



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
WEDNESDAY, APRIL 12, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT RELATED TO AGENDA**
- 6. APPROVAL OF MINUTES**
 - a) March 28, 2017 Committee of the Whole Meeting (See Page 12)
 - b) March 28, 2017 Regular Meeting (See Page 14)
 - c) April 4, 2017 Committee of the Whole Meeting (See Page 30)
- 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) R2017-0065: 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 33)

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

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

- 1) R2017-0056: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 70)

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

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

c) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2017-0044: A Resolution appointing F. Allen Boseman to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2017 - 3/7/2023, and declaring the necessity that this Resolution become immediately effective. (See Page 139)

Sponsor: Councilmember Brown

- 2) R2017-0046: A Resolution making an award to College Now Greater Cleveland in the amount of \$500,000.00 from the Cuyahoga County Educational Assistance Fund for Component Two of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2021; 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 141)

Sponsors: Councilmembers Simon, Miller, Hairston, Brown, Jones and Conwell

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2017-0066: A Resolution amending the 2016/2017 Biennial Operating Budget for 2017 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. (See Page 144)

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

- 2) R2017-0067: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and International Union of Operating Engineers, Local 18-S, representing approximately 20 employees in 15 classifications at the Department of Public Works for the period 5/1/2015 - 4/30/2018; to establish terms of the wage re-opener and to modify Article 35; directing that funds necessary to implement the amendment be budgeted and appropriated; 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 158)

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

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

- 1) R2017-0068: A Resolution declaring that public convenience and welfare requires resurfacing of Chagrin River Road from Solon/Bentleyville South Corporation Line to Holbrook Road in the Village of Bentleyville; total estimated project cost \$275,000.00; 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 163)

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

- 2) R2017-0069: A Resolution declaring that public convenience and welfare requires resurfacing of Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights; total estimated project cost \$1,850,000.00; 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 City of Cleveland Heights in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 167)

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

- 3) R2017-0070: A Resolution declaring that public convenience and welfare requires resurfacing of Harvard Road from Green Road to Eaton Road in the City of Beachwood; total estimated project cost \$525,000.00; 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 171)

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

- 4) R2017-0071: A Resolution declaring that public convenience and welfare requires resurfacing of Silsby Road from South Taylor Road to Edgerton Road in the City of University Heights; total estimated project cost \$420,000.00; 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 175)

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

- 5) R2017-0072: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2016 for the period 1/1/2017 - 12/31/2017; 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 179)

Sponsor: County Executive Budish/Fiscal Officer

- 6) R2017-0073: A Resolution urging State Legislators to take immediate action as part of the Biennial Budget process to protect counties and transit authorities against the Loss of Medicaid Managed Care Organization Sales Tax Revenue, and declaring the necessity that this Resolution become immediately effective. (See Page 182)

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

- 7) R2017-0074: A Resolution making awards on RQ37121 to various municipalities and providers, in the total amount not-to-exceed \$3,418,136.00, for various services for the Community Social Services Program for the period 1/1/2017 - 12/31/2018; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 185)

- i) City of Bedford Heights in the approximate amount reasonably anticipated to be \$8,000.00 for Transportation services.
- ii) City of Brecksville in the approximate amount reasonably anticipated to be \$59,210.00 for Adult Development and Congregate Meals services.
- iii) City of Euclid in the approximate amount reasonably anticipated to be \$88,360.00 for Congregate Meals and Transportation services.
- iv) City of Lakewood in the approximate amount reasonably anticipated to be \$80,720.00 for Congregate Meals and Transportation services.
- v) City of Maple Heights in the approximate amount reasonably anticipated to be \$112,825.00 for Congregate Meals and Transportation services.

- vi) City of Olmsted Falls in the approximate amount reasonably anticipated to be \$40,000.00 for Adult Development services.
- vii) City of Parma Heights in the approximate amount reasonably anticipated to be \$233,400.00 for Congregate Meals and Transportation services.
- viii) City of Solon in the approximate amount reasonably anticipated to be \$15,280.00 for Adult Development services.
- ix) City of Strongsville in the approximate amount reasonably anticipated to be \$171,890.00 for Adult Development and Transportation services.
- x) Catholic Charities Corporation on behalf of Fatima Family Center in the approximate amount reasonably anticipated to be \$18,240.00 for Adult Development services.
- xi) Catholic Charities Corporation on behalf of Hispanic Senior Center in the approximate amount reasonably anticipated to be \$39,310.00 for Adult Development and Transportation services.
- xii) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center in the approximate amount reasonably anticipated to be \$134,670.00 for Adult Development and Transportation services.
- xiii) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center in the approximate amount reasonably anticipated to be \$18,240.00 for Adult Development services.
- xiv) Community Partnership on Aging in the approximate amount reasonably anticipated to be \$54,750.00 for Congregate Meals and Transportation services.
- xv) The East End Neighborhood House Association in the approximate amount reasonably anticipated to be \$134,650.00 for Adult Development, Congregate Meals and Transportation services.
- xvi) Eldercare Services Institute, LLC in the approximate amount reasonably anticipated to be \$45,000.00 for Adult Day services.
- xvii) Eliza Bryant Village in the approximate amount reasonably anticipated to be \$113,410.00 for Adult Day and Transportation services.

- xviii) Goodrich Gannett Neighborhood Center in the approximate amount reasonably anticipated to be \$134,060.00 for Adult Development, Congregate Meals and Transportation services.
- xix) The Harvard Community Services Center in the approximate amount reasonably anticipated to be \$151,880.00 for Adult Development, Congregate Meals and Transportation services.
- xx) The Mandel Jewish Community Center of Cleveland in the approximate amount reasonably anticipated to be \$228,750.00 for Adult Development, Congregate Meals and Transportation services.
- xxi) Murtis Taylor Human Services System in the approximate amount reasonably anticipated to be \$126,390.00 for Adult Development, Congregate Meals and Transportation services.
- xxii) The Phillis Wheatley Association of Cleveland, Ohio in the approximate amount reasonably anticipated to be \$40,000.00 for Congregate Meals services.
- xxiii) Rose Centers for Aging Well, LLC in the approximate amount reasonably anticipated to be \$354,060.00 for Adult Development, Congregate Meals and Transportation services.
- xxiv) Rose Centers for Aging Well, LLC – East Cleveland in the approximate amount reasonably anticipated to be \$170,000.00 for Adult Development and Transportation services.
- xxv) The Salvation Army in the approximate amount reasonably anticipated to be \$145,510.00 for Adult Development, Congregate Meals and Transportation services.
- xxvi) Senior Citizen Resources, Inc. in the approximate amount reasonably anticipated to be \$133,230.00 for Adult Development, Congregate Meals and Transportation services.
- xxvii) University Settlement, Incorporated in the approximate amount reasonably anticipated to be \$181,450.00 for Adult Development, Congregate Meals and Transportation services.
- xxviii) West Side Community House in the approximate amount reasonably anticipated to be \$384,840.00 for Adult Development, Congregate Meals and Transportation services.

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

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

- 1) R2017-0059: A Resolution amending the 2016/2017 Biennial Operating Budget and Capital Improvements Program for 2017 by revising projects, estimated costs and schedule; and declaring the necessity that this Resolution become immediately effective. (See Page 204)

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

Committee Assignment and Chair: Finance & Budgeting – Miller

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

- 1) R2017-0055: A Resolution authorizing the County Executive to obtain and/or pledge one or more letters of credit from a bank or banks related to and in support of The MetroHealth System's Campus Transformation Project; approving and authorizing the execution of one or more indentures or other documents; authorizing other contracts and other actions related to and necessary for the matter described herein; and declaring the necessity that this Resolution become immediately effective. (See Page 208)

Sponsors: County Executive Budish and Council President Brady and Councilmembers Miller, Hairston, Gallagher, Simon, Jones, Tuma and Conwell

Committee Assignment and Chair: Committee of the Whole – Brady

- 2) R2017-0060: A Resolution authorizing a contract with Ernst & Young US, LLP in the amount not-to-exceed \$800,000.00 for analysis and assistance with implementation of various initiatives for the period 4/17/2017 - 10/16/2018; 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 212)

Sponsor: County Executive Budish/Department of Law

Committee Assignment and Chair: Finance & Budgeting – Miller

- 3) R2017-0061: A Resolution authorizing an agreement with Cuyahoga County Prosecutor’s Office in the amount not-to-exceed \$2,348,203.00 for legal services for the period 1/1/2017 - 12/31/2017; 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 229)

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

- 4) R2017-0062: A Resolution authorizing a revenue generating agreement with Cuyahoga County Land Reutilization Corporation in the amount not-to-exceed \$6,000,000.00 for tax foreclosure services in connection with the Neighborhood Initiative Program for the period 1/1/2017 - 12/31/2020; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 231)

Sponsors: County Executive Budish/Department of Development and Councilmembers Hairston and Miller

Committee Assignment and Chair: Community Development – Hairston

- 5) R2017-0063: A Resolution authorizing an Economic Development Fund Special Large Scale Attraction Forgivable Loan in the amount not-to-exceed \$480,000.00 to 7signal Solutions, Inc. for the benefit of a project located at 6155 Rockside 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. (See Page 234)

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

- 6) R2017-0064: A Resolution authorizing an amendment to Contract No. CE1600077-01 with Youth Opportunities Unlimited for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 - 6/30/2017 to change the scope of services, effective 4/1/2017, to extend the time period to 12/31/2017, and for additional funds in the amount not-to-exceed \$9,150,000.00; 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 237)

Sponsors: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services and Councilmembers Miller, Hairston, Brown, Conwell and Tuma

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

e) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2017-0051: A Resolution authorizing the County Executive, on behalf of the County, to endorse the Memorandum of Understanding among County of Cuyahoga, Cuyahoga County Board of Elections and Ohio Department of Administrative Services in connection with the use of funding for the purchase of electronic pollbooks and other necessary equipment; and declaring the necessity that this Resolution become immediately effective. (See Page 240)

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Elections

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. PUBLIC COMMENT UNRELATED TO AGENDA

14. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE:

TUESDAY, APRIL 25, 2017
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, APRIL 25, 2017
5:00 PM / COUNCIL CHAMBERS

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

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



MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, MARCH 28, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
2:30 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 2:33 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENT RELATED TO AGENDA

There were no public comments given related to the agenda.

4. ITEM REFERRED TO COMMITTEE:

- a) R2017-0055: A Resolution authorizing the County Executive to obtain and/or pledge one or more letters of credit from a bank or banks related to and in support of The MetroHealth System's Campus Transformation Project; approving and authorizing the execution of one or more indentures or other documents; authorizing other contracts and other actions related to and necessary for the matter described herein; and declaring the necessity that this Resolution become immediately effective.

Council President Brady made opening remarks regarding Resolution No. R2017-0055.

County Executive Armond Budish then addressed Council regarding Resolution No. R2017-0055. Discussion ensued.

Dr. Akram Boutros, President and Chief Executive Officer of The MetroHealth System, addressed Council and gave a presentation regarding the MetroHealth Campus Transformation Project. Discussion ensued.

On behalf of the Administration, Mr. Nathan Kelly, Director of Strategy for Major Assets, addressed Council and gave a presentation regarding the background and rationale for supporting the MetroHealth Campus Transformation Project. Discussion ensued.

Councilmembers asked questions of Dr. Boutros and Mr. Kelly pertaining to the item, which they answered accordingly.

No further legislative action was taken on Resolution No. R2017-0055.

5. MISCELLANEOUS BUSINESS

Council President Brady announced that the next Committee of the Whole meeting will be scheduled for Tuesday, April 4, 2017.

6. PUBLIC COMMENT UNRELATED TO AGENDA

There were no public comments given unrelated to the agenda.

7. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 4:33 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MARCH 28, 2017
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 Schron, Conwell, Jones, Brown, Hairston, Simon, Baker, Miller, Tuma, Gallagher and Brady were in attendance and a quorum was determined.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT RELATED TO AGENDA

The following individuals addressed Council regarding Resolution No. R2017-0030, a Resolution authorizing the issuance and sale of one or more series of County revenue bonds, in an aggregate principal amount that will generate net proceeds of \$140,000,000.00, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Quicken Loans Arena:

- a) Richard Pace**

- b) Scott Kuhn
- c) Satindur Puri
- d) Rico Dancy
- e) Alex Karrfolt

The following individual did not address Council, but submitted written testimony for the record:

- a) Joseph Giuliano

In anticipation of the Administration's request to walk on Resolution No. R2017-0064 as an additional item on Council's agenda, Council President Brady asked Mr. David Merriman, Administrator of Cuyahoga Job and Family Services, to address Council regarding the item. Discussion ensued.

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

In accordance with Rule 6B of the County Council Rules, a parliamentary motion was then made by Mr. Brady, seconded by Ms. Conwell and approved by unanimous vote to add Resolution No. R2017-0064 to the agenda as an additional item under No. 10.b) for consideration for first reading and referral to committee.

In accordance with Rule 6B of the County Council Rules, a parliamentary motion was made by Mr. Schron, seconded by Ms. Conwell and approved by unanimous vote to add Resolution No. R2017-0063 to the agenda as an additional item under No. 10.b) for consideration for first reading and referral to committee.

6. APPROVAL OF MINUTES

- a) March 14, 2017 Committee of the Whole Meeting
- b) March 14, 2017 Regular Meeting

A motion was made by Mr. Hairston, seconded by Ms. Brown and approved by unanimous vote to approve the minutes of the March 14, 2017 Committee of the Whole and Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from Council President Brady.

8. MESSAGES FROM THE COUNTY EXECUTIVE

There were no messages from County Executive Budish.

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2017-0056: 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. R2017-0056 to the Human Resources, Appointments & Equity Committee.

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

- 1) R2017-0044: A Resolution appointing F. Allen Boseman to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2017 - 3/7/2023, and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Brown

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

Clerk Schmotzer read Resolution No. R2017-0044 into the record.

This item will move to the April 12, 2017 Council meeting agenda for consideration for third reading adoption.

- 2) R2017-0045: A Resolution adopting the amended Cuyahoga County Personnel Review Commission Administrative Rules as the administrative rules for the Cuyahoga County Personnel Review Commission to be codified in the Cuyahoga County Administrative Code, and declaring the necessity that this Resolution become immediately effective.

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

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

Clerk Schmotzer read Resolution No. R2017-0045 into the record.

This item will move to the April 12, 2017 Council meeting agenda for consideration for third reading adoption.

- 3) R2017-0046: A Resolution making an award to College Now Greater Cleveland in the amount of \$500,000.00 from the Cuyahoga County Educational Assistance Fund for Component Two of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2021; 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.

Sponsors: Councilmembers Simon, Miller, Hairston, Brown and Jones

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

Clerk Schmotzer read Resolution No. R2017-0046 into the record.

This item will move to the April 12, 2017 Council meeting agenda for consideration for third reading adoption.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2017-0057.

- 1) R2017-0057: A Resolution amending the 2016/2017 Biennial Operating Budget for 2017 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments,

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

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

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2017-0057 was considered and adopted by unanimous vote.

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

- 1) R2017-0058: A Resolution authorizing an amendment to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$1,307,594.86; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$130,759.49 to fund said amendment; accepting construction as complete and in accordance with plans and specifications; authorizing the County Treasurer to release the escrow account; 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. R2017-0058 to the Public Works, Procurement & Contracting Committee.

- 2) R2017-0059: A Resolution amending the 2016/2017 Biennial Operating Budget and Capital Improvements Program for 2017 by revising projects, estimated costs and schedule; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2017-0059 to the Finance & Budgeting Committee.

- 3) R2017-0060: A Resolution authorizing a contract with Ernst & Young US, LLP in the amount not-to-exceed \$375,000.00 for analysis and assistance with implementation of various initiatives for the period 4/17/2017 - 7/17/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Law

Council President Brady referred Resolution No. R2017-0060 to the Finance & Budgeting Committee.

- 4) R2017-0061: A Resolution authorizing an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,348,203.00 for legal services for the period 1/1/2017 - 12/31/2017; 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. R2017-0061 to the Health, Human Services & Aging Committee.

- 5) R2017-0062: A Resolution authorizing a revenue generating agreement with Cuyahoga County Land Reutilization Corporation in the amount not-to-exceed \$6,000,000.00 for tax foreclosure services in connection with the Neighborhood Initiative Program for the period 1/1/2017 - 12/31/2020; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Development **and Councilmembers Hairston and Miller**

Council President Brady referred Resolution No. R2017-0062 to the Community Development Committee.

[Clerk's Note: In accordance with Rule 6B of the County Council Rules, the following items were added to the agenda and read into the record by the Clerk of Council.]

R2017-0063: A Resolution authorizing an Economic Development Fund Special Large Scale Attraction Forgivable Loan in the amount not-to-exceed \$480,000.00 to 7signal Solutions, Inc. for the benefit of a project located at 6155 Rockside 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.

Sponsors: County Executive Budish/Department of Development

Council President Brady referred Resolution No. R2017-0063 to the Economic Development & Planning Committee.

R2017-0064: A Resolution authorizing an amendment to Contract No. CE1600077-01 with Youth Opportunities Unlimited for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 - 6/30/2017 to change the scope of services, effective 4/1/2017, to extend the time period to 12/31/2017, and for additional funds in the amount not-to-exceed \$9,150,000.00; 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/Department of Health and Human Services/Cuyahoga Job and Family Services and Councilmember Miller

Council President Brady referred Resolution No. R2017-0064 to the Health, Human Services & Aging Committee.

- c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING
 - 1) R2017-0051: A Resolution authorizing the County Executive, on behalf of the County, to endorse the Memorandum of Understanding among County of Cuyahoga, Cuyahoga County Board of Elections and Ohio Department of Administrative

Services in connection with the use of funding for the purchase of electronic pollbooks and other necessary equipment; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Elections

Committee Assignment and Chair: Finance & Budgeting – Miller

Clerk Schmotzer read Resolution No. R2017-0051 into the record.

This item will move to the April 12, 2017 Council meeting agenda for consideration for third reading adoption.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2017-0048, R2017-0049, R2017-0050, R2017-0052, R2017-0053 and R2017-0054.

- 1) R2017-0048: A Resolution authorizing a revenue generating agreement with T & G Flying Club, Inc. in the amount not-to-exceed \$75,984.00 for lease of office space and aircraft tie-down fees located at the Cuyahoga County Airport Safety Building, Area B Suites G-L, 26300 Curtiss Wright Parkway, Highland Heights, for the period 1/1/2017 - 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 Public Works

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

On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2017-0048 was considered and adopted by unanimous vote.

- 2) R2017-0049: A Resolution authorizing an amendment to Contract No. CE1500375-01 with Turner/Ozanne Joint Venture

for design-builder services for the Huntington Park Garage Rehabilitation Project for the period 12/7/2015 - 12/31/2017 to change the scope of services and the terms, effective 3/28/2017, to extend the time period to 3/3/2018 and to establish a guaranteed maximum price in the amount not-to-exceed \$25,211,693.00; 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 Public Works

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

On a motion by Mr. Tuma with a second by Mr. Schron, Resolution No. R2017-0049 was considered and adopted by majority vote, with Ms. Brown abstaining from the vote.

- 3) R2017-0050: A Resolution making an award on RQ36488 to Viverae, Inc. in the amount not-to-exceed \$606,950.00 for the Wellness Program for County employees for the period 4/1/2017 - 12/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Human Resources

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

On a motion by Ms. Brown with a second by Mr. Hairston, Resolution No. R2017-0050 was considered and adopted by unanimous vote.

- 4) R2017-0052: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,696,886.76, for child support services for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$4,057,624.95.
- ii) Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,770,477.25.
- iii) Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$3,868,784.56.

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

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

On a motion by Ms. Conwell with a second by Mr. Brady, Resolution No. R2017-0052 was considered and adopted by unanimous vote.

- 5) R2017-0053: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$103,746.55, for child support services for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Cuyahoga County Treasurer's Office in the amount not-to-exceed \$75,796.59.
- ii) Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$27,949.96.

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

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

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2017-0053 was considered and adopted by unanimous vote.

- 6) R2017-0054: A Resolution authorizing an amendment to Contract No. CE1600248-01 with Starting Point for the Out-of-School Time Program for the period 10/1/2016 - 1/31/2017 to extend the time period to 12/31/2017 and for additional funds in the amount not-to-exceed \$1,400,000.00; 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/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council and Councilmembers Hairston, **Miller, Jones, Brown, Tuma, Gallagher, Brady, Baker, Schron, Conwell and Simon**

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

On a motion by Ms. Simon with a second by Ms. Conwell, Resolution No. R2017-0054 was considered and adopted by unanimous vote.

e) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2017-0030: A Resolution authorizing the issuance and sale of one or more series of County revenue bonds, in an aggregate principal amount that will generate net proceeds of \$140,000,000.00, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Quicken Loans Arena, together with appurtenances and work incidental thereto, and for the purpose of paying any capitalized interest on the bonds and paying the costs of issuance in connection therewith; authorizing the preparation and use of one or more preliminary official statements and the preparation, execution and use of one or more official statements; approving and authorizing the execution of one or more trust indentures or supplemental trust indentures and one or more continuing disclosure agreements; authorizing other contracts and other actions related to and necessary for the issuance of the bonds; and declaring the necessity that this Resolution become immediately effective.

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

Bond Counsel: Squire Patton Boggs (US) LLP and Forbes, Fields & Associates Co., L.P.A.

On a motion by Mr. Brady with a second by Mr. Tuma, Resolution No. R2017-0030 was considered and adopted by a majority roll-call vote of 8 yeas and 3 nays with Councilmembers Jones, Brown, Hairston, Simon, Miller, Tuma, Gallagher and Brady voting in the affirmative and Councilmembers Schron, Conwell and Baker casting dissenting votes.

2) R2017-0039: A Resolution making awards to various municipalities, each in the amount not-to-exceed \$150,000.00, for various municipal grant projects for the 2017 Community Development Block Grant Municipal Grant Program for the period 4/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) City of Maple Heights for park improvement.
- ii) City of Berea for road resurfacing.
- iii) City of Broadview Heights for road reconstruction.
- iv) City of Mayfield Heights for safety/ADA.
- v) City of North Olmsted for sidewalk repair.
- vi) City of South Euclid for road reconstruction.
- vii) City of Parma Heights for road resurfacing.
- viii) City of Brooklyn for road and sewer repair.
- ix) City of Fairview Park for sidewalk repair.
- x) City of Middleburg Heights for road resurfacing.

Sponsors: County Executive Budish/Department of Development **and Councilmembers Tuma and Simon**

On a motion by Mr. Hairston with a second by Mr. Brady, Resolution No. R2017-0039 was considered and adopted by unanimous vote.

3) R2017-0040: A Resolution making awards to various municipalities and non-profit organizations, in the total amount of \$998,966.00, for various projects in connection with the 2017 Community Development Supplemental Grant Program for the period 4/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreements and contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Lakewood Alive Development Corporation in the amount not-to-exceed \$50,000.00 for a Streetscaping Project.
- ii) St. Clair-Superior Development Corporation in the amount not-to-exceed \$50,000.00 for the Bus Stop Safety Program.
- iii) Tremont West Development Corporation in the amount not-to-exceed \$50,000.00 for the Lincoln Park Gazebo Project.
- iv) Village of Glenwillow in the amount not-to-exceed \$50,000.00 for the Park Construction Project.
- v) Village of Mayfield in the amount not-to-exceed \$50,000.00 for the Band Shell Construction Project.
- vi) City of Parma Heights in the amount not-to-exceed \$50,000.00 for the Cultural Center Rehabilitation Project.
- vii) City of Rocky River in the amount not-to-exceed \$49,950.00 for the Safety Project.
- viii) Fairfax Renaissance Development Corporation in the amount not-to-exceed \$50,000.00 for the Vacant Lot Repurpose Project.
- ix) Village of Chagrin Falls in the amount not-to-exceed \$40,000.00 for the Safety Project.
- x) City of Bay Village in the amount not-to-exceed \$50,000.00 for the Generator Project.
- xi) City of Euclid in the amount not-to-exceed \$50,000.00 for the Tree/Flower Planting Project.
- xii) City of Fairview Park in the amount not-to-exceed \$50,000.00 for the pavilion Construction Project.
- xiii) One South Euclid in the amount not-to-exceed \$20,000.00 for the homeowner Exterior Maintenance Program.
- xiv) Bellair-Puritas Development Corporation in the amount not-to-exceed \$50,000.00 for the Lighting and Landscaping Project.
- xv) City of Middleburg Heights in the amount not-to-exceed \$50,000.00 for the Road Resurfacing Project.
- xvi) City of Brooklyn Heights in the amount not-to-exceed \$39,798.00 for the purchase of a van.
- xvii) City of Maple Heights in the amount not-to-exceed \$50,000.00 for the Park Improvements Project.

- xviii) City of Broadview Heights in the amount not-to-exceed \$50,000.00 for the Median Redevelopment Project.
- xix) Village of Cuyahoga Heights in the amount not-to-exceed \$50,000.00 for the Acquisition and Demolition Project.
- xx) Kamms Corner Development Corporation in the amount not-to-exceed \$44,768.00 for the Parking Lot Repair Project.
- xxi) City of Richmond Heights in the amount not-to-exceed \$50,000.00 for the ADA Accessibility Project.
- xxii) Campus District, Inc. in the amount not-to-exceed \$4,450.00 for the purchase of a camera.

Sponsors: County Executive Budish/Department of Development and Councilmembers Miller, Conwell, **Tuma, Simon and Brady**

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2017-0040 was considered and adopted by unanimous vote.

- 4) R2017-0042: A Resolution authorizing amendments to agreements and contracts with various providers for neighborhood collaborative services for the Family to Family Neighborhood System of Care Program for the period 4/1/2014 - 3/31/2017 to extend the time period to 3/31/2018 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Agreements:
 - a) No. AG1400049-01 with City of Lakewood in the amount not-to-exceed \$320,464.00.
 - b) No. AG1400050-01 with Parma City School District in the amount not-to-exceed \$320,464.00.
 - c) No. AG1400051-01 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$320,464.00.

ii) Contracts:

- a) No. CE1400076-01 with Catholic Charities Corporation – Fatima Family Center in the amount not-to-exceed \$320,464.00.
- b) No. CE1400077-01 with Catholic Charities Corporation – St. Martin De Porres Family Center in the amount not-to-exceed \$320,464.00.
- c) No. CE1400078-01 with The Harvard Community Services Center in the amount not-to-exceed \$320,464.00.
- d) No. CE1400079-01 with Murtis Taylor Human Services System – East Cleveland in the amount not-to-exceed \$480,696.00.
- e) No. CE1400080-01 with Murtis Taylor Human Services System – Mt. Pleasant in the amount not-to-exceed \$480,696.00.
- f) No. CE1400081-01 with The Centers for Families and Children in the amount not-to-exceed \$320,464.00.
- g) No. CE1400082-01 with University Settlement, Incorporated in the amount not-to-exceed \$320,464.00.
- h) No. CE1400083-01 with West Side Community House in the amount not-to-exceed \$320,464.00.
- i) No. CE1400084-01 with YMCA of Greater Cleveland in the amount not-to-exceed \$320,464.00.
- j) No. CE1400085-01 with East End Neighborhood House Association in the amount not-to-exceed \$320,464.00.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services and Councilmembers Conwell, Miller, Tuma, Brown, Baker **and** Hairston

On a motion by Mr. Brady with a second by Ms. Brown, Resolution No. R2017-0042 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, April 3, 2017 at 1:00 p.m.

Mr. Schron reported that the Economic Development & Planning Committee will meet on Monday, April 3, 2017 at 3:00 p.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, April 4, 2017 at 10:00 a.m.

12. MISCELLANEOUS BUSINESS

Mr. Schron announced that there is an Industrial Trade show being held at the Huntington Convention Center.

Mr. Miller announced that April is “Child Abuse Prevention Month.” The Ohio Children’s Trust Fund Great Lakes Regional Prevention Council will have a kick-off meeting on Tuesday, April 4, 2017 at 10:00 a.m. at The Centers for Families and Children. He also encouraged everyone to wear blue at the April 12, 2017 Council meeting in support of child abuse prevention.

13. PUBLIC COMMENT UNRELATED TO AGENDA

The following individuals addressed Council regarding concerns relating to the Norma Herr women’s shelter:

- a) Ms. Loh**
- b) Paul Sherlock**

14. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 6:34 p.m., without objection.



MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, APRIL 4, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 1:02 p.m.

2. ROLL CALL

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

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

3. PUBLIC COMMENT RELATED TO AGENDA

Ms. Karen Clinton addressed Council regarding Resolution No. R2017-0055, a Resolution authorizing the County Executive to obtain and/or pledge one or more letters of credit from a bank or banks related to and in support of The MetroHealth System's Campus Transformation Project.

4. EXECUTIVE SESSION

- a) Consideration of confidential information identified in O.R.C. 121.22(G)(8) and O.R.C. 121.22(G)(8)(a) related to economic development assistance and/or public infrastructure improvements and "the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project" pursuant to O.R.C. 121.22(G)(8)(b).

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing confidential information identified in O.R.C. 121.22(G)(8) and O.R.C. 121.22(G)(8)(a) related to economic development assistance and/or public infrastructure improvements and “the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project” pursuant to O.R.C. 121.22(G)(8)(b) and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 1:10 p.m. The following Councilmembers were present: Brown, Hairston, Simon, Baker, Miller, Tuma, Gallagher, Schron and Brady. Councilmember Jones entered the meeting after the roll call was taken to move to Executive Session. The following additional attendees were present: Senior Vice President and Chief Financial Officer for The MetroHealth System Craig Richmond, Senior Vice President at Kaufman Hall Glenn Wagner, Assistant to the CEO and Special Projects at The MetroHealth System Jane Platten, Partner at Calfee, Halter & Griswold LLP Virginia Benjamin, Senior Vice President and Chief Legal Officer at The MetroHealth System Michael Phillips, Director of Law Robert Triozzi, Chief Corporate Counsel Joseph Boatwright, Director of Strategy for Major Assets Nathan Kelly, Fiscal Officer Dennis Kennedy, Special Counsel Michael King, Chief of Staff Joseph Nanni and Legislative Budget Advisor Trevor McAleer. At 2:10 p.m., Executive Session was adjourned without objection and Council President Brady then reconvened the meeting.

5. ITEM REFERRED TO COMMITTEE:

- a) R2017-0055: A Resolution authorizing the County Executive to obtain and/or pledge one or more letters of credit from a bank or banks related to and in support of The MetroHealth System’s Campus Transformation Project; approving and authorizing the execution of one or more indentures or other documents; authorizing other contracts and other actions related to and necessary for the matter described herein; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish and Council President Brady and Councilmembers Miller, Hairston, Gallagher, Simon, Jones, Tuma and Conwell

Mr. Kelly, Mr. Kennedy, Mr. McAleer and Dr. Akram Boutros, President and Chief Executive Officer of The MetroHealth System, addressed Council regarding Resolution No. R2017-0055. Discussion ensued.

Councilmembers asked questions of Mr. Kelly, Mr. Kennedy, Mr. McAleer and Dr. Boutros pertaining to the item, which they answered accordingly.

On a motion by Mr. Brady with a second by Ms. Simon, Resolution No. R2017-0055 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. PUBLIC COMMENT UNRELATED TO AGENDA

There were no public comments given unrelated to the agenda.

8. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 2:38 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0065

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, Section 2.01 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

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

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

WHEREAS, on April 5, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through E) and recommends to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed Revised Classifications:

Exhibit A: Class Title: *Adult Programs Customer Service Representative*
Class Number: 1014201
Pay Grade: 5
*Revised essential job functions to better reflect the current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit B: Class Title: *Appraisal Systems Analyst*
Class Number: 1057203
Pay Grade: 13
*Revised to update the classification function and essential job functions to include an additional unit within the Fiscal Department.

Exhibit C: Class Title: *Building Rehabilitation Specialist*
Class Number: 1021311
Pay Grade: 6
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit D: Class Title: *Employment Service Supervisor*
Class Number: 1014122
Pay Grade: 15
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit E: Class Title: *Parking Facility Supervisor*
Class Number: 1042421
Pay Grade: 5
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

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:	Adult Programs Customer Service Representative	Class Number:	1014201
FLSA:	Non-Exempt	Pay Grade:	5
Dept:	Senior and Adult Services		

Classification Function

The purpose of this classification is to maintain and monitor services provided by home health aides.

Distinguishing Characteristics

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

Essential Job Functions

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

- 40% +/- 10%
- Assigns and monitors services provided by home health aides; assigns initial phone assessments; assigns initial home visits according to geographical area; opens and assigns new cases according to case managers case loads and geographical area; updates the roster of employees and their work schedules.
- 20% +/- 10%
- Maintains and places clients on waiting list when services are unavailable; identifies clients when services become available; ensures eligibility by checking status and account history; notifies case managers when their clients are eligible for services; informs Procurement and Contractual Services (PCS) on how many units of each service have been used.
- 10% +/- 5%
- Prepares and maintains all necessary records, data and forms; prepares and mails correspondence to clients with past due accounts; collects data for distribution to other departments; collects sorts, and total provider information data; enters into database and spreadsheets; emails letters to providers detailing performance ratings.
- 30% +/- 10%
- Perform administrative duties; assembles packets for initial home visits, re-determinations, and marketing; assists in editing request for proposals; distributes information about special events to organizations and clients; takes phone call; forwards Right-fax email to appropriate recipient; coordinates with procurement and contract services to update service availability; researches prices for items requested to be purchased with Emergency Funds.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of social service or clerical/administrative experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

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 new cases, initial home visit referrals, invoice statements, provider information forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, etc.
- Ability to prepare waiting lists, provider concerns and feedback, keep records of various documents (e.g.- fax assessments, initial home visits, and new cases) and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively with operations program managers, supervisors, home health aides, case managers, and procurement and contract services administrator and other County employees.

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:	Appraisal Systems Analyst	Class Number:	1057203
FLSA:	Exempt	Pay Grade:	13
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to assist with coordination of the Residential/Agricultural Appraisal Unit and/or Commercial/Industrial Appraisal Unit and compile statistical data for the Triennial Update and Sexennial Revaluation.

Distinguishing Characteristics

This is an advanced level classification with responsibility for performing activities of the Real Estate Tax Division of the Fiscal Office. This class works under direction and works within a broad framework of policies, procedures, regulations and laws. The employee participates in the development of departmental policies and procedures to ensure compliance with legislative requirements, and is responsible for ensuring that the division's activities are completed in a timely 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.

- 50% +/- 10%

• Processes and coordinates commercial and/or residential maintenance items including building permits, sub-registers and razing affidavits; maintains and updates industrial and/or residential reports; maintains and updates commercial/industrial and/or residential/agricultural property databases; 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; resolves problems with property values.
- 15% +/- 5%

• Plans for major projects including the Triennial Update and Sexennial Revaluation.
- 10% +/- 5%

• Plans and executes special projects.
- 15% +/- 10%

• Conducts data querying and modeling for specific reports or data updating of the CAMA system.
- 10% +/- 5%

• Communicates with taxpayers; resolves problems.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, computer science or a related field with three (3) years experience in appraisal, tax collections, and customer service, including some supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, 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 building permits, sub-register split sheet, sales conveyance, journal entries, property inquiries, cost valuation report and time-sheets.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, computer operation manuals, appraisal manual, Ohio Revised Code (ORC), maps, and resolutions.
- Ability to prepare maintenance report, production reports, sales ratio report, value ratio report, letters and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret appraisal terminology and language.
- Ability to communicate with staff, taxpayers, employees and management from other departments, departmental employees, vendors, 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:	Building Rehabilitation Specialist	Class Number:	1021311
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Development		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

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

Building Rehabilitation Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Construction Management or related field with three (3) years of code enforcement, specification writing, or individual trades (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including client files, building plans, blue prints, memorandums, industry newsletters, inspector report, inspection sign off, material specifications, contractor insurance, contractor licensing, letters, emails, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Weatherization Manual, Program Standards Manual, Heating Systems Manual, National Building Code Manuals, product instructions, state and local building codes, lead rules, EPA regulations, ADA regulations, contractual laws, International Code Council and zoning codes.
- Ability to prepare payment vouchers, specifications, building inspection check list, contract agreement, building inspection reports, material list sheets, contract change orders, disposition of funds, lien releases, case review reports, contractor bid summary, historic environmental compliance, change orders, contracts, owners satisfaction statement, project specifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively with customers, to record and deliver information, to explain procedures, to follow instructions.

Building Rehabilitation Specialist

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

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Service Supervisor	Class Number:	1014122
FLSA:	Exempt	Pay Grade:	10
Dept:	Work Force Development and Health and Human Services		

Classification Function

The purpose of this classification is to supervise lower level employees, and to assist in the management of daily activities of an employment services program.

Distinguishing Characteristics

This is a management classification that works under general supervision and is responsible for supervising lower level employees and assisting in the management of the daily activities of an employment services program. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

- 50% +/- 10%
- Assists in the management of daily activities of an employment service program; oversees and manages administration of program operation and staffing; assesses training and program needs; provides direct service and support to program participants; assists with developing program best practices; reviews and updates training curriculum; responds to participant complaints, concerns and questions; communicates program status to Administrator; ensures that all Federal, State and local regulations and guidelines are met.
- 20% +/- 10%
- Supervises lower level employees; plans, assigns and reviews work; provides training and instruction; reviews and approves employee leave requests; evaluates employee performance; recommends personnel actions including selection, promotion, transfer, discipline and discharge.
- 10% +/- 5%
- Interviews and evaluates participants in employment services program and refers participants to employment opportunities or service providers; interviews participants and evaluates suitability for specific job opportunities or job training services; administers employment tests and interprets test results; refers clients to job placement programs.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, memos and other documents; responds to emails and phone calls; prepares training materials; records participant survey responses; reviews and maintains participant e-records to ensure all required documentation is recorded for case file reviews; acts as liaison with state and local human services contacts; orders equipment and supplies; prepares monthly instructor schedule; participates on committees to ensure program quality and satisfactory audit outcomes.

Employment Service Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work, public administration, business administration, or a related field, and three (3) years of employment service 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 a 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, evaluating or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

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 authorization; attendance reports, participant surveys and other reports and records.
- Ability to comprehend a variety of reference books and manuals including resume development guidelines, program curriculum, Personnel Policies and Procedures Manual, other computer handbooks and manuals.
- Ability to prepare program participation reports, participant satisfaction reports, applicant job readiness report, transportation log, employee performance evaluations, memos, 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, to follow instructions.

Employment Service Supervisor

- Ability to use and interpret counseling terminology and language.
- Ability to communicate effectively with employers, contractors, applicants, program participants, program staff, counselors, human resource personnel, managers, supervisors, state personnel, 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:	Parking Facility Supervisor	Class Number:	1042421
FLSA:	Non-Exempt	Pay Grade:	5
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise lower level parking attendants in the daily operations of the parking facility and oversee parking facilities.

Distinguishing Characteristics

This is a supervisor classification. The employee is responsible for supervising a unit of Facility Attendants in the daily operations of the parking facility and overseeing parking facilities. Employees in this class carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 75% +/- 10%
- Supervises lower level parking attendants in the daily operations of the parking facility; directs staff to ensure work completion and maintenance of standards; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 10% +/- 5%
- Oversees parking facilities; coordinates, directs and schedules parking services for downtown venues; checks, tickets and tows illegally parked vehicles as needed; collects revenue from meter boxes; operates cash register to receive payments and to give change to patrons; handles complaints; prepares daily cash flow for transfer to bank and maintains adequate cash balance for operations.
- 15% +/- 10%
- Performs related administrative responsibilities; prepares and maintains various reports and records; prepares daily, weekly, and monthly financial reports; tallies and prepares deposits; maintains information for monthly customers; prepares invoices for monthly customers; prepares employee work schedules; prepares and reviews documents related to payroll, requests for leave and overtime; picks up and drops off information at the sheriff's department.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of customer service and cash collection experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Parking Facility Supervisor

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 computers using departmental software, printer/copier, ticket dispensing machines, and gate equipment.
- Ability to stand and walk for a prolonged period of time and ability to push, pull, and lift up to 50 lbs.

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 and perform routine statistics.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including daily reports and summaries, parking contracts, cashier reports, parking payroll deductions, daily deposit receipts, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual,, Union Contracts, Parking Equipment Operation Manuals and computer handbooks.
- Ability to prepare daily, weekly and monthly financial reports, correspondence, invoices, time sheets, requests for leave, work schedules, performance evaluations and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Parking Facility Supervisor

- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with customers, supervisors, sheriff's department, vendors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in parking facilities.
- Work may involve exposure to temperature/weather extremes, strong odors, smoke, dust, or pollen, wetness or humidity, bright/dim lights, noise extremes, vibrations, 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.




Thomas L. Colaluca, Commissioner
 Deborah Southerington, Commissioner
 Robert M. Wolff, Commissioner

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: April 6, 2017

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

FROM: Chairman Deborah Southerington, 
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on April 5, 2017, 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 for twenty (20) days before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED REVISED CLASSIFICATIONS			
Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Adult Programs Customer Service Representative 1014201	5/Non-Exempt	5/Non-Exempt (no change)	Senior and Adult Services
Appraisal System Analyst 1057203	13/Exempt	13/Exempt (no change)	Fiscal
Building Rehabilitation Specialist 1021311	5/Non-Exempt	6/Non-Exempt	Development
Employment Service Supervisor 1053224	10/Exempt	10/Exempt (no change)	Health and Human Services
Parking Facility Supervisor 1042421	5/Non-Exempt	5/Non-Exempt (no change)	Public Works

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

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1014201	Adult Programs Customer Service Representative	DSAS	Non-Exempt	5

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. The Classification was last revised in 2001. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Division of Senior and Adult Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Richard Jones, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Adult Programs Customer Service Representative	Class Number:	1014201
FLSA:	Non-Exempt	Pay Grade:	5
Dept:	Senior and Adult Services		

Classification Function

The purpose of this classification is to maintain and monitor services provided by home health aides.

Distinguishing Characteristics

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

Essential Job Functions

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

- 40% +/- 10%
 - Assigns and monitors services provided by home health aides; assigns initial phone assessments; assigns initial home visits according to geographical area; opens and assigns new cases according to case managers case loads and geographical area; updates the roster of employees and their work schedules.
- 20% +/- 10%
 - Maintains and places clients on waiting list when services are unavailable; identifies clients when services become available; ensures eligibility by checking status and account history; notifies case managers when their clients are eligible for services; informs Procurement and Contractual Services (PCS) on how many units of each service have been used.
- 10% +/- 5%
 - Prepares and maintains all necessary records, data and forms; prepares and mails correspondence to clients with past due accounts; collects data for distribution to other departments; collects sorts, and total provider information data; enters into database and spreadsheets; emails letters to providers detailing performance ratings.
- 30% +/- 10%
 - Perform administrative duties; assembles packets for initial home visits, re-determinations, and marketing; assists in editing request for proposals; distributes information about special events to organizations and clients; takes phone call; forwards Right-fax email to appropriate recipient; coordinates with procurement and contract services to update service availability; researches prices for items requested to be purchased with Emergency Funds.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of social service or clerical/administrative experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

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 new cases, initial home visit referrals, invoice statements, provider information forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, etc.
- Ability to prepare waiting lists, provider concerns and feedback, keep records of various documents (e.g.- fax assessments, initial home visits, and new cases) and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively with operations program managers, supervisors, home health aides, case managers, and procurement and contract services administrator and other County employees.

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 REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1057203	Appraisal Systems Analyst	Fiscal Office	Exempt	13

Requested By:	Personnel Review Commission
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Rationale:	Departmental Revision Request. The request was made to update the classification function and essential job functions to include an additional unit within the Fiscal Office Department.
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No. of Employees Affected:	1
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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):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Dennis Kennedy, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal Systems Analyst	Class Number:	1057203
FLSA:	Exempt	Pay Grade:	13
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to assist with coordination of the Residential/Agricultural Appraisal Unit and/or Commercial/Industrial Appraisal Unit and compile statistical data for the Triennial Update and Sexennial Revaluation.

Distinguishing Characteristics

This is an advanced level classification with responsibility for performing activities of the Real Estate Tax Division of the Fiscal Office. This class works under direction and works within a broad framework of policies, procedures, regulations and laws. The employee participates in the development of departmental policies and procedures to ensure compliance with legislative requirements, and is responsible for ensuring that the division's activities are completed in a timely 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.

- 50% +/- 10%
- Processes and coordinates commercial and/or residential maintenance items including building permits, sub-registers and razing affidavits; maintains and updates industrial and/or residential reports; maintains and updates commercial/industrial and/or residential/agricultural property databases; 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; resolves problems with property values.
- 15% +/- 5%
- Plans for major projects including the Triennial Update and Sexennial Revaluation.
- 10% +/- 5%
- Plans and executes special projects.
- 15% +/- 10%
- Conducts data querying and modeling for specific reports or data updating of the CAMA system.
- 10% +/- 5%
- Communicates with taxpayers; resolves problems.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, computer science or a related field with three (3) years experience in appraisal, tax collections, and customer service, including some supervisory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, 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 building permits, sub-register split sheet, sales conveyance, journal entries, property inquiries, cost valuation report and time-sheets.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, computer operation manuals, appraisal manual, Ohio Revised Code (ORC), maps, and resolutions.
- Ability to prepare maintenance report, production reports, sales ratio report, value ratio report, letters and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret appraisal terminology and language.
- Ability to communicate with staff, taxpayers, employees and management from other departments, departmental employees, vendors, 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.

PROPOSED REVISED CLASSIFICATIONS

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

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1998. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Development
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Fiscal Impact:	PG 5 \$34,985.60 - \$48,942.40 PG 6 \$37,876.80 - \$53,040.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Ted Carter, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

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

Building Rehabilitation Specialist

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Construction Management or related field with three (3) years of code enforcement, specification writing, or individual trades (e.g. - carpentry, plumbing, electrical, or HVAC) experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

Must obtain and maintain State of Ohio Lead Abatement Contractor license within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including client files, building plans, blue prints, memorandums, industry newsletters, inspector report, inspection sign off, material specifications, contractor insurance, contractor licensing, letters, emails, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Weatherization Manual, Program Standards Manual, Heating Systems Manual, National Building Code Manuals, product instructions, state and local building codes, lead rules, EPA regulations, ADA regulations, contractual laws, International Code Council and zoning codes.
- Ability to prepare payment vouchers, specifications, building inspection check list, contract agreement, building inspection reports, material list sheets, contract change orders, disposition of funds, lien releases, case review reports, contractor bid summary, historic environmental compliance, change orders, contracts, owners satisfaction statement, project specifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively with customers, to record and deliver information, to explain procedures, to follow instructions.

Building Rehabilitation Specialist

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

Environmental Adaptability

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

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1014122	Employment Service Supervisor	JFS & Work Force Development	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1996. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. Classification Number was revised.
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No. of Employees Affected:	2
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Dept.(s) Affected:	JFS and Work Force Development
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
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Management Contact(s):	David Merriman, Director Jayanti Bhattacharya, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Service Supervisor	Class Number:	1014122
FLSA:	Exempt	Pay Grade:	10
Dept:	Work Force Development and Health and Human Services		

Classification Function

The purpose of this classification is to supervise lower level employees, and to assist in the management of daily activities of an employment services program.

Distinguishing Characteristics

This is a management classification that works under general supervision and is responsible for supervising lower level employees and assisting in the management of the daily activities of an employment services program. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

- 50% +/- 10%
- Assists in the management of daily activities of an employment service program; oversees and manages administration of program operation and staffing; assesses training and program needs; provides direct service and support to program participants; assists with developing program best practices; reviews and updates training curriculum; responds to participant complaints, concerns and questions; communicates program status to Administrator; ensures that all Federal, State and local regulations and guidelines are met.
- 20% +/- 10%
- Supervises lower level employees; plans, assigns and reviews work; provides training and instruction; reviews and approves employee leave requests; evaluates employee performance; recommends personnel actions including selection, promotion, transfer, discipline and discharge.
- 10% +/- 5%
- Interviews and evaluates participants in employment services program and refers participants to employment opportunities or service providers; interviews participants and evaluates suitability for specific job opportunities or job training services; administers employment tests and interprets test results; refers clients to job placement programs.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, memos and other documents; responds to emails and phone calls; prepares training materials; records participant survey responses; reviews and maintains participant e-records to ensure all required documentation is recorded for case file reviews; acts as liaison with state and local human services contacts; orders equipment and supplies; prepares monthly instructor schedule; participates on committees to ensure program quality and satisfactory audit outcomes.

Employment Service Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work, public administration, business administration, or a related field, and three (3) years of employment service 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 a 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, evaluating or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

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

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 authorization; attendance reports, participant surveys and other reports and records.
- Ability to comprehend a variety of reference books and manuals including resume development guidelines, program curriculum, Personnel Policies and Procedures Manual, other computer handbooks and manuals.
- Ability to prepare program participation reports, participant satisfaction reports, applicant job readiness report, transportation log, employee performance evaluations, memos, 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, to follow instructions.

Employment Service Supervisor

- Ability to use and interpret counseling terminology and language.
- Ability to communicate effectively with employers, contractors, applicants, program participants, program staff, counselors, human resource personnel, managers, supervisors, state personnel, 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 REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042421	Parking Facility Supervisor	Public Works	Non-Exempt	5

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1995. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	1
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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):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Michael Dever, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Parking Facility Supervisor	Class Number:	1042421
FLSA:	Non-Exempt	Pay Grade:	5
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise lower level parking attendants in the daily operations of the parking facility and oversee parking facilities.

Distinguishing Characteristics

This is a supervisor classification. The employee is responsible for supervising a unit of Facility Attendants in the daily operations of the parking facility and overseeing parking facilities. Employees in this class carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 75% +/- 10%
 - Supervises lower level parking attendants in the daily operations of the parking facility; directs staff to ensure work completion and maintenance of standards; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 10% +/- 5%
 - Oversees parking facilities; coordinates, directs and schedules parking services for downtown venues; checks, tickets and tows illegally parked vehicles as needed; collects revenue from meter boxes; operates cash register to receive payments and to give change to patrons; handles complaints; prepares daily cash flow for transfer to bank and maintains adequate cash balance for operations.
- 15% +/- 10%
 - Performs related administrative responsibilities; prepares and maintains various reports and records; prepares daily, weekly, and monthly financial reports; tallies and prepares deposits; maintains information for monthly customers; prepares invoices for monthly customers; prepares employee work schedules; prepares and reviews documents related to payroll, requests for leave and overtime; picks up and drops off information at the sheriff's department.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of customer service and cash collection experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Parking Facility Supervisor

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 computers using departmental software, printer/copier, ticket dispensing machines, and gate equipment.
- Ability to stand and walk for a prolonged period of time and ability to push, pull, and lift up to 50 lbs.

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 and perform routine statistics.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including daily reports and summaries, parking contracts, cashier reports, parking payroll deductions, daily deposit receipts, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual,, Union Contracts, Parking Equipment Operation Manuals and computer handbooks.
- Ability to prepare daily, weekly and monthly financial reports, correspondence, invoices, time sheets, requests for leave, work schedules, performance evaluations and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Parking Facility Supervisor

- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with customers, supervisors, sheriff's department, vendors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in parking facilities.
- Work may involve exposure to temperature/weather extremes, strong odors, smoke, dust, or pollen, wetness or humidity, bright/dim lights, noise extremes, vibrations, 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.

<u>Job Title</u>	<u>Classification Number</u>	<u>Pay Grade</u>	<u>Department</u>	<u>Rational</u>
REVISED				
Adult Programs Customer Service Representative	1014201	5	DSAS	PRC routine maintenance. The Classification was last revised in 2001. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Appraisal Systems Analyst	1057203	13	Fiscal Office	Departmental Revision Request. The request was made to update the classification function and essential job functions to include an additional unit within the Fiscal Office Department.
Building Rehabilitation Specialist	1021311	6	Development	PRC routine maintenance. Classification last revised in 1998. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade increased from 5 to 6 due to changes in minimum qualifications.
Employment Service Supervisor	1014122	10	JFS & Work Force Development	PRC routine maintenance. Classification last revised in 1996. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. Classification Number was revised.
Parking Facility Supervisor	1042421	5	Public Works	PRC routine maintenance. Classification last revised in 1995. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0056

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, Section 2.01 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

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

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

WHEREAS, on march 15, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through W) and recommends to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed Revised Classifications:

Exhibit A: Class Title: *Building Maintenance Superintendent*
Class Number: 1042115
Pay Grade: 10
*Revised essential job functions to better reflect the current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit B: Class Title: *Building Maintenance Supervisor*
Class Number: 1042112
Pay Grade: 7
*Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit C: Class Title: *Case Control Supervisor*
Class Number: 1014413
Pay Grade: 12
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit D: Class Title: *Electronic Technician Supervisor*
Class Number: 1062511
Pay Grade: 8
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit E: Class Title: *Financial Reporting Manager*
Class Number: 1055115
Pay Grade: 15
* Revised to remove CPA License from the minimum requirements.

- Exhibit F: Class Title: *Records Management Officer*
Class Number: 1052221
Pay Grade: 4
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit G: Class Title: *Senior Budget Management Analyst*
Class Number: 1052212
Pay Grade: 15
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit H: Class Title: *Senior Justice System Advocate*
Class Number: 1056532
Pay Grade: 8
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit I: Class Title: *Employee Benefits Manager*
Class Number: 1053664
Pay Grade: 15
* Changed Classification number.
- Exhibit J: Class Title: *Employee Relations Specialist 1*
Class Number: 1053652
Pay Grade: 13
* Changed Classification number.
- Exhibit K: Class Title: *Employee Relations Specialist 2*
Class Number: 1053653
Pay Grade: 14
* Changed Classification number.
- Exhibit L: Class Title: *Human Resources Specialist*
Class Number: 1053713
Pay Grade: 14
* Changed Classification number.

Proposed New Classifications:

Exhibit M: Class Title: *Crime Analyst*
Number: 1062471
Pay Grade: 11

Exhibit N: Class Title: *Emergency Management Manager*
Number: 1062423
Pay Grade: 16

Exhibit O: Class Title: *Intelligence Analyst*
Number: 1062461
Pay Grade: 6

Exhibit P: Class Title: *Appraisal Manager – Residential/Agricultural*
Number: 1057105
Pay Grade: 16

Exhibit Q: Class Title: *ERP Information System Analyst -EAM*
Number: 1083111
Pay Grade: 15B

Exhibit R: Class Title: *ERP Information System Analyst - Fiscal*
Number: 1084111
Pay Grade: 15B

Exhibit S: Class Title: *ERP Information System Analyst - HRIS*
Number: 1085111
Pay Grade: 15B

Exhibit T: Class Title: *ERP Information System Analyst - Procurement*
Number: 1086111
Pay Grade: 15B

Exhibit U: Class Title: *Benefits Analyst*
Number: 1053663
Pay Grade: 9

Exhibit V: Class Title: *Employee Relations Associate*
Number: 1053651
Pay Grade: 8

Exhibit W: Class Title: *Human Resources Business Partner*
Number: 1053712
Pay Grade: 11

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 28, 2017

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

Journal CC026

April 12, 2017

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Maintenance Superintendent	Class Number:	1042115
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Works		

Classification Function

The purpose of this classification is to oversee building maintenance and custodial services for all County buildings, and supervise Building Maintenance Supervisors and Custodial Worker Supervisors.

Distinguishing Characteristics

This is a management classification with responsibility for supervising Custodial Worker Supervisors, Building Maintenance Supervisors, and other assigned staff in the daily operations of performing general building maintenance, alteration or repair in all County buildings. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties. This class requires a higher level of experience than the Building Maintenance Supervisor class and has broader managerial and 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.

- 45% +/- 10%
- Oversees and performs general building supervision and maintenance duties; makes daily rounds with site supervisors; inspects all buildings for cleanliness and maintenance issues; monitors projects through completion; assures availability of proper equipment for all tasks; coordinates with outside contractors, vendors and tradesmen; inspects and maintains equipment; operates equipment to perform building maintenance duties or to demonstrate proper operation.
- 20% +/- 10%
- Supervises Building Maintenance Supervisors, Custodial Worker Supervisors 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; conducts staff meetings; responds to employee questions, concerns and problems; prepares department work schedule; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 5% +/- 2%
- Performs safety inspections of building facilities and maintenance activities; assists with building health and safety inspections and maintains records; assists with resolving health and safety violations; observes staff to ensure that proper safety precautions are followed; remains on call and acts as first response to building issues and emergencies; participates on building security committee.
- 30% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various meetings; prepares and reviews documents related to payroll, attendance records, requests for leave and overtime; prepares and reviews work orders; maintains records of completed work orders; reviews costing sheets; places

Proposed DATE

Building Maintenance Superintendent

inventory and supply orders; obtains quotes; maintains and updates material safety data sheets; performs additional duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Vocational or technical training in building trades with five (5) years of building maintenance experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate a variety of motorized equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, extractor, vacuums, snow blower, salt spreader and tow motor.
- Ability to stand and walk for a prolonged period of time; ability to bend or twist; ability to climb.

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 other employees.
- Ability to recommend and act on the discipline or discharge of other employees.

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 invoices, payroll documents, equipment maintenance records, building maintenance reports, work order requests, blueprints, inspection reports, time adjustment forms, costing sheets, material data and safety sheets, employee requests for time off, employee evaluations and other reports and records.

Building Maintenance Superintendent

- Ability to comprehend a variety of reference books and manuals including building trades publications, Ohio Revised Code, union contracts and Personnel Policies and Procedures Manual.
- Ability to prepare payroll documents, performance evaluations, attendance records, mileage reports, costing sheets, AWOL reports, equipment and supply inventories, work orders, incident reports, accident forms, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic legal, basic engineering, electrical and mechanical repair terminology and language.
- Ability to communicate with supervisors, directors, tradespeople, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and outdoors.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, wildlife, bodily fluids, 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:	Building Maintenance Supervisor	Class Number:	1042112
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise building maintenance and custodial personnel performing general building maintenance, alteration or repair for a collection of County buildings.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising a unit of Custodial Worker Supervisors and other assigned staff in the daily operations of performing general building maintenance, alteration or repair for a collection of County buildings. Employees in this classification work under direction of the Building Maintenance Superintendent. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 35% +/- 10%

• Supervises Custodial Worker Supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides instruction and training; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; prepares employee work schedules; approves employee time adjustment forms, overtime and leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 35% +/- 10%

• Oversees and performs general building supervision and maintenance duties; inspects buildings and grounds for cleanliness and maintenance issues; assists the public, building employees and other staff members; responds to work orders; escorts outside contractors; transports managers and staff members to other County facilities; coordinates with contractors and tradesmen providing contracted repairs, inspections and services; assists with building security.
- 10% +/- 5%

• Maintains and operates building maintenance equipment; operates building maintenance equipment to perform maintenance and repair tasks or demonstrate proper operation of equipment; inspects and maintains equipment.
- 20% +/- 10%

• Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, attendance, time sheets, requests for leave and overtime; meets with supervisor to discuss problems and concerns; prepares and reviews work orders; maintains records of completed work orders; performs additional duties as required.

Building Maintenance Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of building maintenance experience, custodial experience, or any equivalent combination of training and experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate a variety of machinery and equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, extractor, vacuums, snow blower, pallet jack, cardboard bailer, two and four wheel moving dollies and a variety of automated and manual hand tools.
- Ability to stand and walk for prolonged periods of time; ability to bend or twist; ability to climb; ability to push, pull and lift up to 50 lbs.

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.

Mathematical Ability

- Ability to add, subtract, multiply, divide, 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 training and safety information, transfer tickets, service and work orders, AWOL reports, weekend event postings, equipment maintenance records, Personnel Policies and Procedures Manual and other reports and records.
- Ability to comprehend a variety of reference books and manuals including union contracts and Personnel Policies and Procedures Manual.

Building Maintenance Supervisor

- Ability to prepare work orders, incident reports, accident reports, vehicle logs, costing sheets, time adjustment forms, pay differentials, employee evaluations, 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 explain procedures, to record and deliver information, to follow instructions.
- Ability to communicate with supervisors, directors, tradespeople, sheriff's department staff, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and outdoors.
- Work may involve exposure to temperature and weather extremes, strong odors, disease or bodily fluids, 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:	Case Control Supervisor	Class Number:	1014413
FLSA:	Exempt	Pay Grade:	12
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise a unit of Case Control Reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising a unit of Case Control Reviewers conducting quality assurance reviews of income maintenance cases. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 40% +/- 10%
- Supervises a unit of Case Control Reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs; 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; develops unit work plans and work performance standards; develops and recommends operational processes and procedures for quality assurance reviews; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 40% +/- 10%
- Conducts quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs; reviews income maintenance case records; monitors and reviews budgets and eligibility decisions for the confidential caseload for issuance of reward; analyzes and evaluates case information to determine if corrective action is needed; develops and implements corrective action plans as required; oversees payment and release of daily spend downs; reviews programs to assist with budgeting and policy standards; reviews database systems to monitor and evaluate program effectiveness.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; maintains unit supplies inventory; orders supplies as needed; communicates and coordinates with internal and external customers; completes quality assurance reports.

Proposed DATE

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in a social science, or related field with five (5) years of program eligibility or quality assurance experience including three (3) years of supervisory 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 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

- Ability to comprehend a variety of informational documents including various audit reports, audit requests, audit results, training materials, management and evaluation reviews, corrective action plans, spend down reports, time limit reports, time sheets, leave requests, quality assurance reports, performance evaluations, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Policy Manuals for State and Federal Public Assistance Programs, Ohio Revised Code, Ohio Administrative Code, Prevention Retention and Contingency Program Manual and computer manuals.
- Ability to prepare payroll documents, training materials, employee performance appraisals, quality assurance reports, policy and procedure reports, statistical reports, monthly reports, caseload inventory reports, travel logs, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information and to follow instructions.

Case Control Supervisor

- Ability to use and interpret public assistance and legal terminology and language.
- Ability to communicate effectively with supervisors, co-workers, clients, client's families, internal and external departments and other County employees.

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:	Electronic Technician Supervisor	Class Number:	1062511
FLSA:	Non-Exempt	Pay Grade:	8
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise Electronic Technicians and oversee building control systems.

Distinguishing Characteristics

This is a supervisor classification that is responsible for supervising Electronic Technicians in the daily operations of building control systems. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 40% +/- 10%
- Oversees building control systems; interprets control systems computers for secured facilities and public facilities; interprets computer reports; prepares flow chart diagrams; monitors control systems; informs others of problems; corresponds with coordinating personnel on control systems management; manages staff performing data input for the work order dispatch program.
- 30% +/- 10%
- Supervises Electronic Technicians; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; prioritizes work flow; prepares department work schedule and ensures constant shift coverage; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; maintains and implements new and existing policies and procedures; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 25% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, time sheets, requests for leave and overtime; orders supplies and equipment; reviews invoices; maintains records.
- 5% +/- 2%
- Operates and tests building automated systems, fire alarm systems and generator monitoring systems.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in electronics technology or related field with two (2) years of data processing experience and supervisory training; or any equivalent combination of training and experience.

Proposed DATE

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to operate portable hand radio, building security control computers, fire alarm systems, generator monitoring systems, and remote terminals.

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

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 attendance reports, computer diagnostics and readouts, work orders, invoices, correspondence, payroll documents and other reports and records.
- Ability to comprehend a variety of reference books and manuals including standard building automated systems, fire alarm systems, and generator monitoring systems rules and regulations, OSHA, Personnel Policies and Procedures Manual and other manuals, policies and procedures.
- Ability to prepare diagnostic fire reports, diagnostic building automated system reports, work orders, generator monitoring system reports, payroll documents, purchase orders, data forms, performance evaluations, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, to counsel, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret mechanical and electrical terminology and language.

Electronic Technician Supervisor

- Ability to communicate with supervisors, vendors, security personnel, fire department personnel, facility tradesmen, 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:	Financial Reporting Manager	Class Number:	1055115
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to manage and control the Financial Reporting staff of the Fiscal Office for preparation of the Comprehensive Annual Financial Report (CAFR), Federal Single Audit Report, maintain Financial Accounting Management Information Systems (FAMIS) and other reporting needs.

Distinguishing Characteristics

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

Essential Job Functions

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

- 60% +/- 10%

• Manages, prepares and reviews the preparation of the County's CAFR; manages and responsible for updating and rollup of the Excel spreadsheets that produce the CAFR; manages and coordinates the County's audit and assists with the preparation and review of the Schedule of Expenditures of Federal Awards; reviews work papers of staff for CAFR and reviews new Government Accounting Standards and implements new standards; reviews and assists in preparing contents for the County's Popular Annual Financial Report (PAFR); monitors the addition of new grants and capital projects.
- 10% +/- 5%

• Supervises the Financial Reporting staff directly and through one supervisor; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%

• Maintains FAMIS; manages system upgrades; establishes policies and procedures for Countywide processing; reviews appropriateness of all journal entries, budget adjustments, subfunds and implements organizational changes; establishes balancing methods to locate errors in closing funds; supervises closing of expired grants and capital projects.
- 10% +/- 5%

• Assists with Budget Reporting & Analysis Support System; assists in review of the performance audit; assists with evaluating Requests for Proposals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, financial management or a related field with six (6) years previous experience in accounting or financial management; 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 computers and peripheral equipment.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform 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 accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, invoices, investment reports and payroll reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, Government Accounting Standards Board, Government Accepted Auditing Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).
- Ability to prepare CAFR, PAFR, GAAFR Checklist, Schedule of Expenditures of Federal Awards, memos, policies, performance appraisals, disciplinary reports, spreadsheets, financial statements,

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

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and financial analysis terminology and language.
- Ability to communicate with staff, consultants, external auditors, employees from other departments, departmental employees and administrators, and elected officials.

Environmental Adaptability

- Work is typically performed in an office environment.

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:	Records Management Officer	Class Number:	1052221
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	All departments		

Classification Function

The purpose of this classification is to maintain a system of record collection, storage and maintenance for County historical and current records.

Distinguishing Characteristics

This is an entry level classification that assists with records collection, storage and maintenance. This classification works under a framework of well-defined procedures. This class requires some exercise of judgment and consults with a supervisor as new or unusual situations arise.

Essential Job Functions

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

75% +/- 10%

- Maintains a system of record collection, storage and maintenance for County historical and current records; requests journal entries and creates case files, as needed; assists in managing and coordinating master files; recommends procedures for maintenance and storage of records; maintains inventory of records; pull records for record requests; coordinates and/or monitors microfilming of records; monitors and removes records and data eligible for disposition; make a list of records that are eligible for disposition for disposal certificates; responds to inquiries and requests for information; assists researchers or volunteers with their research requests; organize records on shelves; maintains communication with various departments, institutions, and other governmental sectors, such as courts and law enforcement agencies.

25% +/- 10%

- Performs administrative duties; advises administrators and personnel concerning data collection and records maintenance; prepares reports and correspondence; answers the phone, maintains request log data base; works on special projects as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one (1) year of clerical or records 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

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, and Microsoft Outlook.

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift, push, and pull up to 25 pounds and ability to climb, crawl, and balance.

Mathematical Ability

- Ability to add and subtract.

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 work orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies Manuals, Records Management Manuals, and Ohio History Connection forms and guidelines.
- Ability to prepare reports, request form, 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 and follow instructions.
- Ability to communicate effectively with supervisors, other County employees, volunteers, researchers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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 Budget Management Analyst	Class Number:	1052212
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office – Office of Budget and Management		

Classification Function

The purpose of this classification is to oversee the development of County budgets and the preparation of related reports, as well as to monitor and report on the budget throughout the year. This position also provides fiscal guidance to County agencies and departments, under the authority of the County Executive, other Elected Officials, and independent Boards and Commissions. This classification supervises lower-level Budget Management Analysts.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising lower-level Budget Management Analysts and overseeing the development and preparation of County budgets and reports. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to established protocol and procedures, laws, regulations, and the County's ethics policies, 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.

- 30% +/- 10%
- Oversees the development and preparation of the Biennial Budget and Budget Update and related reports for County departments, elected officials, independent boards and agencies; provides input into the process for budget preparation, including suggesting fiscal policies and parameters; evaluates proposals for new or expanded programs/projects; provides recommendations to resolve cases of insufficient funding; identifies and recommends alternatives to existing spending levels and/or revenue generation; ensures accuracy and completeness of forecasts; communicates decisions budget to departments, agencies, elected officials, and the public.
- 30% +/- 10%
- Supervises lower-level Budget Management Analysts; 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 leave requests and timesheets; reviews applicants for analyst and fiscal officer staff positions; recommends selection of candidate; recommends personnel actions including promotion, transfer, discipline or discharge; complete responsibilities of the analyst in the event of a vacancy

Proposed DATE

15% +/- 10%

- Oversees and reviews monthly financial forecasts and the Quarterly Updates, including related reports; reviews and prepares white papers and special reports; ensures accuracy and completeness of forecasts; maintains regular, positive, and constructive communications with agencies/departments; communicates results of forecasts with agencies/departments and works to resolve any disagreements.

25% +/- 10%

- Performs related administrative responsibilities; responds to emails and phone calls; meets with director regarding personnel and administrative issues; advises directors and budget contacts regarding budgetary and fiscal matters; reviews and updates departmental expense and revenue projections; makes recommendations for improvements; provides communication link between various departments and agencies for issues with fiscal impact; represents the department at various meetings; participates on departmental/program committees as requested; conducts special projects as requested.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in public administration, accounting, political science or economics or related field with five (5) years of 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 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, perform routine statistics and to utilize the principles of basic algebra, and statistical inference.

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 payroll registers, financial statements, budget adjustment requests, purchase requisitions, personnel requisitions, policy reports on any issue that impacts the County, and legislation.
- Ability to comprehend a variety of reference books and manuals including Government Finance Officers' Association Code of Professional Ethics and Personnel Policies and Procedures Manual
- Ability to prepare white papers, forecasts, budgets, quarterly reports, the Recommended Budget Book, the Biennial Budget Plan, performance appraisals, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate – both verbally and in writing - with subordinates, co-workers, supervisors, staff in the agencies/departments, elected officials, auditors, consultants, and the public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Justice System Advocate	Class Number:	1056532
FLSA:	Exempt	Pay Grade:	8
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to provide comprehensive advocacy services within a specialized area for crime victims and function as criminal justice liaison for crime victims and witnesses.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing work within a specialized area of advocacy services. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This classification differs from the justice system advocate in that the classification performs work within a specialized area of the advocacy services (i.e. high risk or special needs clientele).

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%
- Provides comprehensive advocacy services for crime victims comprised mostly of clients within a specialized area; completes intake with victims; provides immediate crisis intervention with individuals and families; assists victims in developing a personal awareness and safety plan; provides information regarding victims' rights, protections, and compensation programs; discusses options as they relate to the victim's situation; refers victims for shelter, legal information, and additional services; assists victims in completing various paperwork and applications; assists in victims obtaining protection orders; provides and receives referrals; answers victim's questions.
- 20% +/- 10%
- Develops specialized interventions for the specific subset of victims; researches best practices for the subset of victims.
- 20% +/- 10%
- Functions as criminal justice liaison for crime victims and witnesses; provides general information about the criminal justice system; provides information on court updates, court dates, hearings, bonds, incarceration, probation, and parole; prepares victims and witnesses for court procedures; accompanies and supports victim during court appearances for both felony and misdemeanor cases; remains available in courtroom to assist victims and witnesses; contacts detectives, police officers, and prosecutors about case information and to prepare for trial; attends meetings with the prosecutors and victims; consults with court language interpreters when language barriers exist; assists victims with submitting statements to courts and parole boards; follows up on past criminal cases.
- 20% +/- 10%
- Performs related administrative duties; maintains records of individual services; prepares court dockets for advocates; writes letters on behalf of the victims; documents interactions with victims; prepares and maintains logs, charts, statistics, reports, summaries, case files, and data systems; researches court cases; networks with other service agencies; answers phone calls; participates in collaborative programs and community services; provides public information to and community organizations.

Proposed DATE

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work, Criminal Justice, Psychology, Sociology or related field with three (3) years of criminal justice system or social work experience which could include related internship experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including referral forms, court summary and records, pre-sentence investigation reports, chemical dependency screening documents, medical reports, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, confidentiality laws, Personnel Policies and Procedures Manual, and the Ohio Revised Code.
- Ability to prepare court summaries, referral forms, progress and status reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to listen to and advocate for others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with victims, victim's families, judges, other court staff, probation and parole officers, prosecutors, police, detectives, other social service agencies, co-workers, supervisors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and courtroom setting, but may involve field work in victim's homes or hospital setting.
- Work may involve exposure to 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 DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Benefits Manager	Class Number:	1053664
FLSA:	Exempt	Pay Grade:	15
Departments:	Office of Human Resources (OHR), only		

Classification Function

The purpose of this classification is to manage the administration of health and welfare benefits for County employees and their dependents in accordance with governmental laws and regulations. This classification is responsible for timely and nondiscriminatory resolution of employee issues and concerns relating to benefits.

Essential Job Functions

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

- Manages the administration of health and welfare benefits for County employees and their eligible dependents in accordance with governmental laws and regulations (e.g.- manages the open enrollment process for County employees; edits script, portal and confirmation testing; prepares open enrollment materials; answers benefits appeals; prepares Requests for Proposal and Requests for Qualifications for various benefit programs; assists negotiating and preparing contracts; implements new benefits programs; develops policies and procedures related to benefits programs; edits the Benefits Procedures Manual; develops employee communications and blast e-mails; recommends changes to benefit plans and plan designs; researches and resolves payment and eligibility issues; coordinates issues with integrating benefits programs and the human resources information system; coordinates and tests updates to the human resources information system).
- Supervises lower level benefits employees (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).
- Manages various benefits special projects (e.g.- manages wellness initiatives; manages eligibility verification of dependents; manages Medicare DataMatch and reporting; manages Deferred Compensation administration for FNA plan; manages voluntary benefits administration, troubleshooting and quarterly open enrollment; researches and coordinates benefits plan regionalization opportunities, researches and coordinates changes resulting from Health Care Reform and other legislative changes).
- Performs administrative functions (e.g.- answers phone calls; responds to emails; responds to subpoenas and healthcare questionnaires; reviews letters from employees, doctors and lawyers; attends meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with ten years of personnel experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including FNA forms, Medicare DataMatch reports, carrier reports, Life insurance documents, support orders, medical support orders, healthcare contracts and amendments, I.R.S., D.O.L. and HIPAA regulations, FSA reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Benefits Manual, COBRA/ERISA documentation, Summary Plan Description, human resource policy manuals and Ohio Revised Code.
- Ability to prepare performance evaluations, budget projections, open enrollment communications, eligibility verification letters, benefits appeals and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical, legal, accounting and personnel terminology and language.
- Ability to communicate with the County Board of Commissioners, County Administrator, County Human Resources Director, directors, managers, supervisors, consultants, benefits providers, governmental agencies, doctors, hospitals, other County employees, other elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Specialist 1	Class Number:	1053652
FLSA:	Exempt	Pay Grade:	13
Department:	Human Resources, only		

Classification Function

The purpose of this classification is to assist with the employee grievance procedure and to train, investigate and represent the County in matters pertaining to employment.

Distinguishing Characteristics

This is a journey level classification with responsibility for administering employment relations programs under a framework of well-defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advance-journey level classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

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%
- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 35% +/- 10%
- Represents the County in other matters pertaining to labor and employment; serves as Human Resources support of the management team in the negotiation of collective bargaining successor agreements; attends meetings with union and management representatives; hears grievance at the pre-arbitration step; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension.
- 10% +/- 5%
- Performs special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions; conducts investigations in response to complaints filed by employees; issues written findings of investigations.
- 5% +/- 25%
- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with five (5) years of labor relations, human resources experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

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

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, time sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Fair Labor Standards Act and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, 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:	Employee Relations Specialist 2	Class Number:	1053653
FLSA:	Exempt	Pay Grade:	14
Department:	Human Resources, only		

Classification Function

The purpose of this classification is to assist in coordinating and representing the County in the administration of employment relations programs, participate in employee grievance procedure and manage staff.

Distinguishing Characteristics

This is an advanced-journey level classification with responsibility for administering employment relations programs under a framework of policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this classification may report to the Department Director or Deputy Director. This class is distinguished from the journey level classification in that the later is not expected to have the level of experience and works under general supervision, progressing to more independence as experience is acquired.

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 in the centralization and creation of employment relations programs; establishes program goals for unemployment compensation cost containment, coordinates review of family medical leave act; coordinates various departmental activity, status and compliance reports; coordinates processing of interdepartmental charges; coordinates interaction with Ohio Bureau of Employment Services (OBES) and Ohio Workers Compensation Commission.
- 25% +/- 10%
- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 20% +/- 10%
- Represents the County in other matters pertaining to labor and employment; appears for the County and advocates on its behalf at the OBES in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements particularly those involving removal or complex issues and at State Employee Relations Board; may serve as lead Human Resources support of the management team in the negotiation of collective bargaining agreements particularly for those affecting larger bargaining units and for initial labor agreements; attends meetings with union and management representatives; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension; provides analysis, advice and counsel regarding other work issues, development plans and human resources policies and procedures.

- 10% +/- 5%
- May perform special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, falsification of County records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations; may conduct employment –related training on various issues (i.e. OSHA)).
- 10% +/- 5%
- May provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; conducts staff meetings; promotes teamwork; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; manages the development team by ensuring that project tasks are in line with each employee's skill level; identifies opportunities for improvement and makes constructive suggestions,
- 5% +/-25%
- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions; coordinates training).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with six (6) years of labor relations, human resources experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets and other reports and records.

- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Family Medical Leave Act, Fair Labor Standards Act, American with Disabilities Act and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, 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:	Human Resource Specialist	Class Number:	1053713
FLSA:	Exempt	Pay Grade:	14
Departments:	Human Resource Department, only		

Classification Function

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

Essential Job Functions

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

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

SPHR Certification is required upon hire.

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

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Crime Analyst	Class Number:	1062471
FLSA:	Exempt	Pay Grade:	11
Dept:	Public Safety and Justice Services		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 50% +/- 10%
- Manages special projects related to crime analysis; collects and analyzes crime data; prepares reports, computerized crime maps, charts and graphs; presents data and findings to agencies; coordinates and assists with training.
- 20% +/- 10%
- Provides support to other divisions of the Department of Public Safety and Justice Services and other County departments with crime analysis; provides analytical and mapping support; builds and maintains databases related to crime data collection and analysis.
- 10% +/- 5%
- Assists municipal police and criminal justice agencies in Cuyahoga County attempting to build crime analysis units by assisting agencies with data analysis, database creation, and mapping; works jointly with agencies on designated projects.
- 20% +/- 10%
- Performs related administrative duties; researches current best practices in crime analysis; learns new methods and software for advanced crime analytics; attends appropriate trainings and meetings, as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Proposed DATE

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including reports, agendas and other records for crime analysis capability.
- Ability to comprehend a variety of reference books and manuals including federal laws, state laws, and Personnel Policies and Procedures Manual.
- Ability to prepare correspondence, crime maps, strategic planning reports, crime analysis charts and graphs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise police agencies and other County departments, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret criminal justice and crime analysis terminology and language.
- Ability to communicate with supervisors, police officers, consultants, sales representatives, US and District Attorney's Office, and Northeast Ohio Regional Fusion Center.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Management Manager	Class Number:	1062423
FLSA:	Exempt	Pay Grade:	16
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to provide overall management and supervision for the Cuyahoga Office of Emergency Management and various special projects.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, controlling, and overseeing the Office of Emergency Management. This class works under administrative direction from the Public Safety and Justice Services Administrator and Director. Work requires the analysis and solution of operational, technical, administrative, and management problems related to emergency management. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Manages operations of the Cuyahoga Office of Emergency Management; functions as liaison with various boards, community agencies and organizations; works with local, state and federal public safety forces including medical facilities and other emergency response agencies in the provision of services; serves on various committees and task forces; coordinates community outreach among networking agencies; monitors and interprets legislation pertaining to emergency management; program administration; monitors and approves expenditures of division budget.
- 20% +/- 10%
- Supervises the Office of Emergency Management staff and supervisors; manages employees through subordinate supervisors; assigns and reviews work; responds to employee problems; evaluates employee performance; interviews and recommends selection, promotion and discipline.
- 15% +/- 10%
- Performs short and long range planning for response and recovery needs during emergency situations; directs and participates in the development of long and short-term goals and objectives; develops, recommends, and directs implementation of policy and procedures within the Office of Emergency Management; leads the overall management of the County's Emergency Operations Center during a disaster, trainings and all pre-planned events; responsible for local county response to incidents including post incident documentation and follow-up.
- 10% +/- 5%
- Designs, develops and implements special projects related to public safety and emergency management

Proposed DATE

Emergency Management Manager

10% +/- 5%

- Develops and evaluates program plans relevant to emergency management, homeland security and domestic preparedness initiatives; coordinates emergency drills, trainings and exercises where appropriate.

10% +/- 5%

- Performs related administrative duties; prepares reports, audits and statistics for public and private agencies; prepares RFPs, RFBs, RFQs and presentations; provides consultative assistance in preparation of grant proposals; prepares and monitors working agreements with agencies; prepares and monitors contractual agreements.

5% +/- 5%

- Directs and participates in public information projects for homeland security/emergency services programs; serves as the public information officer when needed and in disaster situations that necessitate full or partial operation of the County's Emergency Operations Center.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Emergency Management, Homeland Security, Public Health, Public, Business Administration with six (6) years of emergency management, public safety, or public administration experience including three (3) years of supervisory experience; or any equivalent combination of training and experience.

Have successfully completed FEMA Independent Study Courses – National Incident Management System (NIMS) IS 100, 200, 700 and 800.

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

Additional Requirements for all levels

Must complete or have completed within one (1) year of hire NIMS ICS-300 (Intermediate Incident Command System) and NIMS ICS-400 (Advanced Incident Command System).

Must complete or have completed within three (3) years of hire required course(s) as stated in 5502.26, 5502.27 and 5502.271 of the Ohio Revised Code (ORC).

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

Proposed DATE

Emergency Management Manager

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 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 personnel documents, network designs, Standard Operating Guidelines (SOGs), Standard Operating Procedures (SOPs), project plans, contracts, Request for Proposal (RFPs), Request for Information (RFIs), Request for Offer (RFOs), invoices, travel logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code (ORC), Plans and Standard Operating Guidelines, Federal and State Legislation and Publications.
- Ability to prepare RFPs, RFIs, RFQs, contracts, project plans, SOGs, SOPs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency management and public safety terminology and language (ICS, NIMS).
- Ability to communicate with Emergency Services Advisory Board, various committees, other local, state and federal government officials, PSJS Director, County Prosecutor, PSJS Administrator, consultants, vendors, Public Safety Partners, division employees, other County employees, media and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations (real and simulated), exposure to various weather conditions, and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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:	Intelligence Analyst	Class Number:	1062461
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to research, analyze, evaluate, and correlate all source data for the purpose of developing intelligence products at the Fusion Center. This classification enhances current intelligence policy developing and maintaining liaison relationships and facilitating communication and information sharing with intelligence and law enforcement components within federal, state, local, tribal law enforcement agencies, and the private sector.

Distinguishing Characteristics

This is an entry level classification with responsibility for performing intelligence analysis activities in the Fusion Center of Public Safety and Justice Services. 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.

- 45% +/- 10%
- Collects, analyzes, and disseminates Suspicious Activity Reports (SAR); utilizes Open Source and Social Media research to develop reports and provide awareness bulletins to law enforcement, fire, first responders, and private sector; develops and maintains Key Intelligence Questions, Standing Information Needs, and Priority Information Needs; intakes and completes Requests for Information (RFI).
- 35% +/- 10%
- Researches for the development of intelligence products; provides logistical support to investigative personnel; uses analytic programs to piece together disparate data to deliver cohesive, timely, and actionable intelligence to help identify, predict, prevent, and disrupt terrorist activities.
- 20% +/- 10%
- Performs related administrative duties; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; recruits and educates community partners on the mission and purpose of the Fusion Center.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business, International Studies, Intelligence Analysis, Criminal Justice, Statistics, or related field; or any equivalent combination of training and experience.

Proposed DATE

Additional Requirements for all levels

Must complete 28 CFR Part 23 training within 90 days of hire.

Must be able to pass extensive background check and maintain secret security clearance as issued by the Department of Homeland Security (DHS)

Must successfully complete training to ensure baseline proficiency in intelligence analysis and production within six (6) months of being hired. Individuals with two (2) or more years of experience as an intelligence analyst in a Federal intelligence agency, the military, or state and/or local law enforcement intelligence unit may be exempt from completing the training.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine 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.
- Must have experience with Microsoft Office and GIS mapping software.
- Ability to comprehend a variety of informational documents including Request for Information (RFI), Suspicious Activity Report, and raw intelligence.
- Ability to comprehend a variety of reference books and manuals including federal laws, state laws, 28 CFR Part 23, federal guidelines in regards to SECRET security clearance, and Personnel Policies and Procedures Manual.
- Ability to piece together disparate data into a single cohesive intelligence product.
- Ability to prepare correspondence, threat assessments, suspicious activity reports, officer safety bulletins, national/international intelligence bulletins, Request for Information (RFI) and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Intelligence Analyst

- Ability to use and interpret intelligence related terminology and language.
- Ability to communicate with law enforcement personnel, Fusion Center analysts, NEORFC interns, and outside personnel.

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:	Appraisal Manager – Residential/Agricultural	Class Number:	1057105
FLSA:	Exempt	Pay Grade:	16
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; to function as the County's "Residential Project Manager" for mass appraisals per O.R.C. 5713.012; to assess and evaluate taxpayer complaints and inquiries regarding appraised values; communicate with taxpayers regularly to provide information, answer questions, and assist with appeals.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class performs technical and functional oversight over journey level classes, and is responsible for ensuring 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 staff; plans, coordinates, assigns and reviews work, evaluates training needs and provides instruction; conducts staff meetings; verifies time and mileage sheets; establishes and promotes employee morale; acts on employee problems; enters accurate and corrected data into the human resources computer system.
- 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 valuations deduction for destroyed or injured properties.
- 10% +/- 5%
- Directs administrative work for the Inquiry Department; resolves questions and complaints regarding property characteristics and value.

Effective DATE

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, economics or a related field with six (6) years experience in real estate, appraisal, construction, or finance including one (1) year of supervisory experience; 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

Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a "Residential Project Manager"

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, subtracts, multiply, divide and calculate decimals and percentages; calculate and make use of the principles of geometry and algebra descriptive statistics, statistical theory and inference

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 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 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.

Effective DATE

Appraisal Manager – Residential/Agricultural

- 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, 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.

Effective DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - EAM	Class Number:	1083111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Public Works; Asset and Materials Management.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Public Works Department inclusive of Work Order processing, Facilities Management, Fleet Management and ancillary areas. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Financial Systems and business processes.

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.

- 15% +/- 10%

• Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, and transactional activities for the Infor Enterprise Asset Management application.
- 15% +/- 10%

• Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%

• Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%

• Gathers, analyzes, and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%

• Collaborates across multiple business areas including Procurement, Human Resources, IT and Fiscal to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%

• Follows established project methodology and governance structure in place for the implementation and production support; works with the ERP leadership team to deliver the ERP solution on time and on budget.
- 15% +/- 10%

• Leads efforts during ERP updates and upgrades on behalf of Public Works, including set up, testing, and rollout of all ERP changes.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP inventory, asset management, and/or work order management; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - Fiscal	Class Number:	1084111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct, and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Core and ancillary financial modules.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Fiscal Department inclusive of Core Financials – GL, AP, AR, FA; and ancillary areas including Treasury, Budget and Grants Management. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Financial Systems and business processes.

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.

- 15% +/- 10%

• Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, and transactional activities for the Infor Financial modules inclusive of: General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, Budget, Grants Management, Treasury, Projects and Cash Management.
- 15% +/- 10%

• Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%

• Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%

• Gathers, analyzes and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%

• Collaborates across multiple business areas including Procurement, Human Resources and Public Works to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%

• Follows established project methodology and governance structure in place for the implementation and production support; works with the ERP leadership team to deliver the ERP solution on time and on budget.
- 15% +/- 10%

• Leads efforts during ERP updates and upgrades on behalf of Fiscal, including set up, testing, and rollout of all ERP changes.

ERP Information Systems Analyst - Fiscal

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP financials (GL, AP, AP, Fixed Assets), grants management Fiscal Module; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

ERP Information Systems Analyst - Fiscal

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - HRIS	Class Number:	1085111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Core Human Resources (HR), Benefits, Talent and Performance Management.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Human Resources Department inclusive of Core HR, Employee Benefits, Talent Acquisition and Management, Performance Management, Succession Planning and ancillary areas that support HR. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of ERP Human Resources and business processes.

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.

- 15% +/- 10%

• Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, and transactional activities for the Infor HR modules inclusive of: Core HR, Employee Benefits, Talent Acquisition, Talent Management, Performance Management, and Succession Planning.
- 15% +/- 10%

• Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%

• Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%

• Gathers, analyzes, and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%

• Collaborates across multiple business areas including Procurement, Fiscal and Public Works to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%

• Follow established project methodology and governance structure in place for the implementation and production support. Work with the ERP leadership team to deliver the ERP solution on time and on budget.

ERP Information Systems Analyst - HRIS

15% +/- 10%

- Lead efforts during ERP updates and upgrades on behalf of HR including set up, testing, and rollout of all ERP changes.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP core human resources, employee benefits, time collection, performance and /or talent management (Human Resource Information Systems (HRIS)) Modules; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret hardware and software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Information Systems Analyst - Procurement	Class Number:	1086111
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct and manage the activities and operations for the Infor Enterprise Resource Planning (ERP) implementation project and production support, specifically for the primary business areas of Procurement modules.

Distinguishing Characteristics

This is a journey level classification, working under the direction from the ERP Director and ERP Program Manager. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the Procurement Department inclusive of Procure-to-Pay, strategic sourcing, contract management and vendor management. This role will perform the full range of duties assigned. Solid understanding of application configuration, query and report creation. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of Procurement business processes.

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.

- 15% +/- 10%

• Provides hands-on configuration and set up of the Infor ERP in support of department processes, procedures, workflows and transactional activities for the Infor Procurement modules inclusive of: procure to pay, strategic sourcing and contract management.
- 15% +/- 10%

• Performs troubleshooting, critical analysis, issue escalation, resolution and execution to meet business needs and timelines.
- 15% +/- 10%

• Utilizes ERP standard tools for the creation and support of workflows, forms, queries, and reports.
- 15% +/- 10%

• Gathers, analyzes, and documents business requirements for the ERP implementation project and ongoing production support after implementation; develops and maintains documentation related to the ERP and direct work product.
- 15% +/- 10%

• Collaborates across multiple business areas including Fiscal, Human Resources, IT and Public Works to maintain data and system integrity and integration requirements across the ERP.
- 10% +/- 5%

• Follows established project methodology and governance structure in place for the implementation and production support; works with the ERP leadership team to deliver the ERP solution on time and on budget.
- 15% +/- 10%

• Leads efforts during ERP updates and upgrades on behalf of Procurement, including set up, testing, and rollout of all ERP changes.

ERP Information Systems Analyst - Procurement

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, information technology or related field with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP supply chain, procure to pay, contract management and/or strategic sourcing modules; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to perform standard and advanced mathematical equations as they apply to the ERP financial applications.

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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise business and IT team members of application standards, and other system and business related changes.
- Ability to use and interpret hardware and software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

ERP Information Systems Analyst - Procurement

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Benefits Analyst	Class Number:	1053663
FLSA:	Exempt	Pay Grade:	9
Dept:	Human Resources		

Classification Function

The purpose of this classification is to assist the Benefits Manager with overseeing the day-to-day administration and analysis of County's benefits and wellness programs to ensure compliance with County policies and applicable benefits legislation.

Distinguishing Characteristics

This is a journey level classification with the responsibility to work with the Benefits Manager to perform ongoing analysis of benefits costs as well as return on investment for individuals and Cuyahoga County. Employees in this class work in collaboration with the Benefits Manager to research, analyze, audit, and administer benefits plans and wellness programs to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

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%
- Assists Benefits Manager with facilitation and administration of the County's benefits programs; recommends and implements benefits plan process changes; revises and updates benefits plan documents; researches, analyzes, and reports the impact of state and federal laws on the benefits plan design and administration; provides day-to-day administration of the County's benefits programs, including identifying continuous improvement in processes for administering and monitoring benefits programs; provides support and assistance to County employees and Human Resources with benefits claim questions and issues; assists with oversight on benefits administration audits, billing and system transmissions to ensure data and system integrity; ensures organizational benefits and wellness program compliance with federal and state laws, County guidelines, and implements required communications when necessary.
- 20% +/- 10%
- Works with Human Resource leadership to develop, implement and execute HR solutions strategies, policies, and processes such as research, analysis and benchmark reporting for benefits and wellness programs; assists with benefit analysis requests regarding unions; prepares benefits and wellness recommendations to County Department of Law and HR Employment and Labor Relations for negotiations as well as responses to unions.
- 15% +/- 10%
- Develops processes and strategies to ensure benefits plans meet the current and future requirements of healthcare laws; works with Benefits Consultants to proactively manage healthcare laws and Internal Revenue Service (IRS) filing requirements and communications to plan participants; develops and maintains reports to effectively track benefits costs; monitors and analyzes utilization, experience and trends, as well as maintains all related financial accounting and reconciliation data, including providing comprehensive benefits analysis as requested by management.

Proposed

5% +/- 2%

- Supports open enrollment by overseeing the drafting, editing, and distribution of benefits enrollment communications to employees and qualified beneficiaries; assists Benefits Manager with project plan development; trains HR as well as internal and external partners on enrollment process and plan design changes; assists with open enrollment system testing.

15% +/- 10%

- Performs related administrative duties; data entry, calculations, maintains and files records; participates in vendor evaluation, selection process and assists with managing and maintaining vendor relationships; coordinates and hears appeals; prepares and disseminates information about employee benefits; answers calls and correspondence concerning benefits general inquiries and issues; updates employee data; tracks attendance and other related performance data; develops and conducts benefits and wellness surveys.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business with a concentration in Human Resources, Labor Relations, Employment Relations or a related field of study with four (4) years of benefits administration experience.

Additional Requirements for all levels

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of 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 surveys, benefits packages, internal benefits and wellness data, external benefits and wellness data, vendor contracts, vendor billing, and budgetary information.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and Benefits Manual.
- Ability to prepare wellness communications, presentations, various reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources, health and wellness terminology and language.

Proposed

- Ability to communicate effectively with coworkers in Human Resources, IT, other County employees, County employee's dependents, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment

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

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Associate	Class Number:	1053651
FLSA:	Non-Exempt	Pay Grade:	8
Department:	Human Resources		

Classification Function

The purpose of this classification is to assist with collective bargaining negotiations and addressing basic employee relations issues.

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with collective bargaining negotiations and addressing basic employee relations issues. This class works under direction from senior management of the Department, and is responsible for reviewing complaints and grievances in a timely manner. 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 the journey level classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

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%
- Assists with collective bargaining negotiations; drafts basic contract proposals or counter-proposals; interacts with labor, management, and State Employment Relations Board ("SERB") personnel; develops cost analysis spreadsheets for presentation to County Executive and/or County Council; assists with preparing the County's position during mediation, arbitration, negotiations, or SERB proceedings.
- 30% +/- 10%
- Addresses basic employee relations issues, such as harassment, work complaints or other employee concerns and refers more complex issues on to the assigned Employee Relations Specialist or Director of Labor Relations; coordinates and monitors activities to ensure timely processing and review of complaints and grievances; participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 10% +/- 5%
- Assists with investigations and responses into unfair employment practices or alleged violations of employment and labor laws; assists with the development of guidelines for nondiscriminatory practices.
- 20% +/- 10%
- Performs related administrative duties; drafts correspondence; prepares reports and documents; compiles documents pertaining to employee and labor relations activities; files documents; utilizes case management and document retention systems; provides technical assistance for contract administration and contract language; answers questions about grievance procedures, EEO compliance, and ADA reasonable accommodation determinations.

Employee Relations Associate

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, psychology, communications, labor relations or related field with one (1) year of labor relations, employment law, or collective bargaining experience; or any equivalent combination of training and experience.

Valid Ohio driver 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 computer and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 labor relations forms, absent without leave summaries, employee grievances, collective bargaining agreements, employee compliant reports, witness statements, incident reports, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Fair Labor Standards Act, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, labor contract proposals, cost analysis spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with Human Resources employees, supervisors, directors, attorneys, State Employment Relations Board, union labor officials, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Employee Relations Associate

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resources Business Partner	Class Number:	1053712
FLSA:	Exempt	Pay Grade:	11
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide comprehensive personnel services for County departments in various areas in Human Resources. Incumbents complete assignments characterized by analysis of materials & application of professional HR principles in the performance of complex HR assignments. Independently makes complex determinations &/or recommendations based on thorough analysis of facts and provide professional consultation in human resources best practices. Incumbents support County agencies in achieving enterprise business and strategic goals and objectives and ensures countywide consistency in the application of civil service laws, rules, collective bargaining agreements and related policies and procedures.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for collaborating with Human Resources Managers to plan, engage, and strategize Human Resources outcomes. Assignments are varied in nature. The employee works within a framework of established regulations, policies, procedures and collective bargaining unit agreements (CBA) and is expected to rely on experience to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner. This classification differs from the Human Resources Analyst in that incumbents are expected to use more initiative and exercise independent judgment.

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%
- Works collaboratively with Human Resources Managers to plan, engage, and strategize Human Resources outcomes; works along-side Human Resources Managers to plan Human Resources activities for agencies, departments, and individual stakeholders; leads projects, committees, teams, initiatives, and other various aspects of Human Resources service delivery; serves in the capacity of trainer for managerial development; acts in a manager's role for a brief/limited period of time; leads special projects and tasks for purposes of developing leadership skills and competencies, and to ensure successful project outcomes; takes on additional responsibilities for individual and collective contributions of professional growth, and the long-term viability of HR service delivery; serves as project leader on various projects; provides coordination and leadership to HR Analysts; serves on managerial teams and committees to generate ideas and to enhance individual professional growth.
- 30% +/- 10%
- Partners with agency(ies) management to recommend and develop programs and procedures that improve the effectiveness and efficiency of agency(ies) operations; analyzes the effects of new laws or administrative regulations on human resource programs; works with the Human Resources Manager and the Human Resources Leadership Team to develop and implement strategies and practices in alignment with assigned agency's(ies) objectives and goals; identifies and resolves human resource issues and concerns; develops and evaluates alternative methods for solving human resources issues; suggests and effectively communicates solutions and process improvements that create operational efficiencies.

Proposed DATE

10% +/- 5%

- Provides analysis, advice, and counsel to managers, supervisors, and employees regarding work issues, development plans, operational strategies, human resource policies, and procedures, rights, benefits, and opportunities for career advancement; collaborates with centralized training to design and support agency wide training; serves as a liaison to employees, management, and training.

10% +/- 5%

- Facilitates a performance management program that supports the agency(ies) and County's mission and vision; develops Performance Improvement Plans (PIPs) and other coaching tools; assists with employee corrective action process and administration of CBAs under the guidance of the Labor Relations Unit; gathers statements; investigates complaints; conducts pre-disciplinary hearings regarding performance and leave issues.

5% +/- 2%

- Supports human resource services for assigned County agency(ies) in the area of employment and benefits; ensures compliance with and provides interpretation of EEO guidelines relating to personnel processes; communicates with staff about employment benefit programs; participates in new employee orientation program; coaches and assists in development of new team members.

5% +/- 2%

- Functions as a proficient user of the Human Resource Information System (HRIS); creates personnel actions in HRIS; provides system guidance and occasionally enters non-routine changes.

10% +/- 5%

- Performs related administrative duties; represents the assigned agency(ies) for all Human Resources related activities and meetings; initiates FMLA requests; updates organizational charts; researches, analyzes, and presents data; develops standard and ad hoc reports, templates, dashboards, scorecards, and metrics; writes detailed reports; makes oral presentations to management; troubleshoots data and reports; assists in rollout and implementation of HR programs; provides reports requested by department directors or managers.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree preferably in Human Resources Management, Labor Relations or a related field of study with five (5) years of human resources experience.

Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of 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 CBAs, personnel files, FMLA requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Employment Laws, Ohio Revised Code, and Benefits Manual.
- Ability to prepare project management plans, Performance Improvement Plans (PIPs), policies, procedures, templates, organization charts, reports, presentation and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with HR employees, department leadership, executive staff, unions, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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County Council of Cuyahoga County, Ohio

Resolution No. R2017-0044

Sponsored by: Councilmember Brown	A Resolution appointing F. Allen Boseman to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2017 - 3/7/2023, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article IX, Section 9.01 of the Cuyahoga County Charter, entitled Personnel Review Commission, creates the Cuyahoga County Personnel Review Commission which is “responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness;” and,

WHEREAS, the Cuyahoga County Charter Section 9.01, states that the County “Council shall appoint the members of the Personnel Review Commission, consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations,” and that, “no more than two of the three members of the Personnel Review Commission shall be members of the same political party;” and,

WHEREAS, the term of office of each member of the Personnel Review Commission shall be six years, and the terms shall be staggered so that no term expires within less than two years of the expiration of any other term; and,

WHEREAS, the County Council has determined to appoint F. Allen Boseman to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2017 - 3/7/2023; 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 Commission.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0046

<p>Sponsored by: Councilmember Simon</p> <p>Co-sponsored by: Councilmembers Miller, Hairston, Brown, Jones and Conwell</p>	<p>A Resolution making an award to College Now Greater Cleveland in the amount of \$500,000.00 from the Cuyahoga County Educational Assistance Fund for Component Two of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2021; 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.</p>
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WHEREAS, Article III, Section 3.09(11) of the Charter authorizes Council to “establish and provide for the administration of a program to provide scholarships, loans, grants and other forms of financial assistance for residents of the County that will enable them to participate in post-secondary education, including vocational education and job training and retraining;” and

WHEREAS, Ordinance No. O2012-0007 established the Cuyahoga County Educational Assistance Program (the “Program”) and the Cuyahoga County Educational Assistance Fund (the “Fund”); and

WHEREAS, Ordinance No. O2012-0007 was amended to add an additional component to the Program, to authorize an alternative procurement process and to authorize Council to annually designate the amount of budgeted funds to be allocated for each component of the Program; and

WHEREAS, Cuyahoga County Council set aside \$500,000.00, annually, in the 2016-2017 Biennial Budget for each component of the Program; and

WHEREAS, Council has determined to allocate an amount to College Now Greater Cleveland for Component Two of the Program; 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 program.

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

Clerk of Council

Date

First Reading/Referred to Committee: March 14, 2017

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested on the Floor: March 14, 2017

Committee Report/Second Reading: March 28, 2017

Additional Sponsorship Requested: April 1, 2017

Journal CC026

April 12, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0066

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2016/2017 Biennial Operating Budget for 2017 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 8, 2015, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2016/2017 (Resolution No. R2015-0209) establishing the 2016/2017 biennial budget for all County departments, offices and agencies; and

WHEREAS, on December 28, 2016, the Cuyahoga County Council adopted the 2016/2017 Biennial Operating Budget and Capital Improvements Program Update for 2017 (Resolution No. R2016-0216) establishing the 2017 biennial budget update for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2017 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices and agencies; and

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

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

SECTION 1. That the 2016/2017 Biennial Operating Budget for 2017 be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. 20A658 – Fiscal Certificate of Title Admin	BA1707601
FS109694 – Fiscal Oper – Title Bureau	
Other Expenses	\$ 213,124.00

Additional appropriation is requested for security costs in the Auto Title Bureau. Currently security costs are NSF because they were never budgeted. Funding for the Auto Title comes from title fees charged to patrons.

B. 40A069 – Capital Projects	BA1707597
CC769182 – 2017 General A/E Services	
Other Expenses	\$ 800,000.00

Additional appropriation is requested to fund General Architectural and Engineering projects. This project is on the 2017 CIP. Funding for the General A/E project will come from the General Fund, although funding will only be transferred as expenses are incurred.

C. 40A069 – Capital Projects	BA1707598
CC769190 – 2017 Gen. Constr. Mgmt./Testing Services	
Other Expenses	\$ 300,000.00

Additional appropriation is requested to fund General Construction Management/Testing Services project. This project is on the 2017 CIP. Funding for the General Construction Management/Testing Services project will come from the General Fund, although funding will only be transferred as expenses are incurred.

D. 40A069 – Capital Projects	BA1707599
CC769208 – 2017 General Mechanical, Electrical & Plumbing Services	
Other Expenses	\$ 400,000.00

Additional appropriation is requested to fund General Mechanical, Electrical & Plumbing Services project. This project is on the 2017 CIP. Funding for the General Mechanical, Electrical & Plumbing Services project will come from the General Fund, although funding will only be transferred as expenses are incurred.

E. 40A069 – Capital Projects	BA1707600
CC769216 – HHS Fit Study	
Personal Services	\$ 15,000.00
Other Expenses	\$ 435,000.00

Additional appropriation is requested to fund HHS Fit Study project. This project is on the 2017 CIP. Funding for the HHS Fit Study project will come the cash reserves in the combined Public Assistance Funds.

F.	21A882 – Prof Cont Edu – Paul Coverdell Grant		BA1700081
	CR758342 – 15/16 Prof Cont Edu – Paul Coverdell Grant		
	Other Expenses	\$	(4,980.56)

The Medical Examiner is requesting an appropriation reduction to prepare the 2015 Professional Continuing Education – Paul Coverdell Grant for closure. Over 83% of the grant was expended. Funding is from the United States Department of Justice, Office of Justice Programs, National Institute of Justice passed through the Ohio Office of Criminal Justice services to Public Safety and Justice services for the Medical Examiner for the period 10/1/2015 – 9/30/2016.

G.	20A301 – Real Estate Assessment Fund		BA1707594
	BR420067 – Board of Revision – Assessment Fund		
	Other Expenses	\$	(17,225.00)

An appropriation reduction is requested due to the decertification of the Avantia contract (CE1200424-10). Funding for the Board of Revision comes from the Real Estate Assessment Fund which is funded by the property taxes from the County.

H.	40A069 – Capital Projects		BA1707593
	CC769141 – Mechanical A/E Services		
	Other Expenses	\$	200,000.00

Additional appropriation is requested in the Mechanical A/E Services account to fund consultants on new projects. This project is on the 2016 CIP and was not appropriated in 2016. Funding for the Mechanical A/E Services comes from the General Fund, although funding will only be transferred as expenses are incurred.

I.	40A069 – Capital Projects		BA1707592
	CC769158 – Carpeting 2016/2017		
	Other Expenses	\$	400,000.00

Additional appropriation is requested in the Countywide Carpeting account to fund a countywide carpeting contract. This project is on the 2016 and 2017 CIP. Funding for the Countywide Carpeting contract will come from the General Fund, although funding will only be transferred as expenses are incurred.

J.	20A312 – Coroner’s Lab		BA1713646
	CR180034 – Medical Examiner - Lab		
	Capital Outlays	\$	175,000.00

The Medical Examiner’s Office is requesting an appropriation increase in Capital for \$175,000.00 in the Medical Examiner’s Lab index code. This is for the purpose of purchasing 2 new Gas Chromatography and Mass Spectrometry machines needed for lab work. Funding for the Medical Examiner’s Lab Fund is provided by ME-Lab user fees and out of county autopsies. Current cash balance as of 3/21/2017 in this index code is \$920,544.19.

K.	40A069 – Capital Projects		BA1707596
	CC769166 – Admin. Building Projects		
	Capital Outlays	\$	50,000.00

Additional appropriation is requested to fund County Administration Building Projects. This project is on the 2017 CIP. Funding for the County Administration Building Projects will come from the General Fund, although funding will only be transferred as expenses are incurred.

L.	40A069 – Capital Projects		BA1707595
	CC769174 – Domestic Relations Court Renovations		
	Personal Services	\$	35,180.00
	Capital Outlays	\$	5,820.00

Additional appropriation is requested in Domestic Relations Court Renovations to fund renovations. This project is on the 2017 CIP. Funding for the Domestic Relations Court Renovations will come from the General Fund, although funding will only be transferred as expenses are incurred.

M.	24A510 – Work & Training Admin		BA1706077
	WT137315 – Work First Services		
	Personal Services	\$	(84,711.33)

A reduction of appropriation is requested from Job & Family Services due to the transfer of one FTE to the Communications Department.

N.	40A069 – Capital Projects		BA1700099
	CC767392 – 07 Cabling/Wiring – Various Buildings		
	Personal Services	\$	(3,964.89)
	Capital Outlays	\$	(4,109.09)

Reduce appropriations in the 2007 Cabling and Wiring for Various Buildings capital account. The account was established in March 2007 and the last transaction was March 2012 with 97.1% of the \$275,000 project expended. Funding was from the sale of bonds in December 2008 (\$75,769) and December 2009 (\$109,231).

O.	40A069 – Capital Projects		BA1700096
	CC767533 – 2008 Wide Area Network Upgrades		
	Personal Services	\$	(8,189.39)
	Capital Outlays	\$	(6,553.52)

Reduce appropriations in the 2008 Wide Area Network Upgrades capital account. The account was established in April 2008 and the last transaction was December 2010 with 99.8% of the project expended. Funding was from the sale of bonds in December 2008.

P.	40A069 – Capital Projects		BA1700094
	CC767475 – New Multi-Use Rabbit/Poultry Barn		
	Personal Services	\$	(286.91)
	Capital Outlays	\$	(48,661.52)

Appropriation reduction in the New Multi-Use Rabbit/Poultry Barn project in preparation for closure. The account was established January 16, 2008 and the last transaction was July 2007 with 92.9% of the project expended. No cash exists in the account. Funding was from the sale of bonds in December 2009.

Q. 40A069 – Capital Projects **BA1700090**
 CC766691 – Runway Taxiway Design Study - Airport
 Capital Outlays \$ (458,644.61)

Reduce appropriations in the Runway Taxiway Design Study – Airport capital account. The account was established in September 2005 and the last transaction was October 2012 with 73.6% of the project expended. Funding was 87.2% from the sale of bonds in 2008 and 12.8% from the United States Department of Transportation.

R. 40A069 – Capital Projects **BA1700091**
 CC767731 – 2008 WAN Upgrades Juvenile Justice Complex
 Other Expenses \$ (139,131.82)

Reduce appropriations in the 2008 WAN Upgrades Juvenile Justice Complex capital account. The account was established in July 2009 and the last transaction was May 2011 with 80.6% of the project expended. Funding was from the sale of bonds in 2009.

S. 21A525 – VAWA Block Grant **BA1713650**
 JA758433 – FY2015 VAWA Block Grant CY2016
 Other Expenses \$ (5,579.47)

Public Safety & Justice Services is requesting an appropriation reduction of \$5,579.47 to prepare the FY15 VAWA Block Grant for closure. Funding for the grant was provided by the United States Department of Justice, Office of Violence Against Women through the Ohio Office of Criminal Justice Services for the period 1/1/2016 – 12/31/2016 of which 98.79% was expended.

T. 40A069 – Capital Projects **BA1700089**
 CC768127 – 2012 Emergency Response Initiative
 Other Expenses \$ (2,350.00)

Reduce appropriations in the 2012 Emergency Response Initiative capital account. The account was established in November 2012 and the last transaction was October 2014. The remaining cash was transferred on Resolution R2012-0264 as a residual equity transfer (JR1500020-04) to other projects. 98.8% of the project was expended. Funding was from the General Fund Capital improvement Subsidy in December 2014.

U. 21A579 – VAWA Administration Grant **BA1713644**
 JA759266 – FY2016 VAWA Admin Fund CY2017
 Personal Services \$ 20,876.96
 Other Expenses \$ 1,934.63

Public Safety & Justice Services is requesting that appropriations for the FY16 Stop Violence Against Women Act Grant – Administrative Award is set up in the new index code established for the grant. The award amount is \$17,108.69 with a 25% cash match (\$5,702.90 via JT1713647) requirement for a total of \$22,811.59. Authority to accept and expend funds received executive approval on 3/7/2017 (CON2017-18). The grant award was received on 2/16/2017. Funding is from the Ohio Office of Criminal Justice Services for the period 1/1/2017-12/31/2017.

V.	22A015 – Ohio Housing Finance Grant 15		BA1712167
	HS151605 – Ohio Housing Finance Grant 15		
	Other Expenses	\$	1,900,500.00

Additional appropriation is requested in the Ohio Housing Finance Grant 15 index code to move a General Fund advance to the project back to the General Fund. The project is funded by the Ohio Finance Housing Authority.

W.	20D449 – Property Demolition Fund		BA1713653
	DV520809 – Property Demolition Fund		
	Other Expenses	\$	347,000.00

The Office of Budget and Management (via Department of Development) is requesting an appropriation increase for \$347,000.00 in the Property Demolition Fund. This increase will allow for an amendment to make room for the new upcoming contract for the City of Cleveland Heights (BC2014-317 Round 4) to fully post. Current cash balance in the Property Demolition Fund is 26.2 million.

X.	40A526 – ODOT - LPA		BA1703079
	CE785006 – ODOT - LPA		
	Capital Outlays	\$	375,000.00

The Towpath Trail Stage 1 is an LPA Project that is 100% federally funded through the Federal Highway Administration. The appropriation increase is for detailed design engineering services required on the Towpath Trail Extension Project Stage1. The services include: Environmental Analysis, Stage 1, Stage 2 and Stage 3 Design, Right-of-Way Plan, Performance of the scope of the final design, Prepare Final Package, Bridge and Retaining Wall Detailed Design, Stream Mitigation, and Services during construction. These services could not be contracted with the initial contract since the scope of the final design was not known but was developed during the preliminary engineering and environmental studies.

Y.	01A001 – General Fund		BA1712169
	TS160101 – Treasury Management		
	Other Expenses	\$	58,475.00

The County has been historically using earning credit to offset bank fees as interest rates have been at all-time lows and the earnings credit rate offered by the bank was much more favorable. In 2016, interest rates started to rise. Based on annual activity, the County chooses to stop using earnings credit and utilizes the interest rate environment, as it is more favorable. It is a fine line of back and forth as balances and transaction volume spike during tax collections. In light of this, the County has earned much more interest compared to the earnings credit that could have been made. Therefore, the Treasurer’s Office is requesting an additional \$58,475.00 to cover annual fees for banks.

Z.	22A730 – SHP – RRH for Families		BA1704509
	HS758656 – SHP ’16 – RRH for Families		
	Other Expenses	\$	488,328.00

Appropriation of \$488,328 is requested to establish the FFY 2016 Supportive Housing Program Rapid Rehousing for Families Grant, which is funded by the U.S. Department of Housing and Urban Development. The purpose of the grant is to provide short term rental assistance and case

management for homeless families to promote rapid exit from shelters and stability in permanent housing coordinated entry and rapid rehousing activities that are intended to reduce homelessness and to assist individuals and families to access housing more quickly. This year's award is the same amount as last year's award. The grant period is November 1, 2016 through October 31, 2017.

AA. 22A300 – Buckeye PSH		BA1704510
HS758664 – Buckeye PSH 2016		
Other Expenses	\$	57,103.00

Appropriation of \$57,103 is requested to establish the FFY 2016 Permanent Supportive Housing (PSH) Grant, which is funded by the U.S. Department of Housing and Urban Development. The purpose of the grant is to provide permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability. The previous award of \$171,308 was granted in 2014. The grant period is November 1, 2016 through October 31, 2017.

SECTION 2. That the 2016/2017 Biennial Operating Budget for 2017 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM: 20A302 – Dog & Kennel		BA1700084
DK050005 – County Dog Kennel		
Other Expenses	\$	50,000.00
TO: 20A302 – Dog & Kennel		
DK050005 – County Dog Kennel		
Capital Outlays	\$	50,000.00

Appropriation transfer for the purchase of an F-250 truck with an Animal Control Body per requisition CT-17-38910. The cash balance in the Dog and Kennel fund as of March 21, 2017 is \$866,752.10. Funding is from the sale of dog licenses covering the period 1/1/17 – 12/31/17.

B. FROM: 61A608 – Central Security Services - Sheriff		BA1701519
SH352005 – Building Security Services – OPBA Officers		
Other Expenses	\$	30,000.00
TO: 61A608 – Central Security Services - Sheriff		
SH352005 – Building Security Services – OPBA Officers		
Capital Outlays	\$	30,000.00

The Protective Services division of the Sheriff's Department is requesting a transfer of appropriation from Other Expenses to Capital Outlays to support an amendment to the current Black Creek Integrated Systems contract (CE1500073-03). Funding comes from charges to user agencies for protective services in county owned and operated buildings.

C. FROM: 22A685 – CDBG Year 38 2012		BA1713649
DV713917 – CDBG Project Plan FY 2012		
Other Expenses	\$	31,655.00

22A914 – CDBG Year 41 2015
 DV714436 – CDBG Project Plan FY 2015
 Other Expenses \$ 15,287.65

TO: 22A917 – CDBG Year 42 2016
 DV714600 – CDBG Project Plan FY 2016
 Other Expenses \$ 46,942.65

The Department of Development is requesting an appropriation transfer for \$46,942.65. This will allow the moving of allocated Community Development Block Grant appropriations to fund Fair Housing projects expected during the fiscal year 2017. These projects will be funded in addition to the actual 2016 HUD appropriations. Funding is provided through the United States Department of Housing and Urban Development.

D. FROM: 21A312 – DOJ/Smart Supervision **BA1713651**
 CO759209 – Crisis Intervention/Behav Health FY16-21
 Personal Services \$ 5,500.00

TO: 21A312 – DOJ/Smart Supervision
 CO759209 – Crisis Intervention/Behav Health FY16-21
 Other Expenses \$ 5,500.00

Common Pleas Court is requesting an appropriation transfer for \$5,500.00. This will provide sufficient appropriation in the travel budget line for anticipated travel expenses. Funding is provided through the BJA Smart Supervision Grant via the United States Department of Justice for the period 10/1/2016 – 9/30/2021.

E. FROM: 40A526 – ODOT – LPA **BA1703080**
 CE785006 – ODOT – LPA
 Personal Services \$ 725,000.00

TO: 40A526 – ODOT – LPA
 CE785006 – ODOT – LPA
 Capital Outlays \$ 725,000.00

Request to transfer appropriation within the Highland Road Bridges project in the City of Euclid. This project is funded by a combination of Federal Highway Administration funding (53%), Ohio Public Works Commission Issue 1 (7%), AT&T (2%), and the County’s \$7.50 Vehicle License Tax (38%).

F. FROM: 01A001 – General Fund **BA1713652**
 DV014100 – Economic Development
 Personal Services \$ 3,000.00

TO: 01A001 – General Fund
 EX016006 – County Executive
 Other Expenses \$ 3,000.00

The Department of Development is requesting an appropriation transfer for \$3,000.00 from their personnel services lines into other operating lines of the County Executive index code. Funds

will be used in support of the Fellow Program, in particular, for the hiring of an additional Summer Fellow focusing on Economic Development activities. Funding is provided through the General Fund.

SECTION 3. That the 2016/2017 Biennial Operating Budget for 2017 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 01A001 – General Fund	JT1713647
JA302224 – Public Safety Grants Administration (RPL)	
Transfer Out	\$ 5,702.90
TO: 21A579 – VAWA Administration Grant	
JA759266 – FY2016 VAWA Admin Fund CY2017	
Revenue Transfer	\$ 5,702.90

Public Safety & Justice Services is requesting a cash transfer from Public Safety Grants Administration to the FY16 VAWA Administration grant for \$5,702.90. This is the required amount to satisfy the required 25% match for the FY16 Stop Violence Against Women Act Administrative Award from the Ohio Office of Criminal Justice services (appropriated via BA1713644). Funding is provided from the Public Safety Grants Administration General Fund account for the period 1/1/2017 – 12/31/2017.

B. FROM: 22A015 – Ohio Housing Finance Grant 15	JT1712168
HS151605 – Ohio Housing Finance Grant 15	
Transfer Out	\$ 1,900,500.00
TO: 01A001 – General Fund	
ND508515 – Non-Departmental Revenue GF	
Revenue Transfer	\$ 1,900,500.00

An appropriation transfer from the Ohio Housing Finance Grant 15 to the General Fund. This fiscal item is to pay back the General Fund for an advance to the project. Funding is from the Ohio Finance Housing Authority.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC026
April 12, 2017



ARMOND BUDISH
Cuyahoga County Executive

TO: Jeanne Schmotzer, Clerk of County Council
FROM: Maggie Keenan, Office of Budget and Management
CC: Dennis Kennedy, Fiscal Office
DATE: April 4, 2017
RE: Fiscal Agenda – 4-12-2017 Council Meeting

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **April 12, 2017**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to cover expenses.

Requests on this agenda include a number of items to appropriate capital projects on the 2017 Capital Improvements Plan (CIP), as well as several requests to decrease surplus appropriation to completed capital projects from prior year CIPs. Also included is a request to decrease appropriation to the Department of Health and Human Services/Job & Family Services following the transfer of an employee to the Department of Communications, which is supported by the General Fund. The request to transfer General Fund appropriation from the contingency allocation in the 2017 Budget to the Department of Communications to cover the employee's costs was approved by Council on the March 28th fiscal agenda.

The request to increase General Fund appropriation to the Fiscal Office/Treasury Division results from a change in how much the County would keep in banking reserves/accounts. It was decided late last year that the County could maximize returns if the money on deposit was invested instead of used to earn interest credits. As a result of this change the County now has to pay for banking services. The increase in investment earnings offsets the expense, there is no net impact on General Fund reserves.

This agenda also includes a request to transfer General Fund appropriation (\$3,000) from the Department of Development to the Executive's Office to support the hire of a Summer Fellow dedicated to the Department of Development. The 2017 Budget included an allocation of \$16,000 for Summer Fellow Program, anticipating eight Fellows receiving a \$2,000 stipend. The stipend has been increased to \$3,000, which reduced the number of Fellows that could be hired without allocating additional funding in the budget. The Department of Development has identified a need for a Fellow and funding in its General Fund budget to support; the transfer is being requested so that all of the costs associated with this program are captured in the same budget.

Finally, this agenda includes a request to increase appropriation to the Ohio Housing Finance Grant in order to transfer \$1.9 million from the grant to the General Fund, which repays an advance transferred from the General Fund in 2016 following the receipt of grant funds.

Additional Appropriation Summary – Additional appropriation is requested when to cover expenditures that exceeds the original estimate and must be supported by a revenue source. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or decertification of an encumbrance.

Department	Amount Requested	Funding Source
Development	\$347,000.00	Special Revenue – No General/HHS Levy Fund Impact
Fiscal Office	\$195,899.00	Special Revenue – No General/HHS Levy Fund Impact
Fiscal Office/Treasury	\$58,475.00	General Fund
HHS/Homeless Services	\$545,431.00	Grant – No General/HHS Levy Fund Impact
HHS/Job & Family Services	(\$84,711.33)	Special Revenue – HHS Levy Fund Impact
Medical Examiner’s Office	(\$4,980.56)	Grant – No General/HHS Levy Fund Impact
Medical Examiner’s Office	\$175,000.00	Special Revenue – No General/HHS Levy Fund Impact
Public Safety & Justice Services	\$17,232.12	Grant – No General/HHS Levy Fund Impact
Public Works/Capital Projects	\$3,869,608.25	Special Revenue – General/HHS Levy Fund Impact
Public Works/Engineer	\$375,000.00	Special Revenue – No General/HHS Levy Fund Impact
TOTAL	\$5,493,953.48	

Appropriation Transfer Summary – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

Department	Amount Transferred	Funding Source
Common Pleas Court	\$5,500.00	Grant – No General/HHS Levy Fund Impact
Development	\$46,942.65	Grant – No General/HHS Levy Fund Impact
Development/Executive	\$3,000.00	General Fund
Public Works/Kennel	\$50,000.00	Special Revenue – General Fund Impact
Public Works/Engineer	\$725,000.00	Special Revenue – No General/HHS Levy Fund Impact
Sheriff’s Office	\$30,000.00	Special Revenue – General/HHS Levy Fund Impact
TOTAL	\$860,442.65	

Cash Transfer Summary – Operating transfers support operating expenditures transfer cash from one fund to another. Transfers post as an expenditure and sufficient appropriation must be available to process the transaction.

Department	Amount Transferred	Funding Source
Public Safety & Justice Services	\$5,702.90	General Fund
Public Works/Capital Projects	\$1,900,500.00	General Fund
TOTAL	\$1,906,202.90	

2017 Revised CIP - Facilities/Airport

Index	Completion Date	Bldg	PROJECT	General Fund	HHS/PA	Other	Total	Amount Appropriated	YTD through 3/2017
2016 Projects									
CC768242	October-17	ProCen	Processing Center (Includes \$2.4M)/ Halle Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	On Hold	VEB	EFS CSEA Office Enclosures, Human Resources Renovations, MIS Office Renovations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CC768739	March-17	VEB	Replace Boiler and Recirculating Pumps	\$ -	\$ 624,000	\$ -	\$ 624,000	\$ 624,000	\$ 60,990
CC768762	December-17	VEB	Entrance Consolidation	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ 500,000	\$ 137,112
CC768986	On Hold	CHS	Elevator Upgrade	\$ 378,560	\$ -	\$ -	\$ 378,560	\$ 378,560	\$ 7,438
CC769026	December-17	OCH	Line Roof Drains and Leaders With Polymer Coating	\$ 336,648	\$ -	\$ -	\$ 336,648	\$ 336,648	\$ -
CC769075	September-17	BOE	Replace Old Fire Alarm System (Parts are Obsolete)	\$ 323,700	\$ -	\$ -	\$ 323,700	\$ 323,700	\$ 9,503
CC769091	September-17	OCH VEB	ADA Door Update/Repair VEB	\$ 115,000	\$ -	\$ -	\$ 115,000	\$ 115,000	\$ -
CC768861	December-17	OCH	Roof Replacement	\$ 4,650,000	\$ -	\$ -	\$ 4,650,000	\$ 475,000	\$ 773,060
CC769034	April-17	JC	Fire Dampers Repair and Replacements (Phase III)	\$ 800,000	\$ -	\$ -	\$ 800,000	\$ 800,000	\$ 322,110
CC768382	August-17	JC	Fire Protection Upgrades	\$ 400,000	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 42,386
	On Hold	JC	Central Booking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CC769067	September-17	JEH	Fire Alarm System Upgrade	\$ -	\$ 323,700	\$ -	\$ 323,700	\$ 323,700	\$ 20,825
CC768911	June-17	JEH	Electrical Back-up System Upgrades	\$ -	\$ 425,000	\$ -	\$ 425,000	\$ 425,000	\$ 10,980
CC769042	December-17	CTYWD	Painting Contract, Additional Contracts	\$ 392,480	\$ -	\$ -	\$ 392,480	\$ 392,480	\$ 112,445
CC769158	December-17	CTYWD	Carpeting Contract, Additional Contracts	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -
CC769059	October-19	CTYWD	General Architecture Engineering Services Contract	\$ -	\$ 245,000	\$ -	\$ 245,000	\$ 245,000	\$ -
CC769141	September-19	CTYWD	General Mechanical-Electrical-Plumbing AE Services	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -
	December-17	CTYWD	Special Project Request/Emergency	\$ 88,112	\$ -	\$ -	\$ 88,112	\$ -	\$ -
		CoAir	Airfield Pavement Rehab - Consulting	\$ -	\$ -	\$ 54,388	\$ 54,388	\$ 54,388	\$ -
CC769117	June-17	AnSh	Bk FI Preventer Rplmt & Vault Re-line Mech. Room	\$ 139,500	\$ -	\$ -	\$ 139,500	\$ 139,500	\$ -
CC769083	May-17	JJC	Parking Lot Repair	\$ 95,000	\$ -	\$ -	\$ 95,000	\$ 95,000	\$ -
CC769109	December-17	Halle	Parking Lot Design	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -
CC769018	April-17	CHS	Emergency Sewer	\$ 400,000	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -
CC768945	Completed	ME	Replace Chiller	\$ 65,000	\$ -	\$ -	\$ 65,000	\$ 65,000	\$ 65,000
CC768721	April-17	JJC	Upgrades to EOC at JJC	\$ 815,000	\$ -	\$ -	\$ 815,000	\$ 667,500	\$ 574,854
CC768978	September-17	JC	JC Boiler Failure	\$ 625,000	\$ -	\$ -	\$ 625,000	\$ 625,000	\$ 250,639
CC768994	December-17	CHS	BAC Cooling Tower Refurbish	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -
CC768960	April-18	OCH	ADA Upgrades at Old Courthouse and HPG	\$ 1,750,000	\$ -	\$ -	\$ 1,750,000	\$ 1,750,000	\$ 21,550
CC768952	April-17	JJC	JJC Outside Intake Repair	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 60,139
CC766782	December-17	N/A	Soldiers and Sailors Restoration	\$ -	\$ -	\$ 80,403	\$ 80,403	\$ -	\$ -
			Facilities SubTotal	\$ 12,324,000	\$ 2,117,700	\$ 134,791	\$ 14,576,491	\$ 10,085,476	\$ 2,469,031
CC768622	September-17	CoAir	Runway Overlay - Phase 2	\$ 525,000	\$ -	\$ 9,975,000	\$ 525,000	\$ 525,000	\$ 525,000
CC768689	June-17	CoAir	Airport Admin Building HVAC/Mech Replacement	\$ 142,709	\$ -	\$ -	\$ 142,709	\$ 142,709	\$ 42,005
CC768929	December-18	CoAir	Runway Overlay - Phase 3	\$ 299,072	\$ -	\$ -	\$ 299,072	\$ 299,072	\$ -
			Airport SubTotal	\$ 966,781	\$ -	\$ 9,975,000	\$ 966,781	\$ 441,781	\$ 42,005
			2016 Total	\$ 13,290,781	\$ 2,117,700	\$ 10,109,791	\$ 15,408,481	\$ 10,527,257	\$ 2,511,036
2017 Projects									
CC768226		HPG	Design and Construction Amendment	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -
		1642	HVAC Units	\$ 144,000	\$ -	\$ -	\$ 144,000	\$ -	\$ -
CC769166		Admin	Repairs/Upgrades	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -
		AnSh	HVAC Replacement	\$ 150,000	\$ -	\$ -	\$ 150,000	\$ -	\$ -
		JEH	Entrance/ADA Upgrades	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -
		JJC	Penthouse Ladders/Ejct Pumps & Grinders	\$ 160,000	\$ -	\$ -	\$ 160,000	\$ -	\$ -
		JJC	Solar Blinds for Windows for Office Tower	\$ 352,500	\$ -	\$ -	\$ 352,500	\$ -	\$ -
		ME	Plumbing and System Repairs	\$ 90,000	\$ -	\$ -	\$ 90,000	\$ -	\$ -
		OCH	ADA Upgrade Phase II	\$ 600,000	\$ -	\$ -	\$ 600,000	\$ -	\$ -
		OCH	Courtroom Renovation	\$ 110,000	\$ -	\$ 50,000	\$ 160,000	\$ -	\$ -
CC769174		OCH	Domestic Relations Court	\$ 41,000	\$ -	\$ 24,000	\$ 65,000	\$ 41,000	\$ -
		S&S	Masonry Repairs	\$ 119,597	\$ -	\$ 80,403	\$ 200,000	\$ -	\$ -
		VEB	Roof Replacement	\$ -	\$ 2,350,966	\$ -	\$ 2,350,966	\$ -	\$ -
		Halle	Land Acquisition for Parking Lot	\$ 325,000	\$ -	\$ -	\$ 325,000	\$ -	\$ -
		Halle	Parking Lot Construction	\$ 750,000	\$ -	\$ -	\$ 750,000	\$ -	\$ -
CC769216		CTYWD	Human Services Fit Study	\$ -	\$ 450,000	\$ -	\$ 450,000	\$ 450,000	\$ -
		CTYWD	Preventive Maintenance to high voltage switch gear	\$ 190,770	\$ -	\$ -	\$ 190,770	\$ -	\$ -
CC769190		CTYWD	General Construction Management/Testing	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ -

2017 Revised CIP - Facilities/Airport

Index	Completion Date	Bldg	PROJECT	General Fund	HHS/PA	Other	Total	Amount Appropriated	YTD through 3/2017
		CTYWD	Painting Contract, Additional Contracts	\$ 300,000	\$ -	\$ -	300,000	\$ -	\$ -
CC769158		CTYWD	Carpeting Contract, Additional Contracts	\$ 200,000	\$ -	\$ -	200,000	\$ 200,000	\$ -
CC769182		CTYWD	General Architecture Engineering Services Contract	\$ 800,000	\$ -	\$ -	800,000	\$ 800,000	\$ -
CC769208		CTYWD	General Mechanical-Electrical-Plumbing AE Services	\$ 400,000	\$ -	\$ -	400,000	\$ 400,000	\$ -
		CTYWD	Special Project Request/Emergency/Time Sensitive	\$ 588,500	\$ -	\$ -	588,500	\$ -	\$ -
			Facilities SubTotal	\$ 6,671,367	\$ 3,100,966	\$ 154,403	\$ 9,926,736	\$ 2,241,000	\$ -
CC769125		CoAir	Runway Overlay - Phase 3/4	\$ 1,500,000		\$ 13,500,000	15,000,000.00	\$ 15,000,000	\$ -
		CoAir	RPA Land Acquisition	\$ 300,000			300,000.00	\$ -	\$ -
		CoAir	Security Upgrades - Design - Phase I	\$ 50,000			50,000.00	\$ -	\$ -
			Airport SubTotal	\$ 1,850,000	\$ -	\$ 13,500,000	\$ 15,350,000	\$ 15,000,000	\$ -
							\$ -		
			2017 Total	\$ 8,521,367	\$ 3,100,966	\$ 13,654,403	\$ 25,276,736	\$ 17,241,000	\$ -

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0067

Sponsored by: County Executive Budish/Departments of Law and Public Works	A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and International Union of Operating Engineers, Local 18-S, representing approximately 20 employees in 15 classifications at the Department of Public Works for the period 5/1/2015 - 4/30/2018; to establish terms of the wage re-opener and to modify Article 35; directing that funds necessary to implement the amendment be budgeted and appropriated; 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, Cuyahoga County and the International Union of Operating Engineers, Local 18-S (“the Union”), have agreed to amend the Collective Bargaining Agreement (CBA) for the period of 5/1/2015 – 4/30/2018, representing approximately 20 employees in 15 classifications from the Cuyahoga County Department of Public Works, to establish a COLA for 2017 pursuant to a previously negotiated wage re-opener and to modify Article 35 of the CBA; and

WHEREAS, the parties desire to amend the CBA under the terms of the attached tentative agreement which has been ratified and approved by the Union members; and

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within fourteen (14) days of the date on which the parties finalize the agreement, unless otherwise specified, but if the appropriate legislative body is not in session at the time, then within fourteen (14) days after it convenes; and

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty (30) days after the public employer submits the agreement; and

WHEREAS, it is necessary that this Resolution become effective immediately to ensure the efficient operation of the Department of Public Works.

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

SECTION 1. The Cuyahoga County Council hereby approves an amendment to a Collective Bargaining Agreement between Cuyahoga County and the International Union of Operating Engineers, Local 18-S (“the Union”), representing approximately 20 employees in 15 classifications at the Cuyahoga County Department of Public Works for the period of 5/1/2015 – 4/30/2018 to establish a COLA pursuant to a previously negotiated wage re-opener and to modify language in Article 35 of that CBA.

SECTION 2. Funds necessary to implement the amendment of the CBA shall be budgeted and approved.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC026
April 12, 2017

AGREEMENT TO AMEND
THE COLLECTIVE BARGAINING AGREEMENT BETWEEN
CUYAHOGA COUNTY AND
THE INTERNATIONAL UNION OF OPERATING ENGINEERS,
LOCAL 18-S

Parties: This Agreement is entered by and between Cuyahoga County, Ohio, as the public employer (“County”), and the International Union of Operating Engineers, AFL/CIO, Local 18-S (“Union”). The County and the Union are collectively referred to herein as “the Parties.”

Background Facts: The County and the Union are parties to a collective bargaining agreement (“CBA”) governing terms and conditions of employment of the Cuyahoga County Sanitary Treatment personnel and Project Inspectors. The CBA is effective from May 1, 2015 through April 30, 2018 and includes a provision for the negotiation of a wage re-opener for 2017 in Article 35, Section 1. The Parties engaged in good faith negotiations and reached an agreement as stated below.

Terms: Article 35, Section 1 of the CBA between the Parties is amended as follows (deleted language is stricken and new language appears in **Bold**):

ARTICLE 35 - WAGES

SECTION 1. Effective the first (1st) day of the first (1st) full pay period in May, 2015, employees shall receive a two percent (2%) increase, and effective the first (1st) day of the first (1st) full pay period in May, 2016, employees shall receive a two percent (2%) wage increase. ~~For 2017, there shall be a wage re-opener. Negotiations to commence by the first (1st) week of February, 2017.~~ **Effective the first (1st) day of the first (1st) full pay period in May, 2017, employees shall receive a two percent (2%) wage increase.**

The current wage rates for all bargaining unit classifications are as follows:

<u>CLASSIFICATION</u>	<u>Current</u>	<u>2015 (2%)</u>	<u>2016 (2%)</u>	<u>2017 (reopener2%)</u>
Ground/Maintenance Worker	\$21.97	\$22.41	\$22.86	\$23.32
Groundskeeper	\$19.45	\$19.84	\$20.24	\$20.64
Maintenance Mechanic I	\$22.02	\$22.47	\$22.91	\$23.37
Maintenance Mechanic II	\$23.37	\$23.84	\$24.31	\$24.80
Maintenance Mechanic III	\$24.70	\$25.20	\$25.70	\$26.21
Operator in Training	\$18.96	\$19.34	\$19.72	\$20.11
Project Inspector I	\$17.80	\$18.16	\$18.52	\$18.89
Project Inspector II	\$19.40	\$19.79	\$20.18	\$20.58

Project Inspector III	\$20.93	\$21.35	\$21.78	\$22.22
Pump Station/WWTP Foreman	\$26.89	\$27.43	\$27.98	\$28.54
Treatment Plant Aide	\$20.68	\$21.09	\$21.52	\$21.95
Treatment Works Operator I	\$22.28	\$22.72	\$23.18	\$23.64
Treatment Works Operator II	\$23.37	\$23.84	\$24.31	\$24.80
Treatment Works Operator III	\$24.70	\$25.20	\$25.70	\$26.21

The Parties hereby acknowledge and warrant that they understand and agree to all of the terms of this Agreement to Amend the CBA and they affix their signatures below to indicate their assent to such terms:

FOR THE UNION:

FOR CUYAHOGA COUNTY:

Eric Eastwood,
Business Representative
Local 18-S

Armond Budish,
Cuyahoga County Executive

Approved as to Legal Form:

Nora L. Hurley, Deputy Chief Director of Law

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0068

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires resurfacing of Chagrin River Road from Solon/Bentleyville South Corporation Line to Holbrook Road in the Village of Bentleyville; total estimated project cost \$275,000.00; 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 resurfacing of Chagrin River Road from Solon/Bentleyville South Corporation Line to Holbrook Road in the Village of Bentleyville; and

WHEREAS, the estimated project cost is \$275,000.00; and

WHEREAS, this project will be funded as follows: (a) 50% or \$137,500.00 from the County's Road and Bridge fund (50-50 Program) and (b) 50% or \$137,500.00 from the Village of Bentleyville Road Resurfacing; 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 location of the project is Chagrin River Road from Solon/Bentleyville South Corporation Line to Holbrook Road in the Village of Bentleyville in Council District 6; and

WHEREAS, the anticipated start date for construction of this project is 2017; and

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

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

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires resurfacing of Chagrin River Road from Solon/Bentleyville South Corporation Line to Holbrook Road in the Village of Bentleyville.

SECTION 2. That special assessments are neither to be levied nor collected to pay for any part of the County's cost of this improvement.

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

Clerk of Council

Date

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

Journal _____
_____, 20__

Item No. 4

Scope of Work Summary

1. The Public Works Department requesting that Council find: a) that public convenience and welfare requires the resurfacing of Chagrin River Road in the Village of Bentleyville. b) that special assessments are not to be levied and collected to pay part of the County's costs of these improvements c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipality. The anticipated cost of the project is \$275,000 the project is to be funded \$137,500 with the County Road and Bridge Fund and \$137,500 from the Village of Bentleyville. The anticipated start date for construction is 2017.

2. The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is to properly maintain the County's infrastructure.

3. N/A

B. Procurement – N/A

C. Contractor and Project Information

1. N/A.

2. N/A

3a. The location of the project is Chagrin River Road from Bentleyville South Corporation Line to Holbrook Road in the Village of Bentleyville.

3b. The project is located in Council District 6

D. Project Status and Planning

1. This project is new to the County.

2. N/A.

3. N/A.

4. N/A

5. N/A

E. Funding

1. The project is to be funded 50% or \$137,500 with the County Road and Bridge Fund and 50% or \$137,500 from the Village of Bentleyville. Road Resurfacing (50-50 Program).

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0069

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution declaring that public convenience and welfare requires resurfacing of Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights; total estimated project cost \$1,850,000.00; 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 City of Cleveland Heights in connection with said project; 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 that public convenience and welfare requires resurfacing of Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights; and

WHEREAS, the estimated project cost is \$1,850,000.00; and

WHEREAS, this project will be funded as follows: (a) \$250,000.00 from the County's Road and Bridge fund (50-50 Program) and (b) \$1,600,000.00 from the City of Cleveland Heights Road Resurfacing; 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 location of the project is Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights in Council Districts 9 and 10; and

WHEREAS, the City of Cleveland Heights will manage the design and construction of this project and will enter into appropriate agreements with the City of Shaker Heights; and

WHEREAS, the anticipated start date for construction of this project is 2017; and

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

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

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires resurfacing of Coventry Road from the Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights.

SECTION 2. That special assessments are neither to be levied nor collected to pay for any part of the County's cost of this improvement.

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

Clerk of Council

Date

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

Journal _____
_____, 20____

Item No. 1

Scope of Work Summary

1. The Public Works Department requesting that Council find: a) that public convenience and welfare requires the resurfacing of Coventry Road in the City of Cleveland Heights. b) that special assessments are not to be levied and collected to pay part of the County's costs of these improvements c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipality. The anticipated cost of the project is \$1,850,000 the project is to be funded \$250,000 with the County Road and Bridge Fund \$1,600,000 from the City of Cleveland Heights. The anticipated start date for construction is 2017.

2. The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is to properly maintain the County's infrastructure.

3. N/A

B. Procurement – N/A

C. Contractor and Project Information

1. N/A.

2. N/A

3a. The location of the project is Coventry Road from Cleveland Heights North Corporation Line to Shaker Blvd. in the Cities of Cleveland Heights and Shaker Heights

3b. The project is located in Council Districts 9 and 10

D. Project Status and Planning

1. This project is new to the County.

2. N/A.

3. N/A.

4. N/A

5. N/A

E. Funding

1. The project is to be funded 13% or \$250,000 with the County Road and Bridge Fund and 87% or \$1,600,000 from the City of Cleveland Heights. Road Resurfacing (50-50 Program).

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0070

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires resurfacing of Harvard Road from Green Road to Eaton Road in the City of Beachwood; total estimated project cost \$525,000.00; 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 resurfacing of Harvard Road from Green Road to Eaton Road in the City of Beachwood; and

WHEREAS, the estimated project cost is \$525,000.00; and

WHEREAS, this project will be funded as follows: (a) \$250,000.00 from the County's Road and Bridge fund (50-50 Program) and (b) \$275,000.00 from the City of Beachwood Road Resurfacing; 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 location of the project is Harvard Road from Green Road to Eaton Road in the City of Beachwood in Council District 11; and

WHEREAS, the anticipated start date for construction of this project is 2017; and

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

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

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires resurfacing of Harvard Road from Green Road to Eaton Road in the City of Beachwood.

SECTION 2. That special assessments are neither to be levied nor collected to pay for any part of the County's cost of this improvement.

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

Clerk of Council

Date

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

Journal _____
_____, 20__

Item No. 2

Scope of Work Summary

1. The Public Works Department requesting that Council find: a) that public convenience and welfare requires the resurfacing of Harvard Road in the City of Beachwood. b) that special assessments are not to be levied and collected to pay part of the County's costs of these improvements c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipality. The anticipated cost of the project is \$525,000 the project is to be funded \$250,000 with the County Road and Bridge Fund and \$275,000 from the City of Beachwood. The anticipated start date for construction is 2017.

2. The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is to properly maintain the County's infrastructure.

3. N/A

B. Procurement – N/A

C. Contractor and Project Information

1. N/A.

2. N/A

3a. The location of the project is Harvard Road from Green Road to Eaton Road in the City of Beachwood.

3b. The project is located in Council District 11

D. Project Status and Planning

1. This project is new to the County.

2. N/A.

3. N/A.

4. N/A

5. N/A

E. Funding

1. The project is to be funded 48% or \$250,000 with the County Road and Bridge Fund and 52% or \$275,000 from the City of Beachwood. Road Resurfacing (50-50 Program).

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0071

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires resurfacing of Silsby Road from South Taylor Road to Edgerton Road in the City of University Heights; total estimated project cost \$420,000.00; 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 resurfacing of Silsby Road from South Taylor Road to Edgerton Road in the City of University Heights; and

WHEREAS, the estimated project cost is \$420,000.00; and

WHEREAS, this project will be funded as follows: (a) 50% or \$210,000.00 from the County's Road and Bridge fund (50-50 Program) and (b) 50% or \$210,000.00 from the City of University Heights Road Resurfacing; 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 location of the project is Silsby Road from South Taylor Road to Edgerton Road in the City of University Heights in Council District 11; and

WHEREAS, the anticipated start date for construction of this project is 2017; and

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

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

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires resurfacing of Silsby Road from South Taylor Road to Edgerton Road in the City of University Heights.

SECTION 2. That special assessments are neither to be levied nor collected to pay for any part of the County's cost of this improvement.

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

Clerk of Council

Date

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

Journal _____
_____, 20__

Item No. 3

Scope of Work Summary

1. The Public Works Department requesting that Council find: a) that public convenience and welfare requires the resurfacing of Silsby Road in the City of University Heights. b) that special assessments are not to be levied and collected to pay part of the County's costs of these improvements c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipality. The anticipated cost of the project is \$420,000 the project is to be funded \$210,000 with the County Road and Bridge Fund and \$210,000 from the City of University Heights. The anticipated start date for construction is 2017.

2. The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is to properly maintain the County's infrastructure.

3. N/A

B. Procurement – N/A

C. Contractor and Project Information

1. N/A.

2. N/A

3a. The location of the project is Silsby Road from South Taylor Road to Warrensville Center Road in the City of University Heights.

3b. The project is located in Council District 11

D. Project Status and Planning

1. This project is new to the County.

2. N/A.

3. N/A.

4. N/A

5. N/A

E. Funding

1. The project is to be funded 50% or \$210,000 with the County Road and Bridge Fund and 50% or \$210,000 from the City of University Heights. Road Resurfacing (50-50 Program).

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0072

Sponsored by: County Executive Budish/Fiscal Officer	A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2016 for the period 1/1/2017 - 12/31/2017; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer has recommended an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2016 for the period 1/1/2017 – 12/31/2017; and

WHEREAS, pursuant to Ohio Revised Code Section 117.11, the auditor of the state shall audit each public office annually; and

WHEREAS, this project is funded by the General Fund and the schedule of payments will be by monthly invoice; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2016 for the period 1/1/2017 – 12/31/2017.

SECTION 2. That the County Executive is authorized to execute the agreement and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council,

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__

Item No. 5

Fiscal Department - Financial Services

Describe the goods or services to be procured.

To perform 2016 Audit - CAFR -- The cost is \$533,000. The index is FS109637 and General Fund. The audit will be perform in accordance with U.S. generally accepted auditing standards (GAAS) and the Comptroller General of the United States' standards for financial audits included in Government Auditing Standards, the Single Audit Act Amendments of 1995, and Title 2 U.S. Code of Federation Regulations (CFR) Part 200, Uniform Administrative Requirement, Cost Principle, and Audit Requirements for Federal Awards (Uniform Guidance).

Total Cost

\$533,000.00

Was the specific project funding included in OBM-approved budget for the current year?

Y

Contract Start Date

1/1/17

Contract End Date

12/31/17

Project Location(s)

COUNTY ADMINISTRATION BUILDING

Project Council District(s)

Procurement Type

GOVERNMENT / INTER-AGENCY (GOVERNMENT OUTSIDE CUYAHOGA COUNTY AUTHORITY)

Vendor Name(s)

Auditor of State

Funding Source

GENERAL FUND

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0073

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution urging State Legislators to take immediate action as part of the Biennial Budget process to protect counties and transit authorities against the Loss of Medicaid Managed Care Organization Sales Tax Revenue, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer/Office of Budget and Management is urging State Legislators to take immediate action as part of the Biennial Budget process to protect counties and transit authorities against the Loss of Medicaid Managed Care Organization (MCO) Sales Tax Revenue; and

WHEREAS, Cuyahoga County has been delegated a wide array of critical services to perform on behalf of the State; and

WHEREAS, a series of state policy decisions and economic conditions have led to a period of ongoing fiscal challenge for Cuyahoga County; and

WHEREAS, Cuyahoga County has experienced a growing reliance on sales tax revenue as a result; and

WHEREAS, Cuyahoga County collected \$27.4M in Medicaid MCO sales tax in 2016; and

WHEREAS, the SFY 2018-2019 Executive State Budget proposes disparate treatment for the state and counties by recommending to fully replace forgone state sales tax and Medicaid matching dollars for the next biennium while providing counties/transit authorities with a one-time allocation that ranges from approximately 3 months to a year or more of the forgone revenue; and

WHEREAS, the solution put forth in the executive budget treats the state and counties disparately and what is needed is an equitable solution; and

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

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

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

Journal _____
_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0074

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services	A Resolution making awards on RQ37121 to various municipalities and providers, in the total amount not-to-exceed \$3,418,136.00, for various services for the Community Social Services Program for the period 1/1/2017 - 12/31/2018; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Senior and Adult Services has recommended awards on RQ37121 to various municipalities and providers, in the total amount not-to-exceed \$3,418,136.00, for various services for the Community Social Services Program for the period 1/1/2017 - 12/31/2018 as follows:

- A) City of Bedford Heights in the approximate amount reasonably anticipated to be \$8,000.00 for Transportation services;
- B) City of Brecksville in the approximate amount reasonably anticipated to be \$59,210.00 for Adult Development and Congregate Meals services;
- C) City of Euclid in the approximate amount reasonably anticipated to be \$88,360.00 for Congregate Meals and Transportation services;
- D) City of Lakewood in the approximate amount reasonably anticipated to be \$80,720.00 for Congregate Meals and Transportation services;
- E) City of Maple Heights in the approximate amount reasonably anticipated to be \$112,825.00 for Congregate Meals and Transportation services;
- F) City of Olmsted Falls in the approximate amount reasonably anticipated to be \$40,000.00 for Adult Development services;
- G) City of Parma Heights in the approximate amount reasonably anticipated to be \$233,400.00 for Congregate Meals and Transportation services;

- H) City of Solon in the approximate amount reasonably anticipated to be \$15,280.00 for Adult Development services;
- I) City of Strongsville in the approximate amount reasonably anticipated to be \$171,890.00 for Adult Development and Transportation services;
- J) Catholic Charities Corporation on behalf of Fatima Family Center in the approximate amount reasonably anticipated to be \$18,240.00 for Adult Development services;
- K) Catholic Charities Corporation on behalf of Hispanic Senior Center in the approximate amount reasonably anticipated to be \$39,310.00 for Adult Development and Transportation services;
- L) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center in the approximate amount reasonably anticipated to be \$134,670.00 for Adult Development and Transportation services;
- M) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center in the approximate amount reasonably anticipated to be \$18,240.00 for Adult Development services;
- N) Community Partnership on Aging in the approximate amount reasonably anticipated to be \$54,750.00 for Congregate Meals and Transportation services;
- O) The East End Neighborhood House Association in the approximate amount reasonably anticipated to be \$134,650.00 for Adult Development, Congregate Meals and Transportation services;
- P) Eldercare Services Institute, LLC in the approximate amount reasonably anticipated to be \$45,000.00 for Adult Day services;
- Q) Eliza Bryant Village in the approximate amount reasonably anticipated to be \$113,410.00 for Adult Day and Transportation services;
- R) Goodrich Gannett Neighborhood Center in the approximate amount reasonably anticipated to be \$134,060.00 for Adult Development, Congregate Meals and Transportation services;
- S) The Harvard Community Services Center in the approximate amount reasonably anticipated to be \$151,880.00 for Adult Development, Congregate Meals and Transportation services;

- T) The Mandel Jewish Community Center of Cleveland in the approximate amount reasonably anticipated to be \$228,750.00 for Adult Development, Congregate Meals and Transportation services;
- U) Murtis Taylor Human Services System in the approximate amount reasonably anticipated to be \$126,390.00 for Adult Development, Congregate Meals and Transportation services;
- V) The Phillis Wheatley Association of Cleveland, Ohio in the approximate amount reasonably anticipated to be \$40,000.00 for Congregate Meals services;
- W) Rose Centers for Aging Well, LLC in the approximate amount reasonably anticipated to be \$354,060.00 for Adult Development, Congregate Meals and Transportation services;
- X) Rose Centers for Aging Well, LLC – East Cleveland in the approximate amount reasonably anticipated to be \$170,000.00 for Adult Development and Transportation services;
- Y) The Salvation Army in the approximate amount reasonably anticipated to be \$145,510.00 for Adult Development, Congregate Meals and Transportation services;
- Z) Senior Citizen Resources, Inc. in the approximate amount reasonably anticipated to be \$133,230.00 for Adult Development, Congregate Meals and Transportation services;
- AA) University Settlement, Incorporated in the approximate amount reasonably anticipated to be \$181,450.00 for Adult Development, Congregate Meals and Transportation services;
- BB) West Side Community House in the approximate amount reasonably anticipated to be \$384,840.00 for Adult Development, Congregate Meals and Transportation services; and

WHEREAS, the primary goal of this project is to provide programming at senior centers throughout Cuyahoga County; and

WHEREAS, this project is funded 100% by Health & Human Services Levy Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ37121 to various municipalities and providers, in the total amount not-to-exceed \$3,418,136.00, for various services for the Community Social Services Program for the period 1/1/2017 - 12/31/2018 as follows:

- A) City of Bedford Heights for Transportation services;
- B) City of Brecksville for Adult Development and Congregate Meals services;
- C) City of Euclid for Congregate Meals and Transportation services;
- D) City of Lakewood for Congregate Meals and Transportation services;
- E) City of Maple Heights for Congregate Meals and Transportation services;
- F) City of Olmsted Falls for Adult Development services;
- G) City of Parma Heights for Congregate Meals and Transportation services;
- H) City of Solon for Adult Development services;
- I) City of Strongsville for Adult Development and Transportation services;
- J) Catholic Charities Corporation on behalf of Fatima Family Center for Adult Development services;
- K) Catholic Charities Corporation on behalf of Hispanic Senior Center for Adult Development and Transportation services;
- L) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center for Adult Development and Transportation services;
- M) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center for Adult Development services;
- N) Community Partnership on Aging for Congregate Meals and Transportation services;
- O) The East End Neighborhood House Association for Adult Development, Congregate Meals and Transportation services;
- P) Eldercare Services Institute, LLC for Adult Day services;

- Q) Eliza Bryant Village for Adult Day and Transportation services;
- R) Goodrich Gannett Neighborhood Center for Adult Development, Congregate Meals and Transportation services;
- S) The Harvard Community Services Center for Adult Development, Congregate Meals and Transportation services;
- T) The Mandel Jewish Community Center of Cleveland for Adult Development, Congregate Meals and Transportation services;
- U) Murtis Taylor Human Services System for Adult Development, Congregate Meals and Transportation services;
- V) The Phillis Wheatley Association of Cleveland, Ohio for Congregate Meals services;
- W) Rose Centers for Aging Well, LLC for Adult Development, Congregate Meals and Transportation services;
- X) Rose Centers for Aging Well, LLC – East Cleveland for Adult Development and Transportation services;
- Y) The Salvation Army for Adult Development, Congregate Meals and Transportation services;
- Z) Senior Citizen Resources, Inc. for Adult Development, Congregate Meals and Transportation services;
- AA) University Settlement, Incorporated for Adult Development, Congregate Meals and Transportation services; and
- BB) West Side Community House for Adult Development, Congregate Meals and Transportation services.

SECTION 2. That the County Executive is authorized to execute the master contract and all other documents consistent with said awards 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

Item No. 7

1. Division of Senior and Adult Services is requesting approval of a master agreement for Adult Day, Adult Development, Congregate Meals, and Transportation Services with the vendors listed below in the total amount of \$3,418,136.00. The anticipated start-completion dates are 1/1/2017 thru 12/31/2018.

- a. The primary goal of the project is to fund programming at senior centers throughout Cuyahoga County.
- b. Identify the address or location of the project: Project sites are located throughout Cuyahoga County.
- c. Identify Council District # in which the project is located: Council Districts 2 through 11.

B. Procurement

1. Identify the original procurement method on the contract/purchase:

- a. RFP #37121

2. For items procured through a competitive process, answer the following:

- a. The RFP was closed on 8/23/16.
- b. There were 28 proposals pulled from OPD, 28 proposals submitted for review: 28 proposals approved.
- c. If applicable, identify SBE, DBE, MBE, or WBE goal and participation. n/a
- d. Indicate if the performance bond was waived on the contract. n/a
- e. Indicate if the contract/purchase is an SBE set-aside. n/a

C. Contractor Information

1. Provide the names and corresponding business addresses for all vendors providing proposed goods or services, in the following format:

Catholic Charities Community Services Corp. on behalf of the Fatima Family Center.
7911 Detroit Ave.
Cleveland, OH 44102
Council District 7
Patrick Gareau, President and CEO

Catholic Charities Community Services Corp. on behalf of the Hispanic Senior Center.
7911 Detroit Ave.
Cleveland, OH 44102
Council District 3
Patrick Gareau, President and CEO

Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center.
7911 Detroit Ave.
Cleveland, OH 44102
Council District 7
Patrick Gareau, President and CEO

Catholic Charities Community Services Corp. on behalf of the St. Philip-Neri Family Center.
7911 Detroit Ave.
Cleveland, OH 44102
Council District 7
Patrick Gareau, President and CEO

City of Bedford Heights
5661 Perkins Road
Bedford Heights, OH 44146
Council District 9
Fletcher Berger, Mayor

City of Brecksville
9069 Brecksville Road
Brecksville, OH 44141
Council Districts 5 and 6 (Including Brecksville, Broadview Heights, Independence and North Royalton)
Jerry Hruby, Mayor

City of Euclid
585 East 222nd Street
Euclid, OH 44123
Council District 11
Kirsten Holzheimer Gail, Mayor

City of Lakewood
12650 Detroit Avenue
Lakewood, OH 44107
Council District 2
Michael Summers, Mayor

City of Maple Heights
5353 Lee Road
Maple Heights, OH 44137
Council District 8
Annette Blackwell, Mayor

City of Olmsted Falls
26100 Bagley Road
Olmsted Falls, OH 44138
Council District 5
Ann Marie Donegan, Mayor

City of Parma Heights
6281 Pearl Road
Parma Heights, OH 44130
Council District 4
Michael Byrne, Mayor

City of Solon
34200 Bainbridge Road
Solon, OH 44013
Council District 6
Susan Drucker, Mayor

City of Strongsville
16099 Foltz Parkway
Strongsville, OH 44149
Council District 5
Thomas Perciak, Mayor

Community Partnership on Aging
1370 Victory Drive
South Euclid, OH 44121
Council Districts 6 and 11
Stacey O'Brien, Executive Director

East End Neighborhood House Association, The
2749 Woodhill Road
Cleveland, OH 44104
Council District 7
Zulma Zabala, Chief Executive Officer

Eldercare Services Institute
11890 Fairhill Road
Cleveland, OH 44120
Council District 7
Richard Browdie, President/CEO

Eliza Bryant Village
7201 Wade Park Ave.
Cleveland, OH 44103
Council District 7
Harvey Shankman, President and CEO

Goodrich Gannett Neighborhood Center
1368 East 55th Street
Cleveland, OH 44103
Council District 7
Anne Richie, President, Board of Trustees

Harvard Community Services Center, The
18240 Harvard Avenue
Cleveland, OH 44128
Council District 9
Elaine Gohlstin, President/CEO

Mandel Jewish Community Center of Cleveland, The
26001 South Woodland Road
Beachwood, OH 44122
Council District 10
Michael Hyman, Chief Executive Officer

Murtis Taylor Human Services System
13422 Kinsman Road
Cleveland, OH 44120
Council District 9
Lovell Custard, President and CEO

Phillis Wheatley Association, The
4450 Cedar Avenue
Cleveland, OH 44103
Council District 8
Thomas Harrington, Board President

Rose Centers for Aging Well, LLC.
12200 Fairhill Road
Cleveland, OH 44115
Council Districts 2, 6, 7, 8, 9 and 10
Richard Browdie, President/CEO

Rose Centers for Aging Well, LLC. – East Cleveland
12200 Fairhill Road
Cleveland, OH 44115
Council District 10
Richard Browdie, President/CEO

Salvation Army, The
2507 East 22nd Street
Cleveland, OH 44115
Council District 3
Richard Allen, Assistant Secretary – Legal

Senior Citizen Resources, Inc.
3100 Devonshire Rd.
Cleveland, OH 44109
Council District 3
Mark Mazzone, President of Board

University Settlement, Inc.
4800 Broadway Avenue
Cleveland, OH 44127
Council District 8
Derrick Fulton, Executive Director

West Side Community House
9300 Lorain Avenue
Cleveland, OH 44102
Council District 3
Dawn Kolograf, Executive Director

D. Project Status

1. This project occurs every two years.
2. This project's term has already begun. The reason there was a delay in this request is due to negotiations regarding insurance negotiations between vendors, their insurance agents, and the Law Department. In the future, vendors with insurance requirement disputes may be removed from the master agreement and contracted with separately so as not to delay approval of the master agreement for other vendors.

E. Funding

1. Was funding for the contract or purchase appropriated in the current budget? Yes.
Source of funding: 100% by the County Health & Human Services Levy.
1. The schedule of payments is (monthly, quarterly, by invoice, other: Monthly by invoice

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: SA-16-37121 CONTRACT PERIOD: January 1, 2017 to December 31, 2018

RFB/RFP/RFQ DUE DATE: August 23, 2016 NUMBER OF RESPONSES: 117/27 ESTIMATE: \$3,418,136.00 SBE GOAL: 0%

TYPE: (RFB/RFP/RFQ): RFP (Formal) REQUESTING DEPARTMENT: Department of Health and Human Services - Division of Senior and Adult Services

COMMODITY DESCRIPTION: Community Social Services Program

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
1.	City of Bedford Heights 5615 Perkins Road Bedford Heights, Ohio 44146	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-4081 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (yes) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	City of Brecksville 9069 Brecksville Road Brecksville, Ohio 44141	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0272 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (yes) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
3.	Catholic Charities Corporation Fatima Family Center 6600 Lexington Avenue Cleveland, Ohio 44102	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0766 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4.	Catholic Charities Corporation Hispanic Senior Center 7800 Detroit Avenue Cleveland, Ohio 44103	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0766 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5.	Catholic Charities Corporation St. Martin de Porres Family Center 1264 E. 123 rd Street Cleveland, Ohio 44108	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0766 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6.	Catholic Charities Corporation St. Philip-Neri Family Center 799 E. 82 nd Street Cleveland, Ohio 44103	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0766 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
7.	Community Partnership on Aging 1370 Victory Drive South Euclid, Ohio 44121	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-4104 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (yes) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8.	East End Neighborhood House, Inc. 2749 Woodhill Road Cleveland, Ohio 44104	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1174 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9.	Eldercare Services Institute, LLC 11800 Fairhill Road Cleveland, Ohio 44120	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1194 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10.	Eliza Bryant Village 7201 Wade Park Avenue Cleveland, Ohio 44103	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1202 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
11.	City of Euclid 585 East 222 nd Street Euclid, Ohio 44123	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0162 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (yes) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12.	Goodrich-Gannett Neighborhood Center 1400 East 55 th Street Cleveland, Ohio 44103	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1386 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
13.	Harvard Community Services Center 18240 Harvard Avenue Cleveland, Ohio 44128	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1457 MCF: <input checked="" type="checkbox"/> Yes (must be completed if awarded contract) NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14.	Jewish Community Center of Cleveland 26001 South Woodland Road Beachwood, Ohio 44122	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1807 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
15.	City of Lakewood Department of Human Services Division of Aging 16024 Madison Avenue Lakewood, Ohio 44107	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0850 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
16.	City of Maple Heights Senior Center 15901 Libby Road Maple Heights, Ohio 44137	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0852 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
17.	Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, Ohio 44120	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1963 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (yes) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
18.	City of Olmsted Falls 26100 Bagley Road Olmsted Falls, Ohio 44134-1897	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0294 MCF: <input checked="" type="checkbox"/> Yes (must be completed if awarded a contract) NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
19.	City of Parma Heights 6281 Pearl Road Parma Heights, Ohio 44130	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0165 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (yes) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
20.	Phillis Wheatley Association 4450 Cedar Avenue Cleveland, Ohio 44103	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 14-0314 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
21.	Rose Centers for Aging Well 11890 Fairhill Road Cleveland, Ohio 44120	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 15-0225 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (yes) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.	The Salvation Army 2507 E. 22 nd Street Cleveland, Ohio 44115	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2752 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
23.	Senior Citizen Resources, Inc. 3100 Devonshire Road Cleveland, Ohio 44109	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2491 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
24.	City of Solon 35000 Portz Parkway Solon, Ohio 44139	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0276 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (yes) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
25.	City of Strongsville 18100 Royalton Road Strongsville, Ohio 44136	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-3165 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
26.	University Settlement, Inc. 4800 Broadway Avenue Cleveland, Ohio 44127	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2872 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
27.	West Side Community House 9300 Lorain Avenue Cleveland, Ohio 44102	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2980 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: (no) <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0059

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2016/2017 Biennial Operating Budget and Capital Improvements Program for 2017 by revising projects, estimated costs and schedule; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 8, 2015, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2016/2017 (Resolution No. R2015-0209) establishing the 2016/2017 biennial budget for all County departments, offices and agencies; and

WHEREAS, on December 28, 2016, the Cuyahoga County Council adopted the 2016/2017 Biennial Operating Budget and Capital Improvements Program Update for 2017 (Resolution No. R2016-0216) establishing the 2017 biennial budget update for all County departments, offices and agencies; and

WHEREAS, on February 28, 2017, the Cuyahoga County Council adopted Resolution No. R2017-0029 amending the proposed projects to be completed in 2017 as well as revising the estimated cost of each project and the schedule; and

WHEREAS, it is necessary to again amend the proposed projects to be completed in 2017 to specify the uses of \$1,400,000.00 included in the Capital Improvements Program for information technology (attached hereto as Exhibit A); 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 2016/2017 Biennial Operating Budget and Capital Improvements Program is hereby amended for 2017 by revising projects, estimated costs and schedule for information technology as indicated in Exhibit A (attached hereto and incorporated herein).

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: March 28, 2017

Committee(s) Assigned: Finance & Budgeting

Committee Report/Second Reading: April 12, 2017

Journal _____
_____, 2017

EXHIBIT A

Security	\$200,000
Laptops/Desktops/Tablets	\$60,000
Servers	\$120,000
Backup – Enterprise	\$55,000
Storage	\$323,000
WAN	\$150,000
Communications	\$434,000
Multimedia Design	\$4,500
Enterprise Architecture	\$53,500
Total	\$1,400,000

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0055

<p>Sponsored by: County Executive Budish and Council President Brady</p> <p>Co-sponsored by: Councilmembers Miller, Hairston, Gallagher, Simon, Jones, Tuma and Conwell</p>	<p>A Resolution authorizing the County Executive to obtain and/or pledge one or more letters of credit from a bank or banks related to and in support of The MetroHealth System’s Campus Transformation Project; approving and authorizing the execution of one or more indentures or other documents; authorizing other contracts and other actions related to and necessary for the matter described herein; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, The MetroHealth System (“MetroHealth”) has a long and storied history as the public hospital for Cuyahoga County and the City of Cleveland, originally founded as City Hospital in 1837 to provide care for the chronically ill, aged, mentally impaired, and the poor; and,

WHEREAS, in 1958 City Hospital became a county hospital, and was subsequently renamed The MetroHealth System; and,

WHEREAS MetroHealth has been a research and teaching hospital affiliated with Case Western Reserve University’s School of Medicine, with approximately 400 residents receiving training each year; and,

WHEREAS, since the original passage of the county’s Health and Human Service Levy, Cuyahoga County has historically provided an annual operating subsidy to MetroHealth for the care of uninsured and under-insured county residents; and,

WHEREAS, in 2015 MetroHealth reported a total community benefit in the amount of \$223 million, providing healthcare access to uninsured and under-insured patients; and,

WHEREAS, MetroHealth has been a responsible community partner with Cuyahoga County agencies and other community organizations on issues including infant mortality, Project DAWN (Deaths Avoided with Naloxone), the Northern Ohio Trauma System (NOTS), Medical services for the county jail, the Cleveland Metropolitan School District Mentoring Program, and a Medical Home for Children in Foster Care, among many others; and,

WHEREAS, pursuant to Section 339.02 of the Ohio Revised Code and Section 2.03 of the Charter of Cuyahoga County, the County Executive 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 appoints the members of the board of hospital trustees of MetroHealth, subject to confirmation by the Council; and,

WHEREAS, MetroHealth has a clear and convincing need for major capital renovation and/or reconstruction of its main campus facilities; and,

WHEREAS, MetroHealth has announced its campus transformation plan to address its longstanding capital needs, realize operational efficiencies, and improve patient outcomes; and,

WHEREAS, MetroHealth is seeking to issue bonds to finance its campus transformation project; and,

WHEREAS, the County and MetroHealth have worked collaboratively to identify cost savings related to the financing of MetroHealth's campus transformation project; and,

WHEREAS, the County will seek to obtain and/or pledge one or more letters of credit that would save MetroHealth millions of dollars in borrowing costs; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that the usual daily operation of the County be continued and the public peace, health or safety of the County be preserved and for the further reason that the actions identified herein are needed to support the MetroHealth campus transformation project.

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

SECTION 1. The Cuyahoga County Council hereby authorizes the County Executive to provide an alternative facility comparable to a capitalized debt service reserve fund, including but not limited to obtaining and/or pledging one or more letters of credit from a bank or banks in an effort to support the MetroHealth campus transformation project. The County Council hereby authorizes the County Executive to pay for any and all costs and fees associated with obtaining and/or pledging a letter or letters of credit and the actions described herein.

SECTION 2. The County Executive, the Fiscal Officer, the Director of Law and the Clerk of Council are each hereby authorized and directed to take any and all other actions and to execute any and all other instruments, certificates and documents as may in their judgment be necessary, desirable, advisable or appropriate in connection with the issuance and/or pledge of the letter(s) of credit, including, but not limited to, any

First Reading/Referred to Committee: March 14, 2017
Committee(s) Assigned: Committee of the Whole

Additional Sponsorship Requested on the Floor: March 14, 2017

Additional Sponsorship Requested: April 3, 2017

Journal CC026
April 12, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0060

Sponsored by: County Executive Budish/Department of Law	A Resolution authorizing a contract with Ernst & Young US, LLP in the amount not-to-exceed \$800,000.00 for analysis and assistance with implementation of various initiatives for the period 4/17/2017 - 10/16/2018; 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 Law has recommended authorizing a contract with Ernst & Young US, LLP in the amount not-to-exceed \$800,000.00 for analysis and assistance with implementation of various initiatives for the period 4/17/2017 - 10/16/2018; and

WHEREAS, the primary goal of this project is to: (a) provide proof of concept for an equitable property tax appraisal model and (b) assist management in the implementation and execution of a cost savings benefit for procurement, invoicing, payroll and sales tax; and

WHEREAS, the funding for this project is General fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that the time-sensitive project can continue proceeding on a schedule and that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operations of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with Ernst & Young US, LLP in the amount not-to-exceed \$800,000.00 for analysis and assistance with implementation of various initiatives for the period 4/17/2017 - 10/16/2018.

SECTION 2. 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.

Legislation Substituted in Committee: April 3, 2017

Journal CC026

April 12, 2017

[PROPOSED SUBSTITUTE]

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0060

Sponsored by: County Executive Budish/Department of Law	A Resolution authorizing a contract with Ernst & Young US, LLP in the amount not-to-exceed \$800,000.00 for analysis and assistance with implementation of various initiatives for the period 4/17/2017 - 10/16/2018; 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 Law has recommended authorizing a contract with Ernst & Young US, LLP in the amount not-to-exceed \$800,000.00 for analysis and assistance with implementation of various initiatives for the period 4/17/2017 - 10/16/2018; and

WHEREAS, the primary goal of this project is to: (a) provide proof of concept for an equitable property tax appraisal model and (b) assist management in the implementation and execution of a cost savings benefit for procurement, invoicing, payroll and sales tax; and

WHEREAS, the funding for this project is General fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that the time-sensitive project can continue proceeding on a schedule and that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operations of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with Ernst & Young US, LLP in the amount not-to-exceed \$800,000.00 for analysis and assistance with implementation of various initiatives for the period 4/17/2017 - 10/16/2018.

SECTION 2. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. That the County Executive is authorized to execute the contract and all other documents consistent with this Resolution.

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

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

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

Yeas:

Nays:

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

First Reading/Referred to Committee: March 28, 2017
Committee(s) Assigned: Finance & Budgeting

Legislation Substituted in Committee: April 3, 2017

Legislation Substituted on the Floor: April 12, 2017

Journal CC026
April 12, 2017

Cuyahoga County Statement of Work

This Statement of Work dated March 28, 2017 (“SOW”) is made by Ernst & Young, US LLP, a Delaware limited liability partnership, having offices in the United States (“we” or “EY”) and Cuyahoga County, Ohio a body corporate and politic and a political subdivision of the State of Ohio organized and existing under the Charter of Cuyahoga County effective January 1, 2010, as same may have been amended, modified, and supplemented to the effective date hereof (the “County”, “Client” or “you”), pursuant to the Engagement Agreement, dated December 19, 2016 (the “Agreement”), between EY and the County.

Except as otherwise set forth in this SOW, this SOW incorporates by reference, and is deemed to be a part of, the Agreement. The additional terms and conditions of this SOW shall apply only to the transaction advisory Services, advisory Services and tax Services covered by this SOW and not to Services covered by any other Statement of Work pursuant to the Agreement. Capitalized terms used, but not otherwise defined, in this SOW shall have the meanings in the Agreement, and references in the Agreement to “you” or “Client” shall be deemed references to you.

In order to protect the interest of the County this SOW must be executed by the County before compensation for the Services set forth in this SOW can be provided. In the event that Services are provided by EY prior to the execution of this SOW by the County, the same will be provided at EY’s risk, and payment therefore cannot, and will not, be made unless and until this SOW is approved by the County. Upon approval by the County of this SOW, however, any and all prior performance under this SOW shall be deemed ratified and said performance shall be deemed to be included in this SOW. Payment(s) for said prior performance shall not increase the amount of the SOW limit.

Documents, advice and information prepared by EY will be prepared at the request of the Law Department for the purposes of rendering legal advice and all documents shall be maintained confidentially in accordance with provisions as stated herein and to the extent necessary to maintain attorney-client and work product privileges.

Background to services

A Request for Information was released by the County for an operational review in December 2015; EY was the only respondent. EY was engaged in February 2016 to undertake a Phase 1 high-level diagnostic over four (4) key focus areas, as agreed with the County, across procurement, and benefits spend and property tax revenue.

The Phase 1 findings were presented to the County Executive on March 18, 2016 (“March 2016 Findings”).

EY recommended that a Phase 2 “deep dive” be conducted to validate the March 2016 Findings in order to develop a set of options and high level initial roadmap for implementation.

Scope of services to be performed

Based on the March 2016 Findings, management has requested further analysis and assistance with implementation and execution of the opportunities identified.

In this regard, EY will assist the County in connection with the following initiatives for the focus areas as agreed with the County (“Initiatives”). Under your direction, and working closely with County leadership and staff, we will conduct the scope of work set out below within the focus areas as agreed with the County (contingent on availability of data and access to personnel). The objective of the County’s Initiatives is to:

- ▶ Initiative A: validate the March 2016 Findings in order to develop a set of options and high level initial roadmap for implementation for the tax appraisal model.
- ▶ Initiative B: assist management in the implementation and execution of cost saving benefit(s) for procurement, and sales tax.

EY will assist the County in the assessment of the following focus areas in connection with the Initiatives as follows:

Initiative A

Phase I: Proof of Concept for Equitable Property Tax Appraisal Model

EY will assist the County in the assessment of the following focus areas in connection with Initiative A as follows:

- ▶ Validate the March 2016 Findings and assumptions
- ▶ Assist the County in the modelling of expected property tax delinquency incidence (and subsequent payment) from residential property and properties of different characteristics and/or location to identify patterns
- ▶ Perform analysis on existing residential property appraisal model and compare to recent property sales results:
 - Identify housing market segments systematically associated with high and low model performance
 - Identify property/market characteristics which lead to appraisal abnormality
 - Identify areas of model development for County staff to focus on during the reappraisal process
- ▶ Compare County residential property assessment/sales performance to select similarly situated counties in Ohio

We will prepare the following Reports ^[1] for Initiative A, in addition to oral advice as requested and mutually agreed:

- ▶ Report identifying findings (including validation of March 2016 Findings and assumptions) for the County to evaluate and consider. This Report is estimated to be delivered 5 to 7 weeks from commencement of this SOW (“Initiative A Report”).

Prospective Phase II

At the conclusion of Phase I above, if the County determines that they require assistance from EY, additional phases and/or analysis areas can be performed pending mutual agreement by both the County and EY (“Prospective Phase II”). The fee and scope of work for Prospective Phase II will be agreed between the County and EY prior to the commencement of Prospective Phase II. The scope of work for Prospective Phase II could include areas such as:

- ▶ Provide additional modeling of delinquent properties in which the County wishes to prioritize
- ▶ Provide the County with guidance and supporting consultation as the County revises and adapts its residential property appraisal model

- ▶ Identify methodology used by Board of Revisions to make valuation adjustments, analyze board adjustments compared to sales history of property to determine whether there are opportunities for improvement and identify possible tools to assist in development.

Initiative B

Cost Saving Benefit(s)/Efficiency Opportunities

EY will assist the County in the assessment of the following focus areas in connection with Initiative B as follows:

- ▶ **Procurement:** Assist the County with an assessment of key contracts across the procurement/purchasing categories (identified in the March 2016 Findings) as agreed to with the County to identify opportunities to reduce associated costs (using relevant benchmark and industry standard estimates where available). EY may, as mutually agreed by EY and the County, also assist the County with supplier engagement, the RFP development process and the negotiation and award of contracts.
- ▶ **Spend:** EY will analyze and monitor spend, using vendor master file and three (3) years of paid invoice transaction data and employee master, to identify possible cost-savings opportunities, process and data integrity issues, anomalies, potential irregular activity and policy compliance issues. EY will then review the results with County vendor and employment contacts to validate findings, including potential overpayments. EY may, as mutually agreed by EY and the County, assist the County with the following:
 - Generating a mail merge file for County to send on County stationary that deducts overpayments from pending other invoices to same vendor
 - Any other actions from the spend analysis determined to generate cost savings opportunities-
- ▶ **Sales tax lookback:** EY will assist the County in identifying, documenting, and attempting to recover its sales and use tax overpayments that may have occurred for the periods open under the applicable statute of limitations as of the effective date of this SOW (“Sales Tax Lookback”). The County and EY will mutually agree upon which opportunities to pursue and complete the steps to secure the refunds for the County. This will include a review of accounts payable, fixed asset, sales records and all tax documentation necessary to identify and document selected sales and use tax overpayments (refer to Appendix A for details of full scope).
- ▶ **Operational efficiencies:** EY will assist the County in identifying process and efficiency improvement opportunities including internal controls (as agreed-upon between the County and EY) to generate cost savings and to enable the County’s Law Department to address these issues.

We will prepare the following Reports¹ for Initiative B, in addition to oral advice as requested and mutually agreed:

- ▶ Workshop between EY and the County’s governance team (including key County contacts and stakeholders) to jointly review and agree on the Initiative B findings for the first \$1.9M of identified, validated and recoverable (within an 18 month period, other than the Sales Tax Lookback) cost savings (“Workshop”).

¹ “Report” is defined in the General Terms and Conditions as including all information, advice, recommendations, templates or other content of any reports, presentations, or other communications we provide to you.

- ▶ If the knowledge obtained during the period of the Gain Sharing Arrangement regarding the process for the recovery of cost-savings is mutually agreed by EY and the County as being transferable to County employees, EY will hold up to a total of 10 ½ day workshops for County employees across the appropriate County departments to describe the process EY undertook to recover the cost-savings, and share how the County can continue to sustain those cost savings into the future.
- ▶ Following the Workshop, a Report will be issued summarizing identified, validated, and recoverable (within an 18 month period, other than the Sales Tax Lookback) cost saving opportunities up to a value of \$1.9M, including the key initiatives to realize value, the gain-sharing measurement approach and KPIs, and a work plan including tracking of cost savings, dependencies, responsibilities, and timeline and milestones (“Initiative B Report”).
- ▶ The County’s governance team is to use best efforts to approve some or all of the initiatives within a period of 14 days from the issuance of the Initiative B Report, with a monthly milestone thereafter to approve other initiatives noted in the Initiative B Report or identified subsequently. The 18 month period in which to recover the cost savings, other than the Sales Tax Lookback, identified will commence from the date of receipt of the County’s approval.

Out of Scope Services

Any activities not described as Services, as indicated above under Scope of Services, are not covered by the Fees stated herein. These services will be considered outside the scope of this SOW (“Out-of-Scope Services”) and are the responsibility of Client to perform on a timely basis unless otherwise agreed by the parties in writing. The preparation of any original tax return (e.g. monthly sales and use tax returns) or the provision of any tax advisory services relevant to determining the existence, character, or amount of a schedule, entry, or other portion of such a return, are outside the scope of this engagement. Identification of any current return or prospective opportunities for forward sales tax work is not part of this SOW.

Limitations on scope

Client will be fully responsible for the accuracy of all data provided to EY. EY will not take any remediation action within the scope of this work. Client will responsible for all interpretations of labor agreement as written as well as common practice.

You have retained us to act solely as your financial advisor and not in any fiduciary or agency capacity, for you, any other entity, or on your behalf.

We will not identify, address or correct any errors or defects in your computer systems (or those of the Business), other devices or components thereof (“Systems”), whether or not due to imprecise or ambiguous entry, storage, interpretation or processing or reporting of data. We will not be responsible for any defect or problem arising out of or related to data processing in any Systems.

We will not, in connection with the performance of the Services or otherwise, (i) act as a broker for the sale of any securities, (ii) solicit any potential buyer or seller (including you) to engage in any transaction, or (iii) act as a negotiator of a transaction.

Your specific obligations

You will not, and you will not permit others to, quote or refer to the Reports, any portion, summary or abstract thereof, or to EY or any other EY Firm, in any document filed or distributed in connection with (i) a purchase or sale of securities to which the United States or state securities laws (“Securities Laws”) are applicable, or (ii) periodic reporting obligations under Securities Laws. You will not contend that any provisions of Securities Laws could invalidate any provision of this Agreement.

You assume full responsibility for any financial statement and tax reporting issues relating to your business or assets.

We also draw your attention to the reservations set out in paragraph 5 of the General Terms and Conditions of the Agreement, as well as your management responsibilities under paragraph 6, and your obligations under paragraphs 11 and 12.

Specific additional terms and conditions

The Services are advisory in nature. EY will not render an assurance report or assurance opinion under the Agreement, nor will the Services constitute an audit, review or examination of any entity's financial statements or prospective financial statements in accordance with generally accepted auditing standards or other applicable professional standards. None of the Services or any Reports will constitute any legal opinion or advice. We will not conduct a review to detect fraud or illegal acts, nor will we render any opinion as to the fairness or advisability of the proposed transaction or any other transaction.

Our Reports may contain advice or communications that may be privileged under Internal Revenue Code Section 7525. If such information is provided to persons other than your management, directors, or your legal counsel involved in its preparation or responsible for determining whether to implement it, you may waive such privilege.

You should be aware that the Internal Revenue Code imposes a penalty on an underpayment of tax attributable to any disallowance of claimed tax benefits because a transaction entered into after March 30, 2010, lacks "economic substance." The penalty rate is 20 percent if the transaction is adequately disclosed to the IRS, with the penalty rate increased to 40 percent if the transaction is not adequately disclosed in the relevant tax return or attachment to that return. As the penalty is one of strict liability, a taxpayer cannot show reasonable cause for the avoidance of the economic substance penalty by establishing reliance on the tax advice of a qualified advisor. Accordingly, our Tax Advice cannot provide any assurance that the claimed tax benefits of a transaction entered into after March 30, 2010 would not be subject to disallowance by reason of a determination by the IRS or the courts that a transaction lacks economic substance or fails to meet the requirements of any similar rule of law, nor can Tax Advice that we provide be relied upon to protect against applicable penalties that may be asserted if it is determined that the transaction lacked economic substance where otherwise required.

Notwithstanding anything to the contrary in the Agreement or this SOW, we do not assume any responsibility for any third-party products, programs or services, their performance or compliance with your specifications or otherwise.

We will base any comments or recommendations as to the functional or technical capabilities of any products in use or being considered by you solely on information provided by their vendors, directly or through you. We are not responsible for the completeness or accuracy of any such information or for confirming any of it.

Where our written consent under the Agreement is required for you to disclose to a third party any of our Reports (other than Tax Advice), we will also require that third party to execute a non-reliance and release letter acceptable to us in form and substance.

If we receive a request from a third party for any information relating to our Tax Advice, we will notify you and will not release any such information unless you have executed an appropriate written consent authorizing such disclosure and the third party has executed a non-reliance and release letter acceptable to us in form and substance.

EY and other EY Firms may render professional services to a potential buyer of any of your business or assets, in connection with your proposed restructuring or otherwise. You agree, in general, that any EY Firm may render services to such potential buyers, as long as (a) no member of the EY team performing Services under this SOW (the "EY Team") is part of any team serving other clients in connection with a transaction involving you or the Business

while Services under this SOW are being performed, and (b) the EY Team does not disclose to any other such team any confidential information relating to you or the Business (except as required by applicable law, regulation or professional obligation), in either case without your prior written consent. If we identify any such potential buyer while Services under this SOW are being performed, we will ask you specifically to confirm that the EY Firm may perform such services for such buyer.

You acknowledge your ability to achieve any business plan, estimates of future cash flow, and/or any restructuring plan depends upon a variety of factors, including, without limitation, (a) future market conditions for your products, (b) future capital market conditions, (c) the cost and availability of financing, (d) the ability of your management to implement your business plan successfully, (e) your ability to retain and attract key management personnel, (f) your reputation among your customers and suppliers, and (g) the cost and availability of materials and services. We make no representation or warranty, and assume no responsibility with respect to any of these factors or with respect to your estimated cash flows, fair values or business plans or the assumptions underlying any thereof. You assume full responsibility for all such assumptions, as well as for their reasonableness, and for the implementation and ultimate achievability of any of your business plans, strategies, or estimates as they relate to the County's obligations as set forth herein.

You represent and warrant that any prospective financial information (the "PFI") you provide us in connection with these Services (i) presents, to the best of your knowledge, your expected financial position, results of operations, and cash flows for the PFI period and (ii) is based on assumptions reflecting both the conditions you expect to exist and the course of action you expect to take during the PFI period. We will not examine, compile, or apply agreed-upon procedures to the PFI in accordance with attestation standards established by the AICPA, and we will not express any opinion, conclusion or assurance of any kind on the PFI presented.

You shall immediately disclose to us any information that might affect the ultimate realization of the PFI results. You shall develop assumptions that have a reasonably objective basis and shall provide appropriate documentation supporting your assumptions. We will make factual findings and observations about specific assumptions and components of the PFI where we have sufficient evidence of a reasonable basis for them. We will not prepare, assemble or gather information necessary to prepare the PFI or the assumptions underlying it, nor will we assist you to do so. If we are unable to conclude that your underlying assumptions provide a reasonable basis for the PFI, or if we determine that your documentation supporting your assumptions is insufficient, we may be unable to complete the Services and will not include the PFI in the Reports.

There usually will be differences between the PFI and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. The Reports will contain a statement to that effect. We have no responsibility to update the Reports in light of events or circumstances occurring after the date thereof.

We will not prepare, assemble, formulate, develop or process the PFI data or assumptions used to generate the PFI. Our Report may include tables aggregating quantified vulnerabilities to illustrate the effects of possible alternative assumptions. These tables, if presented, are not a restatement of the PFI, or preparation of revised PFI; they are provided as a means of summarizing our findings and to assist you in the assessment of their implications for the proposed transaction. You represent and warrant that you have the knowledge, experience and ability to form your own conclusions related to the PFI.

The Reports will be based on facts of which EY is aware, estimates, assumptions and other information derived from its research, knowledge of the industry and meetings with you or your advisors. We will state our information sources and the basis of our estimates and assumptions in any written Report. All such estimates and assumptions are inherently subject to uncertainty and variation depending upon future events, which cannot be accurately foreseen. Our estimates will in any event be based on general economic conditions as they exist on the date of the analysis and will not contemplate the potential for any sudden or sharp rise or decline in those conditions. We make

no representation, and give no assurance, that any estimates or results can or will be achieved. Actual results may vary materially from the estimates presented.

Any financial analyses contained in the Reports are not forecasts or projections as defined by the AICPA. Rather, they are used as contemplated by the Uniform Standards of Professional Appraisal Practice (“USPAP”). Accordingly, terms such as “project,” “projections,” or “forecast” in the Reports relate to broad and generally perceived expectations of future events or market conditions.

EY will not conduct any architectural, engineering, soil or subsoil study, property survey, or environmental investigation, and will not assume any liability in connection with such matters.

In addition, we may use your name, trademark, service mark and logo as reasonably necessary to perform the Services and in correspondence, including proposals, from us to you.

During the scope of the engagement, EY may utilize multiple technology tools to provide Client with the listed scope of services. In the event that Client is provided a copy of one of the technology tools, Client shall be permitted to maintain and use one copy of technology tool(s) solely for Client’s internal use. Client shall only permit those persons who are employees of Client to have access to the technology tool(s). Under no circumstances shall Client or any Client personnel permit any third party to access, copy or modify the technology tool(s), nor shall it decompile, reverse engineer, or in any way derive any source code from, or create any derivative work of the technology tool(s) without the prior written consent of EY.

EY shall not be responsible for the results generated by Client personnel using the technology tool(s) unless EY personnel review and approve in writing all inputs, assumptions, scenarios and related output.

EY will not identify, address or correct any errors or defects in your computer systems, other devices or components thereof (“Systems”), whether or not due to imprecise or ambiguous entry, storage, interpretation or processing or reporting of data. We will not be responsible for any defect or problem arising out of or related to data processing in any Systems.

Term

Unless otherwise agreed, and subject to the terms of the Agreement, this Contract shall be effective on the date it has been duly executed by this County Executive or his duly authorized designee (the “Effective Date”). The term of this Contract shall commence on the Effective Date and, unless earlier terminated in accordance with the provisions of this Contract, shall continue in effect for a period of 18 months from the Effective Date (other than the Sales Tax Lookback services).

In the event the County believes the Services provided by EY resulted in a positive return on investment, the County shall have the option to extend the term of this Contract for an additional year, add additional SOW’s and/or increase the funding through a written amendment to this Contract or as a separate agreement.

Contacts

You have identified Scot Rourke and Bob Triozzi as your contact with whom we should communicate about these Services. Your contacts at EY for these Services will be Sophie Frodsham and Tamara Izzo.

Client Requirements

You shall assign a qualified person to oversee the Services. You are responsible for all management decisions relating to the Services and for determining whether the Services are appropriate for your purposes. You shall provide the requested data in the required format for related services and analysis as required by EY.

You shall identify a Client representative responsible for each of the Initiatives described above (the “Lead”). The Lead person is responsible for convening the appropriate group or groups of Client’s employees (“Working Groups”), and leading the Client’s respective Working Groups for each initiative. EY resources/staff will provide support to the Leads and Working Groups on the Initiatives as requested by the Client.

Fees and Expenses

The terms of the Agreement address our fees and expenses generally.

The County will be charged a fixed fee of \$375,000 to deploy a team to conduct Initiatives A and B as set forth in this SOW (“Services”). This fixed fee represents EY agreeing to perform the analysis work required at a reduced amount assuming that the County will move forward with the cost savings identified in the Initiative B analysis within a reasonable period of time under the Gain Sharing Arrangement. The fixed fee of \$375,000 for the Services will be invoiced in full when the Initiative A Report and the Initiative B Report are delivered. The County will pay EY within 30 days of receipt of that invoice.

In the event this SOW is terminated by the County prior to the Initiative B Report being delivered or in the event that the County decides not to move forward with cost savings exceeding \$1.9M identified in the Initiative B Report, in accordance with the Agreement, the County shall be obligated to pay EY for time and materials incurred performing the analysis effort up to a maximum aggregate amount not to exceed \$800,000.00 (inclusive of the \$375,000 fixed fee). In such event, EY will be prepared to show itemized invoices to the County for payment, including but not limited to the Services performed, the date of the Services performed, and the time spent performing the Services. The parties understand and acknowledge that any amounts in excess of the \$375,000 fixed fee that become due under this Section will be paid to EY by the County by March 31, 2018, regardless of when the services were performed or when the fees were invoiced by EY. In the event the parties fail to identify more than \$1.9 million in cost-savings, the County will not be obligated to pay EY any additional fees above the \$375,000 fixed fee previously paid.

EY will operate under a gain-share fee arrangement for all cost saving opportunities identified through Initiative B as set out in Table 1 below (“Gain Sharing Arrangement”). The Gain Sharing Arrangement will not apply to Initiative A. EY and the County’s governance team (including key County contacts and stakeholders) will hold a workshop to jointly review the Initiative B findings and mutually agree to move forward with the Gain Sharing Arrangement. Once the parties have identified and deemed to be recoverable \$1.9 million in cost-savings, EY and the County will amend this SOW to identify the benefits realization and the payment schedule for the gain sharing on the identified and recovered amounts.

Table 1: Gain Sharing Arrangement

Benefit Type	Initiative	Achieved Benefit(s) for Cuyahoga County	EY Fee/Share of identified/recovered benefit(s)	Timeframe or recovery of savings
Gain-Share Fee (Progressive)	Initiative B	Cost saving of >\$1.9M to \$20M	30%	18 months or specific to the initiative, whichever is shorter (other than the Sales Tax Lookback)
		Cost saving of >\$20M to \$40M	20%	
		Cost saving of >\$40M +	15%	

The progressive Gain Sharing Arrangement set out in Table 1 increases the percentage of identified and recovered cost savings after the first \$1.9M of identified and recovered savings based on agreed upon baseline and predetermined KPI thresholds on specific initiatives over a period of 18 months or specific to the initiative, whichever is shorter (other than Sales Tax Lookback) (i.e. 5 times spend of \$375,000). For example, if EY identified savings of \$21M that are recovered in the next 18 months, the County will pay EY 30% of \$18.1M and 20% of \$1M. Please refer to Appendix A for further details regarding the Sales Tax Lookback Fees.

Cost savings will be calculated in one of the following ways depending on the type of analysis provided that EY performed work in furtherance of the savings (other than the Sales Tax Lookback - see Appendix A):

1. Cost Avoidance: Cost savings will be calculated as the amount that is identified at the time of analysis that will no longer be paid for in the next 18 months or specific to the initiative, whichever is shorter (other than Sales Tax Lookback). For example, if EY identifies an employee that is terminated but still receiving a paycheck of \$1,000 per pay period then the cost savings would be calculated as $\$1,000 \times 39 = \$39K$ because that employee will no longer be getting paid for the next 18 months.
2. Past recovered payments: Cost savings will be calculated as the amount that is identified over the past 2 years that were paid in error and are recovered. For example, if EY identifies terminated employees that were paid for 10 extra pay periods in 2015 at \$1,000 per pay period and the County recovers the entire amount then the cost savings would be calculated as $\$1,000 \times 10 = \$10K$. Or for example, if EY identifies duplicate payments over the past 2 years totaling \$100K and the County recovers the full amount then the cost savings would be calculated as \$100K.
3. Recoverable items: Cost savings will be calculated as the amount that is recovered, regardless of which party has identified the issue for items that relate to the scope of work as set forth herein. For example, regardless of which party identified the terminated employee, there may be a joint task force between the County and EY to recover savings together and EY will be credited with the amounts that are recovered.

EY and the County shall work together to identify any additional projects not listed herein that could affect the gain sharing calculations and are considered out of scope for the purpose of this SOW.

If an irresolvable difference emerges between the County and EY regarding context of any approved or validated savings or an uncured delay, a dispute notice will be logged with the County and the EY Cleveland Office. Armond Budish and Julie Boland will meet and attempt to resolve the difference.

In the event this SOW is terminated after the Gain Sharing Arrangement has commenced but prior to completion of the gain sharing services, in accordance with the Agreement, the County shall be obligated to pay EY for actual amounts identified and recovered, as defined above, by the County through a period of 6 months after the effective date of any termination of the Agreement, or this SOW, whichever first occurs. EY will be allowed to complete calculations, and submit identified and recovered savings for all work in process prior to the effective date of termination.

In witness whereof, the parties have executed this Statement of Work as of the date set forth above.

Ernst & Young US LLP

Cuyahoga County Executive

By: _____
Tamara Izzo
Title: Authorized Signatory

By: _____
Armond Budish
Title: County Executive

Appendix A: Sales Tax Lookback

Scope of services to be performed

EY will provide state and local tax advisory services with respect to an Ohio Sales and Use Tax Refund Review.

EY will assist Client in identifying, documenting, and attempting to recover its sales and use tax overpayments that may have occurred for the periods open under the applicable statute of limitations as of the effective date of this SOW unless otherwise related to supplemental claims as described below.

With respect to an Ohio Sales and Use Tax Refund Review, the Client and EY will mutually agree upon which Ohio opportunities to pursue and complete the steps to secure the refunds for Client. EY will also consider whether there are refund opportunities with respect to other state sales and use taxes. If opportunities are identified, Client and EY will mutually agree upon which opportunities to pursue via a separate SOW.

EY will interview appropriate accounting and tax personnel. EY will perform a review of accounts payable, fixed asset, sales records and all tax documentation necessary to identify and document selected sales and use tax overpayments. EY will also participate in tours of Client facilities, as warranted.

EY will prepare refund claims with supporting documentation for Client's review and approval. As authorized by Client, EY may file such refund claims with the respective tax authority or Client will deliver such refund claims to the applicable tax authority. EY will also prepare refund claims in excess of \$1,000 that require filing with Client's vendors.

EY will prepare refund schedules that will include comments supporting the sales/use tax exemptions or refunds. Supporting documentation will primarily consist of copies of purchase invoices and other documents supporting payment of sales/use tax. EY will also provide copies of all correspondence filed with the respective state and local tax jurisdictions or vendors. In addition, EY will provide Client with a report summarizing and tracking the results of our review. This summary will include a list of refunds for each facility summarized by refund reason and type.

EY will also review the respective tax authority's prior audit assessments (proposed or finalized) to enable us to formulate arguments or positions, as appropriate, that the transactions are not taxable and/or demonstrate that Client did in fact pay tax on the transactions in question. In such cases, EY will accumulate documentation to support Client's argument or position. We will assist Client in preparing to present its challenge to the tax authority's agent and participate with Client in the presentation of such documentation that would support the removal of the disputed items from the assessments.

In the event that the refund claim generates a state audit, EY will assist Client in working with the tax authority's agent to resolve any questions concerning the claims for refunds or proposed reductions in audit assessments that have been prepared by EY. EY's responsibility does not include sales/use tax audit support other than answering questions directly related to the refund claims or proposed reductions in audit assessments that have been prepared by EY. If requested, we will provide an additional SOW for sales/use tax audit defense services.

In the event that the refund claim is denied, EY will assist Client with defending the claim. While every effort will be made to resolve disputes with the tax authority's agent, some issues may require administrative appeals. EY will assist Client in defending such claims through the administrative level within the applicable taxing authorities. The administrative level is defined as the applicable taxing authority's process to resolve disputes with the tax authority's agent where legal counsel is not a requirement. If applicable and if Client and EY mutually agree to pursue any issues through the respective tax authority's administrative level, EY will assist (where permitted by State law, professional standards and regulations) with the preparation of an appeal of the assessment for submission to the tax authority's agent.

As mutually agreed, upon resolution of the substantive issues raised in a refund claim initially filed with a taxing jurisdiction, a supplemental refund claim(s) (supplemental claim) will be prepared to request refunds related to the same issues resolved by the taxing authority to include any periods remaining open through the date the taxing jurisdiction (whether at the administrative level or appeals), substantially approves the initial refund claim or actually issues the refund whichever is earlier.

Fees and Expenses

Our fee for the Sales and Use Tax Lookback will be the percentage as stated in Table 1 in the “Fees and Expenses” section of this SOW of gross refunds identified and recovered (or offset against other liabilities). “Gross Refunds” is defined as refunds received, offset against other liabilities, or reductions in audit assessments directly related to refund claims including supplemental refund claims, identified by EY and filed with the respective state and local taxing jurisdictions or vendors during this engagement. In addition, “Gross Refunds” is defined to include the total of the overpayment amount, applicable interest and penalty reduction.

After a total initial realization of \$1.9 million in savings, EY’s fee will be billed upon Client’s receipt of the refunds or notification that the refund from prior periods has been offset against other liabilities by the appropriate governmental agency or administrative or judicial reviewing body, or upon receipt of the refund or credit from vendors.

Payment on the EY invoices shall be remitted to EY within 30 days of billing. In the event any amount of tax benefit claimed by the Client or received by Client with respect to a refund identified by EY is ultimately denied and not paid or credited, or later required to be repaid to the taxing authority because of a final determination that the basis for the refund claim identified by EY was in error, a proportional fee adjustment will be made. Interest will not be paid on any such refund of the fee. In no event shall the amount of our fee be increased, decreased, or in any way modified or limited by the amount (if any) of credits, including associated tax benefits reported by Client on any current or prospectively filed original tax return.

Any fee for the Services under this SOW assume that Client will timely provide, or cause to be provided, to EY all appropriate information and assistance, and that the scope and complexity of such Services are consistent with our prior discussions, as well as the description thereof above. If, during the term of this SOW, EY determines that any additional work is necessary, whether at Client’s request or because the complexity of the project increases, EY will promptly contact Client to discuss any adjustments to the scope of work or EY’s fees.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0061

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 \$2,348,203.00 for legal services for the period 1/1/2017 - 12/31/2017; 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 the Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,348,203.00 for legal services for the period 1/1/2017 – 12/31/2017; 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 100% from the Health and Human Services 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 agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,348,203.00 for legal services for the period 1/1/2017 – 12/31/2017.

SECTION 2. That the County Executive is authorized to execute the agreement and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health,

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

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

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

Yeas:

Nays:

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

First Reading/Referred to Committee: March 28, 2017
Committee(s) Assigned: Health, Human Services & Aging

Journal CC026
April 12, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0062

<p>Sponsored by: County Executive Budish/Department of Development</p> <p>Co-sponsored by: Councilmembers Hairston and Miller</p>	<p>A Resolution authorizing a revenue generating agreement with Cuyahoga County Land Reutilization Corporation in the amount not-to-exceed \$6,000,000.00 for tax foreclosure services in connection with the Neighborhood Initiative Program for the period 1/1/2017 - 12/31/2020; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Development has recommended a revenue generating agreement with Cuyahoga County Land Reutilization Corporation in the amount not-to-exceed \$6,000,000.00 for tax foreclosure services in connection with the Neighborhood Initiative Program for the period 1/1/2017 - 12/31/2020; and

WHEREAS, in accordance with the authority granted under R.C. §5722.02 and §1724(A)(2), the County authorized the establishment of the Cuyahoga County Land Reutilization Corporation (“CCLRC”) and designated the CCLRC as the County’s agency for the reclamation, rehabilitation, and reutilization of vacant, abandoned, tax-foreclosed or other real property in the county; and

WHEREAS, the CCLRC is a participant in the Ohio Housing Finance Agency’s Neighborhood Initiative Program (“NIP”), that aims to stabilize property values by providing funding to county land reutilization corporations such as the CCLRC to pay for the demolition and related costs of certain vacant and abandoned structures; and

WHEREAS, under R.C. §1724.01 the CCLRC is authorized to contract with the County to provide services to the CCLRC and under R.C. Chapters 323, 325, 5721, and 5722, the County has express statutory authority to foreclose on tax delinquent properties in the name of the county treasurer (“Treasurer”) and to facilitate the acquisition of properties for “electing subdivisions”, as that term is defined in R.C. §5722.01, including the CCLRC; and

WHEREAS, under the NIP guidelines, CCLRC is authorized to receive reimbursement for reasonable acquisition costs incurred by the CCLRC in the acquisition of NIP eligible properties, including the reasonable fees for preparation

and prosecution of tax foreclosure cases that are charged to the CCLRC by the agencies, firms, and offices necessary in the acquisition of NIP eligible properties;

WHEREAS, in order to acquire NIP eligible properties from tax foreclosure, it is necessary for CCLRC to engage the services of the County through offices under the County Executive, Treasurer, and Prosecutor; and

WHEREAS, the goal of this project is an agreement with the CCLRC to provide services in assisting the CCLRC to acquire eligible properties by providing the services associated with preparing, filing, and prosecuting to final conclusion, tax foreclosures in the name of the County Treasurer on certain vacant and abandoned tax delinquent properties; and

WHEREAS, the CCLRC will use Hardest Hit Funds to reimburse the County and Prosecutor's Office; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a revenue generating agreement with Cuyahoga County Land Reutilization Corporation in the amount not-to-exceed \$6,000,000.00 for tax foreclosure services in connection with the Neighborhood Initiative Program for the period 1/1/2017 - 12/31/2020.

SECTION 2. That the County Executive is authorized to execute the agreement and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided 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

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0063

Sponsored by: County Executive Budish/Department of Development	A Resolution authorizing an Economic Development Fund Special Large Scale Attraction Forgivable Loan in the amount not-to-exceed \$480,000.00 to 7signal Solutions, Inc. for the benefit of a project located at 6155 Rockside 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.
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WHEREAS, the County Executive/Department of Development has recommended an Economic Development Fund Special Large Scale Attraction Forgivable Loan in the amount not-to-exceed \$480,000.00 to 7signal Solutions, Inc. for the benefit of a project located at 6155 Rockside Road in the City of Independence; and

WHEREAS, the primary goals of this project are to relocate the world headquarters of 7signal Solutions, Inc. from Akron, Ohio to Independence, Ohio in Cuyahoga County, Council District 6; and

WHEREAS, this project is anticipated to create at least forty-eight (48) new-to-the-County, full-time jobs in Cuyahoga County with an average annual salary of at least \$100,000.00 in compensation within three (3) years of loan approval and maintained until at least seven (7) years after loan approval; and

WHEREAS, loan forgiveness is conditional upon meeting job creation and maintenance requirements; and

WHEREAS, the total cost of this project is \$4,450,000.00, of which the County will loan \$480,000.00 with a term of seven (7) years at an interest rate of two percent (2%); and

WHEREAS, the proposed funding source for the loan is the Cuyahoga County Job Creation Fund; and

WHEREAS, the project will be subject to the following, as applicable, and without limitation: the County's SBE Policy, adopted October 29, 2009; execution of

a Workforce Development Agreement; submission of annual job creation/retention reporting; and payment of prevailing wages for that portion of the project funded by the County loan authorized herein; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an Economic Development Fund Special Large Scale Attraction Forgivable Loan in the amount not-to-exceed \$480,000.00 to 7signal Solutions, Inc. for the benefit of a project located at 6155 Rockside Road in the City of Independence.

SECTION 2. That the County Executive and/or Director of Development are authorized to execute all documents consistent with said loan and this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

In accordance with Rule 6B of the Rules of Council, legislation was added to the agenda by parliamentary motion: March 28, 2017

First Reading/Referred to Committee: March 28, 2017

Committee(s) Assigned: Economic Development & Planning

Journal CC026

April 12, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0064

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</p> <p>Co-sponsored by: Councilmembers Miller, Hairston, Brown, Conwell and Tuma</p>	<p>A Resolution authorizing an amendment to Contract No. CE1600077-01 with Youth Opportunities Unlimited for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 - 6/30/2017 to change the scope of services, effective 4/1/2017, to extend the time period to 12/31/2017, and for additional funds in the amount not-to-exceed \$9,150,000.00; 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>
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services has recommended an amendment to Contract No. CE1600077-01 with Youth Opportunities Unlimited for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 - 6/30/2017 to change the scope of services, effective 4/1/2017, to extend the time period to 12/31/2017, and for additional funds in the amount not-to-exceed \$9,150,000.00; and

WHEREAS, the nature of the change in scope of services encompasses the Youth Workforce Initiative Program which serves approximately 3,000 participants, ages 14-24 years old who will be engaged in a paid work experience and credentialed training program contributing to a career pathway; and

WHEREAS, the goals of this project are to: (a) enhance employment skills of TANF-eligible youth by providing high quality paid employment 25-30 hours per week for approximately 6-12 weeks and (b) to provide the pilot program as an extension to the Summer Youth Employment Program where youth will be recruited from the successful completers of the SYEP affording them the opportunity to promote the development of self-sufficiency and reduce a reliance on public assistance; and

WHEREAS, this project is funded 98% from TANF funds and 2% from Health and Human Services Levy funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1600077-01 with Youth Opportunities Unlimited for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 - 6/30/2017 to change the scope of services, effective 4/1/2017, to extend the time period to 12/31/2017, and for additional funds in the amount not-to-exceed \$9,150,000.00.

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

In accordance with Rule 6B of the Rules of Council, legislation was added to the agenda by parliamentary motion: March 28, 2017

First Reading/Referred to Committee: March 28, 2017

Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested on the Floor: March 28, 2017

Additional Sponsorship Requested: April 4, 2017

Additional Sponsorship Requested: April 5, 2017

Journal CC026

April 12, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0051

Sponsored by: County Executive Budish on behalf of Cuyahoga County Board of Elections	A Resolution authorizing the County Executive, on behalf of the County, to endorse the Memorandum of Understanding among County of Cuyahoga, Cuyahoga County Board of Elections and Ohio Department of Administrative Services in connection with the use of funding for the purchase of electronic pollbooks and other necessary equipment; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive on behalf of Cuyahoga County Board of Elections has recommended authorization, on behalf of the County, to endorse the Memorandum of Understanding among County of Cuyahoga, Cuyahoga County Board of Elections and Ohio Department of Administrative Services in connection with the use of funding for the purchase of electronic pollbooks and other necessary equipment; and

WHEREAS, the goal of this project is to clarify the process of selecting, purchasing and funding electronic pollbooks and any other necessary equipment including software, hardware, license agreement, service or maintenance agreement or integration with the Board of Elections voter registration system that is essential for the implementation and operation of the electronic pollbooks; 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 the County Executive, on behalf of the County, to endorse the Memorandum of Understanding among the County of Cuyahoga, Cuyahoga County Board of Elections and Ohio Department of Administrative Services in connection with the use of funding for the purchase of electronic pollbooks and other necessary equipment.

SECTION 2. That the County Executive is authorized to execute the Memorandum of Understanding.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 14, 2017

Committee(s) Assigned: Finance & Budgeting

Committee Report/Second Reading: March 28, 2017

Journal CC026

April 12, 2017