checks road plans for potential problems (including private property, access issues, rights of way) as needed; reviews detour plans and Maintenance of Traffic (MOT) plans to establish needs for construction projects; paints layouts on roads for land and road closures; draws prints for land and road closures for installers; marks ground and calls utility hotline for digging to ensure utility lines are not hit.

Supervisor, Sign Shop

10% +/- 5%

- Tracks and maintains inventory of Sign Shop materials including paint, chemicals, signs, posts, and trucks; schedules vehicle maintenance and equipment repair; issues work orders to other departments.

20% +/- 10%

- Performs related administrative responsibilities; compiles estimates of labor, materials, and equipment needed to perform projects; participates in the preparation of the annual budget by submitting budget recommendations and monitoring expenditures; makes recommendations for changes and improvements to existing standards and procedures; stays abreast of new technologies and changes to the OMUTCD; provides information regarding road closures and other projects of concern to police, fire and service departments, city halls, plants, and businesses.

Experience Required to Perform Essential Job Functions

- Associate degree in engineering or a related field and five (5) years of experience in the fabrication, installation, and/or repair of traffic signs or related experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Occupational Safety and Health Administration 10 Hour and 30 Hour Construction Courses must be completed within six (6) months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a variety of sign construction equipment including auger, hammer drill, band saw, and drill punch.

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 solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to understand and apply college level algebra and geometry.

Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including forms, work orders, invoices, performance evaluations, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including the OMUTCD, Employee Handbook, departmental policy manuals, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare memos, performance appraisals, correspondence, plans, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering and related terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, wetness/humidity, bright/dim lights, noise extremes, vibrations, machinery, 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
1054121 (OLD) 17061 (NEW)	Director, Nursing - Corrections	Sheriff's Office	Exempt	15A

Requested By:	Personnel Review Commission
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Rationale:	The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Hadiya Butler, HR Manager
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Management Contact(s):	None
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Director, Nursing - Corrections	Class Number:	17061
FLSA:	Exempt	Pay Grade:	15A
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to manage the nursing division at the County's correctional facilities and to supervise nursing personnel and patient care providers.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for managing the nursing division and serving as the manager and training coordinator for the nursing personnel and patient care providers. The employee in this class plans staffing and schedules, analyzes work flow, and facilitates staff training. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective and efficient manner according to standards, procedures, regulations and laws.

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 nursing personnel and patient care providers in a clinical setting within the correction facility; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; coaches and mentors the staff; evaluates performance; sets development goals; ensures the nurses have an up-to-date license and working on the continuing education hours; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate; conducts staff meetings.
- 30% +/- 10%
- Manages the nursing division at the County's correctional facilities; evaluates and develops the division's policies and procedures; ensures the staff are following the policies and procedures; prepares the division for the state jail inspections; anticipates and resolves staff and patient care issues; reviews incident reports and modifies the procedures or disciplines staff, if appropriate; participates in psychological autopsies; creates an annual report for the medical director; participates and leads various committees and task forces; works with the MetroHealth staff on special projects.
- 15% +/- 5%
- Serves as the training coordinator for the nurses; develops and administers mandatory training, competency training, and various other trainings; creates training PowerPoints; plans the topics for the monthly in-service training; schedules speakers; tracks employee training hours.

Director, Nursing - Corrections

10% +/- 5%

- Oversees the quality improvement program and process improvement; coordinates quality control and prevention; attends trainings and researches best practices; works closely with the Quality Control Nurse to improve processes and prevent future issues; conducts chart audits and medication records audits; coordinates activities to ensure quality and adequate patient care; ensures compliance with standards, procedures, regulations and laws.

10% +/- 5%

- Performs routine nursing procedures when short staffed; records patients' medical information and vital signs; provides health care, first aid, and immunizations; assesses the patient's needs and develops a care plan; answers patient questions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as registered nurse by the Ohio Board of Nursing with three (3) years of nursing experience and one (1) year of supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements

- Biennial renewal of license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate medical equipment including Hoyer Lift, sphygmomanometer, stethoscope, EKG machine, splint, thermometer and other diagnostic instruments and equipment.
- Ability to push and pull for the movement or treatment of patients; ability to lift patients, medical equipment, and supplies.

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.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including timesheets, overtime requests, purchase orders, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, collective bargaining agreements, Ohio Administration Codes (OAC), Ohio Board of Nursing, and Ohio Department of Health regulations.
- Ability to prepare performance evaluations, annual reports, policies and procedures, training modules, meeting agendas, 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, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with managers, supervisors, nursing staff, law enforcement, jail personnel, court employees, patients, patients' families, doctors, outside vendors, and the general public.

Environmental Adaptability

- Work is typically performed in a correctional facility.
- Work may involve exposure to strong odors, diseases, bodily fluids, and violence.

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
20041	Director, Real Estate Appraisal	Fiscal Office	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	HR informed the PRC that this position has been designated as Unclassified by the Law Department.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Fiscal Office - Auditor
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Yolanda Guzman, HR Manager
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Management Contact(s):	Dennis Kennedy, County Fiscal Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Director, Real Estate Appraisal	Class Number:	20041
FLSA:	Exempt	Pay Grade:	17
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Appraisal division of the Fiscal Office to include supervision of staff performing and handling appeals of appraisals of residential, commercial, industrial, exempt, land bank and public utility parcels; to provide responsible and complex administrative support to the Fiscal Officer.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a division of the Auditor’s Office responsible for appraisal of large income-producing properties, directly and through subordinate supervisors. This class works under administrative direction from the County Auditor, and work requires the analysis and solution of operational, technical, administrative and management problems related to property appraisals, field inspections, property reappraisals, and related areas. The employee is expected meet, consult and collaborate with the Fiscal Officer to discuss appraisal plans, programs, objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 20% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with County policy, and State and local laws and regulations; in conjunction with the Fiscal Officer; directs appraisal plans, programs, and objectives.

- 25% +/- 10%
- Supervises the Appraisal division’s functions directly and through subordinate supervisors; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

- 10% +/- 5%
- Develops and directs the development of policies, procedures, staffing plans, training programs, designed to complete mass reappraisal and annual new Construction for residential and real estate appraisal.

- 10% +/- 5%
- Coordinates the triennial update and the sexennial physical reappraisal.

- 15% +/- 10%
- Researches and responds to public information requests, disseminates information for the public, including the local media; oversees re-appraisal and updates, and conducts homeowner meetings.

10% +/- 5%

- Acts as a liaison between the Ohio Department of Tax Equalization and the County; prepares and advises County prosecutor's Office on comparable sales reports for the settlement of Real Estate stipulations; analyzes Board of Revision decisions for future certified values.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in business, accounting, financial management or a related field desirable and/or a minimum of three hundred and forty (340) hours real estate appraisal education required for a State of Ohio license in Real Estate Appraisal and continuing education for licensure maintenance with five (5) years experience in real estate appraisal, including three years of supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Licensed as an Appraiser by the Ohio Department of Real Estate Appraisal.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including field appraiser reports, clerical production reports, mileage reports, building permits and related newspaper articles.

Director, Real Estate Appraisal

- Ability to comprehend a variety of reference books and manuals including departmental and county personnel policy manual, new construction manual, tax abatement manual, re-appraisal manuals, annual maintenance manual and sales reports.
- Ability to prepare memos, performance appraisals, chart of completion of new construction, city reports of new construction, phone reports, parcel accounting reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret real estate appraisal terminology and language.
- Ability to communicate with staff, director of other divisions, departmental employees, external appraisal firms, taxpayers, the media, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment with some field work required.

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
11064	Manager, Accounting	Fiscal Office	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	The Manager, Accounting is vacant and no longer administratively necessary as all high-level Accountants report directly to the Manager, Financial Reporting.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Fiscal Office - Auditor
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Yolanda Guzman, HR Manager
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Management Contact(s):	Dennis Kennedy, County Fiscal Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Accounting	Class Number:	11064
FLSA:	Exempt	Pay Grade:	12
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to supervise and perform the day-to-day functions of the Accounting unit in the Fiscal Office in reconciling revenues and expenses between the Accounting and Treasurer’s Offices; to plan, organize, direct and participate in the preparation and review of the Comprehensive Annual Financial Report (CAFR).

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the Accounting unit in the Accounting Division of the Fiscal Office. This class works under direction from the Financial Reporting Manager and is responsible for ensuring timely and accurate accounting of revenues and expenses. The employee is expected to exercise discretion in applying procedures to ensure that the unit’s activities are completed in a timely, efficient and accurate manner.

Essential Job Functions

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

- 25% +/- 15%
- Plans, directs, organizes, trains staff, and participates in the preparation and review of the County’s Annual Financial Report (CAFR) including the Report to Management, Auditor Confirmations, Single Audit Report, and State reports; extracts data from FAMIS and summarizes data into financial statements; prepare cash basis statements and generate Generally Applied Accounting Principle (GAAP) basis statements.
- 15% +/- 10%
- Plans, directs, organizes, and participates in producing reports of the transactions for all funds for the monthly reconciliations between the Accounting Office and the Treasurer’s Office; prepares the monthly reconciliation process between those two Offices for the County’s General and Special revenue funds; determines discrepancies and reconciles.
- 15% +/- 10%
- Reviews, analyzes, and inputs information into the Financial Accounting Management Information System (FAMIS) system on a daily basis to adjust expenditures, revenue and appropriations as requested by the Office of Budget Management (OBM) or at the request of the agency when needed by an outside board; reviews and analyzes requests for new funds, organizational structure changes, and other account classification data.
- 10% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; recommends discipline, disciplinary actions, discharge and salary increases; conducts employee performance evaluations; establishes and promotes employee morale.
- 20% +/- 10%
- Assists in the preparation and implementation of a variety of financial record keeping processes; assists in the preparation of Single Audit schedules to report expenditures in subfunds that receive federal funds; performs year-end closing processes in order to close out old or inactive

Manager, Accounting

grants and subfunds; implements reporting models as required including providing required training.

5% +/- 5%

- Communicates with fiscal officers of assigned County departments; provides technical assistance on FAMIS and provides training sessions for departments with new accounting system users.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or a related field with five (5) years experience in accounting or a related field with some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Licensed as a Certified Public Accountant.

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

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including FAMIS reports, trial reports, cash financial statements and CAFR reports.

Manager, Accounting

- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), GAAP, GAAFR, County Policy Handbook, and related websites, program manuals and procedures.
- Ability to prepare Single Audits, CAFR reports, Accounting and Treasurer reconciliations, memos, forms, GAAP financial statements, performance reviews, correspondence, spreadsheets, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and financial analysis terminology and language.
- Ability to communicate with staff, and employees from outside agencies and departments, the general public and public accounting firms.

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
11102	Senior Supervisor, Fiscal Office	Fiscal Office	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	The Senior Supervisor, Fiscal Office is vacant and no longer administratively necessary since the Fiscal Office organizational structure has changed to no longer need a second level of supervisors (the Fiscal Officer Supervisor classification will suffice).
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No. of Employees Affected:	None
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Dept.(s) Affected:	Fiscal Office - Auditor
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Yolanda Guzman, HR Manager
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Management Contact(s):	Dennis Kennedy, County Fiscal Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, Fiscal Office	Class Number:	11102
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise office operations and activities directly and through subordinate supervisors within the Fiscal Office; provides clerical and administrative support to management staff.

Distinguishing Characteristics

This is the second- line supervisory level classification, working under direction of a manager within the Fiscal Office. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner. This class is distinguished from the Fiscal Office Supervisor in that the later is a first line supervisor and takes direction from this class.

Essential Job Functions

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

- 30% +/- 20%
- Plans, coordinates and supervises and participates in ensuring that office services and activities are completed in a timely and efficient manner; serves the public including providing documents and information as needs; reviews consumer complaints and takes action to resolve the complaint; researches and responds to public information requests and responds to related emails.

- 30% +/- 10%
- Supervises staff directly and through subordinate supervisors; coordinates, through other support staff when necessary, the flow of paper in the office in order to assure the management's attention to important items and the prompt disposition of a large variety of correspondence and documents.

- 10% +/- 5%
- Coordinates office needs; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 20% +/- 5%
- Coordinates the flow of information throughout the office; prepares proposals for purchase of department equipment; prepares the department inventory and ordering office supplies.

- 10% +/- 5%
- Attends meetings; acts as team coordinator; assists other departments with special projects.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting, business administration or a related field with five (5) years related experience requiring public contact; some supervisory experience desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including customer complaint forms, timesheets, memo, letters, forms and a variety of reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, map books, copy machine manuals and the Ohio Revised Code (ORC).
- Ability to prepare purchase receipts, inventory reports, work load reports, order forms, equipment purchase forms, forms, spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Senior Supervisor, Fiscal Office

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret administrative, appraisal and legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10123	Supervisor, Records Management	Sheriff's Office	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	This position is vacant, and the department no longer has a need to fill it as Metrohealth maintains the jails medical records.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Hadiya Butler, Human Resources Manager Jonathan Zerulik, HR Manager
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Management Contact(s):	Clifford Pinkney, Sherriff
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor Records Management	Class Number:	10123
FLSA:	Exempt	Pay Grade:	9
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to supervise records management staff and to develop and maintain a system of record collection, storage and maintenance for all records.

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to the medical records unit of the Cuyahoga County Corrections Center. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises 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%
- Supervises records management staff; assigns work and prioritizes work for completion; directs and trains employees responsibly in the proper handling of medical records according to HIPPA requirements for Protected Health Information (PHI); coordinates proper training (privacy training, electronic medical record registration and discharge process training) for all medical records staff, volunteers, professional staff, contractors, alliances business associates, and other third parties as needed; adjusts employee grievances; recommends discipline or discharge.
- 30% +/- 10%
- Develops and maintains a system of record collection, storage and maintenance for all records for assigned County department; manages patient health information and medical records; administers computer information systems; collects and analyzes patient data using classification systems and medical terminologies; maintains system of data collection and maintenance for particular statewide program of agency such as vital statistics, and personnel records; coordinates storage of records; controls distribution of records; recommends procedures for maintenance and storage; researches retention schedule of records based upon their administrative, legal and fiscal value and obtains approval from appropriate sources; provides advice and consultation on records management to department administrators, local government officials or private agencies and other department personnel; coordinates work with other divisions, departments and/or other governmental jurisdictions; works with Risk Management team to develop/review and maintain appropriate privacy and confidentiality consent, authorization forms, information notices and materials reflecting current system legal practices and requirements.
- 30% +/- 10%
- Performs administrative duties related to records management; supervises/manages the electronic medical record registration process and discharge process in EPIC; audits registration and discharge process to assure completeness and accuracy; prepares special reports; orders supplies

Supervisor, Records Management

and equipment; controls expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in records management or related field with three (3) years of records management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) certification

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a personal computer utilizing departmental software 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.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 time sheets, statistics, job applications, evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals.
- Ability to prepare supply requests, statistical reports, job procedure reports, correspondence, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Supervisor, Records Management

- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, medical, administrative, and ethical terminology and language as related to healthcare delivery and the privacy of protected patient information.
- Ability to communicate effectively with Director, managers, supervisors, 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>					
Employment Testing Associate	10132	N/A	4A/Non-Exempt	Personnel Review Commission	This is a new classification requested by the Personnel Review Commission based on department need. The classification reflects the essential functions and minimum qualifications of the position.
IT Infrastructure Engineer 1	16431	N/A	5B/Non-Exempt	Information Technology	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
IT Infrastructure Engineer 2	16432	N/A	8B/Non-Exempt	Information Technology	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
IT Infrastructure Engineer 3	16433	N/A	10B/Exempt	Information Technology	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
IT Infrastructure Engineer 4	16434	N/A	12B/Exempt	Information Technology	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
IT Infrastructure Engineer 5	16435	N/A	13B/Exempt	Information Technology	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
IT Infrastructure Engineer 6	16436	N/A	14B/Exempt	Information Technology	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
Manager, IT Infrastructure and Operations	16441	N/A	16B/Exempt	Information Technology	This is a new classification requested by the Information Technology Department based on department restructuring. The classification reflects the essential functions and minimum qualifications of the position.
Senior Development Housing Specialist	21022	N/A	11A/Exempt	Development	This is a new classification requested by the Department of Development based on department need. The classification reflects the essential functions and minimum qualifications of the position.

REVISED					
Appraisal System Administrator	16311	17B/Exempt	17B/Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2014. Updated the Classification Specification to better reflect the duties performed on the job. Removed supervisory duties. No change to pay grade.
Manager, Commercial/Industrial Appraisal	20031	16A/Exempt	16A/Exempt (No Change)	Fiscal Office	PRC routine maintenance. Classification last revised in 2015. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
Manager, Residential/Agricultural Appraisal	20012	16A/Exempt	16A/Exempt (No Change)	Fiscal Office	PRC routine maintenance. Classification last revised in 2017. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
Mental Health Intake Specialist	10181	6A/Non-Exempt	7A/Non-Exempt	Sheriff's Office	PRC routine maintenance. Classification last revised in 2013. The responsibilities and educational requirements have expanded as changes are being made to the jail system. This raised the pay grade from 6A to 7A.
Supervisor, Medical Secretary	10012	7A/Non-Exempt	7A/Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2014. Updated the language of the Classification Specification to better reflect the duties performed by the incumbent. No change to the pay grade
Supervisor, Sign Shop	15151	7A/Non-Exempt	7A/Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
DELETED					
Director, Nursing – Corrections	17061	15A/Exempt	N/A	Sheriff's Office	The duties performed by this classification are now being performed by Metrohealth and this classification is no longer needed by the department.
Director, Real Estate Appraisal	20041	17A/Exempt	N/A	Fiscal Office	HR informed the PRC that this position has been designated as Unclassified by the Law Department.
Manager, Accounting	11064	12A/Exempt	N/A	Fiscal Office	The Manager, Accounting is vacant and no longer administratively necessary as all high-level Accountants report directly to the Manager, Financial Reporting.
Senior Supervisor, Fiscal Office	11102	11A/Exempt	N/A	Fiscal Office	The Senior Supervisor, Fiscal Office is vacant and no longer administratively necessary since the Fiscal Office organizational structure has changed to no longer need a second level of supervisors (the Fiscal Officer Supervisor classification will suffice).
Supervisor, Records Management	10123	9A/Exempt	N/A	Sheriff's Office	This position is vacant, and the department no longer has a need to fill it as Metrohealth maintains the jails medical records.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0181

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

WHEREAS, 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 August 14, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through L) 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 New Classifications:

Exhibit A: Class Title: *Fiscal Specialist 1*
Number: 11181
Pay Grade: 7A/Non-Exempt

Exhibit B: Class Title: *Fiscal Specialist 2*
Class Number: 11182
Pay Grade: 9A/Non-Exempt

Exhibit C: Class Title: *Fiscal Specialist 3*
Class Number: 11183
Pay Grade: 12S/Non-Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Histology Technician*
Class Number: 12181
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, formatting and minimum qualifications were updated. No change to pay grade or FLSA status.

Exhibit E: Class Title: *Morgue Technician*
Class Number: 1071121/12201
Pay Grade: 5A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014. The essential job functions, language and formatting were all updated. No change to pay grade, FLSA status, or minimum qualifications.

Exhibit F: Class Title: *Printing Coordinator*
Class Number: 15161
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016. The minimum qualifications, language and formatting were updated. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Supervisor, Fingerprints Laboratory*
Class Number: 12244
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2015. The essential job functions, language, formatting, physical requirements, and environmental adaptability sections were updated. No change to pay grade or FLSA status.

Exhibit H: Class Title: *Supervisor, Morgue Technician*
Class Number: 1701122/12202
Pay Grade: 8A/Non- Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.

Proposed Deleted Classification:

Exhibit I: Class Title: *Chief Deputy, Civil*
Class Number: 1025701
Pay Grade: 14A/Exempt
* The incumbent retired in May 2018 and the duties have since been reassigned to a Deputy Sheriff's Sergeant.

Exhibit J: Class Title: *Corrections Operations Support Manager*
Class Number: 1025301
Pay Grade: 11A/Exempt
* This classification is vacant, and the responsibilities have been assumed by other department personnel and/or an outside vendor.

Exhibit K: Class Title: *Safety & Health Coordinator*
Class Number: 15011
Pay Grade: 10A/Exempt
* This position is no longer with Public Works Department and the responsibilities have been transferred to an Unclassified position (Environmental Health & Safety Manager) in the Human resource Department.

Exhibit L: Class Title: *Survey Party Chief*
Class Number: 18091
Pay Grade: 6A/Non- Exempt
* This Survey Party Chief is vacant and obsolete due to advancements in technology. With GPS enabled equipment, two or in many instances one-man crew are now the norm.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Specialist 1	Class Number:	11181
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	All Departments	<i>Exhibit A</i>	

Classification Function

The purpose of this classification is to perform and monitor a variety of fiscal and budget activities including budget preparation.

Distinguishing Characteristics

This is an entry-level classification that is responsible for performing a variety of fiscal and budgetary duties. Employees in this classification perform work that is more routine and limited in scope and work under close supervision. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This position has no supervisory responsibilities.

Essential Job Functions

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

- 50% +/- 10%
- Performs, coordinates, and monitors technical and administrative duties in support of financial activities and operations for a department or specialized fiscal section of a department or division; prepares, processes, and reviews expense adjustments, appropriation adjustments, budget transfers, requisitions, and purchase orders; researches, collects, and compiles information from various sources to prepare and maintain technical records and reports related to fiscal activities and operations; receives, reviews, and completes processing of daily deposits and payments including invoices, wire payments, revenue receipts, and vouchers; adjusts, balances, and reconciles accounts, bank statements, withdrawals, and deposits; monitors and tracks expenditures; performs coding functions necessary for proper coding of revenues, expenditures, and adjustments in database; monitors contracts and contract activities for program compliance.
- 40% +/- 10%
- Performs budget and fiscal agenda preparation duties for simple budgets and programs; participates in budget development and preparation; conducts research and analysis to plan and project future expenditures and potential variances; monitors assigned budgets, budget allocations, expenditures and changes in appropriations; analyzes assigned budgets to ensure consistency and accuracy; prepares and maintains financial records and reports; assists with maintaining expenditure control and fiscal accountability with budget; advises and consults with management concerning accounting and financial implications of existing and projected departmental operations; ensures budget procedures and reports are consistent with department, county, state, and federal guidelines.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; acts as department representative at various meetings, seminars, and workshops; assists with providing reports and information for audits; provides information regarding budgets and fiscal operations to budget and fiscal personnel and clients.

Proposed DATE

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in accounting, business administration, finance or related field with one (1) year of accounting, finance, or budget management 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.

Supervisory Responsibilities

- No supervisory responsibilities.

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 fiscal reports, assessment reports, billing invoices, purchase orders, checks, vouchers, statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, department policies and procedures, purchasing policies and procedures, and manuals.
- Ability to prepare fiscal reports, financial reports, vouchers, purchase orders, invoices, reimbursements, receipts, revenue reports, agendas, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with supervisor, coworkers, sales representatives, vendors, other County employees, community partners, external organizations, auditors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Specialist 2	Class Number:	11182
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	All Departments	<i>Exhibit B</i>	

Classification Function

The purpose of this classification is to plan and coordinate fiscal and budget activities for a County department or specialized fiscal section of a division and to perform lead worker responsibilities.

Distinguishing Characteristics

This is a journey level classification that is responsible for performing and coordinating a variety of fiscal and budgetary duties as well as acting as a lead worker. Employees in this classification work under limited guidance from a supervisor. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. The Fiscal Specialist 2 has greater autonomy and responsibility in performance of responsibilities than the Fiscal Specialist 1, as well as lead worker responsibilities. The Fiscal Specialist 2 is assigned work that is more technical in nature and more advanced budgets/programs.

Essential Job Functions

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

- 40% +/- 10%
- Performs, plans, coordinates, and monitors technical and administrative duties in support of financial activities and operations for a department or specialized fiscal section of a department or division; assists with managing fiscal programs and projects; prepares, processes, and reviews expense adjustments, appropriation adjustments, budget transfers, requisitions, and purchase orders; researches, collects, and compiles information to prepare and maintain technical records and reports related to fiscal activities and operations; oversees preparation and maintenance of records, reports, and studies related to fiscal activities and operations and ensures compliance with department guidelines and county, state, and federal regulations; receives, reviews, and completes processing of daily deposits and payments including invoices, wire payments, revenue receipts, and vouchers; adjusts, balances, and reconciles accounts, bank statements, petty cash funds, and deposits; monitors and tracks expenditures; monitors and ensures proper coding of revenues, expenditures, and adjustments in database; controls funds distributions to various accounts; monitors contracts and contract activities for program compliance; monitors reimbursement of monies or expenditure of funds for state and federal programs; researches payment and reimbursement discrepancies and past due and problem invoices and resolves; assists with developing fiscal, budget, and accounting procedures and ensuring operational compliance with applicable department, County, state and/or federal regulations.

Proposed DATE

40% +/- 5%

- Performs and coordinates budget and fiscal agenda preparation duties for moderately advanced budgets and programs; assists and advises management with budget development and preparation; conducts research and analysis to plan and project future expenditures and potential variances; monitors assigned budgets, budget allocations, expenditures, and changes in appropriations; analyzes assigned budgets to ensure consistency and accuracy; performs and oversees preparation and maintenance of financial records and reports; assists with maintaining expenditure control and fiscal accountability with budget; analyzes budget trends and fiscal activities of assigned area of responsibility; advises and consults with management concerning accounting and financial implications of existing and projected department operations; assists with development of policies and procedures as they relate to department budget and fiscal operations; ensures budget procedures and reports are consistent with department, county, state, and federal guidelines.

10% +/- 5%

- Serves as lead worker; may coordinate and oversee small projects; reviews and approves work submitted by other team members; provides quality control of content produced by lower level employees; identifies and recommends targeted training needs of lower level employees.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; acts as department representative at various meetings, seminars, and workshops; coordinates the provision of reports and information for audits; coordinates with other county agencies on financial report preparation; provides information regarding budgets and fiscal operations to budget and fiscal personnel and clients; provides information in response to provider/vendor requests; manages the organizing and maintenance of department files and information in databases.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, business administration, finance, or related field with one (1) year of accounting, finance, or budget management 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.

Supervisory Responsibilities

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

Proposed DATE:

- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 assessment reports, financial reports, FAMIS reports, billing invoices, purchase orders, purchase requisitions, vouchers, statements, warrants, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, department policies and procedures; administrative procedures, fiscal handbooks, and Ohio Revised Code.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue receipt voucher reports, transfer and adjustment reports, reconciliation reports, summary reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, managers, vendors, service providers, other County employees, State Auditor's personnel, subordinates, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Specialist 3	Class Number:	11183
FLSA:	Exempt	Pay Grade:	12A
Dept:	All Departments	<i>Exhibit C</i>	

Classification Function

The purpose of this classification is to plan, direct, and coordinate fiscal and budget activities for a County department or specialized fiscal section of a division and to supervise accounting, clerical, and other support staff.

Distinguishing Characteristics

This is a supervisory level classification that is responsible for planning, coordinating, and directing a variety of fiscal and budgetary duties as well as supervising lower level fiscal and budget personnel. This class works under a manager and requires advanced knowledge of fiscal and budgetary management techniques in order to plan, direct, and manage fiscal and budgetary functions for department(s). The employee is expected to consult and collaborate with superiors to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring that assigned activities are completed in a timely and efficient manner. The Fiscal Specialist 3 is distinguished from the Fiscal Specialist 2 by supervisory duties, greater level of managing responsibility, and more advanced, technical 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.

30% +/- 10%

- Plans, directs, coordinates, and manages fiscal control activities and operations for a department or specialized fiscal section of a department or division; manages fiscal programs and projects; reviews, processes, and monitors expense adjustments, revenue adjustment, appropriation adjustments, budget transfers, requisitions, and purchase orders; oversees and directs preparation and maintenance of records, reports, and studies related to fiscal activities and operations and ensures compliance with department guidelines and county, state, and federal regulations; oversees and approves processing of daily deposits and payment including reimbursements, invoices, wire payments, revenue receipts, and vouchers; prepares, maintains, and reconciles revenue receipts for grants, special revenue funds, and trust and agency funds; analyzes budgeting and accounting reports to maintain expenditure controls; controls fund distribution to various accounts; prepares, reviews, and approves contracts and monitors contract activities for program compliance; monitors reimbursement of monies or expenditure of funds for state and federal programs; authorizes and oversees inventory control and travel reimbursement functions; researches financial discrepancies and resolves; plans, develops, and updates fiscal, budget, and accounting procedures and ensures operational compliance with applicable department, County, state and/or federal regulations; manages and ensures compliance for federal grants.

Proposed DATE

30% +/- 10%

- Administers department's budget including developing and monitoring financial processes, financial management systems, budgetary programs, grant accounts and budgets, cost funding, and cost management systems; develops and monitors budgetary programs and cost funding systems and procedures; creates, administers, monitors, analyzes, and reconciles department and grant budgets; prepares summaries, analyses, and recommendations on budgetary requests and programs; develops budget presentations; establishes and implements guidelines and procedures for budget preparation; develops, supervises, and monitors budget and fiscal control processes; prepares, maintains, and oversees preparation and maintenance of financial records and reports and ensures adherence to guidelines and regulations; establishes new systems or modifies existing systems to increase efficiency and accuracy of financial reporting; monitors budget and grant activities to ensure compliance with department guidelines and county, state, and federal regulations; develops, recommends, and implements policies and procedures as they relate to department budget and fiscal operations; reviews and analyzes proposed legislation to determine fiscal impact on budgets and programs.

20% +/- 10%

- Supervises accounting, clerical, and other support staff involved in fiscal operation activities; directs staff to ensure work completion and maintenance of standards; plan, assigns, and reviews work; provides training and instructions; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Provides budgetary assistance and technical advice to budget and fiscal personnel, clients, upper level management, and other County departments; advises and consults with management concerning accounting and financial implications of existing and projected departmental operations; consults with management on any problems, discrepancies, or issues; provides technical expertise in budgetary matters to county, state and/or private agencies; provides assistance with grant-funded programs to other county agencies; coordinates with other county agencies on financial report preparation.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; represents the department at meetings and conferences; provides information in response to provider/vendor requests; manages the organizing and maintenance of department files and information in databases.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, business administration, finance, or related field with three (3) years of accounting, finance, or budget management experience; or any equivalent combination of training and experience.

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.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including assessment reports, financial reports, FAMIS reports, billing invoices, purchase orders, purchase requisitions, vouchers, statements, letters, warrants, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, administrative procedures, fiscal handbooks, and Ohio Revised Code.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue receipt voucher reports, transfer and adjustment reports, reconciliation reports, summary reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, managers vendors, service providers, other County employees, State Auditor's employees, subordinates, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Histology Technician	Class Number:	12181
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Medical Examiner's Office	<i>Exhibit D</i>	

Classification Function

The purpose of this classification is to perform various tasks required for receiving, processing, and preparing tissue specimens for microscopic examination and analysis.

Distinguishing Characteristics

This is an entry-level classification working under general supervision. Positions in this class independently perform recurring, well-precedented duties using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, and applicable regulations regarding the performance of duties.

Essential Job Functions

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

- 60% +/- 10%
- Prepares slides of body tissue for microscopic examination; receives or retrieves specimens; processes specimens by inspecting and trimming tissues from autopsy; embeds tissue into blocks; prepares samples for observation under transmitted light by organizing, facing, sectioning, and labeling slides; stains tissue samples with dyes or other chemicals as appropriate; affixes coverslips to slides; examines slides under microscope to ensure tissue preparation meets laboratory requirements; maintains accurate documentation in accordance with established policies, procedures, and regulations.
- 20% +/- 10%
- Performs administrative duties facilitating storage of blocks and slides; verifies proper identification of slides and generates labels; files, retrieves, and distributes blocks and slides according to department procedures; purges archived files.
- 15% +/- 5%
- Performs cleaning and maintenance of laboratory instrumentation, equipment, and supplies; calibrates equipment; keeps maintenance and service logs for equipment; evaluates equipment and discusses with sales representatives; orders, stocks, and maintains inventory of supplies for department; assists with cleaning and sterilization of laboratory glassware, supplies, and equipment.
- 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; assists with review, update, and implementation of department safety procedures; may act as MEO's Hazardous Waste Manager and dispose of hazardous waste according to applicable regulations and procedures.

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in histology; or an equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain and maintain a Histotechnician (HT) Certification through the American Society for Clinical Pathology (ASCP) within 24 months of hire date.
- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of tools and equipment including forceps, scalpel, blades, tissue processor, Tissue Tek, Microtome, and drying oven.
- Ability to push, pull, and lift to 20 lbs.

Supervisory Responsibilities

- No supervisory responsibilities.

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 established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including case record sheets and diagnostic reports.
- Ability to comprehend a variety of reference books and manuals including employee handbook, standard operating procedures, histology textbooks, and operating manuals.
- Ability to prepare purchase requests, case record sheet, cleaning sheets, hazardous materials notebook, correspondence, 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, and to follow instructions.
- Ability to use and interpret medical/scientific and basic legal terminology and language.

Histology Technician

- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, morticians, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to bright lights, strong odors, toxic agents, diseases, bodily fluids, laboratory tools, and equipment.

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: 07.28.2014
Last Modified: 07.28.2014

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Morgue Technician	Class Number:	12201
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Medical Examiner's Office	Exhibit E	

Classification Function

The purpose of this classification is to complete a variety of duties facilitating the receipt and release of bodies in the Medical Examiner's Office (MEO).

Distinguishing Characteristics

This is an entry level classification that works under direct supervision from the Supervisor, Morgue Technician. Positions in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the duties associated with this class. Incumbents perform recurring tasks using standard methods and techniques and work within a well-defined framework of policies, procedures, laws, and regulations.

Essential Job Functions

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

- 35% +/- 10%
- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; draws blood and urine samples for toxicology; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system.
- 25% +/- 10%
- Receives calls regarding deaths for County MEO office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches livery crews as appropriate.
- 20% +/- 10%
- Prepares decedents for viewings for family or MEO personnel; checks case management system for bodies that need to be viewed; retrieves decedent and prepares for pathologist to view; moves body into various positions as needed by pathologist; collects fluid and DNA samples for non-autopsy cases using appropriate needles/syringes and labels samples; prepares decedents for viewing in family viewing cooler; facilitates family viewings by pulling back curtain; completes appropriate identification forms based on outcome of family viewings.
- 15% +/- 5%
- Performs cleaning and maintenance of department equipment and vehicles; maintains proper hygiene standards for work station and wardrobe; sanitizes carts after a decedent is released; cleans and sanitizes coolers, floors, and walls upon contamination; washes County vehicles.

Morgue Technician

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; communicates with family members, pathologists, law enforcement personnel, funeral homes, hospitals, and investigators; coordinates with disaster response team and inventories safety equipment and supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of experience in death investigation, forensic investigation, paramedic, emergency medical technician, embalming, morgue facilities, or related experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use camera equipment and pill counter machine.
- Ability to stand and walk for a prolonged period of time, crawl, crouch, bend, twist, and ability to push and pull up to 300 or more lbs. (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including records of bodies received, clothing lists, toxicology/laboratory specimen forms, morgue handling fees, x-rays, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including employee handbook, medical terminology book, and policies and procedures manuals.
- Ability to prepare specimen forms, evidence forms, first call sheets, logs, conveyance records, vital statistics reports, 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, and to follow instructions.

Effective Date: 12.06.2011
Last Modified: 07.28.2014

Morgue Technician

- Ability to use and interpret basic medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, law enforcement personnel, doctors, departmental employees, and administrators.

Environmental Adaptability

- Work is performed in a morgue facility.
- Work may involve exposure to strong odors, toxic or poisonous agents, disease, and bodily fluids.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Printing Coordinator	Class Number:	15161
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Works	Exhibit F	

Classification Function

The purpose of this classification is to monitor the production of printing orders throughout entire printing process at centralized County-wide printing facility, including the procurement of printing supplies, materials, and services.

Distinguishing Characteristics

This is an entry level classification with responsibility for assembling, delivering, tracking, and filing information related to printing orders. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures 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.

- 45% +/- 10%
- Prepares, maintains, and submits financial reports and records; procures printing material and supplies; processes Facilities Asset Management Information System (FAMIS) charge-backs for copier, printer, and printing jobs; provides necessary documentation for audits; processes accounts payable; prepares invoices and maintains accounts receivable, checks, and submits revenue receipts and in house requisitions; submits driver's monthly vehicle mileage.
- 25% +/- 10%
- Procures supplies, materials and services for printing projects; prepares paper request for quote; prepares printing request for quote; maintains inventory records; reviews vendor quote responses; performs miscellaneous duties to support purchasing activities.
- 15% +/- 5%
- Monitors the production of printing orders throughout entire printing process at centralized County-wide printing facility; coordinates printing request to meet client's requirements; processes paper orders; estimates cost of job for materials; addresses inquiries of current and potential orders; prepares print job specifications; reviews typesetter proofs; prepares typesetter proofs.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains files for printed jobs, inventory, and supplies; packages and ships vouchers, paper, and envelope orders; disseminates mail.

Effective Date: 1995
Last Modified: 06.16.2016

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with three (3) years of experience in print production, accounting, business administration, purchasing, or administrative support; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to sit, stand, and walk for prolonged periods of time and push, pull, and lift up to 50 pounds.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistics and apply the principles of basic algebra.

Supervisory Responsibilities

- No supervisory responsibilities.

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 established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents, including various print orders, requests for leave, requests for quotes; order forms, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Design & Printing Reference Book, envelope charts, and micrometer to measure paper weights.
- Ability to prepare requests for quotes, invoices, Public Works in-house requisitions, procurement purchase order, monthly financial reports for printing, paper, and copier chargers, monthly vehicle mileage, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as a lead worker, influence others, record and deliver information, explain procedures, and to follow instructions.
- Ability to use and interpret print production, marketing, and accounting terminology and language.
- Ability to communicate effectively with supervisors, clients, printing foreman, delivery driver, vendors, sales representatives, and other County employees.

Printing Coordinator

Environmental Adaptability

- Work is typically performed in the print shop.
- Work may involve exposure to strong odors, machinery, 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.

Effective Date: 1995
Last Modified: 06.16.2016

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Fingerprints Laboratory	Class Number:	12244
FLSA:	Exempt	Pay Grade:	17A
Dept:	Medical Examiner's Office	<i>Exhibit 6</i>	

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Fingerprints unit including the collection, identification, and analysis of fingerprint evidence.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this class work under general supervision of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the fingerprint lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises a small number of employees.

Essential Job Functions

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

- 40% +/- 10%
- Conducts examination and processing of physical evidence suspected of bearing finger, palm, and foot prints; performs analyses utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates and conducts comparison of questioned prints to known standards; prepares and enters latent print evidence into an Automated Fingerprint Identification System (AFIS); maintains logs and records of examinations performed; prepares charts and other material for demonstration of evidence in court; prepares findings and issues reports based on the results of the examination; testifies in a court of law as an expert witness; performs administrative and technical case review; assists local agencies with requests for identification.
- 20% +/- 10%
- Supervises assigned staff; prioritizes, assigns, reviews, and coordinates work; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 15% +/- 5%
- Updates and/or drafts Standard Operating Procedures; evaluates unit's performance to assess compliance with quality, time, and safety objectives. reviews procedures to ensure compliance with accreditation guidelines; implements and enforces quality assurance procedures; ensures compliance with unit laboratory safety program procedures.

10% +/- 5%

Effective Date: 08.03.2015
Last Modified: 08.03.2015

Supervisor, Fingerprints Laboratory

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; communicates results of cases to law enforcement, attorneys, and other ME staff; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Oversees regular maintenance of Fingerprint laboratory spaces and AFIS equipment; ensures availability of laboratory supplies and equipment; reviews purchase orders for technical accuracy; ensures that supplies and equipment are ordered in a timely fashion; oversees and performs routine troubleshooting and maintenance of laboratory equipment.

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; completes and directs method improvements, validations, and research projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in biology, chemistry, forensic science, or related field with six (6) years experience performing comparison and identification of latent print material and related matter in a forensic laboratory; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, AFIS Latent Workstation, alternate light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

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 and to act on employee problems.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

Effective Date: 08.03.2015
Last Modified: 08.03.2015

Supervisor, Fingerprints Laboratory

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including record of evidence submissions, chain of custody records, record of evidence release, police reports, case final reports, requests for information release, subpoenas, digital images of Friction Ridge impressions, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including employee handbook, , standard operating procedures, quality assurance manual, safety manual, training manual, instrument/equipment manuals, and code of ethics.
- Ability to prepare case file reports, supply order requests, instrument maintenance logs, instrument calibration logs, departmental memos and reports, fingerprint laboratory manual/procedures drafts, examination reports, case files, standard operating procedures, quality assurance reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with staff, other departmental employees/managers, supervisor, attorneys, juries, law enforcement personnel, students, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Morgue Technician	Class Number:	12202
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Medical Examiner's Office	<i>Exhibit H</i>	

Classification Function

The purpose of this classification is to supervise staff and participate in a variety of duties facilitating the receipt and release of bodies in the Medical Examiner's Office (MEO).

Distinguishing Characteristics

This is a supervisor level classification. Employees in this classification receive general supervision from the Manager, Morgue Operations and are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems, and in supervising assigned staff. Incumbents perform recurring, well-precedented duties using standard methods and techniques, and exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties. This classification differs from the Morgue Technician in that it supervises the latter and performs the more complex work of the unit.

Essential Job Functions

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

- 35% +/- 10%
- Supervises, organizes, prioritizes, and assigns work of Morgue Technicians; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; draws blood and urine samples for toxicology; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system.
- 20% +/- 10%
- Receives calls regarding deaths for County MEO office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches livery crews as appropriate.

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Supervisor, Morgue Technician

5% +/- 2%

- Performs cleaning and maintenance of department equipment and vehicles; maintains proper hygiene standards for work station and wardrobe; sanitizes carts after a decedent is released; cleans and sanitizes coolers, floors, and walls upon contamination; washes County vehicles.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; inventories department supplies; prepares purchase orders as needed; communicates with family members, pathologists, law enforcement personnel, funeral homes, hospitals, and investigators; coordinates with disaster response team and inventories safety equipment and supplies; works in the property room inventorying, securing, and releasing personal items/property of the deceased.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and five (5) years of experience in death investigation, forensic investigation, paramedic, emergency medical technician, embalming, morgue facilities, or related experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use camera equipment and pill counter machine.
- Ability to stand and walk for a prolonged period of time, crawl, crouch, bend, twist, and ability to push and pull up to 300 or more lbs. (with assistance).

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 and to act on employee problems.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Supervisor, Morgue Technician

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 diagnose. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including clothing lists, toxicology/laboratory specimen forms, Life Banc forms, biohazard forms, morgue handling fees, x-rays, and funeral home release documentation.
- Ability to comprehend a variety of reference books and manuals including records of bodies received, medical terminology book, and policies and procedures manuals and computer manuals.
- Ability to prepare specimen forms, evidence forms, first call sheets, logs, conveyance records, vital statistics reports, supply forms, daily form, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve in a supervisory capacity, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with employees, family members, funeral homes/directors, police personnel, doctors, departmental employees, and administrators.

Environmental Adaptability

- Work is performed in a morgue facility.
- Work may involve exposure to strong odors, toxic or poisonous agents, disease, and bodily fluids.

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: 07.28.2014
Last Modified: 07.28.2014

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Deputy, Civil	Class Number:	1025701
FLSA:	Exempt	Pay Grade:	14
Dept:	Sheriff's Office	Exhibit F	

Classification Function

The purpose of this classification is to plan, organize, and direct the operations and activities of the Civil division of the Sheriff's Department including the Body Attachments, Cashiers, Deeds and Distributions, Executions, Land Sales and Writs units; to assist the Sheriff in the overall planning and organizing of the Civil division.

Distinguishing Characteristics

This single-position, management classification is responsible for management, coordination, supervision and control of the Civil Division of the Sheriff's Department directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to operations and activities within the division. The employee is expected participate in development of objectives, priorities, and procedures, and participates in preparation of the division budget. 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. This class is distinguished from the Sheriff in that the latter is the Department Director that has overall responsibility for all Department programs and activities.

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%
- Directs and manages the operations and activities of the Civil Division directly and through subordinate supervisors; coordinates work with intradepartmental staff, and with representatives of other county departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards.

- 25% +/- 10%
- Confers regularly with the Sheriff on the implementation of policies, programs, and procedures for the department; assists in the determination of departmental needs in terms of programs, personnel and equipment; regularly evaluates the efficiency of Civil division operations, the morale and discipline of employees and the department in general; prepares or directs the preparation of administrative studies, reports and recommendations.

- 25% +/- 5%
- Supervises the division's functions directly and through subordinate supervisors; coordinates and allocates work and balances staff accordingly; reviews work; approves hiring, promotions, discharges, and disciplinary actions; conducts investigations into employee misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

Chief Deputy - Civil

5% +/- 2%

- Reviews and approves all checks and deeds prior to distribution; notarizes documents; oversees the service and returns of summons, subpoenas, and legal documents; reviews and submits bureau budget reports and statistics; recommends and approves expenditures; coordinates with the fiscal office; prepares annual reports.

10% +/- 5%

- Communicates with attorneys; represents the department by attending and participating in meetings, conferences, seminars and training; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in criminal justice, social services, liberal arts, criminal justice, business administration or a closely related field and five (5) years of experience in a civilian governmental law enforcement institution, which must have included a minimum of two years of experience in a supervisory/management position; or an equivalent combination of education, training, and experience.

Additional Requirements

None

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 schedule, 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 approve the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

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 court notes, time sheets, invoices, records, process server duty sheets, daily work count, foreclosure bulletin, eviction return report, disciplinary reports, bank statements and applications.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, manuals, clerk's docket, sick call list, websites, contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, reports, correspondence, performance appraisals, disciplinary reports, invoices, order forms, bulletin board, foreclosure data, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal, counseling and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, magistrates, clerks, auditors, treasurers, courts, department directors, and attorneys.

Environmental Adaptability

- Work is primarily performed indoors in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Corrections Operations Support Manager	Class Number:	1025301
FLSA:	Exempt	Pay Grade:	11
Dept:	Sheriff's Office	<i>Exhibit J</i>	

Classification Function

The purpose of this classification is to plan, organize, coordinate, and supervise the food services, laundry, inventory, sanitation and maintenance operations and activities for the Cuyahoga County Corrections Center.

Distinguishing Characteristics

This is a management level class responsible for planning, organizing, coordinating, and supervising the operations and activities of the food services, laundry, inventory, sanitation and maintenance units for the Cuyahoga County Corrections Center. This class works under general direction and the incumbents evaluate and recommend changes to, or develop new policies and procedures for operations of the assigned functional areas within required standards and regulations. 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. The employee in this class provides supervision to sworn and non-sworn lead classes and to classes that oversee the work of inmates. This class is distinguished from the Operations Warden in that the latter is the Division director that has overall responsibility for division programs and activities.

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%
- Plans, organizes, directs, coordinates, and supervises the functions of several units within the Corrections division of the Sheriff's Department; procures and/or oversees procurement of materials and equipment; receives, prepares, distributes and stores materials and equipment.
- 30% +/- 5%
- Supervises staff in the assigned units; schedules, assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; maintains standards; conducts investigations into employee misconduct; assesses staffing requirements; evaluates performance; establishes and promotes employee morale.
- 15% +/- 10%
- Determines recommends and implements facilities, equipment, and personnel requirements; recommends layout designs for food service facilities; plans menus according to requirements and standards; directs the selection, placement, use, and maintenance of food service equipment.
- 10% +/- 5%
- Compiles updates and completes records; writes reports; maintains MSDS books and ensures that materials are stored in required conditions.
- 10% +/- 5%
- Stays abreast of new trends, requirements, and innovations in the assigned areas; provides responsive, high quality service to those contacted in performance of duties; coordinates activities with appropriate County divisions and departments; provides accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves public relations issues.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in food services, management, or business administration and six (6) years of experience in the food service industry which should include experience supervising staff; or an equivalent combination of education, training, and experience.

Additional Requirements

None

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of food service, laundry, and sanitation tools, equipment, and supplies.

Supervisory Responsibilities

- Ability to schedule, 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, and divide and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including attendance reports, disciplinary reports, vacation requests, tracking sheets, invoices and incident reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, safety and sanitation manuals, standards, menus, MSDS books, labor contracts, and the Ohio Revised Code (ORC).
- Ability to prepare requisitions, logs, reports, performance appraisals, schedules, assignments, tracking sheets, menus, time slips, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Corrections Operations Support Manager

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic mechanical terminology and language.
- Ability to communicate with staff, correctional officers, departmental employees and administrators, employees of outside departments and divisions, inmates, and sales representatives.

Environmental Adaptability

- Work is primarily performed indoors.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Safety & Health Coordinator	Class Number:	15011
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Works	<i>Exhibit K</i>	

Classification Function

The purpose of this classification is to develop, plan, and coordinate employee safety program policies and procedures and monitors safety program compliance.

Distinguishing Characteristics

This is a journey level classification with responsibility for training County employees on safety procedures and maintaining safety equipment. This class is responsible for maintaining, monitoring, and inspecting safety equipment and conducting field inspections and certifications. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and 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%
- Develops safety procedures and equipment training; conducts CPR, First Aid, Blood Borne Pathogen, AED, fire extinguisher, safety procedures training; teaches personnel correct work zone set-up; teaches proper handling, containment, and disposal of bodily fluid spills.

- 20% +/- 10%
- Maintains, monitors, inspects safety equipment; conducts field inspections and certifications; conducts fire and safety inspections of all county buildings; performs safety field inspections for Sanitary, Road & Bridge, and Construction crews; inspects, monitors, and maintains defibrillators and first aid kits; assures sharps containers are emptied on a regular basis in all county buildings; checks and certifies all confined space entry equipment; investigates incidents and accidents.

- 20% +/- 10%
- Researches, recommends, and distributes inventory; researches and distributes personal safety equipment; prepares bids for safety products and services; researches, bids, maintains fire extinguisher contract; controls inventory for all safety equipment within Public Works; recommends safety and health equipment to all departments in the county.

- 15% +/- 10%
- Develops, organizes, and implements fire, tornado, and power failure evacuations plans for all county buildings; organizes floor captains; conducts fire drills at all county buildings; attends meetings to recommend safety and security practices for various county departments.

Effective Date: 1996
Last Modified: 10.13.2016

Safety & Health Coordinator

15% +/- 10%

- Performs public relations duties; prepares safety booklets and articles for distribution; delivers speeches to various groups and organizations; addresses multi-departmental employee safety and health complaints and issues; coordinates and meets with various individuals and groups including Greater Cleveland Safety Council, Governor's Traffic Safety Committee, and Commissioners.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Industrial or Occupational Safety, Criminal Justice, or related field with three (3) years of industrial or occupational safety experience; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

Must obtain and maintain CDL A or B License, Forklift Certification, First Aid/CPR/AED Training, Blood Borne Pathogens Training, OSHA Confined Space Entry Workshop, Gas Detection Training Course, Traffic Safety Generalist Course within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to walk for prolonged periods of time, ability to demonstrate CPR and first aid techniques, and to lift up to 25 pounds.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including accident investigation reports, work repair reports, safety equipment purchase invoices, work completed invoices, proposals, protective service reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Fire Code Book, NFPA Code Book, OSHA Rules and Regulations, Ohio Manual of Uniform Traffic Control Devices, and Personnel Policies and Procedures Manual.

Effective Date: 1996
Last Modified: 10.13.2016

Safety & Health Coordinator

- Ability to prepare accident records, activity reports, training reports, schedules, correspondence, speeches, pamphlets, weekly articles, Emergency Action Plans, safety equipment recommendations, bid specifications, standard operating procedures, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical, safety, electrical, mechanical, basic law, OSHA terminology and language.
- Ability to communicate effectively with immediate supervisor, vendors, judges, other department directors, field personnel, coworkers, police officers, sheriff's department employees, other County employees, other government agencies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at field locations.
- Work in the field locations can be exposed to temperature extremes, strong odors, toxic agents, poisonous agents, smoke, dust, machinery, wetness, humidity, disease, bodily fluids, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Survey Party Chief	Class Number:	18091
FLSA:	Non - Exempt	Pay Grade:	6
Dept:	Public Works	<i>Exhibit L</i>	

Classification Function

The purpose of this classification is to oversee, coordinate, and participate in the work of a survey crew in completing work requests; to perform field survey work to establish lines and grades to guide construction operations.

Distinguishing Characteristics

This is an advance-journey level technical classification with responsibility for planning, scheduling, coordinating and participating in the work of field crews in establishing lines and grades to guide construction operations. This classification works under a framework of procedures and regulations. The incumbent exercises discretion in applying procedures ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Survey Technician class in that the Survey Party Chief oversees the work of field crews and requires a higher level of education and experience. This class is further distinguished from the Licensed Land Surveyor in the later is more involved in administrative work such as creating databases, drawings, reports, and calculations.

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%
- Performs field survey duties; determines degree of curves; checks computation curves and alignment data and determines location of reference points; computes distances and elevations; drafts AutoCAD engineering basemap; reduces survey field notes to develop basemaps.

- 40% +/- 10%
- Oversees and participates in the work of survey crews; sets-up work zones in field for field survey operations; trains journey level staff; plans, coordinates, assigns and reviews work; interprets engineering plans and standards to direct survey field crews; maintains standards; oversees the establishment of center lines, the securing of data for cross sections, bridges and drainage areas; oversees the staking of lines and elevations for grades, bridges and drainage structures; oversees and participates in the setting, recovery, traversing and referencing of geodetic monuments; checks accuracy of completed tasks.

- 20% +/- 10%
- Compiles and prepares work information; compiles and records field notes; checks accuracy of completed tasks.

- 10% +/- 5%
- Selects and provides necessary equipment and materials to complete work assignments; maintains survey equipment; drives and performs routine maintenance on survey vehicle.

Survey Party Chief

Experience Required to Perform Essential Job Functions

High school diploma supplemented with vocational training and two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

Requires a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra, geometry and trigonometry.

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 maps, right-of-way plans, legal documents, legal descriptions, forms, databases, and work orders.
- Ability to utilize a variety of advisory data and information such as survey plat records, centerline drawings, field notes, elevation records, coordinate files, as built drawings, geodetic files, equipment inventory, time sheets, equipment manuals, procedures, guidelines and routine correspondence.
- Ability to prepare memos, correspondence, engineering base maps, right-of-way basemaps, plans, legal descriptions, calculations, surveys and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.

Survey Party Chief

- Ability to use and interpret land survey related terminology and language.
- Ability to communicate with supervisor, employees of other sections, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in the field and 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.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0182

<p>Sponsored by: Councilmember Simon on behalf of Cuyahoga County Planning Commission</p> <p>Co-sponsored by: Councilmember Stephens</p>	<p>A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of City of Brooklyn for the conservation of ecologically significant areas in Stickney Creek Valley – Big Creek in the City of Brooklyn; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Cuyahoga County has received a request from City of Brooklyn for a Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of City of Brooklyn for the conservation of ecologically significant areas in Stickney Creek Valley - Big Creek in the City of Brooklyn, pursuant to Ohio Revised Code Section 164.23; and

WHEREAS, the City of Brooklyn seeks to acquire the longest stretch of Stickney Creek, the largest tributary to the Big Creek with a total in linear feet of 2500, all category 3 ravine stream. In total, the City of Brooklyn is applying to purchase the fee simple interest of approximately 10 acres of land located in the City of Brooklyn located on Memphis Avenue directly upstream from the Memphis picnic area of The Cleveland Metroparks. The parcel upstream from the proposed acquisition is the City of Brooklyn owned Veterans Memorial Park, on which West Creek Conservancy is restoring 2,000 linear feet of stream. The parcels are developed/improved, and a successful acquisition will enable the City of Brooklyn and its partners to restore each of the respective properties as well as work to develop the anticipated Big Creek Greenway Trail connecting residents throughout the city to these resources.

WHEREAS, the project is known as “Protecting the Stickney Creek Valley – Big Creek” and is located in County Council District No. 3; and

WHEREAS, the total estimated project cost is \$1,400,000.00, of which \$575,000.00 is estimated for the Clean Ohio application; and

WHEREAS, Ohio Revised Code Section 164.23 provides that “an entity seeking a grant for a project that is eligible for funding shall submit an application to the natural resources assistance council with geographical jurisdiction over the proposed project area;” and, Ohio Revised Code Section 164.23(B) further provides that “in

addition to the application, an applicant for a grant for a project shall include a copy of a resolution supporting the project from each county in which the proposed project is to be conducted;” and

WHEREAS, the Ohio Public Works Commission provides financial assistance to Natural Resources Assistance Councils for the purpose of preserving open spaces, sensitive ecological areas, and stream corridors; and

WHEREAS, the applications for the fourteenth-round funding under the Clean Ohio Fund Green Space Conservation Program are due on October 11, 2019 to the Cuyahoga County Natural Resources Assistance Council; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadline required by the Cuyahoga County Natural Resources Assistance Council.

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

SECTION 1. That the Cuyahoga County Council hereby supports the submission of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of City of Brooklyn for the conservation of ecologically significant areas in Stickney Creek Valley – Big Creek in the City of Brooklyn and known as the “Protecting the Stickney Creek Valley - Big Creek Project”.

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

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

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0183

<p>Sponsored by: Councilmember Simon on behalf of Cuyahoga County Planning Commission</p> <p>Co-sponsored by: Councilmember Stephens</p>	<p>A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of City of Euclid for the conservation of ecologically significant areas in the Euclid Waterfront – Weltman Estate and IRG Properties Acquisition in the City of Euclid; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Cuyahoga County has received a request from City of Euclid for a Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of City of Euclid for the conservation of ecologically significant areas in the Euclid Waterfront – Weltman Estate and IRG Properties Acquisition in the City of Euclid, pursuant to Ohio Revised Code Section 164.23; and

WHEREAS, in 2009, the City of Euclid established a vision for public waterfront development including a ¾ mile all-purpose trail and shoreline stabilization project currently under construction with funding partially from the Cuyahoga County Casino Revenue Program. The next phase of construction is anticipated in summer 2020 pending these proposed acquisitions. The City has an opportunity to acquire a total of 25 parcels within the project area, whereas the majority of the parcels will be permanently conserved for trail development. The properties are controlled by the Estate of Dennis Weltman (4 parcels) and IRG (21 parcels), long-time proponents of the Euclid Waterfront Improvements Plan. The current owners are prepared to sell the parcels to Western Reserve Land Conservancy and the City of Euclid for the purposes of completing the lakefront trail and based on the fair market appraised value of the parcels.

WHEREAS, the City of Euclid has a long-term access and maintenance easement as well as a temporary construction easement over the properties; however, the City prefers ownership where it can ensure permanent conservation and preserve in perpetuity public access to our region’s greatest natural asset. In addition, if a public entity were to own the properties, there could be enhanced public access from the urban grid to the new waterfront trail as well as potential construction cost savings. These acquisitions follow a pattern where other City-owned parcels within the project area are conserved through grants from ODNR and we anticipate that more of our

lakefront will continue to be conserved as a public good through a partnership with the Western Reserve Land Conservancy.

WHEREAS, the project is known as “Euclid Waterfront – Weltman Estate and IRG Properties Acquisition” and is located in County Council District No. 11; and

WHEREAS, the total estimated project cost is \$1,000,000.00, of which \$650,000.00 is estimated for the Clean Ohio application; and

WHEREAS, Ohio Revised Code Section 164.23 provides that “an entity seeking a grant for a project that is eligible for funding shall submit an application to the natural resources assistance council with geographical jurisdiction over the proposed project area;” and, Ohio Revised Code Section 164.23(B) further provides that “in addition to the application, an applicant for a grant for a project shall include a copy of a resolution supporting the project from each county in which the proposed project is to be conducted;” and

WHEREAS, the Ohio Public Works Commission provides financial assistance to Natural Resources Assistance Councils for the purpose of preserving open spaces, sensitive ecological areas, and stream corridors; and

WHEREAS, the applications for the fourteenth-round funding under the Clean Ohio Fund Green Space Conservation Program are due on October 11, 2019 to the Cuyahoga County Natural Resources Assistance Council; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadline required by the Cuyahoga County Natural Resources Assistance Council.

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

SECTION 1. That the Cuyahoga County Council hereby supports the submission of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of City of Euclid for the conservation of ecologically significant areas in Euclid Waterfront – Weltman Estate and IRG Properties Acquisition in the City of Euclid and known as the “Euclid Waterfront – Weltman Estate and IRG Properties Acquisition Project”.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0185

<p>Sponsored by: Councilmember Simon on behalf of Cuyahoga County Planning Commission</p> <p>Co-sponsored by: Councilmember Stephens</p>	<p>A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Gates Mills Land Conservancy for the conservation of ecologically significant areas in Clark Forest Preserve in the Village of Gates Mills; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Cuyahoga County has received a request from Gates Mills Land Conservancy for a resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Gates Mills Land Conservancy for the conservation of ecologically significant areas in Clark Forest Preserve in the Village of Gates Mills, pursuant to Ohio Revised Code Section 164.23; and

WHEREAS, Gates Mills Land Conservancy seeks to preserve 73.7 acres of old growth forest, ravines, and high-quality streams on the Sherman Road which drain to the State Scenic Chagrin River. The project includes the 36.7 acre Clark property which became available from the Estate of owner Jane Clark. Other properties included are an adjacent 25 acre and a 12 acre parcel across Sherman Road that are owned by the Gates Mills Land Conservancy. Conservation easements would be placed on all three properties. Success on this endeavor would be the latest accomplishment towards preserving natural areas along Sherman Road, a scenic corridor in the Village. Gates Mills Land Conservancy will permanently preserve this natural area, protect habitat, and provide year-round access to a portion of the property by the public. The project also includes restoration efforts to address invasive species and preserve habitat quality; and

WHEREAS, the project is known as “Clark Forest Preserve” and is located in County Council District No. 6; and

WHEREAS, the total estimated project cost is \$2,042,000.00, of which \$400,000.00 is estimated for the Clean Ohio application; and

WHEREAS, Ohio Revised Code Section 164.23 provides that “an entity seeking a grant for a project that is eligible for funding shall submit an application to the natural resources assistance council with geographical jurisdiction over the proposed

project area;” and, Ohio Revised Code Section 164.23(B) further provides that “in addition to the application, an applicant for a grant for a project shall include a copy of a resolution supporting the project from each county in which the proposed project is to be conducted;” and

WHEREAS, the Ohio Public Works Commission provides financial assistance to Natural Resources Assistance Councils for the purpose of preserving open spaces, sensitive ecological areas, and stream corridors; and

WHEREAS, the applications for the fourteenth-round funding under the Clean Ohio Fund Green Space Conservation Program are due on October 11, 2019 to the Cuyahoga County Natural Resources Assistance Council; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadline required by the Cuyahoga County Natural Resources Assistance Council.

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

SECTION 1. That the Cuyahoga County Council hereby supports the submission of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Gates Mills Land Conservancy for the conservation of ecologically significant areas in Clark Forest Preserve in the Village of Gates Mills and known as the “Clark Forest Preserve Project”.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2019

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: September 18, 2019

Committee Report/Second Reading: September 24, 2019

Journal _____
_____, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0186

<p>Sponsored by: Councilmember Simon on behalf of Cuyahoga County Planning Commission</p> <p>Co-sponsored by: Councilmembers Brown and Stephens</p>	<p>A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Village of Orange for the conservation of ecologically significant areas in the Chagrin River and Tinker’s Creek Headwaters Wetland Protection in the Village of Orange; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Cuyahoga County has received a request from Orange Village for a Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Village of Orange for the conservation of ecologically significant areas in the Chagrin River and Tinker’s Creek Headwaters Wetland Protection in the Village of Orange, pursuant to Ohio Revised Code Section 164.23; and

WHEREAS, the Village of Orange seeks to permanently protect approximately 56 acres of land along the drainage divide between the Chagrin River and Tinker’s Creek watersheds in the Village of Orange. This project will include five parcels (Permanent Parcel Numbers: 901-03-022, 901-03-023, 901-03-027, 901-03-032 and 901-05-002), which are located near the Interstate 271/Harvard Road interchange in the Village of Orange. This land includes numerous wetlands that eventually drain to Wiley Creek, a tributary to the Chagrin River and Hawthorne Creek, a tributary to Tinker’s Creek. Downstream Ohio EPA monitoring locations indicate that Wiley Creek is in partial attainment of its cold-water habitat aquatic life use designation and Hawthorne Creek is non-attainment of its warm-water habitat aquatic life use designation. The area surrounding the Interstate 271/Harvard Road interchange has experienced substantial commercial development, and undeveloped land in this area is in high demand, resulting in an immediate need to protect these sensitive wetland areas to provide habitat for native wetland plant, macroinvertebrate and bird species. In addition to protecting wildlife habitat in an expanding commercial zone in the Interstate 271 corridor, this project will also protect the natural stormwater management benefits of the wetlands and provide crucial greenspace access to residents of the Village of Orange and surrounding Cuyahoga County communities through future trail development. This project will also include invasive plant species

management to enhance and protect the native wetland vegetative communities at the site.

WHEREAS, the project is known as “Chagrin River and Tinker’s Creek Headwaters Wetland Protection Project” and is located in County Council District No. 9; and

WHEREAS, the total estimated project cost is \$6,582,500.00, of which \$1,200,000.00 is estimated for the Clean Ohio application; and

WHEREAS, Ohio Revised Code Section 164.23 provides that “an entity seeking a grant for a project that is eligible for funding shall submit an application to the natural resources assistance council with geographical jurisdiction over the proposed project area;” and, Ohio Revised Code Section 164.23(B) further provides that “in addition to the application, an applicant for a grant for a project shall include a copy of a resolution supporting the project from each county in which the proposed project is to be conducted;” and

WHEREAS, the Ohio Public Works Commission provides financial assistance to Natural Resources Assistance Councils for the purpose of preserving open spaces, sensitive ecological areas, and stream corridors; and

WHEREAS, the applications for the fourteenth-round funding under the Clean Ohio Fund Green Space Conservation Program are due on October 11, 2019 to the Cuyahoga County Natural Resources Assistance Council; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadline required by the Cuyahoga County Natural Resources Assistance Council.

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

SECTION 1. That the Cuyahoga County Council hereby supports the submission of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Village of Orange for the conservation of ecologically significant areas in the Chagrin River and Tinker’s Creek Headwaters Wetland Protection in the Village of Orange and known as the “Chagrin River and Tinker’s Creek Headwaters Wetland Protection Project”.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0188

<p>Sponsored by: Councilmember Simon on behalf of Cuyahoga County Planning Commission</p> <p>Co-sponsored by: Councilmember Stephens</p>	<p>A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Village of Moreland Hills for the conservation of ecologically significant areas in Chagrin Meadows Preserve in the Village of Moreland Hills; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Cuyahoga County has received a request from Village of Moreland Hills for a Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Village of Moreland Hills for the conservation of ecologically significant areas in Chagrin Meadows Preserve in the Village of Moreland Hills, pursuant to Ohio Revised Code Section 164.23; and

WHEREAS, the Village of Moreland Hills seeks to preserve a significant historic and scenic natural area and open space located in Moreland Hills, Ohio through fee-simple acquisition and permanent protection of the 26.5-acre property via a conservation easement. Western Reserve Land Conservancy would propose to seek grant funding through the Clean Ohio District 1 NRAC in October of 2019 on behalf of the Village of Moreland Hills in order to acquire the property from the Village of Hunting Valley.

WHEREAS, the Village of Moreland Hills would own the property which would be protected in perpetuity with a conservation easement held by the Land Conservancy. The easement would restrict use of the property and would be monitored annually by the Land Conservancy stewardship staff. Our proposal is that the Village of Moreland Hills and the Land Conservancy would jointly manage and operate the property as a passive park. Improvements to the property could include a small parking area, loop trail, and wildflower meadow with educational and interpretive signage.

WHEREAS, the project is known as “Chagrin Meadows Preserve” and is located in County Council District No. 6; and

WHEREAS, the total estimated project cost is \$2,215,000.00, of which \$1,615,000.00 is estimated for the Clean Ohio application; and

WHEREAS, Ohio Revised Code Section 164.23 provides that “an entity seeking a grant for a project that is eligible for funding shall submit an application to the natural resources assistance council with geographical jurisdiction over the proposed project area;” and, Ohio Revised Code Section 164.23(B) further provides that “in addition to the application, an applicant for a grant for a project shall include a copy of a resolution supporting the project from each county in which the proposed project is to be conducted;” and

WHEREAS, the Ohio Public Works Commission provides financial assistance to Natural Resources Assistance Councils for the purpose of preserving open spaces, sensitive ecological areas, and stream corridors; and

WHEREAS, the applications for the fourteenth-round funding under the Clean Ohio Fund Green Space Conservation Program are due on October 11, 2019 to the Cuyahoga County Natural Resources Assistance Council; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadline required by the Cuyahoga County Natural Resources Assistance Council.

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

SECTION 1. That the Cuyahoga County Council hereby supports the submission of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Village of Moreland Hills for the conservation of ecologically significant areas in Chagrin Meadows Preserve in the Village of Moreland Hills and known as the “Chagrin Meadows Preserve Project”.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2019

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: September 18, 2019

Committee Report/Second Reading: September 24, 2019

Journal _____
_____, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0189

<p>Sponsored by: Councilmember Simon on behalf of Cuyahoga County Planning Commission</p> <p>Co-sponsored by: Councilmember Stephens</p>	<p>A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in Protect, Restore, Connect – West Creek in the City of Parma; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Cuyahoga County has received a request from West Creek Conservancy for a Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in Protect, Restore, Connect – West Creek in the City of Parma, pursuant to Ohio Revised Code Section 164.23; and

WHEREAS, West Creek Conservancy (WCC) seeks to acquire the remaining 2 large parcels to complete the vision of the West Creek Greenway, as proposed at the inception of the organization in 1997. In total, WCC is applying to purchase the fee simple interest of approximately 25 acres of land located in the City of Parma, one near the southern terminus of Cleveland Metroparks Reservation and the other an imperative linkage on the west side of the park connecting to the previously acquired former Parmadale campus. The parcels are develop/improved, and a successful acquisition will enable the WCC and its partners to restore each of the respective properties as well as develop the anticipated Greenway Trail connecting thousands of residents to the park (and regional trail, of which a large segment is funded for 2022 construction); and

WHEREAS, the project is known as “Protect, Restore, Connect – West Creek” and is located in County Council District No. 4; and

WHEREAS, the total estimated project cost is \$2,900,000.00, of which \$1,500,000.00 is estimated for the Clean Ohio application; and

WHEREAS, Ohio Revised Code Section 164.23 provides that “an entity seeking a grant for a project that is eligible for funding shall submit an application to the natural resources assistance council with geographical jurisdiction over the proposed project area;” and, Ohio Revised Code Section 164.23(B) further provides that “in

addition to the application, an applicant for a grant for a project shall include a copy of a resolution supporting the project from each county in which the proposed project is to be conducted;” and

WHEREAS, the Ohio Public Works Commission provides financial assistance to Natural Resources Assistance Councils for the purpose of preserving open spaces, sensitive ecological areas, and stream corridors; and

WHEREAS, the applications for the fourteenth-round funding under the Clean Ohio Fund Green Space Conservation Program are due on October 11, 2019 to the Cuyahoga County Natural Resources Assistance Council; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadline required by the Cuyahoga County Natural Resources Assistance Council.

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

SECTION 1. That the Cuyahoga County Council hereby supports the submission of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in Protect, Restore, Connect – West Creek in the City of Parma, pursuant to Ohio Revised Code Section 164.23 and known as the “Protect, Restore, Connect – West Creek Project”.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2019

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: September 18, 2019

Committee Report/Second Reading: September 24, 2019

Journal _____
_____, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0213

<p>Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management</p>	<p>A Resolution amending the 2018/2019 Biennial Operating Budget for 2019 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, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.</p>
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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 2019 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, 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 2019 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts	Journal Nos.
A. 01A001 – General Fund	BA1903130
JC372052 – Juv Ctr-Judges	
Other Expenses	\$ 50,000.00

Cuyahoga County Court of Common Pleas, Juvenile Court Division is requesting \$50,000.00 in additional appropriation to fund a contract to assist the Court in union negotiations with Laborer's 860. The Court holds two (2) union agreements, one for Detention staff and another for Probation and Clerk's Office staff. The Court has already reached out to the Cuyahoga County Law Department, as well as, the County Prosecutor's Office for assistance in the CBA negotiations, however, both entities were unable to assist. Therefore, the Court must seek outside counsel to assist. The Court will complete preliminary work on this project to assist the County in saving costs allocated to this project. Funding comes from the General Fund.

B. 62A603 – Maintenance Garage	BA1903131
CT575001 – Maintenance Garage	
Other Expenses	\$ 110,000.00

Additional funding request to cover contract CE1500283 and the gas pumps at the new Harvard maintenance garage. This request will cover the 2019 Voyager contract amendment and the Great Lakes Petroleum contract amendment. The cash balance in this fund as of August 31, 2019 was \$888,598, of which \$464,400 was obligated through appropriation and encumbrances. Funding comes from charges to user agencies for vehicle usage.

C. 01A001 – General Fund	BA1903133
JC372052 – Juv Ctr-Judges	
Other Expenses	\$ 334,365.22

Cuyahoga County Court of Common Pleas, Juvenile Court Division is requesting additional funds in the amount of \$334,365.22 to cover the cost of Microsoft licenses for all of Juvenile Court staff. The Court is still currently operating on Windows 7 and Microsoft has announced that it will be terminating any technical assistance and security updates for Windows 7 as of January 14, 2020. If the Court were to continue to use Windows 7 after that date, we would be opening our system up to hacks, malware, viruses and other potential security flaws. Computers running older versions of Windows are also more vulnerable to ransomware. The Court is also currently utilizing an outdated Office suite that was released on April 15, 2010. This version of Office will end support on October 13, 2020. Having these licenses will allow the Court to receive ongoing Windows and Microsoft support. The Court would also have the ability to upgrade to any new version that comes out if we have these licenses. This purchase would also put the Court on same version as the rest of the County which would help with compatibility issues between Office products. The plan moving forward would be to maintain this contract, so we never run into this problem again and stay current. The Court will also be able to utilize the County contract for this service in 2020. If the Court is unable to purchase these licenses, the Court will be unable to provide any new computers to staff going forward as the new computers require the new Microsoft licenses. As of this date, if a staff were to run into irreparable computer issues, the IT Department would be unable to provide them with a new computer, as the licenses have not been purchased. Funding comes from the General Fund

D. 21A224 – Board of Elections - Grants	BA1909086
BE475327 – Elections Security Grant SOS 2019-08	
Capital Outlays	\$ 50,000.00

To establish original appropriation for \$50,000 Elections Security Grant received from Secretary of State per Directive 2019-08. Under Ohio SOS Directive 2019-08 county board of elections are required to utilize and implement additional United States Department of Homeland Security

cybersecurity and other vulnerability assessment and prevention systems. BOE staff must be trained annually on physical and cybersecurity risks and are subject to DHS physical security assessments. Each county board of elections must follow the CIS Guide for Ensuring Security in Elections Technical Procurements and include applicable requirements in contracts with IT vendors. Board of elections must use DMARC email services to detect and reduce email spoof attacks that may otherwise jeopardize security to the board of elections or registered voters. Program benchmark and expected outcomes are the full detection of and correction of all vulnerabilities of physical and electronic security in addition to ongoing training and improvement to prevent new and unpredictable attacks on security systems in the future. Deadlines for implementation of these requirements vary between July 19, 2019 and January 31, 2020. The Ohio Secretary of State has provided a one-time grant to each county board of elections in the amount of \$50,000 to assist with implementing and maintaining these requirements.

E.	01A004 – .25% Sales Tax Fund		BA1909087
	HT018119 – County Hotel Operating		
	Other Expenses	\$	60,000.00

The Office of Budget and Management requests additional appropriation for the County Hotel, to cover contractual services for hotel asset management. The contract with the current asset manager was extended through June 2020. The combination of that extension and contracted services for maintenance and upkeep of the Huntington Park Garage Tunnel to the Hotel necessitates this appropriation increase.

F.	20A815 – Solid Waste Convenience Center		BA1909088
	SM522573 – Solid Waste Convenience Center		
	Capital Outlays	\$	250,000.00

Solid Waste District requests an increase in appropriation to begin the roof replacement project at the Solid Waste Management District Convenience Center. When the building was purchased it was determined that the roof would need to be replaced and a credit was given. Bids went out and a contractor has been selected. The Solid Waste District board approved the project on 9/13/2019. Funding source is garbage generation fees credited to the Solid Waste District funds. The Convenience Center fund had a balance of \$1,163,019.58 as of 9/10/2019.

G.	20D445 – Development Revolving Loan Fund		BA1912146
	DV520692 – Development-Revolving Loan Fund		
	Other Expenses	\$	677,599.76

Office of Budget Management is requesting an appropriation increase of \$677,599.76 in the Development Revolving Loan Fund. This is for the purposes of preparing for moving cash for loan repayments into the Economic Development Fund from the Revolving Loan Fund in an effort to collapse the semi-inactive Revolving Loan Fund and move the cash currently in it into the ED Fund (supported by JT1912147 also on the 24-Sep Fiscal Agenda). Current cash balance of the Revolving Loan Fund being transferred in full to the Economic Development Fund is \$1.77 million as of 11-Sep-19.

H.	52A100 – County Airport		BA1915177
	AP520890 – County Airport		
	Personal Services	\$	30,000.00
	Capital Outlays	\$	90,000.00

Appropriation is needed in salaries/benefits to allow chargebacks for the County's Property Management Administrator to post for the services provided in relation to the County Airport. The Property Management Administrator is paid from the General Fund but oversees the overall operation of the County Airport. Appropriation is needed in the Capital line for repairs of Taxiway A area of the Airport. This Taxiway runs parallel to the runway and is always used by aircraft, that are either departing or landing, and is in need of repair. Concrete is deteriorating and needs to be repaired ASAP before aircraft are damaged. Estimated cost is \$65,000 and will be executed through the Road & Bridge Construction Department. Additionally, a fire line at the County Airport located near the hangars has been repaired at an estimated cost of \$25,000. The repair was needed to provide protection from fire. This fund is an enterprise fund where funding comes from leases and rental fees at the airport and has a current cash balance of \$1,189,693.

I. 20A304 – Dick Goddard’s Best Friend Fund - SR	BA1915179
DK050096 – County Dog Kennel	
Other Expenses	\$ 40,000.00

Appropriation increase is needed to cover the costs of medical treatments provided to the animals within the shelter and spay/neuter services provided to the dogs. Funding comes from private donations and has a current cash balance of \$209,845.00.

SECTION 2. That the 2018/2019 Biennial Operating Budget for 2019 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 20D445 – Development Revolving Loan Fund	JT1912147
DV520692 – Development-Revolving Loan Fund	
Transfer Out	\$ 1,677,599.76
TO: 20D447 – Economic Development Fund	
DV520676 – Cuyahoga County Western Reserve Fund	
Revenue Transfer	\$ 1,677,599.76

The Office of Budget Management is requesting a cash transfer of \$1,677,599.76 from the Development Revolving Loan Fund to the Economic Development (Western Reserve/Job Creation) Fund. This is to move cash from loan repayments into the Economic Development Fund in an effort to collapse the semi-inactive Revolving Loan Fund (accompanying appropriation increase BA1912146 also on 24-Sep Agenda). Current cash balance of the Revolving Loan Fund being transferred in full to the Economic Development Fund is \$1.77 million as of 11-Sep-19. Remaining cash balance (\$100,142.52) will be revenue adjusted to the ED Fund. \$1 million of this transfer was originally set aside for transfer into the General Fund according to the 2018-2019 Biennial Budget but will go towards satisfying 20% of the amount owed to the ED Fund by the General Fund for their upfront contribution to the Lumen Project of \$5 million (bringing the amount now owed as of this agenda to \$4 million).

B. FROM: 01A001 – General Fund	JT1913632
PR191056 – Prosecutor-General Office	
Transfer Out	\$ 370.84

TO: 21A190 – Teen & Elders Safe Together		
PR748780 – Teen & Elders Safe Together		
Revenue Transfer	\$	370.84

The Prosecutor's Office is requesting a cash transfer to close out the Teens & Elders Safe Together grant. This grant was funded by the Department of Justice/Office of Criminal Justice Services via a Byrne Formula Grant Program for the period 1/1/2004 through 12/31/2004. Once processed this grant will have a \$0 cash balance. 100% of this grant was expended.

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

Deputy Clerk of Council

Date

Journal CC035
September 24, 2019



TO: Jeanne Schmotzer, Clerk of County Council
FROM: Maggie Keenan, Office of Budget and Management
CC: Armond Budish, County Executive; Bill Mason, Chief of Staff; Mary Louise Madigan, Communications; Dennis Kennedy, Fiscal Officer; Office of Budget & Management Staff
DATE: September 15, 2019
RE: Fiscal Agenda – 9/24/2019

As required by **County Code Section 701.08(D)**, the Office of Budget and Management (OBM) has prepared the attached Fiscal Agenda for Council consideration. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to ensure enough appropriation to meet programmatic needs. OBM respectfully requests that the Fiscal Agenda be approved by Council under suspension of the rules on First Reading at its meeting on **September 10, 2019**.

As always, if you have any questions or need additional information, please do not hesitate to contact me at either 216-443-8191 or mkeenan@cuyahogacounty.us, I am always happy to discuss any of these items – or anything relative to the County’s budget - in more detail.

Items of note on this agenda include:

- Request to increase appropriation to the Juvenile Court budget to enable the Court to retain outside counsel for labor negotiations. In previous years, the Court was represented by the County Law Department – also funded by the General Fund – therefore this cost has not been included in the Court’s budget for many years. The Court’s detention officers, probation officers, and clerks are members of bargaining units.
- Request to increase appropriation to the Maintenance Garage (Public Works) budget to cover the gas pumps at the new Harvard Road Garage. The Maintenance Garage is an internal service fund and generates revenue by way of charges to user agencies and departments. The Harvard Road Garage is funded by the Sanitary (70%), Road & Bridge (20%), and General (10%) Funds. There is sufficient appropriation in the fund to cover the additional expenses; the expectation is that the rate plan will be adjusted to recover the costs.
- Request to increase appropriation to the Juvenile Court budget to cover the cost of licenses for the upgrade to Microsoft Windows. This expense was not anticipated in the Court’s budget as the upgrade plan is managed by the Department of Information Technology (IT). IT covered the cost of the upgrade for Domestic Relations Court, but was unable to do so for the Juvenile Court.
- Request to increase appropriation to the Development Revolving Loan Fund in preparation of an anticipated transfer of the cash balance in this Fund to the Economic Development Fund. The Revolving Loan Fund was established well over a decade ago with seed money from the General Fund. OBM, with the support and consent of the Department of Development, would like to consolidate the Revolving Loan and Economic Development Funds as they are supported by the same sources of revenue (loan repayments and General Fund) and have the same goals and objectives.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0214

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution accepting the rates as determined by the Budget Commission; authorizing the necessary tax levies and certifying them to the County Fiscal Officer; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Council of Cuyahoga County, Ohio, met in regular session on the 11th of July, 2019; and

WHEREAS, this County Council, in accordance with the provision of law, has previously adopted an Alternative Tax Budget for the next succeeding fiscal year commencing January 1, 2020; and

WHEREAS, the Budget Commission of Cuyahoga County, Ohio, has certified its action thereon to this Council together with an estimate of the County Fiscal Officer of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within, the ten mill tax limitation; 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 rates as determined by the Budget Commission in its certification be, and the same are, hereby accepted.

SECTION 2. That there be, and is, hereby levied on the tax duplicate of said County, the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

**SCHEDULE A
SUMMARY OF AMOUNT REQUIRED FROM GENERAL PROPERTY TAX
APPROVED BY BUDGET COMMISSION AND COUNTY FISCAL
OFFICER’S ESTIMATE OF TAX RATES**

County Fiscal Officer’s Estimate of Tax Rate to be Levied

Tax Levy	Inside 10 Mill Limit	Outside 10 Mill Limit
General Fund	0.90	0
General Fund – Bond Retirement	0.55	0
Health & Human Services	0	3.90
Board of Developmental Disabilities	0	3.90
Health & Welfare	0	4.80
County Library	0	2.50
TOTAL	1.45	15.10

SECTION 3. That the Clerk of Council be, and she is, hereby instructed to transmit a certified copy of this Resolution to the County Fiscal Officer; one copy to the County Budget Commission and the Director, Office of Budget and Management.

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

Deputy Clerk of Council Date

Journal CC035
September 24, 2019



ARMOND BUDISH
Cuyahoga County Executive

TO: Members of County Council
FROM: Maggie Keenan, Office of Budget and Management
Date: September 17, 2019
RE: Approving the Tax Rates for 2020

Pursuant to **Ohio Revised Code §5705**, the County is required to accept the annual tax rates as confirmed by the Budget Commission. This is the last of a three-part process that begins with Council's adoption of the Alternative Tax Budget (R2019-xxxx). The intent of the Alternative Tax Budget is to estimate revenue generated by property tax levies for the coming year and to demonstrate, by way of the estimates, the need to continue to levy the taxes.

A total of 14.05 mills will be levied by the County in voted and unvoted millage in 2019 totaling \$389.5 million. The revenue generated by this millage supports general operations, det service, health and human services, and programs and services for the developmentally disabled.

The adopted 2020 Alternative Tax Budget reflects an allocation of the 1.45 *inside* millage: 0.9 mills to the General Fund and 0.55 mills to the General Obligation Bond Retirement Fund. This is a change from prior years due to the retirement of the Series 2009A General Obligation bonds in 2019 and a change in annual debt service on the remaining General Obligation bonds, as well as the increase in values following the completion of the Sexennial Appraisal in 2018.

The Office of Budget and Management submits the authorizing resolution to the County's Budget Commission, who approves the tax rates and confirms the same to the Office of Budget and Management. The final step is for Council to accept – by way of resolution – the tax rates approved and confirmed by the Budget Commission.

I thank you for your consideration of this legislation and respectfully request that it be approved under suspension of the rules at First Reading.

As always, if there are any questions, please do not hesitate to contact me. Thank you.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0215

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Natasha Davis to serve on the Cuyahoga County Division of Children and Family Services Advisory Board for an unexpired term ending 2/28/2023, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County Code Section 205.10 was enacted to establish the Cuyahoga County Division of Children and Family Services Advisory Board (“DCFS Board”) pursuant to Ohio Revised Code Section 5153.05 as an “advisory committee on children services”; and

WHEREAS, the 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 leadership; and

WHEREAS, pursuant to Section 205.10(B) of the Cuyahoga County Code the DCFS Board must be appointed by the County Executive subject to confirmation by County Council; and

WHEREAS, members of the DCFS Board shall be appointed to serve a four-year term; and

WHEREAS, the County Executive has nominated Natasha Davis (replacing Sonia M. Emerson) to serve on the DCFS Board for an unexpired term ending 2/28/2023.

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Natasha Davis to serve on the Cuyahoga County Division of Children and Family Services Advisory Board for an unexpired term ending 2/28/2023.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



September 13, 2019

Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Division of Children and Family Services (DCFS) Advisory Board

Dear President Brady:

The Division of Children and Family Services (DCFS) Advisory Board was created in 2018 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.


Pursuant to Ohio Revised Code 5153.05, Section 205.10 of the Cuyahoga County Code, I submit the following nominations for appointment to Division of Children and Family Services (DCFS) Advisory Board:

- **Natasha Davis, unexpired term expiring, 2/28/2023 (replacing Sonia Emerson)**

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are no other candidates on file that applied for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,


Armond Budish
Cuyahoga County Executive

Natasha Davis

NOTABLE PROFICIENCIES:

- Highly organized and detail oriented
- Able to prioritize and multitask
- Knowledgeable about services and academic policies and procedures
- Punctual and dependable
- Strong work ethic
- Can work independently and as part of a team
- Sensitive to the needs of a diverse population
- Proficient in Microsoft Word and PowerPoint
- Outstanding Communication Skills
- Demonstrated ability to conduct outreach activities to students, faculty, staff and community
- Committed to student success and satisfaction
- Active listener and Empathetic

EDUCATION:

Cuyahoga Community College Cleveland, Ohio
Associate of Arts, May 2018

Cleveland State University Cleveland, Ohio
Bachelors of social work, in Progress
TESOL Certificate, in progress

HONORS AND AWARDS:

Student of the Year, 2017
The Louis and Carl Stokes Award, 2017
Junior League Scholarship recipient, 2017
Frances M. Franklin Scholarship Merit Award winner, 2017
Community Champion Award, 2017
Ohio Reach Mentee Scholarship recipient, 2016 and 2017
Sheridan J. Memorial Scholarship recipient, 2016
Proclamation from the Governor & Cuyahoga County Council 2018
Terrell Howard Alumni Award 2019

SCHOOL AND COMMUNITY INVOLVEMENT

Cuyahoga Community College, Parma, OH
Peer Mentor
Black American Council Member

2017-Present
2016-Present

Three Days on the Hill, Washington, D.C.
Delegate for Children and Family Services

March 2017

- Testified to legislators on child welfare related issues
- Assisted with food purchase orders for fellow participants
- Advocated for current and aged out foster youth
- Created relationships with legislators and advocated for change in the foster care system which I am very passionate about

Cleveland City Hall, Cleveland, Ohio

Intern in Human Services

June 2013

- Filed legal documents
- Answered and Directed phone calls
- Assisted with events (job fairs)
- Faxed documents
- Developed and executed professional communication and work skills

Christ United Methodist Church, Cleveland, Ohio

December 2013- Present

Volunteer

- Prepares meals
- Serve
- Clean after each dinner

WORK EXPERIENCE:

Cuyahoga Community College, Parma, OH

February 2018 –Present

Support Specialist

- Schedules appointments for the counselors
- Answers phones and assists students with academic and personal counseling related circumstances
- Provides support to students
- Operate software's such as SARS, Banner, and Cisco agent unit

Griswold Homecare, North Olmsted, OH

August 2019- Present

Caregiver

- *Emotional companion for the elderly population*
- *Patient care and customer service skills*
- *Assisted in preparing nutritious meals and feeding clients as needed.*

- *Communicate with clients to assert their feelings*

- *Documents and reports observations*

The Center for Dialysis, Euclid, OH

August 2019- Present

Social Work Intern

- Field experience for Cleveland State University's Social work program.

Cuyahoga Community College, Parma, OH

November 2016-March 2018

Student Ambassador

- Assist students with online and in-person registration of classes
- Educate students on how to use My-Tri-C Space
- Direct students to proper locations to assist with their needs: The Counseling Office, Financial Aid, the Enrollment Center, Testing Center, Book Store, Academic Departments
- Operate software such as Degree Works, Blackboard and My Tri-C Space
- Assist with New Student Orientation
- Direct tours of the College and inform students of college resources

Cuyahoga Community College, Parma Ohio

August 2017-Present

Foster Scholars Program Liaison /Mentor

- Mentor students who have been in the foster care system

- Develop and cultivate relationships with students and staff to assist students who may need additional help transitioning to college
- Assist with arranging events

Gordon Food Service, Cleveland Ohio

Sales Associate

November 2013-July 2016

- Performed cash transactions and operated the cash register
- Greeted customers in a friendly manner
- Recommended and helped customers select merchandise based on their needs
- Provided stellar customer service
- Consulted with businesses to assist in planning corporate events
- Became a recognized Team Leader

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0216

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Bernardo F. Moreno to serve on The MetroHealth System Board of Trustees for an unexpired term ending 3/4/2025, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 339 provides for the organization and operation of a county hospital; and

WHEREAS, Ohio Revised Code Section 339.02 provides for the creation of county hospital trustees and the means by which appointments are made; and

WHEREAS, Ohio Revised Code Section 339.02 further provides that such appointments to the board of trustees shall be for a six-year term; and

WHEREAS, pursuant to Ohio Revised Code 339.02(F)(1), the County Executive has sought and received approval from both the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service; and

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

WHEREAS, the County Executive has nominated Bernardo F. Moreno (replacing Larry Macon) to serve on The MetroHealth System Board of Trustees for an unexpired term ending 3/4/2025; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Bernardo F. Moreno to serve on The MetroHealth System Board of Trustees for an unexpired term ending 3/4/2025.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



September 16, 2019

Dan Brady, President
Cuyahoga County Council
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: MetroHealth System Board of Trustees

Dear President Brady:

Pursuant to Ohio Revised Code Chapter 339, I submit the following information for service on the MetroHealth System Board of Trustees:

- **Bernie Moreno**, 6 - year term: 03/05/2019 - 3/4/2025 (Replacing Larry Macon)

Candidates for this board shall:

1. "Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"

Mr. Moreno qualified electors residing in the county.

2. "...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas

Mr. Moreno has been jointly selected by the County Executive and the Judge, "of the most senior in point service" for the Common Pleas Court (the Honorable Daniel Gaul) and for the Probate Courts (the Honorable Anthony Russo). Correspondence from the Honorable Daniel Gaul and the Honorable Anthony Russo in support of his nomination will be sent separately.

For your review, I have attached pertinent documents submitted by the candidate. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz at 216-258-8921. I thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Armond Budish".

Armond Budish
Cuyahoga County Executive



Armond Budish
Cuyahoga County Executive

July 19, 2019
Judge Daniel Gaul
Cuyahoga County Common Pleas Court
1200 Ontario Street
Cleveland, OH 44113

Re: MetroHealth System Board of Trustees

Dear Judge Gaul,

Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for service on the MetroHealth System Board of Trustees:

- **Bernie Moreno**

Candidates for this board shall:

1. *"Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"*
2. *"...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service shall appoint or reappoint for a term of six years a sufficient number of members to replace those members whose terms have expired"*

Mr. Moreno's biography is attached for your review and meets the qualifications to serve on this board.

Thank you for your consideration of this appointment. Should you have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

A handwritten signature in black ink, appearing to read "Armond Budish".

Armond Budish
County Executive

Approved:

A handwritten signature in black ink, appearing to read "Daniel Gaul".

Judge Daniel Gaul



Armond Budish
Cuyahoga County Executive

July 19, 2019
Judge Anthony Russo, Presiding Judge
Probate Court of Cuyahoga County
1 Lakeside Avenue
Cleveland, OH 44113

Re: MetroHealth System Board of Trustees

Dear Judge Russo,

Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for service on the MetroHealth System Board of Trustees:

- **Bernie Moreno**

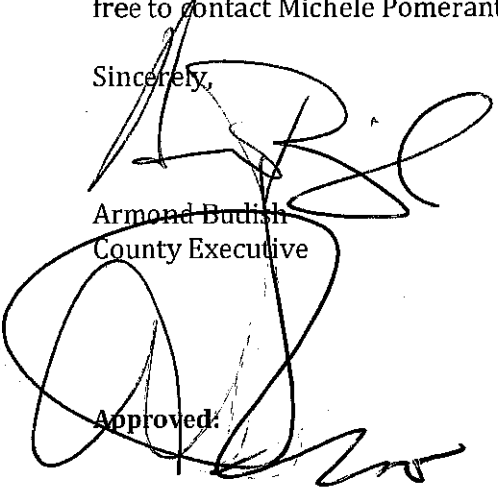
Candidates for this board shall:

1. *"Members shall be electors and representative of the area served by the hospital, except that not more than two members may be electors of the area served by the hospital that is outside the county in which the hospital is located"*
2. *"...the board of county commissioners together with the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service shall appoint or reappoint for a term of six years a sufficient number of members to replace those members whose terms have expired"*

Mr. Moreno's biography is attached for your review and meets the qualifications to serve on this board.

Thank you for your consideration of this appointment. Should you have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,


Armond Budish
County Executive

Approved:


Judge Anthony Russo

Bernie Moreno – President, Bernie Moreno Companies

It's been only a decade-and-a-half since Bernie Moreno arrived in Northeast Ohio. Yet in that relatively short amount of time, he has made a lasting impact on his adopted hometown, serving the community, changing the culture of Greater Cleveland business and working to alter the trajectory of the region's economy.

He arrived in Cleveland in 2005, after purchasing a small, underperforming Mercedes-Benz dealership on the West Side. In just one year, Bernie, then in his mid-30s, transformed the dealership, earning it Mercedes' coveted "Best of the Best" Award, an honor it would go on to win an unprecedented 12 years in a row. It quickly became the largest-volume Mercedes-Benz dealership in the Central United States.

Along the way, Bernie began acquiring and transforming more than a dozen additional dealerships, across Northeast Ohio and into four states, adding such brands as Porsche, Aston Martin, Rolls-Royce and Masarati, eventually becoming the largest-volume luxury dealer in the Midwest.

Keenly aware of the acceleration of technology, Bernie is always on the lookout for potential disruptive challenges to his businesses and for promising investment opportunities – through start-ups and strategic acquisitions. Bernie Moreno Companies now boasts a variety of diverse ventures, including tech start-ups, a commercial printing company, a vehicle subscription service and more.

No matter the sector, Bernie uses the same effective formula for success: Spot an opportunity, seize it and succeed with unmatched entrepreneurial energy.

He began a strategic exit from his traditional vehicle dealerships in 2017 to focus on his other ventures, especially Ownum, a tech start-up that is on a mission to identify, support and commercialize the most promising applications of blockchain technology.

In 2018, aware that his adopted hometown, like his businesses, needed to evolve and rethink its strategies to succeed, Bernie began collaborating with scores of business and community leaders to mobilize a remarkable, community-wide effort to transform Cleveland into an epicenter of blockchain technology. The result is the Blockland initiative, which, when realized, will spur the biggest expansion of Northeast Ohio's economy in a century.

Away from his businesses, he has eagerly embraced his responsibility as a community leader and philanthropist. Bernie serves in leadership capacities with many local educational and charitable organizations, including the Cleveland Clinic, Honorary Campaign Chair, The MetroHealth Transformation Campaign, the Cleveland Foundation, the Cuyahoga Community College Foundation, the Greater Cleveland Partnership and Destination Cleveland. He has served as Chair of the Board of Cleveland State University, as Co-Chair of the Opportunity Corridor Inclusion Advisory Committee and as a member of the Governor's Ohio Task Force on Community-Police Relations.

Bernie was recently appointed by Ohio Lt. Gov. John Husted to serve on the board of InnovateOhio, the state's new initiative dedicated to making Ohio the most innovative and creative state in the Midwest.

Bernie was born in Bogota, Colombia, and moved to the United States at age 5, becoming a U.S. citizen at age 18. After graduating from the University of Michigan with a bachelor's degree in Business Administration, he began his career in the automotive industry with the Saturn Corporation. He then quickly rose through the ranks to become vice president for New England's largest automotive dealer, before moving to Northeast Ohio.

BERNARDO F MORENO



Dear County Executive Budish:

It is my privilege to submit my official application and request to serve on the Board of Trustees of The MetroHealth System.

I have come to know MetroHealth through my roles as a board member of Cleveland State University, and their many programs serving the Latino community.

Below are my responses to the application questions.

Why are you interested in serving on this board/commission/council?

I understand MetroHealth's mission and share its strong commitment to the community. As a board member of The Cleveland Foundation, I have seen and supported the many important health and wellness initiatives that MetroHealth is involved in.

In 2017, Bridget and I were asked to become honorary co-chairs of the MetroHealth \$100+ million fundraising campaign, For All of Us. We have since spent many hour learning about MetroHealth, its mission, and plans to impact health care in the county and beyond.

What qualities do you possess that would make you a good candidate to serve on this board/commission/council?

I have lived and worked in region for 14 years. I believe in this community and MetroHealth's mission. I am one of five local investors who participated in Chain Reaction in Old Brooklyn in 2018. I share MetroHealth's focus on living wage, and have a policy to pay all his employees \$15 per hour, or the equivalent. For those making less — receptionists making \$12 per hour, for example — the remainder is invested in a "scholarship fund" for their own education.

I helped recruit a battery of volunteers from the region's top corporations, foundations and law firms to develop Blockland — an catapult Cleveland as a Top 5 Tech City, and create inclusive prosperity for all Clevelanders.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council?

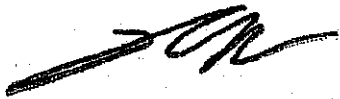
I am a businessman with expertise in business development. I have wide-range of knowledge of different business sectors — automotive, marketing, aviation, technology, and education. I believe my diverse experiences and investment can lend an important business perspective to MetroHealth's governance and plans.

Are there any relationships, including but not limited to business or family relationships, that may be perceived as creating a conflict of interest for your service on the Board and/or Commission for which you have applied? If so, please detail the circumstances:

There are no current conflicts. I am the owner of Ownum, LLC, an Ohio limited liability company formed to develop valuable blockchain technology to digitize birth and death certificates (the "Business"). Ownum has entered into an agreement with MetroHealth whereby the parties will collaborate on the development of a mutually beneficial pilot exploration of the Business. Ownum will be receiving services and know how from MetroHealth and MetroHealth will not be purchasing goods, property or services from Ownum.

I have been told by MetroHealth Legal Department that this is not a "public contract" and thus this relationship is in compliance with the Ohio Ethics Laws and that there is no provision of the Ohio Ethics Laws that would prohibit my appointment to The MetroHealth System Board of Trustees. If any aspect of this arrangement would come before the Board I would recuse myself from any discussion, deliberation or vote.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bernie Moreno', written in a cursive style.

Bernie Moreno
President, Bernie Moreno Companies

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0217

<p>Sponsored by: County Executive Budish/Departments of Public Works and Health and Human Services/Division of Children and Family Services</p>	<p>A Resolution authorizing a Purchase and Sale Agreement with Cleveland Commerce Center, Inc. in the amount not-to-exceed \$300,000.00 for the purchase of approximately 125 previously leased parking spaces located at East 40th Street and Perkins Avenue, Cleveland, Permanent Parcel Nos. 104-31-009, 104-31-022 and 104-31-023; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Departments of Public Works and Health and Human Services/Division of Children and Family Services has recommended a Purchase and Sale Agreement with Cleveland Commerce Center, Inc. in the amount not-to-exceed \$300,000.00 for the purchase of approximately 125 previously leased parking spaces located at East 40th Street and Perkins Avenue, Cleveland, Permanent Parcel Nos. 104-31-009, 104-31-022 and 104-31-023; and

WHEREAS, County Council has determined that entering into the proposed purchase agreement and authorizing the quitclaim deed is in the best interest of the County; and

WHEREAS, this agreement will be funded by the Capital Projects 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 Purchase and Sale Agreement with Cleveland Commerce Center, Inc. in the amount not-to-exceed \$300,000.00 for the purchase of approximately 125 previously leased parking spaces located at East 40th Street and Perkins Avenue, Cleveland, Permanent Parcel Nos. 104-31-009, 104-31-022 and 104-31-023.

SECTION 2. That the County Executive or his designee is authorized to take all actions and to execute, acknowledge, deliver, obtain title work and/or title insurance, and/or file for and record all documents and instruments related to what is contemplated herein. To the extent an exemption for anything herein is needed, it is hereby granted.

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 _____
_____, 20__

Item Details As Submitted By Requesting Departments

Item No. 1

Summary

REQ#46555 CLEVELAND COMMERCE CENTER, INC. (SELLER) CUY. CO. (PURCHASER) EAST 40TH & PERKINS AVE. PARKING LOT DOC#45749786 (PWD-1227) (091619)

RFP exemption RQ#46555 2019 Purchase Agreement CE0800492 from Cleveland Commerce Center, Inc. of approximately 125 parking spaces, PP#104-31-022, PPN#104-31-009 and PN#104-31-023 located at the Southeast corner of East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services not-to-exceed \$300,000.00

R2018-0083 Amendment for the Lease terms for the period 5/1/2008 – 4/30/2018 to extend the time period to 4/30/23 and for additional funds in the amount not-to-exceed \$367,617.00 with an option for the County to purchase according to the terms in Exhibit B. Funding Source Audrey Beasley 3/21/18 emailed: 29% Federal IV-E & Training and 71% HHH Levy

Recommend Award and Submit which will result in a 2019 Purchase Agreement RQ#46555 CE0800492 from Cleveland Commerce Center, Inc. of approximately 125 parking spaces, PP#104-31-022, PPN#104-31-009 and PN#104-31-023 located at the Southeast corner of East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services not-to-exceed \$300,000.00

The primary goal of the project is for consideration and passage of the 2019 Purchase Agreement in a timely manner for the continued use of parking lot for Cuyahoga HHS Employees, Division of CFS.

The project is a request for a purchase agreement.

Procurement

The procurement method RQ#46555.

Contractor and Project Information

The address of tenant:

Cuyahoga County
2079 East Ninth Street
Cleveland, Ohio 44115

The address for the vendor/owners is:

Cleveland Commerce Center, Inc.

Moved to:

H.D. Koblitz, Inc.
26110 Emery Road, Suite 250
Warrensville Heights, Ohio 44128

(216) 245-6850 phone

(216) 245-6851 fax

Mickey Garson Mickey@hdkoblitz.com 440 519-8888 and Marlene@hdkoblitz.com

The address of the project:

Approximately 125 Parking lot site located at
40th and Perkins
Cleveland, Ohio

PP#104-31-022, 104-31-009 and 104-31-023

The project is located in Council District.

Project Status and Planning

The Department of Public Works requesting approval on 2019 Purchase Agreement RQ#46555 with Cleveland Commerce Center, Inc. in the amount not-to-exceed \$300,000.00

The project is for 2019 Purchase Agreement RQ#46555.

The project is on a critical action path so that the county may purchase the space for HHS employees- Division of Children and Family Services.

The Department of Public Works requesting for the anticipated acquisition to take place by the fourth quarter of 2019.

The 2019 Purchase Agreement needs two (2) signatures in ink and will be delivered to OPD and the fully executed leases will be distributed to the county, Public Works and Cleveland Commerce Center, Inc.

Funding

8/6/2019 Council Agenda R2019-0171

AF. 40A069 – Capital Projects BA1915156

CC769687 – Perkins Parking Lot Acquisition

Capital Outlays \$ 300,000.00

To request new appropriations for the acquisition of a parking lot located at 1901 E 40th St, Cleveland in which we are currently leasing. This is a 5-year lease beginning May 1, 2018 ending April 30, 2023 with total lease payments of \$367,610 over said 5 years. Funding comes from the General Fund Capital Improvement Subsidy and is on the 2019 CIP.

CC769687 0701 \$ 25,000.00 purchase price

CC769687 0702 \$275,000.00 closing cost/fees

The schedule of payments is paid according to Purchase Agreement.

The Department of Public Works is requesting RQ#46555 2019 Purchase Agreement with Cleveland Commerce Center, Inc. for lease of approximately 125 parking spaces, PP#104-31-022, PPN#104-31-009 and PN#104-31-023 located at the Southeast corner of East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services. The purchase price is \$275,000.00 and \$25,000.00 for closing cost and fees. The total amount is \$300,000.00

History:

Resolution#074184 dtd 10/04/07
seek proposals RQ#8817

Resolution#081456 dtd 4/3/08
Negotiate with various providers for lease of spaces for DCFS
Cleveland Commerce Center, Inc.
Premier Investments, LLC/4415 Euclid Avenue, LLC

Resolution#083129 dtd 7/10/08
Cleveland Commerce Center, Inc.
RQ#8817 CE#0800492
PP#104-31-022, 104-31-009 and 104-31-023
Lease for period 05/01/08- 04/30/13 with one period to renew for five (5) years.
in the total amount of \$318,492.00
(\$282,192.00 aggregate amount PLUS Additional BASE rent \$36,300.00)
signed by DMadden, County Administrator

Payment schedule:

Year 1.	05/01/08 – 04/30/09	\$ 53,775.00	annual base rent + \$ 7,260.00	additional base rent
Year 2.	05/01/09 – 04/30/10	\$ 55,074.00	annual base rent + \$ 7,260.00	additional base rent
Year 3.	05/01/10 – 04/30/11	\$ 56,406.00	annual base rent + \$ 7,260.00	additional base rent
Year 4.	05/01/11 – 04/20/12	\$ 57,771.00	annual base rent + \$ 7,260.00	additional base rent
Year 5.	05/01/12 – 04/30/13	\$ 59,166.00	annual base rent + \$ 7,260.00	additional base rent
Totals:		\$282,192.00		\$36,300.00

R2013-0112 dtd 06/11/13
Cleveland Commerce Center, Inc.
RQ#8817 CE#0800492
Contract Amendment
Extend renewal period to the period 04/30/18
additional funds \$327,120.00 (last fee was 2.35% increase)
signed by Edward FitzGerald, County Administrator

Payment schedule for the one renewal period for five (5) years:

Year 6.	05/01/13 – 04/30/14	\$ 62,403.00	annual base rent
Year 7.	05/01/14 – 04/30/15	\$ 63,870.00	annual base rent
Year 8.	05/01/15 – 04/30/16	\$ 65,379.00	annual base rent
Year 9.	05/01/16 – 04/30/17	\$ 66,918.00	annual base rent
Year 10.	05/01/17 – 04/30/18	\$ 68,550.00	annual base rent
Totals:		\$327,120.00	

R2018-0083 2018 Lease Renewal and Second Amendment
(w/option for county to purchase/exhibit \$275,00.00 – would be a separate item in OnBase at appropriate time)
Cleveland Commerce Center, Inc.
RQ#8817
CE#0800492
PWD-1211

Doc#33688357 for Contract Amendment

Period 05/01/18 - 04/30/23

not-to-exceed \$367,617.00

Annual Term

Year 1 \$69,936.00 5/1/18 – 4/30/19

Year 2 \$71,700.00 5/1/19 – 4/30/20

Year 3 \$73,500.00 5/1/20 – 4/30/21

Year 4 \$75,300.00 5/1/21 – 4/30/22

Year 5 \$77,181.00 5/1/22 – 4/30/23

Total: \$367,617.00 (from JMyers 3/20/18 2:59 pm email to Mickey)

R2019-tbd

Exhibit "B" Purchase/Sale

RQ#46555

CE0800492

PWD-1227

Doc#45749786 for RFP Exemption / Pursuant to ORC

The Department of Public Works (Purchaser) plans to contract with Cleveland Commerce Center Inc. (Seller) RQ46555 for the acquisition of a parking lot located at 1901 E 40th St, Cleveland in which we are currently leasing. This is a 5-year lease beginning May 1, 2018 and ending April 30, 2023 with total lease payments of \$367,610 over said 5 years. The total amount is of \$300,000.00 (purchase price is \$275,000.00 CC769687 0702 and the closing cost/fees approximately \$25, 000.00 CC769687 0701)

8/6/2019 Council Agenda R2019-0171

AF. 40A069 – Capital Projects BA1915156

CC769687 – Perkins Parking Lot Acquisition

Capital Outlays \$ 300,000.00

To request new appropriations for the acquisition of a parking lot located at 1901 E 40th St, Cleveland in which we are currently leasing. This is a 5-year lease beginning May 1, 2018 and ending April 30, 2023 with total lease payments of \$367,610 over said 5 years. Funding comes from the General Fund Capital Improvement Subsidy and is on the 2019 CIP.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0218

Sponsored by: County Executive Budish/Departments of Public Works and Information Technology	A Resolution making an award on RQ44038 to Blue Technologies, Inc. in the amount not-to-exceed \$5,207,027.92 for enterprise-wide print management goods and services for the period 10/1/2019 - 9/30/2024; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Departments of Public Works and Information Technology has recommended an award on RQ44038 to Blue Technologies, Inc. in the amount not-to-exceed \$5,207,027.92 for enterprise-wide print management goods and services for the period 10/1/2019 - 9/30/2024; and

WHEREAS, the primary goal of this project is to provide a cost effective, secure and “green friendly” print management solution managed by an automated management services/integrated information system; and

WHEREAS, this project is funded 100% by the General Fund, Internal Service Fund-Print/Copy Services; 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 RQ44038 to Blue Technologies, Inc. in the amount not-to-exceed \$5,207,027.92 for enterprise-wide print management goods and services for the period 10/1/2019 - 9/30/2024.

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.

OnBase Item Detail Briefing Memo - Form

**Department of Public Works with the Department of Information Technology;
RQ#44038 2019 Blue Technologies, Inc.; Contract Enterprise Wide Print Management
Goods and Services**

A. Scope of Work Summary

1. Department of Public Works with the Department of Information Technology requesting approval of a contract with Blue Technologies, Inc. for the anticipated cost not-to-exceed \$5,207,027.92.

Enterprise-Wide Print Management Services. The anticipated start-completion dates are October 1, 2019 – September 30, 2024.

2. The primary goals of the project are to enter into a contract with a vendor who can provide a cost effective, secure and “green friendly” print management solution managed by an automated management services/integrated information system. The awarded vendor will supply, deliver, install, configure and maintain the copy/print solution equipment and associated software, and any services necessary to implement and operate the proposed document output solution. The awarded vendor shall provide consulting assistance to implement to proposed systems and may be required to, at Cuyahoga County’s option, provide management and operations during the term of the agreement. The vendor shall provide training and development services required for Cuyahoga County personnel to effectively operate the installed equipment. Additionally, the awarded vendor will provide all the necessary resources, subcontractors and consulting resources, in sufficient scope and depth, to complete all print management needs.

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$5,207,027.92.

2. The RFP was closed on January 28, 2019. There is an SBE participation/goal of 3%, MBE participation/goal of 12% and a WBE participation goal of 5%.

3. There were 15 proposals pulled from OPD, 5 proposals submitted for review, 1 proposal approved.

C. Contractor and Project Information

1. The address of the awarded vendor is:

Blue Technologies, Inc.

5885 Grant Avenue

Cleveland, Ohio 44105

2. The owners of Blue Technologies, Inc. is Paul Hanna.

D. Project Status and Planning

1. The project reoccurs every 5 years unless the original contract has been amended. This will be a new contract awarded after the RFP process.

2. The project is on a critical action path because the current contract with the incumbent vendor will expire by December 31, 2019. There is a 60-day implementation phase in which to remove current equipment and replace with new equipment provided by the newly awarded vendor.

E. Funding

1. The project is funded 100% by the General Fund, Internal Service Fund – Print/Copy Services.

2. The schedule of payments is by invoice.

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: CT-19-44038	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$5,745,476.80
CONTRACT PERIOD: Five Years	RFB/RFP/RFQ DUE DATE: January 28, 2019	NUMBER OF RESPONSES (issued/submitted): 15/5
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Enterprise-Wide Print Management	
DIVERSITY GOAL/SBE 3 %	DIVERSITY GOAL/MBE 12 %	DIVERSITY GOAL/WBE 5 %
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 PEF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PEF \$	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.	Blue Technologies 5885 Grant Avenue Cleveland, OH 44105			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: 12-0322 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>(MHA) Janitorial Services, Inc. MBE 12%</td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td>SBE% 0 MBE% 12 WBE% 0</td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 1/29/19</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td>Waiver requested for SEB & WBE "None available for project management." Subs on DIV-3 Pg2,2 were contacted. EN 1/29/2019 Janitorial Services, Inc. is certified for janitorial services -NOT meter reads/delivery services LML 1/29/19</td> </tr> </table>	SBE Subcontractor Name:	(MHA) Janitorial Services, Inc. MBE 12%	SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total SBE %	SBE% 0 MBE% 12 WBE% 0	SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 1/29/19	SBE Comments and Initials:	Waiver requested for SEB & WBE "None available for project management." Subs on DIV-3 Pg2,2 were contacted. EN 1/29/2019 Janitorial Services, Inc. is certified for janitorial services -NOT meter reads/delivery services LML 1/29/19	Blue Technologies provided the lowest and best pricing, service plan and equipment options.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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4.	Lake Business Products 37200 Research Drive Eastlake, OH 44095			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:	(FW) Lake Business Products, Inc. WBE 20%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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5.	Meritech Technology 4577 Hinckley Industrial Parkway Cleveland, OH 44109			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: 12-1886 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"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 350 1553 456">SBE Subcontractor Name:</td> <td data-bbox="1553 350 2083 456">(MAA) KENETICS, INC. SBE/MBE 6%</td> </tr> <tr> <td data-bbox="1327 456 1553 537">SBE Prime: (Y/N)</td> <td data-bbox="1553 456 2083 537"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1327 537 1553 578">Total SBE %</td> <td data-bbox="1553 537 2083 578">SBE% 0 MBE% 6 WBE% 0</td> </tr> <tr> <td data-bbox="1327 578 1553 651">SBE Comply: (Y/N)</td> <td data-bbox="1553 578 2083 651"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1327 651 1553 789">SBE Comments and Initials:</td> <td data-bbox="1553 651 2083 789">Partial waiver requested. DIV-3 pg 2 of 2 marked as N/A. EN 1/29/2019 LML 1/29/19 LML 1/29/19</td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1327 789 1553 829"></td> <td data-bbox="1553 789 2083 829"></td> </tr> <tr> <td data-bbox="1327 829 1553 935">SBE Subcontractor Name:</td> <td data-bbox="1553 829 2083 935"></td> </tr> <tr> <td data-bbox="1327 935 1553 1016">SBE Prime: (Y/N)</td> <td data-bbox="1553 935 2083 1016"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1327 1016 1553 1057">Total SBE %</td> <td data-bbox="1553 1016 2083 1057"></td> </tr> <tr> <td data-bbox="1327 1057 1553 1130">SBE Comply: (Y/N)</td> <td data-bbox="1553 1057 2083 1130"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1327 1130 1553 1203">SBE Comments and Initials:</td> <td data-bbox="1553 1130 2083 1203"></td> </tr> </table>	SBE Subcontractor Name:	(MAA) KENETICS, INC. SBE/MBE 6%	SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total SBE %	SBE% 0 MBE% 6 WBE% 0	SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SBE Comments and Initials:	Partial waiver requested. DIV-3 pg 2 of 2 marked as N/A. EN 1/29/2019 LML 1/29/19 LML 1/29/19			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
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Transaction ID:

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				<input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																												
6.	Toshiba Business Solutions 7850 Hub Parkway Valley View, OH 44125			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: 12-2799 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 type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1327 500 1553 607">SBE Subcontractor Name:</td> <td data-bbox="1553 500 2085 607">(MW) Kash Moving Corp. SBE 3% (MAPA) Net Activity, Inc. SBE/MBE 12%</td> </tr> <tr> <td data-bbox="1327 607 1553 688">SBE Prime: (Y/N)</td> <td data-bbox="1553 607 2085 688"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 688 1553 721">Total SBE %</td> <td data-bbox="1553 688 2085 721">SBE% 3 MBE% 12 WBE% 0</td> </tr> <tr> <td data-bbox="1327 721 1553 802">SBE Comply: (Y/N)</td> <td data-bbox="1553 721 2085 802"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 1/29/19 </td> </tr> <tr> <td data-bbox="1327 802 1553 948">SBE Comments and Initials:</td> <td data-bbox="1553 802 2085 948">ATS Training is not certified with the county, No waiver requested. EN 1/29/2019 LML 1/29/19</td> </tr> <tr style="background-color: #cccccc;"> <td colspan="2" data-bbox="1327 948 2085 980"></td> </tr> <tr> <td data-bbox="1327 980 1553 1088">SBE Subcontractor Name:</td> <td data-bbox="1553 980 2085 1088"></td> </tr> <tr> <td data-bbox="1327 1088 1553 1169">SBE Prime: (Y/N)</td> <td data-bbox="1553 1088 2085 1169"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 1169 1553 1201">Total SBE %</td> <td data-bbox="1553 1169 2085 1201"></td> </tr> <tr> <td data-bbox="1327 1201 1553 1282">SBE Comply: (Y/N)</td> <td data-bbox="1553 1201 2085 1282"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1327 1282 1553 1347">SBE Comments and Initials:</td> <td data-bbox="1553 1282 2085 1347"></td> </tr> </table>		SBE Subcontractor Name:	(MW) Kash Moving Corp. SBE 3% (MAPA) Net Activity, Inc. SBE/MBE 12%	SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total SBE %	SBE% 3 MBE% 12 WBE% 0	SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 1/29/19	SBE Comments and Initials:	ATS Training is not certified with the county, No waiver requested. EN 1/29/2019 LML 1/29/19			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
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				<input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					

* **ComDoc** and **Konica Minolta** must register with the Agency of Inspector General if awarded.

Transaction ID:

RFP 44038
Enterprise-Wide Print Goods Services

	A	B
1	EVALUATION SCORES	
2	Vendor Name	Final Score
3	Blue Technologies	93.50
4		
5	Toshiba Business Systems	90.60
6		
7	Meritech	61.00
8		
9	Lake	55.00
10		
11	Konica	38.50
12		
13	Comdoc	disqualified
14		
15		

Enterprise Print - RFP 44038
Review/Selection Team

RFP Team Participants & Voters

Michael Young	- DoIT, CTO Group Moderator (through 4/26/2019 - resigned)
Jason Snowbrick	- DoIT, HHS Administrator
Larry Patterson	- DoIT, Desktop Manager
Stan Kozlowski	- DoIT, Project Management
Kristen Kaspar	- DPW, Purchasing Analyst
Jim Sebes	- DPW, Senior Printing Coordinator
Jeanelle Greene	- DoIT Business Group Moderator - 4/30/2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0219

Sponsored by: County Executive Budish/Department of Information Technology	A Resolution authorizing a state contract with TEC Communications, Inc. in the amount not-to-exceed \$1,190,395.00 for the purchase of various Cisco Enterprise Licenses and support services for the period 9/30/2019 - 9/29/2024; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Information Technology has recommended a state contract with TEC Communications, Inc. in the amount not-to-exceed \$1,190,395.00 for the purchase of various Cisco Enterprise Licenses and support services for the period 9/30/2019 - 9/29/2024; and

WHEREAS, the primary goal for this project is to provide various communication tools and support for use throughout the County; and

WHEREAS, this project is funded 100% by the WAN 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 a state contract with TEC Communications, Inc. in the amount not-to-exceed \$1,190,395.00 for the purchase of various Cisco Enterprise Licenses and support services for the period 9/30/2019 - 9/29/2024.

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

OnBase Item Detail Briefing Memo - Form

Title:

**DEPARTMENT OF INFORMATION TECHNOLOGY
IS-19-46262
TEC COMMUNICATIONS
CISCO ENTERPRISE LICENSING AGREEMENT**

A. Scope of Work Summary

1. The Department of Information Technology is requesting approval of a contract for Cisco Enterprise Licenses for various communication tools and support with TEC Communications for the anticipated cost of \$1,190,365.00.

The Contract Period would be 9/30/2019 to 9/29/2024.

2. The primary goals of the contract is to provide various communication tools and support for use throughout the County, including:

- Jabber
 - Video Conferencing
 - WebEx
 - Unity Voicemail Licenses
 - Phone Licenses
- And others.

4. Technology Items - If the request is for the purchase of software or technical equipment:

- a) Please state the date of TAC Approval – N/A as these items are TAC Approved Standards
- b) Are the purchases compatible with the new ERP system? n/a
- c) Is the item ERP approved n/a
- d) Are the services covered by the original ERP budget n/a

B. Procurement

6. If an RFP Exemption is being requested please list the reason a competitive process was not utilized.

The Ohio State Term Contract was used to procure this contract. We did review 3 quotes from state term vendors and selected the one that gave us the lowest price.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

TEC Communications
20234 DETROIT RD, PO BOX 16124
ROCKY RIVER, OH 44116
Council District 1

2. The President for the contractor/vendor is Melanie Schilling.

D. Project Status and Planning

E. Funding

1. The project is funded 100% by the WAN General Fund .
2. The schedule of payments is one payment, by invoice.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0220

Sponsored by: County Executive Budish/Department of Law	A Resolution amending Resolution No. R2019-0091 dated 4/9/2019, which approved a proposed settlement in the matter of <u>Jason Jozwiak et al. vs. Cuyahoga County</u> , United States District, Eastern Division, Court Case No. 1:17-CV-1238, by changing the total amount of said settlement agreement and by authorizing a payment to the law firm Zashin & Rich Co., L.P.A. for services rendered in this and the related matter of <u>Gary C. Fitzpatrick, Sr., et al. vs. Cuyahoga County</u> ; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Jason Jozwiak, filed a civil action docketed as Jason Jozwiak, et al. vs. Cuyahoga County, United States District, Eastern Division, Court Case No. 1:17-CV-1238 (“Matter”); and

WHEREAS, County Council, by Resolution No. R2019-0091, passed April 9, 2019, authorized a settlement agreement in the Matter but mis-stated the amount to be paid by the County under the settlement agreement and the amount to be paid to the third-party administrator; and

WHEREAS, the law firm Zashin & Rich Co., L.P.A. assisted the County in resolution of the Matter as well as resolution of Gary C. Fitzpatrick, Sr., et al. vs. Cuyahoga County, United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:17-CV-01235 (“Fitzpatrick Matter”); and

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

SECTION 1. The County Council hereby approves the Settlement Agreement with the Plaintiffs in the Matter in the amount of Three Hundred Thousand Dollars (\$300,000.00), inclusive of all costs and attorneys’ fees.

SECTION 2. The County Council hereby approves payment in an amount not-to-exceed Five Thousand Dollars (\$5,000.00) for a Third-Party Administrator to administer all payments pursuant to the Settlement Agreement. The selection of the Third-Party Administrator shall be selected pursuant to Title 5 of the Cuyahoga County Code and all other applicable rules and regulations.

SECTION 3. The County Executive (or his authorized designee) is hereby authorized to execute a settlement agreement and any other documents to effectuate the settlement in accordance with this Resolution, and is further authorized to remit payment to the law firm Zashin & Rich Co., L.P.A. in the amount not to exceed Thirty-eight Thousand, Two Hundred Two and Twenty-two Hundredths Dollars (\$38,202.22) for services rendered in the Matter and the Fitzpatrick Matter.

SECTION 4. If any specific appropriation is necessary to effectuate this settlement, such appropriation is approved, and the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

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:
Committee(s) Assigned:

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0201

<p>Sponsored by: County Executive Budish/Department of Public Works</p>	<p>A Resolution authorizing an amendment to the Design-Build Agreement with Turner/Ozanne/VAA A Joint Venture establishing a final guaranteed maximum price in the amount not-to-exceed \$240,610,443.00 for design-build services for the Convention Center Hotel Project and the underground enclosure from Huntington Park Garage to the Hotel; 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>
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WHEREAS, in Resolution No. R2013-0234, County Council made an award on RQ28353 to Turner/Ozanne/VAA A Joint Venture (“Design Builder”) and authorized the County Executive to negotiate, enter into, and execute an initial contract (CE1300555-01) with the Design Builder in an amount not-to-exceed \$10,000,000.00; and,

WHEREAS, in Resolution No. R2014-0089 Council authorized a guaranteed maximum price (“GMP”) amendment number 1 with Design Builder for an amount not-to-exceed \$217,053,982.00 as the design-builder for the Convention Center Hotel Project; and

WHEREAS, the Cuyahoga County Board of Control approved GMP amendment number 2 under which County and Design-Builder amended the Agreement to include the scope of design and pre-construction services related to the underground enclosure from Huntington Park Garage to the Hotel (as defined in the Agreement) and an amended GMP amount not-to-exceed \$217,478,982.00; and

WHEREAS, in Resolution No. R2015-0275 Council authorized a GMP amendment number 3 with Design-Builder for an amount not-to-exceed \$238,600,233.00 to reconcile the scope of services and work as contemplated throughout the project and to include construction services related to the underground enclosure from Huntington Park Garage to the Hotel as defined in an amended Agreement; and,

WHEREAS, the County and Design-Builder wish to amend the Agreement to include change orders and to memorialize the final GMP for an amount not-to-exceed \$240,610,443.00 for the project.

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

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

SECTION 1. County Council hereby authorizes final GMP amendment number 4 with Turner/Ozanne/VAA A Joint Venture for an amount not-to-exceed \$240,610,443.00 as the design-builder for the Convention Center Hotel Project and the underground enclosure from Huntington Park Garage to the Hotel. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution. The final negotiated terms of the contract, including the actual maximum not-to-exceed amount and risk management protections, shall be subject to the approval of the Director of Law, but in no event shall the finally negotiated amount exceed the herein authorized maximum of \$240,610,443.00.

SECTION 2. The County Executive is authorized to execute the contract and all other related documents, as approved to legal form and correctness by the Director of Law or his designee, consistent with this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2019

Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: September 24, 2019

Journal _____
_____, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0204

<p>Sponsored by: County Executive Budish/Department of Public Works on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division</p>	<p>A Resolution authorizing an amendment to Contract No. CE0900629-02 with Shaker West Professional LLC for lease of office space located at 11811 Shaker Boulevard, Cleveland, for a Juvenile Court Regional Probation Office for the period 1/1/2010 - 12/31/2019 to exercise an option to extend the time period to 12/31/2024, to change the scope of services, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$412,755.00; 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>
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WHEREAS, the County Executive/Department of Public Works on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended an amendment to Contract No. CE0900629-02 with Shaker West Professional LLC for lease of office space located at 11811 Shaker Boulevard, Cleveland, for a Juvenile Court Regional Probation Office for the period 1/1/2010 - 12/31/2019 to exercise an option to extend the time period to 12/31/2024, to change the scope of services, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$412,755.00; and

WHEREAS, the primary goal of this project is to continue to provide appropriate office space, common space and parking for the operation of a Juvenile Court Regional Probation Office; and

WHEREAS, this amendment reduces the office space square footage from 6,756 to 4,717, includes all electricity charges, and provides for a rate increase of approximately 3% per year; and

WHEREAS, this project is funded 100% by Probation Health and Human Services Levy 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. CE0900629-02 with Shaker West Professional LLC for lease of office space located at 11811 Shaker Boulevard, Cleveland, for a Juvenile Court Regional Probation Office for the period 1/1/2010 - 12/31/2019 to exercise an option to extend the time period to 12/31/2024, to change the scope of services, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$412,755.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

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

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

On a motion 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: September 10, 2019

Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: September 24, 2019

Journal _____
_____, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0205

Sponsored by: County Executive Budish/Department of Law/Division of Risk Management	A Resolution making an award on RQ45204 to Hylant Group, Inc. in the amount not-to-exceed \$3,511,038.00 for insurance brokerage and risk management services for the period 1/1/2020 - 12/31/2021; 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.
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WHEREAS, the County Executive/Department of Law/Division of Risk Management has recommended an award on RQ45204 to Hylant Group, Inc. in the amount not-to-exceed \$3,511,038.00 for insurance brokerage and risk management services for the period 1/1/2020 - 12/31/2021; and

WHEREAS, the primary goal of this project is to provide expert risk management and brokerage services; and

WHEREAS, the project is funded by the General Fund (60% or \$2,152,365.00) and Health and Human Service Levy Funds (40% or \$1,358,673.00); and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ45204 to Hylant Group, Inc. in the amount not-to-exceed \$3,511,038.00 for insurance brokerage and risk management services for the period 1/1/2020 - 12/31/2021.

SECTION 2. That the County Executive is authorized to execute the contract and all other documents in connection with said award 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: September 10, 2019

Committee(s) Assigned: Finance & Budgeting

Committee Report/Second Reading: September 24, 2019

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0210

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services and emergency food assistance to eligible Cuyahoga County residents for the period 1/1/2020 - 12/31/2020; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services has recommended a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services and emergency food assistance to eligible Cuyahoga County residents for the period 1/1/2020 - 12/31/2020; and

WHEREAS, the primary goal of this project is to serve as fiscal agent and to provide emergency food assistance to eligible residents of the County; and

WHEREAS, the project is funded 100% by Health and Human Services Levy; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services and emergency food assistance to eligible Cuyahoga County residents for the period 1/1/2020 - 12/31/2020.

SECTION 2. That the County Executive is authorized to execute the contract and all other documents consistent with this Resolution.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0211

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Re-entry	A Resolution authorizing an amendment to Contract No. CE1600299-01 with Oriana House, Inc. for operation of a one-stop Re-entry Resource Center for the period 1/1/2017 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$600,000.00; 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.
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Office of Re-entry has recommended an amendment to Contract No. CE1600299-01 with Oriana House, Inc. for operation of a one-stop Re-entry Resource Center for the period 1/1/2017 - 12/31/2019 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$600,000.00; and

WHEREAS, the primary goal of this project is to continue to provide a one-stop Re-entry Resource Center to residents returning from incarceration and those with criminal backgrounds to link those residents with services and resources to assist with their integration into the community and to reduce recidivism: and

WHEREAS; the project is funded 100% by the Health and Human Services Levy Funds: and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1600299-01 with Oriana House, Inc. for operation of a one-stop Re-entry Resource Center for the period 1/1/2017 - 12/31/2019 to extend

the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$600,000.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

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

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

On a motion 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: September 10, 2019
Committee(s) Assigned: Health, Human Services & Aging

Committee Report/Second Reading: September 24, 2019

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0172

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Erskine Cade to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2019 - 6/30/2023, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 340.02 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

WHEREAS, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

WHEREAS, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-year term; and

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

WHEREAS, the County Executive has nominated Erskine Cade to be reappointed to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2019 – 6/30/2023; and

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

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0173

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires rehabilitation of Bishop Road Bridge No. 01.78 over the East Branch of Euclid Creek in the City of Highland Heights; total estimated project cost \$1,800,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires rehabilitation of Bishop Road Bridge No. 01.78 over the East Branch of Euclid Creek in the City of Highland Heights; and

WHEREAS, the anticipated start date for construction of the project is January 2020; and

WHEREAS, that special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvement; and

WHEREAS, the primary goal of this project is to properly maintain the County’s infrastructure for which the County is responsible; and

WHEREAS, the project is located in Council District 11; and

WHEREAS, the total estimated project cost is \$1,800,000.00; and

WHEREAS, this project will be funded 100% from the County Road and Bridge 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 declares that public convenience and welfare requires rehabilitation of Bishop Road Bridge No. 01.78 over the East Branch of Euclid Creek in the City of Highland Heights.

SECTION 2. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements.

SECTION 3. That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents in connection with this project.

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

Deputy Clerk of Council

Date

First Reading/Referred to Committee: August 6, 2019
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC035
September 24, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0174

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution authorizing an amendment to Contract No. CE1600245-01 with Burgess & Niple, Inc. for design engineering services for improvement of Pleasant Valley Road Bridge Nos. 09.68, 09.03 and 09.35 over the Cuyahoga River, Canal Road and Ohio Canal in the City of Independence and Village of Valley View for additional funds in the amount not-to-exceed \$2,404,474.00; 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>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an amendment to Contract No. CE1600245-01 with Burgess & Niple, Inc. for design engineering services for improvement of Pleasant Valley Road Bridge Nos. 09.68, 09.03 and 09.35 over the Cuyahoga River, Canal Road and Ohio Canal in the City of Independence and Village of Valley View for additional funds in the amount not-to-exceed \$2,404,474.00; and

WHEREAS, the primary goal is for final engineering and design services for all three bridges; and

WHEREAS, the project is funded by 100% County Road and Bridge Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1600245-01 with Burgess & Niple, Inc. for design engineering services for improvement of Pleasant Valley Road Bridge Nos. 09.68, 09.03 and 09.35 over the Cuyahoga River, Canal Road and Ohio Canal in the City of Independence and Village of Valley View for additional funds in the amount not-to-exceed \$2,404,474.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the reservation 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

Deputy Clerk of Council

Date

First Reading/Referred to Committee: August 6, 2019

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC035
September 24, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0175

<p>Sponsored by: County Executive Budish/Departments of Information Technology and Health and Human Services/Division of Senior and Adult Services and Division of Community Initiatives/Family and Children First Council</p>	<p>A Resolution authorizing an amendment to Contract No. CE1400246-01 with PeerPlace Networks, LLC for maintenance for a cloud-based comprehensive case management system for the period 8/4/2014 - 7/31/2019 to extend the time period to 7/31/2024 and for additional funds in the amount not-to-exceed \$1,013,100.00; 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>
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WHEREAS, the County Executive/Departments of Information Technology and Health and Human Services/Division of Senior and Adult Services and Division of Community Initiatives/Family and Children First Council have recommended an amendment to Contract No. CE1400246-01 with PeerPlace Networks, LLC for maintenance for a cloud-based comprehensive case management system for the period 8/4/2014 - 7/31/2019 to extend the time period to 7/31/2024 and for additional funds in the amount not-to-exceed \$1,013,100.00; and

WHEREAS, the primary goal is for continued maintenance for Senior and Adult Services and Family and Children First Council; and

WHEREAS, this project is funded by 100% Health and Human Services Levy; 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. CE1400246-01 with PeerPlace Networks, LLC for maintenance for a cloud-based comprehensive case management system for the period 8/4/2014 - 7/31/2019 to extend the time period to 7/31/2024 and for additional funds in the amount not-to-exceed \$1,013,100.00.

Journal CC035
September 24, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0176

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services</p>	<p>A Resolution authorizing an amendment to a Master Contract, which includes Nos. CE1700245-01 - CE1700265-01, with various providers for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2018 - 12/31/2019 to remove various providers and for additional funds in the total amount not-to-exceed \$609,026.00; 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>
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Senior and Adult Services has recommended an amendment to a Master Contract, which includes Nos. CE1700245-01 - CE1700265-01, with various providers for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2018 - 12/31/2019 to remove various providers and for additional funds in the total amount not-to-exceed \$609,026.00 as follows:

- 1) to remove various providers:
 - a. The Benjamin Rose Institute, effective 12/31/2018
 - b. Visiting Nurse Association Healthcare Partners of Ohio, effective 1/1/2019; and

- 2) for additional funds in the total amount not-to-exceed \$609,026.00:
 - a. A-1 Health Care, Inc.
 - b. ABC International Services, Inc.
 - c. Buckeye Homecare Services, Inc.
 - d. Casleo Corporation
 - e. Critical Signal Technologies, Inc.
 - f. Family & Community Services, Inc.
 - g. First Choice Medical Staffing, Inc.
 - h. Geocare Inc.
 - i. Home Care Relief Inc.
 - j. Priority Home Health Care, Inc.

- k. Renaissance Home Health Care
- l. Rose Centers for Aging Well, LLC
- m. RX Home Healthcare Inc.
- n. Senior Transportation Connection
- o. Solutions Premier Training Services
- p. TOBI Transportation LLC
- q. Transport Assistance, Inc.
- r. U First Homecare Services, Inc.
- s. Xcel Healthcare Providers Inc.; and

WHEREAS, the primary goal of the OPTIONS for Independent Living Services Program is to provide a flexible, affordable in-home care program to Cuyahoga County residents aged 60 and above who, because of income and/or assets, are not eligible for Medicaid waiver or other programs; and

WHEREAS, the various services provided by the program that are essential to Cuyahoga County senior include: 1) assistance with larger household chores; 2) medical emergency response services; 3) grab bar installation; 4) homemaking assistance; 5) home delivered meals; 6) assistance with personal care and/or transportation for medical-related appointments; and

WHEREAS, this program is funded 100% by Health and Human Services Levy funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to a Master Contract, which includes Nos. CE1700245-01 - CE1700265-01, with various providers for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2018 - 12/31/2019 to remove various providers and for additional funds in the total amount not-to-exceed \$609,026.00 as follows:

- 1) to remove various providers:
 - a. The Benjamin Rose Institute, effective 12/31/2018
 - b. Visiting Nurse Association Healthcare Partners of Ohio, effective 1/1/2019; and
- 2) for additional funds in the total amount not-to-exceed \$609,026.00:

- a. A-1 Health Care, Inc.
- b. ABC International Services, Inc.
- c. Buckeye Homecare Services, Inc.
- d. Casleo Corporation
- e. Critical Signal Technologies, Inc.
- f. Family & Community Services, Inc.
- g. First Choice Medical Staffing, Inc.
- h. Geocare Inc.
- i. Home Care Relief Inc.
- j. Priority Home Health Care, Inc.
- k. Renaissance Home Health Care
- l. Rose Centers for Aging Well, LLC
- m. RX Home Healthcare Inc.
- n. Senior Transportation Connection
- o. Solutions Premier Training Services
- p. TOBI Transportation LLC
- q. Transport Assistance, Inc.
- r. U First Homecare Services, Inc.
- s. Xcel Healthcare Providers Inc.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Deputy Clerk of Council

Date

First Reading/Referred to Committee: August 6, 2019
Committee(s) Assigned: Health, Human Services & Aging

Journal CC035
September 24, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0195

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment or reappointment of various individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for various terms, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board was created pursuant to the provisions of the Ohio Revised Code section 2301.51; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board has twelve members and the members are appointed by both Cuyahoga County and the Cuyahoga County judicial Advisory Board (JAB); and

WHEREAS, members of the Cuyahoga County Community-Based Correctional Facility Governing Board shall be appointed to serve a three (3) year term; and

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

WHEREAS, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, the County Executive has nominated the following individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for various terms:

Appointment:

1. Maggie Keenan for an unexpired term ending 12/31/2021 (replacing Crystal Bryant); and

Reappointment:

1. Vincent Holland for the term 1/1/2019 – 12/31/2021; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for various terms as follows:

Appointment:

1. Maggie Keenan for an unexpired term ending 12/31/2021; and

Reappointment:

1. Vincent Holland for the term 1/1/2019 – 12/31/2021.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Deputy Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2019

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

Journal CC035

September 24, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0196

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ44111 and authorizing a Purchase and Sale Agreement with The Vallejo Company in the amount of \$550,000.00 for the sale of Brookpark Road Maintenance Yard, located at 4000 Brookpark Road, Cleveland; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works is recommending an award on RQ44111 and authorizing a Purchase and Sale Agreement with The Vallejo Company in the amount of \$550,000.00 for the sale of Brookpark Road Maintenance Yard, located at 4000 Brookpark Road, Cleveland; and

WHEREAS, the County engaged the services of Allegro Realty Advisors, LTD (“Allegro”), as a real estate brokerage firm, to provide real estate brokerage services and represent the County in the disposition of several maintenance yards; and

WHEREAS, Allegro, in coordination with the Department of Public Works, prepared and issued a request for proposals on RQ44111 for the disposition of several maintenance yards in accordance with the Chapter 501 of the Cuyahoga County Code; and

WHEREAS, in response to RQ44111 the County received a proposal from The Vallejo Company in the amount of \$550,000.00 to purchase the maintenance yard and all buildings and improvements located at 4000 Brookpark Road, Cleveland; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ44111 and authorizes a Purchase and Sale Agreement with The Vallejo Company in the amount of \$550,000.00 for the sale of Brookpark Road Maintenance Yard, located at 4000 Brookpark Road, Cleveland.

SECTION 2. That the County Executive or his designee is authorized to take all actions and to execute, acknowledge, deliver, obtain title work and/or title insurance, and/or file for and record all documents and instruments related to what is contemplated herein. To the extent an exemption for anything herein is needed, it is hereby granted.

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

Deputy Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2019
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC035
September 24, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0197

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ44111 and authorizing a Purchase and Sale Agreement with Bridgeworks, LLC in the amount of \$4,150,000.00 for the sale of Permanent Parcel Nos. 003-15-046, 003-15-047, 003-15-048, 003-15-049, 003-15-050, 003-15-051 and 003-15-076 in the City of Cleveland; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works is recommending an award on RQ44111 and authorizing a Purchase and Sale Agreement with Bridgeworks, LLC in the amount of \$4,150,000.00 for the sale of Permanent Parcel Nos. 003-15-046, 003-15-047, 003-15-048, 003-15-049, 003-15-050, 003-15-051, and 003-15-076 in the City of Cleveland; and

WHEREAS, the County engaged the services of Allegro Realty Advisors, LTD (“Allegro”), as a real estate brokerage firm, to provide real estate brokerage services and represent the County in the disposition of several maintenance yards; and

WHEREAS, Allegro, in coordination with the Department of Public Works, prepared and issued a request for proposals on RQ44111 for the disposition of several maintenance yards in accordance with the Chapter 501 of the Cuyahoga County Code; and

WHEREAS, in response to RQ44111 the County received a proposal from Bridgeworks, LLC in the amount of \$4,150,000.00 to purchase all buildings and improvements located on land known as Permanent Parcel Nos. 003-15-046, 003-15-047, 003-15-048, 003-15-049, 003-15-050, 003-15-051, and 003-15-076 in the 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 makes an award on RQ44111 and authorizes a Purchase and Sale Agreement with Bridgeworks, LLC in the amount of \$4,150,000.00 for the sale of Permanent Parcel Nos. 003-15-046, 003-15-047, 003-15-048, 003-15-049, 003-15-050, 003-15-051, and 003-15-076 in the City of Cleveland.

SECTION 2. That the County Executive or his designee is authorized to take all actions and to execute, acknowledge, deliver, obtain title work and/or title insurance, and/or file for and record all documents and instruments related to what is contemplated herein. To the extent an exemption for anything herein is needed, it is hereby granted.

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

Deputy Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2019
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC035
September 24, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0198

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ44111 and authorizing a Purchase and Sale Agreement with City of North Royalton in the amount of \$250,000.00 for the sale of York Road Maintenance Yard, located at 14875 York Road, North Royalton; authorizing the County Executive to take all necessary actions and to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works is recommending an award on RQ44111 and authorizing a Purchase and Sale Agreement with City of North Royalton in the amount of \$250,000.00 for the sale of York Road Maintenance Yard, located at 14875 York Road, North Royalton; and

WHEREAS, the County engaged the services of Allegro Realty Advisors, LTD (“Allegro”), as a real estate brokerage firm, to provide real estate brokerage services and represent the County in the disposition of several maintenance yards; and

WHEREAS, Allegro, in coordination with the Department of Public Works, prepared and issued a request for proposals on RQ44111 for the disposition of several maintenance yards in accordance with the Chapter 501 of the Cuyahoga County Code; and

WHEREAS, in response to RQ44111 the County received a proposal from the City of North Royalton in the amount of \$250,000.00 to purchase the maintenance yard and all buildings and improvements located at 14875 York Road, North Royalton; 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 award on RQ44111 and authorizes a Purchase and Sale Agreement with City of North Royalton in the amount of \$250,000.00 for the sale of York Road Maintenance Yard, located at 14875 York Road, North Royalton.

SECTION 2. That the County Executive or his designee is authorized to take all actions and to execute, acknowledge, deliver, obtain title work and/or title insurance, and/or file for and record all documents and instruments related to what is contemplated herein. To the extent an exemption for anything herein is needed, it is hereby granted.

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

Deputy Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2019
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC035
September 24, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0199

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ44111 and authorizing a Purchase and Sale Agreement with Board of Park Commissioners of the Cleveland Metropolitan Park District in the amount of \$2,650,000.00 for the sale of Canal Road Sanitary Maintenance Yard, located at 6100 West Canal Road, Valley View; authorizing the County Executive to take all necessary actions and to execute the agreement 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 is recommending an award on RQ44111 and authorizing a Purchase and Sale Agreement with Board of Park Commissioners of the Cleveland Metropolitan Park District in the amount of \$2,650,000.00 for the sale of Canal Road Sanitary Maintenance Yard, located at 6100 West Canal Road, Valley View; and

WHEREAS, the County engaged the services of Allegro Realty Advisors, LTD (“Allegro”), as a real estate brokerage firm, to provide real estate brokerage services and represent the County in the disposition of several maintenance yards; and

WHEREAS, Allegro, in coordination with the Department of Public Works, prepared and issued a request for proposals on RQ44111 for the disposition of several maintenance yards in accordance with the Chapter 501 of the Cuyahoga County Code; and

WHEREAS, in response to RQ44111 the County received a proposal from the Board of Park Commissioners of the Cleveland Metropolitan Park District in the amount of \$2,650,000.00 to purchase the maintenance yard and all buildings and improvements located at 6100 West Canal Road, Valley View; 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 RQ44111 and authorizes a Purchase and Sale Agreement with Board of Park Commissioners of the Cleveland Metropolitan Park District in the amount of \$2,650,000.00 for the sale of Canal Road Sanitary Maintenance Yard, located at 6100 West Canal Road, Valley View.

SECTION 2. That the County Executive or his designee is authorized to take all actions and to execute, acknowledge, deliver, obtain title work and/or title insurance, and/or file for and record all documents and instruments related to what is contemplated herein. To the extent an exemption for anything herein is needed, it is hereby granted.

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

Deputy Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2019
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC035
September 24, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0200

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ46078 to Lakeland Management Systems, Inc. in the amount not-to-exceed \$795,705.10 for the Courthouse Square Freight Elevator Modernization Project; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ46078 to Lakeland Management Systems, Inc. in the amount not-to-exceed \$795,705.10 for the Courthouse Square Freight Elevator Modernization Project; and

WHEREAS, the primary goal of this project is to provide freight elevator updates; and

WHEREAS, the anticipated start-completion dates are 9/16/2019 – 12/16/2019; and

WHEREAS, this project will be funded by the Capital Improvement Fund – General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ46078 to Lakeland Management Systems, Inc. in the amount not-to-exceed \$795,705.10 for the Courthouse Square Freight Elevator Modernization Project.

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.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0202

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution approving a Right-of-Way Exhibit as set forth in Plat No. M-5038 for rehabilitation of Bishop Road Bridge No. 01.78 over the East Branch of Euclid Creek in the City of Highland Heights; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended approving a Right-of-Way Exhibit as set forth in Plat No. M-5038 for rehabilitation of Bishop Road Bridge No. 01.78 over the East Branch of Euclid Creek in the City of Highland Heights and authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; and

WHEREAS, the primary goal of this project is to obtain Council's review and approval of the right-of-way exhibit and approval of the required acquisitions needed for Bishop Road Bridge No. 01.78; and

WHEREAS, the project is located in Council District 9; and

WHEREAS, the current estimated rights-of-way acquisition cost is \$75,000.00, which will be funded by County Road and Bridge 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 approves a Right-of-Way Exhibit as set forth in Plat No. M-5038 for rehabilitation of Bishop Road Bridge No. 01.78 over the East Branch of Euclid Creek in the City of Highland Heights.

SECTION 2. That the County Executive through the Department of Public Works is hereby authorized to acquire the Rights-of-Way necessary for said improvement.

SECTION 3. That all proceedings relative to Right-of-Way Plat No. M-5038 are hereby ordered copied into the Road Record of the County by the Department of Public Works and copied into all other proper records of the County by the Fiscal Officer as required by law.

SECTION 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

Deputy Clerk of Council Date

First Reading/Referred to Committee: September 10, 2019
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC035
September 24, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0203

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution approving a Right-of-Way Exhibit as set forth in Plat No. M-5041 for Phase 2 of the reconstruction and widening of Sprague Road from West 130 th Street to York Road in the Cities of North Royalton and Parma; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended approving a Right-of-Way Exhibit as set forth in Plat No. M-5041 for Phase 2 of the reconstruction and widening of Sprague Road from West 130th Street to York Road in the Cities of North Royalton and Parma; and

WHEREAS, primary goal of this project is to obtain Council’s review and approval of the right-of-way plans and approval of the required acquisitions needed for the reconstruction and widening of Sprague Road from West 130th Street to York Road in the Cities of North Royalton and Parma; and

WHEREAS, the project is located in Council Districts 4 and 5; and

WHEREAS, the anticipated rights-of-way acquisition cost is \$100,000.00, which will be funded by 50% Road and Bridge Funds and 50% by the Municipalities; and

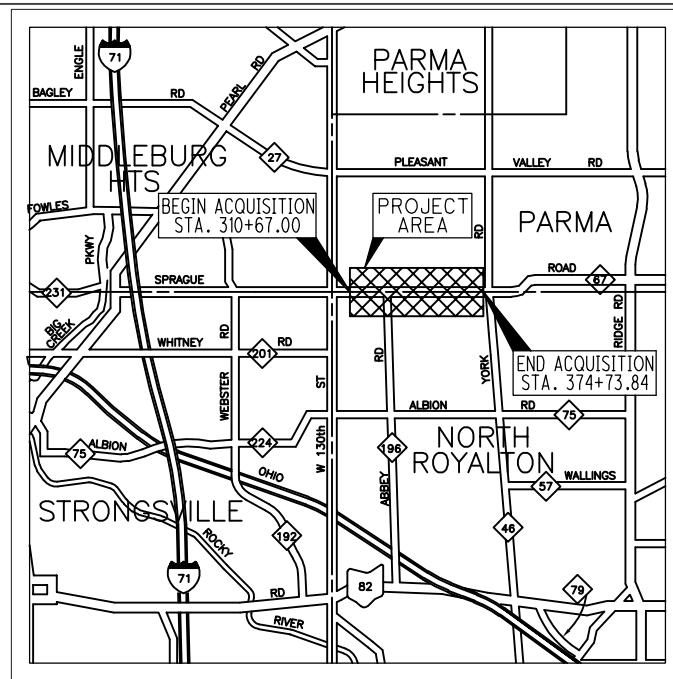
WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby approves a Right-of-Way Exhibit as set forth in Plat No. M-5041 for Phase 2 of the reconstruction and widening of Sprague Road from West 130th Street to York Road in the Cities of North Royalton and Parma.

First Reading/Referred to Committee: September 10, 2019
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC035
September 24, 2019



LOCATION MAP

LATITUDE: 41°21'03" N LONGITUDE: 81°46'19" W



RIGHT OF WAY LEGEND SHEET CUY-SPRAGUE RD.

M-5041

**CITY OF PARMA
ORIGINAL LOTS NO. 38 & 39
CITY OF NORTH ROYALTON
ORIGINAL LOTS NO. 01 & 10
CUYAHOGA COUNTY**

PROJECT DESCRIPTION

THE WORK PROPOSED INCLUDES THE GRADING, DRAINAGE AND PAVING WITH WIDENING OF 1.21 MILES OF SPRAGUE ROAD (CR-67) INCLUDING THE INSTALLATION OF CURBING, UNDERDRAIN, CLOSED DRAINAGE SYSTEM, CONCRETE WALK, ADA CURB RAMPS, CULVERT REPLACEMENT, WATER MAIN REPLACEMENT, SANITARY SEWER AND OTHER ASSOCIATED IMPROVEMENTS.

PLANS PREPARED BY:

FIRM NAME: CHAGRIN VALLEY ENGINEERING, L.T.D.
 R/W DESIGNER: JAMES A. WENDORF, P.S.
 R/W REVIEWER: DONALD F. SHEEHY, P.S.
 FIELD REVIEWER: DONALD F. SHEEHY, P.S.
 PRELIMINARY FIELD REVIEW DATE: 04/23/19
 TRACINGS FIELD REVIEW DATE: _____
 OWNERSHIP UPDATED BY: JAMES A. WENDORF, P.S.
 DATE COMPLETED: 04/13/19
 PLAN COMPLETION DATE: _____

LEGEND

ALL EASEMENTS & RIGHT OF WAY ACQUIRED IN THE NAME OF CUYAHOGA COUNTY.

CH = CHANNEL EASEMENT
 T = TEMPORARY EASEMENT
 WD = WARRANTY DEED

UTILITIES

LISTED BELOW ARE ALL UTILITIES LOCATED WITHIN THE PROJECT CONSTRUCTION LIMITS TOGETHER WITH THEIR RESPECTIVE OWNERS:

WIDE OPEN WEST
 ATTN: BOB HAMMOND
 105 BLAZE INDUSTRIAL PARKWAY
 BERA, OH 44017
 440-606-6262
 BOB.HAMMOND@WOWINC.COM

CITY OF MIDDLEBURG HEIGHTS
 ATTN: MICHAEL MACKAY, CITY ENGINEER
 15700 BAGLEY ROAD
 MIDDLEBURG HEIGHTS, OH 44130
 440-886-4500

THE ILLUMINATING COMPANY (CEI)
 ATTN: TED RADER
 6896 MILLER ROAD
 BRECKSVILLE, OH 44141
 OFFICE: 440-546-8738
 EMAIL: RADERT@FIRSTENERGYCORP.COM

CITY OF STRONGSVILLE
 ATTN: KEN MIKULA, CITY ENGINEER
 16099 FOLTZ PARKWAY
 STRONGSVILLE, OH 44149
 440-580-3120
 EMAIL: KEN.MIKULA@STRONGSVILLE.COM

COLUMBIA GAS OF OHIO - NISOURCE
 ATTN: DAN SUREN
 7080 FRY ROAD
 MIDDLEBURG HEIGHTS, OH 44130
 440-891-2428
 EMAIL: DSUREN@NISOURCE.COM

CITY OF CLEVELAND DIVISION OF WATER
 ATTN: FRED ROBERTS
 1201 LAKESIDE AVE, 6TH FLOOR
 CLEVELAND, OH 44114
 216-644-2444 X5590

COX COMMUNICATIONS
 ATTN: CRAIG J. SMITH
 12221 PLAZA DRIVE
 PARMA, OH 44130
 216-535-3356
 EMAIL: CRAIG.SMITH@COX.COM

DOMINION EAST OHIO
 ATTN: BILL SNYDER
 320 SPRINGSIDE DRIVE, SUITE 320
 AKRON, OH 44333
 330-664-2781
 WILLIAM.D.SNYDER@DOMINIONENERGY.COM
 EMAIL: RELOCATION@DOM.COM

CITY OF NORTH ROYALTON
 ATTN: MARK SCHMITZER
 11545 ROYALTON ROAD
 NORTH ROYALTON, OH 44133
 440-582-3001

AT&T
 ATTN: JAMES JANIS, DESIGN MANAGER
 13630 LORAIN AVE. 2ND FLOOR
 CLEVELAND, OH 44111
 216-476-6142
 EMAIL: PJ8191@ATT.COM

CITY OF PARMA
 ATTN: PAUL DEICHMAN, CITY ENGINEER
 6611 RIDGE ROAD
 PARMA, OH 44129
 440-885-8110

CHARTER COMMUNICATIONS
 (FORMERLY TIME WARNER)
 ATTN: PAUL SILVESTRO
 8179 DOW CIRCLE
 STRONGSVILLE, OH 44136
 216-575-8016 X216555034
 EMAIL: PAUL.SILVESTRO@CHARTER.COM

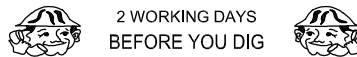
NORTH COAST GAS TRANSMISSION

INDEX OF SHEETS

TITLE SHEET	1
CENTERLINE PLAT	2-4
PROPERTY MAP	5-10
SUMMARY OF ADDITIONAL R/W	11-18
R/W DETAIL	19-34

STRUCTURE KEY

- RESIDENTIAL
- COMMERCIAL
- OUT-BUILDING



CALL TOLL FREE 800-362-2764

OHIO UTILITIES PROTECTION SERVICE

CALL TOLL FREE 800-925-0988

OHIO OIL AND GAS PRODUCERS UNDERGROUND PROTECTION SERVICE

CONVENTIONAL SYMBOLS

- County Line
- Township Line
- Section Line
- Corporation Line
- Fence Line (Ex) x x (Pr)
- Center Line
- Right of Way (Ex) Ex R/W
- Standard Highway Esmt. SH
- Standard Slope Esmt. SL
- Temporary Right of Way TMP
- Channel Ease. (Ex) CH
- Utility Ease. (Ex) U
- Railroad
- Guardrail (Ex) (Pr)
- Construction Limits
- Edge of Pavement (Ex)
- Edge of Pavement (Pr)
- Edge of Shoulder (Ex)
- Edge of Shoulder (Pr)
- Ditch / Creek (Ex)
- Ditch / Creek (Pr)
- Tree Line (Ex)
- Ownership Hook Symbol Z, Example
- Property Line Symbol P, Example
- Break Line Symbol B, Example
- Tree (Pr) Tree (Ex) Shrub (Ex)
- Tree (Remove) Shrub (Remove)
- Evergreen (Ex) Stump
- Evergreen (Remove) Stump (Remove)
- Wetland (Pr) Grass (Pr) Aerial Target
- Post (Ex) Mailbox (Ex) Mailbox (Pr)
- Light (Ex) Telephone Marker (Ex)
- Fire Hydrant (Ex) Water Meter (Ex)
- Water Valve (Ex) Utility Valve Unknown (Ex)
- Telephone Pole (Ex) Power Pole (Ex)
- Light Pole (Ex)

SURVEYOR'S CERTIFICATION

I, DONALD F. SHEEHY, P.S., HAVE CONDUCTED A SURVEY OF THE EXISTING CONDITIONS FOR THE COUNTY OF CUYAHOGA IN JUNE, 2017. THE RESULTS OF THAT SURVEY ARE CONTAINED HEREIN. THE HORIZONTAL COORDINATES EXPRESSED HEREIN ARE BASED ON THE OHIO STATE PLANE COORDINATE SYSTEM NAD 83, NORTH ZONE BY TIES TO THE O.D.O.T. NETWORK USING STATION GARF AND ARE TO INDICATE ANGLES ONLY. AS A PART OF THIS PROJECT I HAVE REESTABLISHED THE LOCATIONS OF THE EXISTING PROPERTY LINES AND CENTERLINE OF EXISTING RIGHT OF WAY FOR THE PROPERTY TAKES HEREIN. AS A PART OF THIS PROJECT I HAVE ESTABLISHED THE PROPOSED PROPERTY LINES, CALCULATED THE GROSS TAKE, PRESENT ROADWAY OCCUPIED (PRO), NET TAKE AND NET RESIDUE; AS WELL AS PREPARED THE LEGAL DESCRIPTIONS NECESSARY TO ACQUIRE THE PARCELS AS SHOWN HEREIN. ALL OF MY WORK CONTAINED HEREIN WAS CONDUCTED IN ACCORDANCE WITH THE OHIO ADMINISTRATIVE CODE CHAPTER 4733-37 STANDARDS FOR BOUNDARY SURVEYS UNLESS SO NOTED. THE WORDS I AND MY, AS USED HEREIN, ARE TO MEAN THAT EITHER MYSELF OR SOMEONE WORKING UNDER MY DIRECT SUPERVISION.

 DONALD F. SHEEHY, P.S., OHIO LIC. #7849

SURVEYORS SEAL		
REV.	DATE	DESCRIPTION
DATE OF COMPLETION:		

P:\18323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\18323 RW LEGEND SHEET - PHASE 2.DWG - LS - OHOT_HALF-SIZE.STB - PLOTTED 4/16/2019 9:00 AM BY BOB BROSGR

THE LOCATIONS OF THE UNDERGROUND UTILITIES SHOWN ON THE PLANS AS REQUIRED BY SECTION 153.64 OF THE O.R.C WERE OBTAINED FROM THE OWNERS OF THE UTILITY COMPANIES AND SHOULD BE CONSIDERED APPROXIMATE.

FEDERAL PROJECT NO. N/A
 PID N/A
 STATE JOB NO. N/A
 CALCULATED J.A.W. CHECKED D.F.S.
 LEGEND SHEET
 CUY-SPRAGUE ROAD (C.R. 67)
 1
 34

THE PROPOSED RIGHT OF WAY SHALL BE REFERENCED FROM THE CENTERLINE OF THE RIGHT OF WAY.

ADJUSTABLE CENTERLINE MONUMENT ASSEMBLIES ARE SHOWN ON STANDARD CONSTRUCTION DRAWING MB-1C (REV 10/31/13) OF THE CUYAHOGA COUNTY ENGINEER. THE PLACING OF THE MONUMENTS SHALL BE UNDER THE DIRECTION OF A REGISTERED SURVEYOR AND ARE TO BE SET, AS SHOWN, BY THE HIGHWAY CONTRACTOR AT THE TIME OF CONSTRUCTION. ANY ALTERATIONS, WITH PRIOR APPROVAL OF THE CUYAHOGA COUNTY ENGINEER, SHALL BE NOTED AND THE CUYAHOGA COUNTY ENGINEER SHALL BE NOTIFIED OF THE NEW LOCATIONS.

CHANGES OR ALTERATIONS TO THE LOCATION OF ANY MONUMENTS SHOWN ON THIS PLAT REQUIRES PRIOR APPROVAL OF THE DISTRICT REAL ESTATE ADMINISTRATOR OF THE OHIO DEPARTMENT OF TRANSPORTATION. A REVISED CENTERLINE PLAT WITH THE NEW LOCATIONS SHALL BE RECORDED IN THE APPLICABLE COUNTY RECORDS AND THE OHIO DEPARTMENT OF TRANSPORTATION. SPECIFICATIONS FOR CENTERLINE MONUMENTS, REFERENCE MONUMENTS AND RIGHT-OF-WAY MONUMENTS ARE SHOWN ON THE CURRENT REVISION OF THE CUYAHOGA COUNTY STANDARD CONSTRUCTION DRAWING MB-1C.

CUY-SPRAGUE ROAD M-0000

ORIGINAL LOTS NO. 38 & 39
CITY OF PARMA
ORIGINAL LOTS NO. 1 & 10
CITY OF NORTH ROYALTON
CUYAHOGA COUNTY, OHIO

BASIS FOR BEARINGS:

BASIS OF BEARINGS FOR THIS PROJECT IS THE CENTERLINE OF SPRAGUE ROAD - C.R. 67 (WIDTH VARIES) AS EVIDENCED BY MONUMENTS FOUND AND IS THE SAME AS CALCULATED AND REPRODUCED BASED ON THE OHIO STATE PLANE COORDINATE SYSTEM NAD 83, NORTH ZONE BY TIES TO THE O.D.O.T. CORS NETWORK USING STATION GARF.

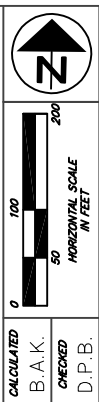
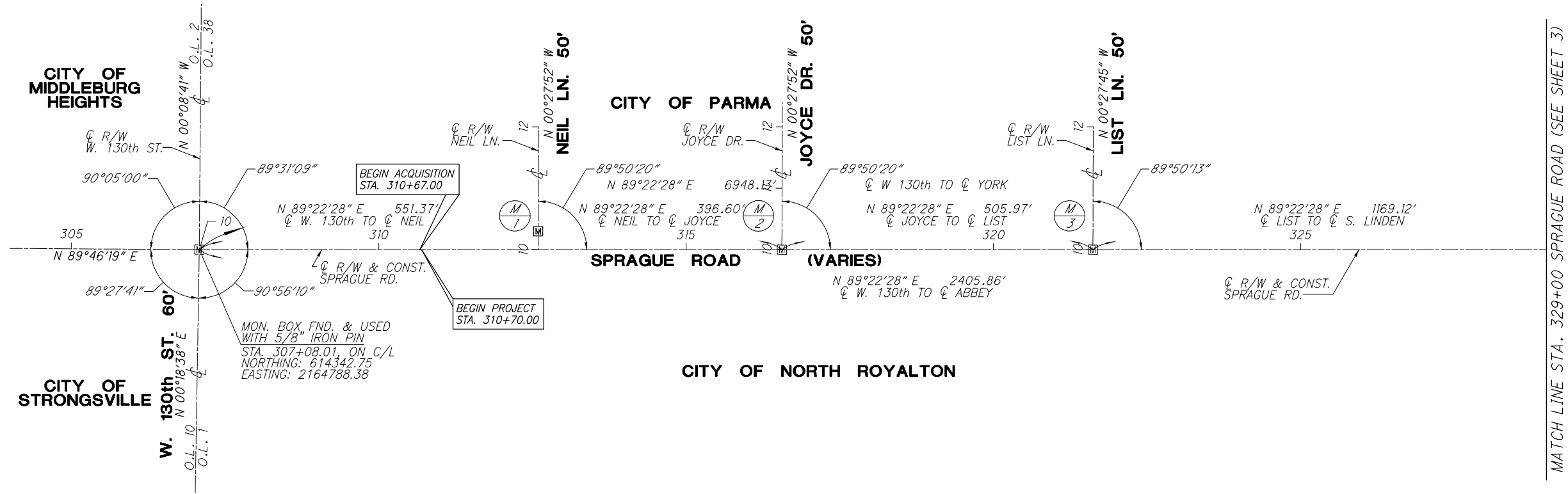
BASIS OF EXISTING R/W:

SOURCE OF INFORMATION USED OR TAKEN INTO ACCOUNT FOR ESTABLISHING THE WIDTH & LOCATION OF ALL EXISTING RIGHTS-OF-WAY AS RECORDED IN THE CUYAHOGA COUNTY RECORDER'S OFFICE ARE AS FOLLOWS:

1. TAX MAPS INCLUSIVE OF THE ENTIRE PROJECT LIMITS.
2. RECORDED DEEDS INCLUSIVE OF THE ENTIRE PROJECT LIMITS.
3. RECORDED PLATS INCLUSIVE OF THE ENTIRE PROJECT LIMITS.

MONUMENT TABLE

MON. NO.	STATION	OFFSET	NORTHING	EASTING	CUYAHOGA COUNTY MONUMENT ASSEMBLY
	(C R/W & CONST.)				
M-1	312+59.43	29.94' LT.	614378.7080	2165339.4380	1
M-2	316+55.98	ON C	614353.0997	2165736.2902	1
M-3	321+61.95	ON C	614358.6247	2166242.2316	1



CENTERLINE PLAT
SPRAGUE ROAD BEGIN PROJECT TO STA 329+00

CUY-SPRAGUE ROAD
(C.R. 67)

MONUMENT LEGEND

- ☐ EXISTING R/W MONUMENT BOX FOUND AS NOTED
- ☐ PROPOSED R/W MONUMENT BOX SET WITH ID CAP*
- IRON PIN FOUND AS NOTED
- I.P.F. IRON PIN FOUND w/ID CAP AS NOTED
- IRON PIN SET w/ID CAP*
- M.N.F. MAGNETIC NAIL FOUND
- M.N.S. MAGNETIC NAIL SET

* 5/8"x30" IRON PIN SET (CAPPED 'D.F. SHEEHY, S-7849')

SURVEYOR'S CERTIFICATE:

I, DONALD F. SHEEHY, P.S., HAVE CONDUCTED A SURVEY OF THE EXISTING CONDITIONS FOR THE COUNTY OF CUYAHOGA IN JUNE, 2017. THE RESULTS OF THAT SURVEY ARE CONTAINED HEREIN. THE HORIZONTAL COORDINATES EXPRESSED HEREIN ARE BASED ON THE OHIO STATE PLANE COORDINATE SYSTEM NAD 83, NORTH ZONE BY TIES TO THE O.D.O.T. NETWORK USING STATION GARF AND ARE TO INDICATE ANGLES ONLY. AS A PART OF THIS PROJECT I HAVE REESTABLISHED THE LOCATIONS OF THE EXISTING PROPERTY LINES AND CENTERLINE OF EXISTING RIGHT OF WAY FOR THE PROPERTY TAKES HEREIN. AS A PART OF THIS PROJECT I HAVE ESTABLISHED THE PROPOSED PROPERTY LINES, CALCULATED THE GROSS TAKE, PRESENT ROADWAY OCCUPIED (PRO), NET TAKE AND NET RESIDUE; AS WELL AS PREPARED THE LEGAL DESCRIPTIONS NECESSARY TO ACQUIRE THE PARCELS AS SHOWN HEREIN. ALL OF MY WORK CONTAINED HEREIN WAS CONDUCTED IN ACCORDANCE WITH THE OHIO ADMINISTRATIVE CODE CHAPTER 4733-37 STANDARDS FOR BOUNDARY SURVEYS UNLESS SO NOTED. THE WORDS I AND MY, AS USED HEREIN, ARE TO MEAN THAT EITHER MYSELF OR SOMEONE WORKING UNDER MY DIRECT SUPERVISION.

DONALD F. SHEEHY, P.S., OHIO LIC. #7849

P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 CENTERLINE PLAT - PHASE 2.DWG - CLP01 - ODDOT_HALF-SIZE-5TB - PLOTTED 4/16/2019 9:02 AM BY BOB BROSKI

RECEIVED _____, 20____	SURVEYORS SEAL
RECORDED _____, 20____	
BOOK _____, PAGE _____	
COUNTY RECORDER	

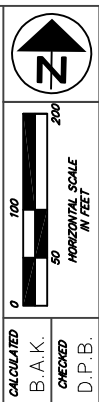
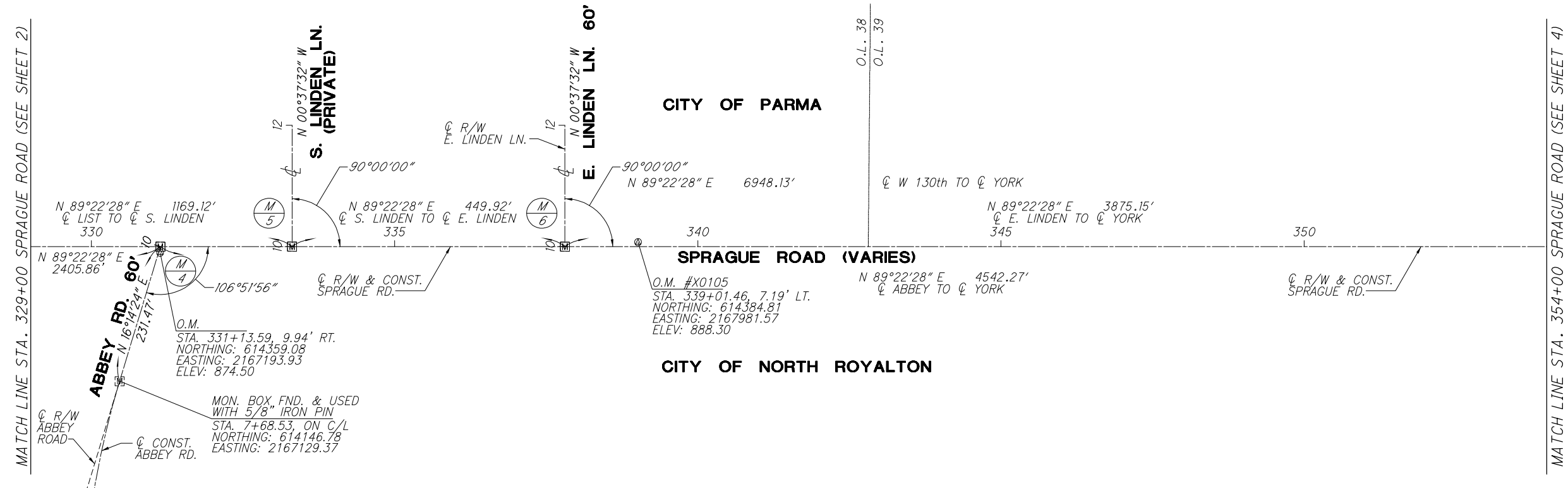
REV	DATE	DESCRIPTION
FIELD REVIEW BY: DONALD F. SHEEHY, P.S. 00/00/00		
OWNERSHIP VERIFIED BY: JAMES A WENDORF, P.S. 00/00/00		
DATE COMPLETED: 00/00/00		

CUY-SPRAGUE ROAD
M-0000

ORIGINAL LOTS NO. 38 & 39
CITY OF PARMA
ORIGINAL LOTS NO. 1 & 10
CITY OF NORTH ROYALTON
CUYAHOGA COUNTY, OHIO

MONUMENT TABLE

MON. NO.	STATION (¢ R/W & CONST.)	OFFSET	NORTHING	EASTING	CUYAHOGA COUNTY MONUMENT ASSEMBLY
M-4	331+13.87	ON ¢	614369.0194	2167194.0997	1
M-5	333+31.07	ON ¢	614371.3911	2167411.2834	1
M-6	337+80.99	ON ¢	614376.3041	2167861.1748	1



CENTERLINE PLAT
SPRAGUE ROAD STA 329+00 TO STA 354+00

CUY-SPRAGUE ROAD
(C.R. 67)

MONUMENT LEGEND

- EXISTING R/W MONUMENT BOX FOUND AS NOTED
- PROPOSED R/W MONUMENT BOX SET WITH ID CAP*
- IRON PIN FOUND AS NOTED
- IRON PIN FOUND w/ID CAP AS NOTED
- IRON PIN SET w/ID CAP*
- MAGNETIC NAIL FOUND
- MAGNETIC NAIL SET

* 5/8"x30" IRON PIN SET (CAPPED 'D.F. SHEEHY, S-7849')

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DONALD F. SHEEHY, P.S., OHIO LIC. #7849

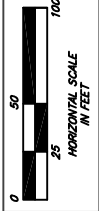
P:\18323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\18323 CENTERLINE PLAT - PHASE 2.DWG - CLP02 - CHDOT_HALF-SIZE.STB - PLOTTED 4/16/2019 9:02 AM BY BOB BROSKI

RECEIVED _____, 20____	SURVEYORS SEAL
RECORDED _____, 20____	
BOOK _____, PAGE _____	
COUNTY RECORDER	

REV	DATE	DESCRIPTION
FIELD REVIEW BY: DONALD F. SHEEHY, P.S. 00/00/00		
OWNERSHIP VERIFIED BY: JAMES A WENDORF, P.S. 00/00/00		
DATE COMPLETED: 00/00/00		

CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
CITIES OF PARMA & NORTH ROYALTON
CUYAHOGA COUNTY, OHIO



CALCULATED J.A.W.
CHECKED D.F.S.

PID N/A

PROPERTY MAP
SPRAGUE ROAD STA 312+00 TO STA 321+00

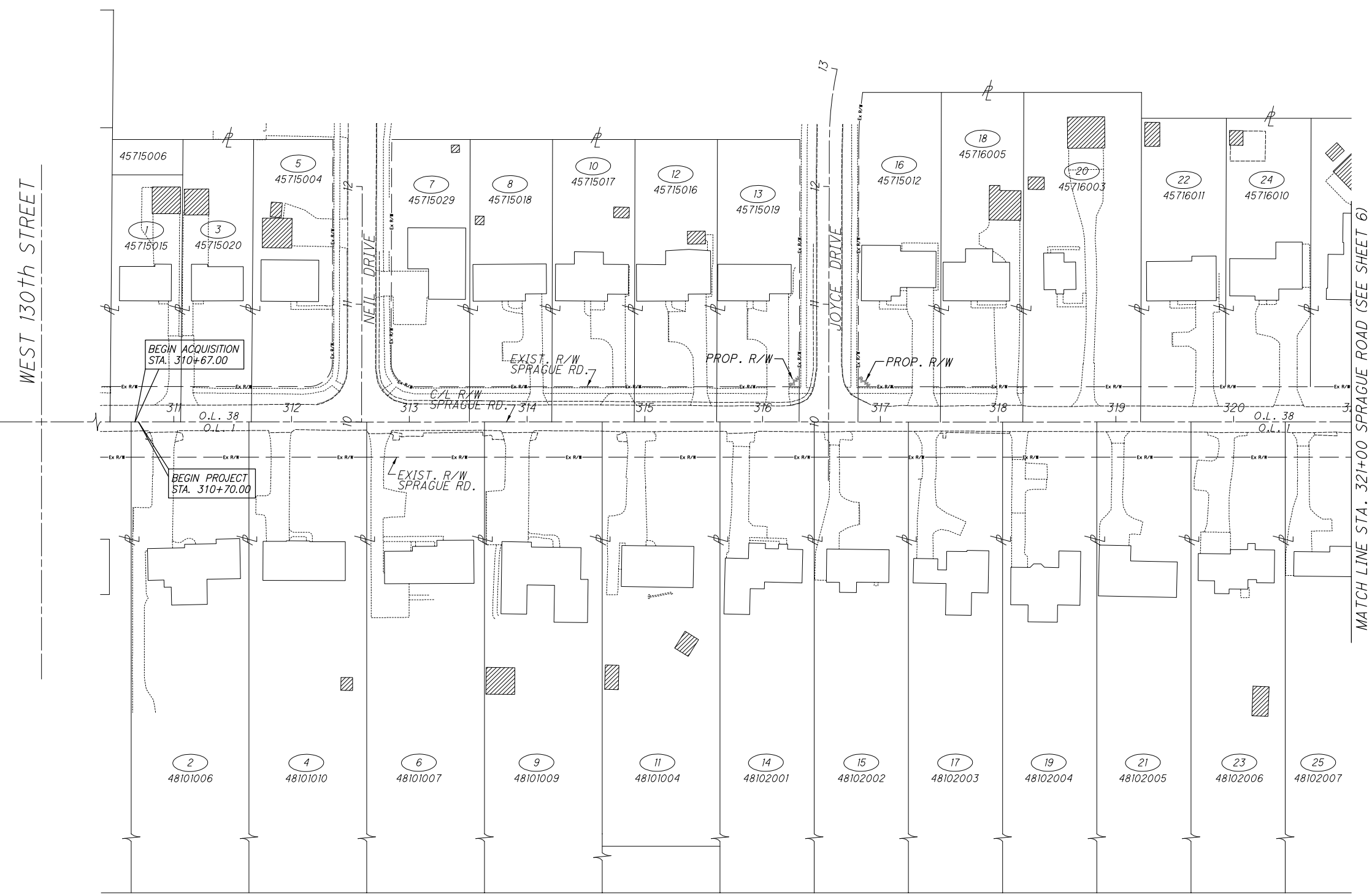
CUY-SPRAGUE ROAD
(C.R. 67)

5
34

PARCEL NO.	OWNER
1	BELJIN, DEBORAH A.
2	NOVAK, PATRICIA J.
3	KOWALSKI, DAVID H. & JUDITH M.
4	MCCLURE, LAWRENCE T.
5	WILLIAMS, EDWARD J. & PATRICE H.
6	SHEVCHUK, ROMAN & NATALIIA
7	FELICIANO, PAULINE
8	PAYNE, JOSHUA R. & PAYNE, RONNIE D. & JUDITH
9	HORVATH, LINDA M.
10	PAVIA, ANTONIO J. & CARMINE A.
11	HLOZEK, CHARLES E. & PATRICIA A.
12	GOLAK, DONALD ALTON
13	PARRAVANO, DION J.
14	MADEJ, DAVID & ROSE
15	ARMSTRONG, JOHN M. & KELLY L.
16	RUGGIERO RAYMOND L. & DIANE
17	CAWRSE ELEANORE A. & CHARLES R., CO-TRS
18	LUSKIN, BLAKE L.
19	BELTER, WENDY R.
20	DUDENAS, CARMEN I. & JANNIE
21	OLAR, HARRY H. & OVREIU, MIRELA
22	DAWOOD, MILAD B. & SALWA J.
23	ZARZYCKI, DAVID J.
24	FERTAL, KEITH & BRANDY
25	CHMURA, JOHANNA E. TRUSTEE

REV	DATE	DESCRIPTION

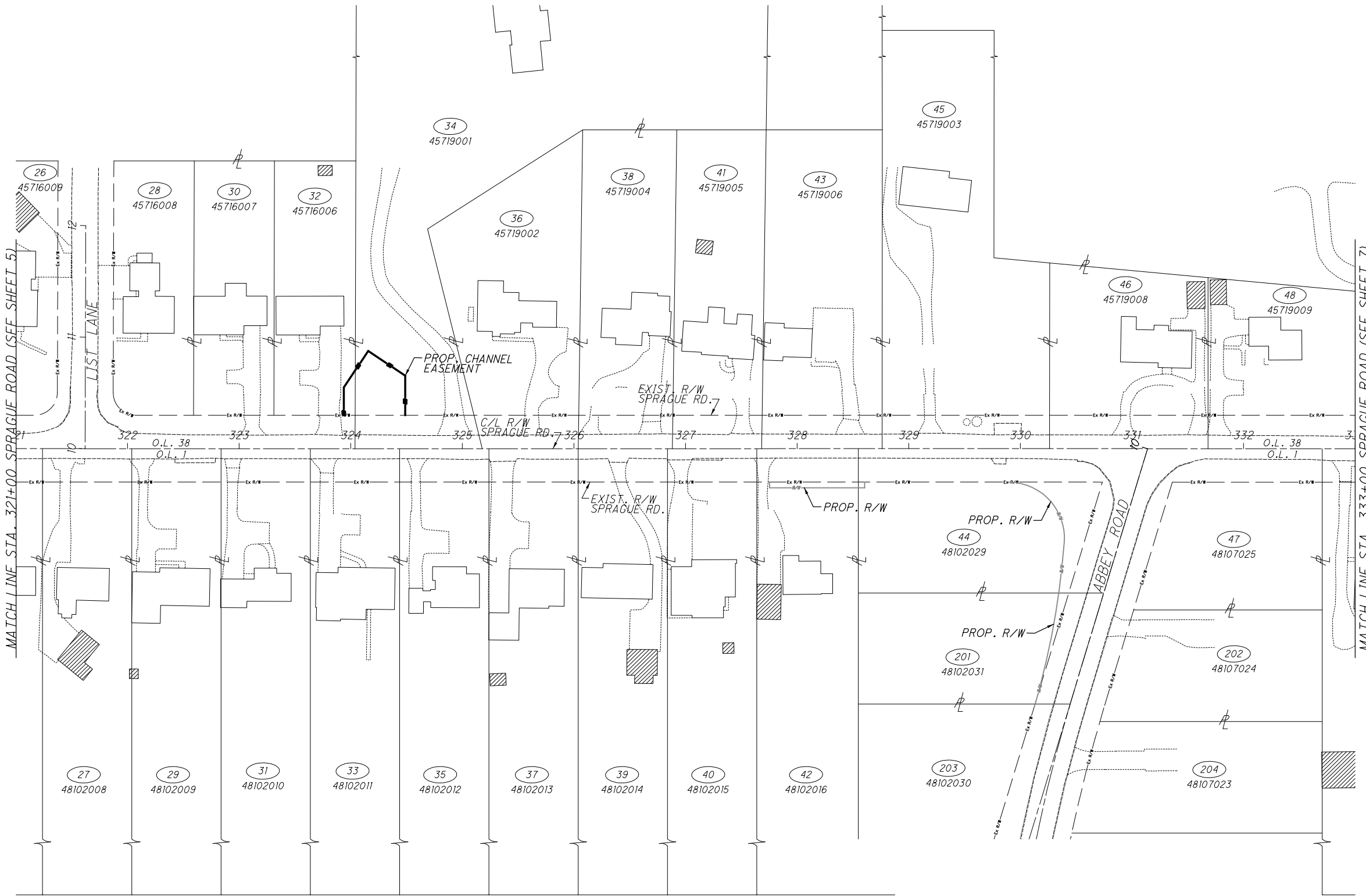
FIELD REVIEW BY:
OWNERSHIP VERIFIED BY:
DATE COMPLETED:



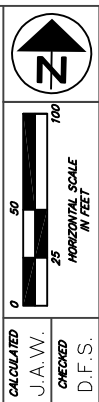
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CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
CITIES OF PARMA & NORTH ROYALTON
CUYAHOGA COUNTY, OHIO



PARCEL NO.	OWNER
26	TEDESCHI, JOHN
27	BECKETT, JERRY L. JR. & ALICE J.
28	ZINICOLA, DOMENIC
29	ROZUM, JOAN L.
30	NAVARRA, TRACY
31	WOODS, BRIAN J.
32	STRUCK, RICK
33	BILLER, CHRISTOPHER M. & KATIE A.
34	BELCHER, DANIEL B. & CHRISTINA M.
35	SAMARDZIJA, NIKSA
36	DILCHER, ROBERT H. JR. & JOAN E.
37	GARLING, TARA & JESSE
38	NORRIS, SHERRY L. & CHRISTOPHER C. BLONDIN & THOMAS E. NORRIS
39	BAYER, JASON R. & HEIDI L.
40	SUDHAKARAN RACHEL E.
41	KRIST, LOUIS N. & CHARLOTTE M.
42	LIWOSZ, RICHARD P. & MARION C.
43	SZABO, KRISTINE M.
44	CITY OF NORTH ROYALTON
45	HRUSCH, PATRICIA A.
46	WITKOWSKI, JEROME A.
47	COUNTY OF CUYAHOGA
48	FRANCIS DAVID R. & DONNA A.
201	CITY OF NORTH ROYALTON
202	STANLEY, JOY C.
203	CITY OF NORTH ROYALTON
204	GARCIA, CESAR A. & OLGA E. MEDINA



CALCULATED J.A.W. CHECKED D.F.S.
PID N/A

PROPERTY MAP
SPRAGUE ROAD STA 321+00 TO STA 333+00

CUY-SPRAGUE ROAD
(C.R. 67)

REV	DATE	DESCRIPTION

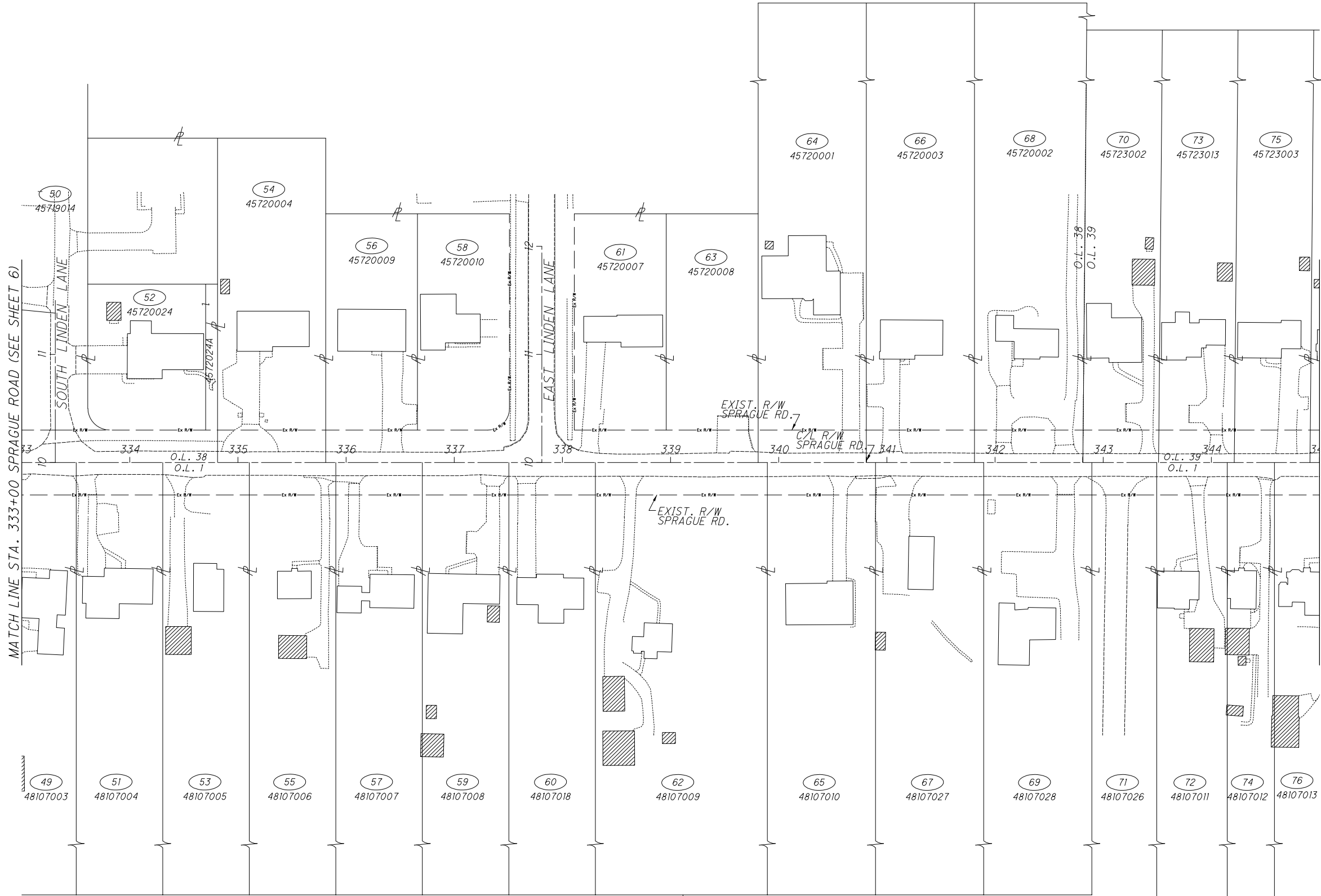
FIELD REVIEW BY:
OWNERSHIP VERIFIED BY:
DATE COMPLETED:

6
34

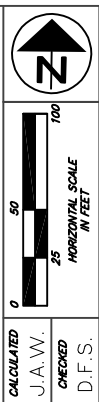
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CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
 ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
 CITIES OF PARMA & NORTH ROYALTON
 CUYAHOGA COUNTY, OHIO



PARCEL NO.	OWNER
49	TOGLIATTI, ROBERT
50	JERAM, LLC
51	MAJOROS, AUDREY K.
52	PISZCZOR, MATTHEW B. & MICHELLE R.
53	ADVOCATE PROPERTIES LLC
54	GAUTIER, KIMBERLY A. & MCGINTY, SHANE R. & MCGINTY, DEBORAH H. & MCGINTY, TIMOTHY A.
55	MALUSKY, MATTHEW
56	JACKSON III, DONALD T. & MARY E.
57	WARD, PAUL R.
58	JANKOWSKI, BESSIE M. & HERNANDEZ, ISMAEL
59	BAKER, TIMOTHY & BEVERLY
60	PATTERSON, MATTHEW L. & JODY R.
61	PAUL, JOHN & HELGA CO-TRUSTEES
62	KANNENBERG, CARL J. & JOANNA
63	PIROZZOLI, FRED & HEIDI K.
64	PIROZZOLI, FRED & HEIDI K.
65	MIKLOWSKI, ISAIAH P.
66	BOTA, MARIUS V.
67	PARRAVANO, DONALD JR.
68	LOVRE, VELIBOR & JECTO
69	CLOUD-SPRENGER PROPERTIES LLC
70	KANSY, DUANE F. & PEGGY A.
71	CITY OF NORTH ROYALTON
72	LINDOW, FRANK
73	TKACH, NIKOLAY & NADEZHDA
74	KLEIN, ARTHUR E.
75	SAKACSI, MARK JR.
76	MORRIS, WILLIAM JR. & SIAS, NANCY D.



PID N/A

PROPERTY MAP
 SPRAGUE ROAD STA 333+00 TO STA 345+00

CUY-SPRAGUE ROAD
 (C.R. 67)

REV	DATE	DESCRIPTION

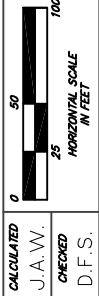
FIELD REVIEW BY:
 OWNERSHIP VERIFIED BY:
 DATE COMPLETED:

7
 34

P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW PROPERTY MAP - PHASE 2.DWG - PM03 - ORDOT_HALF-SIZE.STB - PLOTTED 4/16/2019 10:26 AM BY BOB BROSKI

CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
 ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
 CITIES OF PARMA & NORTH ROYALTON
 CUYAHOGA COUNTY, OHIO



CALCULATED J.A.W.
 CHECKED D.F.S.

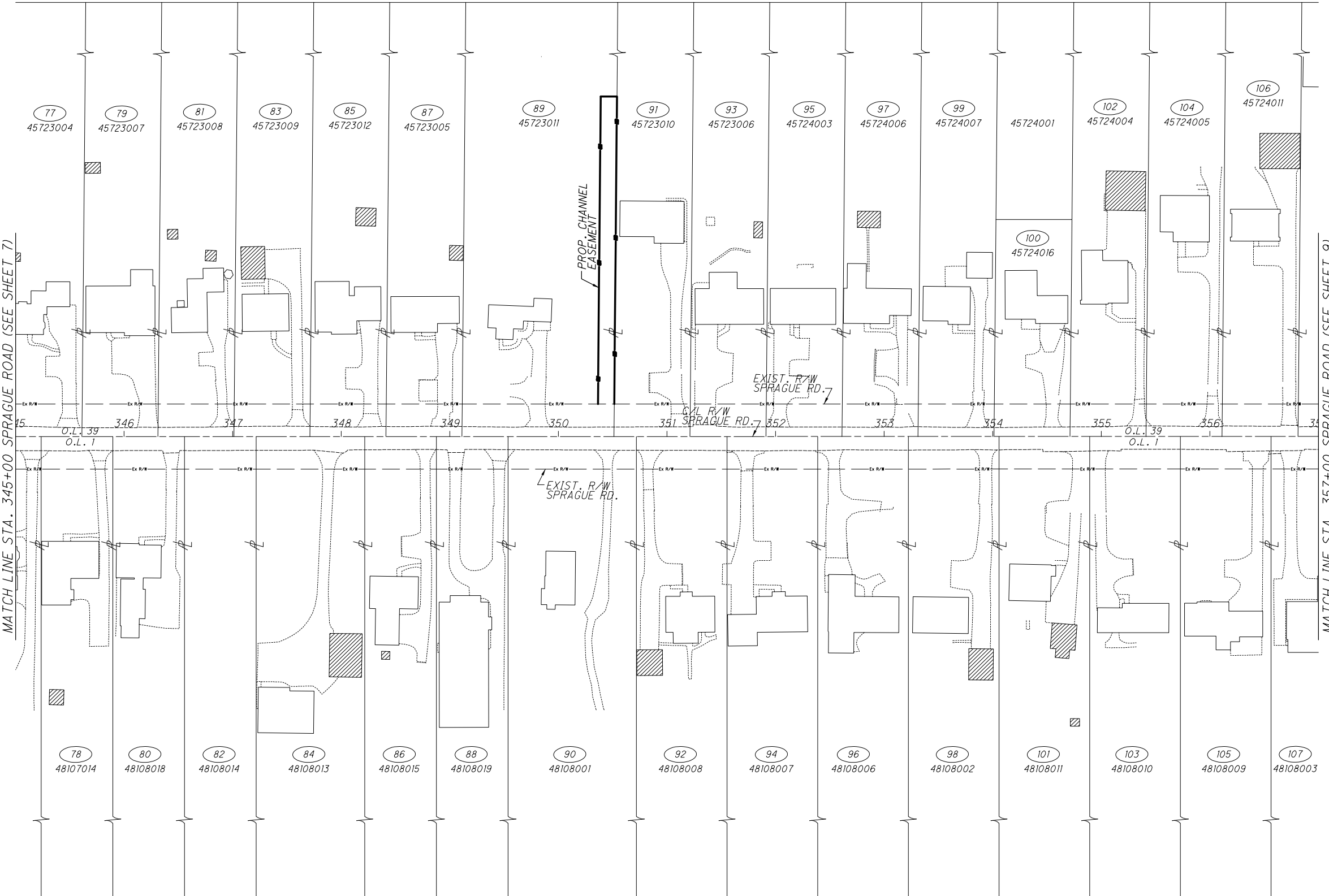
PID N/A

PROPERTY MAP
 SPRAGUE ROAD STA 345+00 TO STA 357+00

CUY-SPRAGUE ROAD
 (C.R. 67)

8
34

PARCEL NO.	OWNER
77	VITALE, SANDRA & DIGIANDOMENICO, MARC & ALFRED (TRUSTEES)
78	MANIAS, GILES A.
79	NEDRICH, SHAWN L.
80	LAULE, DANIEL J. & BRENDA K.
81	PARKER, DOUGLAS H & RYAN, MOLLY S.
82	GRAYDON, TIMOTHY R & PETER A. - SUC TRS
83	PLEVNY, DANIEL J. & HANSHAW, THERESA G.
84	GRAYDON, TIMOTHY R & PETER A. - SUC TRS
85	STUART, VINCENT C. & SHEILA A.
86	HORAY, JOHN J.
87	MODOCK JAMES E. & REBECCA
88	CARRIERI, MICHAEL A. & ANNETTE
89	CRISTANTIELLO, ROCCO JAMES & GINA MARIE
90	MASGRAS, CORNELIA
91	KOCH, RONALD & MONICA
92	EWANKO, FRANCIS M. & SARAH M.
93	JUGUILON, JEFF & NICOLE L.
94	DOTSON JOBIE & JOYCE J.
95	PYLE, MARY E.
96	SCAVONE, FRANK A. JR. & KAREN M.
97	BOETTCHER, MARIA SUC-TRS
98	NEINER, EDWARD & LISA
99	BRACKNEY, JESSE
100	SCHMOLZ, BRENDAN L. & JULIEANNA
101	SHOOLTZ, ASHLEE & PIMPAS, ANTHONY
102	BORTAN, JOHN M. & ANA
103	TUWALSKI, JEAN C.
104	KLAMM, RICHARD D. & NIEVES, ELIZABETH
105	DUKES, DOROTHY M.
106	HESS, JAMES LARRY SR. & CHARLOTTE ROSE, CO-TRS.
107	SLIVKA, JAMES P. & NORA C.

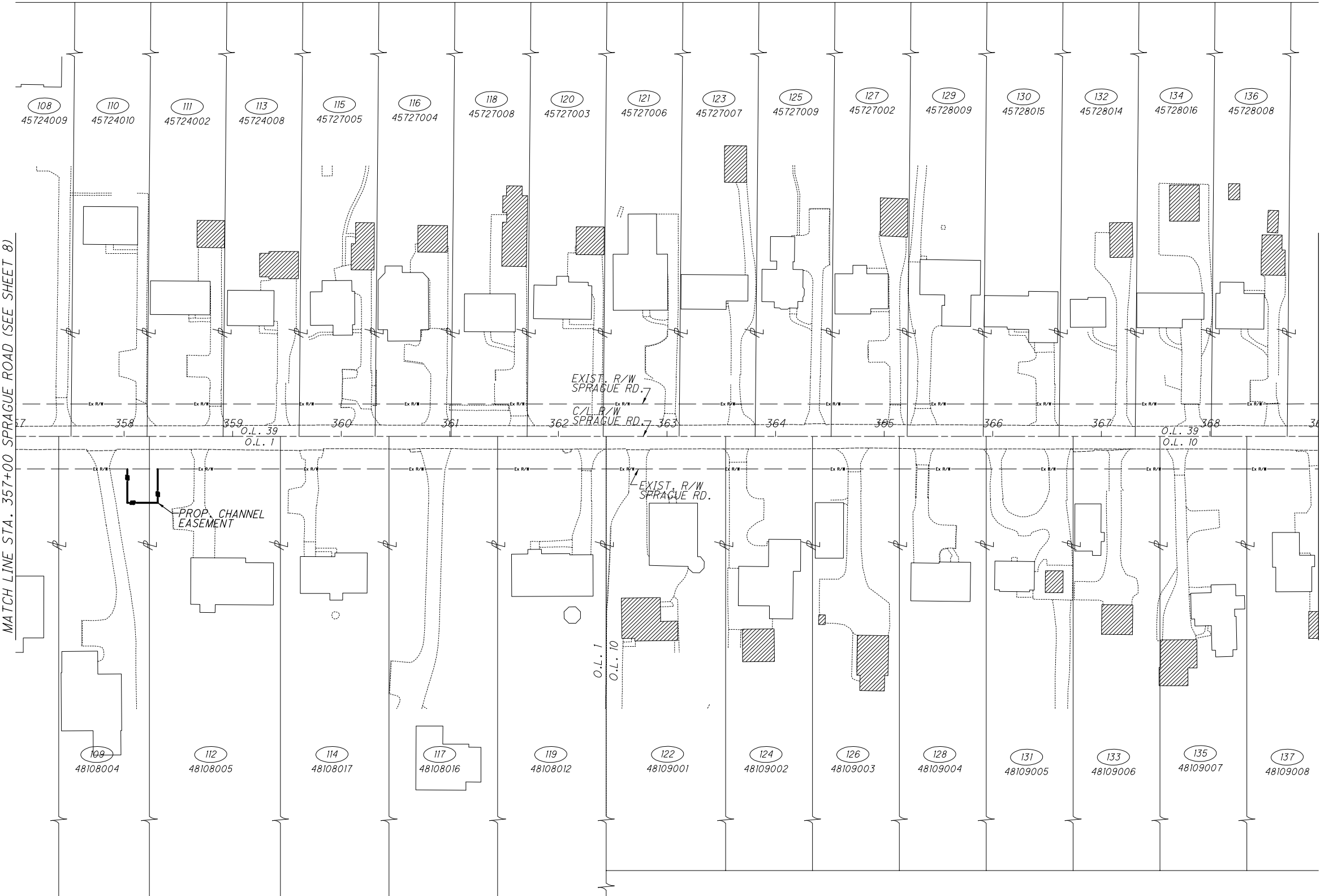


REV	DATE	DESCRIPTION

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CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
CITIES OF PARMA & NORTH ROYALTON
CUYAHOGA COUNTY, OHIO



PARCEL NO.	OWNER
108	ELIAS, JAMES W. & ALICIA J.
109	DEMORTE, JOHN & ROSA
110	CRISTANTIELLO, ROCCO J. JR.
111	BOLTZ, MILDRED V.
112	LAVRISIUK, IVAN & ELIZABETH
113	BARNES, GEORGIA & NEKUDA, RONALD J.
114	MILLIMAN, MICHAEL D.
115	FULOP, DANIEL R.
116	KUBIT, KEVIN H. & DREMA A.
117	CALANNI, SAM & GIUSEPPINA
118	FITCH, RANDI & ORABOVICH, ALEXANDER
119	RITT, KATHLEEN & ISACONE, ROCCO
120	ISAAC, NORMAN ELMER & EDWARD, CHARLES
121	CRAMPTON, JOYCE
122	JONES, ROBERT SR. & JOSEPHINE
123	PALCISKO, BRIAN M. & CHARLENE M.
124	SWANSIGER, KENNETH J
125	FILOUS, FRANK G
126	BRASTY, CHERYL
127	KONDASH, ANGELINE J.
128	BORSUK, DENNIS F.
129	BRITTON, MARK & CONNIE S.
130	WOHAR, MICHAEL S. JR. & KAMINSKI, LEIGH
131	DANIELE, ANTHONY
132	TOMASIC, DUSANKA
133	ELWIN, MARGARET E.
134	DIGIANDOMENICO, ALFRED S
135	KOLICK-GALVIN, LISA A. & GALVIN, MICHAEL J.
136	DOWCZEK, GERTRUDE
137	KROUSE, PATRICIA F. & ROBERT G.

CALCULATED J.A.W.
CHECKED D.F.S.

PID N/A

PROPERTY MAP
SPRAGUE ROAD STA 357+00 TO STA 369+00

CUY-SPRAGUE ROAD
(C.R. 67)

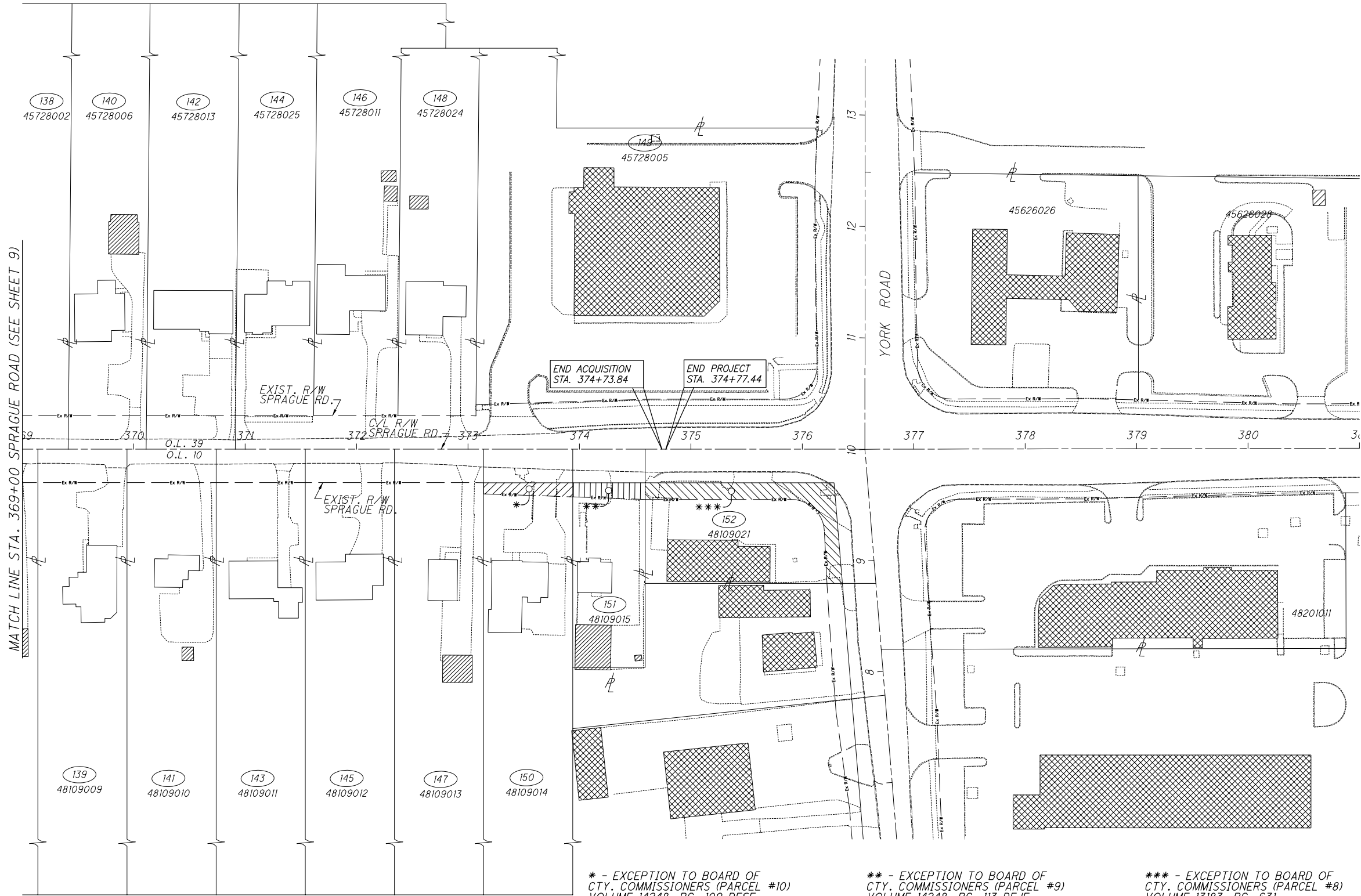
REV	DATE	DESCRIPTION

FIELD REVIEW BY:
OWNERSHIP VERIFIED BY:
DATE COMPLETED:

P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW PROPERTY MAP - PHASE 2.DWG - P1605 - ORDOT_HALF-SIZE.STB - PLOTTED 4/16/2019 10:26 AM BY BOB BROSKI

CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
 ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
 CITIES OF PARMA & NORTH ROYALTON
 CUYAHOGA COUNTY, OHIO

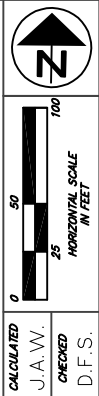


* - EXCEPTION TO BOARD OF CTY. COMMISSIONERS (PARCEL #10)
 VOLUME 14248, PG. 109 DESE
 DATE - 05/24/1976

** - EXCEPTION TO BOARD OF CTY. COMMISSIONERS (PARCEL #9)
 VOLUME 14248, PG. 113 DEJE
 DATE - 05/24/1976

*** - EXCEPTION TO BOARD OF CTY. COMMISSIONERS (PARCEL #8)
 VOLUME 13183, PG. 631
 DATE - 02/15/1973

PARCEL NO.	OWNER
138	BJELOVUK, LJUBO & ROSA
139	CROLIUS, MARCUS G. & SOPKO-CROLIUS, JACQUIE
140	BJELOVUK, LJUBO & ROSA
141	SAUER, THOMAS F. & DIANE M.
142	KEFALOS, SPIRO P. & LISA A.
143	KANNENBERG, CARL J.
144	LEHETSKA, NATALIYA & DOKHOIAN, ANDRANIK
145	HABIANEC, TONY
146	CZECHOWSKI, LINDA J. & PATRICK C.
147	SLIWINSKI, CHRISTOPHER F. & EILEEN M.
148	OSBORNE, STEVEN R.
149	ESSMINE LLC
150	JEREB, MATTHEW
151	TERESA SUSAN POPOVICH LLC
152	TERESA SUSAN POPOVICH LLC



PID N/A

PROPERTY MAP
 SPRAGUE ROAD STA 369+00 TO END PROJECT

CUY-SPRAGUE ROAD
 (C.R. 67)

REV	DATE	DESCRIPTION

FIELD REVIEW BY:
 OWNERSHIP VERIFIED BY:
 DATE COMPLETED:

10
34

P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW PROPERTY MAP - PHASE 2.DWG - P106 - ORDOT_HALF-SIZE.STB - PLOTTED 4/16/2019 10:26 AM BY BOB BROSKI

TOTAL NUMBER OF:

149 OWNERSHIPS
156 PARCELS

164 TOTAL TAKES
XX OWNERSHIPS WITH STRUCTURES INVOLVED

NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE
* DENOTES RIGHT-OF-WAY ENCROACHMENT

GRANTEE:

ALL EASEMENTS & RIGHT OF WAY ACQUIRED IN THE NAME OF
CUYAHOGA COUNTY, OHIO UNLESS OTHERWISE SHOWN.

ALL AREAS IN ACRES

PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD		AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUC-TURE	NET RESIDUE		TYPE FUND	REMARKS AND PERSONALITY	AS ACQUIRED	
			BOOK	PAGE								LEFT	RIGHT			BOOK	PAGE
1-T	BELJIN, DEBORAH A.	5,19	200705010682		457-15-015	0.289	0.041	0.009	0	0.009				LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION		
2-T	NOVAK, PATRICIA J.	5,19	201607250658		481-01-006	1.163	0.069	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
3-T	KOWALSKI, DAVID H. & JUDITH M.	5,19	85-1451	32	457-15-020	0.331	0.041	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
4-T	MCCLURE, LAWRENCE T.	5,19	200905200227		481-01-010	1.159	0.069	0.020	0	0.020					GRADING, DRIVEWAY & WALK CONSTRUCTION		
5-T	WILLIAMS, EDWARD J. & PATRICIA H.	5,19	86-3271	45	457-15-004	0.328	0	0.021	0	0.021					GRADING, DRIVEWAY & WALK CONSTRUCTION		
6-T	SHEVCHUK, ROMAN & NATALIIA	5,19,20	201108300089		481-01-007	1.155	0.069	0.016	0	0.016					GRADING, DRIVEWAY & WALK CONSTRUCTION		
7-T	FELICIANO, PAULINE	5,19	201805300703		457-15-029	0.321	0	0.012	0	0.012					GRADING, DRIVEWAY & WALK CONSTRUCTION		
8-T	PAYNE, JOSHUA R. & PAYNE, RONNIE D. & JUDITH	5,20	201804130579		457-15-018	0.386	0.048	0.010	0	0.010					GRADING, DRIVEWAY & WALK CONSTRUCTION		
9-T	HORVATH, LINDA M.	5,20	201810100442		481-01-040	1.285	0.069	0.016	0	0.016					GRADING, DRIVEWAY & WALK CONSTRUCTION		
10-T	PAVIA, ANTONIO J. & CARMINE A.	5,20	200704120662		457-15-017	0.386	0.048	0.010	0	0.010					GRADING, DRIVEWAY & WALK CONSTRUCTION		
11-T	HLOZEK, CHARLES E. & PATRICIA A.	5,20	2018101010443		481-01-041	0.997	0.069	0.016	0	0.016					GRADING, DRIVEWAY & WALK CONSTRUCTION		
12-T	GOLAK, DONALD ALTON	5,20	201708280741		457-15-016	0.386	0.048	0.010	0	0.010					GRADING, DRIVEWAY & WALK CONSTRUCTION		
13-WD	PARRAVANO, DION J.	5,20	200308281538		457-15-019	0.386	0.048	0.049	0.048	0.001		0.337			GRADING & WALK CONSTRUCTION		
13-T							0.048	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION		
14-T	MADEJ, DAVID & ROSE	5,20	98-08295	24	481-02-001	0.841	0.055	0.016	0	0.016					GRADING, DRIVEWAY & WALK CONSTRUCTION		
15-T	ARMSTRONG, JOHN M. & KELLY L.	5,20	201107210255		481-02-002	0.841	0.055	0.018	0	0.018					GRADING, DRIVEWAY & WALK CONSTRUCTION		
16-WD	RUGGIERO RAYMOND L. & DIANE A.	5,20	85-1299	41	457-15-012	0.450	0.048	0.049	0.048	0.001		0.401			GRADING & WALK CONSTRUCTION		
16-T		5,20					0.048	0.017	0	0.017					GRADING, DRIVEWAY & WALK CONSTRUCTION		
17-T	CAWRSE ELEANORE A. & CHARLES R., CO-TRS	5,20	200106110719		481-02-003	0.841	0.055	0.011	0	0.011					GRADING, DRIVEWAY & WALK CONSTRUCTION		
18-T	LUSKIN, BLAKE L.	5,20,21	201807190601		457-16-005	0.450	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
19-T	BELTER, WENDY R.	5,21	201508310554		481-02-004	0.841	0.055	0.019	0	0.019					GRADING, DRIVEWAY & WALK CONSTRUCTION		
20-T	DUDENAS, CARMEN I. & JANNIE	5,21	201804180311		457-16-003	0.574	0	0.021	0	0.021			LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION			

NOTE: ALL TEMPORARY PARCELS TO BE OF 24-MONTH DURATION.

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LEGEND:

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T = TEMPORARY EASEMENT
WD = WARRANTY DEED

(0.0000) - CALCULATED ACREAGE FROM LEGAL DESCRIPTION/PLAT - AUDITOR'S RECORDED ACREAGE DIFFERS

REV	DATE	DESCRIPTION	REV	DATE	DESCRIPTION

FEDERAL PROJECT NO. N/A
 PID N/A
 STATE JOB NO. N/A
 CALCULATED J.A.W. CHECKED D.F.S.
 SUMMARY OF ADDITIONAL RIGHT OF WAY PARCELS 1-20
 CUY-SPRAGUE ROAD (C.R. 67)
 11
 34

P:\18323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\18323 SUMMARY OF ADDITIONAL RW - PHASE 2.DWG - SARWOT - OHDOT_HALF-SIZE.STB - PLOTTED 4/16/2019 1:39 PM BY BOB BROSKI

TOTAL NUMBER OF:

149 OWNERSHIPS
156 PARCELS

164 TOTAL TAKES
XX OWNERSHIPS WITH STRUCTURES INVOLVED

NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE
* DENOTES RIGHT-OF-WAY ENCROACHMENT

GRANTEE:

ALL EASEMENTS & RIGHT OF WAY ACQUIRED IN THE NAME OF
CUYAHOGA COUNTY, OHIO UNLESS OTHERWISE SHOWN.

ALL AREAS IN ACRES

PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD		AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUC-TURE	NET RESIDUE		TYPE FUND	REMARKS AND PERSONALITY	AS ACQUIRED	
			BOOK	PAGE								LEFT	RIGHT			BOOK	PAGE
21-T	OLAR, HARRY H. & OVREIU, MIRELA	5,21	201004160449		481-02-005	0.841	0.055	0.029	0	0.029				LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D									BUSH TO BE REMOVED		
22-T	DAWOOD, MILAD B. & SALWA J.	5,21	201709050372		457-16-011	0.377	0	0.029	0	0.029					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						A									TREE, BUSH TO BE REMOVED		
23-T	ZARZYCKI, DAVID J.	5,21	200210230361		481-02-006	0.841	0.055	0.022	0	0.022					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D											
24-T	FERTAL, KEITH & BRANDY	5,21	200705300186		457-16-010	0.377	0	0.038	0	0.038					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
25-T	CHMURA, JOHANNA E. (TRUSTEE)	5,6,21	200507180511		481-02-007	0.841	0.055	0.018	0	0.018					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D									BUSH TO BE REMOVED		
26-T	TEDESCHI, JOHN	6,21	200803310836		457-16-009	0.377	0	0.022	0	0.022					GRADING & WALK CONSTRUCTION		
						C											
27-T	BECKETT, JERRY L. JR. & ALICE J.	6,21	201808070768		481-02-008	0.841	0.055	0.016	0	0.016					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D											
28-T	ZINICOLA, DOMENIC	6,21	201308220640		457-16-008	0.377	0	0.013	0	0.013					GRADING & WALK CONSTRUCTION		
						C											
29-T	ROZUM, JOAN L.	6,21	201608250042		481-02-009	0.841	0.055	0.018	0	0.018					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D											
30-T	NAVARRA, TRACY	6,21,22	201607180460		457-16-007	0.377	0	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						A											
31-T	WOODS, BRIAN J.	6,21,22	201503090249		481-02-010	0.841	0.055	0.021	0	0.021					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D									TREE TO BE REMOVED		
32-CH	STRUCK, RICK J.	6,22	200901041521		457-16-006	0.382	0	0.008	0	0.008					GRADING, DRAINAGE & WALK CONSTRUCTION		
						A											
32-T		6,22					0	0.026	0	0.026					GRADING, DRIVEWAY & WALK CONSTRUCTION		
															TREE TO BE REMOVED		
33-T	BILLER, CHRISTOPHER M. & KATIE A.	6,22	201607220414		481-02-011	0.841	0.055	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
34-CH	BELCHER, DANIEL B. & CHRISTINE M.	6,22	97-04750	14	457-19-001	4.202	0.076	0.048	0	0.048					GRADING, DRAINAGE & WALK CONSTRUCTION		
						C											
34-T							0.076	0.037	0	0.037					GRADING, DRIVEWAY & WALK CONSTRUCTION		
35-T	SAMARDZIJA, NIKSA	6,22	200902110604		481-02-012	0.841	0.055	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D											
36-T	DILCHER, ROBERT H. JR. & JOAN E.	6,22	95-10640	34	457-19-002	0.647	0.062	0.021	0	0.021					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
37-T	GARLING, TARA & JESSE	6,22	201806290866		481-02-013	0.841	0.055	0.022	0	0.022					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D									BUSH TO BE REMOVED		
38-T	NORRIS, SHERRY L. & CHRISTOPHER C. BLONDIN & THOMAS E. NORRIS	6,22	98-06485	7	457-19-004	0.558	0.059	0.025	0	0.025					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C									TREES TO BE REMOVED		
39-T	BAYER, JASON R. & HEIDI L.	6,22	200809050179		481-02-014	0.841	0.055	0.045	0	0.045					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C									TREE, BUSHES TO BE REMOVED		
40-T	SUDHAKARAN, RACHEL E.	6,22	201506220476		481-02-015	0.841	0.055	0.062	0	0.062				LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C									TREE, BUSHES TO BE REMOVED		

NOTE: ALL TEMPORARY PARCELS TO BE OF 24-MONTH DURATION.

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T = TEMPORARY EASEMENT
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REV	DATE	DESCRIPTION	REV	DATE	DESCRIPTION

(0.0000) - CALCULATED ACREAGE FROM LEGAL DESCRIPTION/PLAT - AUDITOR'S RECORDED ACREAGE DIFFERS

FEDERAL PROJECT NO. N/A
PID N/A
STATE JOB NO. N/A
CALCULATED J.A.W. CHECKED D.F.S.
SUMMARY OF ADDITIONAL RIGHT OF WAY PARCELS 21-40
CUI-SPRAGUE ROAD (C.R. 67)
12
34

P:\18323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\18323 SUMMARY OF ADDITIONAL RW - PHASE 2.DWG - SARW02 - ORDOT_HALF-SIZE.STB - PLOTTED 4/16/2019 1:39 PM BY BOB BROSKI

TOTAL NUMBER OF:

149 OWNERSHIPS 164 TOTAL TAKES
156 PARCELS XX OWNERSHIPS WITH STRUCTURES INVOLVED

NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE
* DENOTES RIGHT-OF-WAY ENCROACHMENT

GRANTEE:

ALL EASEMENTS & RIGHT OF WAY ACQUIRED IN THE NAME OF CUYAHOGA COUNTY, OHIO UNLESS OTHERWISE SHOWN.

ALL AREAS IN ACRES

PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD		AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUC-TURE	NET RESIDUE		TYPE FUND	REMARKS AND PERSONALITY	AS ACQUIRED	
			BOOK	PAGE								LEFT	RIGHT			BOOK	PAGE
41-T	KRIST, LOUIS N. & CHARLOTTE M.	6,22	86-4171	46	457-19-005	0.525	0.055	0.057	0	0.057				LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION TREES TO BE REMOVED		
42-WD	LIWOSZ, RICHARD P. AND MARION C.	6,21,22	201306250214		481-02-016	0.748	0.063	0.072	0.063	0.009		0.676			GRADING & WALK CONSTRUCTION		
42-T		6,21,22					0.063	0.025	0	0.025					GRADING, DRIVEWAY & WALK CONSTRUCTION TREES TO BE REMOVED		
43-T	SZABO, KRISTINE M.	6,21,22	201602290165		457-19-006	0.708	0.074	0.058	0	0.058					GRADING, DRIVEWAY & WALK CONSTRUCTION TREES TO BE REMOVED		
44-WD	CITY OF NORTH ROYALTON	6,23,34	200709050885		481-02-029	0.716	0.247	0.306	0.247	0.059		0.410			GRADING, DRAINAGE, ROADWAY & WALK CONSTRUCTION, TREE TO BE REMOVED		
44-T		6,23,34					0.247	0.193	0	0.193					GRADING, DRAINAGE, ROADWAY & WALK CONSTRUCTION		
45-T	HRUSCH, PATRICIA A.	6,23	84-5932	58 (50%)	457-19-003	2.180	0.103	0.121	0	0.121					GRADING, DRIVEWAY & WALK CONSTRUCTION		
			201405060320 (50%)			A											
46-T	WITKOWSKI, JEROME A.	6,23	201807260525		457-19-008	0.521	0.098	0.067	0	0.067					GRADING, DRIVEWAY & WALK CONSTRUCTION TREE TO BE REMOVED		
47	COUNTY OF CUYAHOGA	6,23	201507300592		481-07-025	0.396	0	0.056	0	0.056					NO TAKE		
						D											
48-T	FRANCIS DAVID R. & DONNA A.	6,7, 23,24	89-1334	49	457-19-009	0.570	0.113	0.078	0	0.078					GRADING, DRIVEWAY & WALK CONSTRUCTION TREES TO BE REMOVED		
						D											
49-T	TOGLIATTI, ROBERT	6,7, 23,24	201310030341		481-07-003	1.000	0.055	0.018	0	0.018					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D											
50-T	JERAM, LLC	7,24	200912210432		457-19-014	1.303	0	0.054	0	0.054					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						P											
51-T	MAJOROS, AUDREY K.	7,24	96-09885	3	481-07-004	1.000	0.055	0.017	0	0.017					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D											
52-T	PISZCZOR, MATTHEW B. & MICHELLE R.	7,24	201308150315		457-20-024	0.372	0	0.023	0	0.023					GRADING, DRIVEWAY & WALK CONSTRUCTION TREE TO BE REMOVED		
						A											
53-T	ADVOCATE PROPERTIES LLC	7,24	201807090407		481-07-005	1.000	0.055	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D											
54-T	GAUTIER, KIMBERLY A. MCGINTY, SHANE R. MCGINTY, DEBORAH H. MCGINTY, TIMOTHY A.	7,24	201506300513		457-20-004	0.689	0.069	0.021	0	0.021					GRADING, DRIVEWAY & WALK CONSTRUCTION TREE TO BE REMOVED		
						D											
55-T	MALUSKY, MATTHEW	7,24	201304290806		481-07-006	1.000	0.055	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION TREE TO BE REMOVED		
						C											
56-T	JACKSON, DONALD T. III & MARY E.	7,24	201205040662		457-20-009	0.390	0	0.018	0	0.018					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						A											
57-T	WARD, PAUL R.	7,24	200310081188		481-07-007	1.000	0.055	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
58-T	JANKOWSKI, BESSIE M. & HERNANDEZ, ISMAEL	7,24	201412240166		457-20-010	0.390	0	0.016	0	0.016					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						A											
59-T	BAKER, TIMOTHY & BEVERLY	7,24	15452	387	481-07-008	1.000	0.055	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION TREE TO BE REMOVED		
						A											
60-T	PATTERSON, MATTHEW L. & JODY R.	7,24,25	200905110448		481-07-018	1.000	0.055	0.015	0	0.015				LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											

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(0.0000) - CALCULATED ACREAGE FROM LEGAL DESCRIPTION/PLAT - AUDITOR'S RECORDED ACREAGE DIFFERS

REV	DATE	DESCRIPTION	REV	DATE	DESCRIPTION

FEDERAL PROJECT NO. N/A
 PID N/A
 STATE JOB NO. N/A
 CALCULATED J.A.W. D.F.S.
 SUMMARY OF ADDITIONAL RIGHT OF WAY PARCELS 41-60
 CUY-SPRAGUE ROAD (C.R. 67)
 13
 34

TOTAL NUMBER OF:

149 OWNERSHIPS 164 TOTAL TAKES
156 PARCELS XX OWNERSHIPS WITH STRUCTURES INVOLVED

NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE
* DENOTES RIGHT-OF-WAY ENCROACHMENT

ALL AREAS IN ACRES

GRANTEE:

ALL EASEMENTS & RIGHT OF WAY ACQUIRED IN THE NAME OF CUYAHOGA COUNTY, OHIO UNLESS OTHERWISE SHOWN.

PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD		AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUC-TURE	NET RESIDUE		TYPE FUND	REMARKS AND PERSONALITY	AS ACQUIRED	
			BOOK	PAGE								LEFT	RIGHT			BOOK	PAGE
61-T	PAUL, JOHN & HELGA, CO-TRUSTEES	7,25	200810100097		457-20-007	0.390	0	0.018	0	0.018				LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION		
62-T	KANNENBERG, CARL J. & JOANNA	7,25	200512280648		481-07-009	1.987	0.110	0.036	0	0.036					GRADING, DRIVEWAY & WALK CONSTRUCTION		
63-T	PIROZZOLI, FRED & HEIDI K.	7,25	201702270552		457-20-008	0.390	0	0.018	0	0.018					GRADING, DRIVEWAY & WALK CONSTRUCTION		
64-T	PIROZZOLI, FRED & HEIDI K.	7,25	200501250743		457-20-001	1.800	0.069	0.021	0	0.021					GRADING, DRIVEWAY & WALK CONSTRUCTION		
65-T	MIKLOWSKI, ISAIAH P.	7,25	201604290173		481-07-010	1.249	0.069	0.046	0	0.046					GRADING, DRIVEWAY & WALK CONSTRUCTION		
66-T	BOTA, MARIUS V.	7,25	201310310952		457-20-003	1.800	0.069	0.024	0	0.024					GRADING, DRIVEWAY & WALK CONSTRUCTION		
67-T	PARRAVANO, DONALD JR.	7,25	200905280181		481-07-027	1.249	0.069	0.041	0	0.041					GRADING, DRIVEWAY & WALK CONSTRUCTION		
68-T	LOVRE, VELIBOR & JECTO	7,25	201605270467		457-20-002	1.800	0.069	0.021	0	0.021					GRADING, DRIVEWAY & WALK CONSTRUCTION		
69-T	CLOUD-SPRENGER PROPERTIES LLC	7,25	201703020607		481-07-028	1.249	0.069	0.021	0	0.021					GRADING, DRIVEWAY & WALK CONSTRUCTION		
70-T	KANSY, DUANE F. & PEGGY A.	7,25,26	90-5565	22	457-23-002	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
71-T	CITY OF NORTH ROYALTON	7,25,26	11103	717	481-07-026	5.574	0.028	0.042	0	0.042					GRADING, DRIVEWAY & WALK CONSTRUCTION		
72-T	LINDOW, FRANK	7,26	201608190322		481-07-011	1.500	0.045	0.037	0	0.037					GRADING, DRIVEWAY & WALK CONSTRUCTION		
73-T	TKACH, NIKOLAY & NADEZHDA	7,26	201012080450		457-23-013	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
74-T	KLEIN, ARTHUR E.	7,26	94-06451	21	481-07-012	0.980	0.030	0.025	0	0.025					GRADING, DRIVEWAY & WALK CONSTRUCTION		
75-T	SAKACSI, MARK JR.	7,26	201803080365		457-23-003	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
76-T	MORRIS, WILLIAM JR. & SIAS, NANCY D.	7,8,26	199909271072		481-07-013	1.500	0.045	0.033	0	0.033					GRADING, DRIVEWAY & WALK CONSTRUCTION		
77-T	VITALE, SANDRA & DIGIANDOMENICO, MARC & ALFRED (TRUSTEES)	8,26	201805080589		457-23-004	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
78-T	MANIAS, GILES A.	8,26	201707280725		481-07-014	1.500	0.045	0.016	0	0.016					GRADING, DRIVEWAY & WALK CONSTRUCTION		
79-T	NEDRICH, SHAWN L.	8,26	201411060395		457-23-007	1.066	0.048	0.019	0	0.019					GRADING, DRIVEWAY & WALK CONSTRUCTION		
80-T	LAULE, DANIELJ. & BRENDA K.	8,26	201702090573		481-08-018	1.500	0.045	0.015	0	0.015				LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION		

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REV	DATE	DESCRIPTION	REV	DATE	DESCRIPTION

FEDERAL PROJECT NO. N/A
 PID N/A
 STATE JOB NO. N/A
 CALCULATED J.A.W. CHECKED D.F.S.
 SUMMARY OF ADDITIONAL RIGHT OF WAY PARCELS 61-80
 CUY-SPRAGUE ROAD (C.R. 67)
 14
 34

P:\18323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\18323 SUMMARY OF ADDITIONAL RW - PHASE 2.DWG - SARW04 - ORDOT_HALF-SIZE.STB - PLOTTED 4/16/2019 1:39 PM BY BOB BROSKI

TOTAL NUMBER OF:

149 OWNERSHIPS
156 PARCELS

164 TOTAL TAKES
XX OWNERSHIPS WITH STRUCTURES INVOLVED

NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE
* DENOTES RIGHT-OF-WAY ENCROACHMENT

GRANTEE:

ALL EASEMENTS & RIGHT OF WAY ACQUIRED IN THE NAME OF
CUYAHOGA COUNTY, OHIO UNLESS OTHERWISE SHOWN.

ALL AREAS IN ACRES

PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD		AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUC-TURE	NET RESIDUE		TYPE FUND	REMARKS AND PERSONALITY	AS ACQUIRED	
			BOOK	PAGE								LEFT	RIGHT			BOOK	PAGE
81-T	PARKER, DOUGLAS H & RYAN, MOLLY S.	8,26	200305301956		457-23-008	1.066	0.048	0.015	0	0.015				LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
82-T	GRAYDON TIMOTHY R. & PETER A. SUC TRUSTEES	8,26	200511040736		481-08-014	1.500	0.045	0.015	0	0.015					GRADING & WALK CONSTRUCTION		
						D											
83-T	PLEVNY, DANIEL J. & HENSHAW, THERESA G.	8,26	89-1301	52	457-23-009	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
84-T	GRAYDON TIMOTHY R. & PETER A. SUC TRUSTEES	8,26,27	200511040736		481-08-013	2.273	0.069	0.023	0	0.023					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
85-T	STUART, VINCENT C. & SHEILA A.	8,26,27	200502230680		457-23-012	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
86-T	HORAY, JOHN J.	8,27	201803010114		481-08-015	1.500	0.045	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
87-T	MODOCK JAMES E. & REBECCA	8,27	200304091808		457-23-005	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
88-T	CARRIERI, MICHAEL A. & ANNETTE	8,27	96-05447	55	481-08-019	1.500	0.045	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
89-CH	CRISTANTIELLO, ROCCO JAMES & GINA MARIE	8,27,33	201404150433		457-23-011	2.132	0.096	0.098	0	0.098					GRADING, DRAINAGE & WALK CONSTRUCTION		
						C									TREES TO BE REMOVED		
89-T		8,27,33					0.096	0.166	0	0.166					GRADING, DRIVEWAY & WALK CONSTRUCTION		
															TREES TO BE REMOVED		
90-T	MASGRAS, CORNELIA	8,27	201209270171		481-08-001	2.685	0.081	0.021	0	0.021					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
91-T	KOCH, RONALD & MONICA	8,27,33	200711080611		457-23-010	1.066	0.048	0.102	0	0.102					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C									TREES, STUMP TO BE REMOVED		
92-T	EWANKO, FRANCIS M. & SARAH M.	8,27	200512230098		481-08-008	2.024	0.058	0.017	0	0.017					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						TM											
93-T	JUGUILON, JEFF & NICOLE L.	8,27	200105040693		457-23-006	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
94-T	DOTSON, JOBIE & JOYCE J.	8,27	201506170467		481-08-007	1.885	0.058	0.020	0	0.020					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						TM											
95-T	PYLE, MARY E.	8,27	201803210496		457-24-003	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
96-T	SCAVONE, FRANK A. JR. & KAREN M.	8,27,28	95-00980	47	481-08-006	1.881	0.058	0.013	0	0.013					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D											
97-T	BOETTCHER, MARIA SUC-TRS	8,27,28	201107080443		457-24-006	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
98-T	NEINER, EDWARD & LISA	8,28	200408250932		481-08-002	1.877	0.058	0.013	0	0.013					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D											
99-T	BRACKNEY, JESSE	8,28	201809140649		457-24-007	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C									TREES TO BE REMOVED		
100-T	SCHMOLZ, BRENDAN L. & JULIEANNA	8,28	201609160492		457-24-016	0.321	0.048	0.017	0	0.017				LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											

NOTE: ALL TEMPORARY PARCELS TO BE OF 24-MONTH DURATION.

NOTE: UNDER NO CIRCUMSTANCES ARE TEMPORARY EASEMENTS TO BE USED FOR STORAGE OF MATERIAL OR EQUIPMENT BY THE CONTRACTOR UNLESS NOTED OTHERWISE.

LEGEND:

CH = CHANNEL EASEMENT
T = TEMPORARY EASEMENT
WD = WARRANTY DEED

(0.0000) - CALCULATED ACREAGE FROM LEGAL DESCRIPTION/PLAT - AUDITOR'S RECORDED ACREAGE DIFFERS

REV	DATE	DESCRIPTION	REV	DATE	DESCRIPTION

FEDERAL PROJECT NO. N/A
 PID N/A
 STATE JOB NO. N/A
 CALCULATED J.A.W. D.F.S.
 SUMMARY OF ADDITIONAL RIGHT OF WAY PARCELS 81-100
 CUY-SPRAGUE ROAD (C.R. 67)
 15
 34

TOTAL NUMBER OF:

149 OWNERSHIPS 164 TOTAL TAKES
 156 PARCELS XX OWNERSHIPS WITH STRUCTURES INVOLVED

NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE
 * DENOTES RIGHT-OF-WAY ENCROACHMENT

GRANTEE:

ALL EASEMENTS & RIGHT OF WAY ACQUIRED IN THE NAME OF
 CUYAHOGA COUNTY, OHIO UNLESS OTHERWISE SHOWN.

ALL AREAS IN ACRES

PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD		AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUC-TURE	NET RESIDUE		TYPE FUND	REMARKS AND PERSONALITY	AS ACQUIRED	
			BOOK	PAGE								LEFT	RIGHT			BOOK	PAGE
101-T	SHOOLTZ, ASHLEE & PIMPAS, ANTHONY	8,28	201605230398		481-08-011	1.874	0.058	0.016	0	0.016				LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D									BUSH, LANDSCAPING TO BE REMOVED		
102-T	BORTAN, JOHN M. & ANA	8,28	88-0764	15	457-24-004 (*)	1.066	0.048	0.018	0	0.018					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
103-T	TUWALSKI, JEAN C.	8,28	200210040577		481-08-010	1.870	0.058	0.016	0	0.016					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D											
104-T	KLAMM, RICHARD D. & NIEVES, ELIZABETH	8,28	97-05396	7	457-24-005	1.066	0.048	0.019	0	0.019					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
105-T	DUKES, DOROTHY M.	8,28	201607050259		481-08-009	1.867	0.058	0.016	0	0.016					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						D											
106-T	HESS, JAMES LARRY ,SR. & CHARLOTTE ROSE, CO-TRS	8,28	95-02636	51	457-24-011	1.066	0.048	0.017	0	0.017					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
107-T	SLIVKA, JAMES P. & NORA C.	8,9,28	200306200746		481-08-003	1.725	0.058	0.017	0	0.017					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						A											
108-T	ELIAS, JAMES W. & ALICIA J.	9,28	87-4822	52	457-24-009	1.066	0.048	0.018	0	0.018					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
109-CH	DEMONTE, JOHN & ROSA	9,29	15084	897	481-08-004	1.859	0.058	0.014	0	0.014					GRADING, DRAINAGE & WALK CONSTRUCTION		
						D											
109-T		9,28,29					0.058	0.038	0	0.038					GRADING, DRIVEWAY & WALK CONSTRUCTION		
															TREE TO BE REMOVED		
110-T	CRISTANTIELLO, ROCCO J. JR.	9,28,29	200804010556		457-24-010	1.066	0.048	0.017	0	0.017					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
111-T	BOLTZ, MILDRED V.	9,29	200007120536		457-24-002	1.066	0.048	0.017	0	0.017					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
112-CH	LAVRISIUK, IVAN & ELIZABETH	9,29	200202250135		481-08-005	2.676	0.083	0.006	0	0.006					GRADING, DRAINAGE & WALK CONSTRUCTION		
						C									TREES TO BE REMOVED		
112-T		9,29					0.083	0.045	0	0.045					GRADING, DRIVEWAY & WALK CONSTRUCTION		
															TREE TO BE REMOVED		
113-T	BARNES, GEORGIA & NEKUDA, RONALD J.	9,29	201302150370		457-24-008	1.066	0.048	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
114-T	MILLIMAN, MICHAEL D.	9,29	200810240394		481-08-017	2.223	0.069	0.019	0	0.019					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
115-T	FULOP, DANIEL R.	9,29	201309200573		457-27-005	1.066	0.048	0.017	0	0.017					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
116-T	KUBIT, KEVIN H. & DREMA A.	9,29	201205310595		457-27-004	1.066	0.048	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
117-T	CALANNI, SAM & GIUSEPPINA	9,29	97-01969	43	481-08-016	2.222	0.069	0.016	0	0.016					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
118-T	FITCH, RANDI & ORABOVICH, ALEXANDER	9,29	201212070534		457-27-008	1.066	0.048	0.020	0	0.020					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
119-T	RITT, KATHLEEN & ISACONE, ROCCO	9,29	200310100288		481-08-012	2.221	0.069	0.018	0	0.018					GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
120-T	ISAAC, NORMAN ELMER & EDWARD, CHARLES	9,29	201307240358		457-27-003	1.066	0.048	0.017	0	0.017				LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION		
						C											
(*)	CONSOLIDATED WITH P.P. NO. 457-24-001 AS PER COUNTY APPRAISAL DEPARTMENT																

NOTE: ALL TEMPORARY PARCELS TO BE OF 24-MONTH DURATION.

NOTE: UNDER NO CIRCUMSTANCES ARE TEMPORARY EASEMENTS TO BE USED FOR STORAGE OF MATERIAL OR EQUIPMENT BY THE CONTRACTOR UNLESS NOTED OTHERWISE.

LEGEND:

CH = CHANNEL EASEMENT
 T = TEMPORARY EASEMENT
 WD = WARRANTY DEED

(0.0000) - CALCULATED ACREAGE FROM LEGAL DESCRIPTION/PLAT - AUDITOR'S RECORDED ACREAGE DIFFERS

REV	DATE	DESCRIPTION	REV	DATE	DESCRIPTION

FEDERAL PROJECT NO. N/A
 PID N/A
 STATE JOB NO. N/A
 CALCULATED J.A.W. CHECKED D.F.S.
 SUMMARY OF ADDITIONAL RIGHT OF WAY PARCELS 101-120
 CUY-SPRAGUE ROAD (C.R. 67)
 16
 34

TOTAL NUMBER OF:

149 OWNERSHIPS
156 PARCELS

164 TOTAL TAKES
XX OWNERSHIPS WITH STRUCTURES INVOLVED

NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE
* DENOTES RIGHT-OF-WAY ENCROACHMENT

GRANTEE:

ALL EASEMENTS & RIGHT OF WAY ACQUIRED IN THE NAME OF
CUYAHOGA COUNTY, OHIO UNLESS OTHERWISE SHOWN.

ALL AREAS IN ACRES

PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD		AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUC-TURE	NET RESIDUE		TYPE FUND	REMARKS AND PERSONALITY	AS ACQUIRED	
			BOOK	PAGE								LEFT	RIGHT			BOOK	PAGE
121-T	CRAMPTON, JOYCE	9,29,30	201310310696		457-27-006	1.066	0.048	0.017	0	0.017				LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION		
122-T	JONES, ROBERT SR. & JOSEPHINE	9,29,30	199812230637		481-09-001	4.210	0.076	0.023	0	0.023					GRADING, DRIVEWAY & WALK CONSTRUCTION		
123-T	PALCISKO, BRIAN M. & CHARLENE M.	9,30	199812310299		457-27-007	1.066	0.048	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION		
124-T	SWANSIGER, KENNETH J	9,30	13836	313	481-09-002	0.830	0.055	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
125-T	FILOUS, FRANK G	9,30	201710100328		457-27-009	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
126-T	BRASTY, CHERYL	9,30	201812040432		481-09-003	0.830	0.055	0.016	0	0.016					GRADING, DRIVEWAY & WALK CONSTRUCTION		
127-T	KONDASH, ANGELINE J.	9,30	200606270070 (50%) 9979 156 (50%)		457-27-002	1.066	0.048	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION STUMP TO BE REMOVED		
128-T	BORSUK, DENNIS F.	9,30	201405190275		481-09-004	0.830	0.055	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
129-T	BRITTON, MARK & CONNIE S.	9,30	97-03782	9	457-28-009	1.066	0.048	0.015	0	0.015					GRADING, DRIVEWAY & WALK CONSTRUCTION		
130-T	WOHAR, MICHAEL S. JR. & KAMINSKI, LEIGH	9,30	200707270645		457-28-015	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
131-T	DANIELE, ANTHONY	9,30	200202150178		481-09-005	0.830	0.055	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
132-T	TOMASIC, DUSANKA	9,30	15285	823	457-28-014	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION		
133-T	ELWIN, MARGARET E.	9,30	200203180044		481-09-006	0.830	0.055	0.020	0	0.020					GRADING, DRIVEWAY & WALK CONSTRUCTION TREE TO BE REMOVED		
134-T	DIGIANDOMENICO, ALFRED S	9,30,31	201201250630		457-28-016	1.066	0.048	0.018	0	0.018					GRADING, DRIVEWAY & WALK CONSTRUCTION		
135-T	KOLICK-GALVIN, LISA A. & GALVIN, MICHAEL J.	9,30,31	201404030483		481-09-007	0.830	0.055	0.021	0	0.021					GRADING, DRIVEWAY & WALK CONSTRUCTION TREES TO BE REMOVED		
136-T	DOWCZEK, GERTRUDE	9,31	201307120003		457-28-008	1.066	0.048	0.021	0	0.021					GRADING, DRIVEWAY & WALK CONSTRUCTION		
137-T	KROUSE, PATRICIA F. & ROBERT G.	9,10,31	200807170290		481-09-008	0.830	0.055	0.025	0	0.025					GRADING, DRIVEWAY & WALK CONSTRUCTION TREE TO BE REMOVED		
138-T	BJELOVUK, LJUBO & ROSA	10,31	201802280547		457-28-002	1.066	0.048	0.014	0	0.014					GRADING, DRIVEWAY & WALK CONSTRUCTION BUSH TO BE REMOVED		
139-T	CROLIUS, MARCUS G. & SOPKO-CROLIUS, JACQUIE	10,31	200603230808		481-09-009	0.830	0.055	0.022	0	0.022					GRADING, DRIVEWAY & WALK CONSTRUCTION		
140-T	BJELOVUK, LJUBO & ROSA	10,31	201802280549		457-28-006	1.066	0.048	0.017	0	0.017				LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION TREE TO BE REMOVED		

NOTE: ALL TEMPORARY PARCELS TO BE OF 24-MONTH DURATION.

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LEGEND:

CH = CHANNEL EASEMENT
T = TEMPORARY EASEMENT
WD = WARRANTY DEED

(0.0000) - CALCULATED ACREAGE FROM LEGAL DESCRIPTION/PLAT - AUDITOR'S RECORDED ACREAGE DIFFERS

REV	DATE	DESCRIPTION	REV	DATE	DESCRIPTION

FEDERAL PROJECT NO. N/A
 PID N/A
 STATE JOB NO. N/A
 CALCULATED J.A.W. D.F.S.
 SUMMARY OF ADDITIONAL RIGHT OF WAY PARCELS 121-140
 CUY-SPRAGUE ROAD (C.R. 67)
 17
 34

P:\18323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\18323 SUMMARY OF ADDITIONAL RW - PHASE 2.DWG - SARW07 - ORDOT_HALF-SIZE.STB - PLOTTED 4/16/2019 1:39 PM BY BOB BROSKI

TOTAL NUMBER OF:

149 OWNERSHIPS 164 TOTAL TAKES
 156 PARCELS XX OWNERSHIPS WITH STRUCTURES INVOLVED

NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE
 * DENOTES RIGHT-OF-WAY ENCROACHMENT

GRANTEE:

ALL EASEMENTS & RIGHT OF WAY ACQUIRED IN THE NAME OF
 CUYAHOGA COUNTY, OHIO UNLESS OTHERWISE SHOWN.

ALL AREAS IN ACRES

PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD		AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUC-TURE	NET RESIDUE		TYPE FUND	REMARKS AND PERSONALITY	AS ACQUIRED	
			BOOK	PAGE								LEFT	RIGHT			BOOK	PAGE
141-T	SAUER, THOMAS F. & DIANE M.	10,31	85-1743	50	481-09-010	0.830	0.055	0.020	0	0.020				LOCAL	GRADING, DRIVEWAY & WALK CONSTRUCTION TREES TO BE REMOVED		
142-T	KEFALOS, SPIRO P. & LISA A.	10,31	201203220605		457-28-013	1.218	0.055	0.021	0	0.021					GRADING, DRIVEWAY & WALK CONSTRUCTION TREES TO BE REMOVED		
143-T	KANNENBERG, CARL J.	10,31	200403220680		481-09-011	0.830	0.055	0.027	0	0.027					GRADING, DRIVEWAY & WALK CONSTRUCTION TREES TO BE REMOVED		
144-T	LEHETSKA, NATALIYA & DOKHOIAN, ANDRANIK	10,31	201408070557		457-28-025	1.017	0	0.017	0	0.017					GRADING, DRIVEWAY & WALK CONSTRUCTION		
145-T	HABIANEC, TONY	10,31	200606300258		481-09-012	0.830	0.055	0.027	0	0.027					GRADING, DRIVEWAY & WALK CONSTRUCTION TREE TO BE REMOVED		
146-T	CZECHOWSKI, LINDA J. & PATRICK C.	10,31	89-4407	1	457-28-011	1.360		0.018	0	0.018					GRADING, DRIVEWAY & WALK CONSTRUCTION		
147-T	SLIWINSKI, CHRISTOPHER F. & EILEEN M.	10,31,32	200306250688		481-09-013	0.830	0.055	0.027	0	0.027					GRADING, DRIVEWAY & WALK CONSTRUCTION		
148-T	OSBORNE, STEVEN R.	10,31,32	201111220528		457-28-024	0.556	0	0.018	0	0.018					GRADING, DRIVEWAY & WALK CONSTRUCTION		
149-T	ESSMINE LLC	10,32	201208160339		457-28-005	1.837	0	0.020	0	0.020					GRADING, DRIVEWAY & WALK CONSTRUCTION		
150	JEREB, MATTHEW	10,32	94-05265	7	481-09-014	0.809	0.055								NO TAKE		
151-T	TERESA SUSAN POPOVICH LLC	10,32	201012290372		481-09-015	0.272	0.045	0.007	0	0.007					GRADING, DRIVEWAY & WALK CONSTRUCTION		
152-T	TERESA SUSAN POPOVICH LLC	10,32	201012290373		481-09-021	0.477	0.199	0.002	0	0.002					GRADING, DRIVEWAY & WALK CONSTRUCTION		
201-WD	CITY OF NORTH ROYALTON	6,23,34	200707030006		481-02-031	0.477	0.072	0.079	0.072	0.007			0.398		GRADING & PAVEMENT CONSTRUCTION		
201-T		6,23,34					0.072	0.023	0	0.023					GRADING		
202-T	STANLEY, JOY C.	6,23,34	200711080005 (50%) 201312190353 (50%)		481-07-024	0.420	0	0.024	0	0.024					GRADING & DRIVEWAY CONSTRUCTION		
203-T	CITY OF NORTH ROYALTON	6,34	200707030007		481-02-030	0.435	0.093	0.015	0	0.015					GRADING		
204-T	GARCIA, CESAR A. & OLGA E. MEDINA	6,34	200710250387		481-07-023	0.478	0	0.017	0	0.017				LOCAL	GRADING & DRIVEWAY CONSTRUCTION		

NOTE: ALL TEMPORARY PARCELS TO BE OF 24-MONTH DURATION.

NOTE: UNDER NO CIRCUMSTANCES ARE TEMPORARY EASEMENTS TO BE USED FOR STORAGE OF MATERIAL OR EQUIPMENT BY THE CONTRACTOR UNLESS NOTED OTHERWISE.

LEGEND:
 CH = CHANNEL EASEMENT
 T = TEMPORARY EASEMENT
 WD = WARRANTY DEED

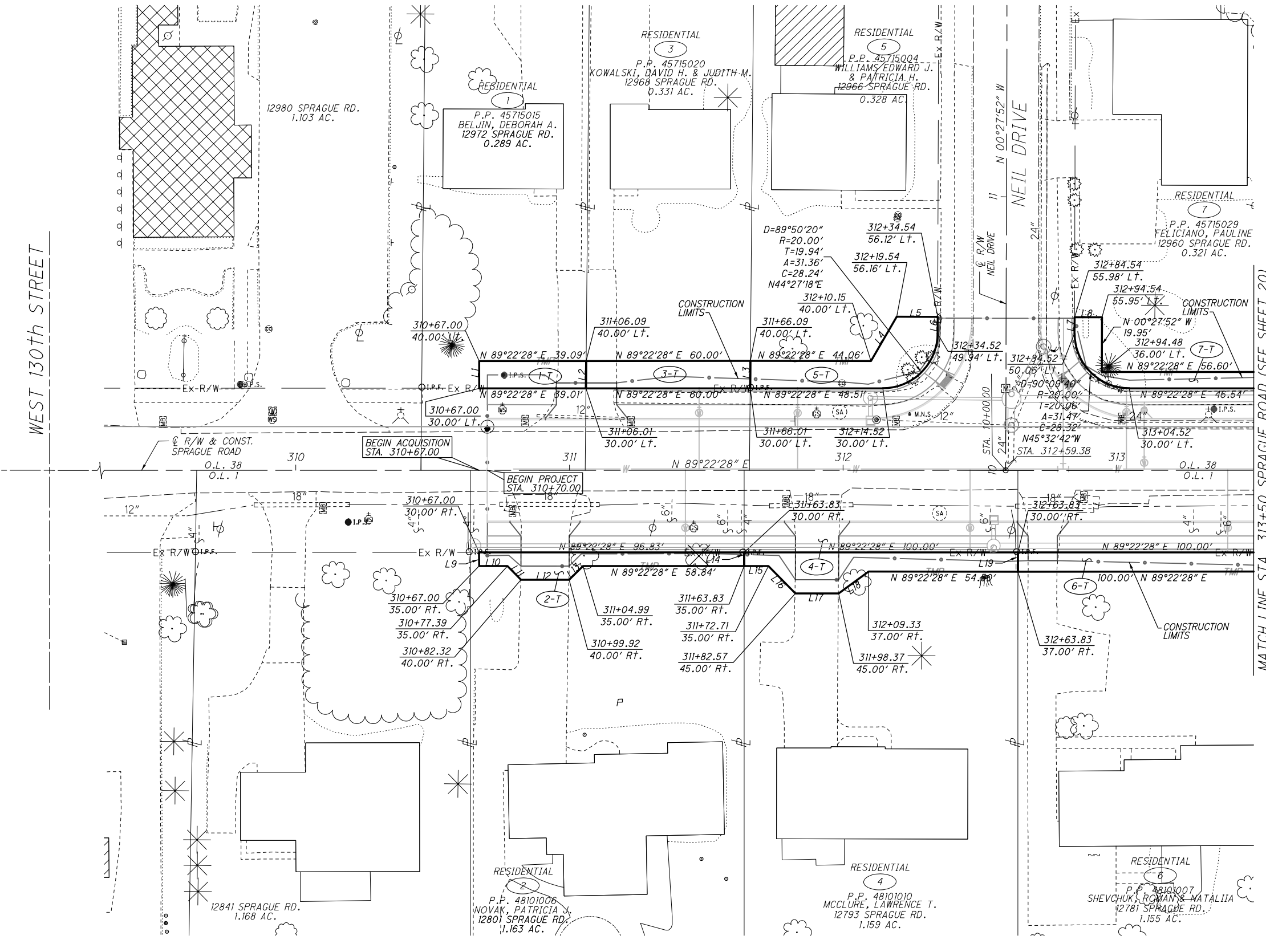
(0.0000) - CALCULATED ACREAGE FROM LEGAL DESCRIPTION/PLAT - AUDITOR'S RECORDED ACREAGE DIFFERS

REV	DATE	DESCRIPTION	REV	DATE	DESCRIPTION

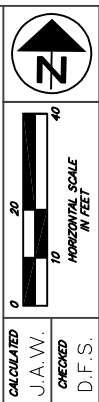
FEDERAL PROJECT NO. N/A
 PID N/A
 STATE JOB NO. N/A
 CALCULATED J.A.W. CHECKED D.F.S.
 SUMMARY OF ADDITIONAL RIGHT OF WAY PARCELS 141-151, 201-202
 CUY-SPRAGUE ROAD (C.R. 67)
 18
 34

CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
 ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
 CITIES OF PARMA & NORTH ROYALTON
 CUYAHOGA COUNTY, OHIO



RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	10.00	N0°37'32"W
L2	10.00	N0°08'06"W
L3	10.00	N0°08'06"W
L4	18.69	N29°32'08"E
L5	15.00	N89°32'08"E
L6	6.17	N0°27'52"W
L7	5.92	N0°27'52"W
L8	10.00	N89°32'08"E
L9	5.00	N0°37'32"W
L10	10.39	N89°22'28"E
L11	7.02	N45°13'41"W
L12	17.60	N89°22'28"E
L14	5.00	N0°37'32"W
L15	8.88	N89°22'28"E
L16	14.05	N45°13'41"W
L17	15.80	N89°22'28"E
L18	13.57	N53°14'52"E
L19	7.00	N0°37'32"W



CALCULATED J.A.W. CHECKED D.F.S.
 PID N/A

RIGHT OF WAY DETAIL SHEET
 SPRAGUE ROAD BEGIN PROJECT TO STA 313+50

CUY-SPRAGUE ROAD
 (C.R. 67)

19
 34

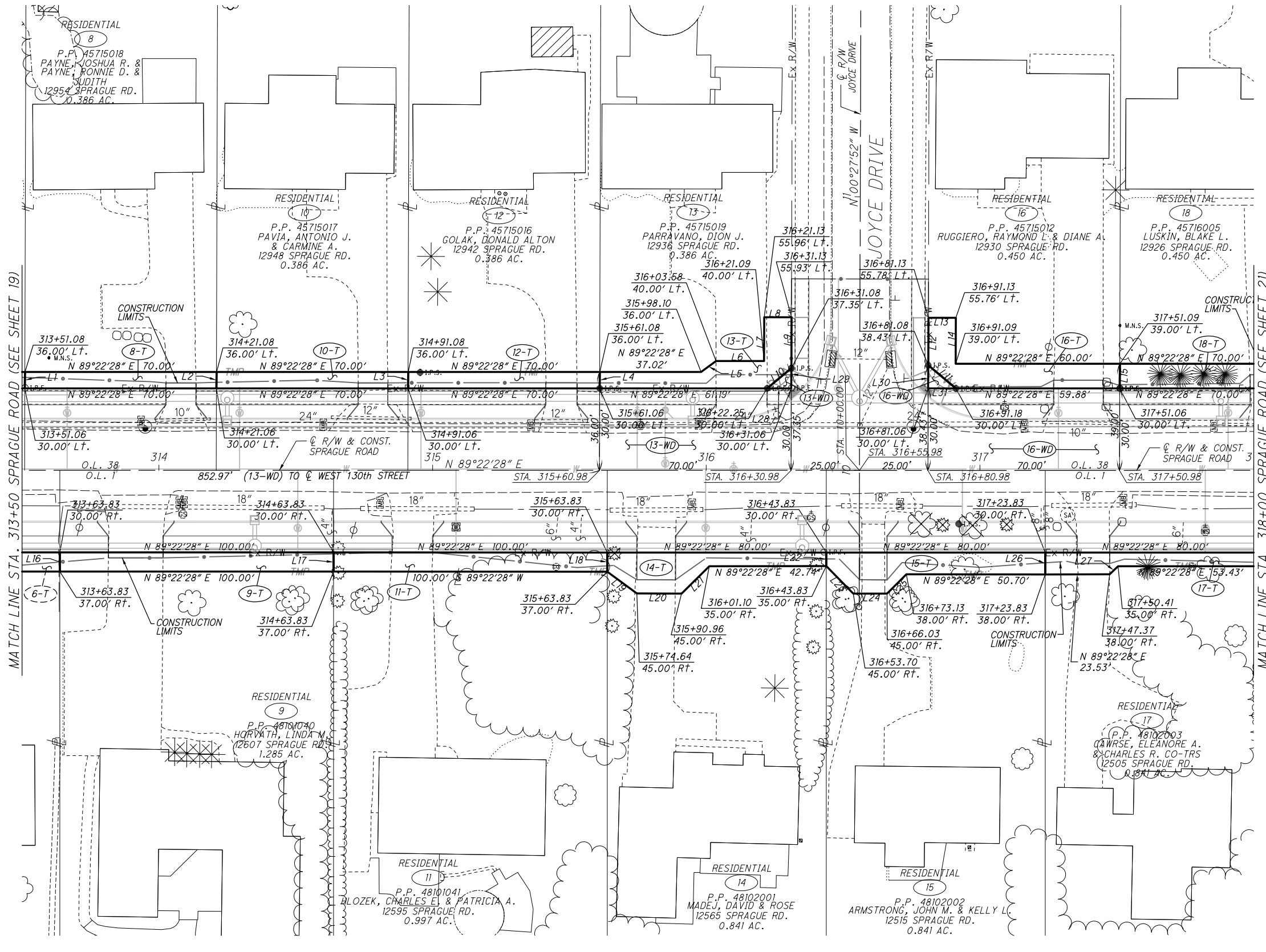
●I.P.S. DENOTES 5/8" IRON PIN TO BE SET
 W/YELLOW CAP "D.F. SHEEHY S-7849"

DATE COMPLETED:		
OWNERSHIP VERIFIED BY:		
DATE COMPLETED:		
REV	DATE	DESCRIPTION

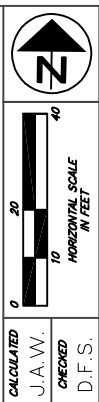
P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW DETAIL SHEETS - PHASE 2.DWG - DS01 - ORHOT_HALF-SIZE-STB - PLOTTED 4/16/2019 11:37 AM BY BOB BROSKI

CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
CITIES OF PARMA & NORTH ROYALTON
CUYAHOGA COUNTY, OHIO



RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	6.00	N0°27'52"W
L2	6.00	N0°27'52"W
L3	6.00	N0°27'52"W
L4	6.00	N0°27'52"W
L5	6.78	N53°14'52"E
L6	17.51	N89°22'28"E
L7	15.96	N0°27'52"W
L8	10.00	N89°32'08"E
L9	18.58	N0°27'52"W
L10	11.49	N49°35'42"E
L11	13.15	N50°45'51"W
L12	17.35	N0°27'52"W
L13	10.00	N89°32'08"E
L14	16.76	N0°27'52"W
L15	9.00	N0°27'52"W
L16	7.00	N0°37'32"W
L17	7.00	N0°37'32"W
L18	7.00	N0°37'32"W
L19	13.44	N54°06'10"W
L20	16.32	N89°22'28"E
L21	14.24	N44°46'19"E
L22	5.00	N0°37'32"W
L23	14.05	N45°13'41"W
L24	12.34	N89°22'28"E
L25	9.97	N44°46'19"E
L26	8.00	N0°37'32"W
L27	4.27	N44°46'19"E
L28	8.81	N89°22'28"E
L29	7.35	N0°27'52"W
L30	8.43	N0°27'52"W
L31	10.12	N89°22'28"E



CALCULATED J.A.W. CHECKED D.F.S.
 PID N/A
 RIGHT OF WAY DETAIL SHEET
 SPRAGUE ROAD STA 313+50 TO STA 318+00

CUY-SPRAGUE ROAD
 (C.R. 67)

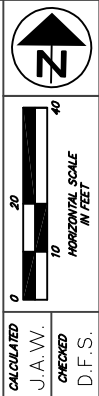
●I.P.S. DENOTES 5/8" IRON PIN TO BE SET w/YELLOW CAP "D.F. SHEEHY S-7849"

DATE COMPLETED:			
OWNERSHIP VERIFIED BY:			
DATE COMPLETED:	REV	DATE	DESCRIPTION

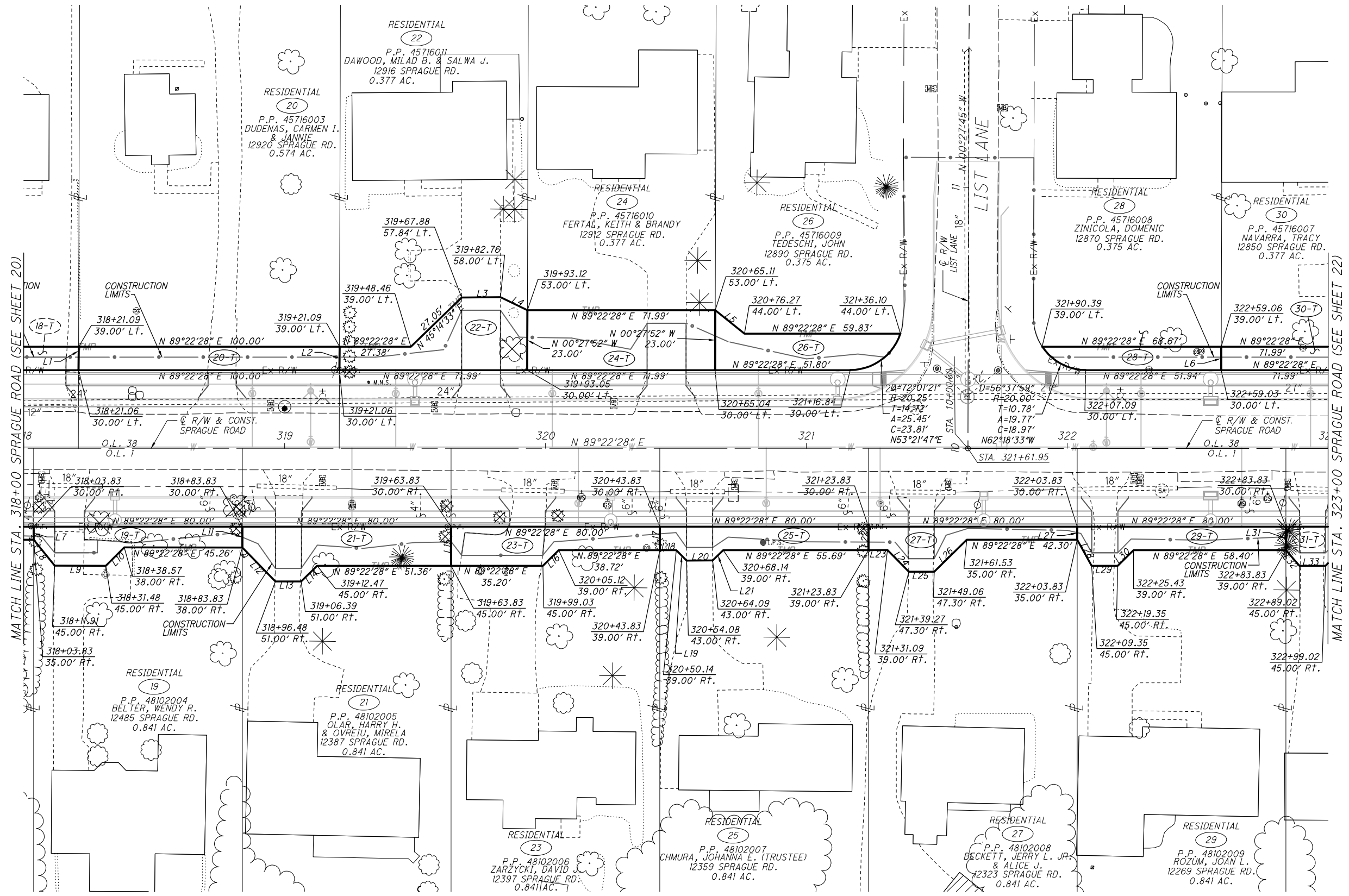
P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW DETAIL SHEETS - PHASE 2.DWG - DS02 - ORDOT_HALF-SIZE.STB - PLOTTED 4/16/2019 11:37 AM BY BOB BROSKI

CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
 ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
 CITIES OF PARMA & NORTH ROYALTON
 CUYAHOGA COUNTY, OHIO



RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	9.00	N0°27'52"W
L2	9.00	N0°27'52"W
L3	14.88	N88°44'25"E
L4	11.50	N64°51'16"W
L5	14.34	N51°45'00"W
L6	9.00	N0°27'52"W
L7	5.00	N0°37'32"W
L8	12.86	N39°34'09"W
L9	19.56	N89°22'28"E
L10	9.97	N44°46'19"E
L11	8.00	N0°37'32"W
L12	18.14	N44°50'15"W
L13	9.91	N89°22'28"E
L14	8.54	N44°46'19"E
L15	15.00	N0°37'32"W
L16	8.54	N44°46'19"E
L17	9.00	N0°37'32"W
L18	6.31	N89°22'28"E
L19	5.62	N45°13'41"W
L20	10.00	N89°22'28"E
L21	5.70	N44°46'19"E
L22	9.00	N0°37'32"W
L23	7.26	N89°22'28"E
L24	11.66	N45°13'41"W
L25	9.78	N89°22'28"E
L26	17.52	N44°46'19"E
L27	5.00	N0°37'32"W
L28	11.42	N29°29'59"W
L29	10.00	N89°22'28"E
L30	8.54	N44°46'19"E
L31	9.00	N0°37'32"W
L32	7.93	N41°27'16"W
L33	10.00	N89°22'28"E



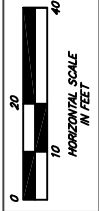
● I.P.S. DENOTES 5/8" IRON PIN TO BE SET
 W/YELLOW CAP "D.F. SHEEHY S-7849"

DATE COMPLETED:		
OWNERSHIP VERIFIED BY:		
DATE COMPLETED:		
REV	DATE	DESCRIPTION

RIGHT OF WAY DETAIL SHEET
 SPRAGUE ROAD STA 318+00 TO STA 323+00
 CUY-SPRAGUE ROAD (C.R. 67)

P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW DETAIL SHEETS - PHASE 2.DWG - D503 - ORDOT_HALF-SIZE.STB - PLOTTED 4/16/2019 11:38 AM BY BOB BROSKI

CUY-SPRAGUE RD.
 ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
 ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
 CITIES OF PARMA & NORTH ROYALTON
 CUYAHOGA COUNTY, OHIO



CALCULATED J.A.W. CHECKED D.F.S.

PID N/A

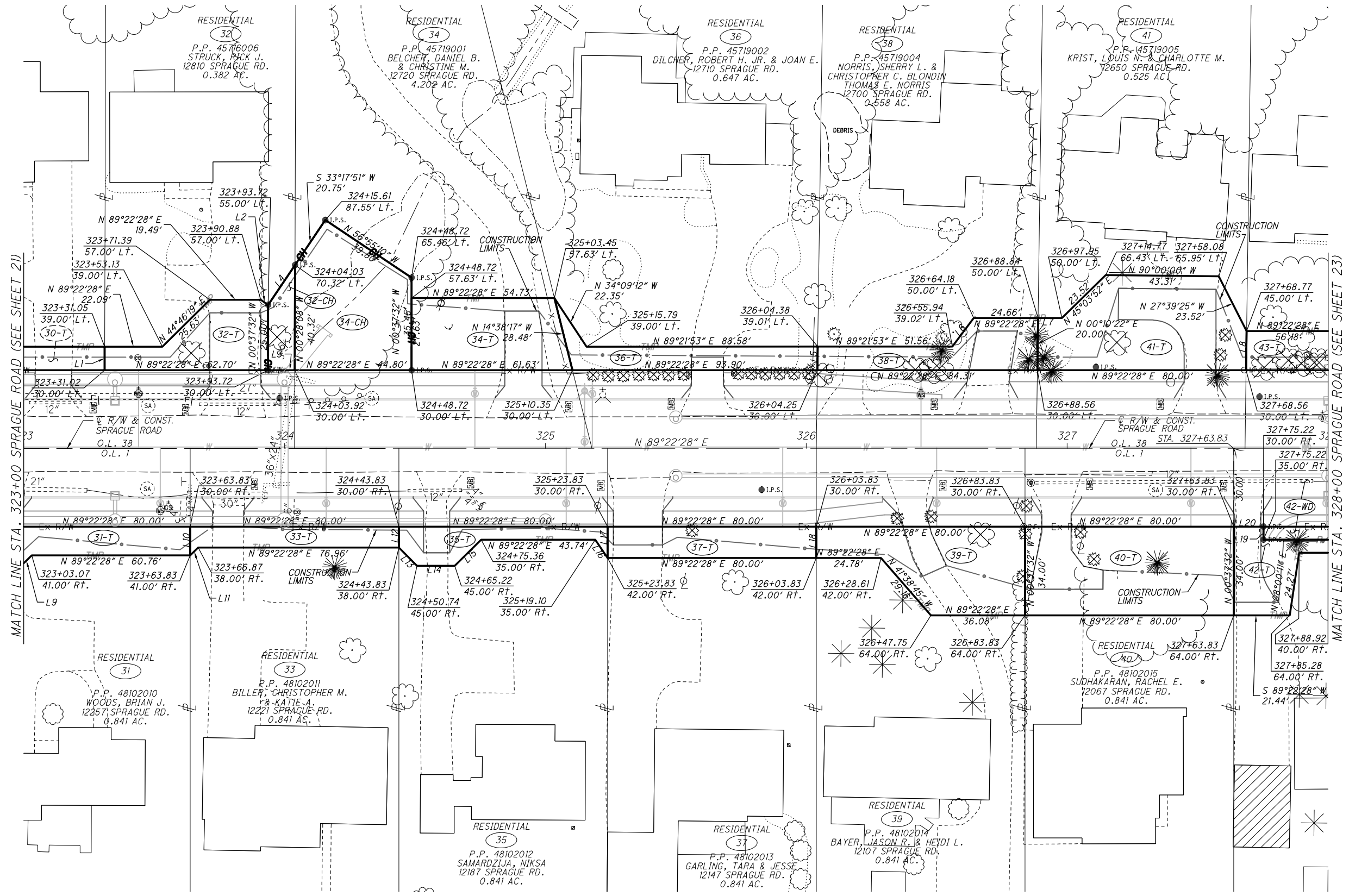
RIGHT OF WAY DETAIL SHEET

SPRAGUE ROAD STA 323+00 TO STA 328+00

CUY-SPRAGUE ROAD (C.R. 67)

22
34

RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	9.00	N0°27'52"W
L2	3.47	N55°27'27"W
L3	10.20	N89°22'28"E
L4	18.47	N33°17'51"E
L5	9.02	N0°10'22"E
L6	13.73	N36°16'24"E
L7	9.10	N89°22'28"E
L8	15.00	N0°10'22"E
L9	5.70	N44°46'19"E
L10	11.00	N0°37'32"W
L11	4.27	N44°46'19"E
L12	8.00	N0°37'32"W
L13	9.83	N45°13'41"W
L14	14.48	N89°22'28"E
L15	14.24	N44°46'19"E
L16	8.45	N34°41'11"W
L17	12.00	N0°37'32"W
L18	12.00	N0°37'32"W
L19	5.00	N0°37'32"W
L20	11.39	N89°22'28"E



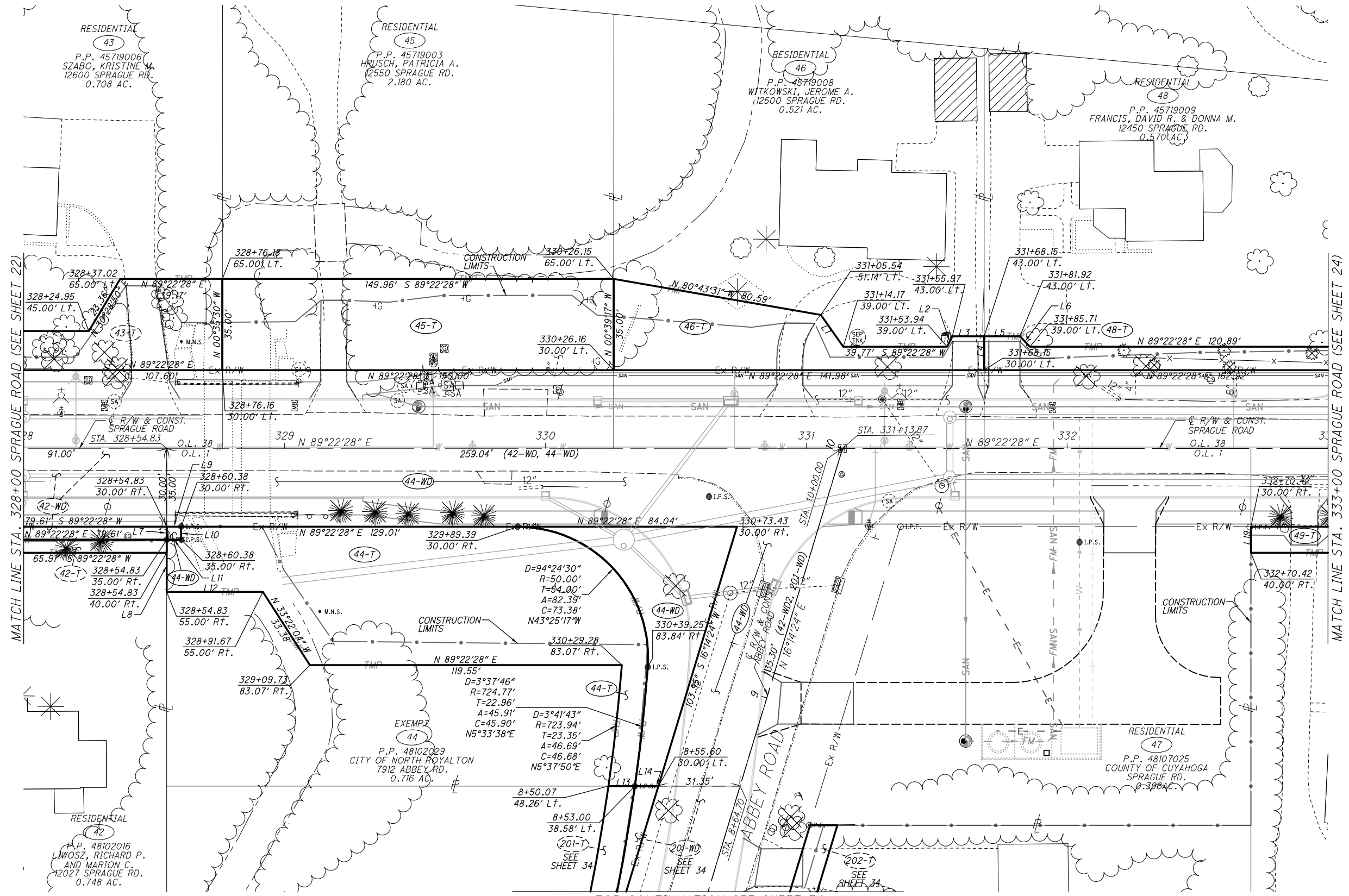
● I.P.S. DENOTES 5/8" IRON PIN TO BE SET W/YELLOW CAP "D.F. SHEEHY S-7849"

DATE COMPLETED:			
OWNERSHIP VERIFIED BY:			
DATE COMPLETED:	REV	DATE	DESCRIPTION

P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW DETAIL SHEETS - PHASE 2.DWG - DSD4 - ORDOT_HALF-SIZE.STB - PLOTTED 4/16/2019 11:38 AM BY BOB BROSKI

CUY-SPRAGUE RD.
 ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
 ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
 CITIES OF PARMA & NORTH ROYALTON
 CUYAHOGA COUNTY, OHIO

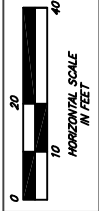
RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	14.90	N36°01'12"W
L2	4.48	N26°15'31"E
L3	12.18	N89°22'28"E
L4	13.00	N0°37'32"W
L5	13.77	N89°22'28"E
L6	5.51	N44°05'35"W
L7	5.00	N0°37'32"W
L8	15.00	N0°37'32"W
L9	5.55	N89°22'28"E
L10	5.00	N0°35'03"W
L11	5.55	N89°22'28"E
L12	36.84	N89°22'28"E
L13	10.11	N89°22'28"E
L14	8.97	N89°22'28"E



FOR CONTINUATION SEE SHEET 34

● I.P.S. DENOTES 5/8" IRON PIN TO BE SET
 W/YELLOW CAP "D.F. SHEEHY S-7849"

DATE COMPLETED:		
OWNERSHIP VERIFIED BY:		
DATE COMPLETED:		
REV	DATE	DESCRIPTION



CALCULATED J.A.W. CHECKED D.F.S.

PID N/A

RIGHT OF WAY DETAIL SHEET
 SPRAGUE ROAD STA 328+00 TO STA 333+00

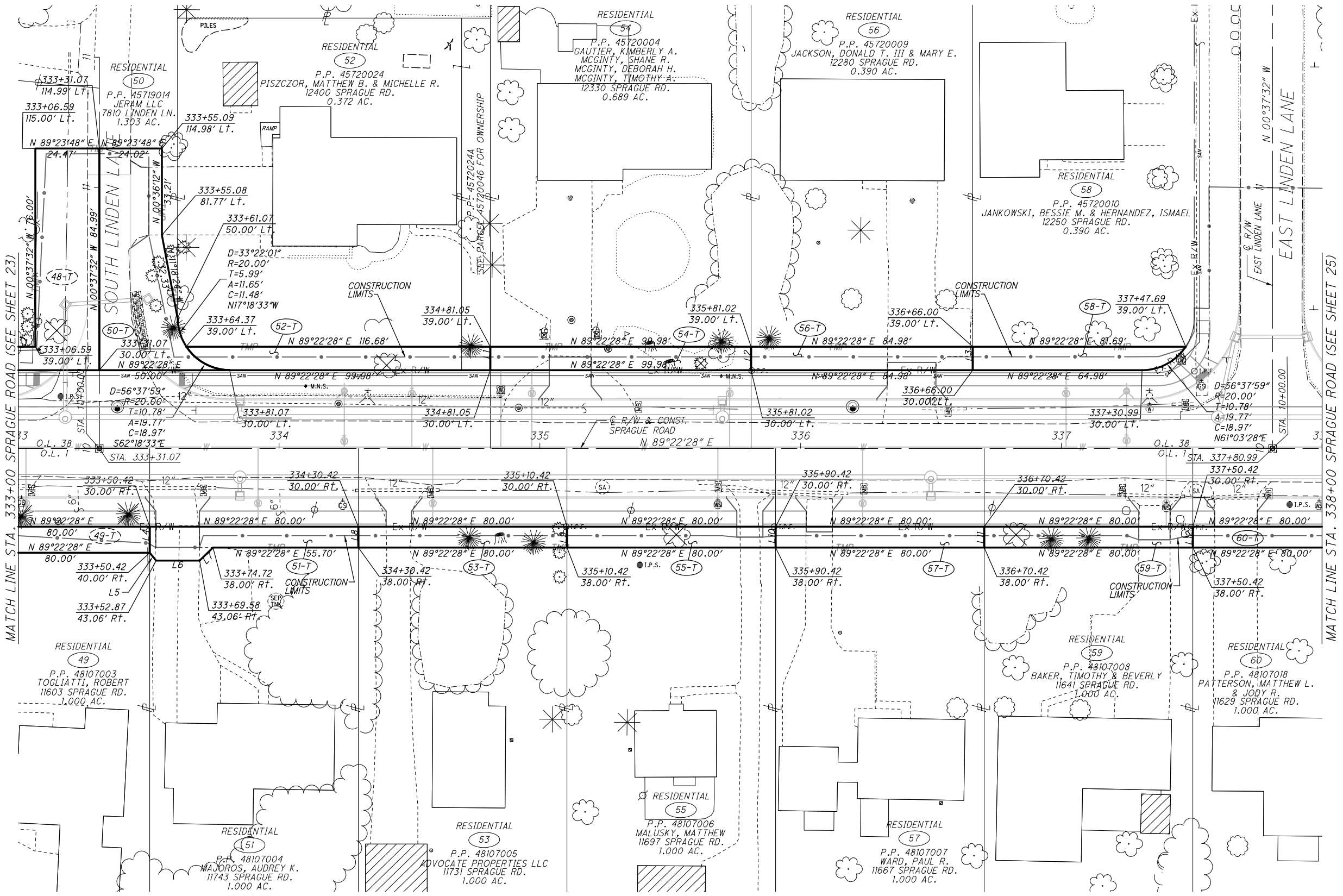
CUY-SPRAGUE ROAD
 (C.R. 67)

23
 34

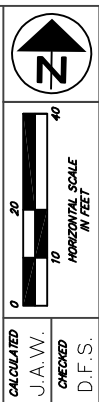
P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW DETAIL SHEETS - PHASE 2\DWG - DS05 - 0800T_HALF-SIZE.STB - PLOTTED 4/16/2019 11:39 AM BY BOB BROSKI

CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
CITIES OF PARMA & NORTH ROYALTON
CUYAHOGA COUNTY, OHIO



RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	9.00	N0°37'32"W
L2	9.00	N0°37'32"W
L3	9.00	N0°37'32"W
L4	10.00	N0°37'32"W
L5	3.92	N39°17'09"W
L6	16.71	N89°22'28"E
L7	7.21	N44°46'19"E
L8	8.00	N0°37'32"W
L9	8.00	N0°37'32"W
L10	8.00	N0°37'32"W
L11	8.00	N0°37'32"W
L12	8.00	N0°37'32"W



CALCULATED J.A.W. CHECKED D.F.S.
PID N/A

RIGHT OF WAY DETAIL SHEET
SPRAGUE ROAD STA 333+00 TO STA 338+00

CUY-SPRAGUE ROAD
(C.R. 67)

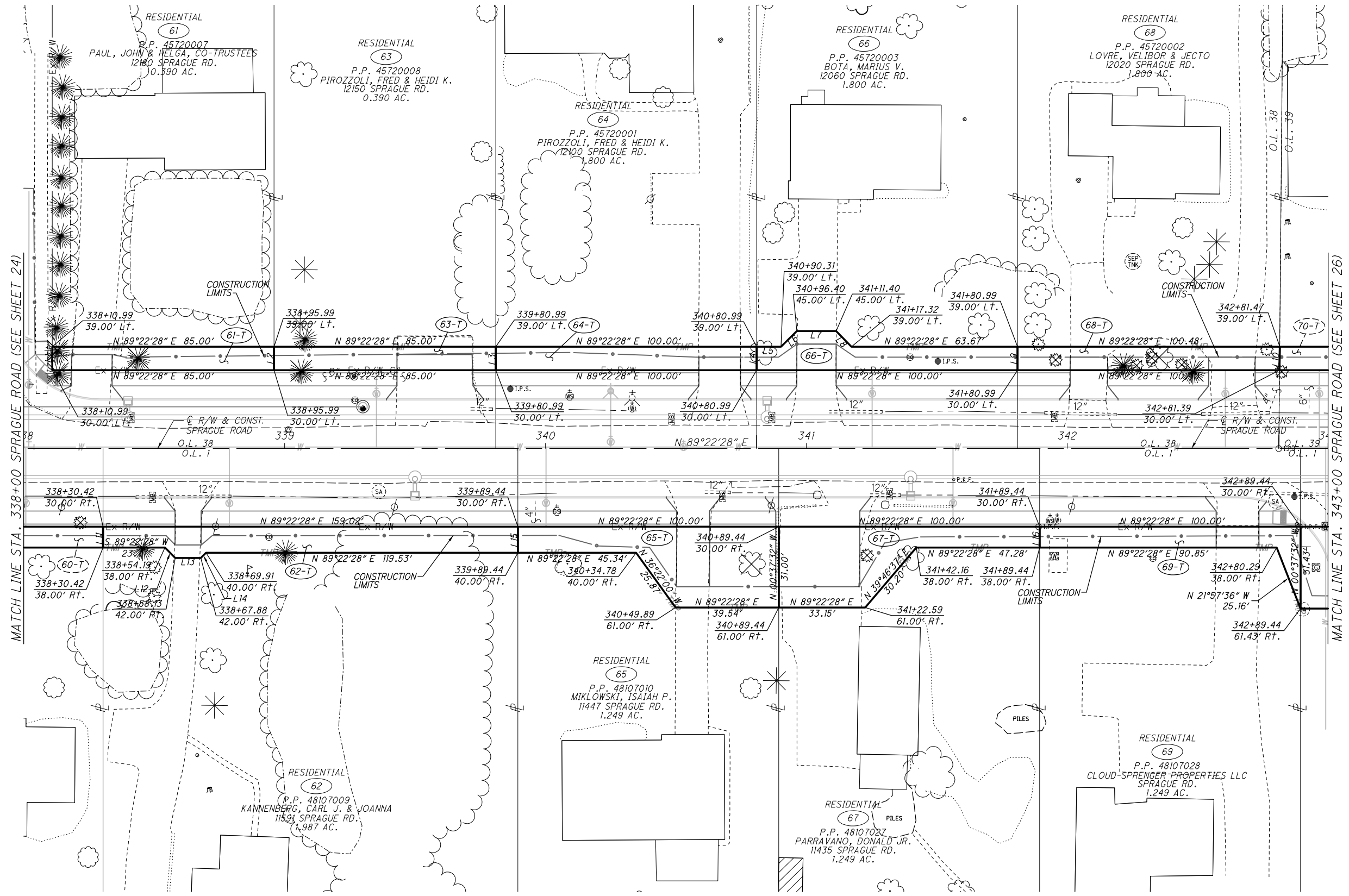
●I.P.S. DENOTES 5/8" IRON PIN TO BE SET
W/YELLOW CAP "D.F. SHEEHY S-7849"

DATE COMPLETED:		
OWNERSHIP VERIFIED BY:		
DATE COMPLETED:		
REV	DATE	DESCRIPTION

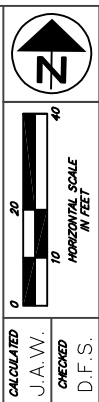
24
34

P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW DETAIL SHEETS - PHASE 2\DWG - DS06 - 0800T_HALF-SIZE.STB - PLOTTED 4/16/2019 11:39 AM BY BOB BROSKI

CUY-SPRAGUE RD.
 ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
 ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
 CITIES OF PARMA & NORTH ROYALTON
 CUYAHOGA COUNTY, OHIO



RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	9.00	N0°37'32\"W
L2	9.00	N0°37'32\"W
L3	9.00	N0°37'32\"W
L4	9.00	N0°37'32\"W
L5	9.32	N89°22'28\"E
L6	8.54	N44°46'19\"E
L7	15.00	N89°22'28\"E
L8	8.43	N45°13'41\"W
L9	9.00	N0°37'32\"W
L10	9.00	N0°07'15\"W
L11	8.00	N0°37'32\"W
L12	5.62	N45°13'41\"W
L13	9.75	N89°22'28\"E
L14	2.85	N44°46'19\"E
L15	10.00	N0°37'32\"W
L16	8.00	N0°37'32\"W



CALCULATED J.A.W. CHECKED D.F.S.
 PID N/A

RIGHT OF WAY DETAIL SHEET
 SPRAGUE ROAD STA 338+00 TO STA 343+00

CUY-SPRAGUE ROAD
 (C.R. 67)

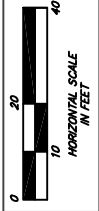
●I.P.S. DENOTES 5/8\" IRON PIN TO BE SET
 W/YELLOW CAP 'D.F. SHEEHY S-7849'

DATE COMPLETED:			
OWNERSHIP VERIFIED BY:			
DATE COMPLETED:	REV	DATE	DESCRIPTION

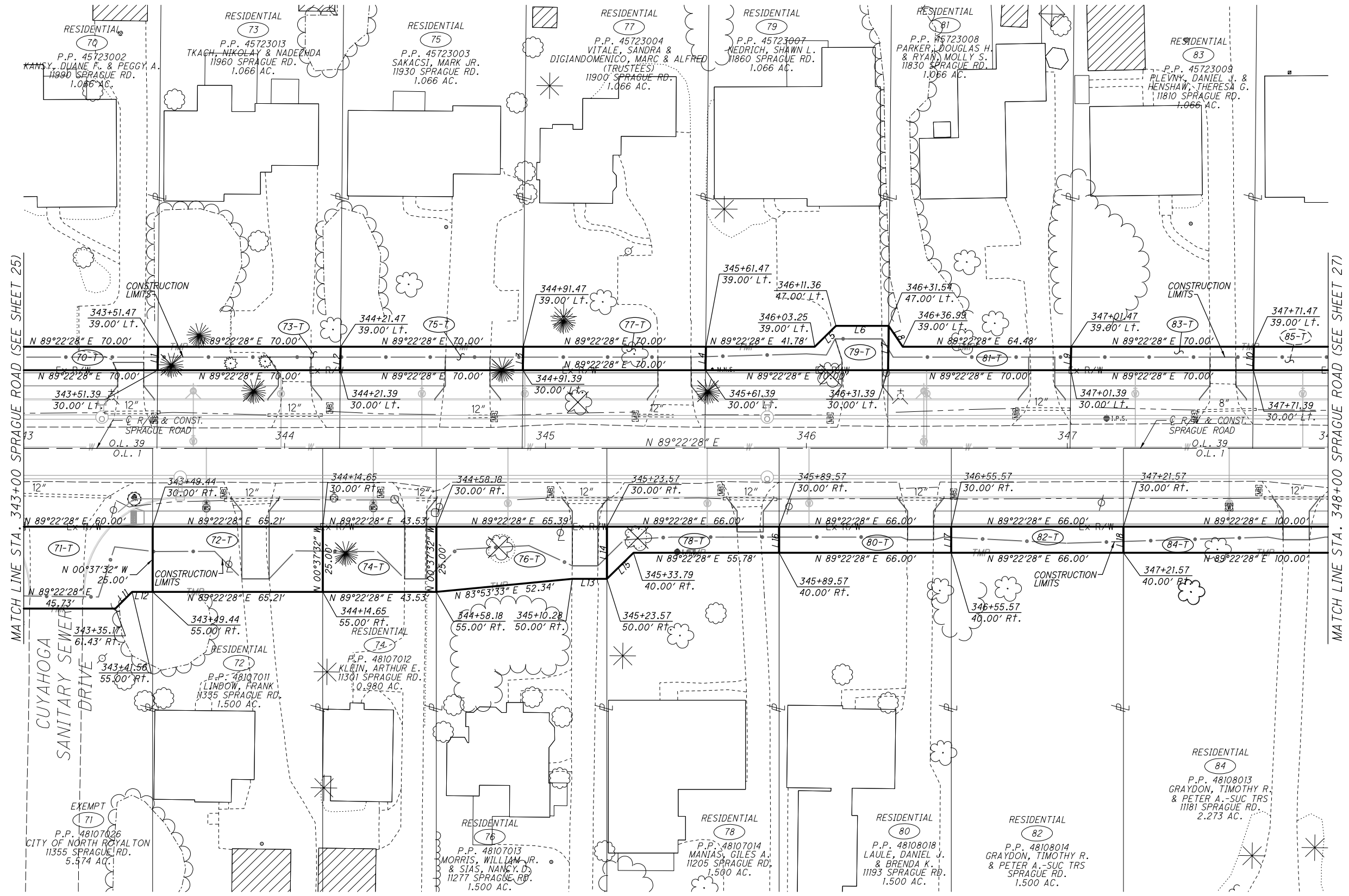
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CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
CITIES OF PARMA & NORTH ROYALTON
CUYAHOGA COUNTY, OHIO



RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	9.00	N0°07'15"W
L2	9.00	N0°07'15"W
L3	9.00	N0°07'15"W
L4	9.00	N0°07'15"W
L5	11.39	N44°46'19"E
L6	20.17	N89°22'28"E
L7	17.00	N0°07'15"W
L8	9.68	N34°52'39"W
L9	9.00	N0°07'15"W
L10	9.00	N0°07'15"W
L11	9.07	N44°12'52"E
L12	7.88	N89°22'28"E
L13	13.29	N89°22'28"E
L14	20.00	N0°37'32"W
L15	14.30	N45°00'00"E
L16	10.00	N0°37'32"W
L17	10.00	N0°37'32"W
L18	10.00	N0°37'32"W



MATCH LINE STA. 343+00 SPRAGUE ROAD (SEE SHEET 25)

MATCH LINE STA. 348+00 SPRAGUE ROAD (SEE SHEET 27)

CALCULATED J.A.W. CHECKED D.F.S.

PID N/A

RIGHT OF WAY DETAIL SHEET
SPRAGUE ROAD STA 343+00 TO STA 348+00

CUY-SPRAGUE ROAD
(C.R. 67)

●I.P.S. DENOTES 5/8" IRON PIN TO BE SET w/YELLOW CAP "D.F. SHEEHY S-7849"

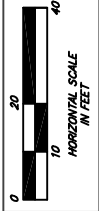
DATE COMPLETED:			
OWNERSHIP VERIFIED BY:			
DATE COMPLETED:	REV	DATE	DESCRIPTION

26
34

P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RV DETAIL SHEETS - PHASE 2.DWG - DS08 - 0807_HALF-SIZE.STB - PLOTTED 4/16/2019 11:40 AM BY BOB BROSKI

CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
CITIES OF PARMA & NORTH ROYALTON
CUYAHOGA COUNTY, OHIO



CALCULATED J.A.W. CHECKED D.F.S.

PID N/A

RIGHT OF WAY DETAIL SHEET

SPRAGUE ROAD STA 348+00 TO STA 353+00

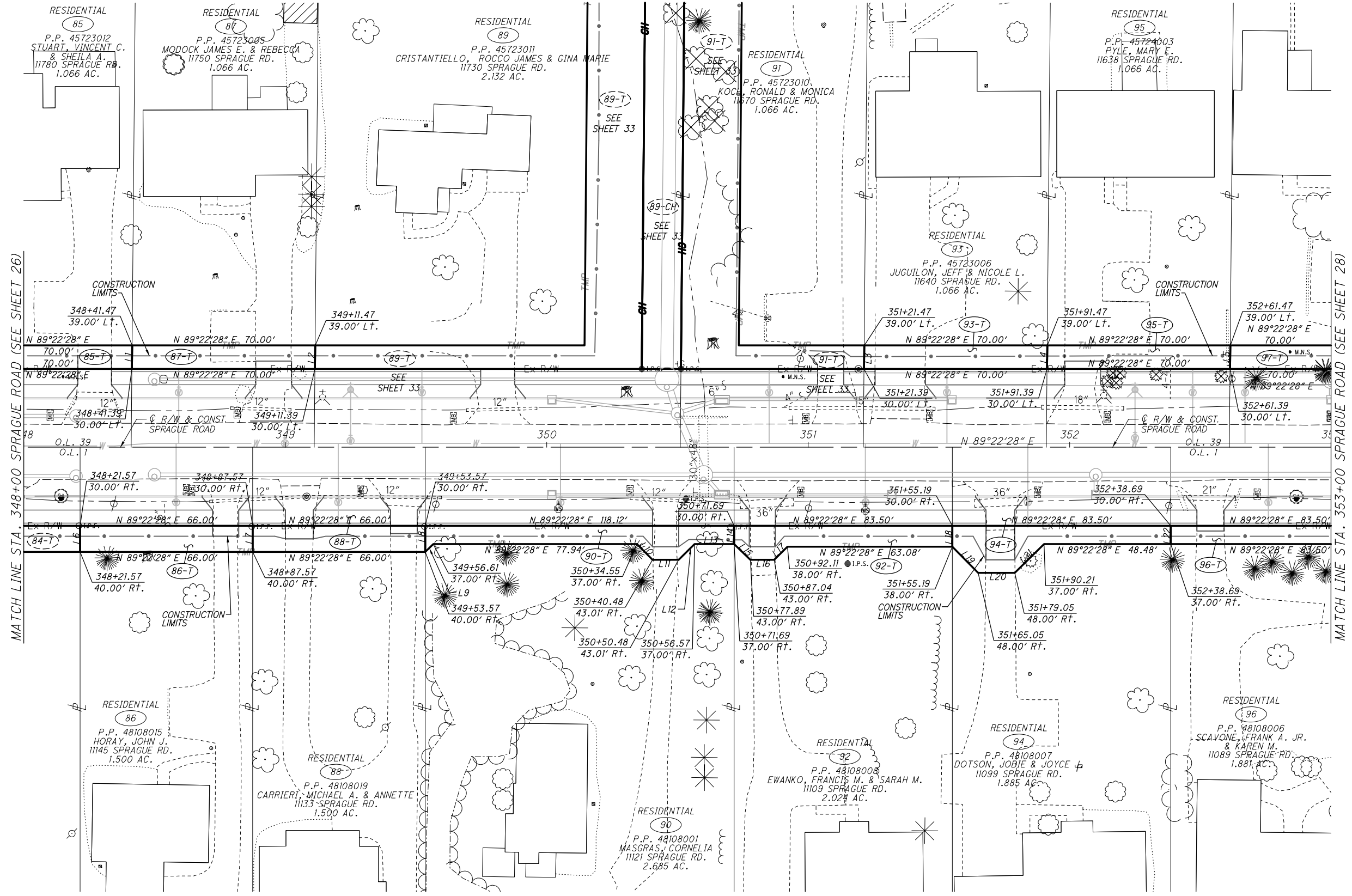
CUY-SPRAGUE ROAD

(C.R. 67)

27

34

RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	9.00	N0°07'15"W
L2	9.00	N0°07'15"W
L3	9.00	N0°07'15"W
L4	9.00	N0°07'15"W
L5	9.00	N0°07'15"W
L6	10.00	N0°37'32"W
L7	10.00	N0°37'32"W
L8	10.00	N0°37'32"W
L9	4.27	N44°46'19"E
L10	8.44	N45°13'41"W
L11	10.00	N89°22'28"E
L12	8.56	N44°46'19"E
L13	15.12	N89°22'28"E
L14	7.00	N0°37'32"W
L15	8.63	N46°35'01"W
L16	9.14	N89°22'28"E
L17	7.12	N44°46'19"E
L18	8.00	N0°37'32"W
L19	14.05	N45°13'41"W
L20	14.00	N89°22'28"E
L21	15.67	N44°46'19"E
L22	7.00	N0°37'32"W



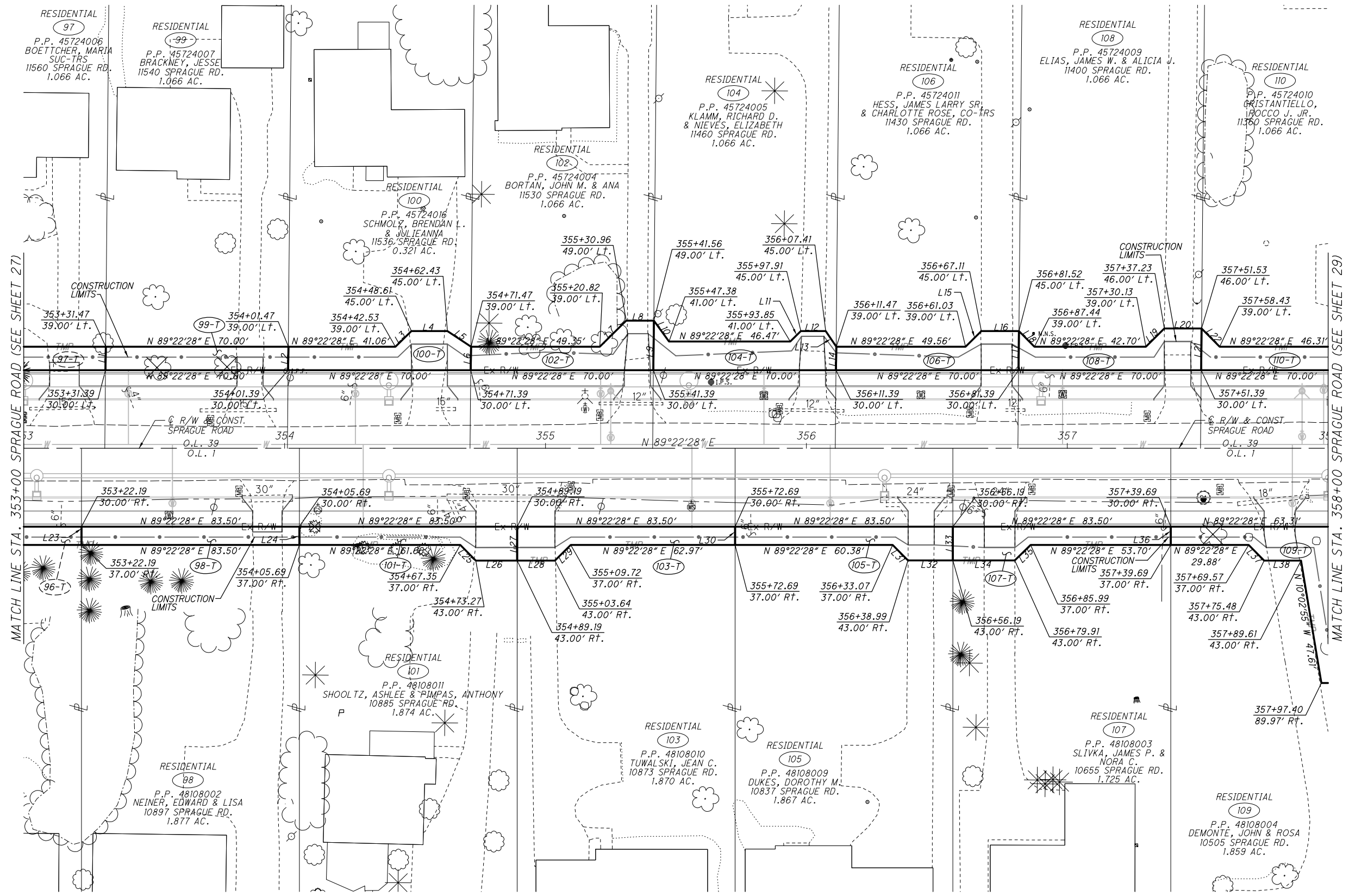
●I.P.S. DENOTES 5/8" IRON PIN TO BE SET
W/YELLOW CAP "D.F. SHEEHY S-7849"

DATE COMPLETED:			
OWNERSHIP VERIFIED BY:			
DATE COMPLETED:	REV	DATE	DESCRIPTION

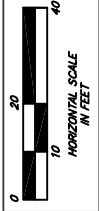
P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW DETAIL SHEETS - PHASE 2\DWG - DS09 - ORDOT_HALF-SIZE.STB - PLOTTED 4/16/2019 11:41 AM BY BOB BROSKI

CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
CITIES OF PARMA & NORTH ROYALTON
CUYAHOGA COUNTY, OHIO



RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	9.00	N0°07'15"W
L2	9.00	N0°07'15"W
L3	8.54	N44°46'19"E
L4	13.82	N89°22'28"E
L5	10.85	N57°03'29"W
L6	9.00	N0°07'15"W
L7	14.24	N44°46'19"E
L8	10.60	N89°22'28"E
L9	19.00	N0°07'15"W
L10	9.89	N36°40'34"W
L11	5.70	N44°46'19"E
L12	9.50	N89°22'28"E
L13	7.25	N34°43'13"W
L14	9.00	N0°07'15"W
L15	8.54	N44°46'19"E
L16	14.41	N89°22'28"E
L17	15.00	N0°07'15"W
L18	8.43	N45°13'41"W
L19	9.97	N44°46'19"E
L20	14.30	N89°22'28"E
L21	16.00	N0°07'15"W
L22	9.83	N45°13'41"W
L23	7.00	N0°37'32"W
L24	7.00	N0°37'32"W
L25	8.43	N45°13'41"W
L26	15.92	N89°22'28"E
L27	13.00	N0°37'32"W
L28	14.45	N89°22'28"E
L29	8.54	N44°46'19"E
L30	7.00	N0°37'32"W
L31	8.43	N45°13'41"W
L32	17.20	N89°22'28"E
L33	13.00	N0°37'32"W
L34	23.72	N89°22'28"E
L35	8.54	N44°46'19"E
L36	7.00	N0°37'32"W
L37	8.43	N45°13'41"W
L38	14.12	N89°22'28"E



CALCULATED J.A.W. CHECKED D.F.S.

PID N/A

RIGHT OF WAY DETAIL SHEET
SPRAGUE ROAD STA 353+00 TO STA 358+00

CUY-SPRAGUE ROAD
(C.R. 67)

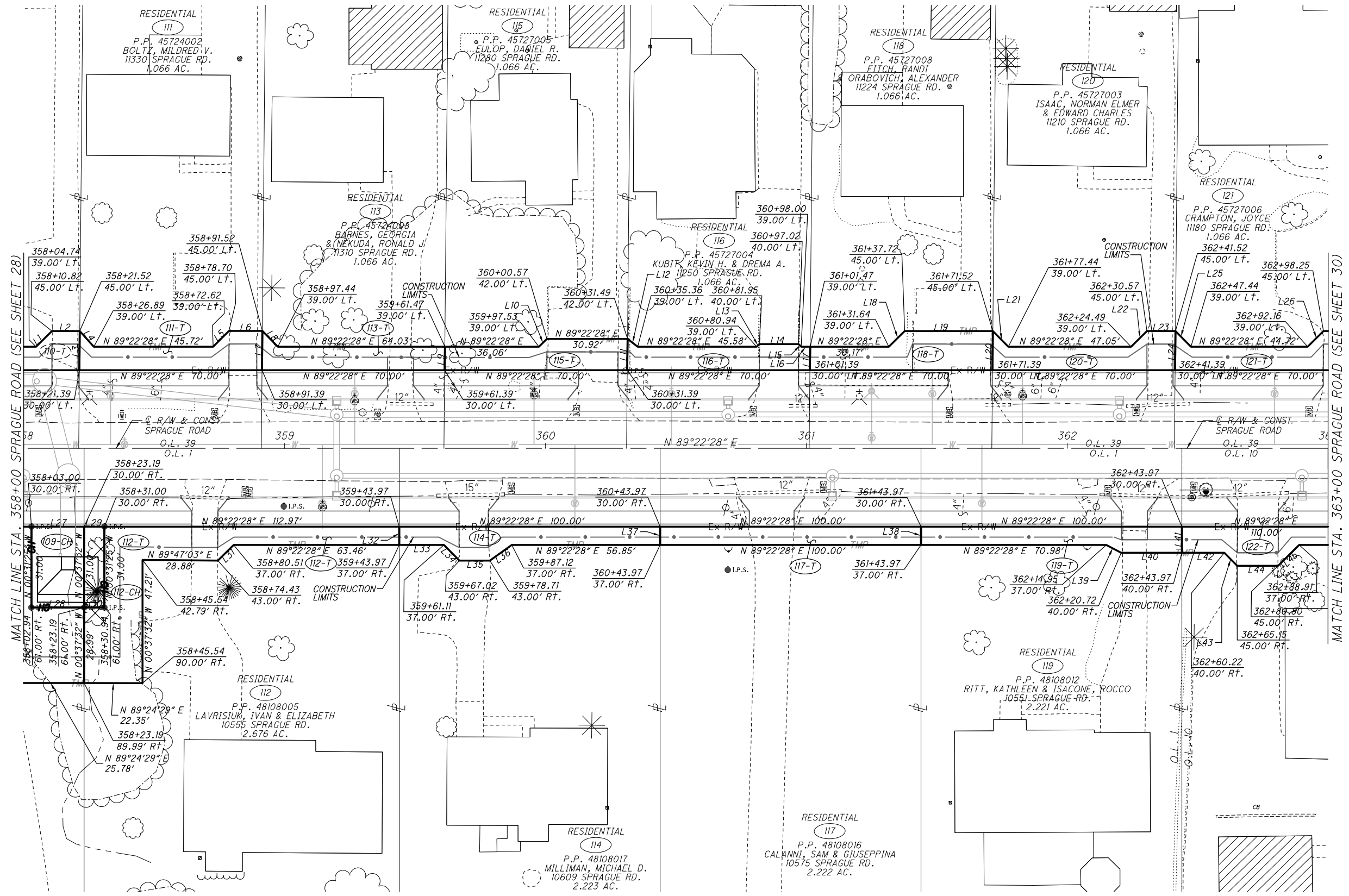
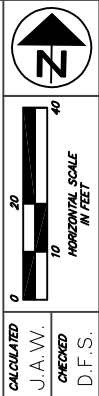
● I.P.S. DENOTES 5/8" IRON PIN TO BE SET
W/YELLOW CAP "D.F. SHEEHY S-7849"

DATE COMPLETED:		
OWNERSHIP VERIFIED BY:		
DATE COMPLETED:		
REV	DATE	DESCRIPTION

28
34

P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW DETAIL SHEETS - PHASE 2\DWG - DS10 - ORHOT_HALF-SIZE-STB - PLOTTED 4/16/2019 11:41 AM BY BOB BROSKI

CUY-SPRAGUE RD.
 ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
 ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
 CITIES OF PARMA & NORTH ROYALTON
 CUYAHOGA COUNTY, OHIO



RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	8.54	N44°46'19"E
L2	10.70	N89°22'28"E
L3	15.00	N0°07'15"W
L4	8.05	N42°28'19"W
L5	8.54	N44°46'19"E
L6	12.82	N89°22'28"E
L7	15.00	N0°07'15"W
L8	8.43	N45°13'41"W
L9	9.00	N0°07'15"W
L10	4.27	N44°46'19"E
L11	12.00	N0°07'15"W
L12	4.90	N52°50'31"W
L13	1.42	N44°46'19"E
L14	15.06	N89°22'28"E
L15	1.40	N45°13'41"W
L16	3.47	N89°22'28"E
L17	9.00	N0°07'15"W
L18	8.54	N44°46'19"E
L19	33.80	N89°22'28"E
L20	15.00	N0°07'15"W
L21	8.43	N45°13'41"W
L22	8.54	N44°46'19"E
L23	10.95	N89°22'28"E
L24	15.00	N0°07'15"W
L25	8.43	N45°13'41"W
L26	8.54	N44°46'19"E
L27	20.19	N89°22'28"E
L28	20.25	N89°22'28"E
L29	7.81	N89°22'28"E
L30	7.75	N89°22'28"E
L31	8.54	N44°46'19"E
L32	7.00	N0°37'32"W
L33	17.14	N89°22'28"E
L34	8.43	N45°13'41"W
L35	11.69	N89°22'28"E
L36	10.32	N53°50'34"E
L37	7.00	N0°37'32"W
L38	7.00	N0°37'32"W
L39	6.50	N63°08'42"W
L40	23.25	N89°22'28"E
L41	10.00	N0°37'32"W
L42	16.25	N89°22'28"E
L43	7.02	N45°13'41"W
L44	15.65	N89°22'28"E
L45	11.39	N44°46'19"E

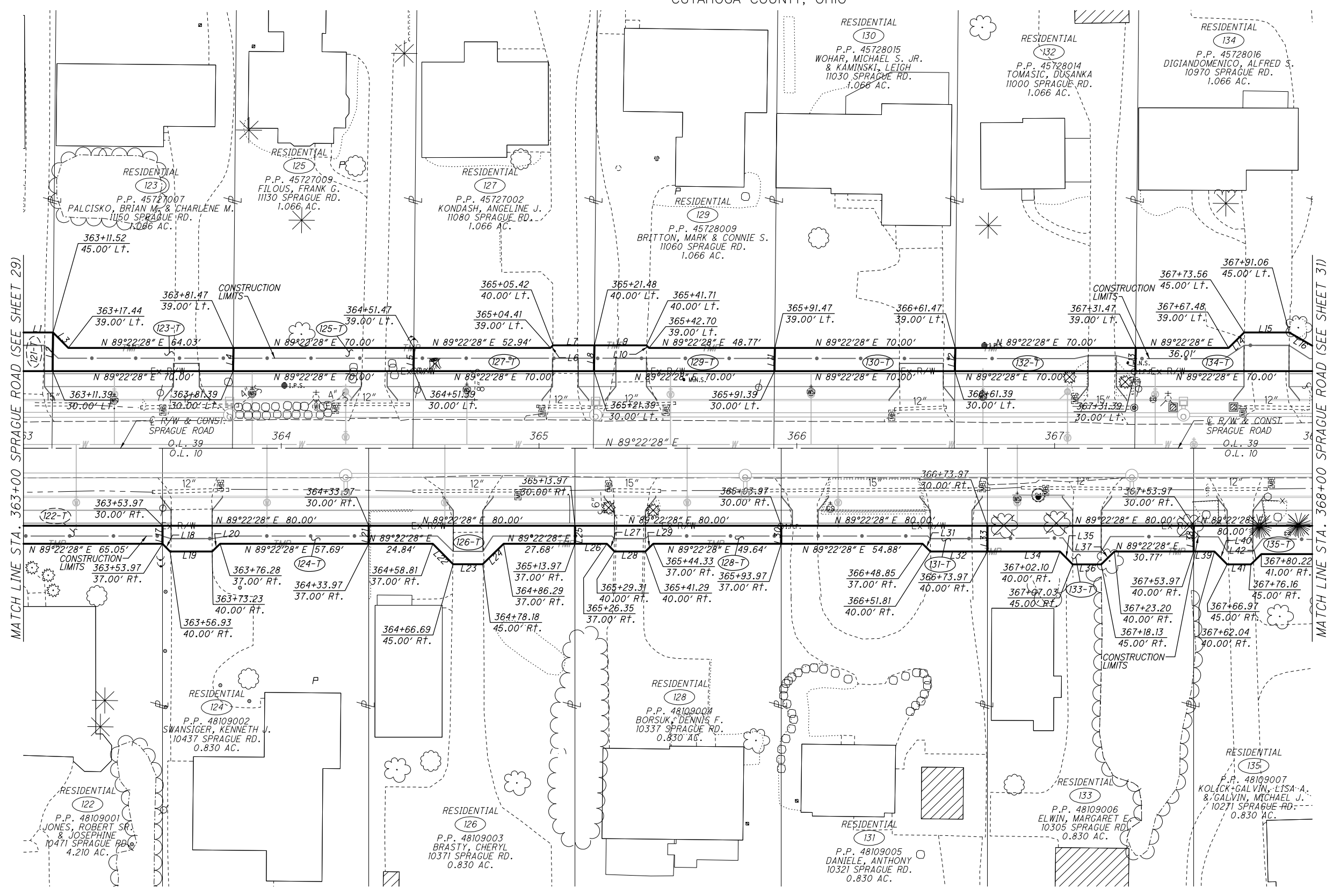
● I.P.S. DENOTES 5/8" IRON PIN TO BE SET
 W/YELLOW CAP "D.F. SHEEHY S-7849"

DATE COMPLETED:		
OWNERSHIP VERIFIED BY:		
DATE COMPLETED:		
REV	DATE	DESCRIPTION

RIGHT OF WAY DETAIL SHEET
 SPRAGUE ROAD STA 358+00 TO STA 363+00
 CUY-SPRAGUE ROAD
 (C.R. 67)

P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW DETAIL SHEETS - PHASE 2.DWG - DS11 - ORDOT_HALF-SIZE-STB - PLOTTED 4/16/2019 11:41 AM BY BOB BRODSKI

CUY-SPRAGUE RD.
 ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
 ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
 CITIES OF PARMA & NORTH ROYALTON
 CUYAHOGA COUNTY, OHIO



RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	13.28	N89°22'28"E
L2	15.00	N0°07'15"W
L3	8.43	N45°13'41"W
L4	9.00	N0°07'15"W
L5	9.00	N0°07'15"W
L6	1.42	N44°46'19"E
L7	16.06	N89°22'28"E
L8	10.00	N0°07'15"W
L9	20.23	N89°22'28"E
L10	1.40	N45°13'41"W
L11	9.00	N0°07'15"W
L12	9.00	N0°07'15"W
L13	9.00	N0°07'15"W
L14	8.54	N44°46'19"E
L15	17.50	N89°22'28"E
L16	12.01	N60°39'35"W
L17	7.00	N0°37'32"W
L18	4.21	N45°13'41"W
L19	16.31	N89°22'28"E
L20	4.27	N44°46'19"E
L21	7.00	N0°37'32"W
L22	11.23	N45°13'41"W
L23	11.49	N89°22'28"E
L24	11.39	N44°46'19"E
L25	7.00	N0°37'32"W
L26	12.39	N89°22'28"E
L27	4.21	N45°13'41"W
L28	11.97	N89°22'28"E
L29	4.27	N44°46'19"E
L30	7.00	N0°37'32"W
L31	4.21	N45°13'41"W
L32	22.16	N89°22'28"E
L33	10.00	N0°37'32"W
L34	28.13	N89°22'28"E
L35	7.02	N45°13'41"W
L36	11.10	N89°22'28"E
L37	7.12	N44°46'19"E
L38	10.00	N0°37'32"W
L39	8.07	N89°22'28"E
L40	7.02	N45°13'41"W
L41	9.19	N89°22'28"E
L42	5.70	N44°46'19"E

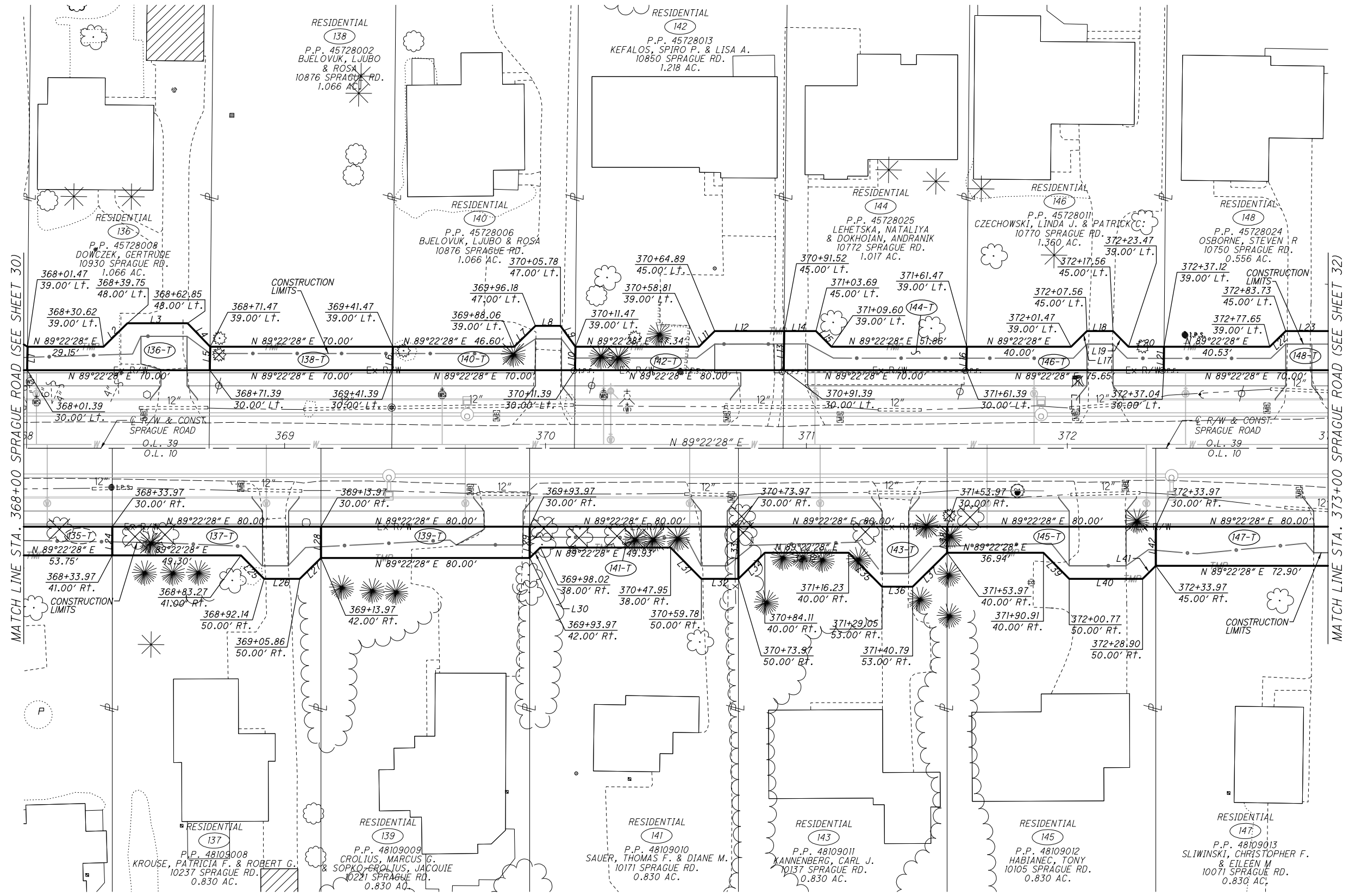
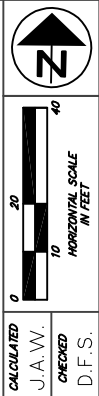
●I.P.S. DENOTES 5/8" IRON PIN TO BE SET
 W/YELLOW CAP "D.F. SHEEHY S-7849"

DATE COMPLETED:		
OWNERSHIP VERIFIED BY:		
DATE COMPLETED:		
REV	DATE	DESCRIPTION

RIGHT OF WAY DETAIL SHEET
 SPRAGUE ROAD STA 363+00 TO STA 368+00
 CUY-SPRAGUE ROAD (C.R. 67)

P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW DETAIL SHEETS - PHASE 2.DWG - DS12 - ORHOT_HALF-SIZE.STB - PLOTTED 4/16/2019 11:42 AM BY BOB BROSKI

CUY-SPRAGUE RD.
 ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
 ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
 CITIES OF PARMA & NORTH ROYALTON
 CUYAHOGA COUNTY, OHIO



RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	9.00	N0°07'15"W
L2	12.82	N44°46'19"E
L3	23.10	N89°22'28"E
L4	12.46	N44°23'43"W
L5	9.00	N0°07'15"W
L6	9.00	N0°07'15"W
L7	11.39	N44°46'19"E
L8	9.61	N89°22'28"E
L9	9.81	N36°01'35"W
L10	9.00	N0°07'15"W
L11	8.54	N44°46'19"E
L12	26.63	N89°22'28"E
L13	15.00	N0°07'15"W
L14	12.17	N89°22'28"E
L15	8.43	N45°13'41"W
L16	9.00	N0°07'15"W
L17	8.54	N44°46'19"E
L18	10.00	N89°22'28"E
L19	8.43	N45°13'41"W
L20	13.65	N89°22'28"E
L21	9.00	N0°07'15"W
L22	8.54	N44°46'19"E
L23	23.44	N89°22'28"E
L24	11.00	N0°37'32"W
L25	12.64	N45°13'41"W
L26	13.71	N89°22'28"E
L27	11.39	N44°46'19"E
L28	12.00	N0°37'32"W
L29	12.00	N0°37'32"W
L30	5.70	N44°46'19"E
L31	16.85	N45°13'41"W
L32	14.18	N89°22'28"E
L33	20.00	N0°37'32"W
L34	14.24	N44°46'19"E
L35	18.26	N45°13'41"W
L36	11.74	N89°22'28"E
L37	18.51	N44°46'19"E
L38	10.00	N0°37'32"W
L39	14.05	N45°13'41"W
L40	28.12	N89°22'28"E
L41	7.12	N44°46'19"E
L42	15.00	N0°37'32"W

● I.P.S. DENOTES 5/8" IRON PIN TO BE SET
 W/YELLOW CAP "D.F. SHEEHY S-7849"

DATE COMPLETED:		
OWNERSHIP VERIFIED BY:		
DATE COMPLETED:		
REV	DATE	DESCRIPTION

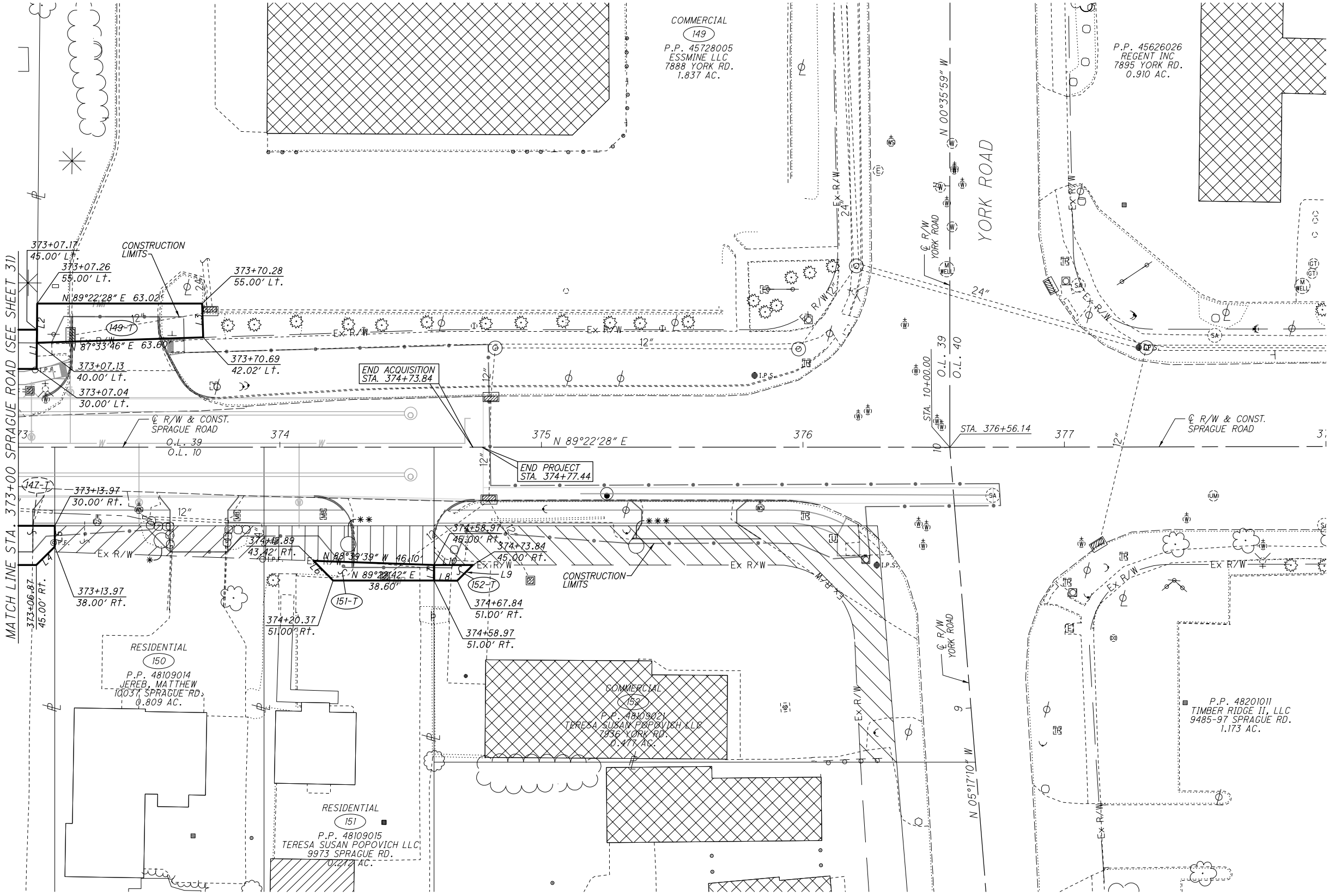
RIGHT OF WAY DETAIL SHEET
 SPRAGUE ROAD STA 368+00 TO STA 373+00
 CUY-SPRAGUE ROAD
 (C.R. 67)

P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW DETAIL SHEETS - PHASE 2\DWG - DS13 - ORHOT_HALF-SIZE-STB - PLOTTED 4/16/2019 11:42 AM BY BOB BROSKI

CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
 ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
 CITIES OF PARMA & NORTH ROYALTON
 CUYAHOGA COUNTY, OHIO

RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	10.00	N0°07'15"W
L2	10.00	N0°07'15"W
L3	13.00	N2°26'14"W
L4	9.97	N44°46'19"E
L5	8.00	N0°37'32"W
L6	10.64	N45°13'41"W
L7	6.00	N0°37'32"W
L8	8.87	N89°22'42"E
L9	8.49	N44°22'42"E
L10	14.87	N89°22'28"E



* - EXCEPTION TO BOARD OF CTY. COMMISSIONERS (PARCEL #10)
 VOLUME 14248, PG. 109 DESE
 DATE - 05/24/1976

** - EXCEPTION TO BOARD OF CTY. COMMISSIONERS (PARCEL #9)
 VOLUME 14248, PG. 113 DEJE
 DATE - 05/24/1976

*** - EXCEPTION TO BOARD OF CTY. COMMISSIONERS (PARCEL #8)
 VOLUME 13183, PG. 631
 DATE - 02/15/1973

●I.P.S. DENOTES 5/8" IRON PIN TO BE SET W/YELLOW CAP "D.F. SHEEHY S-7849"

DATE COMPLETED:			
OWNERSHIP VERIFIED BY:			
DATE COMPLETED:	REV	DATE	DESCRIPTION

RIGHT OF WAY DETAIL SHEET
 SPRAGUE ROAD STA 373+00 TO END PROJECT

CUY-SPRAGUE ROAD
 (C.R. 67)

PID
 N/A

CALCULATED
 J.A.W.
 CHECKED
 D.F.S.

32
 34

P:\18323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\18323 RW DETAIL SHEETS - PHASE 2\DWG - DS14 - ORHOT_HALF-SIZE.STB - PLOTTED 4/16/2019 11:43 AM BY BOB BROSKI

CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
CITIES OF PARMA & NORTH ROYALTON
CUYAHOGA COUNTY, OHIO

CALCULATED J.A.W.
CHECKED D.F.S.

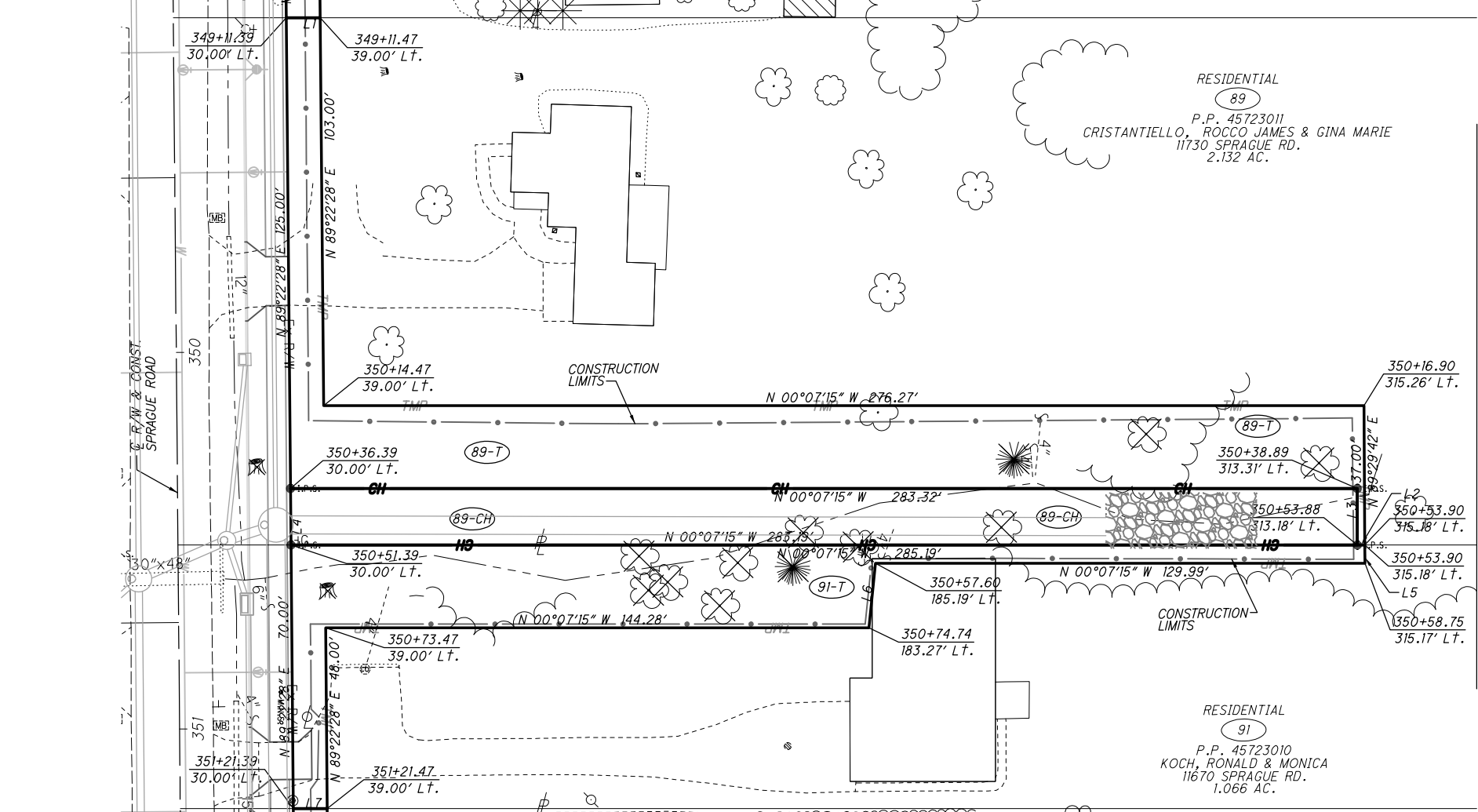
PID N/A

RIGHT OF WAY DETAIL SHEET
EASEMENTS — P.P. 45723011 & P.P. 45723010

CUY-SPRAGUE ROAD
(C.R. 67)

33
34

FOR CONTINUATION SEE SHEET 27



RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	9.00	N0°07'15"W
L2	2.01	N0°07'15"W
L3	15.00	N89°52'45"E
L4	15.00	N89°22'28"E
L5	4.85	N89°29'42"E
L6	17.24	N84°14'52"W
L7	9.00	N0°07'15"W

FOR CONTINUATION SEE SHEET 27

● I.P.S. DENOTES 5/8" IRON PIN TO BE SET
W/YELLOW CAP "D.F. SHEEHY S-7849"

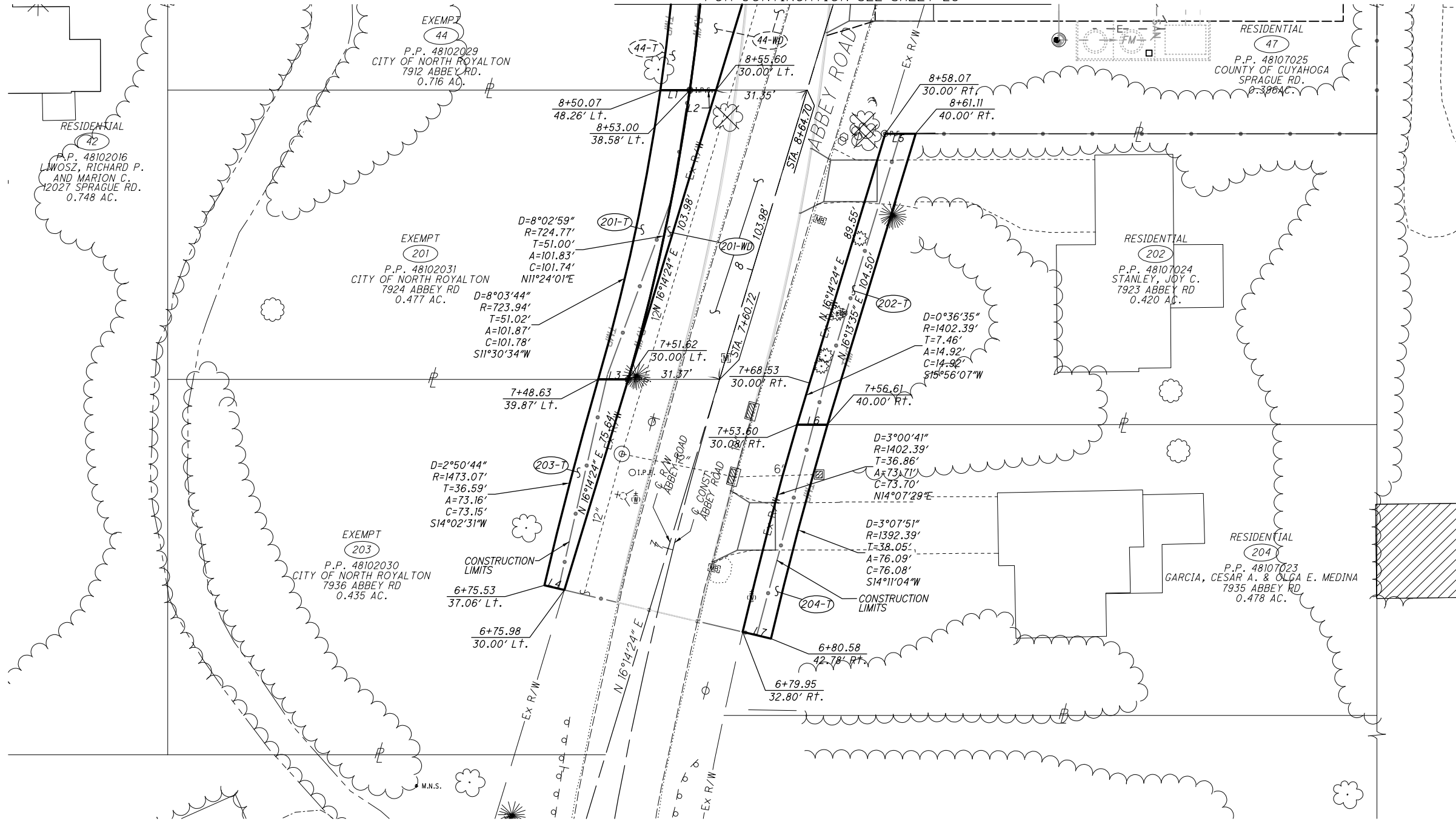
DATE COMPLETED:			
OWNERSHIP VERIFIED BY:			
DATE COMPLETED:	REV	DATE	DESCRIPTION

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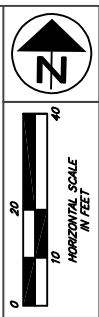
CUY-SPRAGUE RD.

ORIGINAL PARMA TOWNSHIP LOTS NO. 38 & 39
ORIGINAL ROYALTON TOWNSHIP LOTS NO. 1 & 10
CITIES OF PARMA & NORTH ROYALTON
CUYAHOGA COUNTY, OHIO

FOR CONTINUATION SEE SHEET 23



RIGHT OF WAY LINE DATA		
LINE	LENGTH	DIRECTION
L1	10.11	N89°22'28"E
L2	8.97	N89°22'28"E
L3	10.31	N89°22'28"E
L4	7.07	N77°22'52"W
L5	10.48	N89°22'28"E
L6	10.42	N89°27'12"E
L7	10.00	N77°22'52"W



CALCULATED J.A.W. CHECKED D.F.S.

PID N/A

RIGHT OF WAY DETAIL SHEET
ABBEEY ROAD STA 7+00 TO STA 8+75

CUY-SPRAGUE ROAD
(C.R. 67)

34
34

●I.P.S. DENOTES 5/8" IRON PIN TO BE SET
W/YELLOW CAP "D.F. SHEEHY S-7849"

DATE COMPLETED:			
OWNERSHIP VERIFIED BY:			
DATE COMPLETED:	REV	DATE	DESCRIPTION

P:\16323 SPRAGUE ROAD\AUTOCAD DRAWING FILES\16323 RW DETAIL SHEETS - PHASE 2.DWG - DS16 - ORHOT_HALF-SIZE.STB - PLOTTED 4/16/2019 11:44 AM BY BOB BROSKI

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0207

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division</p>	<p>A Resolution authorizing an amendment to Contract No. CE1600252-01 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services for adjudicated youth for the period 7/1/2016 - 6/30/2019 to extend the time period to 6/30/2020, to change the scope of services, effective 7/1/2019, and for additional funds in the amount not-to-exceed \$550,000.00; 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/Juvenile Division has recommended an amendment to Contract No. CE1600252-01 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services for adjudicated youth for the period 7/1/2016 - 6/30/2019 to extend the time period to 6/30/2020, to change the scope of services, effective 7/1/2019, and for additional funds in the amount not-to-exceed \$550,000.00; and

WHEREAS, the primary goals of the project are to provide an intensive, evidenced model to felony level adjudicated youth and their families and to decrease the chances of this population being sent to the Ohio Department of Youth Services (ODYS); and

WHEREAS, the project is funded 100% by the Targeted RECLAIM Ohio Grant 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. CE1600252-01 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services for adjudicated youth for the period 7/1/2016 - 6/30/2019 to extend the time period to 6/30/2020, to change the scope of services, effective 7/1/2019, and for additional funds in the amount not-to-exceed \$550,000.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Deputy Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2019

Committee(s) Assigned: Public Safety & Justice Affairs

Journal CC035

September 24, 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0208

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division</p>	<p>A Resolution authorizing an amendment to Contract No. CE1700127-01 with OhioGuidestone for community-based treatment center management services for the period 7/1/2017 - 6/30/2019 to extend the time period to 6/30/2020, to change the scope of services, effective 7/1/2019, and for additional funds in the amount not-to-exceed \$1,300,000.00; 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/Juvenile Division has recommended an amendment to Contract No. CE1700127-01 with OhioGuidestone for community-based treatment center management services for the period 7/1/2017 - 6/30/2019 to extend the time period to 6/30/2020, to change the scope of services, effective 7/1/2019, and for additional funds in the amount not-to-exceed \$1,300,000.00; and

WHEREAS, the goal of this project is to continue to provide local residential treatment services to felony level youth where youth can remain in their communities and work with families to prepare for their return home; and

WHEREAS, this project is funded by Targeted RECLAIM Grant Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1700127-01 with OhioGuidestone for community-based treatment center management services for the period 7/1/2017 - 6/30/2019 to extend the time period to 6/30/2020, to change the scope of services, effective 7/1/2019, and for additional funds in the amount not-to-exceed \$1,300,000.00.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0209

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services	A Resolution authorizing an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,748,203.00 for legal services for the period 1/1/2019 - 12/31/2019; 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.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Children and Family Services has recommended an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,748,203.00 for legal services for the period 1/1/2019 - 12/31/2019; and

WHEREAS, the agreement is for legal services as defined in Chapter 309 of the Ohio Revised Code in matters related to the adjudication and disposition of children within the jurisdiction of Chapter 2151 of the Ohio Revised Code, and to perform such other duties that may be required of it by operation of Title IV-E; and

WHEREAS, the funding for this project is: a) 33% Title IV-E Admin and b) 67% Health and Human Services Levy Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,748,203.00 for legal services for the period 1/1/2019 - 12/31/2019.

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

