



**AGENDA**  
**CUYAHOGA COUNTY COUNCIL REGULAR MEETING**  
**TUESDAY, JULY 6, 2021**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**5:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
  - a) June 22, 2021 Committee of the Whole Meeting [See Page 9]
  - b) June 22, 2021 Regular Meeting [See Page 11]
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
  - a) **COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING**
    - 1) R2021-0152: 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 22]

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

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

**b) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR THIRD READING ADOPTION**

- 1) O2021-0010: An Ordinance providing for modifications to and adoption of the General Fund Reserve Ordinance and the Health and Human Services Levy Fund Reserve Ordinance; and declaring the necessity that this Ordinance become immediately effective. [See Page 200]

Sponsors: Councilmembers Miller and Sweeney

Committee Assignment and Chair: Finance & Budgeting – Miller

**10. LEGISLATION INTRODUCED BY EXECUTIVE**

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

- 1) R2021-0161: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. [See Page 203]

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

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

- 1) R2021-0162: A Resolution confirming the County Executive's reappointment of Reverend Cory Jenkins to serve on the Cuyahoga Community College Board of Trustees for the term

6/23/2021 – 6/22/2026; and declaring the necessity that this Resolution become immediately effective. [See Page 211]

Sponsor: County Executive Budish

- 2) R2021-0163: A Resolution approving Right-of-Way Exhibits as set forth in Plat No. M-5050 for replacement of Pleasant Valley Bridge No. 09.68 over Cuyahoga River in the City of Independence and Village of Valley View; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; and declaring the necessity that this Resolution become immediately effective. [See Page 215]

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

- 3) R2021-0164: A Resolution approving Right-of-Way Exhibits as set forth in Plat No. M-5049 for rehabilitation of Warrensville Center Road Bridge Nos. 05.92 East and 05.92 West over Greater Cleveland Regional Transit Authority in the City of Shaker Heights; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; and declaring the necessity that this Resolution become immediately effective. [See Page 261]

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

- 4) R2021-0165: A Resolution authorizing an amendment to Contract No. 700 with Schindler Elevator Corporation for elevator maintenance and repair services for various County facilities for the period 9/1/2018 – 8/31/2021 to extend the time period to 8/31/2023 and for additional funds in the amount not-to-exceed \$1,291,436.75; 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 303]

Sponsor: County Executive Budish/Department of Public Works

- 5) R2021-0166: A Resolution authorizing an amendment to Contract No. 78 with United Labor Agency Incorporated for operation of the Workforce Service Center, job seekers and employer services and management of the On-the-Job

Training Program for the period 7/1/2019 – 6/30/2021 to extend the time period to 6/30/2022 and for additional funds in the amount not-to-exceed \$5,776,780.40; 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 310]

Sponsor: County Executive Budish/Department of Workforce Development

- 6) R2021-0167: A Resolution making awards on RQ2470 for a Master Contract with various providers in the total amount not-to-exceed \$1,000,000.00 for traditional residential treatment services for the period 2/1/2021 – 1/31/2023; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 322]
- a) Contract No. 1164 with Applewood Centers, Inc. in the amount not-to-exceed \$40,000.00.
  - b) Contract No. 1165 with Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$40,000.00.
  - c) Contract No. 1166 with The Cleveland Christian Home, Inc. in the amount not-to-exceed \$70,000.00.
  - d) Contract No. 1167 with Community Specialists Corporation dba The Academy in the amount not-to-exceed \$80,000.00.
  - e) Contract No. 1168 with The Cornell Abraxas Group, Inc. in the amount not-to-exceed \$170,000.00.
  - f) Contract No. 1169 with George Junior Republic in PA in the amount not-to-exceed \$75,000.00.
  - g) Contract No. 1170 with Keystone Richland Center, LLC dba Foundations for Living in the amount not-to-exceed \$110,000.00.
  - h) Contract No. 1171 with New Directions, Inc. in the amount not-to-exceed \$25,000.00.
  - i) Contract No. 1172 with Summit School, Inc. dba Summit Academy in the amount not-to-exceed \$220,000.00.

- j) Contract No. 1173 with The Village Network in the amount not-to-exceed \$170,000.00.

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

- 7) R2021-0168: A Resolution authorizing an amendment to a Memorandum of Understanding and Agreement among Cuyahoga County, Say Yes Cleveland fka Say Yes to Education Inc., Cleveland Metropolitan School District and Breakthrough Public Schools for the Say Yes Cleveland Strategy Program for the period 7/24/2019 – 7/23/2021 to extend the time period to 7/23/2022, to add Near West Intergenerational School, Horizon Science Academy and College Now Greater Cleveland, Inc. as parties, and to change the terms to establish funding responsibilities during Year 3 of the Program, effective 7/24/2021; accepting payments in the amount not-to-exceed \$1,931,300.00 from Cleveland Metropolitan School District; in the amount not-to-exceed \$124,600.00 from Breakthrough Public Schools; in the amount not-to-exceed \$31,150.00 from Near West Intergenerational Schools and in the amount not-to-exceed \$31,150.00 from Horizon Science Academy for said Program; authorizing a payment in the amount not-to-exceed \$6,052,000.00 to College Now Greater Cleveland, Inc. as fiscal agent of Say Yes Cleveland; authorizing an amendment to the Governance Agreement; and 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 399]

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

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

- 1) R2021-0159: A Resolution adopting the 2021 five-year Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code; and declaring the necessity that this Resolution become immediately effective. [See Page 405]

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

**d) DISCHARGE FROM COMMITTEE AND CONSIDERATION OF A RESOLUTION FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) R2021-0156: A Resolution adopting the Annual Alternative Tax Budget for the year 2022; and declaring the necessity that this Resolution become immediately effective. [See Page 429]

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

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

- 1) R2021-0157: A Resolution making an award on RQ5580 to Hellmuth, Obata & Kassabaum, P.C. in the amount not-to-exceed \$8,000,000.00 for criteria architectural services for the Cuyahoga County Corrections Center Project for the period 7/6/2021 - 12/31/2025; authorizing the County Executive to execute Contract No. 1571 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 439]

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

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

- 2) R2021-0158: A Resolution authorizing the appropriation of real property for reconstruction and widening of Sprague Road from Webster Road to York Road in the Cities of Middleburg Heights, Parma, North Royalton and Strongsville; directing the County Executive, through the Department of Public Works, to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrants to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring

the necessity that this Resolution become immediately effective. [See Page 458]

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

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

- 3) R2021-0160: A Resolution authorizing a sole source Contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$1,155,000.00 to promote the Earned Income Tax Credit, Child Care Tax Credit and provide free tax preparation assistance to low and moderate-income individuals and families for the period 7/1/2021 – 6/30/2024; authorizing the County Executive to execute Contract No. 1564 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.[See Page 471]

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

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

**f) CONSIDERATION OF AN ORDINANCE FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) O2021-0011: An Ordinance amending Section 206.13 of the County Code providing for appointment and staggered terms of the members of the Commission on Human Rights; and declaring the necessity that this Ordinance become immediately effective. [See Page 479]

Sponsor: County Executive Budish

**11. MISCELLANEOUS COMMITTEE REPORTS**

**12. MISCELLANEOUS BUSINESS**

**13. ADJOURNMENT**

NEXT MEETING

REGULAR MEETING:

TUESDAY, JULY 20, 2021  
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 5<sup>th</sup> floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

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





**MINUTES**  
CUYAHOGA COUNTY COUNCIL REMOTE\* COMMITTEE OF THE WHOLE MEETING  
TUESDAY, JUNE 22, 2021  
12:00 PM

1. CALL TO ORDER

**Council President Jones called the meeting to order at 12:03 p.m.**

2. ROLL CALL

**Council President Jones asked Clerk Richardson to call the roll. Councilmembers, Gallagher, Conwell, Stephens, Baker, Miller, Sweeney, Tuma and Jones were in attendance and a quorum was determined.**

**[Clerk's note: Councilmembers Schron, Brown and Simon entered the meeting after the roll-call was taken to move to Executive Session.]**

3. PUBLIC COMMENT\*\*

**Clerk Richardson reported that there were no public comments submitted via email.**

4. EXECUTIVE SESSION

- a) Collective bargaining matters, including:
  - i) accepting the report containing findings and recommendations of Fact-Finder Margaret Nancy Johnson regarding negotiations between Cuyahoga County and the Ohio Patrolmen's Benevolent Association for a collective bargaining agreement covering approximately 112 employees in the classification of Protective Services Officer at the Cuyahoga County Sheriff's Department.
- b) Purchase of property

**A motion was made by Ms. Stephens, seconded by Ms. Conwell and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing a collective bargaining matter and purchase of property and for no other purpose whatsoever. Executive Session was then called to order by Council President Jones at 12:05 p.m. The following Councilmembers were present Baker, Miller, Sweeney, Tuma, Gallagher, Schron, Conwell, Stephens and Jones.**

**[Clerk's note: Councilmembers Brown and Simon joined the meeting after the roll-call was taken to move to Executive Session.]**

**The following additional attendees were present: Director of Law Gregory Huth; Assistant Law Director Sarah Nemastil; Civil Division Chief David Lambert; Public Works Director Michael Dever; Fiscal Officer Michael Chambers; County Executive Armond Budish; Executive Chief of Staff William Mason; County Sheriff Christopher Viland; County Prosecutor Michael O'Malley; Managing Director of Project Management Consultants, LLC, Jeffrey Appelbaum; Council Chief of Staff Joseph Nanni; Legislative Budget Advisor Trevor McAleer; Special Counsel Brendan Doyle and Research and Policy Analyst James Boyle.**

**At 1:54 p.m., Executive Session was adjourned without objection and Council President Jones then reconvened the meeting.**

#### **5. MISCELLANEOUS BUSINESS**

**Council President Jones announced that the Ohio Senate's version of the FY2021-FY2023 budget bill does not include an extension for public bodies to meet virtually, therefore County Council will return to in-person meetings effective July 1, 2021. The regular Council meeting scheduled for July 6, 2021, will revert to 5:00 p.m. and will be held in Council Chambers. The Clerk's office will send out updated calendar appointments. Council President Jones also stated that unvaccinated individuals must continue to wear masks pursuant to the recent Executive Order issued by the County Executive**

#### **6. ADJOURNMENT**

**With no further business to discuss, Council President Jones adjourned the meeting at 1:54 p.m., without objection.**



**MINUTES**  
**CUYAHOGA COUNTY COUNCIL REMOTE\* REGULAR MEETING**  
**TUESDAY, JUNE 22 2021**  
**2:00 PM**

1. CALL TO ORDER

**Council President Jones called the meeting to order at 2:05 p.m.**

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. SILENT MEDITATION

**There was no moment of silent meditation.**

5. PUBLIC COMMENT

**Clerk Richardson reported that there were no public comments submitted via email.**

6. APPROVAL OF MINUTES

- a) June 8, 2021 Committee of the Whole Meeting
- b) June 8, 2021 Regular Meeting
- c) June 17, 2021 Committee of the Whole Meeting

**A motion was made by Mr. Schron, seconded by Mr. Sweeney and approved by unanimous vote to approve the minutes from the June 8, 2021 and June 17, 2021 Committee of the Whole and Regular meetings.**

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

**There were no announcements from Council President Jones.**

8. MESSAGES FROM THE COUNTY EXECUTIVE

**County Executive Budish reported on the State Budget and Policy changes included in the Budget that is currently in Conference Committee and will likely be finalized next week. He said that the County has been lobbying along with the County Commissioners Association regarding many items in the Budget that could impact Cuyahoga County including; State funding for indigent defense, the extension of Broadband access programs, and the creation of new Sales Tax exemptions. County Executive Budish also stated that there has been a significant loss of revenue for the local Arts & Culture Community that led the Community to travel to Columbus to request going to Ballot for more resources, but their efforts were to no avail. County Executive Budish added that the State Legislature did not include an extension for public bodies to meet virtually, but lobbying is still going on regarding this issue.**

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2021-0152: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2021-0152 to the Human Resources, Appointments & Equity Committee.**

b) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING

- 1) O2021-0010: An Ordinance providing for modifications to and adoption of the General Fund Reserve Ordinance and the Health and Human Services Levy Fund Reserve Ordinance; and declaring the necessity that this Ordinance become immediately effective.

[Pending Committee Recommendation]

Sponsors: Councilmembers Miller and Sweeney

Committee Assignment and Chair: Finance & Budgeting –  
Miller

**Clerk Richardson read Ordinance No. O2021-0010 into the record.**

**This item will move to the July 6, 2021 Council meeting agenda for consideration for third reading adoption.**

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

**A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2021-0153, R2021-0154 and R2021-0155.**

- 1) R2021-0153: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

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

**On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2021-0153 was considered and adopted by unanimous vote.**

- 2) R2021-0154: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

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

**Mr. Michael Dever, Director of Public Works, addressed Council regarding Resolution No. R2021-0154. Discussion ensued.**

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

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2021-0154 was considered and adopted by unanimous vote.**

- 3) R2021-0155: A Resolution accepting the report containing findings and recommendations of Fact-Finder Margaret Nancy Johnson regarding negotiations between Cuyahoga County and the Ohio Patrolmen's Benevolent Association for a collective bargaining agreement covering approximately 112 employees in the classification of Protective Services Officer at the Cuyahoga County Sheriff's Department; and declaring the necessity that this Resolution become immediately effective.

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

**On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2021-0155 was considered and adopted by unanimous vote.**

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

- 1) R2021-0156: A Resolution adopting the Annual Alternative Tax Budget for the year 2022; and declaring the necessity that this Resolution become immediately effective.

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

**Clerk Richardson read Resolution No. R2021-0156 into the record.**

**This item will move to the July 6, 2021 Council meeting agenda for consideration for second reading adoption under suspension of rules.**

- 2) R2021-0157: A Resolution making an award on RQ5580 to Hellmuth, Obata & Kassabaum, P.C. in the amount not-to-exceed \$8,000,000.00 for criteria architectural services for the Cuyahoga County Corrections Center Project for the period 7/6/2021 - 12/31/2025; authorizing the County Executive to execute Contract No. 1571 and all other documents consistent with said award and

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

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

**Council President Jones referred Resolution No. R2021-0157 to the Public Safety and Justice Affairs Committee.**

- 3) R2021-0158: A Resolution authorizing the appropriation of real property for reconstruction and widening of Sprague Road from Webster Road to York Road in the Cities of Middleburg Heights, Parma, North Royalton and Strongsville; directing the County Executive, through the Department of Public Works, to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrants to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2021-0158 to the Public Works, Procurement & Contracting Committee.**

- 4) R2021-0159: A Resolution adopting the 2021 five-year Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Development

**Council President Jones referred Resolution No. R2021-0159 to the Economic Development & Planning Committee.**

- 5) R2021-0160: A Resolution authorizing a sole source Contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$1,155,000.00 to promote the Earned Income Tax Credit, Child Care Tax Credit and provide free tax preparation assistance to low and moderate-income individuals and families for the period 7/1/2021 – 6/30/2024; authorizing the County Executive to execute Contract No. 1564 and all other documents consistent with this Resolution;

and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2021-0160 to the Health, Human Services & Aging Committee.**

- c) 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 Rules 9D and to place on final passage Resolution Nos. R2021-0144, R2021-0145, R2021-0146, R2021-0147, R2021-0148, R2021-0149, R2021-0150 and R2021-0151.**

- 1) R2021-0144: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2021 – 6/21/2024; confirming the appointment and reappointment of various alternates and declaring the necessity that this Resolution become immediately effective:

Reappointment:

- i) Michael W. Dever

Appointment:

- ii) Nichole L. English

Appointment as alternate

- i) Thomas P. Sotak to Michael W. Dever

Reappointment as alternate

- ii) Christopher A. George to Nichole L. English

Sponsor: County Executive Budish

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



**On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2021-0144 was considered and adopted by unanimous vote.**

- 2) R2021-0145: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Diversion Board for various terms; and declaring the necessity that this Resolution become immediately effective:

For the term 3/1/2021 – 2/29/2024

- i) Brandy Carney
- ii) William D. Mason

For the term 3/1/2021 – 2/28/2022

- iii) Akram Boutros, MD
- iv) Chief Calvin Williams

Sponsor: County Executive Budish

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

**On a motion by Ms. Brown with a second by Mr. Sweeney, Resolution No. R2021-0145 was considered and adopted by unanimous vote.**

- 3) R2021-0146: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga County Monument Commission for various terms; and declaring the necessity that this Resolution become immediately effective:

Reappointment for the term 3/1/2021 – 2/29/2024

- i) Judith G. Cetina, PhD

Appointment for an unexpired term ending 8/31/2022

- ii) Matthew Rymer

Sponsor: County Executive Budish

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

**On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2021-0146 was considered and adopted by unanimous vote.**

- 4) R2021-0147: A Resolution confirming the County Executive's appointment of Loree Potash to serve on the Cuyahoga County Law Library Resources Board for the term 1/1/2021 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

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

**On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2021-0147 was considered and adopted by unanimous vote.**

- 5) R2021-0148: A Resolution confirming the County Executive's appointment of Ronald Andrew Johnson, upon his taking the oath of office, as Chief Information Officer; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Committee Assignment and Chair: Committee of The Whole –  
Jones

**On a motion by Mr. Miller with a second by Mr. Jones, Resolution No. R2021-0148 was considered and adopted by unanimous vote.**

- 6) R2021-0149: A Resolution authorizing a payment on RQ6403 to The Mt. Sinai Health Care Foundation, fiscal agent, in the amount of \$800,000.00 for operational support for The Lead Safe Cleveland Coalition for the period 5/1/2021 – 12/31/2021; authorizing the County Executive to execute Purchase Order No. 21001548; and declaring the necessity that this Resolution become immediately effective.

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

Committee Assignment and Chair: Community Development –  
Stephens

**On a motion by Ms. Stephens with a second by Ms. Brown, Resolution No. R2021-0149 was considered and adopted by unanimous vote.**

- 7) R2021-0150: A Resolution authorizing an amendment to Contract No. 454 with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2018 – 12/31/2020 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,340,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Human Resources

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

**On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2021-0150 was considered and adopted by unanimous vote.**

- 8) R2021-0151: A Resolution making awards on RQ4919 to various providers in the total amount not-to-exceed \$6,800,435.60 for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 7/1/2021 – 12/31/2022; 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:
- a) Contract No. 1381 with A-1 Health Care, Inc. in the amount not-to-exceed \$365,448.29.
  - b) Contract No. 1434 with ABC International Services, Inc. in the amount not-to-exceed \$13,716.33.
  - c) Contract No. 1428 with Addus Healthcare (South Carolina), Inc. dba Arcadia Home Care & Staffing in the amount not-to-exceed \$53,702.87.
  - d) Contract No. 1438 with Amin & Associates, Inc. dba We Put Family First in the amount not-to-exceed \$60,000.00.
  - e) Contract No. 1440 with Caring Hearts Health Services LLC in the amount not-to-exceed \$63,583.33.

- f) Contract No. 1435 with Casleo Corporation dba Global Meals in the amount not-to-exceed \$2,817,888.20.
- g) Contract No. 1406 with Connect America.com LLC in the amount not-to-exceed \$255,491.54.
- h) Contract No. 1408 with Evolving Nurse in the amount not-to-exceed \$63,583.33.
- i) Contract No. 1421 with Family & Community Services, Inc. dba Mobile Meals in the amount not-to-exceed \$283,798.55.
- j) Contract No. 1437 with First Choice Medical Staffing, Inc. in the amount not-to-exceed \$125,180.22.
- k) Contract No. 1439 with Geocare, Inc. dba Home Instead Senior Care in the amount not-to-exceed \$180,000.00.
- l) Contract No. 1441 with Healthy Homecare Transportation, LLC in the amount not-to-exceed \$60,000.00.
- m) Contract No. 1444 with Home Care Relief, Inc. in the amount not-to-exceed \$352,856.62.
- n) Contract No. 1443 with Honor and Compassion Homecare, LLC in the amount not-to-exceed \$178,000.00.
- o) Contract No. 1445 with LHC Group, Inc. in the amount not-to-exceed \$38,500.00.
- p) Contract No. 1424 with PurFoods, LLC dba Mom's Meals in the amount not-to-exceed \$300,000.00.
- q) Contract No. 1416 with Renaissance Home Health Care, Inc. in the amount not-to-exceed \$53,838.50.
- r) Contract No. 1411 with Rose Centers for Aging Well, LLC in the amount not-to-exceed \$196,888.90.
- s) Contract No. 1412 with RX Home Healthcare, Inc. in the amount not-to-exceed \$118,943.89.
- t) Contract No. 1413 with Senior Transportation Connection in the amount not-to-exceed \$145,730.51.
- u) Contract No. 1410 with Solutions Premier Training Services in the amount not-to-exceed \$301,348.69.

- v) Contract No. 1414 with TOBI Transportation in the amount not-to-exceed \$116,944.54.
- w) Contract No. 1415 with Transport Assistance, Inc. in the amount not-to-exceed \$45,526.75.
- x) Contract No. 1430 with U-First Homecare Services in the amount not-to-exceed \$133,295.00.
- y) Contract No. 1426 with Valued Relationships, Inc. in the amount not-to-exceed \$255,491.54.
- z) Contract No. 1423 with XCEL Healthcare Providers, Inc. in the amount not-to-exceed \$220,678.00.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services  
Committee Assignment and Chair: Health, Human Services & Aging – Conwell

**On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2021-0151 was considered and adopted by unanimous vote.**

#### 11. MISCELLANEOUS COMMITTEE REPORTS

**Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, June 29, 2021 at 10:00 a.m**

**Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, June 29, 2021 at 1:00 p.m**

**Mr. Schron reported that the Economic Development & Planning Committee will meet on Monday, June 28, 2021 at 3:00 p.m.**

**Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, June 30, 2021 at 10:00 a.m.**

#### 12. MISCELLANEOUS BUSINESS

**Mr. Miller requested an update on the legal opinion from the State of Ohio Attorney General's Office regarding the Micro-Grid project.**

#### 13. ADJOURNMENT

**With no further business to discuss, Council President Jones adjourned the meeting at 2:45 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0152

Sponsored by: <b>Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

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

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

WHEREAS, on April 7, 2021 and June 3, 2021, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through W) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classifications:

Exhibit A:     Class Title:   *ECM Systems Analyst*  
                  Number:       16471

Pay Grade: 15B/Exempt

Proposed Revised Classifications:

- Exhibit B: Class Title: *Administrator, Development*  
Class Number: 21042  
Pay Grade: 17A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2018. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit C: Class Title: *Senior Training Officer (HHS Training Specialist)*  
Class Number: 14052  
Pay Grade: 10A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014. Training Officer and Senior Training Officer were combined into this position. This classification is now exclusive to Health and Human Services. Experience equivalencies were expanded to include social work. No change to pay grade.
- Exhibit D: Class Title: *Information Systems Analyst*  
Class Number: 16102  
Pay Grade: 15B/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014. Changes were made to wording and format. A Technology Requirements section was added to list our software tools to perform the job. No change to pay grade.
- Exhibit E: Class Title: *Project Inspector*  
Class Number: 18111  
Pay Grade: 7A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2012. Updates were made to essential job functions, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit F: Class Title: *Project Manager*  
Class Number: 18112  
Pay Grade: 11A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, mathematical ability, physical requirements, environmental adaptability and

general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.

- Exhibit G: Class Title: *Senior Project Manager*  
Class Number: 18113  
Pay Grade: 14A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, essential job functions, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit H: Class Title: *Social Service Specialist*  
Class Number: 13091  
Pay Grade: 6A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2013. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit I: Class Title: *Supervisor, Training Officer (Supervisor, HHS Training Specialist)*  
Class Number: 14053  
Pay Grade: 12A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools. The classification is now exclusive to Health and Human Services. No change to pay grade.
- Exhibit J: Class Title: *Systems Analyst*  
Class Number: 16101  
Pay Grade: 10B/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list the software tools necessary for the job. No change to pay grade.
- Exhibit K: Class Title: *Web Designer I*  
Class Number: 16191  
Pay Grade: 9B/Exempt  
\* PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology



Requirements section was added to list out necessary software tools to perform the job. Pay grade was increased from 8 to 9 because of an increase in the equipment work requirement.

Exhibit L: Class Title: *Web Designer 2*  
Class Number: 16192  
Pay Grade: 11B/Exempt  
\* PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools for the job. No change to pay grade.

Exhibit M: Class Title: *Web Maintenance Technician*  
Class Number: 16021  
Pay Grade: 6B/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2016. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. No change to pay grade.

Proposed Deleted Classification:

Exhibit N: Class Title: *Director, Parentage, Quality Assurance Manager & Training*  
Class Number: 12311  
Pay Grade: 21A/Exempt  
\* Position has been designated as unclassified under R.C.128.11 (A), subsections (9) and (28).

Exhibit O: Class Title: *Forensic Pathologist 2*  
Class Number: 17012  
Pay Grade: 27A/Exempt  
\* Position has been designated as unclassified under R.C. 128.11 (A), subsections (9) and (28).

Exhibit P: Class Title: *Forensic Pathologist 3*  
Class Number: 17013  
Pay Grade: 28A/Exempt  
\* Position has been designated as unclassified under R.C. 128.11 (A), subsections (9) and (28).

Exhibit Q: Class Title: *ERP Enterprise Asset Management Systems Lead*  
Class Number: 16322  
Pay Grade: 16B/Exempt  
\* The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted

classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

Exhibit R: Class Title: *ERP HRIS Systems Lead*  
Class Number: 16341  
Pay Grade: 16B/Exempt  
\* The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

Exhibit S: Class Title: *ERP Procurement Systems Lead*  
Class Number: 16352  
Pay Grade: 16B/Exempt  
\* The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

Exhibit T: Class Title: *Examiner*  
Class Number: 11071  
Pay Grade: 6A/Non-Exempt  
\* The department no longer needs most job duties outlines in this classification. The few tasks that remain have been redistributed to other classifications in the department.

Exhibit U: Class Title: *Juvenile Mediator*  
Class Number: 12161  
Pay Grade: 9A/Exempt  
\* There are no employees under the Executive Agencies who are performing the work of a Juvenile Mediator. The Juvenile Mediators were laid off effective 10/29/2017. The contract awarded to Public Safety and Justices Services by Juvenile Court for mediation services ended. Juvenile Court decided they would have their own employees perform the mediations rather than contracting the work out.

**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: June 22, 2021

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

DATE: June 9, 2021

TO: Cuyahoga County Council President Pernel Jones Jr.  
 Shontel Brown, Chairwoman, Human Resources, Appointments & Equity  
 Committee  
 Council Members, Human Resources, Appointments & Equity  
 Committee

FROM: Thomas Colaluca, Chairman  
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on April 7 and June 3, 2021, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

<b>NEW CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>
ECM Systems Analyst 16471	15B/Exempt	Information Technology

**PROPOSED REVISED CLASSIFICATIONS**

<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Administrator, Development 21042	17A Exempt	17A Exempt (No Change)	Development
Senior Training Officer (HHS Training Specialist) 14052	10A Exempt	10A Exempt (No Change)	Health and Human Services

**PROPOSED REVISED CLASSIFICATIONS (Cont.)**

<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Information Systems Analyst 16102	15B Exempt	15B Exempt (No Change)	Information Technology
Project Inspector 18111	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works
Project Manager 18112	11A Exempt	11A Exempt (No Change)	Public Works
Senior Project Manager 18113	14A Exempt	14A Exempt (No Change)	Public Works
Social Service Specialist 13091	6A Non-Exempt	6A Non-Exempt (No Change)	Sheriff
Supervisor, Training Officer (Supervisor, HHS Training Specialist) 14053	12A Exempt	12A Exempt (No Change)	Health and Human Services
Systems Analyst 16101	10B Exempt	10B Exempt (No Change)	Information Technology
Web Designer 1 16191	8B Exempt	9B Exempt	Information Technology
Web Designer 2 16192	11B Exempt	11B Exempt (No Change)	Information Technology
Web Maintenance Technician 16021	6B Non-Exempt	6B Non-Exempt (No Change)	Information Technology

**PROPOSED DELETED CLASSIFICATIONS**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Director, Parentage, Quality Assurance Manager & Training	12321	21A/Exempt	Medical Examiner
Forensic Pathologist 2	17012	27A/Exempt	Medical Examiner
Forensic Pathologist 3	17013	28A/Exempt	Medical Examiner
ERP Enterprise Asset Management Systems Lead	16322	16B/Exempt	Information Technology
ERP HRIS Systems Lead	16341	16B/Exempt	Information Technology
ERP Procurement Systems Lead	16352	16B/Exempt	Information Technology
Examiner	11071	6A/Non-Exempt	All Departments

Juvenile Mediator	12161	9A/Exempt	Public Safety and Justice Services
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cc: Deborah Southerington, Commissioner  
F. Allen Boseman, Commissioner  
Rebecca Kopcienski, PRC Director  
Armond Budish, County Executive  
Jesse Drucker, HR Director

Joseph Nanni, Council Chief of Staff  
Kelli Neale, Program Officer 4  
Andria Richardson, Clerk of Council  
Sheba Marshall, HR Director – Total Rewards  
Deborah Johnson, HR Director - Talent Management

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16471	ECM Systems Analyst	Information Technology	Exempt	15B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This new classification was created to distinguish it from the Information Systems Analyst job as there are certification requirements specific to (OnBase).
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<b>No. of Employees Affected:</b>	Three (3)
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	PG 15B \$75,878.40 – \$106,204.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
John Scheffler, Administrator IT Applications	2/19/2021 3/19/2021	Email MS Teams	Review Draft Meeting about Draft
Andrew Molls, Chief Technology officer	2/19/2021 3/19/2021	Email MS Teams	Review Draft Meeting about Draft
Matthew Bender, Administrator Web and Application Development	2/19/2021 3/19/2021	Email MS Teams	Review Draft Meeting about Draft
Gregory Sherman, Manager, Web Development and Applications	2/19/2021 3/19/2021	Email MS Teams	Review Draft Meeting about Draft
Jim Battigaglia, Archer Consultant	3/24/2021 5/25/2021	Email MS Teams	Pay Grade Evaluation Meeting about pay grade evaluation



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	ECM Systems Analyst	<b>Class Number:</b>	16471
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology		

## Classification Function

The purpose of this classification is to direct and manage the activities and operations for the Enterprise Contact Management (ECM) projects and production support for OnBase or similar platforms. This classification configures ECM software to integrate with other enterprise systems to address the content management needs within the organization.

## Distinguishing Characteristics

This is a technical journey level classification responsible for the administration and project execution within the ECM system. This classification works under direction of an IT manager and is expected to be fully aware of the operating policies and procedures of the work unit and to perform full range of duties assigned. Positions at this level receive only occasional instruction or assistance when new or unusual situations arise and work independently exercising judgment and initiative. The ECM software vendor requires that ECM systems analysts possess technical certifications to maintain the system and create and collaborate on system support tickets.

## Essential Job Functions

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

- 55% +/- 10%
- Plans, directs, and manages project development for the ECM system; performs critical analysis of customer requirements, work flows, regulation, and other business requirements; writes software code for changes to the ECM system and reviews new configuration; leads testing of changes to the system to identify, track, and resolve any issues; automates manual processes for administrators and end-users.
- 15% +/- 10%
- Maintains the health of the ECM system and servers; maintains the hardware and software health of ECM disk groups, distributed disk services, and windows servers supporting ECM; performs installations and upgrades to ECM Software; monitors usage and system health metrics to resolve issues or optimize software; works with Vendor Support to resolve any issues; develops security policy for systems.
- 25% +/- 5%
- Provides support to system end-users; identifies, tracks, troubleshoots, and resolves end-user issues; creates ECM/SQL reports; provides ECM training to end-users both employees and management; manages user access and security rights to system.
- 5% +/- 2%
- Maintains expertise in ECM systems; attends trainings, seminars, and conferences to stay up to date with ECM solutions; reads trade publications and blogs to maintain expertise.

Proposed Date:

## ECM System Analyst

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in information systems, computer science or related field with five (5) years of experience with an enterprise content management system including two (2) years using OnBase; or an equivalent combination of related training or experience.
- For OnBase ECM systems must possess and maintain OnBase Certified System Administrator (OCSA), OnBase Certified Work View (OCWV), OnBase Certified Workflow Administrator (OCWA), and Certified Advanced Workflow Administrator (OCAWA).

### **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 office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including database management software (MS SQL Management Studio), email software (MS Outlook), the OnBase Platform (OnBase Configuration Studio, OnBase Web and Application Server), programming languages (C#, HTML, SQL) spreadsheet software (MS Excel), word processing and/or text editing software (MS Word, Notepad ++).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including access request forms, requirement/design documents, change requests, procedure documents, business requirement documents, and project plans.
- Ability to comprehend a variety of reference books and manuals including The Employee Handbook, County Code 501.23, ECM Software manuals and forums, departmental policies and guidelines for software solutions.

## ECM System Analyst

- Ability to prepare business requirement documents, project plans updates, business process flow charts, technical specifications, training guides, functional specifications, system usage and performance reports, structured query language reports, and other job-related documents using the prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret computer science terminology and language.
- Ability to communicate with supervisor, subject matter departments for business requirements, managers of assigned department, consultants, vendors, and other technical staff.

### **Environmental Adaptability**

- Work is performed in an office environment.

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

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
21042	Administrator, Development	Development	Exempt	17A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
21042	Administrator, Development	Development	Exempt	17A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2018. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Development
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Paul Herdeg – Deputy Chief Economic Development Officer	3/5/2021 3/25/2021	Email Email	Sent draft for review Reminder
Jim Battigaglia, Archer Consultant	4/14/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrator, Development	<b>Class Number:</b>	21042
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17A
<b>Dept:</b>	Development		

## Classification Function

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

## Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and managing a division of the Development Department. This classification supervises Development Housing Specialists, Economic and Community Development Program Specialists, Inspection and Permits Supervisor, and other assigned staff. The incumbent works under administrative direction from the Department of Development's Deputy Director, and work requires the analysis and solution of operational, technical, administrative, and management problems related to economic development, community development, or compliance and regulation. Employees in this classification direct a major component of operations and have the responsibility of participating in the establishment and implementation of their assigned division's objectives, policies, budgets, and operations. 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.**

50% +/- 10%

- Manages, oversees, and directs activities related to loan or grant financing for economic development purposes and projects; administers housing and economic development financing programs; oversees the initial intake and preliminary assessment of potential economic development projects; oversees processing of qualifying economic development and brownfield projects and proposals; makes recommendations on projects and programs for funding; coordinates with the County Law Department and outside legal counsel regarding loan terms and contract requirements; guides borrowers and grantees throughout the on-going loan application, pro-forma financials, business operating financials, contract requirements, and underwriting processes; issues official loan terms and schedule of approval activities to borrower; oversees processing of all reimbursement and disbursement requests for approved economic development and brownfield borrowers or grantees; monitors economic development loans and grants activity dashboard updates; manages ongoing Loan Portfolio issues and action requirements; manages and oversees activities related to deal structuring, negotiations, and loan closing; updates the DOD's Economic Development Loan Policies Manual annually and oversees training and implementation of new policies and procedures.

20% +/- 10%

- Manages and administers a departmental division exclusive to economic development, community development, or regulation and compliance; manages projects and programs including research, reporting, and design and development; assists with forming, negotiating, and maintaining all partnership contracts and operational terms with various ongoing economic development partner entities and programs; establishes, updates, and monitors execution of the department's strategies

Effective Date: 04.10.2012  
Last Modified: 08.08.2018

to support major functions; forecasts resource requirements and monitors usage and compliance of various funding streams; executes administrative and procurement processes to secure resources needed for strategy and resource work; develops and updates program purposes, policies, specifications, schedules, budgets, and metrics; analyzes and evaluates existing operations' systems, policies, and procedures; updates the Director and Executive on all upcoming projects, estimated pipeline activity and fund capital resources; communicates and coordinates with Director and County leadership on the development of division goals, direction, activities, policies, and advocacy; monitors programs' regulatory compliance and advises Director and department management on key compliance issues; directs and supervises data collection and reporting for department performance measures; oversees research and reporting of key business intelligence information supporting department's functions; makes recommendations to Director and Executive on revision or creation of programs.

15% +/- 5%

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

10% +/- 5%

- Supervises and directs the work of Development Housing Specialists, Economic and Community Development Program Specialists, Inspection and Permits Supervisor, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; prepares grant proposals and applications; provides input on various reports for local, state and federal program requirements; oversees the department's legislative activities; maintains working knowledge of local, state, and federal regulations; oversees input, follow-up, and coordination of MyPRO agenda system items; directs staff on OnBase and ERP requests.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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

### **Additional Requirements**

- No special license or certification is required.

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

### **Physical Requirements**

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

### **Technology Requirements**

- Ability to operate a variety of software and databases including electronic mail software (Microsoft Outlook), word processing software (Microsoft Word and Publisher), spreadsheet software (Microsoft Excel), database management software (Access), and housing/economic development software (Portfol, OneRoof), and PDF software (Adobe, Nitro).

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

- Ability to add, subtracts, multiply, divide, calculate decimals and percentages, and perform routine and advanced 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 agenda items, contracts, budgets, funding requests, payment requests, monitoring reports, tax statements, loan applications and supplemental information, financial statements, financial projections, credit reports, appraisals and studies, architectural and engineering drawings/plans, loan write-up packages, invoices, time sheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code and Legislative Resolutions, Department of Development policies and procedures, the Employee Handbook, various State and Federal Regulations and Guidelines, HUD regulations, USEPA regulations, CDBG regulations, the Ohio Revised Code, US IRS regulations related to Private Activity Bonds, and the Federal Register.



## Administrator, Development

- Ability to prepare RFPs, award recommendations, budgets, loan analysis, annual loan summary, loan portfolio reports, strategic plans, loan activity dashboards/charts, agenda items, legislation, lending and grant summary charts, invoices, correspondence, project descriptions, program rules and policies, program reports, mandated federal funding reports, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret related legal, accounting, related engineering (architecture and design), and financial analysis terminology and language.
- Ability to communicate with staff, Director, elected officials, legal counsel, municipal employees, County boards and commissions, housing developers, members of external businesses and organizations, consultants, contractors, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14052	Senior Training Officer	Health and Human Services and Human Resources	Exempt	10A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14052	HHS Training Specialist	Health and Human Services	Exempt	10A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2014. Training Officer and Senior Training Officer were combined into this position. This classification is now exclusive to Health and Human Services. Experience equivalencies were expanded to include social work. No change to pay grade.
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<b>No. of Employees Affected:</b>	Seven (7)
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<b>Dept.(s) Affected:</b>	Health and Human Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Brenda Payne-Riley, Manager, Training	3/15/2021 3/25/2021	Email Email	Review Draft Review Final Draft
Jim Battigaglia, Archer Consultant	4/14/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	HHS Training Specialist	<b>Class Number:</b>	14052
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	TBD
<b>Departments:</b>	Health and Human Services		

## Classification Function

The purpose of this classification is to plan, prepare, and deliver training programs to department employees, university students, or foster parents, and to coordinate the work of university students, new-hires, and contract trainers.

## Distinguishing Characteristics

This is a journey-level classification responsible for the administration of training programs and classes offered by the County for new-hires, foster parents, social workers, and university students working on their social work degree. Employees in this class work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. This class generally works under direction from the Training Officer Supervisor or Social Administrator 2.

## 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%
- Schedules and confirms contract trainers, new-hires, or university students; reviews for approval contracting authorizations for trainers; reviews for approval university student placements; reviews for approval proposed training sites and arrangements; conducts on-site evaluations of trainers and prepares reports; reviews training materials of contact trainers or new hires; reviews new-hire 360-feedback and work-shadowing evaluations.
  
- 35% +/- 10%
- Develops and administrates the training programs offered for county employees, foster parents, social workers, or university students; conducts and tabulates needs analysis; contacts trainers who are certified to teach the material; coordinates class schedules and conferences for training; designs and develops lesson plans to meet established training goals; designs and distributes marketing materials for programs; updates Process Manuals; participates in departmental meetings to discuss trainees and changing regulations.
  
- 20% +/- 10%
- Administers trainings for social workers, new-hires, foster parents, or university students; ensures room and equipment are set-up correctly for training sessions; coordinates training registration process; conducts training by following lesson plan; analyzes training evaluation results to improve program.
  
- 10% +/- 5%
- Performs supporting administrative duties; prepares state mandated reports; responds to written or verbal inquiries regarding training programs; maintains filing system on training data; logs hours of trainers and trainees into state-run databases; compiles statistics regarding training program effectiveness; inventories training supplies and equipment.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in education, social work, human resources or related field, with two (2) years of training or social work experience; or any equivalent combination of training and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives
- Ability to comprehend a variety of informational documents including monthly personnel invoices, time reports, attendance records, balance sheets, Blue Sheets, competency forms, evaluations sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CORE handbooks, computer and software manuals, Ohio Revised Code, Child Welfare Manual, Public Assistance Manual.
- Ability to prepare monthly invoices, quarterly calendars, expenditure reports, employee evaluations, graphs, OCWTP annual reports, individual training records, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret education, related legal, and counseling , terminology and language.
- Ability to communicate effectively with trainers, trainees, immediate supervisor, administration, OJFS staff, co-workers, employees, other County and State personnel, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16102	Information Systems Analyst	Information Technology	Exempt	15B

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16102	Information Systems Analyst	Information Technology	Exempt	15B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2014. Changes were made to wording and format. A Technology Requirements section was added to list out software tools to perform the job. No change to pay grade.
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<b>No. of Employees Affected:</b>	Nine (9)
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Debbie Davtovich, Administrator, Web and Applications Development	1/27/2021 2/10/2021 2/19/2021 3/11/2021	MS Teams Email Email Email	Discuss Position Review Draft Reminder Final Reminder
Thomas Petek, ERP Technical Manager	1/27/2021 2/10/2021	MS Teams Email	Discuss Position Review Draft
Andrew Molls, Chief Technology Officer	2/10/2021 2/19/2021	Email Email	Review Draft Reminder
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Information Systems Analyst	<b>Class Number:</b>	16102
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to plan, direct, and manage information systems used by the assigned department. This involves developing configurations to meet changing business process requirements, troubleshooting problems, developing solutions, and providing customer support for the information systems.

### Distinguishing Characteristics

This is a technical journey level classification, working under direction from the unit manager. The incumbent is expected to know the operating policies and procedures of their assigned department. 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 of a specific information systems.

### Essential Job Functions

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

- 30% +/- 10%
  - Designs, plans, and executes system solutions for an assigned department; meets with stakeholders (e.g. department management, business analyst, end-point users) to discuss business requirements, process flows, and reporting needs; determines the work needed to provide a solution (e.g. vendors to contact, which IT personnel to utilize, SQL scripts that need to be written); conducts feasibility analysis; ensures solutions meet local, state, and federal requirements for the department (e.g. County Charter, ORC); maps out goals and milestones for project completion; submits project proposal to IT management for approval.
- 30% +/- 10%
  - Tests and monitors system solutions to ensure they functionally meet stakeholder need; leads testing efforts and ensures issues are identified, tracked, and resolved; pulls reports to monitor health of the system and look for errors; troubleshoots issues or encumbrances to the system; tests system after new iterations of the system to ensure functionality; works with client personnel to identify required changes and communicates needed changes to development team.
- 20% +/- 10%
  - Develops solutions for user needs; configures information systems; works with vendors and/or other system administrators to provide solutions; coordinates work of internal staff to develop solution (e.g. internal database administrators, coders, business analyst); automates repetitive processes using programming languages.
- 20% +/- 10%
  - Provides continued end-user support for the system; directs configuration and security requirements; develops training lessons and materials for end-users; acquires new tools and applications; responds to questions, complaints, and requests for information; communicates with vendor regarding systems errors, resolutions, and updates; reads and reviews various trade publications; makes recommendations for future software development; composes and prepares routine correspondence to stakeholders.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science or related field with six (6) years of computer information systems experience; 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 personal computers, servers, mainframe, printers, and scanners.

### **Technology Requirements**

- Ability to operate a variety of software tools including email software (MS Outlook), assigned department informational system/s (e.g. SAP, Infor, Cherwell, Govern), software for reporting (internal software reporting tools, Crystal Reports, MS Publisher, IBM Cognos, SSRS), spreadsheet software (MS Excelword processing or script editing software (MS Word, Notepad++).

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, layout specifications, feasibility studies, database sets, user reports, configuration specifications, software specifications, source materials, requests for proposals, computer periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedural manuals, department reports, training documents, functional specifications, memos, correspondence, feasibility studies, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

## Information Systems Analyst

- Ability to use and interpret computer system terminology and computer programming languages.
- Ability to communicate effectively with directors, managers, supervisors, employees, governmental agencies, State employees, County employees, consultants, and vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18111	Project Inspector	Public Works	Non-Exempt	7A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18111	Project Inspector	Public Works	Non-Exempt	7A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. Updates were made to essential job functions, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	Eleven (11)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Mike Twordzydlo – Chief Section Engineer- Construction	3/25/2021 4/22/2021	Email Email	Sent draft for review Reminder
Jim Battigaglia, Archer Consultant	5/6/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Project Inspector	<b>Class Number:</b>	18111
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to inspect various phases of construction to ensure that the project complies with contractual plans and specifications.

## Distinguishing Characteristics

This is an advanced-journey level technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. This classification works under a framework of defined procedures and regulations. Some exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives. This class is distinguished from the Construction Technician in that the former class requires more experience and may act as a lead worker for the Construction Technician.

## 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%
  - Inspects various phases of construction to ensure compliance with specifications and contractual plans and/or proposals regarding infrastructure development and repair; reads and understands project contract, plans, and specifications; reviews project blueprints to verify plan quantities and calculations; collects physical receipts of construction materials; coordinates or performs sample testing for construction materials as needed; uses digital camera to take pictures for progress and incident reports and documents; ensures projects are being completed according to project specifications and local, state, and federal standards; works with supervisor to resolve issues with project or contractors; provides information and addresses resident/business owners concerns or questions regarding projects.
- 35% +/- 10%
  - Prepares and maintains project records and reports; utilizes construction management system on a computer system to record information and generate reports; documents observations of construction projects; documents various aspects of construction projects (location, equipment, personnel, work performed, progress and incident pictures, inspection reports, pay item quantities, force accounts, contractor's construction materials, material inspection reports, etc.); prepares and/or verifies various documents for accuracy (daily reports, costing sheets, overtime forms, billing, amended agreements, force accounts, pay estimates, etc.).
- 15% +/- 5%
  - Performs supporting administrative responsibilities; prepares outgoing certified mail; responds to emails and phone calls; performs office and field inventories; maintains the field office area by keeping it cleaned, organized, and locked up when needed; participates in construction seminars and trainings to stay current on knowledge in the field; attends meetings to provide and gain information regarding the completion of relevant construction projects; assists Project Engineer/Supervisor in scheduling meetings regarding construction projects including creating meeting agendas and documenting meeting minutes; acts as a liaison with other public agencies regarding construction projects.

### **Experience Required to Perform Essential Job Functions**

- High school diploma or GED with five (5) years of experience in sub-professional engineering or technical work or as a Construction Technician; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

### **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 office machines and equipment including a computer, calculator, and multifunction printer.
- Ability to operate a variety of measuring and project analysis tools including a digital camera, drafting instruments, measuring wheel, concrete testing kit, tape measure, plotter, and other inspection tools.
- Ability to balance, climb, bend, twist, crawl, crouch, and stand and walk for a prolonged period of time.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and construction management software (Appia).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, and contractors and to maintain standards.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, and work orders.

## Project Inspector

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental and County policy and personnel manuals, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, city ordinances, OSHA rules and standards, specifications, and standards.
- Ability to prepare records of samples, inspection reports, project plans, project amendments, estimates, costing sheets, inspection reports, force account reports, overtime reports, project files, agreements, notes in field book, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction and basic engineering related terminology and language.
- Ability to communicate with supervisor, department leadership, consultants, engineers, co-workers, employees from other local municipality service departments, and the general public.

## Environmental Adaptability

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

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



**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18112	Project Manager	Public Works	Exempt	11A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
18112	Project Manager	Public Works	Exempt	11A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	None (0)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Christine Petro – Section Manager Facilities	3/25/2021 3/29/2021	Email Email	Sent Draft for Review Clarification Regarding Issue
Nichole English – Administrator, Planning and Programming	3/25/2021 3/29/2021  4/12/2021 4/23/2021 4/30/2021	Email Email  Email Email Email	Sent Draft for Review Clarification Regarding Issue  Reminder Final Reminder Follow Up Questions
Jim Battigaglia, Archer Consultant	5/6/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Project Manager	<b>Class Number:</b>	18112
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, manage, and coordinate tasks required to execute projects associated with planning, design, construction, maintenance, and/or property acquisition for a division of the Department of Public Works.

## Distinguishing Characteristics

This is a journey level project manager classification with responsibility for overseeing projects under a framework of well-defined policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to contract requirements. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advanced journey level Senior Project Manager classification in that the latter has more extensive experience, manages more complex projects, and performs work with more independence. Work requirements and knowledge in this classification may differ according to section assignment (Planning & Programming, Design & Construction, or Facility Design & Maintenance).

## 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 preparing documents (e.g., drawings, specifications, reports, cost estimates, agreements, etc.) as needed for projects and the planning process; serves as project manager on projects with moderate complexity; prepares and maintains project work schedules; prepares packages for submittal to regulatory agencies.
  
- 30% +/- 10%
- Oversees consultant contracts; transmits submittals to appropriate departments and provides instruction on how to review submittals; serves as a member of the consultant committee; approves consultant contract modifications, under direction of higher level staff.
  
- 20% +/- 10%
- May oversee, provide guidance to, and review the work of consultants and lower level project staff.
  
- 20% +/- 10%
- Maintains regular project coordination with department directors; coordinates projects with municipal officials, mayors, Council and Administrators; attends public meetings, hearings, hearings of objections and Council meetings to provide and gain information and to coordinate projects; performs site visits and inspections; arranges, directs, and documents project review meetings; responds to general comments from the public.

Project Manager

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in civil engineering, architecture, business administration, or a related field with three (3) years of related experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- Valid driver's license, proof of automobile insurance, and access to a vehicle.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.
- Ability to operate a variety of measuring and project analysis tools depending on assignment (this may include digital camera, drafting instruments, measuring wheel, tape measure, plotter, or other inspection tools).

#### **Technology Requirements**

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), computer aided design and drafting software (AutoCAD, Autodesk Revit), project management software (Microsoft Project), electronic mail software (Microsoft Outlook).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, consultants, and contractors and to maintain standards.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine calculations involving statistics, basic algebra, and geometry.

#### **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 invoices, architecture and engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, work orders, data, calculations, drawings, forms, maps, legal descriptions, and certifications.
- Ability to comprehend a variety of reference books and manuals which may include the Employee Handbook, departmental and County policy and personnel manuals, Ohio Revised Code, Ohio Building Codes, NFPA Life Safety Code, NEC codes, ANSI requirements, ICC codes, ADA

Effective Date: 07.10.2012  
Last Modified: 07.10.2012

## Project Manager

guidelines, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, city ordinances, OSHA rules and standards, specifications, and other building and construction guidelines and standards.

- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, estimates, project amendments, estimates, costing sheets, inspection reports, force account reports, overtime reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret architecture, engineering, land use, and related legal terminology and language related to assignment.
- Ability to communicate with supervisor, co-workers, department leadership, staff, attorneys, engineers, other County employees, , consultants, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, strong smells, mold, tight quarters, wetness, humidity, electrical currents, bright or dim lights, noise extremes, vibrations, traffic hazards, and machinery.

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

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18113	Senior Project Manager	Public Works	Exempt	14A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18113	Senior Project Manager	Public Works	Exempt	14A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, essential job functions, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	Thirteen (13)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Christine Petro – Section Manager Facilities	3/25/2021 3/29/2021	Email Email	Sent Draft for Review Clarification Regarding Issue
Nichole English – Administrator, Planning and Programming	3/25/2021 3/29/2021  4/12/2021 4/23/2021 4/30/2021	Email Email  Email Email Email	Sent Draft for Review Clarification Regarding Issue  Reminder Final Reminder Follow Up Questions
Jim Battigaglia, Archer Consultant	5/6/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Project Manager	<b>Class Number:</b>	18113
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, manage, and coordinate all tasks required to execute projects associated with planning, design, construction, maintenance, and/or property acquisition for a division of the Department of Public Works.

## Distinguishing Characteristics

This is an advanced journey level project manager classification with responsibility for overseeing projects under a framework of policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification ensure that projects are completed on time, on budget, and with adherence to contract requirements. Employees are supervised by a Chief Section Engineer or Chief Section Architect and consult with their supervisor concerning unusual problems and developments. This class is distinguished from the journey level Project Manager classification in that the latter has less work experience and works under more direct supervision, progressing to more independence as experience is acquired. Work requirements and knowledge in this classification may differ according to section assignment (Planning & Programming, Design & Construction, or Facility Design & Maintenance).

## Essential Job Functions

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

- 30% +/- 10%
  - Plans, executes, and manages multiple aspects of design, construction and maintenance projects including project development, quality, budget, cost control, schedule compliance, contract compliance, and permits; coordinates with stakeholders, management, and external consultants (i.e., architecture, engineering, etc.) on design and development of project requirements; reviews and becomes familiar with construction plans and specifications for assigned projects; develops and coordinates project scope and work schedule with supervisor, staff, consultants, and contractors; verifies that permits are obtained from appropriate entities and ensures that the requirements of permits are met; plans, monitors, manages, and coordinates work performed by contractors and vendors; conducts field inspections of projects; reviews work in progress to ensure compatibility with approved plans, specifications, safety requirements, industry standards, and required laws; works to maintain project progress according to established timelines; monitors project budget and spending; manages personnel overtime to ensure labor costs stay within allotted budget.
- 30% +/- 10%
  - Evaluates and assists in the selection of consultants and vendors to provide professional services on projects; prepares and/or reviews bid specifications for County projects; conducts preconstruction and bid opening meetings; participates in evaluation of proposals and bids submitted by contractors and vendors and negotiates with contractors; provides administration of contracts for assigned projects including coordinating with the Office of Procurement and Diversity; reviews, prepares, and/or approves amendments to contracts; reviews and recommends payment for pay application requests and change order requests from contractors and vendors; processes funding program reimbursement submittals for payment; monitors contractors and vendors for



## Senior Project Manager

adherence to project schedule, budget, and specifications; communicates with contractors regarding concerns and issues related to contract specifications, materials, costs, safety, and timelines.

20% +/- 10%

- Acts as a liaison and point person regarding communication for projects; coordinates and maintains regular communication with management and staff regarding project specifications or procedures; maintains regular project communication with ends users and stakeholders; coordinates operations with other agencies, local municipalities, property owners, and businesses as needed; coordinates and negotiates permits with other regulatory agencies; attends meetings to provide and gain information and to coordinate projects; schedules and directs meetings regarding construction projects including creating meeting agendas and documenting meeting minutes; provides information and addresses concerns or questions from the general public regarding projects.

10% +/- 5%

- Prepares, reviews, obtains, and/or files documentation supporting projects; maintains project documentation (including design, drawings, right-of-way, specifications, permits, certificate of occupancy, RFPs, contracts, changes, warranty, close-out documents, etc.); reviews and directs project forms and documents to appropriate departments for processing and approves finalized documents; prepares and/or reviews project status reports and technical reports; approves invoices for project purchases; prepares land acquisition documents and rights-of-entry and work agreements; reviews, evaluates, and reports on Americans with Disabilities Act (ADA) compliance and accessibility into, around, and within buildings and facilities; provides environmental documentation for projects as needed; prepares complete packages for submittal to regulatory agencies.

10% +/- 5%

- Performs supporting administrative responsibilities; makes presentations to Council and Administrators, other agencies, etc.; processes contract documents and invoices; responds to public records requests; participates in preparation of documents and litigation for court cases; conducts research and participates in construction seminars and trainings to stay current on knowledge in the field; assists with development of policies and procedures.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in civil engineering, architecture, business administration, or a related field with six (6) years of related experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

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

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

#### **Physical Requirements**

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.
- Ability to operate a variety of measuring and project analysis tools depending on assignment (this may include digital camera, drafting instruments, measuring wheel, tape measure, plotter, or other inspection tools).

## **Technology Requirements**

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), computer aided design and drafting software (AutoCAD, Autodesk Revit), project management software (Microsoft Project), electronic mail software (Microsoft Outlook).

## **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, consultants, and contractors and to maintain standards.

## **Mathematical Ability**

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

## **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 RFPs, RFQs, contracts, budgets, construction and building permits, invoices, engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, work orders, data, calculations, drawings, forms, maps, legal descriptions, and certifications.
- Ability to comprehend a variety of reference books and manuals which may include the Employee Handbook, departmental and County policy and personnel manuals, Ohio Revised Code, Ohio Building Codes, NFPA Life Safety Code, NEC codes, ANSI requirements, ICC codes, ADA guidelines, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, Ohio Revised Code, Ohio Building Codes, EPA codes, ADA guidelines, reference manuals, city ordinances, OSHA rules and standards, specifications, and other building and construction guidelines and standards.
- Ability to prepare project schedules, scopes of work, change order requests, RFP/RFQ documents, Council actions, contract modifications, certifications, memos, meeting minutes, correspondence, lease agreements, technical reports, calculations, plans, project design reviews, estimates, construction sketches and drawings, project amendments, costing sheets, inspection reports, overtime reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting, architecture, engineering, land use, construction, and related legal terminology and language related to assignment.

## Senior Project Manager

- Ability to communicate with supervisor, co-workers, department leadership, contractors, vendors, tradesmen, attorneys, engineers, municipalities, building officials, ODOT officials, NOACA, other County agencies, local agencies, directors, consultants, other County employees,, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, strong smells, mold, tight quarters, wetness, humidity, electrical currents, bright or dim lights, noise extremes, vibrations, traffic hazards, and machinery.

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

**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13091	Social Service Specialist	Sheriff's Department	Non-Exempt	6A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13091	Social Service Specialist	Sheriff's Department	Non-Exempt	6A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2013. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	Zero (0)
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<b>Dept.(s) Affected:</b>	Sheriff's Department
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Ronda Gibson – Administrator of Corrections	2/19/2021 3/9/2021 3/17/2021 3/30/2021	Email Email Email Email	Sent draft for review Reminder Final Reminder Confirmation of changes
Jim Battigaglia, Archer Consultant	4/14/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Social Service Specialist	<b>Class Number:</b>	13091
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Sheriff's Department		

### Classification Function

The purpose of this classification is to facilitate and coordinate communications, support, and provision of social services to meet inmates' needs.

### Distinguishing Characteristics

This is an entry-level social work classification with responsibility for acting as a liaison for inmates, making referrals to social services and educational groups, and maintaining related documentation. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened. This classification has direct contact with the inmate population.

### Essential Job Functions

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

- 50% +/- 10%
- Facilitates and coordinates communications, support, and social services for inmates; conducts face-to-face meetings with inmates; conducts rounds to assigned floors; responds to inmates' requests for services which may include researching court information, initiating social service/miscellaneous referrals, or phone calls to internal and external individuals (e.g., attorneys, court staff, etc.); initiates timely collaborations for inmate situations (e.g. death in the family, medical issues, concerns with court cases, etc.); acts as a liaison between inmates, their attorneys, caseworkers, probation/parole officers, and others as appropriate.
- 30% +/- 10%
- Makes referrals for inmates; reviews all available jail management information (e.g. classification screenings) to understand inmates' needs; meets with inmates to gather necessary information to assist with pending court cases and/or coordinate referrals to internal or external resources for identified service needs.
- 10% +/- 5%
- Facilitates support and educational groups (e.g., jail adjustment/orientation, etc.) for inmates as directed by Jail Administration; documents services provided.
- 10% +/- 5%
- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles monthly statistics (number of referrals, participation in support groups, etc.) and creates reports; performs notary services as needed for inmates.

## Social Service Specialist

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in social services, humanities, or a related field and one (1) year of experience in social work or related experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Must obtain and maintain licensure as a Notary in the State of Ohio within 6 months of hire date.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including a computer and multifunction printer.
- Ability to walk and climb stairs within the correctional facility without assistance.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including electronic mail software (MS Outlook), internet browser (Google Chrome, Internet Explorer, etc.), PDF Reader (Nitro, Adobe Acrobat Reader), spreadsheet software (MS Excel), and word processing software (MS Word).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a inmate request forms, court paperwork, and departmental documentation.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures manuals, and court proceedings.
- Ability to prepare monthly statistical forms, memos, documents, emails, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to provide support, guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret basic legal terminology and language.

## Social Service Specialist

- Ability to communicate with inmates, medical/mental health professionals, criminal justice liaisons, attorneys, caseworkers, supervisors, and court personnel.

### **Environmental Adaptability**

- Work is typically performed in jail facilities and entails working in areas where inmates are housed and/or located. Security staff may be in close proximity but will not accompany while most inmate interaction is held.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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



**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14053	Supervisor, Training Officer	Human Resources and Human Services	Exempt	12A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14053	Supervisor, HHS Training Specialist	Health and Human Services	Exempt	12A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification was last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools. The classification is now exclusive to Health and Human Services. No change to pay grade.
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<b>No. of Employees Affected:</b>	Three (3)
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<b>Dept.(s) Affected:</b>	Health and Human Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Brenda Payne-Riley, Manager, Training	3/25/2021	Email	Review Final Draft
Jim Battigaglia, Archer Consultant	4/14/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, HHS Training Specialist	<b>Class Number:</b>	14053
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Departments:</b>	Health and Human Services		

## Classification Function

The purpose of this classification is to supervise training officers and new-hire staff (i.e. Social Service Workers, EFS Specialists, Support Officers) during their first 90-day training period, administer training program activities, and to research and manage projects to improve the training offerings of Cuyahoga County.

## Distinguishing Characteristics

This is a supervisory-level classification that supervises and directs the work of HHS Training Specialists and new-hires during their 90-day new-hire training period. This position works under general direction of a manager or higher-level administrator and receives direction as new or unusual situations arise. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

## 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%
- Supervises and directs the work of HHS Training Specialist and new-hire during their first 90-day training period; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 45% +/- 10%
- Administers training program activities for department employees, university students, and/or foster parents; determines training needs; plans and develops training programs to meet those needs; implements training programs; compiles training evaluation results; reviews evaluations with staff and forwards results to manager and stakeholders; provides technical expertise to consult departments on their training needs; researches and develops projects, employee development, or classes offered to improve training programs offered in the county.
- 5% +/- 2%
- Performs public relations duties; represents training department at various meetings and conferences; provides technical assistance and consultation to agencies regarding training needs; delivers speeches and prepares correspondence.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in education or human resources with five (5) years of training or social work experience; or any equivalent combination of training and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, or promotion of other employees.
- Ability to recommend 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 to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including memos, training literature, training plans, performance evaluations, curriculum descriptions, collective bargaining agreements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, curriculum descriptions, training needs analysis, monthly reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret education, legal, counseling, and human resources terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, other County employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16101	Systems Analyst	Information Technology	Exempt	10B

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16101	Systems Analyst	Information Technology	Exempt	10B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list the software tools necessary for the job. No change to pay grade
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<b>No. of Employees Affected:</b>	Six (6)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Alan Kilgore, Administrator, Infrastructure and Operations	2/19/2021	Email	Review Draft
Jeremy Mio, Information Security Officer	2/19/2021	Email	Review Draft
Richard Schmittgen, Manager, Web and Application Development	2/19/2021	Email	Review Draft
Matthew Bender, Administrator, Web and Application Development	2/19/2021	Email	Review Draft
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Systems Analyst	<b>Class Number:</b>	16101
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to work with users and functional managers to design and develop system solutions to address business needs and perform systems analysis to troubleshoot the County's computer information system(s).

### Distinguishing Characteristics

This is a technical, journey level classification that ensures computer systems meet the needs of the department and makes the necessary changes to the system to meet those needs. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This position is distinguished from Information System Analyst where the latter is responsible for more complex projects and systems that utilize a greater amount of County resources and personnel.

### Essential Job Functions

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

- 25% +/- 10%
- Designs system solutions to address department needs; works with functional managers to discuss business requirements; assesses needs of proposed solution; analyzes feasibility of proposed solution; designs solutions to meet local, state, and federal requirements for the department; designs software enhancements.
  
- 25% +/- 10%
- Tests and monitors system solutions to ensure they functionally meet stakeholder needs; leads testing efforts and ensures issues are identified, tracked, and resolved; troubleshoots issues to the system solution; performs follow up studies and regression tests to make sure the software still works after changes; ensures software properly functions according to end user requirements and data is appropriately validated
  
- 25% +/-10%
- Provides continued end-user support for the software system; develops training lessons and materials for end-users; develops charts, graphs, and reports on system data for functional managers; provides data to governing and regulating bodies for audits and annual reporting; redacts data when necessary; makes recommendations for future development of department systems.
  
- 20% +/- 10%
- Assists development of system solutions; writes SQL scripts to extract data for analysis and system testing; write technical specifications for developers or DBAs to create automated processes or develop database architecture; works with vendor application support to resolve issues.
  
- 5% +/- 2%
- Stays up to date on trends, methods, and technology in the industry; reads and reviews various trade websites and online content; attends development meetings, conferences, and webinars.

Effective Date: 03.30.2005  
Last Modified: 06.02.2014

## Systems Analyst

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science or related field with three (3) years of computer information systems experience; or any 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 personal computers, mainframe computer, modems, hard drives, printers, and scanners.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including assigned departmental information systems (e.g. Cuyahoga County Judicial Information System, Milestone), database software (SQL Server, Oracle, MS Access), email software (MS Outlook), IT support ticket software (Cherwell), spreadsheet software (MS Excel), structured query language (T-SQL, PL/SQL), word processing or script editing software (MS Word, Notepad++).

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to upper-level data analysis and visualizations including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including feasibility studies, systems reports, database sets, user reports, computer periodicals, hardware and software specifications, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer software manuals, computer hardware manuals, systems documentation and manuals, software product manuals, standard operating procedures.
- Ability to prepare feasibility studies, statistical reports, systems instruction curriculum, department reports, memos, correspondence, training documents, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer system terminology and computer programming languages.

## Systems Analyst

- Ability to communicate effectively with managers, supervisors, vendors, consultants, state employees, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CURRENT CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16191	Web Designer 1	Information Technology	Exempt	8B

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16191	Web Designer 1	Information Technology	Exempt	9B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. Pay grade was increased from an 8 to a 9 because of an increase in the equipment work requirement.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	PG 8B: \$48,900.80 – \$68,473.60 PG 9B: \$52,769.60 – \$73,860.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Deborah Davtovich, Administrator, Web and Application Development	1/27/2021 2/18/2021 3/11/2021	MS Teams Email Email	Ask questions Review Draft Final Reminder
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Web Designer 1	<b>Class Number:</b>	16191
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9B
<b>Dept:</b>	Information Technology		

## Classification Function

The purpose of the classification is to conceptualize, design, build, develop, test, deploy and maintain websites using various software applications, programming languages, and other related technology tools.

## Distinguishing Characteristics

This is a technical, entry level classification, working under general supervision from the Administrator, Web and Applications Development. Employees in this class work under more immediate supervision and perform most of the duties required of the positions at the journey level but are not expected to function at the same level of expertise. It is expected that employees will exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits a more established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class requires less extensive experience than at the journey level. The web designer series is distinguished from the developer series where this series is responsible for more of the front-facing design versus programming and the back-office infrastructure.

## 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%

- Creates and builds websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; troubleshoots and debugs errors on sites; performs maintenance and updates on existing websites; creates or modifies images and graphics; edits HTML and CSS code; develops web page templates and layouts; organizes content and ensures that site conforms to current technological standards, is optimized for search engine placement, is user friendly, and ADA accessible.

15% +/- 5%

- Meets with clients to determine project objectives and requirements; researches project topic; provides project plans, status updates, and time estimates for project development; meets with developers to discuss possible custom application development; provides website analytics to clients.

10% +/- 5%

- Provides clients with CMS training so that they can make routine updates to their site without interfering with graphics, features, or existing content.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree information technology, graphic art/design, or a related field with two (2) years of experience that includes website design or development, experience with various software used for website design and development, experience with HTML and CSS; or an equivalent combination of education, training, and experience.

## Additional Requirements

Effective Date: 09.11.2012  
Last Modified: 12.10.2015

## Web Designer 1

- 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 multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including integrated development software (MS Visual Studios, GIT, graphical design software (Adobe photoshop, Adobe Illustrator, Adobe InDesign), spreadsheet software (MS Excel), programming languages (HTML5, CSSweb-content management software ( Sitefinity or similar CMS, wireframing software (Balsamiq, Sketch, Axure), word processing software (MS Word), PDF software (Adobe Acrobat, Nitro Pro), Quality Assurance software (Monsido, SiteImprove)

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, website metrics, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, branding guidelines, ADA compliance guidelines, websites, and books regarding website design.
- Ability to prepare training manuals, website wireframes, website functional requirements and specifications, user stories, style guides, branding requirements, status reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret videography and audio visual terminology and language.
- Ability to communicate with clients, peers, supervisor, and work groups members.

Web Designer 1

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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



CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16192	Web Designer 2	Information Technology	Exempt	11B

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16192	Web Designer 2	Information Technology	Exempt	11B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools for the job. No change to pay grade.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Deborah Davtovich, Administrator, Web and Application Development	1/27/2021 2/18/2021 3/11/2021	MS Teams Email Email	Ask questions Review Draft Final Reminder
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Web Designer 2	<b>Class Number:</b>	16192
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11B
<b>Dept:</b>	Information Technology		

## Classification Function

The purpose of the classification is to conceptualize, design, build, develop, test, deploy and maintain websites using various software applications, programming languages, and other related technology tools.

## Distinguishing Characteristics

This is technical, journey level classification, working under direction from the Administrator, Web and Applications Development. This position is distinguished from Web Designer 1 in that this position receives instruction or assistance only as unusual situations arise. This position is fully responsible for projects taken on and is expected to exercise independent judgment and initiative to complete those projects using established standards and best practices. The web designer series is distinguished from the developer series where this series is responsible for more of the front-facing design versus the programming and back-office infrastructure.

## 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%

- Creates and builds websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; troubleshoots and debugs errors on sites; performs maintenance and updates on existing websites; creates or modifies images and graphics; edits HTML and CSS code; develops web page templates and layouts; organizes content and ensures that site conforms to current technological standards, is optimized for search engine placement, is user friendly, and ADA accessible.

15% +/- 5%

- Meets with clients to determine project objectives and requirements; researches project topic; provides project plans, status updates, and time estimates for project development; meets with developers to discuss possible custom application development; provides website analytics to clients.

10% +/- 5%

- Provides clients with CMS training so that they can make routine updates to their site without interfering with graphics, features, or existing content.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, graphic art/design, or related field with five (5) years of experience that includes website design or development, experience with various software used for website design and development, experience with HTML or CSS; or an equivalent combination of education, training, and experience.

## Additional Requirements

- No special license or certification is required.

Effective Date: 09.11.2012  
Last Modified: 12.10.2015

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

### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

### **Technology Requirements**

- Ability to use a variety of software tools including integrated development software (MS Visual Studio, GIT), graphical design software (Adobe photoshop, Adobe Illustrator, Adobe InDesign), spreadsheet software (MS Excel), programming languages (HTML5, CSS, web-content, management software (Sitefinity or similar CMS,, wireframing software (Balsamiq, Sketch, Asxure), word processing software ( MS Word), PDF software (Adobe Acrobat, Nitro Pro), Quality Assurance software (Monsido, SiteImprove)

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, website metrics, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, branding guidelines, ADA compliance, websites, and books regarding website design.
- Ability to prepare training manuals, website wireframes, website functional requirements and specifications, user stories, style guides, branding requirements, status reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate with clients, peers, supervisor, and work groups members.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

## Web Designer 2

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

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16021	Web Maintenance Technician	Information Technology	Non-Exempt	6B

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16021	Web Maintenance Technician	Information Technology	Non-Exempt	6B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2016. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. No change to pay grade.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Deborah Davtovich, Administrator, Web and Application Development	1/27/2021 2/18/2021 3/11/2021	MS Teams Email Email	Ask questions Review Draft Final Reminder
Jim Battigaglia, Archer Consultant	3/24/2021	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Web Maintenance Technician	<b>Class Number:</b>	16021
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to provide web maintenance services for the County using technologies that conform to the Information Technology Department standards.

### Distinguishing Characteristics

This is an entry level classification responsible for updating website content including text and images, using web content management software. This class works under general supervision of the Administrator, Web & Applications Development. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained. The web maintenance technician is distinguished from the designer series where this class is responsible for basic web page updates versus creating and building websites and implementing front end design.

### 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%
  - Updates websites for County agencies; meets with clients or exchanges emails to determine web update requirements; uses various back-office applications to update data for internal or external websites; enters data into Content Management Software (CMS).
- 40% +/- 10%
  - Follows maintenance procedures for receiving, processing, and completing web maintenance requests; makes PDF forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; adds video and audio links to websites; updates HTML code and edits photos and images using Adobe Photoshop or software.
- 10% +/- 5%
  - Troubleshoots and debugs errors on web pages; updates and saves files to Portable Document Format (pdf); directs related IT problems to the correct IT support staff.
- 10% +/- 5%
  - Performs administrative duties to support the department; meets with web designers for general guidance on tasks, priorities and assignments,; provides answers to inquiries from County departments

### Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of experience that includes website maintenance and various software used for website design and graphical editing software (e.g. Adobe Photoshop); 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 a computer and multifunction printer.

### **Technology Requirements**

- Ability to operate a variety of software tools including web content management software (Sitefinity or similar CMS), email software (MS Outlook), graphics editing software (Adobe Photoshop), presentation software (MS PowerPoint), spreadsheet software (MS Excel), and word processing software (MS Word).

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and diagnose. 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 requests to post various departmental documents to their website, calendars, and webpage programming code.
- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, the Employee Handbook, webstyle guide, and books regarding website design.
- Ability to prepare timesheets, website documentation, status reports, forms, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer code terminology and language.
- Ability to communicate with a variety of individuals within and outside the Department including client users, peers, supervisor, consultants, Network Engineers, photographers, and work groups members.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
12321	<b>Director, Parentage, Quality Assurance Manager &amp; Training</b>	<b>Medical Examiner's Office</b>	<b>Exempt</b>	<b>21A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation Rebecca Kopcienski, Director PRC
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards
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<b>Management Contact(s):</b>	Thomas Gilson, Cuyahoga County Medical Examiner Law Department
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards Thomas Gilson, Medical Examiner Law Department	3/24/2021	Phone	Discuss classification status of position

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Director, Parentage, Quality Assurance Manager & Training	<b>Class Number:</b>	12321
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	21A
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of the classification is to plan, organize, and direct all operations including the Quality Assurance/Quality Control and training activities of all Crime Laboratory units of the County Medical Examiner's Office and the Parentage Identification lab unit directly and through subordinate supervisors.

### Distinguishing Characteristics

This is a unit director and managerial classification, with responsibility for managing a number of units through subordinate supervisors. This class receives general direction from the Medical Examiner and recommends, develops, integrates, administers, and evaluates policies, procedures, and standards needed to provide related services. The employee ensures that operations and activities are completed in a safe, timely, effective, and efficient manner according to standards, procedures, regulations, and laws.

### Essential Job Functions

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

- 25% +/- 10%
- Plans, organizes, and directs the Parentage DNA unit within the County Medical Examiner's Office; ensures accuracy of parentage and identification documentation, worksheets, reports, data, and calculations; reviews parentage test requisition documents and chain of custody; signs off on all test reports; provides expert legal testimony for criminal and civil court proceedings; designs validation plans and studies before using new procedures or instruments and before making modifications to analytical procedures, software, or calculation programs.
- 20% +/- 10%
- Plans, organizes, and directs the operations of the forensic laboratory within the County Medical Examiner's Office; oversees work regarding evidence collection, analysis, reporting, and review of forensic cases; oversees development and implementation of new laboratory techniques, methods, and equipment; monitors equipment calibration and reagent quality; develops, implements, and evaluates policies and procedures related to forensic laboratory operations; evaluates economy, efficiency, and effectiveness of forensic laboratory services; plans modifications and/or corrective actions of existing practices as needed; serves as a liaison between the Cuyahoga County Regional Forensic Science Lab and law enforcement agencies to address any evidence related issues and ensure appropriate technical services are provided by the laboratory to meet the needs of the submitting agencies.

20% +/- 10%

- Establishes and evaluates laboratory standards, technical procedures, and quality assurance programs to ensure compliance with applicable best practices, regulations, and laws; ensures quality and maintenance of test procedures and implements new technologies; plans and organizes audits as required by schedules according to accreditation agencies; enforces method and work standards and guidelines held by accreditation agencies (including the American Association of Blood Banks (AABB), ANSI National Accreditation Board (ANAB) American Board of Forensic Toxicology (ABFT), and FBIT Quality Assurance Standards for Forensic DNA Testing Laboratories).

20% +/- 10%

- Supervises and directs the work of multiple levels of staff through direct supervision as well as through subordinate laboratory supervisors; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; develops and implements competency testing; responds to employee questions, concerns, and problems; assists staff with complex or problem situations; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; assesses, monitors, and provides for personnel training needs for all units of the crime laboratory; meets with employees individually and as a unit; recommends and implements personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in laboratory work and Medical Examiner Offices; assists in the planning and participation of department research activities; identifies and applies for grants and other funding to enhance the capacity and improve the efficiency of the laboratory; manages all grants awarded to the crime laboratory; acquires performance metrics data and review and approves grant performance reports before final submission to state or federal agencies.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Doctoral degree in biology, chemistry, or related field and five (5) years of increasingly responsible experience performing parentage DNA testing in an AABB accredited laboratory plus five (5) years of laboratory supervision or management experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

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

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including analyzers, thermal cyclers, heat blocks, pH Meter, and fume hoods.

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform statistical and probability analysis.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including analysis worksheets, electronic data, statistical data, parentage DNA reports, proficiency test data, validation studies, quality assurance logs, corrective action plans and audit documents.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, machine and equipment manuals, journal articles, and quality assurance, standard operating procedures, training and safety manuals.
- Ability to prepare parentage reports, performance evaluations, corrective actions reports, laboratory reports, standard operating procedures, quality assurance, safety and training reports, internal assessment reports, responses to external audits, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with directors, administrators, staff, analysts/scientists, Laboratory Director, law enforcement personnel, attorneys, pathologists, and the Medical Examiner.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory equipment/machinery.

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

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
17012	Forensic Pathologist 2	Medical Examiner's Office	Exempt	27A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Position has been Designated as unclassified under R.C 128.11 (A), subsections (9) and (28)
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<b>No. of Employees Affected:</b>	Four (4)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation Rebecca Kopcienski, Director PRC
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards
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<b>Management Contact(s):</b>	Thomas Gilson, Cuyahoga County Medical Examiner Law Department
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards Thomas Gilson, Medical Examiner Law Department	3/24/2021	Phone	Discuss classification status of position

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Pathologist 2	<b>Class Number:</b>	17012
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	27A
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of this classification is to perform forensic medical evaluation and analysis to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

### Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations. Incumbents in this class work under general direction from the Medical Examiner and receive instruction or assistance as new or unusual situations arise and are expected to remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not supervise employees but may distribute work, review others' work, and train other employees. This class is distinguished from the Forensic Pathologist 1 in that incumbents have increased administrative responsibility, may function as lead workers, and have achieved/have to achieve Board Certification in Anatomic and Forensic Pathology.

### 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%
- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 20% +/- 10%
- Oversees student and resident rotations; assists in the education of forensic pathology fellows, students, and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.
- 5% +/- 2%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of the Medical Examiner's cases.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; assists with the development of procedures and protocols; keeps up to date on developments, methods, and techniques in forensic pathology; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Medical Doctor or Doctor of Osteopathy degree and completion of certified residency training in anatomic and forensic pathology.
- Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license and proof of automobile insurance.

### **Additional Requirements**

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform high school level algebra, geometry, and trigonometry.

#### **Language Ability & Interpersonal Communication**

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

## Forensic Pathologist 2

- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to, on a limited basis, act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

### **Environmental Adaptability**

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment, and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
17013	Forensic Pathologist 3	Medical Examiner's Office	Exempt	28A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation Rebecca Kopcienski, Director PRC
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards
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<b>Management Contact(s):</b>	Thomas Gilson, Cuyahoga County Medical Examiner Law Department
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kelli Neale, Program Officer 4 Sheba Marshall, HR Director – Total Rewards Thomas Gilson, Medical Examiner Law Department	3/24/2021	Phone	Discuss classification status of position

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Pathologist 3	<b>Class Number:</b>	17013
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	28A
<b>Dept:</b>	Medical Examiner's Office		

## Classification Function

The purpose of this classification is to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to provide staff supervision and quality assurance; to oversee various education and training missions of the agency.

## Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations as well as administrative duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes workflow, facilitates performance evaluations and has supervisory responsibilities. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws. This position is distinguished from the Forensic Pathologist 2 in that incumbents have achieved Board Certification in Anatomic and Forensic Pathology, have direct supervisory responsibilities, and carry out administrative responsibilities.

## Essential Job Functions

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

50% +/- 10%

- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.

15% +/- 5%

- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases.

10% +/- 5%

- Oversees staffing needs; plans staffing coverage and schedules; analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; participates in strategic planning; monitors and evaluates work efficiency and effectiveness; makes recommendations on

Effective Date: 07.28.2014  
Last Modified: 02.26.2020

## Forensic Pathologist 3

updates to department policy and procedures; coordinates and evaluates student and resident rotations.

10% +/- 5%

- Supervises Forensic Pathology Fellows; reviews case work; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; creates and updates policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

AND/OR

- Supervises and directs the work of Supervisor, Pathology Assistant, Histology Technicians, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.

10% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in forensic pathology and Medical Examiner Offices; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities; assists with planning modernization of laboratories; assists with planning of equipment procurement.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Medical Doctor or Doctor of Osteopathy degree and five (5) years of forensic pathology experience in a Medical Examiner's office, including three (3) years of lead, supervisory, or management experience.
- Board Certification in Anatomic and Forensic Pathology.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license, proof of automobile insurance, and a reliable vehicle.

### **Additional Requirements**

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.



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

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform high school level algebra, geometry, and trigonometry.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, workflow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

## Forensic Pathologist 3

- Ability to act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, attorneys, and law enforcement personnel.

### **Environmental Adaptability**

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents, and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16322	ERP Enterprise Asset Management Systems Lead	Information Technology	Exempt	16B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Brittany Jones, Human Resources Business Partner Lynn Ferraro, HR Generalist
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<b>Management Contact(s):</b>	Jack Rhyne, DCIO, ERP Director
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	ERP Enterprise Asset Management Systems Lead	<b>Class Number:</b>	16322
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Enterprise Asset Management (EAM) System projects, modifications, or corrections.

### Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP EAM 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.**

25% +/- 10%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Procurement and Diversity, Human Resources Departments, and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes EAM system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Public Works Department and end user community; adheres to management of ERP governance process for the EAM modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Public Works Department business areas and the IT Department.

25% +/- 10%

- Leads the EAM ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP EAM modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Public Works, IT and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages EAM testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

Effective Date: 09.28.2017  
Last Modified: 09.28.2017

## ERP Enterprise Asset Management Systems Lead

15% +/- 10%

- Connects EAM ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Public Works Department and IT; maintains an in-depth knowledge of Public Works core business processes specific to enterprise asset management, materials management, work order processing, facilities management, fleet management, and ancillary modules or systems such as project accounting, grants, labor distribution, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Public Works Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Public Works Department are addressed.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, human resources, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP inventory, asset management, and/or work order management, including two (2) years of related project 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.

#### 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.

Effective Date: 09.28.2017  
Last Modified: 09.28.2017

## **ERP Enterprise Asset Management Systems Lead**

- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job relatedjob-relatedusing prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, Public Works employees, 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.*

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16341	ERP HRIS Systems Lead	Information Technology	Exempt	16B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Brittany Jones, Human Resources Business Partner Lynn Ferraro, HR Generalist
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<b>Management Contact(s):</b>	Jack Rhyne, DCIO, ERP Director
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	ERP HRIS Systems Lead	<b>Class Number:</b>	16341
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Human Resources Information System (HRIS) projects, modifications, or corrections.

### Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP HR related modules 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.**

25% +/- 10%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Public Works, Procurement and Diversity Departments, and other department's end users; drives the ERP support, system enhancements, upgrades and modifications; identifies and analyzes human resources system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Human Resources Department and end user community; adheres to the ERP governance process for the human resources modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Human Resources Department business areas and the IT Department.

25% +/- 10%

- Leads the HR ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP HR modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with HR, IT, and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages human resources testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.



15% +/- 10%

- Connects HR ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Human Resources Department and IT; maintains an in-depth knowledge of human resources core business processes, best business practices, objectives, procedures, and policy specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Human Resources module tasks; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Human Resources Department are addressed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in human resources, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP core human resources, employee benefits, time collection, payroll, performance and /or talent management (Human Resource Information Systems (HRIS)) modules, including two (2) years of related project 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.

#### **Mathematical Ability**

- Ability to perform standard and advanced mathematical equations as they apply to the ERP HR modules.

#### **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, various standard reports (i.e. -HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other reports and records.

- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret human resources, benefits and payroll, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, 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.*

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
16352	ERP Procurement Systems Lead	Information Technology	Exempt	16B

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Information Technology
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Brittany Jones, Human Resources Business Partner Lynn Ferraro, HR Generalist
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<b>Management Contact(s):</b>	Jack Rhyne, DCIO, ERP Director
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	ERP Procurement Systems Lead	<b>Class Number:</b>	16352
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Procurement System projects, modifications, or corrections.

### Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP Procurement 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.**

25% +/- 10%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Human Resources, Public Works Departments and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes procurement system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Procurement Department and end user community; adheres to management of ERP governance process for the procurement modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Office of Procurement and Diversity business areas and the IT Department.

25% +/- 10%

- Leads the Supply Chain ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages Supply Chain ERP modules, end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Supply Chain, IT, and ERP Leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages Supply Chain testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

15% +/- 10%

- Connects Supply Chain process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Procurement Department and IT inclusive of procure to pay, contract management, vendor management, and strategic sourcing; maintains an in-depth knowledge of Procurement core business processes, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure projects progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Procurement Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Procurement Department are addressed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in procurement, supply chain management, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP supply chain, procure to pay, contract management and/or strategic sourcing modules, including two (2) years of related project 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.

#### **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, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job relatedjob-relatedusing prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
11071	Examiner	All Departments	Non-Exempt	6A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The department no longer needs most job duties outlined in this classification. The few tasks that remain have been redistributed to other classifications in the department.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Tamara Mearig, Manager, HR Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Arnell Hurt, Social Program Administrator 5
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Examiner	<b>Class Number:</b>	11071
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	All departments		

## Classification Function

The purpose of this classification is to review and analyze information to assist with audit functions.

## Distinguishing Characteristics

This is an entry level classification with responsibility for conducting audits. This class works under direction from senior management of the Department, and is responsible for performing timely and accurate work. 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.**

- 65% +/- 10%
  - Reviews and analyzes information to assist with audit functions; complete, calculate, approve exemptions; select a random sample of clients for audit and examine each file to verify all necessary documents are on file; review files to insure compliance with contract agreement; train vendor staff on program requirements; create queries through Access; discuss audit outcomes with audit supervisor prior to preparing the audit report; apply payments; review and evaluate vendors' Request for Proposal (RFP) for various programs.
- 35% +/- 10%
  - Performs related administrative duties; coordinate audit appointments; schedule weekly hearings; prepare and fax audit notice and confirmation letter; prepare the necessary documents required for the audit (i.e.- invoices, client profile, service plan, progress notes, referral report); conduct an exit conference with individuals involved in the audit; prepare and distribute audit reports; attend hearings; update the roster with results from the hearing; file appropriate paperwork; answer phones, emails, faxes; complete Public Record Requests; generate spreadsheets; generate daily, monthly, quarterly reports; enter foreclosure orders; generate duplicate tax bills.

## Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in accounting, business administration or a related field with two (2) years of related experience; or any equivalent combination of training and experience.

## Additional Requirements for all levels

No special license or certification is required.



## **Examiner**

### **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, Microsoft PowerPoint, Microsoft Access, and Microsoft Outlook.

#### **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**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including contracts, attendance records, activity calendars, driver manifest, client invoices, disenrollment, referrals, utilization, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including contracts, Ohio Administrative Code (OAC), Ohio Revised Code (ORC), Personnel Policies and Procedures Manual, vendor proposals, etc.
- Ability to prepare Confirmation letters, audit reports, tax reports, foreclosure report, zero balance report, contracts, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and audit terminology and language.
- Ability to communicate effectively with co-workers, supervisors, other County employees, clients, vendors, PCS staff, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>12161</b>	<b>Juvenile Mediator</b>	<b>Public Safety and Justice Services</b>	<b>Exempt</b>	<b>9A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	There are no employees under the Executive Agencies who are performing the work of a Juvenile Mediator. The Juvenile Mediators were laid off effective 10/29/2017. The contract awarded to Public Safety and Justice Services by Juvenile Court for mediation services ended. Juvenile Court decided they would have their own employees perform the mediations rather than contracting the work out.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Public Safety and Justice Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Hadiya Williams, Human Resources Manager
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<b>Management Contact(s):</b>	Alex Pellom, Director, Public Safety and Justice Services
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Juvenile Mediator	<b>Class Number:</b>	12161
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to act as an impartial third-party mediator to address parenting disputes and develop agreements that are in the children's' best interests.

### Distinguishing Characteristics

This is a journey level classification with responsibility for performing mediations for juvenile cases. Incumbents work 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.**

- 55% +/- 10%
- Conducts mediations and assists with the mediation process; conducts custody and visitation mediations; prepares mediation agreements; prepares monthly reports; prepares journal entries; reviews and screens cases; prepares cases for submission to court; prepares visitation agreements; prepares parenting plans; answers questions from mediators regarding mediator agreement.
- 10% +/- 5%
- Assists with special projects as needed by the Cuyahoga County Juvenile Court; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint's.
- 35% +/- 10%
- Performs administrative tasks; schedules mediations; scans cases for court dockets; makes and returns phone calls; manages case log; schedules cases.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree with one (1) year of professional experience with families; or any equivalent combination of training and experience.
- Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

### Additional Requirements for all levels

No special license or certification is required.

## Juvenile Mediator

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

#### Physical Requirements

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

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including court orders, mediation agreements, mediator case list, iCase Task list, performance reports, case log, assorted court documents filed, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Uniform Mediation Act, Cuyahoga County Courts Local rules, Ohio rules of Civil Procedures, Juvenile rules, and Domestic Law.
- Ability to prepare mediation agreements, transmittal form, case management file, case management report, journal entries, monthly case management file, agreement modification forms, waiver of summons, 3<sup>rd</sup> party custody, transmittal sheet, 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 legal terminology and language.
- Ability to communicate with supervisors, co-workers, court personnel, attorneys, Guardian Ad Litem, parents, mediation parties, and presentation attendees.

#### Environmental Adaptability

- Work is typically performed in an office and court environment.
- Work will involve exposure to violence.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT A

<b>Class Title:</b>	ECM Systems Analyst	<b>Class Number:</b>	16471
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology		

## Classification Function

The purpose of this classification is to direct and manage the activities and operations for the Enterprise Contact Management (ECM) projects and production support for OnBase or similar platforms. This classification configures ECM software to integrate with other enterprise systems to address the content management needs within the organization.

## Distinguishing Characteristics

This is a technical journey level classification responsible for the administration and project execution within the ECM system. This classification works under direction of an IT manager and is expected to be fully aware of the operating policies and procedures of the work unit and to perform full range of duties assigned. Positions at this level receive only occasional instruction or assistance when new or unusual situations arise and work independently exercising judgment and initiative. The ECM software vendor requires that ECM systems analysts possess technical certifications to maintain the system and create and collaborate on system support tickets.

## Essential Job Functions

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

55% +/- 10%

- Plans, directs, and manages project development for the ECM system; performs critical analysis of customer requirements, work flows, regulation, and other business requirements; writes software code for changes to the ECM system and reviews new configuration; leads testing of changes to the system to identify, track, and resolve any issues; automates manual processes for administrators and end-users.

15% +/- 10%

- Maintains the health of the ECM system and servers; maintains the hardware and software health of ECM disk groups, distributed disk services, and windows servers supporting ECM; performs installations and upgrades to ECM Software; monitors usage and system health metrics to resolve issues or optimize software; works with Vendor Support to resolve any issues; develops security policy for systems.

25% +/- 5%

- Provides support to system end-users; identifies, tracks, troubleshoots, and resolves end-user issues; creates ECM/SQL reports; provides ECM training to end-users both employees and management; manages user access and security rights to system.

5% +/- 2%

- Maintains expertise in ECM systems; attends trainings, seminars, and conferences to stay up to date with ECM solutions; reads trade publications and blogs to maintain expertise.

Proposed Date:

## ECM System Analyst

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in information systems, computer science or related field with five (5) years of experience with an enterprise content management system including two (2) years using OnBase; or an equivalent combination of related training or experience.
- For OnBase ECM systems must possess and maintain OnBase Certified System Administrator (OCSA), OnBase Certified Work View (OCWV), OnBase Certified Workflow Administrator (OCWA), and Certified Advanced Workflow Administrator (OCAWA).

### **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 office machines and equipment including a computer and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including database management software (MS SQL Management Studio), email software (MS Outlook), the OnBase Platform (OnBase Configuration Studio, OnBase Web and Application Server), programming languages (C#, HTML, SQL) spreadsheet software (MS Excel), word processing and/or text editing software (MS Word, Notepad ++).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including access request forms, requirement/design documents, change requests, procedure documents, business requirement documents, and project plans.
- Ability to comprehend a variety of reference books and manuals including The Employee Handbook, County Code 501.23, ECM Software manuals and forums, departmental policies and guidelines for software solutions.

## ECM System Analyst

- Ability to prepare business requirement documents, project plans updates, business process flow charts, technical specifications, training guides, functional specifications, system usage and performance reports, structured query language reports, and other job-related documents using the prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret computer science terminology and language.
- Ability to communicate with supervisor, subject matter departments for business requirements, managers of assigned department, consultants, vendors, and other technical staff.

## Environmental Adaptability

- Work is performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

## EXHIBIT B

<b>Class Title:</b>	Administrator, Development	<b>Class Number:</b>	21042
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17A
<b>Dept:</b>	Development		

### Classification Function

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

### Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and managing a division of the Development Department. This classification supervises Development Housing Specialists, Economic and Community Development Program Specialists, Inspection and Permits Supervisor, and other assigned staff. The incumbent works under administrative direction from the Department of Development's Deputy Director, and work requires the analysis and solution of operational, technical, administrative, and management problems related to economic development, community development, or compliance and regulation. Employees in this classification direct a major component of operations and have the responsibility of participating in the establishment and implementation of their assigned division's objectives, policies, budgets, and operations. 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.**

50% +/- 10%

- Manages, oversees, and directs activities related to loan or grant financing for economic development purposes and projects; administers housing and economic development financing programs; oversees the initial intake and preliminary assessment of potential economic development projects; oversees processing of qualifying economic development and brownfield projects and proposals; makes recommendations on projects and programs for funding; coordinates with the County Law Department and outside legal counsel regarding loan terms and contract requirements; guides borrowers and grantees throughout the on-going loan application, pro-forma financials, business operating financials, contract requirements, and underwriting processes; issues official loan terms and schedule of approval activities to borrower; oversees processing of all reimbursement and disbursement requests for approved economic development and brownfield borrowers or grantees; monitors economic development loans and grants activity dashboard updates; manages ongoing Loan Portfolio issues and action requirements; manages and oversees activities related to deal structuring, negotiations, and loan closing; updates the DOD's Economic Development Loan Policies Manual annually and oversees training and implementation of new policies and procedures.

20% +/- 10%

- Manages and administers a departmental division exclusive to economic development, community development, or regulation and compliance; manages projects and programs including research, reporting, and design and development; assists with forming, negotiating, and maintaining all partnership contracts and operational terms with various ongoing economic development partner entities and programs; establishes, updates, and monitors execution of the department's strategies

Effective Date: 04.10.2012  
Last Modified: 08.08.2018



to support major functions; forecasts resource requirements and monitors usage and compliance of various funding streams; executes administrative and procurement processes to secure resources needed for strategy and resource work; develops and updates program purposes, policies, specifications, schedules, budgets, and metrics; analyzes and evaluates existing operations' systems, policies, and procedures; updates the Director and Executive on all upcoming projects, estimated pipeline activity and fund capital resources; communicates and coordinates with Director and County leadership on the development of division goals, direction, activities, policies, and advocacy; monitors programs' regulatory compliance and advises Director and department management on key compliance issues; directs and supervises data collection and reporting for department performance measures; oversees research and reporting of key business intelligence information supporting department's functions; makes recommendations to Director and Executive on revision or creation of programs.

15% +/- 5%

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

10% +/- 5%

- Supervises and directs the work of Development Housing Specialists, Economic and Community Development Program Specialists, Inspection and Permits Supervisor, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; prepares grant proposals and applications; provides input on various reports for local, state and federal program requirements; oversees the department's legislative activities; maintains working knowledge of local, state, and federal regulations; oversees input, follow-up, and coordination of MyPRO agenda system items; directs staff on OnBase and ERP requests.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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

### **Additional Requirements**

- No special license or certification is required.

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

### **Physical Requirements**

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

### **Technology Requirements**

- Ability to operate a variety of software and databases including electronic mail software (Microsoft Outlook), word processing software (Microsoft Word and Publisher), spreadsheet software (Microsoft Excel), database management software (Access), and housing/economic development software (Portfol, OneRoof), and PDF software (Adobe, Nitro).

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

- Ability to add, subtracts, multiply, divide, calculate decimals and percentages, and perform routine and advanced 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 agenda items, contracts, budgets, funding requests, payment requests, monitoring reports, tax statements, loan applications and supplemental information, financial statements, financial projections, credit reports, appraisals and studies, architectural and engineering drawings/plans, loan write-up packages, invoices, time sheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code and Legislative Resolutions, Department of Development policies and procedures, the Employee Handbook, various State and Federal Regulations and Guidelines, HUD regulations, USEPA regulations, CDBG regulations, the Ohio Revised Code, US IRS regulations related to Private Activity Bonds, and the Federal Register.

## Administrator, Development

- Ability to prepare RFPs, award recommendations, budgets, loan analysis, annual loan summary, loan portfolio reports, strategic plans, loan activity dashboards/charts, agenda items, legislation, lending and grant summary charts, invoices, correspondence, project descriptions, program rules and policies, program reports, mandated federal funding reports, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret related legal, accounting, related engineering (architecture and design), and financial analysis terminology and language.
- Ability to communicate with staff, Director, elected officials, legal counsel, municipal employees, County boards and commissions, housing developers, members of external businesses and organizations, consultants, contractors, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

## EXHIBIT C

<b>Class Title:</b>	HHS Training Specialist	<b>Class Number:</b>	14052
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	TBD
<b>Departments:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to plan, prepare, and deliver training programs to department employees, university students, or foster parents, and to coordinate the work of university students, new-hires, and contract trainers.

### Distinguishing Characteristics

This is a journey-level classification responsible for the administration of training programs and classes offered by the County for new-hires, foster parents, social workers, and university students working on their social work degree. Employees in this class work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. This class generally works under direction from the Training Officer Supervisor or Social Administrator 2.

### 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%
- Schedules and confirms contract trainers, new-hires, or university students; reviews for approval contracting authorizations for trainers; reviews for approval university student placements; reviews for approval proposed training sites and arrangements; conducts on-site evaluations of trainers and prepares reports; reviews training materials of contact trainers or new hires; reviews new-hire 360-feedback and work-shadowing evaluations.
- 35% +/- 10%
- Develops and administrates the training programs offered for county employees, foster parents, social workers, or university students; conducts and tabulates needs analysis; contacts trainers who are certified to teach the material; coordinates class schedules and conferences for training; designs and develops lesson plans to meet established training goals; designs and distributes marketing materials for programs; updates Process Manuals; participates in departmental meetings to discuss trainees and changing regulations.
- 20% +/- 10%
- Administers trainings for social workers, new-hires, foster parents, or university students; ensures room and equipment are set-up correctly for training sessions; coordinates training registration process; conducts training by following lesson plan; analyzes training evaluation results to improve program.
- 10% +/- 5%
- Performs supporting administrative duties; prepares state mandated reports; responds to written or verbal inquiries regarding training programs; maintains filing system on training data; logs hours of trainers and trainees into state-run databases; compiles statistics regarding training program effectiveness; inventories training supplies and equipment.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in education, social work, human resources or related field, with two (2) years of training or social work experience; or any equivalent combination of training and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives
- Ability to comprehend a variety of informational documents including monthly personnel invoices, time reports, attendance records, balance sheets, Blue Sheets, competency forms, evaluations sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CORE handbooks, computer and software manuals, Ohio Revised Code, Child Welfare Manual, Public Assistance Manual.
- Ability to prepare monthly invoices, quarterly calendars, expenditure reports, employee evaluations, graphs, OCWTP annual reports, individual training records, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret education, related legal, and counseling , terminology and language.
- Ability to communicate effectively with trainers, trainees, immediate supervisor, administration, OJFS staff, co-workers, employees, other County and State personnel, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

**EXHIBIT D**

<b>Class Title:</b>	Information Systems Analyst	<b>Class Number:</b>	16102
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology		

**Classification Function**

The purpose of this classification is to plan, direct, and manage information systems used by the assigned department. This involves developing configurations to meet changing business process requirements, troubleshooting problems, developing solutions, and providing customer support for the information systems.

**Distinguishing Characteristics**

This is a technical journey level classification, working under direction from the unit manager. The incumbent is expected to know the operating policies and procedures of their assigned department. 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 of a specific information systems.

**Essential Job Functions**

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

- 30% +/- 10%
- Designs, plans, and executes system solutions for an assigned department; meets with stakeholders (e.g. department management, business analyst, end-point users) to discuss business requirements, process flows, and reporting needs; determines the work needed to provide a solution (e.g. vendors to contact, which IT personnel to utilize, SQL scripts that need to be written); conducts feasibility analysis; ensures solutions meet local, state, and federal requirements for the department (e.g. County Charter, ORC); maps out goals and milestones for project completion; submits project proposal to IT management for approval.
  
- 30% +/- 10%
- Tests and monitors system solutions to ensure they functionally meet stakeholder need; leads testing efforts and ensures issues are identified, tracked, and resolved; pulls reports to monitor health of the system and look for errors; troubleshoots issues or encumbrances to the system; tests system after new iterations of the system to ensure functionality; works with client personnel to identify required changes and communicates needed changes to development team.
  
- 20% +/- 10%
- Develops solutions for user needs; configures information systems; works with vendors and/or other system administrators to provide solutions; coordinates work of internal staff to develop solution (e.g. internal database administrators, coders, business analyst); automates repetitive processes using programming languages.
  
- 20% +/- 10%
- Provides continued end-user support for the system; directs configuration and security requirements; develops training lessons and materials for end-users; acquires new tools and applications; responds to questions, complaints, and requests for information; communicates with vendor regarding systems errors, resolutions, and updates; reads and reviews various trade publications; makes recommendations for future software development; composes and prepares routine correspondence to stakeholders.

## Information Systems Analyst

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science or related field with six (6) years of computer information systems experience; 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 personal computers, servers, mainframe, printers, and scanners.

### **Technology Requirements**

- Ability to operate a variety of software tools including email software (MS Outlook), assigned department informational system/s (e.g. SAP, Infor, Cherwell, Govern), software for reporting (internal software reporting tools, Crystal Reports, MS Publisher, IBM Cognos, SSRS), spreadsheet software (MS Excelword processing or script editing software (MS Word, Notepad++).

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including report requests, layout specifications, feasibility studies, database sets, user reports, configuration specifications, software specifications, source materials, requests for proposals, computer periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedural manuals, department reports, training documents, functional specifications, memos, correspondence, feasibility studies, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Effective Date: 1997  
Last Modified: 06.02.2014



## Information Systems Analyst

- Ability to use and interpret computer system terminology and computer programming languages.
- Ability to communicate effectively with directors, managers, supervisors, employees, governmental agencies, State employees, County employees, consultants, and vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

## EXHIBIT E

<b>Class Title:</b>	Project Inspector	<b>Class Number:</b>	18111
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to inspect various phases of construction to ensure that the project complies with contractual plans and specifications.

### Distinguishing Characteristics

This is an advanced-journey level technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. This classification works under a framework of defined procedures and regulations. Some exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives. This class is distinguished from the Construction Technician in that the former class requires more experience and may act as a lead worker for the Construction Technician.

### 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%
  - Inspects various phases of construction to ensure compliance with specifications and contractual plans and/or proposals regarding infrastructure development and repair; reads and understands project contract, plans, and specifications; reviews project blueprints to verify plan quantities and calculations; collects physical receipts of construction materials; coordinates or performs sample testing for construction materials as needed; uses digital camera to take pictures for progress and incident reports and documents; ensures projects are being completed according to project specifications and local, state, and federal standards; works with supervisor to resolve issues with project or contractors; provides information and addresses resident/business owners concerns or questions regarding projects.
- 35% +/- 10%
  - Prepares and maintains project records and reports; utilizes construction management system on a computer system to record information and generate reports; documents observations of construction projects; documents various aspects of construction projects (location, equipment, personnel, work performed, progress and incident pictures, inspection reports, pay item quantities, force accounts, contractor's construction materials, material inspection reports, etc.); prepares and/or verifies various documents for accuracy (daily reports, costing sheets, overtime forms, billing, amended agreements, force accounts, pay estimates, etc.).
- 15% +/- 5%
  - Performs supporting administrative responsibilities; prepares outgoing certified mail; responds to emails and phone calls; performs office and field inventories; maintains the field office area by keeping it cleaned, organized, and locked up when needed; participates in construction seminars and trainings to stay current on knowledge in the field; attends meetings to provide and gain information regarding the completion of relevant construction projects; assists Project Engineer/Supervisor in scheduling meetings regarding construction projects including creating meeting agendas and documenting meeting minutes; acts as a liaison with other public agencies regarding construction projects.

### **Experience Required to Perform Essential Job Functions**

- High school diploma or GED with five (5) years of experience in sub-professional engineering or technical work or as a Construction Technician; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

### **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 office machines and equipment including a computer, calculator, and multifunction printer.
- Ability to operate a variety of measuring and project analysis tools including a digital camera, drafting instruments, measuring wheel, concrete testing kit, tape measure, plotter, and other inspection tools.
- Ability to balance, climb, bend, twist, crawl, crouch, and stand and walk for a prolonged period of time.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and construction management software (Appia).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, and contractors and to maintain standards.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, and work orders.

## Project Inspector

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental and County policy and personnel manuals, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, city ordinances, OSHA rules and standards, specifications, and standards.
- Ability to prepare records of samples, inspection reports, project plans, project amendments, estimates, costing sheets, inspection reports, force account reports, overtime reports, project files, agreements, notes in field book, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction and basic engineering related terminology and language.
- Ability to communicate with supervisor, department leadership, consultants, engineers, co-workers, employees from other local municipality service departments, and the general public.

## Environmental Adaptability

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

## EXHIBIT F

<b>Class Title:</b>	Project Manager	<b>Class Number:</b>	18112
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to plan, manage, and coordinate tasks required to execute projects associated with planning, design, construction, maintenance, and/or property acquisition for a division of the Department of Public Works.

### Distinguishing Characteristics

This is a journey level project manager classification with responsibility for overseeing projects under a framework of well-defined policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to contract requirements. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advanced journey level Senior Project Manager classification in that the latter has more extensive experience, manages more complex projects, and performs work with more independence. Work requirements and knowledge in this classification may differ according to section assignment (Planning & Programming, Design & Construction, or Facility Design & Maintenance).

### 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 preparing documents (e.g., drawings, specifications, reports, cost estimates, agreements, etc.) as needed for projects and the planning process; serves as project manager on projects with moderate complexity; prepares and maintains project work schedules; prepares packages for submittal to regulatory agencies. 30% +/- 10%
- Oversees consultant contracts; transmits submittals to appropriate departments and provides instruction on how to review submittals; serves as a member of the consultant committee; approves consultant contract modifications, under direction of higher level staff. 30% +/- 10%
- May oversee, provide guidance to, and review the work of consultants and lower level project staff. 20% +/- 10%
- Maintains regular project coordination with department directors; coordinates projects with municipal officials, mayors, Council and Administrators; attends public meetings, hearings, hearings of objections and Council meetings to provide and gain information and to coordinate projects; performs site visits and inspections; arranges, directs, and documents project review meetings; responds to general comments from the public. 20% +/- 10%

Project Manager

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in civil engineering, architecture, business administration, or a related field with three (3) years of related experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- Valid driver's license, proof of automobile insurance, and access to a vehicle.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.
- Ability to operate a variety of measuring and project analysis tools depending on assignment (this may include digital camera, drafting instruments, measuring wheel, tape measure, plotter, or other inspection tools).

#### **Technology Requirements**

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), computer aided design and drafting software (AutoCAD, Autodesk Revit), project management software (Microsoft Project), electronic mail software (Microsoft Outlook).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, consultants, and contractors and to maintain standards.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine calculations involving statistics, basic algebra, and geometry.

#### **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 invoices, architecture and engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, work orders, data, calculations, drawings, forms, maps, legal descriptions, and certifications.
- Ability to comprehend a variety of reference books and manuals which may include the Employee Handbook, departmental and County policy and personnel manuals, Ohio Revised Code, Ohio Building Codes, NFPA Life Safety Code, NEC codes, ANSI requirements, ICC codes, ADA

Effective Date: 07.10.2012  
Last Modified: 07.10.2012

## Project Manager

guidelines, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, reference manuals, city ordinances, OSHA rules and standards, specifications, and other building and construction guidelines and standards.

- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, estimates, project amendments, estimates, costing sheets, inspection reports, force account reports, overtime reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret architecture, engineering, land use, and related legal terminology and language related to assignment.
- Ability to communicate with supervisor, co-workers, department leadership, staff, attorneys, engineers, other County employees, , consultants, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, strong smells, mold, tight quarters, wetness, humidity, electrical currents, bright or dim lights, noise extremes, vibrations, traffic hazards, and machinery.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

## EXHIBIT G

<b>Class Title:</b>	Senior Project Manager	<b>Class Number:</b>	18113
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to plan, manage, and coordinate all tasks required to execute projects associated with planning, design, construction, maintenance, and/or property acquisition for a division of the Department of Public Works.

### Distinguishing Characteristics

This is an advanced journey level project manager classification with responsibility for overseeing projects under a framework of policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification ensure that projects are completed on time, on budget, and with adherence to contract requirements. Employees are supervised by a Chief Section Engineer or Chief Section Architect and consult with their supervisor concerning unusual problems and developments. This class is distinguished from the journey level Project Manager classification in that the latter has less work experience and works under more direct supervision, progressing to more independence as experience is acquired. Work requirements and knowledge in this classification may differ according to section assignment (Planning & Programming, Design & Construction, or Facility Design & Maintenance).

### Essential Job Functions

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

30% +/- 10%

- Plans, executes, and manages multiple aspects of design, construction and maintenance projects including project development, quality, budget, cost control, schedule compliance, contract compliance, and permits; coordinates with stakeholders, management, and external consultants (i.e., architecture, engineering, etc.) on design and development of project requirements; reviews and becomes familiar with construction plans and specifications for assigned projects; develops and coordinates project scope and work schedule with supervisor, staff, consultants, and contractors; verifies that permits are obtained from appropriate entities and ensures that the requirements of permits are met; plans, monitors, manages, and coordinates work performed by contractors and vendors; conducts field inspections of projects; reviews work in progress to ensure compatibility with approved plans, specifications, safety requirements, industry standards, and required laws; works to maintain project progress according to established timelines; monitors project budget and spending; manages personnel overtime to ensure labor costs stay within allotted budget.

30% +/- 10%

- Evaluates and assists in the selection of consultants and vendors to provide professional services on projects; prepares and/or reviews bid specifications for County projects; conducts preconstruction and bid opening meetings; participates in evaluation of proposals and bids submitted by contractors and vendors and negotiates with contractors; provides administration of contracts for assigned projects including coordinating with the Office of Procurement and Diversity; reviews, prepares, and/or approves amendments to contracts; reviews and recommends payment for pay application requests and change order requests from contractors and vendors; processes funding program reimbursement submittals for payment; monitors contractors and vendors for

Effective Date: 07.10.2012  
Last Modified: 07.10.2012



## Senior Project Manager

adherence to project schedule, budget, and specifications; communicates with contractors regarding concerns and issues related to contract specifications, materials, costs, safety, and timelines.

20% +/- 10%

- Acts as a liaison and point person regarding communication for projects; coordinates and maintains regular communication with management and staff regarding project specifications or procedures; maintains regular project communication with ends users and stakeholders; coordinates operations with other agencies, local municipalities, property owners, and businesses as needed; coordinates and negotiates permits with other regulatory agencies; attends meetings to provide and gain information and to coordinate projects; schedules and directs meetings regarding construction projects including creating meeting agendas and documenting meeting minutes; provides information and addresses concerns or questions from the general public regarding projects.

10% +/- 5%

- Prepares, reviews, obtains, and/or files documentation supporting projects; maintains project documentation (including design, drawings, right-of-way, specifications, permits, certificate of occupancy, RFPs, contracts, changes, warranty, close-out documents, etc.); reviews and directs project forms and documents to appropriate departments for processing and approves finalized documents; prepares and/or reviews project status reports and technical reports; approves invoices for project purchases; prepares land acquisition documents and rights-of-entry and work agreements; reviews, evaluates, and reports on Americans with Disabilities Act (ADA) compliance and accessibility into, around, and within buildings and facilities; provides environmental documentation for projects as needed; prepares complete packages for submittal to regulatory agencies.

10% +/- 5%

- Performs supporting administrative responsibilities; makes presentations to Council and Administrators, other agencies, etc.; processes contract documents and invoices; responds to public records requests; participates in preparation of documents and litigation for court cases; conducts research and participates in construction seminars and trainings to stay current on knowledge in the field; assists with development of policies and procedures.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in civil engineering, architecture, business administration, or a related field with six (6) years of related experience; or any equivalent combination of education, training, and experience.

### Additional Requirements

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

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

#### Physical Requirements

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.
- Ability to operate a variety of measuring and project analysis tools depending on assignment (this may include digital camera, drafting instruments, measuring wheel, tape measure, plotter, or other inspection tools).

### **Technology Requirements**

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), computer aided design and drafting software (AutoCAD, Autodesk Revit), project management software (Microsoft Project), electronic mail software (Microsoft Outlook).

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower-level staff, interns, consultants, and contractors and to maintain standards.

### **Mathematical Ability**

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

### **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 RFPs, RFQs, contracts, budgets, construction and building permits, invoices, engineering plans and specifications, project plans, project amendments, change orders, material test reports, force account documents, delivery tickets, daily reports, attendance records, vehicle mileage reports, costing sheets, work orders, data, calculations, drawings, forms, maps, legal descriptions, and certifications.
- Ability to comprehend a variety of reference books and manuals which may include the Employee Handbook, departmental and County policy and personnel manuals, Ohio Revised Code, Ohio Building Codes, NFPA Life Safety Code, NEC codes, ANSI requirements, ICC codes, ADA guidelines, ODOT Construction and Material Specifications, ODOT Construction Administration Manual of Procedures, Cuyahoga County Uniform Standards for Sewerage Improvements, Ohio Revised Code, Ohio Building Codes, EPA codes, ADA guidelines, reference manuals, city ordinances, OSHA rules and standards, specifications, and other building and construction guidelines and standards.
- Ability to prepare project schedules, scopes of work, change order requests, RFP/RFQ documents, Council actions, contract modifications, certifications, memos, meeting minutes, correspondence, lease agreements, technical reports, calculations, plans, project design reviews, estimates, construction sketches and drawings, project amendments, costing sheets, inspection reports, overtime reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting, architecture, engineering, land use, construction, and related legal terminology and language related to assignment.

## Senior Project Manager

- Ability to communicate with supervisor, co-workers, department leadership, contractors, vendors, tradesmen, attorneys, engineers, municipalities, building officials, ODOT officials, NOACA, other County agencies, local agencies, directors, consultants, other County employees,, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, smoke, dust, pollen, strong smells, mold, tight quarters, wetness, humidity, electrical currents, bright or dim lights, noise extremes, vibrations, traffic hazards, and machinery.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

## EXHIBIT H

<b>Class Title:</b>	Social Service Specialist	<b>Class Number:</b>	13091
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Sheriff's Department		

### Classification Function

The purpose of this classification is to facilitate and coordinate communications, support, and provision of social services to meet inmates' needs.

### Distinguishing Characteristics

This is an entry-level social work classification with responsibility for acting as a liaison for inmates, making referrals to social services and educational groups, and maintaining related documentation. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened. This classification has direct contact with the inmate population.

### Essential Job Functions

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

50% +/- 10%

- Facilitates and coordinates communications, support, and social services for inmates; conducts face-to-face meetings with inmates; conducts rounds to assigned floors; responds to inmates' requests for services which may include researching court information, initiating social service/miscellaneous referrals, or phone calls to internal and external individuals (e.g., attorneys, court staff, etc.); initiates timely collaborations for inmate situations (e.g. death in the family, medical issues, concerns with court cases, etc.); acts as a liaison between inmates, their attorneys, caseworkers, probation/parole officers, and others as appropriate.

30% +/- 10%

- Makes referrals for inmates; reviews all available jail management information (e.g. classification screenings) to understand inmates' needs; meets with inmates to gather necessary information to assist with pending court cases and/or coordinate referrals to internal or external resources for identified service needs.

10% +/- 5%

- Facilitates support and educational groups (e.g., jail adjustment/orientation, etc.) for inmates as directed by Jail Administration; documents services provided.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles monthly statistics (number of referrals, participation in support groups, etc.) and creates reports; performs notary services as needed for inmates.

## Social Service Specialist

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in social services, humanities, or a related field and one (1) year of experience in social work or related experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Must obtain and maintain licensure as a Notary in the State of Ohio within 6 months of hire date.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including a computer and multifunction printer.
- Ability to walk and climb stairs within the correctional facility without assistance.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including electronic mail software (MS Outlook), internet browser (Google Chrome, Internet Explorer, etc.), PDF Reader (Nitro, Adobe Acrobat Reader), spreadsheet software (MS Excel), and word processing software (MS Word).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including a inmate request forms, court paperwork, and departmental documentation.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures manuals, and court proceedings.
- Ability to prepare monthly statistical forms, memos, documents, emails, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to provide support, guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret basic legal terminology and language.

## Social Service Specialist

- Ability to communicate with inmates, medical/mental health professionals, criminal justice liaisons, attorneys, caseworkers, supervisors, and court personnel.

### **Environmental Adaptability**

- Work is typically performed in jail facilities and entails working in areas where inmates are housed and/or located. Security staff may be in close proximity but will not accompany while most inmate interaction is held.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

## EXHIBIT I

<b>Class Title:</b>	Supervisor, HHS Training Specialist	<b>Class Number:</b>	14053
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Departments:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to supervise training officers and new-hire staff (i.e. Social Service Workers, EFS Specialists, Support Officers) during their first 90-day training period, administer training program activities, and to research and manage projects to improve the training offerings of Cuyahoga County.

### Distinguishing Characteristics

This is a supervisory-level classification that supervises and directs the work of HHS Training Specialists and new-hires during their 90-day new-hire training period. This position works under general direction of a manager or higher-level administrator and receives direction as new or unusual situations arise. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

### 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%

Supervises and directs the work of HHS Training Specialist and new-hire during their first 90-day training period; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 45% +/- 10%

Administers training program activities for department employees, university students, and/or foster parents; determines training needs; plans and develops training programs to meet those needs; implements training programs; compiles training evaluation results; reviews evaluations with staff and forwards results to manager and stakeholders; provides technical expertise to consult departments on their training needs; researches and develops projects, employee development, or classes offered to improve training programs offered in the county.
- 5% +/- 2%

Performs public relations duties; represents training department at various meetings and conferences; provides technical assistance and consultation to agencies regarding training needs; delivers speeches and prepares correspondence.

Effective Date: 08.03.2006  
Last Modified: 04.14.2014

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in education or human resources with five (5) years of training or social work experience; or any equivalent combination of training and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, or promotion of other employees.
- Ability to recommend 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 to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including memos, training literature, training plans, performance evaluations, curriculum descriptions, collective bargaining agreements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, curriculum descriptions, training needs analysis, monthly reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.



- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret education, legal, counseling, and human resources terminology and language.
- Ability to communicate effectively with department supervisors, training 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 EXHIBIT J**

<b>Class Title:</b>	Systems Analyst	<b>Class Number:</b>	16101
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10B
<b>Dept:</b>	Information Technology		

**Classification Function**

The purpose of this classification is to work with users and functional managers to design and develop system solutions to address business needs and perform systems analysis to troubleshoot the County's computer information system(s).

**Distinguishing Characteristics**

This is a technical, journey level classification that ensures computer systems meet the needs of the department and makes the necessary changes to the system to meet those needs. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This position is distinguished from Information System Analyst where the latter is responsible for more complex projects and systems that utilize a greater amount of County resources and personnel.

**Essential Job Functions**

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

- 25% +/- 10%
- Designs system solutions to address department needs; works with functional managers to discuss business requirements; assesses needs of proposed solution; analyzes feasibility of proposed solution; designs solutions to meet local, state, and federal requirements for the department; designs software enhancements.
  
- 25% +/- 10%
- Tests and monitors system solutions to ensure they functionally meet stakeholder needs; leads testing efforts and ensures issues are identified, tracked, and resolved; troubleshoots issues to the system solution; performs follow up studies and regression tests to make sure the software still works after changes; ensures software properly functions according to end user requirements and data is appropriately validated
  
- 25% +/-10%
- Provides continued end-user support for the software system; develops training lessons and materials for end-users; develops charts, graphs, and reports on system data for functional managers; provides data to governing and regulating bodies for audits and annual reporting; redacts data when necessary; makes recommendations for future development of department systems.
  
- 20% +/- 10%
- Assists development of system solutions; writes SQL scripts to extract data for analysis and system testing; write technical specifications for developers or DBAs to create automated processes or develop database architecture; works with vendor application support to resolve issues.
  
- 5% +/- 2%
- Stays up to date on trends, methods, and technology in the industry; reads and reviews various trade websites and online content; attends development meetings, conferences, and webinars.

Effective Date: 03.30.2005  
Last Modified: 06.02.2014

## Systems Analyst

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in computer science or related field with three (3) years of computer information systems experience; or any 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 personal computers, mainframe computer, modems, hard drives, printers, and scanners.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including assigned departmental information systems (e.g. Cuyahoga County Judicial Information System, Milestone), database software (SQL Server, Oracle, MS Access), email software (MS Outlook), IT support ticket software (Cherwell), spreadsheet software (MS Excel), structured query language (T-SQL, PL/SQL), word processing or script editing software (MS Word, Notepad++).

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to upper-level data analysis and visualizations including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including feasibility studies, systems reports, database sets, user reports, computer periodicals, hardware and software specifications, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, computer software manuals, computer hardware manuals, systems documentation and manuals, software product manuals, standard operating procedures.
- Ability to prepare feasibility studies, statistical reports, systems instruction curriculum, department reports, memos, correspondence, training documents, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer system terminology and computer programming languages.

## Systems Analyst

- Ability to communicate effectively with managers, supervisors, vendors, consultants, state employees, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

## EXHIBIT K

<b>Class Title:</b>	Web Designer 1	<b>Class Number:</b>	16191
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to conceptualize, design, build, develop, test, deploy and maintain websites using various software applications, programming languages, and other related technology tools.

### Distinguishing Characteristics

This is a technical, entry level classification, working under general supervision from the Administrator, Web and Applications Development. Employees in this class work under more immediate supervision and perform most of the duties required of the positions at the journey level but are not expected to function at the same level of expertise. It is expected that employees will exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits a more established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class requires less extensive experience than at the journey level. The web designer series is distinguished from the developer series where this series is responsible for more of the front-facing design versus programming and the back-office infrastructure.

### 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%

- Creates and builds websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; troubleshoots and debugs errors on sites; performs maintenance and updates on existing websites; creates or modifies images and graphics; edits HTML and CSS code; develops web page templates and layouts; organizes content and ensures that site conforms to current technological standards, is optimized for search engine placement, is user friendly, and ADA accessible.

15% +/- 5%

- Meets with clients to determine project objectives and requirements; researches project topic; provides project plans, status updates, and time estimates for project development; meets with developers to discuss possible custom application development; provides website analytics to clients.

10% +/- 5%

- Provides clients with CMS training so that they can make routine updates to their site without interfering with graphics, features, or existing content.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree information technology, graphic art/design, or a related field with two (2) years of experience that includes website design or development, experience with various software used for website design and development, experience with HTML and CSS; or an equivalent combination of education, training, and experience.

### Additional Requirements

Effective Date: 09.11.2012  
Last Modified: 12.10.2015

## Web Designer 1

- 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 multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including integrated development software (MS Visual Studios, GIT, graphical design software (Adobe photoshop, Adobe Illustrator, Adobe InDesign), spreadsheet software (MS Excel), programming languages (HTML5, CSSweb-content management software ( Sitefinity or similar CMS, wireframing software (Balsamiq, Sketch, Axure), word processing software (MS Word), PDF software (Adobe Acrobat, Nitro Pro), Quality Assurance software (Monsido, SiteImprove)

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, website metrics, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, branding guidelines, ADA compliance guidelines, websites, and books regarding website design.
- Ability to prepare training manuals, website wireframes, website functional requirements and specifications, user stories, style guides, branding requirements, status reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret videography and audio visual terminology and language.
- Ability to communicate with clients, peers, supervisor, and work groups members.

Web Designer 1

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

## EXHIBIT L

<b>Class Title:</b>	Web Designer 2	<b>Class Number:</b>	16192
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to conceptualize, design, build, develop, test, deploy and maintain websites using various software applications, programming languages, and other related technology tools.

### Distinguishing Characteristics

This is technical, journey level classification, working under direction from the Administrator, Web and Applications Development. This position is distinguished from Web Designer 1 in that this position receives instruction or assistance only as unusual situations arise. This position is fully responsible for projects taken on and is expected to exercise independent judgment and initiative to complete those projects using established standards and best practices. The web designer series is distinguished from the developer series where this series is responsible for more of the front-facing design versus the programming and back-office infrastructure.

### 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%

- Creates and builds websites; creates conceptual diagrams, wireframes, mockups, and design samples to demonstrate website form and functionality; troubleshoots and debugs errors on sites; performs maintenance and updates on existing websites; creates or modifies images and graphics; edits HTML and CSS code; develops web page templates and layouts; organizes content and ensures that site conforms to current technological standards, is optimized for search engine placement, is user friendly, and ADA accessible.

15% +/- 5%

- Meets with clients to determine project objectives and requirements; researches project topic; provides project plans, status updates, and time estimates for project development; meets with developers to discuss possible custom application development; provides website analytics to clients.

10% +/- 5%

- Provides clients with CMS training so that they can make routine updates to their site without interfering with graphics, features, or existing content.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, graphic art/design, or related field with five (5) years of experience that includes website design or development, experience with various software used for website design and development, experience with HTML or CSS; or an equivalent combination of education, training, and experience.

### Additional Requirements

- No special license or certification is required.

Effective Date: 09.11.2012  
Last Modified: 12.10.2015



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

### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

### **Technology Requirements**

- Ability to use a variety of software tools including integrated development software (MS Visual Studio, GIT), graphical design software (Adobe Photoshop, Adobe Illustrator, Adobe InDesign), spreadsheet software (MS Excel), programming languages (HTML5, CSS, JavaScript), content management software (Sitefinity or similar CMS), wireframing software (Balsamiq, Sketch, Axure), word processing software (MS Word), PDF software (Adobe Acrobat, Nitro Pro), Quality Assurance software (Monsido, SiteImprove)

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including statement of work, website maintenance requests, meeting minutes and agendas, requests for proposal, requests for qualification, website metrics, press releases, video, and photography.
- Ability to comprehend a variety of reference books and manuals including reference developed by colleagues for website development and modification, branding guidelines, ADA compliance, websites, and books regarding website design.
- Ability to prepare training manuals, website wireframes, website functional requirements and specifications, user stories, style guides, branding requirements, status reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate with clients, peers, supervisor, and work groups members.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

## Web Designer 2

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT M**

<b>Class Title:</b>	Web Maintenance Technician	<b>Class Number:</b>	16021
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6B
<b>Dept:</b>	Information Technology		

**Classification Function**

The purpose of this classification is to provide web maintenance services for the County using technologies that conform to the Information Technology Department standards.

**Distinguishing Characteristics**

This is an entry level classification responsible for updating website content including text and images, using web content management software. This class works under general supervision of the Administrator, Web & Applications Development. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained. The web maintenance technician is distinguished from the designer series where this class is responsible for basic web page updates versus creating and building websites and implementing front end design.

**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%

- Updates websites for County agencies; meets with clients or exchanges emails to determine web update requirements; uses various back-office applications to update data for internal or external websites; enters data into Content Management Software (CMS).

40% +/- 10%

- Follows maintenance procedures for receiving, processing, and completing web maintenance requests; makes PDF forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; adds video and audio links to websites; updates HTML code and edits photos and images using Adobe Photoshop or software.

10% +/- 5%

- Troubleshoots and debugs errors on web pages; updates and saves files to Portable Document Format (pdf); directs related IT problems to the correct IT support staff.

10% +/- 5%

- Performs administrative duties to support the department; meets with web designers for general guidance on tasks, priorities and assignments; provides answers to inquiries from County departments

**Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma or equivalent and one (1) year of experience that includes website maintenance and various software used for website design and graphical editing software (e.g. Adobe Photoshop); or an equivalent combination of education, training, and experience.

**Additional Requirements**

- No special license or certification is required.

## Web Maintenance Technician

### **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 multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software tools including web content management software (Sitefinity or similar CMS), email software (MS Outlook), graphics editing software (Adobe Photoshop), presentation software (MS PowerPoint), spreadsheet software (MS Excel), and word processing software (MS Word).

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and diagnose. 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 requests to post various departmental documents to their website, calendars, and webpage programming code.
- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, the Employee Handbook, webstyle guide, and books regarding website design.
- Ability to prepare timesheets, website documentation, status reports, forms, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer code terminology and language.
- Ability to communicate with a variety of individuals within and outside the Department including client users, peers, supervisor, consultants, Network Engineers, photographers, and work groups members.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT N

<b>Class Title:</b>	Director, Parentage, Quality Assurance Manager & Training	<b>Class Number:</b>	12321
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	21A
<b>Dept:</b>	Medical Examiner's Office		

### Classification Function

The purpose of the classification is to plan, organize, and direct all operations including the Quality Assurance/Quality Control and training activities of all Crime Laboratory units of the County Medical Examiner's Office and the Parentage Identification lab unit directly and through subordinate supervisors.

### Distinguishing Characteristics

This is a unit director and managerial classification, with responsibility for managing a number of units through subordinate supervisors. This class receives general direction from the Medical Examiner and recommends, develops, integrates, administers, and evaluates policies, procedures, and standards needed to provide related services. The employee ensures that operations and activities are completed in a safe, timely, effective, and efficient manner according to standards, procedures, regulations, and laws.

### Essential Job Functions

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

25% +/- 10%

- Plans, organizes, and directs the Parentage DNA unit within the County Medical Examiner's Office; ensures accuracy of parentage and identification documentation, worksheets, reports, data, and calculations; reviews parentage test requisition documents and chain of custody; signs off on all test reports; provides expert legal testimony for criminal and civil court proceedings; designs validation plans and studies before using new procedures or instruments and before making modifications to analytical procedures, software, or calculation programs.

20% +/- 10%

- Plans, organizes, and directs the operations of the forensic laboratory within the County Medical Examiner's Office; oversees work regarding evidence collection, analysis, reporting, and review of forensic cases; oversees development and implementation of new laboratory techniques, methods, and equipment; monitors equipment calibration and reagent quality; develops, implements, and evaluates policies and procedures related to forensic laboratory operations; evaluates economy, efficiency, and effectiveness of forensic laboratory services; plans modifications and/or corrective actions of existing practices as needed; serves as a liaison between the Cuyahoga County Regional Forensic Science Lab and law enforcement agencies to address any evidence related issues and ensure appropriate technical services are provided by the laboratory to meet the needs of the submitting agencies.

## Director, Parentage, Quality Assurance Manager & Training

20% +/- 10%

- Establishes and evaluates laboratory standards, technical procedures, and quality assurance programs to ensure compliance with applicable best practices, regulations, and laws; ensures quality and maintenance of test procedures and implements new technologies; plans and organizes audits as required by schedules according to accreditation agencies; enforces method and work standards and guidelines held by accreditation agencies (including the American Association of Blood Banks (AABB), ANSI National Accreditation Board (ANAB) American Board of Forensic Toxicology (ABFT), and FBIT Quality Assurance Standards for Forensic DNA Testing Laboratories).

20% +/- 10%

- Supervises and directs the work of multiple levels of staff through direct supervision as well as through subordinate laboratory supervisors; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; develops and implements competency testing; responds to employee questions, concerns, and problems; assists staff with complex or problem situations; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; assesses, monitors, and provides for personnel training needs for all units of the crime laboratory; meets with employees individually and as a unit; recommends and implements personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in laboratory work and Medical Examiner Offices; assists in the planning and participation of department research activities; identifies and applies for grants and other funding to enhance the capacity and improve the efficiency of the laboratory; manages all grants awarded to the crime laboratory; acquires performance metrics data and review and approves grant performance reports before final submission to state or federal agencies.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Doctoral degree in biology, chemistry, or related field and five (5) years of increasingly responsible experience performing parentage DNA testing in an AABB accredited laboratory plus five (5) years of laboratory supervision or management experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

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

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including analyzers, thermal cyclers, heat blocks, pH Meter, and fume hoods.

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform statistical and probability analysis.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including analysis worksheets, electronic data, statistical data, parentage DNA reports, proficiency test data, validation studies, quality assurance logs, corrective action plans and audit documents.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, machine and equipment manuals, journal articles, and quality assurance, standard operating procedures, training and safety manuals.
- Ability to prepare parentage reports, performance evaluations, corrective actions reports, laboratory reports, standard operating procedures, quality assurance, safety and training reports, internal assessment reports, responses to external audits, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with directors, administrators, staff, analysts/scientists, Laboratory Director, law enforcement personnel, attorneys, pathologists, and the Medical Examiner.

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory equipment/machinery.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT O

<b>Class Title:</b>	Forensic Pathologist 2	<b>Class Number:</b>	17012
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	27A
<b>Dept:</b>	Medical Examiner's Office		

## Classification Function

The purpose of this classification is to perform forensic medical evaluation and analysis to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

## Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations. Incumbents in this class work under general direction from the Medical Examiner and receive instruction or assistance as new or unusual situations arise and are expected to remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This position does not supervise employees but may distribute work, review others' work, and train other employees. This class is distinguished from the Forensic Pathologist 1 in that incumbents have increased administrative responsibility, may function as lead workers, and have achieved/have to achieve Board Certification in Anatomic and Forensic Pathology.

## 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.**

- Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.

60% +/- 10%
- Oversees student and resident rotations; assists in the education of forensic pathology fellows, students, and medical residents; schedules, prepares, and delivers lectures.

20% +/- 10%
- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.

10% +/- 5%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of the Medical Examiner's cases.

5% +/- 2%

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; assists with the development of procedures and protocols; keeps up to date on developments, methods, and techniques in forensic pathology; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Medical Doctor or Doctor of Osteopathy degree and completion of certified residency training in anatomic and forensic pathology.
- Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license and proof of automobile insurance.

### **Additional Requirements**

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform high school level algebra, geometry, and trigonometry.

#### **Language Ability & Interpersonal Communication**

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

## Forensic Pathologist 2

- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to, on a limited basis, act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

### **Environmental Adaptability**

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment, and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT P

<b>Class Title:</b>	Forensic Pathologist 3	<b>Class Number:</b>	17013
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	28A
<b>Dept:</b>	Medical Examiner's Office		

## Classification Function

The purpose of this classification is to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to provide staff supervision and quality assurance; to oversee various education and training missions of the agency.

## Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing forensic post-mortem examinations and investigations as well as administrative duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes workflow, facilitates performance evaluations and has supervisory responsibilities. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws. This position is distinguished from the Forensic Pathologist 2 in that incumbents have achieved Board Certification in Anatomic and Forensic Pathology, have direct supervisory responsibilities, and carry out administrative responsibilities.

## Essential Job Functions

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

- 50% +/- 10%
  - Conducts forensic post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records, and ancillary investigative reports; collects and examines medical evidence including trace evidence, body tissues, and bodily fluids; orders and interprets diagnostic analyses on samples of bodily fluids, tissues, and other evidence; requests and interprets other ancillary testing as necessary; attends crime scenes to assist with death investigations; determines identity of deceased as required; ensures the preservation of legal, physical, and medical evidence and chain of custody; documents autopsy findings and prepares reports of findings.
- 15% +/- 5%
  - Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable; acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases.
- 10% +/- 5%
  - Oversees staffing needs; plans staffing coverage and schedules; analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; participates in strategic planning; monitors and evaluates work efficiency and effectiveness; makes recommendations on

Effective Date: 07.28.2014  
Last Modified: 02.26.2020

## Forensic Pathologist 3

updates to department policy and procedures; coordinates and evaluates student and resident rotations.

10% +/- 5%

- Supervises Forensic Pathology Fellows; reviews case work; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; creates and updates policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

### AND/OR

- Supervises and directs the work of Supervisor, Pathology Assistant, Histology Technicians, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

- Provides expert legal testimony for criminal and civil court proceedings; consults with judicial, law enforcement, and medical personnel regarding autopsy findings and investigations; communicates with family members to discuss results of autopsy and/or particulars of the death investigation.

10% +/- 5%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and training; prepares and delivers presentations; keeps up to date on developments, methods, education, and techniques in forensic pathology and Medical Examiner Offices; participates in medical education opportunities needed to maintain licensure; assists in the planning and participation of department research activities; assists with planning modernization of laboratories; assists with planning of equipment procurement.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Medical Doctor or Doctor of Osteopathy degree and five (5) years of forensic pathology experience in a Medical Examiner's office, including three (3) years of lead, supervisory, or management experience.
- Board Certification in Anatomic and Forensic Pathology.
- A current, valid license to practice medicine in the State of Ohio.
- Valid driver license, proof of automobile insurance, and a reliable vehicle.

### Additional Requirements

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

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

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and copier.
- Ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform high school level algebra, geometry, and trigonometry.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including case history, investigator reports, autopsy reports, interviews, laboratory reports, toxicology reports, medical records, and police reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, medical records, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, workflow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.

## Forensic Pathologist 3

- Ability to act as a medical examiner when Chief ME or Chief Deputy ME are unavailable.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, attorneys, and law enforcement personnel.

### **Environmental Adaptability**

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents, and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

**EXHIBIT Q**

<b>Class Title:</b>	ERP Enterprise Asset Management Systems Lead	<b>Class Number:</b>	16322
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology		

**Classification Function**

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Enterprise Asset Management (EAM) System projects, modifications, or corrections.

**Distinguishing Characteristics**

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP EAM 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.**

25% +/- 10%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Procurement and Diversity, Human Resources Departments, and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes EAM system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Public Works Department and end user community; adheres to management of ERP governance process for the EAM modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Public Works Department business areas and the IT Department.

25% +/- 10%

- Leads the EAM ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP EAM modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Public Works, IT and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages EAM testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.



## ERP Enterprise Asset Management Systems Lead

15% +/- 10%

- Connects EAM ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Public Works Department and IT; maintains an in-depth knowledge of Public Works core business processes specific to enterprise asset management, materials management, work order processing, facilities management, fleet management, and ancillary modules or systems such as project accounting, grants, labor distribution, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Public Works Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Public Works Department are addressed.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, human resources, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP inventory, asset management, and/or work order management, including two (2) years of related project 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.

#### 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.

## **ERP Enterprise Asset Management Systems Lead**

- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job relatedjob-relatedusing prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, Public Works employees, other County employees, and external vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION      EXHIBIT R**

<b>Class Title:</b>	ERP HRIS Systems Lead	<b>Class Number:</b>	16341
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology		

**Classification Function**

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Human Resources Information System (HRIS) projects, modifications, or corrections.

**Distinguishing Characteristics**

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP HR related modules 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.**

- 25% +/- 10%
- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Public Works, Procurement and Diversity Departments, and other department's end users; drives the ERP support, system enhancements, upgrades and modifications; identifies and analyzes human resources system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Human Resources Department and end user community; adheres to the ERP governance process for the human resources modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Human Resources Department business areas and the IT Department.
  
- 25% +/- 10%
- Leads the HR ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP HR modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with HR, IT, and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages human resources testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.
  
- 15% +/- 10%
- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

15% +/- 10%

- Connects HR ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Human Resources Department and IT; maintains an in-depth knowledge of human resources core business processes, best business practices, objectives, procedures, and policy specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Human Resources module tasks; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Human Resources Department are addressed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in human resources, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP core human resources, employee benefits, time collection, payroll, performance and /or talent management (Human Resource Information Systems (HRIS)) modules, including two (2) years of related project 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.

#### **Mathematical Ability**

- Ability to perform standard and advanced mathematical equations as they apply to the ERP HR modules.

#### **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, various standard reports (i.e. -HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other reports and records.

- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret human resources, benefits and payroll, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT S**

<b>Class Title:</b>	ERP Procurement Systems Lead	<b>Class Number:</b>	16352
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology		

**Classification Function**

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Procurement System projects, modifications, or corrections.

**Distinguishing Characteristics**

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP Procurement 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.**

25% +/- 10%

- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Human Resources, Public Works Departments and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes procurement system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Procurement Department and end user community; adheres to management of ERP governance process for the procurement modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Office of Procurement and Diversity business areas and the IT Department.

25% +/- 10%

- Leads the Supply Chain ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages Supply Chain ERP modules, end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Supply Chain, IT, and ERP Leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages Supply Chain testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.

15% +/- 10%

- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

15% +/- 10%

- Connects Supply Chain process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Procurement Department and IT inclusive of procure to pay, contract management, vendor management, and strategic sourcing; maintains an in-depth knowledge of Procurement core business processes, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure projects progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Procurement Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Procurement Department are addressed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in procurement, supply chain management, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP supply chain, procure to pay, contract management and/or strategic sourcing modules, including two (2) years of related project 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.

#### **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, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job relatedjob-relatedusing prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external vendors.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**  
**EXHIBIT T**

<b>Class Title:</b>	Examiner	<b>Class Number:</b>	11071
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	All departments		

**Classification Function**

The purpose of this classification is to review and analyze information to assist with audit functions.

**Distinguishing Characteristics**

This is an entry level classification with responsibility for conducting audits. This class works under direction from senior management of the Department, and is responsible for performing timely and accurate work. 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.**

- 65% +/- 10%
- Reviews and analyzes information to assist with audit functions; complete, calculate, approve exemptions; select a random sample of clients for audit and examine each file to verify all necessary documents are on file; review files to insure compliance with contract agreement; train vendor staff on program requirements; create queries through Access; discuss audit outcomes with audit supervisor prior to preparing the audit report; apply payments; review and evaluate vendors' Request for Proposal (RFP) for various programs.
  
- 35% +/- 10%
- Performs related administrative duties; coordinate audit appointments; schedule weekly hearings; prepare and fax audit notice and confirmation letter; prepare the necessary documents required for the audit (i.e.- invoices, client profile, service plan, progress notes, referral report); conduct an exit conference with individuals involved in the audit; prepare and distribute audit reports; attend hearings; update the roster with results from the hearing; file appropriate paperwork; answer phones, emails, faxes; complete Public Record Requests; generate spreadsheets; generate daily, monthly, quarterly reports; enter foreclosure orders; generate duplicate tax bills.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's degree in accounting, business administration or a related field with two (2) years of related experience; or any equivalent combination of training and experience.

**Additional Requirements for all levels**

No special license or certification is required.

## **Examiner**

### **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, Microsoft PowerPoint, Microsoft Access, and Microsoft Outlook.

#### **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**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including contracts, attendance records, activity calendars, driver manifest, client invoices, disenrollment, referrals, utilization, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including contracts, Ohio Administrative Code (OAC), Ohio Revised Code (ORC), Personnel Policies and Procedures Manual, vendor proposals, etc.
- Ability to prepare Confirmation letters, audit reports, tax reports, foreclosure report, zero balance report, contracts, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and audit terminology and language.
- Ability to communicate effectively with co-workers, supervisors, other County employees, clients, vendors, PCS staff, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

## EXHIBIT U

<b>Class Title:</b>	Juvenile Mediator	<b>Class Number:</b>	12161
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to act as an impartial third-party mediator to address parenting disputes and develop agreements that are in the children's' best interests.

### Distinguishing Characteristics

This is a journey level classification with responsibility for performing mediations for juvenile cases. Incumbents work 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.**

- 55% +/- 10%
- Conducts mediations and assists with the mediation process; conducts custody and visitation mediations; prepares mediation agreements; prepares monthly reports; prepares journal entries; reviews and screens cases; prepares cases for submission to court; prepares visitation agreements; prepares parenting plans; answers questions from mediators regarding mediator agreement.
- 10% +/- 5%
- Assists with special projects as needed by the Cuyahoga County Juvenile Court; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint's.
- 35% +/- 10%
- Performs administrative tasks; schedules mediations; scans cases for court dockets; makes and returns phone calls; manages case log; schedules cases.

### Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree with one (1) year of professional experience with families; or any equivalent combination of training and experience.
- Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

### Additional Requirements for all levels

No special license or certification is required.

## **Juvenile Mediator**

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including court orders, mediation agreements, mediator case list, iCase Task list, performance reports, case log, assorted court documents filed, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Uniform Mediation Act, Cuyahoga County Courts Local rules, Ohio rules of Civil Procedures, Juvenile rules, and Domestic Law.
- Ability to prepare mediation agreements, transmittal form, case management file, case management report, journal entries, monthly case management file, agreement modification forms, waiver of summons, 3<sup>rd</sup> party custody, transmittal sheet, 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 legal terminology and language.
- Ability to communicate with supervisors, co-workers, court personnel, attorneys, Guardian Ad Litem, parents, mediation parties, and presentation attendees.

#### **Environmental Adaptability**

- Work is typically performed in an office and court environment.
- Work will 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.*

Posted on 4/1/2021 and 5/27/2021.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b><u>NEW</u></b>					
ECM Systems Analyst	16471	N/A	15B/Exempt	Information Technology	This new classification was created to distinguish it from the Information Systems Analyst job as there are certification requirements specific to (OnBase).
<b><u>REVISED</u></b>					
Administrator, Development	21042	17A Exempt	17A Exempt (No Change)	Development	PRC routine maintenance. Classification last revised in 2018. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
Senior Training Officer (HHS Training Specialist)	14052	10A Exempt	10A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2014. Training Officer and Senior Training Officer were combined into this position. This classification is now exclusive to Health and Human Services. Experience equivalencies were expanded to include social work. No change to pay grade.
Information Systems Analyst	16102	15B Exempt	15B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2014. Changes were made to wording and format. A Technology Requirements section was added to list out software tools to perform the job. No change to pay grade.
Project Inspector	18111	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Updates were made to essential job functions, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
Project Manager	18112	11A Exempt	11A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
Senior Project Manager	18113	14A Exempt	14A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2012. Updates were made to distinguishing characteristics, essential job functions, mathematical ability, physical requirements, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.

Social Service Specialist	13091	6A Non-Exempt	6A Non-Exempt (No Change)	Sheriff	PRC routine maintenance. Classification last revised in 2013. Updates were made to distinguishing characteristics, essential job functions, minimum training and experience, environmental adaptability, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
Supervisor, Training Officer (Supervisor, HHS Training Specialist)	14053	12A Exempt	12A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification was last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools. The classification is now exclusive to Health and Human Services. No change to pay grade.
Systems Analyst	16101	10B Exempt	10B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2014. Changes were made to language and format. A Technology Requirements section was added to list the software tools necessary for the job. No change to pay grade
Web Designer 1	16191	8B Exempt	9B Exempt	Information Technology	PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. Pay grade was increased from an 8 to a 9 because of an increase in the equipment work requirement.
Web Designer 2	16192	11B Exempt	11B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2015. Changes were made to language and format. A Technology Requirements section was added to list necessary software tools for the job. No change to pay grade.
Web Maintenance Technician	16021	6B Non-Exempt	6B Non-Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2016. Changes were made to language and format. A Technology Requirements section was added to list out necessary software tools to perform the job. No change to pay grade.
<b>DELETED</b>					
Director, Parentage, Quality Assurance Manager & Training	12321	21A/Exempt	N/A	Medical Examiner	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
Forensic Pathologist 2	17012	27A/Exempt	N/A	Medical Examiner	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
Forensic Pathologist 3	17013	28A/Exempt	N/A	Medical Examiner	Position has been designated as unclassified under R.C 128.11 (A), subsections (9) and (28).
ERP Enterprise Asset Management Systems Lead	16322	16B/Exempt	N/A	Information Technology	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.

ERP HRIS Systems Lead	16341	16B/Exempt	N/A	Information Technology	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
ERP Procurement Systems Lead	16352	16B/Exempt	N/A	Information Technology	The IT Dept. has chosen to use the ERP Financial Systems Lead position to encompass the duties of the proposed deleted classification. They have determined is that there is substantial overlap between the knowledge required in several of these areas and it has simplified the recruiting process not to use separate positions.
Examiner	11071	6A/Non-Exempt	N/A	All Departments	The department no longer needs most job duties outlined in this classification. The few tasks that remain have been redistributed to other classifications in the department.
Juvenile Mediator	12161	9A/Exempt	N/A	Public Safety and Justice Services	There are no employees under the Executive Agencies who are performing the work of a Juvenile Mediator. The Juvenile Mediators were laid off effective 10/29/2017. The contract awarded to Public Safety and Justices Services by Juvenile Court for mediation services ended. Juvenile Court decided they would have their own employees perform the mediations rather than contracting the work out.

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2021-0010

Sponsored by: <b>Councilmembers Miller and Sweeney</b>	<b>An Ordinance</b> providing for modifications to and adoption of the General Fund Reserve Ordinance and the Health and Human Services Levy Fund Reserve Ordinance; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 706.01 of the Cuyahoga County Code establishes the General Fund Reserve which sets forth such reserve to be twenty-five percent (25%) of the current fiscal year's General Fund ongoing budgeted operating expenses; and

WHEREAS, Section 707.01 of the Cuyahoga County Code establishes the Health and Human Services Levy Fund Reserve which sets forth such reserve to be ten percent (10%) of the current fiscal year's Health and Human Services Levy Fund ongoing budgeted operating expenditures; and

WHEREAS, the County Council endeavors to set policies and frameworks for the exercise of prudent fiscal management of the County budget and reserves; and

WHEREAS, the County Council has reviewed Sections 706.01 and 707.01 of the Cuyahoga County Code and has determined that various amendments are required; and

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

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

**SECTION 1.** Sections 706.01 and 707.01 of the Cuyahoga County Code are hereby amended as follows (deletions are stricken, additions are bold and underlined):

~~Section 706.01 General Fund Reserve Established~~

~~The County Council hereby establishes twenty-five percent (25%) of the current fiscal year's General Fund ongoing budgeted operating expenditures as a General Fund, fund balance reserve.~~



### Section 706.01 General Fund Reserve Policy

Cuyahoga County shall maintain a General Fund Reserve Balance of at least twenty-five percent (25%) of the prior year's actual General Fund expenditures. Capital expenditures paid for from the General Fund shall be included as expenditures only to the extent of \$10 million. Expenditures, normally paid for from the General fund, that are instead paid for from a special one-time revenue source, to the extent that they exceed \$10 million, shall be included as General Fund expenditures. The Fiscal Officer shall calculate the General Fund Reserve requirement and publish it annually as part of the Results of Operations Report. Designation of a possible future expenditure as a "reserve on balance" shall not be considered an obligation which must be subtracted from the cash balance to determine available reserves.

### Section 707.01 Health and Human Services Levy Fund Reserve

~~The County Council hereby establishes ten percent (10%) of the current fiscal year's Health and Human Services Levy Fund ongoing budgeted operating expenditures as a Health and Human Services Levy Fund, fund balance reserve except that the Health and Human Services Levy Fund, fund balance reserve shall be fifteen percent (15%) through December 31, 2013.~~

### Section 707.01 Health and Human Services Levy Reserve Policy

Cuyahoga County shall maintain a Health and Human Services Levy Fund Reserve of at least ten percent (10%) of the prior year's actual Health and Human Services Levy Fund expenditures. Any expenditures, normally paid for by the Health and Human Services Levy Fund, that are instead paid for by a special one-time revenue source, to the extent that they exceed \$10 million, shall be included as Health and Human Services Levy Fund expenditures. The Fiscal Officer shall calculate the Health and Human Services Reserve requirement and publish it annually as part of the Results of Operations Report. Designation of a possible future expenditure as a "reserve on balance" shall not be considered an obligation which must be subtracted from the cash balance to determine available reserves.

**SECTION 2.** It is necessary that this Ordinance 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 Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least

eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 25, 2021

Committee(s) Assigned: Finance and Budgeting

Committee Report – Second Reading: June 22, 2021

Journal \_\_\_\_\_  
\_\_\_\_\_ 20

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0161

<p>Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b></p>	<p><b>A Resolution</b> amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, on December 10, 2019, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2020/2021 (Resolution No. R2019-0224) establishing the 2020/2021 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2021 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

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

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

**SECTION 1.** That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
<p>A. Other Judicial CA285100 – Court of Appeals Grants Other Expenses</p>	<p>CA-21-OSC-TECH  \$ 29,784.00</p>

The 8th District Court of Appeals is requesting new appropriation in the amount of \$29,784 for the purpose of establishing the Technology Fund Grant award. These funds will be used to purchase computers and ancillary equipment to improve remote technology systems. This grant is funded by the Supreme Court of Ohio and covers the period of May 24, 2021, to May 31, 2022. This grant was paid as an advanced payment and requires no cash match.

B. Capital Projects		<b>CFHAL0000601</b>
PW600100 – Capital Projects		
Personal Services	\$	30,000.00
Other Expenses	\$	143,000.00

The Department of Public Works is requesting new appropriation in the amount of \$173,000 for the purpose of establishing the Halle Overhead Door Replacement capital project. This project will repair and replace the overhead doors at the Halle Building. This project is included as part of the 2021 Capital Improvement Plan and will be funded by the General Fund Capital Improvement Subsidy.

C. Capital Projects		<b>CFJL20000801</b>
PW600100 – Capital Projects		
Personal Services	\$	30,000.00
Other Expenses	\$	151,000.00

The Department of Public Works is requesting new appropriation in the amount of \$181,000 for the purpose of establishing the Jail II Door Control capital project. This project is to replace the existing obsolete Jail II door control system and equipment to support onsite troubleshooting from the jail electricians. It will also replace existing obsolete communication equipment at the Cuyahoga County Jail. This project is included as part of the 2021 Capital Improvement Plan and will be funded by the General Fund Capital Improvement Subsidy.

D. Capital Projects		<b>CFJCT0001201</b>
PW600100 – Capital Projects		
Personal Services	\$	421,000.00
Other Expenses	\$	249,000.00

The Department of Public Works is requesting new appropriation in the amount of \$670,000 for the purpose of establishing the Tower II Fire Alarm Modernization capital project. This project will replace and upgrade the fire alarm system in Justice Center Tower II. This project is included as part of the 2021 Capital Improvement Plan and will be funded by the General Fund Capital Improvement Subsidy.

E. Capital Projects		<b>CFMSH0000201</b>
PW600100 – Capital Projects		
Personal Services	\$	137,500.00
Other Expenses	\$	56,000.00

The Department of Public Works is requesting new appropriation in the amount of \$193,500 for the purpose of establishing the Men’s Shelter Fire Alarm capital project. This project will replace the fire alarm system at the Men’s Shelter. This project is

included as part of the 2021 Capital Improvement Plan and will be funded by the General Fund Capital Improvement Subsidy.

F. Capital Projects			<b>CFMED0000601</b>
PW600100 – Capital Projects			
Personal Services	\$	10,000.00	
Other Expenses	\$	285,000.00	

The Department of Public Works is requesting new appropriation in the amount of \$295,000 for the purpose of establishing the Medical Examiner Boiler Replacement capital project. This project will replace the boiler on the 6th floor of the Medical Examiner Building. This project is included as part of the 2021 Capital Improvement Plan and will be funded by the General Fund Capital Improvement Subsidy.

G. Other Health and Safety			<b>JE298</b>
PW280105 – Dick Goddard Best Friends Fund			
Other Expenses	\$	75,000.00	

The Office of Budget and Management, on behalf of The Department of Public Works, requests an appropriation increase in the amount of \$75,000 in the Dick Goddard Best Friends Fund. These appropriations will cover the increased costs of medical contracts and services for the sick or injured dogs at the Cuyahoga County Kennel. Funding for this account are from private donations and has a current cash balance in the amount of \$299,843.00.

H. General Fund			<b>JE307</b>
LW100120 – Risk Management			
Other Expenses	\$	115,000.00	

The Office of Budget and Management, on behalf of The Law Department, requests an appropriation increase in the amount of \$115,000 to cover a contract amendment for the Cuyahoga County Liability Insurance. This amendment will allow additional coverage for Cyber Risk Insurance, General Liability for Electricians, Justice Center Buildout, and Various Personal Bonds. Funding for this account is the General Fund and is a permanent use of reserves.

**SECTION 2.** That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM: Community Development		<b>B-16-UC-39-0001</b>
DV220165 – CDBG		
Personal Services	\$	47,829.07
TO: Community Development		
DV220165 – CDBG		
Other Expenses	\$	47,829.07

The Department of Development is requesting an appropriation transfer of \$47,829.07 from personnel to other expenses for the purpose of posting space maintenance charges for the department. This appropriation transfer will also enable grant closure to occur. This grant is funded by the U.S. Department of Housing and Urban Development (CFDA 14.218). The original grant award totaled \$709,075.00.

<b>B.</b>	<b>FROM:</b> Community Development		<b>DV18HUDCDBGAD</b>
	DV220165 – CDBG		
	Personal Services	\$	150,314.76
	<b>TO:</b> Community Development		
	DV220165 – CDBG		
	Other Expenses	\$	150,314.76

The Department of Development is requesting an appropriation transfer of \$150,314.76 from personnel to other expenses for the purpose of posting space maintenance charges for the department. This grant is funded by the U.S. Department of Housing and Urban Development (CFDA 14.218). The original grant award totaled \$756,600.49.

<b>C.</b>	<b>FROM:</b> Community Development		<b>DV715367918019</b>
	DV220135 – HOME		
	Personal Services	\$	16,806.65
	<b>TO:</b> Community Development		
	DV220135 – HOME		
	Other Expenses	\$	16,806.65

The Department of Development is requesting an appropriation transfer of \$16,806.65 from personnel to other expenses for the purpose of posting space maintenance charges for the department. This grant is funded by the U.S. Department of Housing and Urban Development (CFDA 14.239). The original grant award totaled \$165,610.00.

<b>D.</b>	<b>FROM:</b> Community Development		<b>B-17-UC-39-0001</b>
	DV220165 – CDBG		
	Personal Services	\$	45,529.79
	<b>TO:</b> Community Development		
	DV220165 – CDBG		
	Other Expenses	\$	45,529.79

The Department of Development is requesting an appropriation transfer of \$45,529.79 from personnel to other expenses to realign the grant budget. Payroll is no longer charged to this grant; transferring the appropriation will enable the remaining grant funds to be spent and the grant closed. This grant is funded by the U.S. Department of Housing and Urban Development (CFDA 14.218). The original grant award totaled \$675,424.80.

**SECTION 3.** That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following cash transfers between County funds:

**Fund Nos./Budget Accounts**

**Journal Nos.**

A. FROM: County Parking Garage			<b>GL2-00</b>
PW705100 – County Parking garage			
Trans Out – Transfer Out	\$	324,625.00	
TO: General Fund			
FS100900 – Non-Departmental Rev/Exp			
Trans In – Transfer In	\$	324,625.00	

The Office of Budget and Management, on behalf of The Department of Public Works, requests a cash transfer to reimburse the General Fund for debt service payments made for renovations at the Huntington Park Garage. Funding comes from parking fees paid by employees and the public. The debt repayment schedule has two payments per year totaling approximately \$1.5 million annually through 2037, and this cash transfer would cover the payment due July 1, 2021. The cash balance in the County Parking Garage fund as of May 31, 2021 was \$4,902,346.

**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

Journal CC042  
July 6, 2021





To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: June 24, 2021

Re: Fiscal Agenda – 7/6/2021 - Proposed

cc: Michael Chambers, Fiscal Office; Mary Louise Madigan, Communications

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **July 6, 2021**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to reconcile the originally adopted 2020 Budget. Items of note on this agenda include:

- Request to provide appropriation increase/decrease as requested.
- Request grant appropriation.
- Request to provide appropriation transfer as requested.
- Cash Transfers as requested.

**Additional Appropriation Summary** – Additional appropriation is requested to cover expenditures that exceed 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	Item	Funding Source	Purpose
Court of Appeals	\$29,784.00	A	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$1,512,500.00	B,C,D,E,F	CIP - General Fund	Appropriation Increase
Public Works	\$75,000.00	G	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Law Department	\$115,000.00	H	General Fund	Appropriation Increase

**Appropriation Transfer Summary** – Transfers between budget accounts in the same fund or between

different resolution categories within the same budget account.

Department	Amount Transferred	Item	Funding Source	Purpose
Department of Development	\$260,480.27	A,B,C,D	Grant – No General/HHS Levy Fund Impact	Appropriation Transfer

**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	Item	Funding Source	Purpose
Public Works	\$324,625.00	A	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0162

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Reverend Cory Jenkins to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2021 – 6/22/2026; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, pursuant to Ohio Revised Code Chapter 3354.05, the former Cuyahoga County Board of Commissioners created a board of trustees of a community college district; and

WHEREAS, the Cuyahoga Community College Board of Trustees in collaboration with the College President are charged with fulfilling the goals set forth in the College Mission Statement; and

WHEREAS, members of the Cuyahoga Community College Board of Trustees shall be appointed to serve a five (5) year term; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

WHEREAS, County Executive Budish has nominated Reverend Cory Jenkins to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2021 – 6/22/2026:

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Reverend Cory Jenkins to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2021- 6/22/2026:

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



June 24, 2021  
Pernel Jones, Jr., President  
Cuyahoga County Council  
Cuyahoga County Administration Building  
2079 E.9th, 8th Floor  
Cleveland, OH 44115

Re: Cuyahoga Community College (Tri-C) Board of Trustees

Dear President Jones:

Pursuant to Section 3354.05(A) of the Ohio Revised Code, I am pleased to submit the following appointment to the Cuyahoga Community College ("Tri-C") Board of Trustees:

Re-appointment

- **Cory Jenkins**, 5-year term, 06/23/2021-6/22/2026

The Tri-C Board is comprised of nine members – six appointed by the County Executive, and three appointed by the Governor of the State of Ohio [ORC 3354.05(A)]. Board members must be residents of the community college district. Ohio Revised Code stipulates that members shall serve a five-year term and permits members to continue serving beyond the expiration of term until a successor takes office, or for a period of sixty days – whichever occurs first. This board is uncompensated.

I have attached a copy of the nominee's resume for your review.

There are no known conflicts of interest for which an advisory opinion has been requested. There are no other candidates on file that applied for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-263-4605.

Sincerely,

Armond Budish  
Cuyahoga County Executive

Rev. Cory Jenkins, a native of Brooklyn, New York, earned his Bachelor of Arts degree in Business Administration from Morehouse College with Phi Beta Kappa distinction. Rev. Jenkins earned his Masters of Divinity degree from Princeton Theological Seminary with a concentration in Practical Theology.

Rev. Jenkins has faithfully served the Greater Cleveland area in the following capacities; Senior Pastor of Shiloh Baptist Church, Board of Directors for Northern Ohio Blood Services of the American Red Cross, and the Board of Trustees for Cuyahoga Community College. Most recently, Rev. Jenkins was elected Vice-Chair of the Board of Trustees at Cuyahoga Community College.

In April 2018, Rev. Cory and his wife Rev. Courtney were inducted in the College of Pastoral Leadership at Morehouse College. The induction was held in conjunction with the 50<sup>th</sup> Anniversary of the assassination of the Rev. Dr. Martin Luther King, Jr.

Rev. Cory was recognized by Kaleidoscope Magazine's "Top 40 Under 40." in greater Cleveland. Additionally, Rev. Jenkins has served as a contributing writer for the National Baptist Voice, the official publication for the National Baptist Convention USA, Inc.

Rev. Cory Jenkins is married to his seminary sweetheart Reverend Courtney Clayton Jenkins, Senior Pastor & Teacher of South Euclid United Church of Christ and a graduate of Spelman College. Rev. Cory and Rev. Courtney were selected as one of the "Most Interesting Couples" by Cleveland Magazine. Their selection was due, in part, to the unique fact at that time they both served two of the oldest congregations in the city at such young ages. Rev. Cory and Rev. Courtney were also featured by Black Enterprise Magazine as a new paradigm for careers in faith.

Together, Rev. Cory and Rev. Courtney travel the country facilitating workshops and seminars stressing family stabilization. They are excited about sharing a life of love and ministry together. He is now blessed to serve alongside Rev. Courtney as the Minister of Worship & Special Projects at South Euclid UCC.

On March 18, 2014, Rev. Cory and Rev. Courtney rejoiced in the arrival of their son, Caleb Cory Clifford. He is their "gift from God!" They are excited to begin this new chapter in their lives with God's guidance.

With all the life lessons the Lord has blessed Rev. Jenkins to learn, he knows that only the awesome and healing power of God has sustained him to reach this place on his faith journey. It is this knowledge that continuously serves as the foundation for his personal ministry as he seeks to serve this present age as an ambassador for Christ.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0163

Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> approving Right-of-Way Exhibits as set forth in Plat No. M-5050 for replacement of Pleasant Valley Bridge No. 09.68 over Cuyahoga River in the City of Independence and Village of Valley View; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended approving Right-of-Way Exhibits as set forth in Plat No. M-5050 for replacement of Pleasant Valley Bridge No. 09.68 over Cuyahoga River in the City of Independence and Village of Valley View; and

WHEREAS, the primary goal of this project is to obtain Council's review and approval of the right-of-way plans and approval of the required acquisitions needed for the replacement of Pleasant Valley Bridge over Cuyahoga River; and

WHEREAS, the project is located in Council District 6; and

WHEREAS, the estimated right-of-way acquisition cost is \$50,000.00, which will be funded 100% by County Road and Bridge Funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby approves Right-of-Way Exhibits as set forth in Plat No. M-5050 for replacement of Pleasant Valley Bridge No. 09.68 over Cuyahoga River in the City of Independence and Village of Valley View.

**SECTION 2.** That the County Executive through the Department of Public Works is hereby authorized to acquire the Right-of-Way necessary for said improvement.

**SECTION 3.** That all proceedings relative to the Right-of-Way Exhibits as set forth in Plat No. M-5050 are hereby ordered copied into the Road Record of the County by the Department of Public Works are copied into all other proper records of the County by the Fiscal Officer as required by law.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date



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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

The Department of Public Works is seeking the following in connection with the replacement of the Pleasant Valley Road Bridges over Riverview Road, Cuyahoga Valley Scenic Railroad and the Cuyahoga River: (1) approval of the Right-of-Way Plans M-5050 (2) authority to acquire required right-of-way; and (3) ruling that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements.

Since June 10, 2021 and continuing until the Resolution granting the requested action is either adopted or rejected, the Department of Public Works has posted and provided continuous notice of the following on its website:

- The Department of Public Works has submitted the Project's Right of Way Property Plans M-5050 for County Council approval and that the same are available for viewing on said website;
- The Department of Public Works intends to acquire right-of-way for said improvement;
- That a First Reading of the Resolution approving the revised right-of-way plans will be made by the Cuyahoga County Council at its meeting scheduled to begin at 5:00 p.m. on July 13, 2021; and,
- That general public access and ability to review the right-of-way plans via an electronic link as indicated.

There are a total of 4 ownerships and 20 parcels associated with the acquisition of right-of-way for this project

- a. The primary goal of this project is to obtain Council's review and approval of the right-of-way plans and approval of the required acquisitions needed for the Pleasant Valley Road Bridges Project
- b. Location: Pleasant Valley Road Bridges located in the City of Independence and Valley View
- c. District 6

**Project Status**

Acquisition must be completed in 2021. The Project is anticipated for construction in 2022.

**Funding**

The right-of-way estimate is \$50,000.00 – County R&B Funds

Construction is estimated to be \$18 million (8.9M OPWC, 7.1M County, 2M Issue 1)

Prior Resolutions: R2016-0042 – Convenience and Welfare

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Rev. 06/09

Ver. Date 03/03/21

PID 104504

**PARCEL 2-SH1  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS  
IN THE NAME AND FOR THE USE OF THE  
CUYAHOGA COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the Cuyahoga County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

**[Surveyor's description of the premises follows]**

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Situated in the City of Independence and State of Ohio, County of Cuyahoga, Township of Independence, Tract 3 West of the River, Original Lot 30 and being known as part of land conveyed to The United States of America by deed dated November 28, 1980 and recorded in O.R. Volume 15409, Page 573 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 5/8 inch iron pin found at Station 78+51.36, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way North 79 degrees 29 minutes 22 seconds West, 1133.13 feet to a point at Station 67+18.23; thence North 10 degrees 30 minutes 38 seconds East, 40.00 feet to Station 67+18.23, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point also being the intersection of the northerly right of way of Pleasant Valley Road and the southwesterly right of way of Riverview Road (66'), and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, along the northerly right of way line of Pleasant Valley Road, North 79 degrees 29 minutes 22 seconds West, 348.23 feet to Station to a point at 63+70.00, 40.00 feet left of Pleasant Valley Road centerline of right of way;
2. Thence, North 63 degrees 38 minutes 26 seconds East, 150.00 feet to a point at Station 64+90.00, 130.00 feet left of Pleasant Valley Road centerline of right of way;

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3. Thence, South 79 degrees 29 minutes 22 seconds East, 158.57 feet to a point at Station 66+48.57, 130.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the southwesterly right of way of Riverview Road;
4. Thence, along the southwesterly right of way line of Riverview Road, South 27 degrees 13 minutes 48 seconds East, 113.81 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.5235 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 564-22-005.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

**EXHIBIT A**

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Rev. 06/09

Ver. Date 03/03/21

PID 104504

**PARCEL 2-SH2  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS  
IN THE NAME AND FOR THE USE OF THE  
CUYAHOGA COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the Cuyahoga County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

**[Surveyor's description of the premises follows]**

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Situated in the City of Independence and State of Ohio, County of Cuyahoga, Township of Independence, Tract 3 West of the River, Original Lot 30 and being known as part of land conveyed to The United States of America by deed dated January 13, 1978 and recorded in O.R. Volume 14661, Page 643 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 5/8 inch iron pin found at Station 82+39.01, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way North 87 degrees 02 minutes 19 seconds East, 115.56 feet to a point at Station 83+54.57, said point being on the southwesterly right of way of The Cuyahoga Valley Scenic Railroad; thence, along the southwesterly right of way of The Cuyahoga Valley Scenic Railroad, North 43 degrees 58 minutes 11 seconds West, 53.01 feet to a point at Station 83+19.79, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road; thence, continuing along the southwesterly right of way of The Cuyahoga Valley Scenic Railroad, North 43 degrees 58 minutes 11 seconds West, 97.32 feet to a point at Station 82+55.93, 113.44 feet left of Pleasant Valley Road centerline of right of way, said point being on the Grantor's southerly property line and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, along the Grantor's southerly property line, South 82 degrees 57 minutes 27 seconds West, 396.52 feet to a point at Station 78+47.32, 40.00 feet left of Pleasant

**EXHIBIT A**

Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road;

2. Thence, along the northerly right of way of Pleasant Valley Road, North 79 degrees 29 minutes 22 seconds West, 1,045.63 feet to a point at Station 68+01.69, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northeasterly right of way of Riverview Road;
3. Thence, along the northeasterly right of way of Riverview Road, North 27 degrees 13 minutes 48 seconds West, 82.20 feet to a point at Station 67+51.38, 105.00 feet left of Pleasant Valley Road centerline of right of way;
4. Thence, South 69 degrees 11 minutes 29 seconds East, 184.59 feet to a point at Station 69+33.00, 72.00 feet left of Pleasant Valley Road centerline of right of way;
5. Thence, South 79 degrees 29 minutes 22 seconds East, 796.00 feet to a point at Station 77+29.00, 72.00 feet left of Pleasant Valley Road centerline of right of way;
6. Thence, North 89 degrees 14 minutes 02 seconds East, 493.43 feet to a point at Station 82+45.88, 125.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the southwesterly right of way of The Cuyahoga Valley Scenic Railroad;
7. Thence, along the southwesterly right of way of The Cuyahoga Valley Scenic Railroad, South 43 degrees 58 minutes 11 seconds East, 15.32 feet to the TRUE POINT OF BEGINNING and enclosing an area of 1.1574 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 564-24-001.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

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Rev. 06/09

Ver. Date 03/03/21

PID 104504

**PARCEL 2-SH3  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS  
IN THE NAME AND FOR THE USE OF THE  
CUYAHOGA COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the Cuyahoga County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

**[Surveyor's description of the premises follows]**

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Situated in the City of Independence and State of Ohio, County of Cuyahoga, Township of Independence, Tract 3 West of the River, Original Lot 30 and being known as part of land conveyed to The United States of America by deed dated December 05, 1977 and recorded in O.R. Volume 14649, Page 979 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 5/8 inch iron pin found at Station 82+39.01, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way North 87 degrees 02 minutes 19 seconds East, 115.56 feet to a point at Station 83+54.57, said point being on the southwesterly right of way of The Cuyahoga Valley Scenic Railroad; thence, along the southwesterly right of way of The Cuyahoga Valley Scenic Railroad, North 43 degrees 58 minutes 11 seconds West, 53.01 feet to a point at Station 83+19.79, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, along the northerly right of way of Pleasant Valley Road, South 87 degrees 02 minutes 19 seconds West, 81.10 feet to a point of tangent at Station 82+38.69, 40.00 feet left of Pleasant Valley Road centerline of right of way;
2. Thence, continuing along the northerly right of way of Pleasant Valley Road, along an arc of curve to the right having a delta of 3 degrees 00 minutes 00 seconds, a radius of

**EXHIBIT A**

1,869.94 feet, an arc length of 97.91 feet, and a chord bearing South 88 degrees 32 minutes 19 seconds West, 97.90 feet to a point of compound curvature at Station 81+38.69, 40.00 feet left of Pleasant Valley Road centerline of right of way;

3. Thence, continuing along the northerly right of way of Pleasant Valley Road, along an arc of curve to the right having a delta of 7 degrees 28 minutes 18 seconds, a radius of 1,392.39 feet, an arc length of 181.58 feet, and a chord bearing North 86 degrees 13 minutes 31 seconds West, 181.45 feet to a point of compound curvature at Station 79+51.89, 40.00 feet left of Pleasant Valley Road centerline of right of way;
4. Thence, continuing along the northerly right of way of Pleasant Valley Road, along an arc of curve to the right having a delta of 3 degrees 00 minutes 00 seconds, a radius of 1,869.94 feet, an arc length of 97.91 feet, and a chord bearing North 80 degrees 59 minutes 22 seconds West, 97.90 feet to a point of curvature at Station 78+51.89, 40.00 feet left of Pleasant Valley Road centerline of right of way;
5. Thence, continuing along the northerly right of way of Pleasant Valley Road, North 79 degrees 29 minutes 22 seconds West, 4.57 feet to a point at Station 78+47.32, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being the Grantor's southwesterly property corner;
6. Thence, along the Grantor's northwesterly property line, North 82 degrees 57 minutes 27 seconds East, 396.52 feet to a point at Station 82+55.93, 113.44 feet left of Pleasant Valley Road centerline of right of way, said point being on the southwesterly right of way of The Cuyahoga Valley Scenic Railroad;
7. Thence, along the southwesterly right of way of The Cuyahoga Valley Scenic Railroad, South 43 degrees 58 minutes 11 seconds East, 97.32 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.4658 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 564-24-002.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.



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This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

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Rev. 06/09

Ver. Date 03/03/21

PID 104504

**PARCEL 2-SH4  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS  
IN THE NAME AND FOR THE USE OF THE  
CUYAHOGA COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the Cuyahoga County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

---

**[Surveyor's description of the premises follows]**

---

Situated in the City of Independence and State of Ohio, County of Cuyahoga, Township of Independence, Tract 3 West of the River, Original Lot 30 and being known as part of land conveyed to The United States of America by deed dated January 13, 1978 and recorded in O.R. Volume 14661, Page 647 (Tract 103-01) of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 5/8 inch iron pin found at Station 82+39.01, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way North 87 degrees 02 minutes 19 seconds East, 195.07 feet to a point at Station 84+34.08, said point being on the northeasterly right of way of The Cuyahoga Valley Scenic Railroad; thence, along the northeasterly right of way of The Cuyahoga Valley Scenic Railroad, North 43 degrees 58 minutes 11 seconds West, 53.01 feet to a point at Station 83+99.30, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road; thence, continuing along the northeasterly right of way of The Cuyahoga Valley Scenic Railroad, North 43 degrees 58 minutes 11 seconds West, 104.40 feet to a point at Station 83+30.80, 118.78 feet left of Pleasant Valley Road centerline of right of way and the TRUE POINT OF BEGINNING of the parcel herein described;

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1. Thence, continuing along the northeasterly right of way of The Cuyahoga Valley Scenic Railroad, North 43 degrees 58 minutes 11 seconds West, 12.22 feet to a point at Station 83+22.78, 128.00 feet left of Pleasant Valley Road centerline of right of way;
2. Thence, North 84 degrees 47 minutes 19 seconds East, 305.65 feet to a point at Station 86+28.19, 140.00 feet left of Pleasant Valley Road centerline of right of way;
3. Thence, South 82 degrees 57 minutes 27 seconds West, 298.15 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0334 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 564-24-001.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

**EXHIBIT A**

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LPA RX 871 SH

Rev. 06/09

Ver. Date 03/03/21

PID 104504

**PARCEL 2-SH5  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS  
IN THE NAME AND FOR THE USE OF THE  
CUYAHOGA COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the Cuyahoga County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

**[Surveyor's description of the premises follows]**

---

Situated in the City of Independence and State of Ohio, County of Cuyahoga, Township of Independence, Tract 3 West of the River, Original Lot 30 and also the Village of Valley View, Tract 5 East of the River, Original Lot 2 & 3 and being known as part of land conveyed to The United States of America deed dated January 13, 1978 and recorded in O.R. Volume 14661, Page 647 (Tract 103-02) of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 5/8 inch iron pin found at Station 82+39.01, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way North 87 degrees 02 minutes 19 seconds East, 195.07 feet to a point at Station 84+34.08, said point being on the northeasterly right of way of The Cuyahoga Valley Scenic Railroad; thence, along the northeasterly right of way of The Cuyahoga Valley Scenic Railroad, North 43 degrees 58 minutes 11 seconds West, 53.01 feet to a point at Station 83+99.30, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, continuing along the northeasterly right of way of The Cuyahoga Valley Scenic Railroad, North 43 degrees 58 minutes 11 seconds West, 104.40 feet to a point at Station 83+30.80, 118.78 feet left of Pleasant Valley Road centerline of right of way, said point being the Grantor's northwesterly property corner;

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2. Thence, along the Grantor's northerly property line, North 82 degrees 57 minutes 27 seconds East, 298.15 feet to a point at Station 86+28.19, 140.00 feet left of Pleasant Valley Road centerline of right of way;
3. Thence, South 85 degrees 07 minutes 02 seconds East, 476.26 feet to an angle break at Station 91+00.00, 75.00 feet left of Pleasant Valley Road centerline of right of way;
4. Thence, North 87 degrees 02 minutes 19 seconds East, 494.51 feet to a point at Station 95+90.21, 79.47 feet left of Pleasant Valley Road centerline of right of way;
5. Thence, South 43 degrees 17 minutes 57 seconds West, 54.39 feet to a point at Station 95+53.56, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road;
6. Thence, along the northerly right of way of Pleasant Valley Road, along an arc of curve to the left having a delta of 2 degrees 25 minutes 34 seconds, a radius of 2,904.79 feet, an arc length of 123.00 feet, and a chord bearing South 88 degrees 15 minutes 07 seconds West, 122.99 feet to a point of curvature at Station 94+32.25, 40.00 feet left of Pleasant Valley Road centerline of right of way;
7. Thence, continuing along the northerly right of way of Pleasant Valley Road, South 87 degrees 02 minutes 19 seconds West, 1,032.95 feet to the TRUE POINT OF BEGINNING and enclosing an area of 1.6646 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 564-30-001.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

**EXHIBIT A**

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Rev. 06/09

Ver. Date 03/03/21

PID 104504

**PARCEL 2-SH6  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS  
IN THE NAME AND FOR THE USE OF THE  
CUYAHOGA COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the Cuyahoga County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

**[Surveyor's description of the premises follows]**

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Situated in the Village of Valley View and State of Ohio, County of Cuyahoga, Township of Independence, Tract 5 East of the River, Original Lot 2 & 3 and being known as part of land conveyed to The United States of America by deed dated January 13, 1978 and recorded in O.R. Volume 14661, Page 643 (Tract 103-02) of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 5/8 inch iron pin found at Station 94+32.19, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way, along an arc of curve to the right having a delta of 2 degrees 25 minutes 38 seconds, a radius of 2,864.79 feet, an arc length of 121.37 feet, and a chord bearing North 88 degrees 15 minutes 05 seconds East, 121.36 feet to a point at Station 95+53.56, 0.00 feet left of Pleasant Valley Road centerline of right of way; thence, North 00 degrees 32 minutes 06 seconds West, 40.00 feet to a point at Station 95+53.56, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, North 43 degrees 17 minutes 57 seconds East, 54.39 feet to a point at Station 95+90.21, 79.47 feet left of Pleasant Valley Road centerline of right of way;

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2. Thence, North 87 degrees 02 minutes 19 seconds East, 193.88 feet to a point at Station 97+77.62, 96.49 feet left of Pleasant Valley Road centerline of right of way, said point being on the Grantor's easterly property line;
3. Thence, along the Grantor's easterly property line, South 28 degrees 40 minutes 56 seconds East, 67.35 feet to a point at Station 98+13.44, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road;
4. Thence, along the northerly right of way of Pleasant Valley Road, along an arc of curve to the left having a delta of 5 degrees 11 minutes 51 seconds, a radius of 2,904.79 feet, an arc length of 263.51 feet, and a chord bearing North 87 degrees 56 minutes 11 seconds West, 263.41 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.2466 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 573-24-006.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

**EXHIBIT A**

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Rev. 06/09

Ver. Date 03/03/21

PID 104504

**PARCEL 2-SH7  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS  
IN THE NAME AND FOR THE USE OF THE  
CUYAHOGA COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the Cuyahoga County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

**[Surveyor's description of the premises follows]**

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Situated in the Village of Valley View and State of Ohio, County of Cuyahoga, Township of Independence, Tract 5 East of the River, Original Lot 2 & 3 and being known as part of land conveyed to The United States of America by deed dated January 05, 1979 and recorded in O.R. Volume 14892, Page 517 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 5/8 inch iron pin found at Station 94+32.19, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way, along an arc of curve to the right having a delta of 10 degrees 20 minutes 52 seconds, a radius of 2,864.79 feet, an arc length of 517.38 feet, and a chord bearing South 87 degrees 47 minutes 19 seconds East, 516.68 feet to a point at Station 99+49.58, 0.00 feet left of Pleasant Valley Road centerline of right of way; thence, North 07 degrees 23 minutes 07 seconds East, 40.00 feet to a point at Station 99+49.58, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, North 19 degrees 13 minutes 43 seconds West, 52.43 feet to an angle break at Station 99+26.79, 86.96 feet left of Pleasant Valley Road centerline of right of way;
2. Thence, North 01 degrees 42 minutes 10 seconds East, 43.21 feet to a point at Station 99+23.02, 130.00 feet left of Pleasant Valley Road centerline of right of way;



**EXHIBIT A**

3. Thence, along an arc of curve to the right having a delta of 4 degrees 25 minutes 17 seconds, a radius of 2,994.79 feet, an arc length of 231.10 feet, and a chord bearing South 80 degrees 56 minutes 07 seconds East, 231.05 feet to a point at Station 101+44.09, 130.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the Grantor's easterly property line;
4. Thence, along the Grantor's easterly property line, South 29 degrees 29 minutes 45 seconds East, 20.17 feet to an angle break at Station 101+56.76, 114.75 feet left of Pleasant Valley Road centerline of right of way;
5. Thence, continuing along the Grantor's easterly property line, South 28 degrees 10 minutes 17 seconds East, 77.61 feet to a point at Station 102+05.39, 55.46 feet left of Pleasant Valley Road centerline of right of way;
6. Thence, South 87 degrees 24 minutes 29 seconds West, 61.72 feet to a point at Station 101+46.62, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road;
7. Thence, along the northerly right of way of Pleasant Valley Road, along an arc of curve to the left having a delta of 3 degrees 56 minutes 27 seconds, a radius of 2,904.79 feet, an arc length of 199.79 feet, and a chord bearing North 80 degrees 38 minutes 40 seconds West, 199.75 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.5168 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 573-24-006.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

**EXHIBIT A**

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Rev. 06/09

Ver. Date 03/03/21

PID 104504

**PARCEL 2-SH8  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS  
IN THE NAME AND FOR THE USE OF THE  
CUYAHOGA COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the Cuyahoga County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

**[Surveyor's description of the premises follows]**

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Situated in the Village of Valley View and State of Ohio, County of Cuyahoga, Township of Independence, Tract 5 East of the River, Original Lot 2 & 3 and being known as part of land conveyed to The United States of America (no recording data) of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 5/8 inch iron pin found at Station 94+32.19, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way, along an arc of curve to the right having a delta of 15 degrees 43 minutes 32 seconds, a radius of 2,864.79 feet, an arc length of 786.27 feet, and a chord bearing South 85 degrees 05 minutes 55 seconds East, 783.81 feet to a point at Station 102+18.52, 0.00 feet left of Pleasant Valley Road centerline of right of way; thence, North 12 degrees 45 minutes 51 seconds East, 40.00 feet to a point at Station 102+18.52, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, North 28 degrees 10 minutes 17 West, 98.04 feet to an angle break at Station 101+56.76, 114.75 feet left of Pleasant Valley Road centerline of right of way;
2. Thence, North 29 degrees 29 minutes 45 seconds West, 20.17 feet to a point at Station 101+44.09, 130.00 feet left of Pleasant Valley Road centerline of right of way;

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3. Thence, along an arc of curve to the right having a delta of 0 degrees 27 minutes 36 seconds, a radius of 2,994.79 feet, an arc length of 24.04 feet, and a chord bearing South 78 degrees 29 minutes 40 seconds East, 24.04 feet to a point at Station 101+67.09, 130.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the Grantor's easterly property line;
4. Thence, along the Grantor's easterly property line, South 28 degrees 40 minutes 56 seconds East, 91.45 feet to an angle break at Station 102+25.15, 60.97 feet left of Pleasant Valley Road centerline of right of way;
5. Thence, along the Grantor's easterly property line, North 87 degrees 24 minutes 29 seconds East, 30.02 feet to an angle break at Station 102+53.34, 69.08 feet left of Pleasant Valley Road centerline of right of way;
6. Thence, along the Grantor's easterly property line, South 28 degrees 40 minutes 56 seconds East, 39.38 feet to a point at Station 102+79.40, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road;
7. Thence, along the northerly right of way of Pleasant Valley Road, along an arc of curve to the left having a delta of 1 degrees 13 minutes 03 seconds, a radius of 2,904.79 feet, an arc length of 61.72 feet, and a chord bearing North 76 degrees 37 minutes 38 seconds West, 61.72 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0713 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 573-28-900.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

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Ver. Date 03/03/21

PID 104504

**PARCEL 2-SH9  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS  
IN THE NAME AND FOR THE USE OF THE  
CUYAHOGA COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the Cuyahoga County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

**[Surveyor's description of the premises follows]**

---

Situated in the Village of Valley View and State of Ohio, County of Cuyahoga, Township of Independence, Tract 5 East of the River, Original Lot 2 & 3 and being known as part of land conveyed to The United States of America by deed dated December 29, 1977 and recorded in O.R. Volume 14658, Page 133 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 5/8 inch iron pin found at Station 94+32.19, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way, along an arc of curve to the right having a delta of 17 degrees 23 minutes 32 seconds, a radius of 2,864.79 feet, an arc length of 869.61 feet, and a chord bearing South 84 degrees 15 minutes 59 seconds East, 866.27 feet to a point at Station 103+01.80, 0.00 feet left of Pleasant Valley Road centerline of right of way; thence, North 14 degrees 25 minutes 47 seconds East, 40.00 feet to a point at Station 103+01.80, 40.00 feet left of Pleasant Valley Road centerline of right of way and Station 7+78.09, 30.00 feet right of Canal Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road and also the southwesterly right of way of Canal Road and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, along the northerly right of way of Pleasant Valley Road, along an arc of curve to the left having a delta of 0 degrees 26 minutes 53 seconds, a radius of 2,904.79 feet, an arc length of 22.72 feet, and a chord bearing North 75 degrees 47 minutes 39 seconds

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West, 22.72 feet to a point at Station 102+79.40, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the Grantor's westerly property line;

2. Thence, along the Grantor's westerly property line, North 28 degrees 40 minutes 56 seconds West, 39.42 feet to an angle break at Station 102+53.34, 69.08 feet left of Pleasant Valley Road centerline of right of way;
3. Thence, along the Grantor's westerly property line, South 87 degrees 24 minutes 29 seconds West, 29.92 feet to an angle break at Station 102+25.15, 60.97 feet left of Pleasant Valley Road centerline of right of way;
4. Thence, along the Grantor's westerly property, North 28 degrees 40 minutes 56 seconds West, 91.45 feet to a point at Station 101+67.09, 130.00 feet left of Pleasant Valley Road centerline of right of way;
5. Thence, along an arc of curve to the right having a delta of 1 degrees 07 minutes 00 seconds, a radius of 2,994.79 feet, an arc length of 58.37 feet, and a chord bearing South 77 degrees 42 minutes 22 seconds East, 58.37 feet to a point at Station 102+22.93, 130.00 feet left of Pleasant Valley Road centerline of right of way and also Station 6+56.87, 30.00 feet right of Canal Road centerline of right of way, said point being on the southwesterly right of way of Canal Road;
6. Thence, along the southwesterly right of way of Canal Road, South 28 degrees 25 minutes 26 seconds East, 121.22 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.1004 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 573-25-006.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

**EXHIBIT A**

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Rev. 06/09

Ver. Date

PID 104504

**PARCEL 2-SH10  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS  
IN THE NAME AND FOR THE USE OF THE  
CUYAHOGA COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the Cuyahoga County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

**[Surveyor's description of the premises follows]**

---

Situated in the City of Independence and State of Ohio, County of Cuyahoga, Township of Independence, Tract 3 West of the River, Original Lot 30 and being known as part of land conveyed to The United States of America by deed dated September 30, 1987 and recorded in O.R. Volume 76499, Page 09 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 5/8 inch iron pin found at Station 82+39.01, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way North 87 degrees 02 minutes 19 seconds East, 115.56 feet to a point at Station 83+54.57, said point being on the southwesterly right of way of The Cuyahoga Valley Scenic Railroad and Station 707+31.03, 30.00 feet right of The Cuyahoga Valley Scenic Railroad centerline of right of way; thence, along the southwesterly right of way of The Cuyahoga Valley Scenic Railroad, North 43 degrees 58 minutes 11 seconds West, 22.78 feet to a point at Station 83+39.62, 17.19 feet left of Pleasant Valley Road centerline of right of way and Station 707+08.25, 30.00 feet right of The Cuyahoga Valley Scenic Railroad centerline of right of way and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, continuing along the southwesterly right of way of The Cuyahoga Valley Scenic Railroad, North 43 degrees 58 minutes 11 seconds West, 38.00 feet to a point at Station 83+14.69, 45.86 feet left of Pleasant Valley Road centerline of right of way and Station

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706+70.25, 30.00 feet right of The Cuyahoga Valley Scenic Railroad centerline of right of way;

2. Thence, North 46 degrees 01 minutes 49 seconds East, 12.00 feet to a point at Station 83+23.75, 53.74 feet left of Pleasant Valley Road centerline of right of way and Station 706+70.25, 18.00 feet right of The Cuyahoga Valley Scenic Railroad centerline of right of way;
3. Thence, South 43 degrees 58 minutes 11 seconds East, 38.00 feet to a point at Station 83+48.68, 25.06 feet left of Pleasant Valley Road centerline of right of way and Station 707+08.25, 18.09 feet right of The Cuyahoga Valley Scenic Railroad centerline of right of way;
4. Thence, South 46 degrees 01 minutes 49 seconds West, 12.00 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0105 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 562-15-002.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

**EXHIBIT A**

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Ver. Date 03/03/21

PID 104504

**PARCEL 2-SH11  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS  
IN THE NAME AND FOR THE USE OF THE  
CUYAHOGA COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the Cuyahoga County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

**[Surveyor's description of the premises follows]**

---

Situated in the City of Independence and State of Ohio, County of Cuyahoga, Township of Independence, Tract 3 West of the River, Original Lot 30 and being known as part of land conveyed to The United States of America by deed dated September 30, 1987 and recorded in O.R. Volume 76499, Page 09 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 5/8 inch iron pin found at Station 82+39.01, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way North 87 degrees 02 minutes 19 seconds East, 195.07 feet to a point at Station 84+34.08, said point being on the northeasterly right of way of The Cuyahoga Valley Scenic Railroad and Station 707+83.20, 30.00 feet left of The Cuyahoga Valley Scenic Railroad centerline of right of way; thence, along the northeasterly right of way of The Cuyahoga Valley Scenic Railroad, North 43 degrees 58 minutes 11 seconds West, 29.99 feet to a point at Station 84+14.40, 22.63 feet left of Pleasant Valley Road centerline of right of way and Station 707+53.20, 30.00 feet left of The Cuyahoga Valley Scenic Railroad centerline of right of way and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, South 46 degrees 01 minutes 49 seconds West, 12.00 feet to a point at Station 84+05.34, 14.76 feet left of Pleasant Valley Road centerline of right of way and Station 707+53.20, 18.00 feet left of The Cuyahoga Valley Scenic Railroad centerline of right of way;



**EXHIBIT A**

2. Thence, North 43 degrees 58 minutes 11 seconds West, 38.00 feet to a point at Station 83+80.41, 43.44 feet left of Pleasant Valley Road centerline of right of way and Station 707+15.20, 18.00 feet left of The Cuyahoga Valley Scenic Railroad centerline of right of way;
3. Thence, North 46 degrees 01 minutes 49 seconds East, 12.00 feet to a point at Station 83+89.46, 51.31 feet left of Pleasant Valley Road centerline of right of way and Station 707+15.20, 30.00 feet left of The Cuyahoga Valley Scenic Railroad centerline of right of way, said point being on the northeasterly right of way of The Cuyahoga Valley Scenic Railroad;
4. Thence, South 43 degrees 58 minutes 11 seconds East, 38.00 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0105 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 562-15-002.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

**EXHIBIT A**

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Rev. 07/09

Ver. Date 3/10/21

PID 104509

**PARCEL 2-T  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
FOR GRADING PURPOSES  
FOR 36 MONTHS FROM DATE OF ENTRY BY THE  
CUYAHOGA COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the City of Independence and State of Ohio, County of Cuyahoga, Township of Independence, Tract 3 West of the River, Original Lot 30 and being known as part of land conveyed to The United States of America by deed dated September 30, 1987 and recorded in O.R. Volume 76499, Page 09 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 5/8 inch iron pin found at Station 82+39.01, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way North 87 degrees 02 minutes 19 seconds East, 115.56 feet to a point at Station 83+54.57, said point being on the southwesterly right of way of The Cuyahoga Valley Scenic Railroad and Station 707+31.03, 30.00 feet right of The Cuyahoga Valley Scenic Railroad centerline of right of way; thence, along the southwesterly right of way of The Cuyahoga Valley Scenic Railroad, South 43 degrees 58 minutes 11 seconds East, 53.01 feet to a point at Station 83+89.35, 40.00 feet right of Pleasant Valley Road centerline of right of way and Station 707+84.03, 30.00 feet right of The Cuyahoga Valley Scenic Railroad centerline of right of way, said point being at the intersection with the southerly right of way line of Pleasant Valley Road and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, reversing along the southwesterly right of way of The Cuyahoga Valley Scenic Railroad, North 43 degrees 58 minutes 11 seconds West, 23.78 feet to a point at Station 83+73.75, 22.05 feet right of Pleasant Valley Road centerline of right of way and Station 707+60.25, 30.00 feet right of The Cuyahoga Valley Scenic Railroad centerline of right of way;
2. Thence, North 46 degrees 01 minutes 49 seconds East, 12.00 feet to a point at Station 83+82.80, 14.18 feet right of Pleasant Valley Road centerline of right of way and Station 707+60.25, 18.00 feet right of The Cuyahoga Valley Scenic Railroad centerline of right of way;

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3. Thence, North 43 degrees 58 minutes 11 seconds West, 90.00 feet to a point at Station 83+23.75, 53.74 feet left of Pleasant Valley Road centerline of right of way and Station 706+70.25, 18.00 feet right of The Cuyahoga Valley Scenic Railroad centerline of right of way;
4. Thence, South 46 degrees 01 minutes 49 seconds West, 12.00 feet to a point at Station 83+14.69, 45.86 feet left of Pleasant Valley Road centerline of right of way and Station 706+70.25, 30.00 feet right of The Cuyahoga Valley Scenic Railroad centerline of right of way, said point being on the southwesterly right of way of The Cuyahoga Valley Scenic Railroad;
5. Thence, along the southwesterly right of way of The Cuyahoga Valley Scenic Railroad, North 43 degrees 58 minutes 11 seconds West, 104.87 feet to a point at Station 82+45.88, 125.00 feet left of Pleasant Valley Road centerline of right of way and Station 705+65.38, 30.00 feet right of The Cuyahoga Valley Scenic Railroad centerline of right of way;
6. Thence, North 84 degrees 47 minutes 19 seconds East, 76.96 feet to a point at Station 83+22.78, 128.00 feet left of Pleasant Valley Road centerline of right of way and Station 706+13.58, 30.00 feet left of The Cuyahoga Valley Scenic Railroad centerline of right of way, said point being on the northeasterly right of way of The Cuyahoga Valley Scenic Railroad;
7. Thence, along the northeasterly right of way of The Cuyahoga Valley Scenic Railroad, South 43 degrees 58 minutes 11 seconds East, 101.63 feet to a point at Station 83+89.46, 51.31 feet left of Pleasant Valley Road centerline of right of way and Station 707+15.20, 30.00 feet left of The Cuyahoga Valley Scenic Railroad centerline of right of way;
8. Thence, South 46 degrees 01 minutes 49 seconds West, 12.00 feet to a point at Station 83+80.41, 43.44 feet left of Pleasant Valley Road centerline of right of way and Station 707+15.20, 18.00 feet left of The Cuyahoga Valley Scenic Railroad centerline of right of way;
9. Thence, South 43 degrees 58 minutes 11 seconds East, 90.00 feet to a point at Station 84+39.46, 24.48 feet right of Pleasant Valley Road centerline of right of way and Station 708+05.20, 18.00 feet left of The Cuyahoga Valley Scenic Railroad centerline of right of way;
10. Thence, North 46 degrees 01 minutes 49 seconds East, 12.00 feet to a point at Station 84+48.52, 16.61 feet right of Pleasant Valley Road centerline of right of way and Station

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708+05.20, 30.00 feet left of The Cuyahoga Valley Scenic Railroad centerline of right of way, said point being on the northeasterly right of way of The Cuyahoga Valley Scenic Railroad;

11. Thence, along the northeasterly right of way of The Cuyahoga Valley Scenic Railroad, South 43 degrees 58 minutes 11 seconds East, 31.00 feet to a point at Station 84+68.86, 40.00 feet right of Pleasant Valley Road centerline of right of way and Station 708+36.21, 30.00 feet left of The Cuyahoga Valley Scenic Railroad centerline of right of way, said point being at the intersection with the southerly right of way line of Pleasant Valley Road;
12. Thence, South 87 degrees 02 minutes 19 seconds West, 79.51 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.2543 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 562-15-002.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

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PID 104504

**PARCEL 3-SH1  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS  
IN THE NAME AND FOR THE USE OF THE  
CUYAHOGA COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the Cuyahoga County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

**[Surveyor's description of the premises follows]**

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Situated in the Village of Valley View and State of Ohio, County of Cuyahoga, Township of Independence, Tract 5 East of the River, Original Lot 2 & 3 and being known as part of land conveyed to The Board of County Commissioners of Cuyahoga County, Ohio by deed dated March 11, 1957 and recorded in O.R. Volume 8839, Page 01 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 5/8 inch iron pin found at Station 94+32.19, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way, along an arc of curve to the right having a delta of 7 degrees 37 minutes 29 seconds, a radius of 2,864.79 feet, an arc length of 381.24 feet, and a chord bearing South 89 degrees 09 minutes 00 seconds East, 380.96 feet to a point at Station 98+13.44, 0.00 feet left of Pleasant Valley Road centerline of right of way; thence, North 04 degrees 39 minutes 45 seconds West, 40.00 feet to a point at Station 98+13.44, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, North 28 degrees 40 minutes 56 seconds West, 107.04 feet to a point at Station 97+57.15, 130.00 feet left of Pleasant Valley Road centerline of right of way;

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2. Thence, along an arc of curve to the right having a delta of 3 degrees 19 minutes 03 seconds, a radius of 2,994.79 feet, an arc length of 173.40 feet, and a chord bearing South 84 degrees 48 minutes 17 seconds East, 173.37 feet to a point at Station 99+23.02, 130.00 feet left of Pleasant Valley Road centerline of right of way;
3. Thence, South 01 degrees 42 minutes 10 seconds West, 43.21 feet to an angle break at Station 99+26.79, 86.96 feet left of Pleasant Valley Road centerline of right of way;
4. Thence, South 19 degrees 13 minutes 43 seconds East, 52.43 feet to a point at Station 99+49.58, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road;
5. Thence, along the northerly right of way of Pleasant Valley Road, along an arc of curve to the left having a delta of 2 degrees 43 minutes 22 seconds, a radius of 2,904.79 feet, an arc length of 132.04 feet, and a chord bearing North 83 degrees 58 minutes 34 seconds West, 138.03 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.3126 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of land belonging to The Board of County Commissioners of Cuyahoga County, Ohio.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

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Ver. Date 03/03/21

PID 104504

**PARCEL 3-SH2  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS  
IN THE NAME AND FOR THE USE OF THE  
CUYAHOGA COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the Cuyahoga County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

**[Surveyor's description of the premises follows]**

---

Situated in the Village of Valley View and State of Ohio, County of Cuyahoga, Township of Independence, Tract 5 East of the River, Original Lot 2 & 3 and being known as part of land conveyed to The Board of County Commissioners of Cuyahoga County, Ohio by deed dated March 11, 1957 and recorded in O.R. Volume 8839, Page 01 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 5/8 inch iron pin found at Station 94+32.19, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way, along an arc of curve to the right having a delta of 15 degrees 43 minutes 32 seconds, a radius of 2,864.79 feet, an arc length of 786.27 feet, and a chord bearing South 85 degrees 05 minutes 55 seconds East, 783.81 feet to a point at Station 102+18.52, 0.00 feet left of Pleasant Valley Road centerline of right of way; thence, North 12 degrees 45 minutes 51 seconds East, 40.00 feet to a point at Station 102+18.52, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, along the northerly right of way of Pleasant Valley Road, along an arc of curve to the left having a delta of 1 degrees 58 minutes 21 seconds, a radius of 2,904.79 feet, an arc length of 72.91 feet, and a chord bearing North 77 degrees 57 minutes 18 seconds

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West, 72.91 feet to a point at Station 101+46.62, 40.00 feet left of Pleasant Valley Road centerline of right of way, said point being the Grantor's westerly property corner;

2. Thence, along the Grantor's northerly property line, North 87 degrees 24 minutes 29 seconds East, 61.72 feet to a point at Station 102+05.39, 55.46 feet left of Pleasant Valley Road centerline of right of way, said point being the Grantor's easterly property line;
3. Thence, along the Grantor's easterly property line, South 28 degrees 10 minutes 17 seconds East, 20.43 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0128 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of land belonging to The Board of County Commissioners of Cuyahoga County, Ohio.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.



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Ver. Date 03/10/21

PID 104509

**PARCEL 5-SW  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT TO CONSTRUCT AND MAINTAIN A SEWER**

A perpetual easement for the construction and maintenance of a sewer in, upon and over the within described real estate. Grantor/Owner herein retains the right to use said real estate for any and all other purposes provided that such use does not interfere with nor impair the exercise of the easement herein granted (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

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**[Surveyor's description of the premises follows]**

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Situated in the Village of Valley View and State of Ohio, County of Cuyahoga, Township of Independence, Tract 5 East of the River, Original Lot 2 & 3 and being known as part of land conveyed to Robert L. and Lisa G. Froehlich by deed dated April 04, 2011 and recorded in Document No. 201104040319 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 3/4 inch iron pin found at Station 108+33.23, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way, along an arc of curve to the left having a delta of 5 degrees 19 minutes 53 seconds, a radius of 2,864.79 feet, an arc length of 266.57 feet, and a chord bearing North 67 degrees 36 minutes 26 seconds West, 266.47 feet to a point at Station 105+66.66, 0.00 feet left of Pleasant Valley Road centerline of right of way; thence North 19 degrees 43 minutes 37 seconds East, 109.33 feet to a point at Station 105+66.66, 109.33 feet left of Pleasant Valley Road centerline of right of way and Station 9+23.33, 209.80 feet left of Canal Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road and the Grantor's southeasterly property corner; thence, along the northerly right of way of Pleasant Valley Road, thence North 46 degrees 55 minutes 40 seconds West, 18.01 feet to a point at Station 105+50.78, 116.51 feet left of Pleasant Valley Road centerline of right of way and Station 9+06.25, 204.09 feet left of Canal Road centerline of right of way and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, continuing along the northerly right of way of Pleasant Valley Road, North 46 degrees 55 minutes 40 seconds West, 24.59 feet to a point at Station 105+29.21, 126.46 feet left of Pleasant Valley Road centerline of right of way and Station 8+82.94, 196.28 feet left of Canal Road centerline of right of way;
2. Thence, North 78 degrees 38 minutes 14 seconds East, 50.35 feet to a point at Station 105+70.48, 152.21 feet left of Pleasant Valley Road centerline of right of way and

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Station 8+97.71, 244.42 feet left of Canal Road centerline of right of way, said point being on the Grantor's easterly property line;

3. Thence, along the Grantor's easterly property line, South 25 degrees 04 minutes 32 seconds West, 24.86 feet to a point at Station 105+68.29, 127.45 feet left of Pleasant Valley Road centerline of right of way and Station 9+12.50, 224.44 feet left of Canal Road centerline of right of way;
4. Thence, South 78 degrees 38 minutes 14 seconds West, 21.29 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0164 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 573-25-005.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

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PID 104509

**PARCEL 5-T1  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
FOR GRADING PURPOSES  
FOR 36 MONTHS FROM DATE OF ENTRY BY THE  
CUYAHOGA COUNTY, OHIO**

**[Surveyor's description of the premises follows]**

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Situated in the Village of Valley View and State of Ohio, County of Cuyahoga, Township of Independence, Tract 5 East of the River, Original Lot 2 & 3 and being known as part of land conveyed to Robert L. and Lisa G. Froehlich by deed dated April 04, 2011 and recorded in Document No. 201104040319 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 3/4 inch iron pin found at Station 108+33.23, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way, along an arc of curve to the left having a delta of 5 degrees 19 minutes 53 seconds, a radius of 2,864.79 feet, an arc length of 266.57 feet, and a chord bearing North 67 degrees 36 minutes 26 seconds West, 266.47 feet to a point at Station 105+66.66, 0.00 feet left of Pleasant Valley Road centerline of right of way; thence North 19 degrees 43 minutes 37 seconds East, 109.33 feet to a point at Station 105+66.66, 109.33 feet left of Pleasant Valley Road centerline of right of way and Station 9+23.33, 209.80 feet left of Canal Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road and the Grantor's southeasterly property corner; thence, along the northerly right of way of Pleasant Valley Road, thence North 46 degrees 55 minutes 40 seconds West, 42.60 feet to a point at Station 105+29.21, 126.46 feet left of Pleasant Valley Road centerline of right of way and Station 8+82.94, 196.28 feet left of Canal Road centerline of right of way and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, continuing along the northerly right of way of Pleasant Valley Road, North 46 degrees 55 minutes 40 seconds West, 7.17 feet to a point at Station 105+22.95, 129.39 feet left of Pleasant Valley Road centerline of right of way and Station 8+76.14, 194.01 feet left of Canal Road centerline of right of way;
2. Thence, North 78 degrees 34 minutes 01 seconds East, 58.88 feet to a point at Station 105+71.12, 159.52 feet left of Pleasant Valley Road centerline of right of way and Station 8+93.35, 250.32 feet left of Canal Road centerline of right of way, said point being on the Grantor's easterly property line;

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3. Thence, along the Grantor's easterly property line, South 25 degrees 04 minutes 32 seconds West, 7.34 feet to a point at Station 105+70.48, 152.21 feet left of Pleasant Valley Road centerline of right of way and Station 8+97.71, 244.42 feet left of Canal Road centerline of right of way;
4. Thence, South 78 degrees 38 minutes 14 seconds West, 50.35 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0074 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 573-25-005.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

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Ver. Date 3/10/21

PID 104509

**PARCEL 5-T2  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
FOR GRADING PURPOSES  
FOR 36 MONTHS FROM DATE OF ENTRY BY THE  
CUYAHOGA COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the Village of Valley View and State of Ohio, County of Cuyahoga, Township of Independence, Tract 5 East of the River, Original Lot 2 & 3 and being known as part of land conveyed to Robert L. and Lisa G. Froehlich by deed dated April 04, 2011 and recorded in Document No. 201104040319 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 3/4 inch iron pin found at Station 108+33.23, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way, along an arc of curve to the left having a delta of 5 degrees 19 minutes 53 seconds, a radius of 2,864.79 feet, an arc length of 266.57 feet, and a chord bearing North 67 degrees 36 minutes 26 seconds West, 266.47 feet to a point at Station 105+66.66, 0.00 feet left of Pleasant Valley Road centerline of right of way; thence North 19 degrees 43 minutes 37 seconds East, 109.33 feet to a point at Station 105+66.66, 109.33 feet left of Pleasant Valley Road centerline of right of way and Station 9+23.33, 209.80 feet left of Canal Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road and the Grantor's southeasterly property corner and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, along the northerly right of way of Pleasant Valley Road, thence North 46 degrees 55 minutes 40 seconds West, 18.01 feet to a point at Station 105+50.78, 116.51 feet left of Pleasant Valley Road centerline of right of way and Station 9+06.25, 204.09 feet left of Canal Road centerline of right of way;
2. Thence, North 78 degrees 38 minutes 14 seconds East, 21.29 feet to a point at Station 105+68.29, 127.45 feet left of Pleasant Valley Road centerline of right of way and Station 9+12.50, 224.44 feet left of Canal Road centerline of right of way, said point being on the Grantor's easterly property line;

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3. Thence, along the Grantor's easterly property line, South 25 degrees 04 minutes 32 seconds West, 18.21 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0036 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 573-25-005.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

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Ver. Date 03/10/21

PID 104509

**PARCEL 6-SW  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
PERPETUAL EASEMENT TO CONSTRUCT AND MAINTAIN A SEWER**

A perpetual easement for the construction and maintenance of a sewer in, upon and over the within described real estate. Grantor/Owner herein retains the right to use said real estate for any and all other purposes provided that such use does not interfere with nor impair the exercise of the easement herein granted (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

**[Surveyor's description of the premises follows]**

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Situated in the Village of Valley View and State of Ohio, County of Cuyahoga, Township of Independence, Tract 5 East of the River, Original Lot 2 & 3 and being known as part of land conveyed to Diane C. Fovozzo by deed dated October 11, 2017 and recorded in Document No. 201710110206 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 3/4 inch iron pin found at Station 108+33.23, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way, along an arc of curve to the left having a delta of 5 degrees 19 minutes 53 seconds, a radius of 2,864.79 feet, an arc length of 266.57 feet, and a chord bearing North 67 degrees 36 minutes 26 seconds West, 266.47 feet to a point at Station 105+66.66, 0.00 feet left of Pleasant Valley Road centerline of right of way; thence North 19 degrees 43 minutes 37 seconds East, 109.33 feet to a point at Station 105+66.66, 109.33 feet left of Pleasant Valley Road centerline of right of way and Station 9+23.33, 209.80 feet left of Canal Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road and the Grantor's southeasterly property corner; thence, along the Grantor's westerly property line, North 25 degrees 04 minutes 32 seconds East, 18.21 feet to a point at Station 105+68.29, 127.45 feet left of Pleasant Valley Road centerline of right of way and Station 9+12.50, 224.44 feet left of Canal Road centerline of right of way and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, continuing along the Grantor's westerly property line, North 25 degrees 04 minutes 32 seconds East, 24.86 feet to a point at Station 105+70.48, 152.21 feet left of Pleasant Valley Road centerline of right of way and Station 8+97.71, 244.42 feet left of Canal Road centerline of right of way;

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2. Thence, North 78 degrees 38 minutes 14 seconds East, 4.36 feet to a point at Station 105+74.02, 154.47 feet left of Pleasant Valley Road centerline of right of way and Station 8+98.99, 248.59 feet left of Canal Road centerline of right of way;
3. Thence, South 11 degrees 21 minutes 46 seconds East, 20.00 feet to a point at Station 105+83.91, 137.38 feet left of Pleasant Valley Road centerline of right of way and Station 9+18.11, 242.72 feet left of Canal Road centerline of right of way;
4. Thence, South 78 degrees 38 minutes 14 seconds West, 19.13 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0054 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 573-25-007.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.



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PID 104509

**PARCEL 6-T1  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
FOR GRADING PURPOSES  
FOR 36 MONTHS FROM DATE OF ENTRY BY THE  
CUYAHOGA COUNTY, OHIO**

**[Surveyor's description of the premises follows]**

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Situated in the Village of Valley View and State of Ohio, County of Cuyahoga, Township of Independence, Tract 5 East of the River, Original Lot 2 & 3 and being known as part of land conveyed to Diane C. Fovozzo by deed dated October 11, 2017 and recorded in Document No. 201710110206 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 3/4 inch iron pin found at Station 108+33.23, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way, along an arc of curve to the left having a delta of 5 degrees 19 minutes 53 seconds, a radius of 2,864.79 feet, an arc length of 266.57 feet, and a chord bearing North 67 degrees 36 minutes 26 seconds West, 266.47 feet to a point at Station 105+66.66, 0.00 feet left of Pleasant Valley Road centerline of right of way; thence North 19 degrees 43 minutes 37 seconds East, 109.33 feet to a point at Station 105+66.66, 109.33 feet left of Pleasant Valley Road centerline of right of way and Station 9+23.33, 209.80 feet left of Canal Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road and the Grantor's southwesterly property corner; thence, along the Grantor's westerly property line, North 25 degrees 04 minutes 32 seconds East, 43.07 feet to a point at Station 105+70.48, 152.21 feet left of Pleasant Valley Road centerline of right of way and Station 8+97.71, 244.42 feet left of Canal Road centerline of right of way and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, continuing along the Grantor's westerly property line, North 25 degrees 04 minutes 32 seconds East, 7.34 feet to a point at Station 105+71.12, 159.52 feet left of Pleasant Valley Road centerline of right of way and Station 8+93.35, 250.32 feet left of Canal Road centerline of right of way;
2. Thence, South 11 degrees 21 minutes 46 seconds East, 5.91 feet to a point at Station 105+74.02, 154.47 feet left of Pleasant Valley Road centerline of right of way and Station 8+98.99, 248.59 feet left of Canal Road centerline of right of way;

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3. Thence, South 78 degrees 38 minutes 14 seconds West, 4.36 feet to the TRUE POINT OF BEGINNING and enclosing an area of 13 square feet, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 573-25-007.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

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PID 104509

**PARCEL 6-T2  
CUY-PLEASANT VALLEY ROAD (C.R. 39)  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
FOR GRADING PURPOSES  
FOR 36 MONTHS FROM DATE OF ENTRY BY THE  
CUYAHOGA COUNTY, OHIO**

**[Surveyor's description of the premises follows]**

---

Situated in the Village of Valley View and State of Ohio, County of Cuyahoga, Township of Independence, Tract 5 East of the River, Original Lot 2 & 3 and being known as part of land conveyed to Diane C. Fovozzo by deed dated October 11, 2017 and recorded in Document No. 201710110206 of the Cuyahoga County Records and more particularly bounded:

Commencing for reference on Pleasant Valley Road (80') existing centerline of right of way at the monument box with a 3/4 inch iron pin found at Station 108+33.23, 0.00 feet left; thence, along Pleasant Valley Road existing centerline of right of way, along an arc of curve to the left having a delta of 5 degrees 19 minutes 53 seconds, a radius of 2,864.79 feet, an arc length of 266.57 feet, and a chord bearing North 67 degrees 36 minutes 26 seconds West, 266.47 feet to a point at Station 105+66.66, 0.00 feet left of Pleasant Valley Road centerline of right of way; thence North 19 degrees 43 minutes 37 seconds East, 109.33 feet to a point at Station 105+66.66, 109.33 feet left of Pleasant Valley Road centerline of right of way and Station 9+23.33, 209.80 feet left of Canal Road centerline of right of way, said point being on the northerly right of way of Pleasant Valley Road and the Grantor's southwesterly property corner; thence, along the Grantor's westerly property line, North 25 degrees 04 minutes 32 seconds East, 8.57 feet to a point at Station 105+67.43, 117.86 feet left of Pleasant Valley Road centerline of right of way and Station 9+18.23, 216.69 feet left of Canal Road centerline of right of way and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, continuing along the Grantor's westerly property line, North 25 degrees 04 minutes 32 seconds East, 9.64 feet to a point at Station 105+68.29, 127.45 feet left of Pleasant Valley Road centerline of right of way and Station 9+12.50, 224.44 feet left of Canal Road centerline of right of way;
2. Thence, North 78 degrees 38 minutes 14 seconds East, 19.13 feet to a point at Station 105+83.91, 137.38 feet left of Pleasant Valley Road centerline of right of way and Station 9+18.11, 242.72 feet left of Canal Road centerline of right of way;

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3. Thence, South 11 degrees 21 minutes 46 seconds East, 7.75 feet to a point at Station 105+87.78, 130.77 feet left of Pleasant Valley Road centerline of right of way and Station 9+25.52, 240.45 feet left of Canal Road centerline of right of way;
4. Thence, South 78 degrees 38 minutes 14 seconds West, 24.85 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0039 acres, more or less, none of which is present road occupied.

The above described parcel is a portion of Cuyahoga County Auditor's Parcel No. 573-25-007.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD 83 (2011) Datum.

Stations referred to in the above description are based upon the Pleasant Valley Road (C.R. 39) centerline of right of way, unless otherwise noted, as shown on the Centerline Plat found in Cuyahoga County Department of Public Works Plan CUY-Pleasant Valley Road (C.R. 39), M-5050 and recorded as AFN No. \_\_\_\_\_ in Cuyahoga County Records.

This description was prepared and reviewed under the supervision of Mary Ellen Kimberlin, P.E.,P.S., Registered Surveyor No. 7540, and is based on survey made by Euthenics, Inc. between February 2017 and May 2018 for the Cuyahoga County Department of Public Works.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0164

Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> approving Right-of-Way Exhibits as set forth in Plat No. M-5049 for rehabilitation of Warrensville Center Road Bridge Nos. 05.92 East and 05.92 West over Greater Cleveland Regional Transit Authority in the City of Shaker Heights; authorizing the County Executive through the Department of Public Works to acquire said necessary Rights-of-Way; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended approving Right-of-Way Exhibits as set forth in Plat No. M-5049 for rehabilitation of Warrensville Center Road Bridge Nos. 05.92 East and 05.92 West over Greater Cleveland Regional Transit Authority in the City of Shaker Heights; and

WHEREAS, the primary goal of this project is to obtain Council’s review and approval of the right-of-way plans and approval of the required acquisitions needed for the rehabilitation of Warrensville Center Road Bridge over Greater Cleveland Regional Transit Authority; and

WHEREAS, the project is located in Council Districts 7 and 9; and

WHEREAS, the estimated right-of-way acquisition cost is \$25,000.00, which will be funded 100% by County Road and Bridge Funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby approves Right-of-Way Exhibits as set forth in Plat No. M-5049 for rehabilitation of Warrensville Center Road Bridge Nos. 05.92 East and 05.92 West over Greater Cleveland Regional Transit Authority in the City of Shaker Heights.

**SECTION 2.** That the County Executive through the Department of Public Works is hereby authorized to acquire the Right-of-Way necessary for said improvement.

**SECTION 3.** That all proceedings relative to the Right-of-Way Exhibit as set forth in Plat No. M-5049 are hereby ordered copied into the Road Record of the County by the Department of Public Works are copied into all other proper records of the County by the Fiscal Officer as required by law.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

### Scope of Work Summary

This Legislative Action Request does not involve a contract.

The Department of Public Works is seeking the following in connection with the rehabilitation of Warrensville Center Road Bridges 05.92: (1) approval of the Right-of-Way Plans M-5049 (2) authority to acquire required right-of-way; and (3) ruling that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements.

Since June 11, 2021 and continuing until the Resolution granting the requested action is either adopted or rejected, the Department of Public Works has posted and provided continuous notice of the following on its website:

- The Department of Public Works has submitted the Project's Right of Way Property Plans M-5049 for County Council approval and that the same are available for viewing on said website;
- The Department of Public Works intends to acquire right-of-way for said improvement;
- That a First Reading of the Resolution approving the revised right-of-way plans will be made by the Cuyahoga County Council at its meeting scheduled to begin at 5:00 p.m. on July 13, 2021; and,
- That general public access and ability to review the right-of-way plans via an electronic link as indicated.

There are a total of 6 ownerships and 14 parcels associated with the acquisition of right-of-way for this project

The primary goal of this project is to obtain Council's review and approval of the right-of-way plans and approval of the required acquisitions needed for the Pleasant Valley Road Bridges Project

Location: Warrensville Center Road in the City of Shaker Heights and City of Cleveland

District 7 & 9

### Project Status

Acquisition must be completed in 2021. The Project is anticipated for construction in 2022.

### Funding

The right-of-way estimate is \$25,000.00 – County R&B Funds

Construction is estimated to be \$3,907,000 (2M OPWC, 1.907M County)

Prior Resolutions: R2020-0232 – Convenience and Welfare



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Ver. Date 03/24/21

PID M-5049

**PARCEL 1-T  
CUY-WARRENSVILLE CENTER ROAD (C.R. 4)-05.92 COUNTY I.D. 1231  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
GRADE, REMOVE ITEMS, RECONSTRUCT A DRIVEWAY,  
AND ADJUST MANHOLES  
FOR 24 MONTHS FROM DATE OF ENTRY BY THE  
CUYAHOGA COUNTY, OHIO**

**[Surveyor's description of the premises follows]**

Situated in the City of Shaker Heights and State of Ohio, County of Cuyahoga, Township of Warrensville, Original Lot 36 and being known as a part of a parcel conveyed to WRA Shaker, LLC., an Ohio Limited Liability Company by deed dated August 23, 2017 and recorded as AFN #201708230539 of the Cuyahoga County Records and more particularly bounded and described as follows:

Commencing on the Warrensville Center Road (C.R. 4) (width varies) eastern right of way at the intersection with the northern line of the Grantor at Station 36+38.30, 55.00 feet right as shown on the Centerline Plat found in Cuyahoga County Department of Works Plan CUY-Warrensville Center Road (C.R. 4)-05.92, M-5049, and recorded as AFN \_\_\_\_\_, and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, along the northern line of the Grantor, North 89 degrees 08 minutes 28 seconds East, 20.00 feet to Station 36+38.35, 75.00 feet right;
2. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 38.35 feet to Station 36+00.00, 75.00 feet right;
3. Thence, South 45 degrees 42 minutes 48 seconds East, 21.21 feet to Station 35+85.00, 90.00 feet right;
4. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 25.00 feet to Station 35+60.00, 90.00 feet right;
5. Thence, South 55 degrees 35 minutes 48 seconds West, 18.03 feet to Station 35+50.00, 75.00 feet right;

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6. Thence, South 11 degrees 33 minutes 57 seconds West, 70.53 feet to a point on curve in the Warrensville Center Road eastern right of way at Station 34+81.08, 60.00 feet right;
7. Thence, along the Warrensville Center eastern right of way, along a curve deflecting to the right with a delta 18 degrees 11 minutes 42 seconds, a radius of 100.00 feet, a length of 31.76 feet, and a chord bearing North 09 degrees 48 minutes 39 seconds West, 31.62 feet to a point of tangency in the Warrensville Center Road eastern right of way at Station 35+12.31, 55.00 feet right;
8. Thence, continuing along the Warrensville Center Road eastern right of way, North 00 degrees 42 minutes 48 seconds West, 125.99 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0721 acres, more or less, and is from Cuyahoga County Auditor's Parcel No. 734-16-016.

The stations and offsets referred in the above description are based upon the Warrensville Center Road centerline of right of way as shown on the aforementioned M-5049 Centerline Plat.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD83 (Conus)(Mol).

This description was prepared by Scott A. Horan, P.S., Registered Surveyor No. 8678, and is based on a survey made by Euthenics, Inc. between April and August 2019 for the Cuyahoga County Department of Public Works.

  
\_\_\_\_\_  
Scott A. Horan, P.S. 8678

01/27/21  
\_\_\_\_\_  
Date



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PID M-5049

**PARCEL 2-T  
CUY-WARRENSVILLE CENTER ROAD (C.R. 4)-05.92 COUNTY I.D. 1231  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
GRADE AND REMOVE BRUSH  
FOR 24 MONTHS FROM DATE OF ENTRY BY THE  
CUYAHOGA COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the City of Shaker Heights and State of Ohio, County of Cuyahoga, Township of Warrensville, Original Lot 35 and being known as a part of a parcel conveyed to the City of Shaker Heights by deed dated March 31, 1950 and recorded as Volume 6893, Page 458 and prst of "Block A" in The Van Sweringen Company's Resubdivision No. 15 plat and recorded as Plat Volume 87, Page 39 of the Cuyahoga County Records and more particularly bounded and described as follows:

Commencing on the Warrensville Center Road (C.R. 4) (width varies) western right of way at the intersection with the Shaker Boulevard southern right of way as shown on said Resubdivision plat at Station 36+38.20, 55.00 feet left as shown on the Centerline Plat found in Cuyahoga County Department of Works Plan CUY-Warrensville Center Road (C.R. 4)-05.92, M-5049, and recorded as AFN \_\_\_\_\_, and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, along the Warrensville Center Road western right of way, South 00 degrees 42 minutes 48 seconds East, 153.20 feet to Station 34+85.00, 55.00 feet left;
2. Thence, North 34 degrees 24 minutes 12 seconds West, 18.03 feet to Station 35+00.00, 65.00 feet left,
3. Thence, parallel with the Warrensville Center Road centerline of right of way, North 00 degrees 42 minutes 48 seconds West, 100.00 feet to Station 36+00.00, 65.00 feet left;
4. Thence, North 27 degrees 16 minutes 42 seconds West, 42.74 feet to the Shaker Boulevard southern right of way at Station 36+38.23, 84.11 feet left;
5. Thence, along the Shaker Boulevard southern right of way, North 89 degrees 19 minutes 57 seconds East, 29.11 feet to the TRUE POINT OF BEGINNING and enclosing an area

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of 0.0418 acres, more or less, and is from Cuyahoga County Auditor's parcel No. 733-23-020.

The stations and offsets referred in the above description are based upon the Warrensville Center Road centerline of right of way as shown on the aforementioned M-5049 Centerline Plat.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD83 (Conus)(Mol).

This description was prepared by Scott A. Horan, P.S., Registered Surveyor No. 8678, and is based on a survey made by Euthenics, Inc. between April and August 2019 for the Cuyahoga County Department of Public Works.

*Scott Horan*

\_\_\_\_\_  
Scott A. Horan, P.S. 8678

*01/27/21*

\_\_\_\_\_  
Date



**EXHIBIT A**

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Ver. Date 03/24/21

PID M-5049

**PARCEL 3-WD1  
CUY-WARRENSVILLE CENTER ROAD (C.R. 4)-05.92 COUNTY I.D. 1231  
ALL RIGHT, TITLE AND INTEREST IN FEE SIMPLE  
IN THE FOLLOWING DESCRIBED PROPERTY  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS**

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

Situated in the City of Shaker Heights and State of Ohio, County of Cuyahoga, Township of Warrensville, Original Lot 36 and being known as a part of a parcel conveyed to The City of Shaker Heights, an Ohio Municipal Corporation by deed dated January 10, 1945 and recorded as Volume 5837, Page 115 of the Cuyahoga County Records and more particularly bounded and described as follows:

Commencing at a monument box with a 3/4 inch iron pin found at an angle break in the Warrensville Center Road (C.R. 4) (width varies) centerline of right of way and the northwest corner of said Original Lot 36 at Station 40+00.00 as shown on the Centerline Plat found in Cuyahoga County Department of Works Plan CUY-Warrensville Center Road (C.R. 4)-05.92, M-5049, and recorded as AFN \_\_\_\_\_; thence, along the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 301.70 feet to Station 36+98.30; thence, perpendicular with the Warrensville Center Road centerline of right of way, North 89 degrees 17 minutes 12 seconds East, 55.00 feet to the Warrensville Center Road eastern right of way and the southern line of a 70.0 feet wide strip of land in "Parcel No. 9 - Part C" conveyed to The City of Shaker Heights, an Ohio Municipal Corporation by deed dated August 07, 1944 and recorded as Volume 5806, Page 01 of the Cuyahoga County Records at Station 36+98.30, 55.00 feet right, and the TRUE POINT OF BEGINNING of the parcel herein;

1. Thence, along the aforementioned southern line, North 89 degrees 08 minutes 28 seconds East, 7.00 feet to an iron pin set at Station 36+98.32, 62.00 feet right;
2. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 38.32 feet to an iron pin set at Station 36+60.00, 62.00 feet right;

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3. Thence, perpendicular with the Warrensville Center Road centerline of right of way, South 89 degrees 17 minutes 12 seconds West, 7.00 feet to an iron pin set on the Warrensville Center Road eastern right of way at Station 36+60.00, 55.00 feet right;
4. Thence, along the Warrensville Center Road eastern right of way, North 00 degrees 42 minutes 48 seconds West, 38.30 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0062 acres, more or less, 0.0038 acres of which is present road occupied.

The above-described parcel is a portion of Cuyahoga County Auditor's Parcel No. 734-16-013. Said parcel overlaps the present road occupied "Parcel No. 3-1" highway easement conveyed to the Board of County Commissioners of Cuyahoga County, Ohio by deed dated March 09, 1987 and recorded as Volume 87-1460, Page 18 of the Cuyahoga County Recorders.

The stations and offsets referred in the above description are based upon the Warrensville Center Road centerline of right of way as shown on the aforementioned M-5049 Centerline Plat.

"Iron Pin Set" in the above description is a 3/4 inch by 30 inch reinforcing rod with a 2 inch aluminum cap stamped "R/W" and "S. Horan PS8678".

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD83 (Conus)(Mol).

This description was prepared by Scott A. Horan, P.S., Registered Surveyor No. 8678, and is based on a survey made by Euthenics, Inc. between April and August 2019 for the Cuyahoga County Department of Public Works.

  
\_\_\_\_\_  
Scott A. Horan, P.S. 8678

01/27/21  
Date



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Ver. Date 12/30/20

PID M-5049

**PARCEL 3-WD2  
CUY-WARRENSVILLE CENTER ROAD (C.R. 4)-05.92 COUNTY I.D. 1231  
ALL RIGHT, TITLE AND INTEREST IN FEE SIMPLE  
IN THE FOLLOWING DESCRIBED PROPERTY  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS**

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

Situated in the City of Shaker Heights and State of Ohio, County of Cuyahoga, Township of Warrensville, Original Lot 36 and being known as a part of "Parcel No. 9 – Part C" conveyed to The City of Shaker Heights, an Ohio Municipal Corporation by deed dated August 07, 1944 and recorded as Volume 5806, Page 01 of the Cuyahoga County Records and more particularly bounded and described as follows:

Commencing at a monument box with a 3/4 inch iron pin found at an angle break in the Warrensville Center Road (C.R. 4) (width varies) centerline of right of way and the northwest corner of said Original Lot 36 at Station 40+00.00 as shown on the Centerline Plat found in Cuyahoga County Department of Works Plan CUY-Warrensville Center Road (C.R. 4)-05.92, M-5049, and recorded as AFN \_\_\_\_\_; thence, along the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 301.70 feet to Station 36+98.30; thence, perpendicular with the Warrensville Center Road centerline of right of way, North 89 degrees 17 minutes 12 seconds East, 55.00 feet to the Warrensville Center Road eastern right of way and the southern line of a 70.0 feet wide strip of land in said "Parcel No. 9 – Part C" at Station 36+98.30, 55.00 feet right, and the TRUE POINT OF BEGINNING of the parcel herein;

1. Thence, along the Warrensville Center Road eastern right of way, North 00 degrees 42 minutes 48 seconds West, 26.52 feet to Station 37+24.82, 55.00 feet right, said point referenced by an iron pin set South 00 degrees 42 minutes 48 seconds West, 12.00 feet at Station 37+12.82, 55.00 feet right;
2. Thence, perpendicular with the Warrensville Center Road centerline of right of way, North 89 degrees 17 minutes 12 seconds East, 7.00 feet to Station 37+24.82, 62.00 feet

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right, said point referenced by an iron pin set South 00 degrees 42 minutes 48 seconds East, 12.00 feet at Station 37+12.82, 62.00 feet right;

3. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 26.50 feet to an iron pin set on the aforementioned southern line of a 70.0 feet wide strip of land in said "Parcel No. 9 – Part C" at Station 36+98.32, 62.00 feet right;
4. Thence, along the aforementioned southern line, South 89 degrees 08 minutes 28 seconds West, 7.00 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0043 acres (186 square feet), more or less, all of which is present road occupied.

The above-described parcel is a portion of Cuyahoga County Auditor's Parcel No. 734-16-014. Said parcel overlaps the present road occupied "Parcel No. 3-1" highway easement conveyed to the Board of County Commissioners of Cuyahoga County, Ohio by deed dated March 09, 1987 and recorded as Volume 87-1460, Page 18 of the Cuyahoga County Recorders.

The stations and offsets referred in the above description are based upon the Warrensville Center Road centerline of right of way as shown on the aforementioned M-5049 Centerline Plat.

"Iron Pin Set" in the above description is a 3/4 inch by 30 inch reinforcing rod with a 2 inch aluminum cap stamped "R/W" and "S. Horan PS8678".

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD83 (Conus)(Mol).

This description was prepared by Scott A. Horan, P.S., Registered Surveyor No. 8678, and is based on a survey made by Euthenics, Inc. between April and August 2019 for the Cuyahoga County Department of Public Works.

*Scott A. Horan*

Scott A. Horan, P.S. 8678

01/27/21

Date





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Ver. Date 03/24/21

PID M-5049

**PARCEL 3-WD3  
CUY-WARRENSVILLE CENTER ROAD (C.R. 4)-05.92 COUNTY I.D. 1231  
ALL RIGHT, TITLE AND INTEREST IN FEE SIMPLE  
IN THE FOLLOWING DESCRIBED PROPERTY  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS**

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

Situated in the City of Shaker Heights and State of Ohio, County of Cuyahoga, Township of Warrensville, Original Lot 36 and being known as a part of a parcel conveyed to The City of Shaker Heights, an Ohio Municipal Corporation by deed dated January 10, 1945 and recorded as Volume 5837, Page 115 of the Cuyahoga County Records and more particularly bounded and described as follows:

Commencing at a monument box with a 3/4 inch iron pin found at an angle break in the Warrensville Center Road (C.R. 4) (width varies) centerline of right of way and the northwest corner of said Original Lot 36 at Station 40+00.00 as shown on the Centerline Plat found in Cuyahoga County Department of Works Plan CUY-Warrensville Center Road (C.R. 4)-05.92, M-5049, and recorded as AFN \_\_\_\_\_; thence, along the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 171.70 feet to Station 38+28.30; thence, perpendicular with the Warrensville Center Road centerline of right of way, North 89 degrees 17 minutes 12 seconds East, 55.00 feet to the Warrensville Center Road eastern right of way and the southwest corner of a parcel conveyed to The City of Shaker Heights by deed dated July 07, 1950 and recorded as Volume 7037, Page 147 of the Cuyahoga County Records at Station 38+28.30, 55.00 feet right, and the TRUE POINT OF BEGINNING of the parcel herein;

1. Thence, along the southern line of said parcel conveyed to the City of Shaker Heights, North 89 degrees 08 minutes 28 seconds East, 7.00 feet to a magnail set at Station 38+28.32, 62.00 feet right;
2. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 28.50 feet to a magnail set at Station 37+99.82, 62.00 feet right;

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3. Thence, perpendicular with the Warrensville Center Road centerline of right of way, South 89 degrees 17 minutes 12 seconds West, 7.00 feet to a magnail set on the Warrensville Center Road eastern right of way at Station 37+99.82, 55.00 feet right;
4. Thence, along the Warrensville Center Road centerline of right of way, North 00 degrees 42 minutes 48 seconds West, 28.48 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0046 acres, more or less, all of which is present road occupied.

The above-described parcel is a portion of Cuyahoga County Auditor's Parcel No. 734-16-013. Said parcel overlaps the present road occupied "Parcel No. 3-2" highway easement conveyed to the Board of County Commissioners of Cuyahoga County, Ohio by deed dated March 09, 1987 and recorded as Volume 87-1460, Page 18 of the Cuyahoga County Recorders.

The stations and offsets referred in the above description are based upon the Warrensville Center Road centerline of right of way as shown on the aforementioned M-5049 Centerline Plat.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD83 (Conus)(Mol).

This description was prepared by Scott A. Horan, P.S., Registered Surveyor No. 8678, and is based on a survey made by Euthenics, Inc. between April and August 2019 for the Cuyahoga County Department of Public Works.

  
\_\_\_\_\_  
Scott A. Horan, P.S. 8678

01/27/21  
Date



**EXHIBIT A**

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PID M-5049

**PARCEL 3-T1  
CUY-WARRENSVILLE CENTER ROAD (C.R. 4)-05.92 COUNTY I.D. 1231  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
GRADE AND REMOVE BRUSH  
FOR 24 MONTHS FROM DATE OF ENTRY BY THE  
CUYAHOGA COUNTY, OHIO**

**[Surveyor's description of the premises follows]**

Situated in the City of Shaker Heights and State of Ohio, County of Cuyahoga, Township of Warrensville, Original Lot 36 and being known as a part of a parcel conveyed to The City of Shaker Heights, an Ohio Municipal Corporation by deed dated January 10, 1945 and recorded as Volume 5837, Page 115 of the Cuyahoga County Records and more particularly bounded and described as follows:

Commencing on the Warrensville Center Road eastern right of way at the intersection with the southern line of the Grantor at Station 36+38.30, 55.00 feet right as shown on the Centerline Plat found in Cuyahoga County Department of Works Plan CUY-Warrensville Center Road (C.R. 4)-05.92, M-5049, and recorded as AFN \_\_\_\_\_, and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, along the Warrensville Center Road eastern right of way, North 00 degrees 42 minutes 48 seconds West, 21.70 feet to an iron pin set at Station 36+60.00, 55.00 feet right;
2. Thence, perpendicular with the Warrensville Center Road centerline of right of way, North 89 degrees 17 minutes 12 seconds East, 7.00 feet to an iron pin set at Station 36+60.00, 62.00 feet right;
3. Thence, parallel with the Warrensville Center Road centerline of right of way, North 00 degrees 42 minutes 48 seconds West, 38.32 feet to an iron pin set on the northern line of the Grantor at Station 36+98.32, 62.00 feet right;
4. Thence, along the northern line of the Grantor, North 89 degrees 08 minutes 28 seconds East, 28.00 feet to Station 36+98.39, 90.00 feet right;
5. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 23.39 feet to Station 36+75.00, 90.00 feet right;

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6. Thence, South 30 degrees 15 minutes 02 seconds West, 29.16 feet to Station 36+50.00, 75.00 feet right;
7. Thence parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 11.65 feet to the southern line of the Grantor at Station 36+38.35, 75.00 feet right;
8. Thence, along the southern line of the Grantor, South 89 degrees 08 minutes 28 seconds West, 20.00 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0337 acres, more or less, and is from Cuyahoga County Auditor's Parcel No. 734-16-013.

The stations and offsets referred in the above description are based upon the Warrensville Center Road centerline of right of way as shown on the aforementioned M-5049 Centerline Plat.

"Iron Pin Set" in the above description is a 3/4 inch by 30 inch reinforcing rod with a 2 inch aluminum cap stamped "R/W" and "S. Horan PS8678".

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD83 (Conus)(Mol).

This description was prepared by Scott A. Horan, P.S., Registered Surveyor No. 8678, and is based on a survey made by Euthenics, Inc. between April and August 2019 for the Cuyahoga County Department of Public Works.

  
\_\_\_\_\_  
Scott A. Horan, P.S. 8678

01/27/21  
\_\_\_\_\_  
Date



**EXHIBIT A**

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PID M-5049

**PARCEL 3-T2  
CUY-WARRENSVILLE CENTER ROAD (C.R. 4)-05.92 COUNTY I.D. 1231  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
GRADE AND ACCESS CONSTRUCTION SITE  
FOR 24 MONTHS FROM DATE OF ENTRY BY THE  
CUYAHOGA COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the City of Shaker Heights and State of Ohio, County of Cuyahoga, Township of Warrensville, Original Lot 36 and being known as a part of "Parcel No. 9 - Part C" conveyed to The City of Shaker Heights, an Ohio municipal Corporation by deed dated August 07, 1944 and recorded as Volume 5806, Page 01 of the Cuyahoga County Records and more particularly bounded and described as follows:

Commencing on the Warrensville Center Road (C.R. 4) (width varies) eastern right of way at the intersection with the northern line of the Grantor at Station 37+68.30, 55.00 feet right as shown on the Centerline Plat found in Cuyahoga County Department of Works Plan CUY-Warrensville Center Road (C.R. 4)-05.92, M-5049, and recorded as AFN \_\_\_\_\_, and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, along the northern line of the Grantor, North 89 degrees 08 minutes 28 seconds East, 175.00 feet to an angle break in the northern line of the Grantor at Station 37+68.74, 230.00 feet right;
2. Thence, continuing along the northern line of the Grantor, North 00 degrees 42 minutes 48 seconds West, 45.00 feet to an angle break in the northern line of the Grantor at Station 38+13.74, 230.00 feet right;
3. Thence, continuing along the northern line of the Grantor, North 89 degrees 08 minutes 28 seconds East, 10.00 feet to Station 38+13.77, 240.00 feet right;
4. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 53.77 feet to Station 37+60.00, 240.00 feet right;
5. Thence, perpendicular with the Warrensville Center Road centerline of right of way, South 89 degrees 17 minutes 12 seconds West, 160.00 feet to Station 37+60.00, 80.00 feet right;

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- 6. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 50.00 feet to Station 37+10.00, 80.00 feet right;
- 7. Thence, South 41 degrees 26 minutes 55 seconds East, 15.32 feet to the southern line of the Grantor at Station 36+98.39, 90.00 feet right;
- 8. Thence, along the southern line of the Grantor, South 89 degrees 08 minutes 28 seconds West, 28.00 feet to an iron pin set at Station 36+98.32, 62.00 feet right;
- 9. Thence, parallel with the Warrensville Center Road centerline of right of way, North 00 degrees 42 minutes 48 seconds West, 26.50 feet to Station 37+24.82, 62.00 feet right, said point referenced by an iron pin set South 00 degrees 42 minutes 48 seconds East, 12.00 feet;
- 10. Thence, perpendicular with the Warrensville Center Road centerline of right of way, South 89 degrees 17 minutes 12 seconds West, 7.00 feet to the Warrensville Center Road eastern right of way at Station 37+24.82, 55.00 feet right, said point referenced by an iron pin set South 00 degrees 42 minutes 48 seconds East, 12.00 feet;
- 11. Thence, along the Warrensville Center Road eastern right of way, North 00 degrees 42 minutes 48 seconds West, 43.48 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0790 acres (3443 square feet), more or less, and is from Cuyahoga County Auditor's parcel No. 734-16-014.

The stations and offsets referred in the above description are based upon the Warrensville Center Road centerline of right of way as shown on the aforementioned M-5049 Centerline Plat.

“Iron Pin Set” in the above description is a 3/4 inch by 30 inch reinforcing rod with a 2 inch aluminum cap stamped “R/W” and “S. Horan PS8678”.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD83 (Conus)(Mol).

This description was prepared by Scott A. Horan, P.S., Registered Surveyor No. 8678, and is based on a survey made by Euthenics, Inc. between April and August 2019 for the Cuyahoga County Department of Public Works.

*Scott Horan*  
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 Scott A. Horan, P.S. 8678  
 01/27/21  
 \_\_\_\_\_  
 Date



**EXHIBIT A**

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PID M-5049

**PARCEL 3-T3  
CUY-WARRENSVILLE CENTER ROAD (C.R. 4)-05.92 COUNTY I.D. 1231  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
ACCESS CONSTRUCTION SITE  
FOR 24 MONTHS FROM DATE OF ENTRY BY THE  
CUYAHOGA COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the City of Shaker Heights and State of Ohio, County of Cuyahoga, Township of Warrensville, Original Lot 36 and being known as a part of a parcel conveyed to The City of Shaker Heights, an Ohio Municipal Corporation by deed dated January 10, 1945 and recorded as Volume 5837, Page 115 of the Cuyahoga County Records and more particularly bounded and described as follows:

Commencing on the Warrensville Center Road eastern right of way at the intersection with the southern line of the Grantor at Station 37+68.30, 55.00 feet right as shown on the Centerline Plat found in Cuyahoga County Department of Works Plan CUY-Warrensville Center Road (C.R. 4)-05.92, M-5049, and recorded as AFN \_\_\_\_\_, and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, along the Warrensville Center Road eastern right of way, North 00 degrees 42 minutes 48 seconds West, 31.52 feet to a magnail set at Station 37+99.82, 55.00 feet right;
2. Thence, perpendicular with the Warrensville Center Road centerline of right of way, North 89 degrees 17 minutes 12 seconds East, 7.00 feet to a magnail set at Station 37+99.82, 62.00 feet right;
3. Thence, parallel with the Warrensville Center Road centerline of right of way, North 00 degrees 42 minutes 48 seconds West, 28.50 feet to a magnail set on the northern line of the Grantor at Station 38+28.32, 62.00 feet right;
4. Thence, along the northern line of Grantor, North 89 degrees 08 minutes 28 seconds East, 178.00 feet to Station 38+28.77, 240.00 feet right;

**EXHIBIT A**

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5. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 15.00 feet to the southern line of the Grantor at Station 38+13.77, 240.00 feet right;
6. Thence, along the southern line of the Grantor, South 89 degrees 08 minutes 28 seconds West, 10.00 feet to an angle break in the southern line of the Grantor at Station 38+13.74, 230.00 feet right;
7. Thence, continuing along the southern line of the Grantor, South 00 degrees 42 minutes 48 seconds East, 45.00 feet to an angle break in the southern line of the Grantor at Station 37+68.74, 230.00 feet right;
8. Thence, continuing along the southern line of the Grantor, South 89 degrees 08 minutes 28 seconds West, 175.00 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.2399 acres, more or less, and is from Cuyahoga County Auditor's Parcel No. 734-16-013.

The stations and offsets referred in the above description are based upon the Warrensville Center Road centerline of right of way as shown on the aforementioned M-5049 Centerline Plat.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD83 (Conus)(Mol).

This description was prepared by Scott A. Horan, P.S., Registered Surveyor No. 8678, and is based on a survey made by Euthenics, Inc. between April and August 2019 for the Cuyahoga County Department of Public Works.

  
\_\_\_\_\_  
Scott A. Horan, P.S. 8678

01/27/21  
\_\_\_\_\_  
Date





**EXHIBIT A**

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Ver. Date 01/06/21

PID M-5049

**PARCEL 4-T  
CUY-WARRENSVILLE CENTER ROAD (C.R. 4)-05.92 COUNTY I.D. 1231  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
ACCESS CONSTRUCTION SITE  
FOR 24 MONTHS FROM DATE OF ENTRY BY THE  
CUYAHOGA COUNTY, OHIO**

**[Surveyor's description of the premises follows]**

Situated in the City of Shaker Heights and State of Ohio, County of Cuyahoga, Township of Warrensville, Original Lot 35 and being known as a part of "Parcel No. 9 - Part B" conveyed to The City of Shaker Heights, an Ohio municipal Corporation by deed dated August 07, 1944 and recorded as Volume 5806, Page 01 of the Cuyahoga County Records and more particularly bounded and described as follows:

Commencing on the Warrensville Center Road (C.R. 4) (width varies) western right of way at the intersection with the Shaker Boulevard northern right of way (of the southern leg) as shown on the Warrensville Center Road Widening plat and recorded as Plat Volume 104, Page 36 of the Cuyahoga County Records at Station 37+03.20, 55.00 feet left as shown on the Centerline Plat found in Cuyahoga County Department of Works Plan CUY-Warrensville Center Road (C.R. 4)-05.92, M-5049, and recorded as AFN \_\_\_\_\_, and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, along the Shaker Boulevard northern right of way, South 89 degrees 19 minutes 57 seconds West, 45.00 feet to Station 37+03.24, 100.00 feet left;
2. Thence, North 63 degrees 41 minutes 56 seconds East, 38.81 feet to Station 37+20.00, 65.00 feet left;
3. Thence, parallel with the Warrensville center Road centerline of right of way, North 00 degrees 42 minutes 48 seconds West, 43.21 feet to the Shaker Boulevard southern right of way (or the northern leg) as shown on said Widening plat at Station 37+63.21, 65.00 feet left;
4. Thence, along the Shaker Boulevard southern right of way, North 89 degrees 19 minutes 57 seconds East, 10.00 feet to the Warrensville Center Road western right of way at Station 37+63.20, 55.00 feet left;

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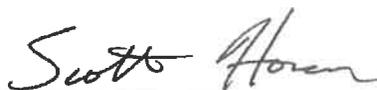
5. Thence, along the Warrensville Center Road western right of way, South 00 degree 42 minutes 48 seconds East, 60.00 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0205 (894 square feet) acres, more or less, 0.0035 acres (151 square feet) of which is present road occupied.

The above-described parcel is a portion of Cuyahoga County Auditor's Parcel No. 733-12-016. Said parcel overlaps the present road occupied "Parcel No. 4-1" highway easement conveyed to the Board of County Commissioners of Cuyahoga County, Ohio by deed dated March 09, 1987 and recorded as Volume 87-1460, Page 18 of the Cuyahoga County Recorders.

The stations and offsets referred in the above description are based upon the Warrensville Center Road centerline of right of way as shown on the aforementioned M-5049 Centerline Plat.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD83 (Conus)(Mol).

This description was prepared by Scott A. Horan, P.S., Registered Surveyor No. 8678, and is based on a survey made by Euthenics, Inc. between April and August 2019 for the Cuyahoga County Department of Public Works.



Scott A. Horan, P.S. 8678

01/27/21

Date



**EXHIBIT A**

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PID M-5049

**PARCEL 5-WD  
CUY-WARRENSVILLE CENTER RD. (C.R. 4)-05.92 COUNTY I.D. 1231  
ALL RIGHT, TITLE AND INTEREST IN FEE SIMPLE  
IN THE FOLLOWING DESCRIBED PROPERTY  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS**

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

Situated in the City of Shaker Heights and State of Ohio, County of Cuyahoga, Township of Warrensville, Original Lot 35 and being known as a part of "Parcel G" conveyed to The City of Cleveland by deed dated December 18, 1915 and recorded as Volume 1718, Page 568 of the Cuyahoga County Records and more particularly bounded and described as follows:

Commencing at a monument box with a 3/4 inch iron pin found at an angle break in the Warrensville Center Road (C.R. 4) (width varies) centerline of right of way and the northeast corner of said Original Lot 35 at Station 40+00.00 as shown on the Centerline Plat found in Cuyahoga County Department of Works Plan CUY-Warrensville Center Road (C.R. 4)-05.92, M-5049, and recorded as AFN \_\_\_\_\_; thence, along the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 171.80 feet to Station 38+28.20; thence, perpendicular with the Warrensville Center Road centerline of right of way, South 89 degrees 17 minutes 12 seconds West, 50.00 feet to the intersection of the Warrensville Center Road western right of way with the Shaker Boulevard northern right of way as shown on The Van Sweringen Co's Subdivision No. 28 plat and recorded as Plat Volume 97, Page 28 of the Cuyahoga County Records at Station 38+28.20, 50.00 feet left, and the TRUE POINT OF BEGINNING of the parcel herein;

1. Thence, along the Shaker Boulevard northern right of way, South 89 degrees 19 minutes 57 seconds West, 12.00 feet to an iron pin set at Station 38+28.21, 62.00 feet left;
2. Thence, parallel with the Warrensville Center Road centerline of right of way, North 00 degrees 42 minutes 48 seconds West, 36.79 feet to an iron pin set at Station 38+65.00, 62.00 feet left;

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3. Thence, perpendicular with the Warrensville Center Road centerline of right of way, North 89 degrees 17 minutes 12 seconds East, 7.00 feet to an iron pin set at Station 38+65.00, 55.00 feet left;
4. Thence, parallel with the Warrensville Center Road centerline of right of way, North 00 degrees 42 minutes 48 seconds West, 112.00 feet to an iron pin set at Station 39+77.00, 55.00 feet left;
5. Thence, perpendicular with the Warrensville Center Road centerline of right of way, North 89 degrees 17 minutes 12 seconds East, 5.00 feet to an iron pin set on the Warrensville Center Road western right of way at Station 39+77.00, 50.00 feet left;
6. Thence, along the Warrensville Center Road western right of way, South 00 degrees 42 minutes 48 seconds East, 148.80 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0230 acres, more or less, 0.0060 acres of which is present road occupied.

The above-described parcel is a portion of Cuyahoga County Auditor's Parcel No. 733-12-015. Said parcel overlaps the present road occupied highway easement conveyed to the Board of County Commissioners of Cuyahoga County, Ohio by deed dated May 06, 1988 and recorded as Volume 88-1978, Page 32 of the Cuyahoga County Recorders.

The stations and offsets referred in the above description are based upon the Warrensville Center Road centerline of right of way as shown on the aforementioned M-5049 Centerline Plat.

"Iron Pin Set" in the above description is a 3/4 inch by 30 inch reinforcing rod with a 2 inch aluminum cap stamped "R/W" and "S. Horan PS8678".

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD83 (Conus)(Mol).

This description was prepared by Scott A. Horan, P.S., Registered Surveyor No. 8678, and is based on a survey made by Euthenics, Inc. between April and August 2019 for the Cuyahoga County Department of Public Works.

Scott A. Horan  
Scott A. Horan, P.S. 8678

01/27/21  
Date



**EXHIBIT A**

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PID M-5049

**PARCEL 5-T  
CUY-WARRENSVILLE CENTER ROAD (C.R. 4)-05.92 COUNTY I.D. 1231  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
GRADE, ADJUST PULLBOX, AND REMOVE BRUSH  
FOR 24 MONTHS FROM DATE OF ENTRY BY THE  
CUYAHOGA COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the City of Shaker Heights and State of Ohio, County of Cuyahoga, Township of Warrensville, Original Lot 35 and being known as a part of "Parcel G" conveyed to The City of Cleveland by deed dated December 18, 1915 and recorded as Volume 1718, Page 568 of the Cuyahoga County Records and more particularly bounded and described as follows:

Commencing for reference on the Warrensville Center Road (C.R. 4) (width varies) western right of way at the intersection with the Shaker Boulevard northern right of way as shown on The Van Sweringen Co's Subdivision No. 28 plat and recorded as Plat Volume 97, Page 28 of the Cuyahoga County Records at Station 38+28.20, 50.00 feet left as shown on the Centerline Plat found in Cuyahoga County Department of Works Plan CUY-Warrensville Center Road (C.R. 4)-05.92, M-5049, and recorded as AFN \_\_\_\_\_; thence, along the Shaker Boulevard northern right of way, South 89 degrees 19 minutes 57 seconds West, 12.00 feet to an iron pin set at Station 38+28.21, 62.00 feet left and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, continuing along the Shaker Boulevard northern right of way, South 89 degrees 19 minutes 57 seconds West, 13.00 feet to Station 38+28.22, 75.00 feet left;
2. Thence, parallel with the Warrensville Center Road centerline of right of way, North 00 degrees 42 minutes 48 seconds West, 21.78 feet to Station 38+50.00, 75.00 feet left;
3. Thence, North 05 degrees 52 minutes 07 seconds East, 130.86 feet to Station 39+80.00, 60.00 feet left;
4. Thence, perpendicular with the Warrensville Center Road centerline of right of way, North 89 degrees 17 minutes 12 seconds East, 10.00 feet to the Warrensville Center Road western right of way at Station 39+80.00, 50.00 feet left;

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5. Thence, along the Warrensville Center Road western right of way, South 00 degrees 42 minutes 48 seconds East, 3.00 feet to an iron pin set at Station 39+77.00, 50.00 feet left;
6. Thence, perpendicular with the Warrensville Center Road centerline of right of way, South 89 degrees 17 minutes 12 seconds West, 5.00 feet to an iron pin set at Station 39+77.00, 55.00 feet left;
7. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 112.00 feet to an iron pin set at Station 38+65.00, 55.00 feet left;
8. Thence, perpendicular with the Warrensville Center Road centerline of right of way, South 89 degrees 17 minutes 12 seconds West, 7.00 feet to an iron pin set at Station 38+65.00, 62.00 feet left;
9. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 36.79 feet to the TRUE PLACE OF BEGINNING and enclosing an area of 0.0417 acres, more or less, and is from Cuyahoga County Auditor's Parcel No. 733-12-015.

The stations and offsets referred in the above description are based upon the Warrensville Center Road centerline of right of way as shown on the aforementioned M-5049 Centerline Plat.

"Iron Pin Set" in the above description is a 3/4 inch by 30 inch reinforcing rod with a 2 inch aluminum cap stamped "R/W" and "S. Horan PS8678".

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD83 (Conus)(Mol).

This description was prepared by Scott A. Horan, P.S., Registered Surveyor No. 8678, and is based on a survey made by Euthenics, Inc. between April and August 2019 for the Cuyahoga County Department of Public Works.

  
 \_\_\_\_\_  
 Scott A. Horan, P.S. 8678

01/27/21  
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 Date



**EXHIBIT A**

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Ver. Date 03/24/21

PID M-5049

**PARCEL 6-WD1  
CUY-WARRENSVILLE CENTER ROAD (C.R. 4)-05.92 COUNTY I.D. 1231  
ALL RIGHT, TITLE AND INTEREST IN FEE SIMPLE  
IN THE FOLLOWING DESCRIBED PROPERTY  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS**

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

Situated in the City of Shaker Heights and State of Ohio, County of Cuyahoga, Township of Warrensville, Original Lot 36 and being known as a part of a parcel conveyed to The City of Shaker Heights by deed dated July 07, 1950 and recorded as Volume 7037, Page 147 of the Cuyahoga County Records and more particularly bounded and described as follows:

Commencing at a monument box with a 3/4 inch iron pin found at an angle break in the Warrensville Center Road (C.R. 4) (width varies) centerline of right of way and the northwest corner of said Original Lot 36 at Station 40+00.00 as shown on the Centerline Plat found in Cuyahoga County Department of Works Plan CUY-Warrensville Center Road (C.R. 4)-05.92, M-5049, and recorded as AFN \_\_\_\_\_; thence, along the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 171.70 feet to Station 38+28.30; thence, perpendicular with the Warrensville Center Road centerline of right of way, North 89 degrees 17 minutes 12 seconds East, 55.00 feet to the Warrensville Center Road eastern right of way and the northern line of a 190.0 feet wide strip of land conveyed to The City of Shaker Heights, an Ohio Municipal Corporation by deed dated January 10, 1945 and recorded as Volume 5837, Page 115 of the Cuyahoga County Records at Station 38+28.30, 55.00 feet right, and the TRUE POINT OF BEGINNING of the parcel herein;

1. Thence, along the Warrensville Center Road eastern right of way, North 00 degrees 42 minutes 48 seconds West, 41.70 feet to an iron pin set at Station 38+70.00, 55.00 feet right;
2. Thence, perpendicular with the Warrensville Center Road centerline of right of way, North 89 degrees 17 minutes 12 seconds East, 7.00 feet to an iron pin set at Station 38+70.00, 62.00 feet right;

**EXHIBIT A**

RX 250 WD

- 3. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 41.68 feet to a magnail set on the aforementioned northern line of a 190.0 feet wide strip of land conveyed to the City of Shaker Heights, an Ohio Municipal Corporation at Station 38+28.32, 62.00 feet right;
- 4. Thence, along the aforementioned northern line, South 89 degrees 08 minutes 28 seconds West, 7.00 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0067 acres, more or less, 0.0035 acres of which is present road occupied.

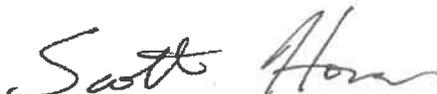
The above-described parcel is a portion of Cuyahoga County Auditor's Parcel No. 734-16-017. Said parcel overlaps the present road occupied "Parcel No. 3-2" highway easement conveyed to the Board of County Commissioners of Cuyahoga County, Ohio by deed dated March 09, 1987 and recorded as Volume 87-1460, Page 18 of the Cuyahoga County Recorders.

The stations and offsets referred in the above description are based upon the Warrensville Center Road centerline of right of way as shown on the aforementioned M-5049 Centerline Plat.

"Iron Pin Set" in the above description is a 3/4 inch by 30 inch reinforcing rod with a 2 inch aluminum cap stamped "R/W" and "S. Horan PS8678".

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD83 (Conus)(Mol).

This description was prepared by Scott A. Horan, P.S., Registered Surveyor No. 8678, and is based on a survey made by Euthenics, Inc. between April and August 2019 for the Cuyahoga County Department of Public Works.

  
 \_\_\_\_\_  
 Scott A. Horan, P.S. 8678

01/27/21  
 \_\_\_\_\_  
 Date





**EXHIBIT A**

LPA RX 887 T

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Rev. 07/09

Ver. Date 05/17/21

PID M-5049

**PARCEL 6-T  
CUY-WARRENSVILLE CENTER ROAD (C.R. 4)-05.92 COUNTY I.D. 1231  
TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
GRADE, ADJUST PULLBOX, AND REMOVE BRUSH  
FOR 24 MONTHS FROM DATE OF ENTRY BY THE  
CUYAHOGA COUNTY, OHIO**

**[Surveyor's description of the premises follows]**

Situated in the City of Shaker Heights and State of Ohio, County of Cuyahoga, Township of Warrensville, Original Lot 36 and being known as a part of a parcel conveyed to The City of Shaker Heights by deed dated July 07, 1950 and recorded as Volume 7037, Page 147 of the Cuyahoga County Records and more particularly bounded and described as follows:

Commencing for reference on the Warrensville Center Road eastern right of way at the intersection with the southern line of the Grantor at Station 38+28.30, 55.00 feet right as shown as shown on the Centerline Plat found in Cuyahoga County Department of Works Plan CUY-Warrensville Center Road (C.R. 4)-05.92, M-5049, and recorded as AFN \_\_\_\_\_; thence, along the southern line of the Grantor, North 89 degrees 08 minutes 28 seconds East, 7.00 feet to a magnail set at Station 38+28.32, 62.00 feet right and the TRUE POINT OF BEGINNING of the parcel herein described;

1. Thence, parallel with the Warrensville Center Road centerline of right of way, North 00 degrees 42 minutes 48 seconds West, 41.68 feet to an iron pin set at Station 38+70.00, 62.00 feet right;
2. Thence, perpendicular with the Warrensville Center Road centerline of right of way, South 89 degrees 17 minutes 12 seconds West, 7.00 feet to an iron pin set on the Warrensville Center Road eastern right of way at Station 38+70.00, 55.00 feet right;
3. Thence, along the Warrensville Center Road eastern right of way, North 00 degrees 42 minutes 48 seconds West, 48.00 feet to an iron pin set at Station 39+18.00, 55.00 feet right;
4. Thence, perpendicular with the Warrensville Center Road centerline of right of way, North 89 degrees 17 minutes 12 seconds East, 8.00 feet to an iron pin set at Station 39+18.00, 63.00 feet right;

## EXHIBIT A

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5. Thence, parallel with the Warrensville Center Road centerline of right of way, North 00 degrees 42 minutes 48 seconds West, 8.00 feet to an iron pin set at Station 39+26.00, 63.00 feet right;
6. Thence, perpendicular with the Warrensville Center Road centerline of right of way, South 89 degrees 17 minutes 12 seconds West, 8.00 feet to an iron pin set on the Warrensville Center Road eastern right of way at Station 39+26.00, 55.00 feet right;
7. Thence, along the Warrensville Center Road eastern right of way, North 00 degrees 42 minutes 48 seconds West, 25.31 feet to a point of curvature in the Warrensville Center Road eastern right of way at Station 39+51.31, 55.00 feet right;
8. Thence, continuing along the Warrensville Center Road eastern right of way, along a curve deflecting to the right with a delta of 21 degrees 58 minutes 59 seconds, a radius of 90.00 feet, a length of 17.48 feet, and a chord bearing North 10 degrees 16 minutes 42 seconds East, 34.32 feet to Station 39+85.00, 61.54 feet right;
9. Thence, South 53 degrees 56 minutes 41 seconds East, 41.77 feet to Station 39+60.00, 95.00 feet right;
10. Thence, South 24 degrees 40 minutes 33 seconds East, 49.24 feet to Station 39+15.00, 115.00 feet right;
11. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 40.00 feet to Station 38+75.00, 115.00 feet right;
12. Thence, South 53 degrees 44 minutes 57 seconds West, 43.01 feet to Station 38+50.00, 80.00 feet right;
13. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 21.64 feet to the southern line of the Grantor at Station 38+28.36, 80.00 feet right;
14. Thence, along the southern line of the Grantor, South 89 degrees 08 minutes 28 seconds West, 18.00 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.1471 acres (6,408 square feet), more or less, and is from Cuyahoga County Auditor's Parcel No. 734-16-017.

The stations and offsets referred in the above description are based upon the Warrensville Center Road centerline of right of way as shown on the aforementioned M-5049 Centerline Plat.

**EXHIBIT A**

Page 3 of 3

LPA RX 887 T

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“Iron Pin Set” in the above description is a 3/4 inch by 30 inch reinforcing rod with a 2 inch aluminum cap stamped “R/W” and “S. Horan PS8678”.

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD83 (Conus)(Mol).

This description was prepared by Scott A. Horan, P.S., Registered Surveyor No. 8678, and is based on a survey made by Euthenics, Inc. between April and August 2019 for the Cuyahoga County Department of Public Works.

  
\_\_\_\_\_  
Scott A. Horan, P.S. 8678

05/17/21  
\_\_\_\_\_  
Date



**EXHIBIT A**

Page 1 of 2

RX 250 WD

Rev. 06/09

Ver. Date 05/17/21

PID M-5049

**PARCEL 6-WD2  
CUY-WARRENSVILLE CENTER ROAD (C.R. 4)-05.92 COUNTY I.D. 1231  
ALL RIGHT, TITLE AND INTEREST IN FEE SIMPLE  
IN THE FOLLOWING DESCRIBED PROPERTY  
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS**

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

Situated in the City of Shaker Heights and State of Ohio, County of Cuyahoga, Township of Warrensville, Original Lot 36 and being known as a part of a parcel conveyed to The City of Shaker Heights by deed dated July 07, 1950 and recorded as Volume 7037, Page 147 of the Cuyahoga County Records and more particularly bounded and described as follows:

Commencing at a monument box with a 3/4 inch iron pin found at an angle break in the Warrensville Center Road (C.R. 4) (width varies) centerline of right of way and the northwest corner of said Original Lot 36 at Station 40+00.00 as shown on the Centerline Plat found in Cuyahoga County Department of Works Plan CUY-Warrensville Center Road (C.R. 4)-05.92, M-5049, and recorded as AFN \_\_\_\_\_; thence, along the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 171.70 feet to Station 38+28.30; thence, perpendicular with the Warrensville Center Road centerline of right of way, North 89 degrees 17 minutes 12 seconds East, 55.00 feet to the Warrensville Center Road eastern right of way and the northern line of a 190.0 feet wide strip of land conveyed to The City of Shaker Heights, an Ohio Municipal Corporation by deed dated January 10, 1945 and recorded as Volume 5837, Page 115 of the Cuyahoga County Records at Station 38+28.30, 55.00 feet right; thence, along the Warrensville Center Road eastern right of way, North 00 degrees 42 minutes 48 seconds West, 89.70 feet to an iron pin set at Station 39+18.00, 55.00 feet right and the TRUE POINT OF BEGINNING of the parcel herein;

1. Thence, continuing along the Warrensville Center Road eastern right of way, North 00 degrees 42 minutes 48 seconds West, 8.00 feet to an iron pin set at Station 39+26.00, 55.00 feet right;

**EXHIBIT A**

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- 2. Thence, perpendicular with the Warrensville Center Road centerline of right of way, North 89 degrees 17 minutes 12 seconds East, 8.00 feet to an iron pin set at Station 39+26.00, 63.00 feet right;
- 3. Thence, parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 8.00 feet to an iron pin set at Station 39+18.00, 63.00 feet right;
- 4. Thence, perpendicular with the Warrensville Center Road centerline of right of way, South 89 degrees 17 minutes 12 seconds West, 8.00 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0015 acres (64 square feet), more or less, and is from Cuyahoga County Auditor's Parcel No. 734-16-017.

The stations and offsets referred in the above description are based upon the Warrensville Center Road centerline of right of way as shown on the aforementioned M-5049 Centerline Plat.

"Iron Pin Set" in the above description is a 3/4 inch by 30 inch reinforcing rod with a 2 inch aluminum cap stamped "R/W" and "S. Horan PS8678".

Bearings for the above description are based upon the Ohio State Plane Coordinates System, North Zone, NAD83 (Conus)(Mol).

This description was prepared by Scott A. Horan, P.S., Registered Surveyor No. 8678, and is based on a survey made by Euthenics, Inc. between April and August 2019 for the Cuyahoga County Department of Public Works.

*Scott Horan*  
 \_\_\_\_\_  
 Scott A. Horan, P.S. 8678

*05/17/21*  
 \_\_\_\_\_  
 Date



**RIGHT OF WAY LEGEND SHEET**

# M-5049 RIGHT OF WAY LEGEND SHEET

## CUY-WARRENSVILLE CENTER ROAD (C.R. 4)

COUNTY BRIDGES 05.92 EAST & WEST  
CUYAHOGA COUNTY  
STATE OF OHIO  
CITY OF SHAKER HEIGHTS & CITY OF CLEVELAND  
WARRENSVILLE TOWNSHIP  
ORIGINAL LOTS 25, 26, 35, AND 36



**PROJECT DESCRIPTION**  
THIS PROJECT CONSISTS OF REHABILITATION OF WARRENSVILLE CENTER ROAD BRIDGES 05.92 EAST & WEST OVER THE G.C.R. I.A. GREEN LINE INCLUDING REPLACEMENT OF THE SUPERSUBSTRUCTURES, ROADWAY, DRAINAGE, AND TRAFFIC SIGNAL IMPROVEMENTS AND INSTALLATION OF A SHARED-USE PATH ACROSS THE NORTHBOUND (EAST) STRUCTURE.

**PLANS PREPARED BY:**  
FIRM NAME: ELZEVENICS, INC.  
R/W DESIGNER: ALAN R. PATAK, P.E.  
R/W REVIEWER: SCOTT A. HORAN, P.S.  
FIELD REVIEWER: SCOTT A. HORAN, P.S.  
PRELIMINARY FIELD REVIEW DATE: 12/29/20  
TRACINGS FIELD REVIEW DATE: -  
OWNERSHIP UPDATED BY: SCOTT A. HORAN, P.S.  
DATE COMPLETED: 12/30/20  
PLAN COMPLETION DATE: 05/17/21

**INDEX OF SHEETS:**

LEGEND SHEET	1
CENTERLINE PLAT	2
PROPERTY MAP	3
SUMMARY OF ADDITIONAL R/W	4
R/W TOPO	5, 7
R/W BOUNDARY	6, 8
RAILROAD PLAT	9

**STRUCTURE KEY**

- RESIDENTIAL
- COMMERCIAL
- OUT-BUILDING

**LEGEND**

- A = AERIAL
- SH = STANDARD HIGHWAY
- T = TEMPORARY
- U = UTILITY
- WD = WARRANTY DEED

**TELECOMMUNICATIONS:**  
WDF (WIRE WIRE WEST)  
CLEVELAND, OHIO 44115  
CONTACT: JIM KASSICK  
PHONE: (440) 546-9706  
EMAIL: jkassick@wdf.com

**TELECOMMUNICATIONS:**  
WDF (WIRE WIRE WEST)  
CLEVELAND, OHIO 44115  
CONTACT: JIM KASSICK  
PHONE: (440) 546-9706  
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PHONE: (440) 546-9706  
EMAIL: jkassick@wdf.com

**CONVENTIONAL SYMBOLS**

- County Line
- Township Line
- Section Line
- Corporation Line
- Fence Line (Ex) --- (Pr) ---
- Center Line
- Right of Way (Ex) --- Ex R/W ---
- Right of Way (Pr) --- R/W ---
- Standard Highway EASE (EX) --- Ex SH ---
- Temporary Right of Way --- TMP ---
- Channel EASE (Pr) --- CH ---
- Aerial EASE (EX) --- Ex A ---
- Aerial EASE (Pr) --- A ---
- Utility EASE (EX) --- Ex U ---
- Utility EASE (Pr) --- U ---
- Sewer EASE (EX) --- Ex SW ---
- Sewer EASE (Pr) --- SW ---
- Railroad
- Construction Limits
- Conduit (EX) --- (Pr) ---
- Edge of Pavement (EX) --- (Pr) ---

**CONVENTIONAL SYMBOLS**

- Edge of Pavement (Pr) ---
- Edge of Shoulder (EX) ---
- Edge of Shoulder (Pr) ---
- Ditch / Creek (EX) ---
- Ditch / Creek (Pr) ---
- Tree Line (EX) ---
- Tree Line (Pr) ---
- Ownership Hook Symbol --- Example
- Property Line Symbol --- Example
- Break Line Symbol --- Example
- Tree (Pr) --- Tree (EX) --- Shrub (EX) ---
- Tree (Remove) --- Shrub (Remove) ---
- Evergreen (EX) --- Stump ---
- Evergreen (Remove) --- Stump (Remove) ---
- Post (EX) --- Mailbox (EX) --- Aerial Target ---
- Well (EX) --- Well (Pr) ---
- Light (EX) --- Telephone Marker (EX) ---
- Light (Pr) --- Telephone Marker (Pr) ---
- Water Valve (EX) --- Water Meter (EX) ---
- Water Valve (Pr) --- Water Meter (Pr) ---
- Telephone Pole (EX) --- Utility Pole (EX) ---
- Telephone Pole (Pr) --- Utility Pole (Pr) ---
- Light Pole (EX) ---
- Light Pole (Pr) ---

**TELECOMMUNICATIONS:**  
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WDF (WIRE WIRE WEST)  
CLEVELAND, OHIO 44115  
CONTACT: JIM KASSICK  
PHONE: (440) 546-9706  
EMAIL: jkassick@wdf.com

**NOTES:**  
THE LOCATION OF THE UNDERGROUND UTILITIES SHOWN ON THE PLANS ARE OBTAINED FROM THE OWNER OF THE UTILITIES AS REQUIRED BY SECTION 453.64 O.R.C.

I, SCOTT A. HORAN, P.S. HAVE CONDUCTED A SURVEY OF THE EXISTING CONDITIONS FOR THE CUYAHOGA COUNTY DEPARTMENT OF PUBLIC WORKS BETWEEN APRIL AND JUNE 2019. THE RESULTS OF THAT SURVEY ARE CONTAINED HEREIN. UNDERGROUND UTILITY LOCATIONS ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY, THOUGH THEY ARE BELIEVED TO BE ACCURATE. THEIR LOCATION IS AS MARKED ON THE GROUND BY THE UTILITY COMPANY OR PLANS PROVIDED BY THE UTILITY COMPANY PER COUPS AND COUPYS CONFIRMATION NUMBERS A1000604 AND A1000609 AND THOSE MARKINGS SUBSEQUENTLY BEING SURVEYED AS PART OF THIS PROJECT. THE HORIZONTAL COORDINATES EXPRESSED HEREIN ARE BASED ON THE OHIO STATE PLANE COORDINATE SYSTEM, NORTH ZONE ON NAD 83 (CONUSNAD01) DATUM. THE PROJECT GROUND COORDINATES (OS SURVEY FEET) ARE RELATIVE TO STATE PLANE GRID COORDINATES (US SURVEY FEET) BY A PROJECT ADJUSTMENT FACTOR OF 0.99899164. AS A PART OF THIS PROJECT I HAVE REESTABLISHED THE LOCATIONS OF THE EXISTING PROPERTY LINES AND CENTERLINE OF EXISTING RIGHT OF WAY FOR THE PROPERTY FRAMES CONTAINED HEREIN. AS A PART OF THIS PROJECT I HAVE ESTABLISHED THE PROPOSED PROPERTY LINES, CALCULATED THE GROSS TAKE, PRESENT ROADWAY OCCUPIED (PRO), NET TAKE, AND NET RESIDUES AS WELL AS PREPARED THE LEGAL DESCRIPTIONS NECESSARY TO ACCURE THE PARCELS AS SHOWN HEREIN. AS PART OF THIS WORK I HAVE SET RIGHT OF WAY MONUMENTS AT PROPERTY CORNERS, POINTS ALONG THE RIGHT OF WAY AND/OR ANGLE POINTS ON THE RIGHT OF WAY, AND OTHER POINTS SHOWN HEREIN. ALL OF MY WORK CONTAINED HEREIN WAS CONDUCTED IN ACCORDANCE WITH THE OHIO ADMINISTRATIVE CODE CHAPTER 4703-37 STANDARDS FOR BOUNDARY SURVEYS UNLESS SO NOTED. THE WORDS "P" AND "PR" AS USED HEREIN ARE TO MEAN THAT EITHER MYSELF OR SOMEONE WORKING UNDER MY DIRECT SUPERVISION.

**TELECOMMUNICATIONS:**  
WDF (WIRE WIRE WEST)  
CLEVELAND, OHIO 44115  
CONTACT: JIM KASSICK  
PHONE: (440) 546-9706  
EMAIL: jkassick@wdf.com

**TELECOMMUNICATIONS:**  
WDF (WIRE WIRE WEST)  
CLEVELAND, OHIO 44115  
CONTACT: JIM KASSICK  
PHONE: (440) 546-9706  
EMAIL: jkassick@wdf.com



SCOTT A. HORAN  
PROFESSIONAL LAND SURVEYOR NO. 9878

DATE: 05/17/21

SCOTT A. HORAN

DATE: 05/17/21

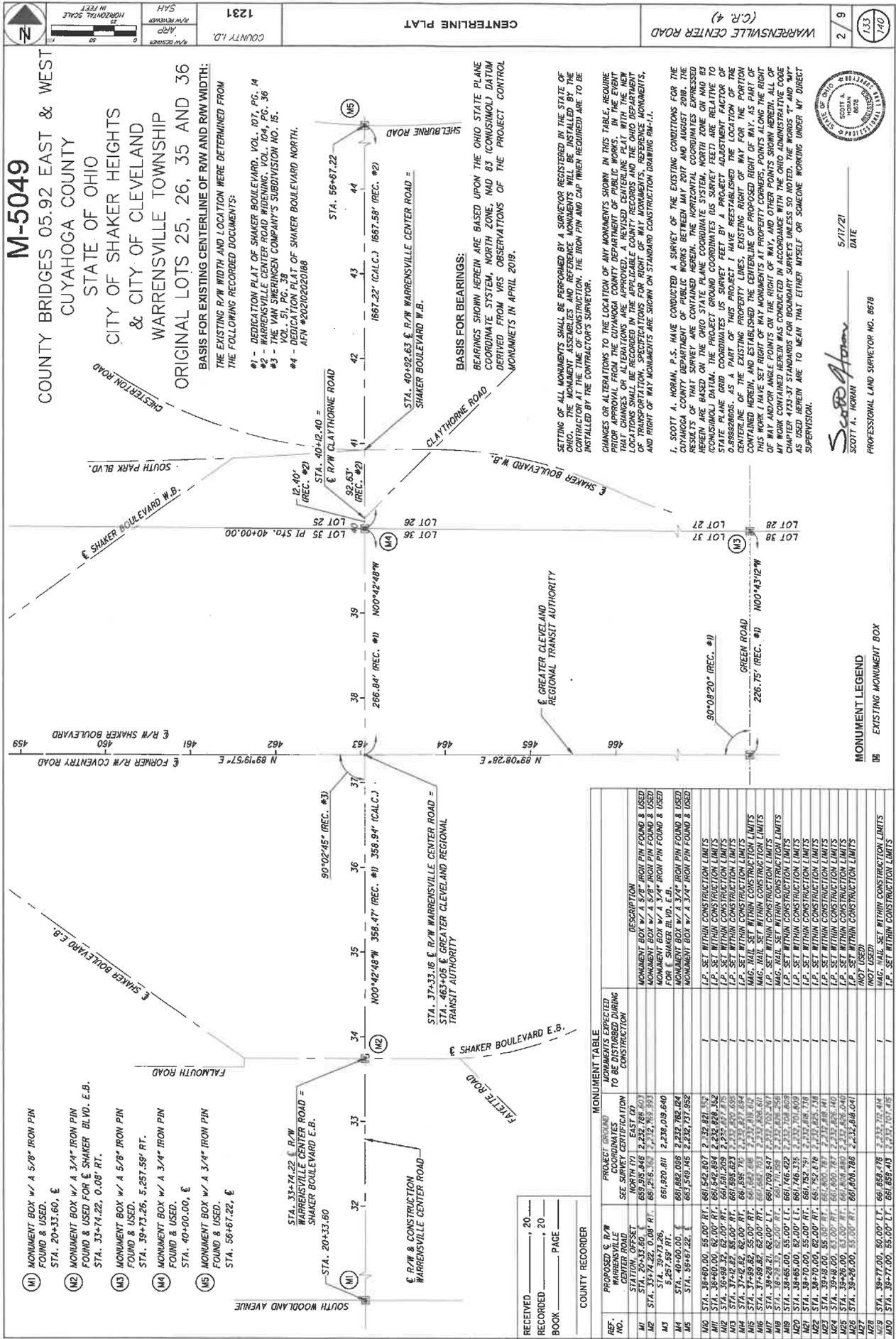
SCOTT A. HORAN

PROFESSIONAL LAND SURVEYOR NO. 9878

DATE: 05/17/21

SCOTT A. HORAN

PROFESSIONAL LAND SURVEYOR NO. 9878



**M-5049**  
 COUNTY BRIDGES 05.92 EAST & WEST  
 CUYAHOGA COUNTY  
 STATE OF OHIO  
 CITY OF SHAKER HEIGHTS  
 & CITY OF CLEVELAND  
 WARRENSVILLE TOWNSHIP  
 ORIGINAL LOTS 25, 26, 35 AND 36  
 BASIS FOR EXISTING CENTERLINE OF ROW AND ROW WIDTH:  
 THE EXISTING R/W WIDTH AND LOCATION WERE DETERMINED FROM  
 THE FOLLOWING RECORDED DOCUMENTS:

- #1 - DEDICATION PLAT OF SHAKER BOULEVARD, VOL. 107, PG. 14
- #2 - WARRENSVILLE CENTER ROAD WIDENING, VOL. 104, PG. 36
- #3 - THE VAN SIERINGEN COMPANY'S SUBDIVISION NO. 15, VOL. 51, PG. 39
- #4 - DEED, PART OF SHAKER BOULEVARD NORTH, AFN #20202020188

**BASIS FOR BEARINGS:**  
 BEARINGS SHOWN HEREIN ARE BASED UPON THE OHIO STATE PLANE COORDINATE SYSTEM, NORTH ZONE, NAD 83 (CONUSMOL) DATUM DERIVED FROM VRS OBSERVATIONS OF THE PROJECT CONTROL MONUMENTS IN APRIL 2019.

SETTING OF ALL MONUMENTS SHALL BE REFERENCED BY A SURVEYOR REGISTERED IN THE STATE OF OHIO. THE MONUMENT ASSEMBLIES AND REFERENCE MONUMENTS WILL BE INSTALLED BY THE CONTRACTOR AT THE TIME OF CONSTRUCTION. THE IRON PIN AND CAP WHEN REQUIRED ARE TO BE INSTALLED BY THE CONTRACTOR'S SURVEYOR.

CHANGES OR ALTERATIONS TO THE LOCATION OF ANY MONUMENTS SHOWN IN THIS TABLE, REQUIRE PRIOR APPROVAL FROM THE CUYAHOGA COUNTY DEPARTMENT OF PUBLIC WORKS. IN THE EVENT OF CHANGES TO THE LOCATION OF ANY MONUMENTS, THE SURVEYOR SHALL BE RESPONSIBLE FOR LOCATING AND SETTING MONUMENTS IN THE APPLICABLE COUNTY RECORDS. THE OHIO DEPARTMENT OF TRANSPORTATION, SPECIFICATIONS FOR RIGHT OF WAY MONUMENTS, REFERENCE MONUMENTS, AND RIGHT OF WAY MONUMENTS ARE SHOWN ON STANDARD CONSTRUCTION DRAWING RM-1.1.

I, SCOTT A. HORAN, P.S., HAVE CONDUCTED A SURVEY OF THE EXISTING CONDITIONS FOR THE CUYAHOGA COUNTY DEPARTMENT OF PUBLIC WORKS BETWEEN MAY 2017 AND AUGUST 2018. THE RESULTS OF THAT SURVEY ARE CONTAINED HEREIN. THE HORIZONTAL COORDINATES EXPRESSED HEREIN ARE BASED UPON THE OHIO STATE PLANE COORDINATE SYSTEM, NORTH ZONE ON NAD 83 (CONUSMOL) DATUM. THE PROJECT BEARING IS SURVEY FEET BY A PROJECT ADJUSTMENT FACTOR OF 0.999928605. AS A PART OF THIS PROJECT I HAVE REESTABLISHED THE LOCATION OF THE CENTERLINE OF THE EXISTING PROPERTY LINES, EXISTING RIGHT OF WAY FOR THE PORTION CONTAINED HEREIN, AND ESTABLISHED THE CENTERLINE OF PROPOSED RIGHT OF WAY. AS PART OF THIS WORK I HAVE SET RIGHT OF WAY MONUMENTS AT PROPERTY CORNERS, POINTS ALONG THE RIGHT OF WAY AND/OR ANGLE POINTS ON THE RIGHT OF WAY, AND OTHER POINTS SHOWN HEREIN. ALL OF THE MONUMENTS SHOWN HEREIN ARE TO BE SET AND MAINTAINED IN ACCORDANCE WITH CHAPTER 4733-37 STANDARDS FOR BOUNDARY SURVEYS UNLESS SO NOTED. THE WORDS "TYPICAL" AND "BY" AS USED HEREIN ARE TO MEAN THAT EITHER MYSELF OR SOMEONE WORKING UNDER MY DIRECT SUPERVISION.



Scott A. Horan  
 SCOTT A. HORAN  
 5/17/21  
 DATE  
 PROFESSIONAL LAND SURVEYOR NO. 8678

- (M1) MONUMENT BOX W/ A 5/8" IRON PIN FOUND & USED. STA. 20+33.60, E
- (M2) MONUMENT BOX W/ A 3/4" IRON PIN FOUND & USED FOR E SHAKER BLVD. E.B. STA. 33+74.22, 0.08' RT.
- (M3) MONUMENT BOX W/ A 5/8" IRON PIN FOUND & USED. STA. 39+73.26, 5.257.59' RT.
- (M4) MONUMENT BOX W/ A 3/4" IRON PIN FOUND & USED. STA. 40+00.00, E
- (M5) MONUMENT BOX W/ A 3/4" IRON PIN FOUND & USED. STA. 56+67.22, E

WARRENSVILLE CENTER ROAD =  
 STA. 33+74.22 E R/W SHAKER BOULEVARD E.B.  
 STA. 20+33.60

WARRENSVILLE CENTER ROAD =  
 STA. 37+33.16 E R/W WARRENSVILLE CENTER ROAD =  
 STA. 463+05 E GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

WARRENSVILLE CENTER ROAD =  
 STA. 40+02.40 =  
 E R/W CLAYTHORNE ROAD  
 STA. 40+02.40 =  
 E R/W SHAKER BOULEVARD W.B.

REF. NO.	PROPOSED & R/W WARRENSVILLE CENTER ROAD	PROJECT ORIGIN COORDINATES SEE 6501751 CENTER ROAD NORTH 1/4 EAST 1/4	MONUMENTS EXPECTED TO BE DISTURBED DURING CONSTRUCTION
M1	STA. 20+33.60	659,935.848 2,232,768.03	MONUMENT BOX W/ A 5/8" IRON PIN FOUND & USED
M2	STA. 33+74.22, 0.08' RT.	66,726.70 2,12,709.93	MONUMENT BOX W/ A 3/4" IRON PIN FOUND & USED FOR E SHAKER BLVD. E.B.
M3	STA. 39+73.26	661,920.811 2,239,019.640	MONUMENT BOX W/ A 5/8" IRON PIN FOUND & USED
M4	STA. 40+00.00	661,892.058 2,239,782.84	MONUMENT BOX W/ A 3/4" IRON PIN FOUND & USED
M5	STA. 56+67.22	663,548.145 2,232,374.952	MONUMENT BOX W/ A 3/4" IRON PIN FOUND & USED
M6	STA. 38+60.00	661,542.807 2,232,887.52	I.P. SET WITHIN CONSTRUCTION LIMITS
M7	STA. 38+60.00	661,542.804 2,232,889.352	I.P. SET WITHIN CONSTRUCTION LIMITS
M8	STA. 37+42.22	661,565.823 2,232,630.655	I.P. SET WITHIN CONSTRUCTION LIMITS
M9	STA. 37+42.22	66,195.710 2,12,824.84	I.P. SET WITHIN CONSTRUCTION LIMITS
M10	STA. 37+42.22	66,195.710 2,12,824.84	MAG. NAIL SET WITHIN CONSTRUCTION LIMITS
M11	STA. 37+42.22	661,709.501 2,232,886.801	MAG. NAIL SET WITHIN CONSTRUCTION LIMITS
M12	STA. 38+45.00	661,709.501 2,232,886.801	I.P. SET WITHIN CONSTRUCTION LIMITS
M13	STA. 38+45.00	661,709.501 2,232,886.801	MAG. NAIL SET WITHIN CONSTRUCTION LIMITS
M14	STA. 38+45.00	661,709.501 2,232,886.801	I.P. SET WITHIN CONSTRUCTION LIMITS
M15	STA. 38+45.00	661,709.501 2,232,886.801	MAG. NAIL SET WITHIN CONSTRUCTION LIMITS
M16	STA. 38+45.00	661,709.501 2,232,886.801	I.P. SET WITHIN CONSTRUCTION LIMITS
M17	STA. 38+45.00	661,709.501 2,232,886.801	MAG. NAIL SET WITHIN CONSTRUCTION LIMITS
M18	STA. 38+45.00	661,709.501 2,232,886.801	I.P. SET WITHIN CONSTRUCTION LIMITS
M19	STA. 38+45.00	661,709.501 2,232,886.801	MAG. NAIL SET WITHIN CONSTRUCTION LIMITS
M20	STA. 38+45.00	661,709.501 2,232,886.801	I.P. SET WITHIN CONSTRUCTION LIMITS
M21	STA. 38+45.00	661,709.501 2,232,886.801	MAG. NAIL SET WITHIN CONSTRUCTION LIMITS
M22	STA. 38+45.00	661,709.501 2,232,886.801	I.P. SET WITHIN CONSTRUCTION LIMITS
M23	STA. 38+45.00	661,709.501 2,232,886.801	MAG. NAIL SET WITHIN CONSTRUCTION LIMITS
M24	STA. 38+45.00	661,709.501 2,232,886.801	I.P. SET WITHIN CONSTRUCTION LIMITS
M25	STA. 38+45.00	661,709.501 2,232,886.801	MAG. NAIL SET WITHIN CONSTRUCTION LIMITS
M26	STA. 38+45.00	661,709.501 2,232,886.801	I.P. SET WITHIN CONSTRUCTION LIMITS
M27	STA. 38+45.00	661,709.501 2,232,886.801	MAG. NAIL SET WITHIN CONSTRUCTION LIMITS
M28	STA. 38+45.00	661,709.501 2,232,886.801	I.P. SET WITHIN CONSTRUCTION LIMITS
M29	STA. 38+45.00	661,709.501 2,232,886.801	MAG. NAIL SET WITHIN CONSTRUCTION LIMITS
M30	STA. 38+45.00	661,709.501 2,232,886.801	I.P. SET WITHIN CONSTRUCTION LIMITS

**MONUMENT LEGEND**  
 M1 - EXISTING MONUMENT BOX





PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD	AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUCTURE	NET RESIDUE LEFT	NET RESIDUE RIGHT	TYPE FUND	REMARKS	AS ACQUIRED BOOK	PAGE	FEDERAL PROJECT NO.
1-T	WRA SHAKER, LLC., AN OHIO LIMITED LIABILITY COMPANY	5, 6	AFN #20709230639	734-16-016	1.86	0.0000	0.0121	0.0000	0.0121	S			LOCAL	FOR GRADING PURPOSES: REMOVAL OF 1 SIGN, 1-1/2" TREE, 9 SHRUBS, AND BRUSH, RECONSTRUCT DRIVEWAY, AND ADJUST 2 MANHOLES TO GRADE			1231
2-T	CITY OF SHAKER HEIGHTS	5, 6	VOL. 6883 PG. 458	734-23-020	1.302	0.0000	0.0418	0.0000	0.0418					FOR GRADING PURPOSES AND BRUSH REMOVAL			
3-W01	THE CITY OF SHAKER HEIGHTS, AN OHIO MUNICIPAL CORPORATION	5, 6	VOL. 5837 PG. 116	734-16-013	13.597	0.0038	0.0082	0.0038	0.0024					NOTE: P.R.O. EXCLUDED FROM AUDITOR'S RECORD AREA BOARD OF COUNTY COMMISSIONERS OF CUYAHOGA COUNTY, OHIO HIGHWAY EASEMENT VOL. 87-1460, PG. 18			N/A
3-W03	SUB-TOTAL (3-W01 & 3-W03)	7, 8			0.0046	0.0084	0.0046	0.0084	0.0024		13.5946			0.0038 AC. OVERLAP WITH HIGHWAY EASEMENT			N/A
3-W02		5, 6	VOL. 5806 PG. 01	734-16-014	8.826	0.0043	0.0043	0.0043	0.0000		8.8260			NOTE: P.R.O. EXCLUDED FROM AUDITOR'S RECORD AREA BOARD OF COUNTY COMMISSIONERS OF CUYAHOGA COUNTY, OHIO HIGHWAY EASEMENT VOL. 87-1460, PG. 18			N/A
3-T1		5, 6			22.423	0.0127	0.0151	0.0127	0.0024		22.4206			0.0038 AC. OVERLAP WITH HIGHWAY EASEMENT			R/W DESIGNER
3-T2		5, 6				0.0337	0.0337	0.0337	0.0337					FOR GRADING PURPOSES AND BRUSH REMOVAL			PLN
3-T3		5-8				0.0790	0.0790	0.0790	0.0790					FOR GRADING PURPOSES AND CONSTRUCTION ACCESS			R/W DESIGNER
		5-8				0.2399	0.2399	0.2399	0.2399					FOR CONSTRUCTION ACCESS			
						0.3526	0.3526	0.3526	0.3526								
						0.2736	0.2736	0.2736	0.2736								
4-T	THE CITY OF SHAKER HEIGHTS, AN OHIO MUNICIPAL CORPORATION	5, 6	VOL. 5806 PG. 01	733-12-016	2.448	0.0035	0.0205	0.0035	0.0170					FOR CONSTRUCTION ACCESS			
5-W0	THE CITY OF CLEVELAND	7, 8	VOL. 1718 PG. 568	733-12-015	6.896	0.0060	0.0230	0.0060	0.017		6.8790			NOTE: P.R.O. EXCLUDED FROM AUDITOR'S RECORD AREA BOARD OF COUNTY COMMISSIONERS OF CUYAHOGA COUNTY, OHIO HIGHWAY EASEMENT VOL. 87-1460, PG. 18			
5-T		7, 8				0.0417	0.0417	0.0417	0.0417					FOR GRADING PURPOSES, PULLBOX ADJUSTMENT, AND BRUSH REMOVAL			
6-W01	THE CITY OF SHAKER HEIGHTS	7, 8	VOL. 7037 PG. 147	734-16-017	1.373	0.0035	0.0067	0.0035	0.0032					NOTE: P.R.O. EXCLUDED FROM AUDITOR'S RECORD AREA BOARD OF COUNTY COMMISSIONERS OF CUYAHOGA COUNTY, OHIO HIGHWAY EASEMENT VOL. 87-1460, PG. 18			
6-W02		7, 8			0.0000	0.0035	0.0015	0.0000	0.0015		1.3683			0.0035 AC. OVERLAP WITH HIGHWAY EASEMENT CITY OF SHAKER HEIGHTS DEDICATION PLAT AFN #20200202088			
6-T		7, 8			0.0035	0.0035	0.0035	0.0035	0.0035					FOR GRADING PURPOSES, REMOVE AND REBUILD GUARDRAIL, DRIVEWAY RECONSTRUCTION, AND STORM SEWER INSTALLATION			

**LEGEND**  
T = TEMPORARY  
WD = WARRANTY DEED

**NOTES:**

- UNDER NO CIRCUMSTANCES ARE TEMPORARY EASEMENTS TO BE USED FOR STORAGE OF MATERIAL OR EQUIPMENT BY THE CONTRACTOR WITHOUT A LICENSE AGREEMENT WITH THE PROPERTY OWNER.
- ALL TEMPORARY PARCELS TO BE OF 24 MONTH DURATION UNLESS OTHERWISE NOTED.

WARRENSVILLE CENTER ROAD (C.R. 4)

4 / 9

135 / 140

REV. BY DATE DESCRIPTION  
05/11/21









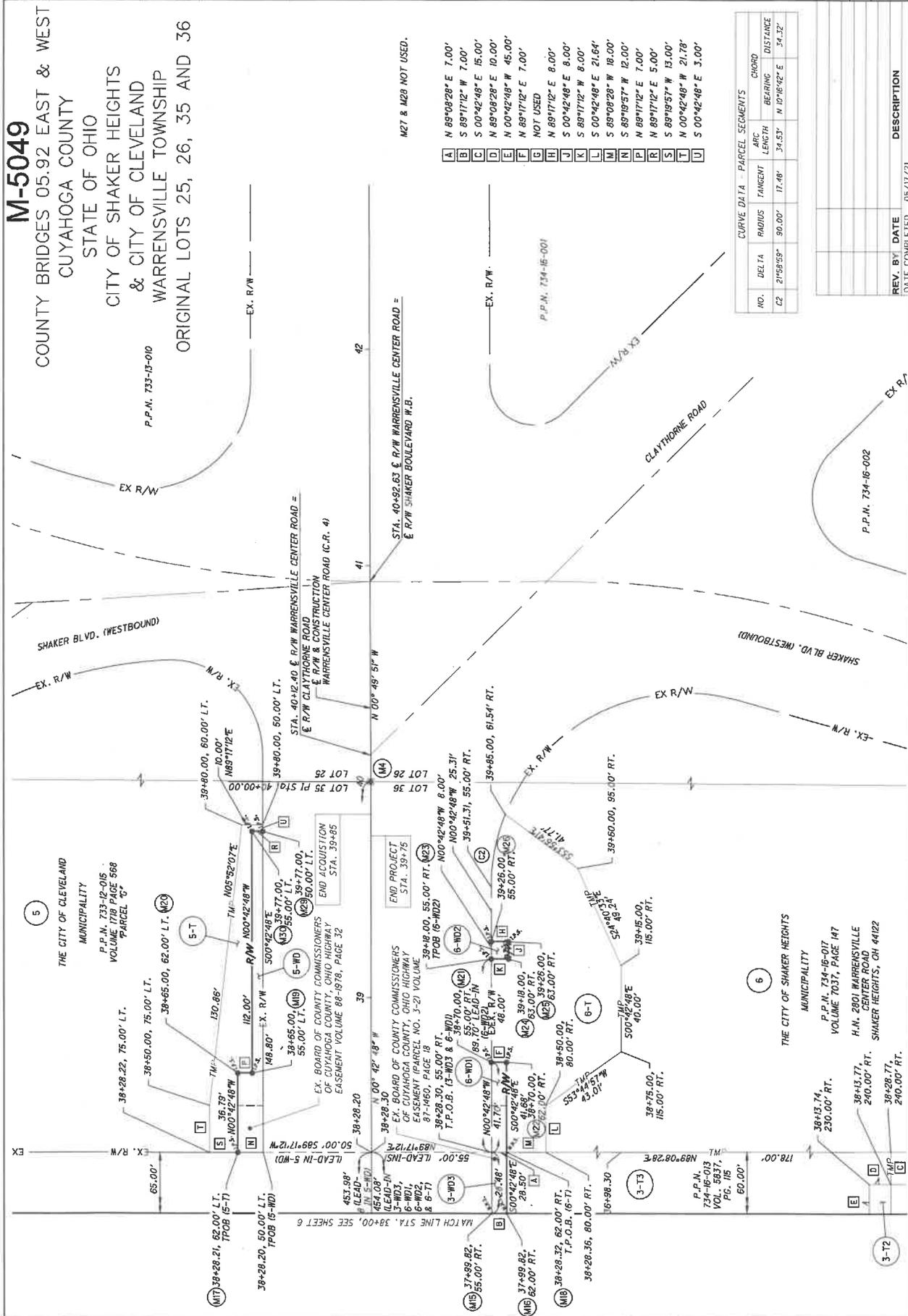
SCALE  
HORIZONTAL SCALE  
1" = 40'

STATE OF OHIO  
COUNTY ID. 1231

RIGHT OF WAY BOUNDARY SHEET  
STA 38+00 TO STA. 42+00

WARRENSVILLE CENTER ROAD  
(C.R. #)

8 / 9  
139 / 140



NO.	DELTA	RADIUS	TANGENT	ARC LENGTH	CHORD	BEARING	DISTANCE
C2	216°58'59"	90.00'	17.48'	34.53'	N 10°16'42"E		34.32'

NO.	DELTA	RADIUS	TANGENT	ARC LENGTH	CHORD	BEARING	DISTANCE
C2	216°58'59"	90.00'	17.48'	34.53'	N 10°16'42"E		34.32'

REV. BY DATE  
DATE COMPLETED 05/11/21

THE CITY OF CLEVELAND MUNICIPALITY  
P.P.N. 733-12-015  
VOLUME 178, PAGE 568  
PARCEL 07

THE CITY OF SHAKER HEIGHTS MUNICIPALITY  
P.P.N. 734-16-017  
VOLUME 7037, PAGE 147  
H.M. 2801 WARRENSVILLE CENTER ROAD  
SHAKER HEIGHTS, OH 44122



# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0165

Sponsored by: <b>County Executive Budish/Department of Public Works</b>	<b>A Resolution</b> authorizing an amendment to Contract No. 700 with Schindler Elevator Corporation for elevator maintenance and repair services for various County facilities for the period 9/1/2018 – 8/31/2021 to extend the time period to 8/31/2023 and for additional funds in the amount not-to-exceed \$1,291,436.75; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended an amendment to Contract No. 700 with Schindler Elevator Corporation for elevator maintenance and repair services for various County facilities for the period 9/1/2018 – 8/31/2021 to extend the time period to 8/31/2023 and for additional funds in the amount not-to-exceed \$1,291,436.75; and

WHEREAS, the primary goals of this amendment are to continue to provide monthly maintenance and inspections on elevators in various County facilities and to make any necessary repairs; and

WHEREAS, this project is funded 100% by the General Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 700 with Schindler Elevator Corporation for elevator maintenance and repair services for various County facilities for the period 9/1/2018 – 8/31/2021 to extend the time period to 8/31/2023 and for additional funds in the amount not-to-exceed \$1,291,436.75.

**SECTION 2.** That the County Executive is authorized to execute the amendment and all documents consistent with said award and this Resolution.





Department of Public Works; RQ42014, 2021, Schindler Elevator Corporation; Contract Amendment

#### Scope of Work Summary

The Department of Public Works requesting approval of a contract amendment with Schindler Elevator Corp, for the anticipated cost of \$1, 291,436.75.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.  
R2018-0159

Schindler will provide elevator and vertical transportation services, to include maintenance and repair, for various County buildings. The anticipated start-completion dates are 09/01/2021- 08/31/2023.

The primary goals of the project are (list 2 to 3 goals).

- a. To provide maintenance for elevator and vertical transportation services.
- b. To provide repair for elevators and vertical transportation services.

#### Procurement

The original procurement method for this project was RFP. The total value of the original RFP was \$1,900,000.00.

The original RFP was closed on 3/27/2018.

There were 4 proposals submitted for review, 1 proposal approved.

This amendment will exercise the two-year amendment clause in the original contract.

#### Contractor and Project Information

Schindler Elevator Corporation  
18013 Cleveland Parkway,  
Cleveland Ohio 44135

The General Manager is Ryan Papp

#### Project Status and Planning

The project reoccurs annually.

The project term has not begun.

#### Funding

The project is funded 100% by the General Fund, Custodial Services Internal Service Fund.

The schedule of payments is monthly.

The project is an amendment to a contract. This amendment changes the value, and term and is the 1st amendment of the contract.

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	42014
Infor/Lawson PO# Code (if applicable):	
CM Contract#	700

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	MMS	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?		
What is being done to prevent this from reoccurring?		

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments					
				Department initials	OPD
Justification Form				MMS	OK PER VA-DATED 06/04/21
IG#	21-0072-REG			MMS	OK PER VA-EXPIRES 12/2025
Annual Non-Competitive Bid Contract Statement	Date:	03-09-2021		MMS	OK PER VA
Debarment/Suspension Verified	Date:	06-04-2021		MMS	OK PER VA
Auditor’s Finding	Date:	06-04-2021		MMS	OK PER VA
Vendor’s Submission					N/A
W-9 – if required	Tax ID#		Date: 1/5/2021	MMS	N/A BUT SIGNED AND ON FILE
Independent Contractor (I.C.) Requirement	Date:	3/9/2021		MMS	OK PER VA
Amendment and Exhibits				MMS	OK PER VA
Cover - Master amendments only					N/A NOT A MASTER CONTRAC
Contract Evaluation				MMS	OK PER VA
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)				MMS	OK PER VA
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				MMS	OK PER VA-EXPIRES 01/2022
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				MMS	OK PER VA-EXPIRES 11/2021
Original Executed Contract (containing insurance terms) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>				MMS	OK PER VA

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Checklist Verification	MMS	VA
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Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
09-01-2021 – 12/31/2021	PW750100	55130		\$322,859.19
01/01/2022 - 12/31/2022	PW750100	55130		\$645,718.37
01/01/2023 – 08-31/2023	PW750100	55130		\$322,859.19
			<b>TOTAL</b>	<b>\$1,291,436.75</b>

<b>Current Contract History</b> CE/AG# (if applicable)	CE1800303
<b>Infor/Lawson PO# Code</b> (if applicable)	CE1800303-01 CONV
<b>BuySpeed or Lawson RQ#</b> (if applicable)	42014
<b>CM Contract#</b>	700

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$ 1,900,000		09/01/2018-08/31/2021	08/09/2018	R2018-0159
<b>Prior Amendment Amounts</b> (list separately)		\$0			
		\$			
		\$			
<b>Pending Amendment</b>		\$ 1,291,436.75	09/01/2018-08/31/2023		
<b>Total Amendments</b>		\$1,291,436.75			
<b>Total Contact Amount</b>		\$ 3,191,436.75			

### OPD Use Only:

Prior Resolutions:	R2018-0159
Amend:	CM#700
Vendor Name:	Schindler Elevator Corp.

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

ftp:	09/01/2018 – 08/31/2023
Amount:	\$1,291,436.75
History/CE:	OK PER VA
EL:	OK PER VA
Procurement Notes:	Buyer review complete-VA

OPD Buyer approval:

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Schindler Elevator Corp				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800303 CM700				
<b>RQ#</b>	42014				
<b>Time Period of Original Contract</b>	09-01-2018 – 08-31-2021				
<b>Background Statement</b>	The County needs a contractor to perform elevator and vertical transportation maintenance and repair services.				
<b>Service Description</b>	This contract is for elevator and vertical transportation maintenance and repair services for various Cuyahoga County buildings.				
<b>Performance Indicators</b>	Service response time / task completion / equipment functionality				
<b>Actual Performance versus performance indicators (include statistics):</b>	Serviced response time and task completion time within requested timeframe				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>			X		
<b>Justification of Rating</b>	Performing services as expected.				
<b>Department Contact</b>	Thomas Pavich				
<b>User Department</b>	Public Works				
<b>Date</b>	06/04/2021				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0166

<b>Sponsored by: County Executive Budish/Department of Workforce Development</b>	<b>A Resolution</b> authorizing an amendment to Contract No. 78 with United Labor Agency Incorporated for operation of the Workforce Service Center, job seekers and employer services and management of the On-the-Job Training Program for the period 7/1/2019 – 6/30/2021 to extend the time period to 6/30/2022 and for additional funds in the amount not-to-exceed \$5,776,780.40; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/ Department of Public Works/County Engineer has an amendment to Contract No. 78 with United Labor Agency Incorporated for operation of the Workforce Service Center, job seekers and employer services and management of the On-the-Job Training Program for the period 7/1/2019 – 6/30/2021 to extend the time period to 6/30/2022 and for additional funds in the amount not-to-exceed \$5,776,780.40; and

WHEREAS, the primary goal of this project is to continue to provide career, training and support activities to eligible participants to promote successful employment; and

WHEREAS, the project is funded 92% by (a) Workforce Innovation and Opportunity Act (WIOA) funds and (b) 8% by Reemployment Services and Eligibility Assessment 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. 78 with United Labor Agency Incorporated for operation of the Workforce Service Center, job seekers and employer services and management of the On-the-Job Training Program for the period 7/1/2019 – 6/30/2021 to extend the



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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



Workforce Development; RQ#44417 2021 United Labor Agency; Contract Amendment#5 WIOA Service Center Operator, Services to Job Seekers and Employers, and Reemployment Services and Eligibility Assessment program

#### Scope of Work Summary

Department of Workforce Development is requesting approval of a contract amendment with United Labor Agency Contract #78 for the anticipated cost of not-to-exceed \$5,776,780.40.

If the Project is not new to the County List the Resolution Numbers R2019-0141; R2020-0116, R2021-0038, BC2019-757 and BC2021-139.

Describe the exact services being provided.

As required by the Workforce Innovation & Opportunity Act (WIOA) the Workforce Service Center Operator operates the office of OMJ|CC by providing personnel and coordinating the work of the mandatory partners to assist job seekers by providing a full range of career, employment, training and supportive services. The Operator also provides a broad range of services to meet the needs of businesses and employers through a business services unit which includes directly managing the On-the-Job Training (OJT) Program. In addition, this contract amendment includes funding for the federal Reemployment Services and Eligibility Assessment (RESEA) program. RESEA is a mandatory participation program for certain state identified Unemployment Insurance (UI) recipients. The Reemployment Services and Eligibility Assessment (RESEA) program is designed to provide reemployment services to customers via online and in-person activities.

The contract amendment will change the end date of the current contract to 6/30/2022.

The anticipated start-completion dates are: extension of current contract terms to 06/30/2022, the amendment is for an additional 1 year of service and additional funds.

The primary goals of the project are (list 2 to 3 goals). Provide career, training and support activities to eligible participants to promote successful employment.

#### Procurement

The procurement method for this project was RFP. This is an amendment to contract CE1900233/78

The RFP was closed on 2/5/2019.

There were #7 proposals pulled from OPD, #7 proposals submitted for review, #3 proposals approved.

#### Contractor and Project Information

The address(es) of all vendors and/or contractors is (provide the full address in the following format):

United Labor Agency  
737 Bolivar Rd  
Cleveland, OH 44115  
Council District – County Wide

The executive director for the contractor is David Megenhardt

The project is located in Council District - ALL

#### Project Status and Planning

The project required by Workforce Innovation & Opportunity Act and is ongoing.

#### Funding

The project is funded 100% Federal funds (92% Workforce Innovation & Opportunity Act & 8% Reemployment Services and Eligibility Assessment).

The schedule of payments is monthly.

The project is an amendment to a contract. This amendment changes the length and value and is the 5<sup>th</sup> amendment to the contract.

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	
Infor/Lawson PO #:	CE1900233-01
Buyspeed RQ# (if applicable)	WI-19-44417

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	LC	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?		
What is being done to prevent this from reoccurring?		

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments					Department initials	OPD
Justification Form					LC	✓
IG#	12-3252				LC	✓
Annual Non-Competitive Bid Contract Statement	Date:	5/13/20		LC	✓	
Debarment/Suspension Verified	Date:	5/18/20		LC	✓	
Auditor’s Finding	Date:	5/12/20		LC	✓	
Vendor’s Submission					LC	✓
W-9	Tax ID#	23-7180005	Date:	5/12/20	LC	✓
Independent Contractor (I.C.) Requirement			Date:	5/13/20	LC	✓
Amendment and Exhibits					LC	✓
Cover - <i>Master amendments only</i>						
Contract Evaluation					LC	✓
Matrix Law approval screen shot					LC	✓
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					LC	✓
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					LC	✓; EXP 7/1/2020; UPDATED
Original Executed Contract ( <i>containing insurance terms</i> ) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>					LC	✓
Checklist Verification					LC	✓

Other documentation may be required depending upon your specific item  
 Glossary of Terms at: <http://intranet.cuyahoga.cc/en-US/ProcurementProcedures.aspx>

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
07/01/2020-12/31/2020	WF260110	55130	0	\$2,127,112.17
			<b>TOTAL</b>	2,127,112.17

<b>Current Contract History:</b> CE/AG# (if applicable)	CE1900233
<b>Infor/Lawson PO#:</b>	CE1900233-01
<b>BuySpeed or Lawson RQ# (if applicable)</b>	<b>WI-19-44417</b>

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$4,570,727.00		07/01/2019-6/30/2020	6/25/19	R2019-0141
<b>Prior Amendment Amounts (list separately)</b>		\$214,500.00	07/01/2019-6/30/2020	10/21/19	BC2019-757
		\$			
		\$			
<b>Pending Amendment</b>		\$2,127,112.17	07/01/2020-12/31/2020	6/23/2020	R2020-0116
<b>Total Amendments</b>		\$2,341,612.17			
<b>Total Contact Amount</b>		\$6,912,339.17			

### OPD Use Only:

Prior Resolutions	R2019-0141, BC2019-757, R2020-0116
Amend	CE1900233-01 CONV
Vendor Name	UNITED LABOR AGENCY INC
ftp:	7/1/2019 – 6/30/2020 EXT 12/31/2020
Amount	ADD'L FUNDS \$2,127,112.17
History/CE	OK
W-9	OK
EL	OK
Procurement Notes:	Need signed justification, BWC expired (7/1/2020) and add'l funds need to be on separate line; INFO RECEIVED/UPDATED

OPD Buyer approval: Buyer review completed - jmh

2 | Page

Revised 3/1/2020

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

\*\* All items requiring your attention are in red text regardless of placement on the form. Items highlighted in “turquoise” document changes I made to the item. Any items in green text are things I need to do. Please address any questions on this checklist and attach in Info. For items marked need\*\* see Contracts Checklist Glossary for Required Documents (or Document Longevity List) on the intranet for additional information.

Infor/Lawson RQ#:	44417 n/a
Buyspeed RQ# (if applicable):	44417
Infor/Lawson PO# Code (if applicable):	CE1900233-01 CONV
CM Contract#	78 okay cmk

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	LC	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?		
What is being done to prevent this from reoccurring?		

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments				
			Department initials	OPD
Justification Form #4			LC	Ok cmk 3/6/2021
IG#	20-0378		LC	Ok cmk 3/6/2021; 3/9/2021 United Labor Agency 20-0378-REG 31DEC202
Annual Non-Competitive Bid Contract Statement <b>Need incomplete. See page 2 Section III (A)-(B)-(C) or (D) must be checked.</b>	Date:	2/10/2021	LC	Ok cmk 3/8/2021 signed, dated and notarized in current calendar year
Debarment/Suspension Verified	Date:	2/22/2021	LC	Ok cmk 3/6/2021; 3/9/2021 dated within 60 days/United Labor Agency/Dave Megenhardt
Auditor’s Finding	Date:	2/3/2021	LC	Ok cmk 3/6/2021 dated within 60 days
Vendor’s Submission			Already Attached	Ok cmk

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

						3/6/2021 previously attached
W-9 – <i>if required</i>	Tax ID#	23-7180005	Date:	5/12/20	Already Attached	n/a vendor registered in Contract Management
Independent Contractor (I.C.) Requirement			Date:	5/13/20	Already Attached	Ok cmk 3/6/2021 dated within 1-year
Amendment and Exhibits					LC	Ok cmk 3/6/2021
Cover - <i>Master amendments only</i>					N/A	OPD prepared and uploaded 3/8/2021
Contract Evaluation					LC	Ok cmk 3/6/2021
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)					LC	Matrix screen shot for amendment #4 Ok cmk 3/6/2021
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					Already Attached	cmk verified document attached 3/6/2021
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					Already Attached	cmk verified document attached 3/6/2021
Original Executed Contract ( <i>containing insurance terms</i> ) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>					Already Attached	
Checklist Verification					LC	Ok cmk 3/6/2021

**Other documentation may be required depending upon your specific item**

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2021-06/30/2021	WF260110	55130	UCW06000 (activity is on the line in CM)	\$230,612.00
Okay cmk 3/6/2021 line for amendment #4				
			<b>TOTAL</b>	<b>\$230,612.00</b>

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

~~Note from Amendment #3 there is an error on the contract on line 2. Cannot add a line distribution spread when vendor agreement amount ordered is greater than zero. This could be a paint fix. You will need to enter a service desk ticket.~~

3/8/2021: Per Cherwell response attached in CM, copy below error issue for line 3 resolved.

<b>Current Contract History</b> CE/AG# (if applicable)	CE1900233
<b>Infor/Lawson PO# Code</b> (if applicable)	CE1900233-01
<b>BuySpeed or Lawson RQ#</b> (if applicable)	
<b>CM Contract#</b>	78

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$4,570,727.00		7/1/19-6/30/20	6/25/19	R2019-0141
<b>Prior Amendment Amounts</b> (list separately)		\$2,619,463.00	1/1/21-6/30/21	2/9/21	R2021-0038
		\$2,127,112.17	7/1/20-12/31/20	6/23/20	R2020-0116
		\$214,500.00	10/21/19-6/30/20	10/21/19	BC2019-757
<b>Pending Amendment</b>		\$230,612.00	1/1/21-6/30/21		
<b>Total Amendments</b>		\$5,191,687.17			
<b>Total Contact Amount</b>		\$9,762,414.17			

### OPD Use Only:

Prior Resolutions:	(O) 6/25/2019 R2019-014 (A-1) 10/21/2019 BC2019-757, (A-2) 6/30/2020 R2020-0116, (A-3) 2/9/2021 R2021-0038
Amend:	Contract 78 (fka CE1900233)
Vendor Name:	United Labor Agency, Inc.
ftp:	7/1/2019 – 6/30/2021; effective upon signing (should be effective 1/1/2021)
Amount:	Add'l not to exceed \$230,612.00
History/CE:	ok
EL:	ok
Procurement Notes:	Exemption contract amendment (late)

OPD Buyer approval: **cmk 3/9/2021**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	United Labor Agency Inc.				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1900233-01				
<b>RQ#</b>	44417				
<b>Time Period of Original Contract</b>	7/1/2019-6/30/2020				
<b>Background Statement</b>	WIOA provides resources, services and leadership tools for the workforce system to help individuals find good jobs and stay employed and improves employer prospects for success in the global marketplace. It ensures that the workforce system operates as a comprehensive, integrated and streamlined system to provide pathways to prosperity for those it serves and continuously improves the quality and performance of its services.				
<b>Service Description</b>	As required by the Workforce Innovation & Opportunity Act (WIOA) the Workforce Service Center Operator operates the office of OMJ CC by providing personnel and coordinating the work of the mandatory partners to assist job seekers by providing a full range of career, employment, training and supportive services. The Operator also provides a broad range of services to meet the needs of businesses and employers through a business services unit which includes directly managing the On-the-Job Training (OJT) Program.				
<b>Performance Indicators</b>	Number of individuals accessing services at the Workforce Service Center  Number of Job Placements				
<b>Actual Performance versus performance indicators (include statistics):</b>	Benchmark 20,000; 3 <sup>rd</sup> Quarter Actual 15,739  Benchmark 3,000; 3 <sup>rd</sup> Quarter Actual 2,162				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>			X		
<b>Justification of Rating</b>	United Labor Agency is on target to meet contract expectations.				
<b>Department Contact</b>	Frank Brickner				



<b>User Department</b>	Workforce Development
<b>Date</b>	5/19/2020

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0167

<b>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Court Division</b>	<b>A Resolution</b> making awards on RQ2470 for a Master Contract with various providers in the total amount not-to-exceed \$1,000,000.00 for traditional residential treatment services for the period 2/1/2021 – 1/31/2023; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/ Juvenile Court Division has recommended awards on RQ2470 for a Master Contract with various providers in the total amount not-to-exceed \$1,000,000.00 for traditional residential treatment services for the period 2/1/2021 – 1/31/2023 as follows:

- a. Contract No. 1164 with Applewood Centers, Inc. in the amount not-to-exceed \$40,000.00;
- b. Contract No. 1165 with Bellefaire Jewish Children’s Bureau in the amount not-to-exceed \$40,000.00;
- c. Contract No. 1166 with The Cleveland Christian Home, Inc. in the amount not-to-exceed \$70,000.00;
- d. Contract No. 1167 with Community Specialists Corporation dba The Academy in the amount not-to-exceed \$80,000.00;
- e. Contract No. 1168 with The Cornell Abraxas Group, Inc. in the amount not-to-exceed \$170,000.00;
- f. Contract No. 1169 with George Junior Republic in PA in the amount not-to-exceed \$75,000.00;
- g. Contract No. 1170 with Keystone Richland Center, LLC dba Foundations for Living in the amount not-to-exceed \$110,000.00;
- h. Contact No. 1171 with New Directions, Inc. in the amount not-to-exceed \$25,000.00;

- i. Contract No. 1172 with Summit School, Inc. dba Summit Academy in the amount not-to-exceed \$220,000.00;
- j. Contract No. 1173 with The Village Network in the amount not-to-exceed \$170,000.00.

WHEREAS, the primary goals of this project are (a) provide spoken language interpreters, (b) provide ASL interpreters and (c) provide ability to translate documents; and

WHEREAS, this project is funded (a) 50% by Health and Human Services Levy Fund and (b) 50% by Title IV-E Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes awards on RQ2470 for a Master Contract with various providers in the total amount not-to-exceed \$1,000,000.00 for traditional residential treatment services for the period 2/1/2021 – 1/31/2023 as follows:

- a. Contract No. 1164 with Applewood Centers, Inc. in the amount not-to-exceed \$40,000.00;
- b. Contract No. 1165 with Bellefaire Jewish Children’s Bureau in the amount not-to-exceed \$40,000.00;
- c. Contract No. 1166 with The Cleveland Christian Home, Inc. in the amount not-to-exceed \$70,000.00;
- d. Contract No. 1167 with Community Specialists Corporation dba The Academy in the amount not-to-exceed \$80,000.00;
- e. Contract No. 1168 with The Cornell Abraxas Group, Inc. in the amount not-to-exceed \$170,000.00;
- f. Contract No. 1169 with George Junior Republic in PA in the amount not-to-exceed \$75,000.00;
- g. Contract No. 1170 with Keystone Richland Center, LLC dba Foundations for Living in the amount not-to-exceed \$110,000.00;

- h. Contact No. 1171 with New Directions, Inc. in the amount not-to-exceed \$25,000.00;
- i. Contract No. 1172 with Summit School, Inc. dba Summit Academy in the amount not-to-exceed \$220,000.00;
- j. Contract No. 1173 with The Village Network in the amount not-to-exceed \$170,000.00.

**SECTION 2.** That the County Executive is authorized to execute the contracts and all other documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

Title: Juvenile Court FY2021 Master Contract for Traditional Residential Services with Various Vendors

Scope of Work Summary

Juvenile Court requesting approval of a contract with various vendors as listed below to approve the funds in the amount of \$1,000,000.00. The effective start date is February 1, 2021 and the end date is January 31, 2023.

- Applewood Centers, Inc.
- Bellefaire Jewish Children's Bureau
- The Cleveland Christian Home, Inc.
- Community Specialist Corporation Dba the Academy
- Cornell Abraxas Group, Inc.
- George Jr, Republic in Pennsylvania
- Keystone Richland Center, LLC dba Foundations for Living
- New Directions, Inc.
- Summit School, Inc. dba Summit Academy
- The Village Network

If the Project is not new to the County, List the Prior Board Approval Number or Resolution Number.

BC2018-861

BC2019-747

BC2020-42

Describe the exact services being provided. This contract seeks responses from providers interested in contracting with the Court in planning and implementing a comprehensive program to provide a range of services to the Juvenile Court's delinquent population in residential facilities. Youth may have been ejected from other residential facilities and/or may be difficult to manage. For the purpose of this Contract, core residential services consist of seven (7) days a week for twenty-four (24) hours a day at the assigned site, including therapeutic treatment based on the criminogenic needs of the youth and the parameters of the program. Youth referred to this program will have demonstrated unsuccessful participation and/or completion in other community-based programs.

The anticipated start-completion dates are February 1, 2021 through January 31, 2023.

The primary goals of the project are (list 2 to 3 goals).

- Provide specific residential treatment options.
- 75% of youth discharged from the program will have no new charges one (1) year post discharge.

Procurement

The procurement method for this project is an RFP contract.

The (RFP) was closed on (October 8, 2020).

There were (#15 bids/proposals/applications) pulled from OPD, (#15 bids/proposals/ applications) submitted for review, (#10 bids/proposals/applications) approved.

Contractor and Project Information

Applewood Centers, Inc.

22001 Fairmount Blvd  
Shaker Heights, Ohio 44118

Bellefaire Jewish Children's Bureau  
22001 Fairmount Blvd  
Shaker Heights, Ohio 44118

The Cleveland Christian Home  
1400 W. 25<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Cleveland, Ohio 44109

Community Specialist Corporation DbA The Academy  
900 Agnew Road  
Pittsburg, PA. 15227

Cornell Abraxas Group, Inc  
2840 Liberty Avenue, Suite 300  
Pittsburg, PA. 15222

George Junior Republic in Pennsylvania  
P.O. Box 1058, 223 George Junior Road  
Grove City, PA 16127

Keystone Richland Center, LLC dba Foundations for Living  
P.O. Box 102550  
Atlanta, GA 30368

New Directions, Inc.  
30800 Chagrin Boulevard  
Cleveland, Ohio 44124

The Summit School DbA Summit Academy  
900 Agnew Road  
Pittsburg, PA. 15227

The Village Network  
2000 Noble Drive  
Wooster, Ohio 44691

The (owners, executive director, other[specify]) for the contractor/vendor is ()  
Applewood Centers, Inc. - Adam Jacobs, President  
Bellefaire Jewish Children's Bureau – Adam Jacobs, President  
The Cleveland Christian Home – Charles Tuttle, CEO  
Community Specialist Corporation DbA The Academy- Frank Wentzel, Executive Director  
Cornell Abraxas Group, Inc – Johnathon P Swatsburg, Divisional Vice President  
George Junior Republic in Pennsylvania – Nathan M. Gressel, CEO  
Keystone Richland Center, LLC dba Foundations for Living-Karen Spires, CEO  
New Directions, Inc.- Mike Matoney, CEO

The Summit School Dba Summit Academy – John McCloud, Executive Director  
The Village Network – Richard Graziano, President/CEO

**Project Status and Planning**

The project has occurred previously.

The project's term has already begun. State the timeline and reason for late submission of the item. The contract negotiations with the Vendors took longer than anticipated.

**Funding**

This project is 50% funded by Levy Funds.

This project is 50% funded by Title IV-E Funds.

The schedule of payments is monthly.





**Office of Procurement and Diversity Tabulation Sheet**

REQUISITION NUMBER: 2667	TYPE: RFP	ESTIMATE: \$1,000,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: October 8, 2020	NUMBER OF RESPONSES: 55/15
REQUESTING DEPARTMENT: Juvenile Court	COMMODITY DESCRIPTION: Traditional Residential Treatment Services	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)	
1. Applewood Centers Inc. 10427 Detroit Avenue Cleveland, OH 44102	<p>Compliant: Yes</p> <p>IG Registration Complete: Yes</p> <p>IG Number: 12-0518</p> <p>NCA: Yes</p> <p>PH: Yes</p> <p>CCBB: N/A</p> <p>CCBEIP: N/A</p> <p>COOP: N/A</p> <p>OPD Buyer Initials: jmh</p> <p>Compliant: Yes</p> <p>IG Registration Complete: Yes</p>	<p>TLB</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. Bellefaire JCB 22001 Fairmount Blvd Shaker Heights, OH 44118			<p>TLB</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
	IG Number: 12-0611 NCA: Yes PH: Yes CCBB: N/A CCBEIP: N/A COOP: N/A OPD Buyer Initials: jmh Compliant: Yes		
3. Boys Town 13603 Flanagan Blvd. Boys Town, NE 68010	IG Registration Complete: No IG Number: Not registered NCA: Yes PH: Yes CCBB: N/A CCBEIP: N/A COOP: N/A OPD Buyer Initials: jmh Compliant: Yes	T.L.B.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Carrington Youth Academy, LLC 2114 Noble Road Cleveland, OH 44112	IG Registration Complete: Yes IG Number: 12-0746 OPD Buyer Initials: jmh Compliant: Yes	T.L.B.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
	NCA: Yes PH: Yes CCBB: N/A CCBEIP: N/A COOP: N/A OPD Buyer Initials: jmh Compliant: Yes		
5. Cleveland Christian Home, Inc. 4614 Prospect Avenue, Suite 240 Cleveland, OH 44103	IG Registration Complete: Yes IG Number: 20-0106 NCA: Yes PH: Yes CCBB: N/A CCBEIP: N/A COOP: N/A OPD Buyer Initials: jmh Compliant: Yes	T.L.B.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Community Specialists Corporation DBA The Academy 900 Agnew Road Pittsburgh, PA 15227	IG Registration Complete: Yes IG Number: 13-0456 NCA: Yes	T.L.B.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
	PH: Yes CCBB: N/A CCBEIP: N/A COOP: N/A OPD Buyer Initials: jmh Compliant: Yes		
7. Cornell Abraxas Group, Inc. P.O. Box 59 165 Abraxas Road Marienville, PA 16239	IG Registration Complete: Yes IG Number: 12-0045 NCA: Yes PH: Yes CCBB: N/A CCBEIP: N/A COOP: N/A OPD Buyer Initials: jmh Compliant: Yes	T.L.B.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Forest Ridge Youth Services DBA Woodward Youth Corporation P.O. Box 515 Estherville, IA 51334	IG Registration Complete: Yes IG Number: 17-0085 NCA: Yes PH: Yes OPD Buyer Initials: jmh Compliant: Yes	T.L.B.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
	CCBB: N/A CCBEIP: N/A COOP: N/A OPD Buyer Initials: jmh Compliant: Yes		
9. George Junior Republic in Pennsylvania 233 George Junior Road P.O. Box 1058 Grove City, PA 16127	IG Registration Complete: Yes IG Number: 12-0518 NCA: Yes PH: Yes CCBB: N/A CCBEIP: N/A COOP: N/A OPD Buyer Initials: jmh Compliant: Yes	T.L.B.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Keystone Richland Center, LLC DBA Foundations for Living 1451 Lucas Road Mansfield, OH 44903	IG Registration Complete: Yes IG Number: 12-0518 NCA: Yes PH: Yes CCBB: N/A OPD Buyer Initials: jmh Compliant: Yes	T.L.B.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
	CCBEIP: N/A COOP: N/A OPD Buyer Initials: jimh Compliant: Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11. New Directions, Inc. 30800 Chagrin Boulevard Cleveland, OH 44124	IG Registration Complete: Yes IG Number: 12-2017 NCA: Yes PH: Yes CCBB: N/A CCBEIP: N/A COOP: N/A	T.L.B.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12. Rite of Passage, Inc. 2560 Business Parkway, Suite A Minden, NV 89423	OPD Buyer Initials: jimh Compliant: Yes IG Registration Complete: Yes IG Number: 13-0017 NCA: Yes PH: Yes CCBB: N/A CCBEIP: N/A	T.L.B.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
13.	Summit School, Inc. DBA Summit Academy 839 Herman Road P.O. Box 13 Herman, PA 16039	COOP: N/A  OPD Buyer Initials: jmh Compliant: Yes  IG Registration Complete: Yes  IG Number: 12-2631  NCA: Yes  PH: Yes  CCBB: N/A  CCBEIP: N/A  COOP: N/A	T.L.B.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14.	The Village Network 2000 Noble Drive Wooster, OH 44691	OPD Buyer Initials: jmh Compliant: Yes  IG Registration Complete: Yes  IG Number: 12-0518  NCA: Yes  PH: Yes  CCBB: N/A  CCBEIP: N/A  COOP: N/A	T.L.B.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
15. Woodward Youth Corporation DBA Woodward Academy 1251 334 <sup>th</sup> Street Woodward, IA 50276	OPD Buyer Initials: jmh Compliant: No IG Registration Complete: Yes IG Number: 17-0085 NCA: No PH: Yes CCBB: N/A CCBEIP: N/A COOP: N/A OPD Buyer Initials: jmh	T.W.B.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:



FY 2021 Traditional Residential RFP  
Evaluation Tool Average Score Sheet

Proposal Format (Maximum 170 Points)	Applewood	Bellefai	BoysTown	Carrington	CCH	Community Specialists	Abraxas Ohio Cornell/Abraxas	Abraxas I	Forest Ridge	George Jr	Keystone	New Directions	ROP	Summit	TVN
Sarah Baker	160	170	110	0	150	145	160	150	140	150	150	165	135	140	160
Dominique Gambrell	160	165	130	50	160	140	160	160	155	160	160	155	150	130	155
Bridget Gibbons	165	160	70	70	140	140	165	165	120	100	100	165	110	140	160
Anne McDonough	170	170	140	0	140	150	170	150	130	165	170	170	150	150	170
Mary Rodgers	170	170	170	0	100	100	165	100	160	170	150	150	140	165	100
Sarah Tremont	170	170	120	0	160	150	140	150	130	150	160	170	150	150	150
<b>SUBTOTAL</b>	166	168	123	20	142	138	160	146	139	149	148	163	139	146	149

Methodology (Maximum 320 Points)	Applewood	Bellefai	BoysTown	Carrington	CCH	Community Specialists	Abraxas Ohio Cornell/Abraxas	Abraxas I	Forest Ridge	George Jr	Keystone	New Directions	ROP	Summit	TVN
Sarah Baker	300	300	200	0	295	280	305	300	290	300	300	300	300	300	300
Dominique Gambrell	300	310	215	50	310	290	300	300	300	310	310	290	300	300	315
Bridget Gibbons	315	310	80	70	190	220	310	310	150	150	160	315	150	240	300
Anne McDonough	305	320	275	0	275	300	300	300	200	320	315	320	300	300	300
Mary Rodgers	320	300	300	0	200	100	300	200	300	320	300	300	300	320	300
Sarah Tremont	300	300	250	0	290	290	290	300	250	290	300	300	300	290	270
<b>SUBTOTAL</b>	307	307	220	20	260	247	301	285	248	282	281	304	275	292	298

Project Management (Maximum 150 Points)	Applewood	Bellefai	BoysTown	Carrington	CCH	Community Specialists	Abraxas Ohio Cornell/Abraxas	Abraxas I	Forest Ridge	George Jr	Keystone	New Directions	ROP	Summit	TVN
Sarah Baker	150	150	95	0	110	100	130	100	100	100	130	135	110	100	125
Dominique Gambrell	140	145	100	50	140	120	140	145	130	150	140	140	120	120	110
Bridget Gibbons	145	140	50	40	100	110	140	140	80	120	100	140	90	110	135
Anne McDonough	140	150	100	0	100	100	150	150	100	100	125	125	125	100	100
Mary Rodgers	150	150	150	0	100	140	140	100	125	130	100	140	130	150	140
Sarah Tremont	140	140	90	0	140	120	100	130	50	140	130	140	140	120	120
<b>SUBTOTAL</b>	144	146	98	15	115	115	133	128	98	123	121	137	119	117	122

Qualifications & Experience (Maximum 130 Points)	Applewood	Bellefai	BoysTown	Carrington	CCH	Community Specialists	Abraxas Ohio Cornell/Abraxas	Abraxas I	Forest Ridge	George Jr	Keystone	New Directions	ROP	Summit	TVN
Sarah Baker	130	130	90	0	110	90	110	100	100	100	100	110	100	115	100
Dominique Gambrell	130	130	80	60	120	130	130	120	115	120	120	130	100	130	120
Bridget Gibbons	125	120	40	30	90	90	115	115	90	80	90	130	100	90	125
Anne McDonough	115	130	75	0	75	85	100	100	85	90	100	115	100	75	100
Mary Rodgers	130	120	120	0	100	80	120	100	100	100	100	100	120	120	120
Sarah Tremont	130	130	100	0	130	130	100	120	120	110	130	130	130	130	120

<b>SUBTOTAL</b>	127	127	84	15	104	101	113	109	102	100	107	119	108	110	114
<b>Pricing</b> (Maximum 230 Points)	Applewood	Bellefaire	BoysTown	Carrington	CCH	Community Specialists	Abraxas Ohio Cornell Abraxas	Abraxas I	Forest Ridge	George Jr	Keystone	New Directions	ROP	Summit	TVN
Sarah Baker	200	200	120	0	185	200	200	200	150	200	140	200	200	200	200
Dominique Gambrell	205	215	200	80	210	220	220	220	0	200	195	200	200	220	215
Bridget Gibbons	200	200	30	90	190	200	220	200	100	110	170	180	160	200	220
Anne McDonough	200	200	210	0	200	215	230	230	180	215	215	175	215	215	215
Mary Rodgers	230	200	100	0	100	220	220	200	200	230	150	150	200	220	200
Sarah Tremont	190	190	150	0	190	200	200	210	100	0	150	200	190	200	200
<b>SUBTOTAL</b>	204	201	135	28	179	209	215	210	122	159	170	184	194	209	208
<b>TOTAL AVERAGE SCORE</b> (Maximum 230 Points)	Applewood	Bellefaire	BoysTown	Carrington	CCH	Community Specialists	Abraxas Ohio Cornell Abraxas	Abraxas I	Forest Ridge	George Jr	Keystone	New Directions	ROP	Summit	TVN
Sarah Baker	940	950	615	0	850	815	905	850	780	850	820	910	845	855	885
Dominique Gambrell	935	965	725	290	940	900	950	945	700	940	925	915	870	900	915
Bridget Gibbons	950	930	270	300	710	760	950	930	540	560	620	930	610	780	940
Anne McDonough	930	970	800	0	790	850	950	930	695	890	925	905	890	840	885
Mary Rodgers	1000	940	840	0	600	640	945	700	885	950	800	840	890	975	860
Sarah Tremont	930	930	710	0	910	890	830	910	650	690	870	940	910	890	860
<b>SUBTOTAL</b>	948	948	660	98	800	809	922	878	708	813	827	907	836	873	891
<b>RANKING</b>	1	2	14	15	12	11	3	6	13	10	9	4	8	7	5

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2667
Infor/Lawson PO# Code (if applicable):	<del>Formal</del> RFP
Event #	47
CM Contract#	1164

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	SB	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The amendment is late due to the grant award process, including waiting for grant award and waiting for appropriations. There were also delays in regards to the contract conversion process in Infor.	
What is being done to prevent this from reoccurring?	The Court begins projects as early as possible to avoid such delays, however, the grant funded projects are difficult, if not impossible, to have approved prior to a grant award. In regards to the consistent ERP issues, the Court continues to reach out to problem solve the various issues that continue to occur.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

FULL AND OPEN COMPETITION						
Formal RFP						
				Department initials	OPD	
Notice of Intent to Award (sent to all responding vendors)				SB	✓	
Bid Specification Packet				N/A	✓	
Evaluation Summary (names of evaluators to be included)				SB	✓	
Diversity Documents – <i>if required (goal set)</i>				N/A	N/A	
Award Letter (sent to awarded vendor)				SB	✓	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>				N/A	✓	
Tabulation Sheet				SB	✓	
IG#	12-0518-REG			SB	✓	
Debarment/Suspension Verified	Date:	3.30.2021		SB	✓	
Auditor’s Finding	Date:	3.30.2021		SB	✓	
Vendor’s Submission				SB	✓	
W-9 – <i>if required</i>	Tax ID#	25-1413040	Date:	2.19.2021	SB	✓

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Independent Contractor (I.C.) Requirement	Date: 2.10.2021	SB	✓
Agreement/Contract and Exhibits		SB	✓
Cover - <i>Master contracts only</i>		SB	✓
Contract Evaluation – <i>if required</i>		SB	✓
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers' Compensation Certificate; Performance Bond if applicable</i> )		SB	✓
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		SB	✓
Workers' Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		SB	✓
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		SB	N/A
Checklist Verification		SB	✓

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity Code	Dollar Amount
2/1/2021 through <del>1/31/2023</del> 12/31/2021	JC255105	55210		\$ 20,000.00
2/1/2021 through <del>1/31/2023</del> 12/31/2021	<del>JC255100</del> JC285100	55210	JC-SRF-4E-MAINT	\$ 20,000.00
			<b>TOTAL</b>	<b>\$40,000.00</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	CE1800499: RQ 43752 CE1800498-01/CE1800498-02
<b>Infor/Lawson PO# Code:</b>	CONV
<b>BuySpeed or Lawson RQ# (if applicable)</b>	618 JC-18-42713

	Original Amount	Amendment Amount	Original Time Period/ Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$360,000.00		2/1/2019 – 1/31/2021	1/22/20219	R2019-0021
<b>Prior Amendment Amounts (list separately)</b>					
<b>AMEND #1</b>		\$-0-		5/13/2019	ITEM OF NOTE

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Pending Amendment					
Total Amendments		\$-0-			
Total Contact Amount		\$360,000.00			

### OPD Use Only:

Prior Resolutions	R2019-0021, ITEM OF NOTE – 5/13/2019
PO#:	
Vendor Name:	APPLEWOOD CENTERS, INC.
ftp:	2/1/2021 – 1/31/2023
Amount:	\$40,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	Need letter of intent/denial for vendors not chosen; received info dated 5/25/2021; buyer review completed

OPD Buyer approval: **jmh**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Applewood Centers, Inc.
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800499-01 CONV
<b>RQ#</b>	42713
<b>Time Period of Original Contract</b>	February 1, 2019 through January 31, 2021
<b>Background Statement</b>	N/A
<b>Service Description</b>	This vendor provides Traditional Residential Services for youth referred from the Juvenile Court.
<b>Performance Indicators</b>	<p><b>. I. OBJECTIVES - The VENDOR shall ensure that the following Objectives and Performance Indicators are met.</b></p> <p style="text-align: center;"><b>Process Indicators</b></p> <ol style="list-style-type: none"> <li>1. 100% of youth will have a minimum of ten (10) hours of group treatment and two (2) hours of individual treatment per week.</li> <li>2. 100% of youth will be assessed and will have an Individualized Service Plan developed for them within thirty (30) days of admission to the program.</li> <li>3. 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month.</li> <li>4. 100% of youth will complete pre &amp; post-tests that measures specific indicators of behavioral health or criminogenic thinking patterns.</li> <li>5. 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less.</li> </ol> <p style="text-align: center;"><b>Functional Outcomes</b></p> <ol style="list-style-type: none"> <li>1. 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge.</li> <li>2. 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post-tests performed by the VENDORS at discharge.</li> <li>3. 85% of youth successfully discharged from the program will remain in the community one (1) year post-discharge.</li> </ol>

4. 75% of youth discharged from the program will have no new charges one (1) year post discharge.
5. 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post-discharge.

**Process Indicators**

1. Number of YOUTH who receive ten (10) hours of group treatment and two (2) hours of individual treatment per week divided by the number of YOUTH who are admitted to the program.
2. Number of YOUTH who are assessed and who have an Individualized Service Plan developed within 30 days of program admission divided by number of YOUTH who are admitted to the program.
3. Number of YOUTH who receive two (2) documented family treatment sessions per month divided by the number of YOUTH who are admitted to the program.
4. Number of youth will complete both the pre & post-tests divided by the total number of youth who have been successfully discharged.
5. Number of YOUTH who recommended for discharge within the targeted timeframe of 120 days or less divided by the number of YOUTH who have been successfully discharged.

**Functional Indicators**

1. Number of youth who significantly meet their identified ISP goals at the time of discharge divided by number of youth who are discharged from the program.
2. Number of youth who demonstrate an improvement on the outcome measure divided by the total number of youth who have been successfully discharged.
3. Number of successfully discharged youth who maintain in a community setting for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.
4. Number of successfully discharged youth who do not incur new criminal charges for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.
5. Number of successfully discharged youth who are engaged in an educational, vocational, or employment setting six (6) months after discharge divided by the number of youth who have been successfully discharged from the program.

<b>Actual Performance versus performance indicators (include statistics):</b>	This vendor has not received any referrals for the previous contract period.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>					
<b>Justification of Rating</b>	The vendor has been able to meet the contract requirements for this project.				
<b>Department Contact</b>	Sarah A. Baker				
<b>User Department</b>	Cuyahoga County Court of Common Pleas, Juvenile Court Division				
<b>Date</b>	March 26, 2021				



## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2667
Infor/Lawson PO# Code (if applicable):	<del>Formal</del> RFP
Event #	47
CM Contract#	1165

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	SB	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The amendment is late due to the grant award process, including waiting for grant award and waiting for appropriations. There were also delays in regards to the contract conversion process in Infor.	
What is being done to prevent this from reoccurring?	The Court begins projects as early as possible to avoid such delays, however, the grant funded projects are difficult, if not impossible, to have approved prior to a grant award. In regards to the consistent ERP issues, the Court continues to reach out to problem solve the various issues that continue to occur.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

FULL AND OPEN COMPETITION						
Formal RFP						
			Department initials	OPD		
Notice of Intent to Award (sent to all responding vendors)			SB	✓		
Bid Specification Packet			N/A	✓		
Evaluation Summary (names of evaluators to be included)			SB	✓		
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A		
Award Letter (sent to awarded vendor)			SB	✓		
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	✓		
Tabulation Sheet			SB	✓		
IG#	12-0611-REG		SB	✓		
Debarment/Suspension Verified	Date:	3.30.2021	SB	✓		
Auditor’s Finding	Date:	3.30.2021	SB	✓		
Vendor’s Submission			SB	✓		
W-9 – <i>if required</i>	Tax ID#	34-0714630	Date:	2.19.2021	SB	✓

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Independent Contractor (I.C.) Requirement	Date: <del>2-10-2021</del> 3/10/2021	SB	✓
Agreement/Contract and Exhibits		SB	✓
Cover - <i>Master contracts only</i>		SB	✓
Contract Evaluation – <i>if required</i>		SB	✓
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers’ Compensation Certificate; Performance Bond if applicable</i> )		SB	✓
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		SB	✓
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		SB	✓
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		SB	N/A
Checklist Verification		SB	✓

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity Code	Dollar Amount
2/1/2021 through <del>4/31/2023</del> 12/31/2021	JC255105	55210		\$ 20,000.00
2/1/2021 through <del>4/31/2023</del> 12/31/2021	JC255100 JC285100	55210	JC-SRF-4E-MAINT	\$ 20,000.00
			<b>TOTAL</b>	<b>\$40,000.00</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	CE1800499: RQ 43752 CE1800499-01/CE1800499-02
<b>Infor/Lawson PO# Code:</b>	CONV
<b>BuySpeed or Lawson RQ# (if applicable)</b>	JC-18-42713

	Original Amount	Amendment Amount	Original Time Period/ Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$240,000.00		2/1/2019 – 1/31/2021	1/22/20219	R2019-0021
<b>Prior Amendment Amounts (list separately)</b>					

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

AMEND #1		\$-0-		5/13/2019	ITEM OF NOTE
Pending Amendment					
Total Amendments		\$-0-			
Total Contact Amount		\$240,000.00			

### OPD Use Only:

Prior Resolutions	R2019-0021, ITEM OF NOTE – 5/13/2019
PO#:	
Vendor Name:	BELLEFAIRE JEWISH CHILDREN’S BUREAU
ftp:	2/1/2021 – 1/31/2023
Amount:	\$40,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	Need letter of intent/denial for vendors not chosen; received info dated 5/25/2021; buyer review completed

OPD Buyer approval: **jmh**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Bellefaire Jewish Children's Bureau
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800499-01 CONV
<b>RQ#</b>	42713
<b>Time Period of Original Contract</b>	February 1, 2019 through January 31, 2021
<b>Background Statement</b>	N/A
<b>Service Description</b>	This vendor provides Traditional Residential Services for youth referred from the Juvenile Court.
<b>Performance Indicators</b>	<p><b>. I. OBJECTIVES - The VENDOR shall ensure that the following Objectives and Performance Indicators are met.</b></p> <p style="text-align: center;"><b>Process Indicators</b></p> <ol style="list-style-type: none"> <li>1. 100% of youth will have a minimum of ten (10) hours of group treatment and two (2) hours of individual treatment per week.</li> <li>2. 100% of youth will be assessed and will have an Individualized Service Plan developed for them within thirty (30) days of admission to the program.</li> <li>3. 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month.</li> <li>4. 100% of youth will complete pre &amp; post-tests that measures specific indicators of behavioral health or criminogenic thinking patterns.</li> <li>5. 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less.</li> </ol> <p style="text-align: center;"><b>Functional Outcomes</b></p> <ol style="list-style-type: none"> <li>1. 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge.</li> <li>2. 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post-tests performed by the VENDORS at discharge.</li> <li>3. 85% of youth successfully discharged from the program will remain in the community one (1) year post-discharge.</li> </ol>

4. 75% of youth discharged from the program will have no new charges one (1) year post discharge.
5. 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post-discharge.

**Process Indicators**

1. Number of YOUTH who receive ten (10) hours of group treatment and two (2) hours of individual treatment per week divided by the number of YOUTH who are admitted to the program.
2. Number of YOUTH who are assessed and who have an Individualized Service Plan developed within 30 days of program admission divided by number of YOUTH who are admitted to the program.
3. Number of YOUTH who receive two (2) documented family treatment sessions per month divided by the number of YOUTH who are admitted to the program.
4. Number of youth will complete both the pre & post-tests divided by the total number of youth who have been successfully discharged.
5. Number of YOUTH who recommended for discharge within the targeted timeframe of 120 days or less divided by the number of YOUTH who have been successfully discharged.

**Functional Indicators**

1. Number of youth who significantly meet their identified ISP goals at the time of discharge divided by number of youth who are discharged from the program.
2. Number of youth who demonstrate an improvement on the outcome measure divided by the total number of youth who have been successfully discharged.
3. Number of successfully discharged youth who maintain in a community setting for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.
4. Number of successfully discharged youth who do not incur new criminal charges for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.
5. Number of successfully discharged youth who are engaged in an educational, vocational, or employment setting six (6) months after discharge divided by the number of youth who have been successfully discharged from the program.

<b>Actual Performance versus performance indicators (include statistics):</b>	This vendor did not receive any referrals on the previous contract term.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>					
<b>Justification of Rating</b>	The vendor has been able to meet the contract requirements for this project.				
<b>Department Contact</b>	Sarah A. Baker				
<b>User Department</b>	Cuyahoga County Court of Common Pleas, Juvenile Court Division				
<b>Date</b>	March 26, 2021				

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2667
Infor/Lawson PO# Code (if applicable):	<del>Formal</del> RFP
Event #	47
CM Contract#	1166

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	SB	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The amendment is late due to the grant award process, including waiting for grant award and waiting for appropriations. There were also delays in regards to the contract conversion process in Infor.	
What is being done to prevent this from reoccurring?	The Court begins projects as early as possible to avoid such delays, however, the grant funded projects are difficult, if not impossible, to have approved prior to a grant award. In regards to the consistent ERP issues, the Court continues to reach out to problem solve the various issues that continue to occur.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

FULL AND OPEN COMPETITION						
Formal RFP						
			Department initials	OPD		
Notice of Intent to Award (sent to all responding vendors)			SB	✓		
Bid Specification Packet			N/A	✓		
Evaluation Summary (names of evaluators to be included)			SB	✓		
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A		
Award Letter (sent to awarded vendor)			SB	✓		
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	✓		
Tabulation Sheet			SB	✓		
IG#	20-0106		SB	✓		
Debarment/Suspension Verified	Date:	3.30.2021	SB	✓		
Auditor’s Finding	Date:	3.30.2021	SB	✓		
Vendor’s Submission			SB	✓		
W-9 – <i>if required</i>	Tax ID#	34-0733131	Date:	4/2/2021	SB	✓

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Independent Contractor (I.C.) Requirement	Date: 2.10.2021	SB	✓
Agreement/Contract and Exhibits		SB	✓
Cover - <i>Master contracts only</i>		SB	✓
Contract Evaluation – <i>if required</i>		SB	✓
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers’ Compensation Certificate; Performance Bond if applicable</i> )		SB	✓
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		SB	✓; EXP 4/1/2021
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		SB	✓
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		SB	N/A
Checklist Verification		SB	✓

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity Code	Dollar Amount
2/1/2021 through <del>4/31/2023</del> 12/31/2021	JC255105	55210		\$ 35,000.00
2/1/2021 through <del>4/31/2023</del> 12/31/2021	<del>JC255100</del> JC285100	55210	JC-SRF-4E-MAINT	\$ 35,000.00
			<b>TOTAL</b>	<b>\$70,000.00</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	CE1800499- RQ 43752 CE1800500-01/CE1800500-02
<b>Infor/Lawson PO# Code:</b>	CONV
<b>BuySpeed or Lawson RQ# (if applicable)</b>	JC-18-42713

	Original Amount	Amendment Amount	Original Time Period/ Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$475,000.00		2/1/2019 – 1/31/2021	1/22/20219	R2019-0021
<b>Prior Amendment Amounts (list separately)</b>					
AMEND #1		\$-0-		5/13/2019	ITEM OF NOTE



## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Pending Amendment					
Total Amendments		\$-0-			
Total Contact Amount		\$475,000.00			

### OPD Use Only:

Prior Resolutions	R2019-0021, ITEM OF NOTE – 5/13/2019
PO#:	
Vendor Name:	THE CLEVELAND CHRISTIAN HOME, INC.
ftp:	2/1/2021 – 1/31/2023
Amount:	\$70,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	Need letter of intent/denial for vendors not chosen, COI expired 4/1/2021; received letter dated 5/25/2021; buyer review completed

OPD Buyer approval: **jmh**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Cleveland Christian Home
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800499-01 CONV
<b>RQ#</b>	42713
<b>Time Period of Original Contract</b>	February 1, 2019 through January 31, 2021
<b>Background Statement</b>	N/A
<b>Service Description</b>	This vendor provides Traditional Residential Services for youth referred from the Juvenile Court.
<b>Performance Indicators</b>	<p><b>. I. OBJECTIVES - The VENDOR shall ensure that the following Objectives and Performance Indicators are met.</b></p> <p style="text-align: center;"><b>Process Indicators</b></p> <ol style="list-style-type: none"> <li>1. 100% of youth will have a minimum of ten (10) hours of group treatment and two (2) hours of individual treatment per week.</li> <li>2. 100% of youth will be assessed and will have an Individualized Service Plan developed for them within thirty (30) days of admission to the program.</li> <li>3. 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month.</li> <li>4. 100% of youth will complete pre &amp; post-tests that measures specific indicators of behavioral health or criminogenic thinking patterns.</li> <li>5. 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less.</li> </ol> <p style="text-align: center;"><b>Functional Outcomes</b></p> <ol style="list-style-type: none"> <li>1. 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge.</li> <li>2. 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post-tests performed by the VENDORS at discharge.</li> <li>3. 85% of youth successfully discharged from the program will remain in the community one (1) year post-discharge.</li> </ol>

4. 75% of youth discharged from the program will have no new charges one (1) year post discharge.
5. 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post-discharge.

**Process Indicators**

1. Number of YOUTH who receive ten (10) hours of group treatment and two (2) hours of individual treatment per week divided by the number of YOUTH who are admitted to the program.
2. Number of YOUTH who are assessed and who have an Individualized Service Plan developed within 30 days of program admission divided by number of YOUTH who are admitted to the program.
3. Number of YOUTH who receive two (2) documented family treatment sessions per month divided by the number of YOUTH who are admitted to the program.
4. Number of youth will complete both the pre & post-tests divided by the total number of youth who have been successfully discharged.
5. Number of YOUTH who recommended for discharge within the targeted timeframe of 120 days or less divided by the number of YOUTH who have been successfully discharged.

**Functional Indicators**

1. Number of youth who significantly meet their identified ISP goals at the time of discharge divided by number of youth who are discharged from the program.
2. Number of youth who demonstrate an improvement on the outcome measure divided by the total number of youth who have been successfully discharged.
3. Number of successfully discharged youth who maintain in a community setting for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.
4. Number of successfully discharged youth who do not incur new criminal charges for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.
5. Number of successfully discharged youth who are engaged in an educational, vocational, or employment setting six (6) months after discharge divided by the number of youth who have been successfully discharged from the program.

<b>Actual Performance versus performance indicators (include statistics):</b>	This vendor had 1 admission in 2019 and 2020, 1 discharge, 1 successful termination, which gives vendors 100% successful terminations.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	The vendor has been able to meet the contract requirements for this project.				
<b>Department Contact</b>	Sarah A. Baker				
<b>User Department</b>	Cuyahoga County Court of Common Pleas, Juvenile Court Division				
<b>Date</b>	March 26, 2021				

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2667
Infor/Lawson PO# Code (if applicable):	<del>Formal</del> RFP
Event #	47
CM Contract#	1167

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	SB	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The amendment is late due to the grant award process, including waiting for grant award and waiting for appropriations. There were also delays in regards to the contract conversion process in Infor.	
What is being done to prevent this from reoccurring?	The Court begins projects as early as possible to avoid such delays, however, the grant funded projects are difficult, if not impossible, to have approved prior to a grant award. In regards to the consistent ERP issues, the Court continues to reach out to problem solve the various issues that continue to occur.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

FULL AND OPEN COMPETITION		
Formal RFP		
	Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)	SB	✓
Bid Specification Packet	N/A	✓
Evaluation Summary (names of evaluators to be included)	SB	✓
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter (sent to awarded vendor)	SB	✓
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	✓
Tabulation Sheet	SB	✓
IG#	13-0456	✓
Debarment/Suspension Verified	Date: 3.30.2021	✓
Auditor’s Finding	Date: <del>3-30-2021</del> 4/21/2021	✓
Vendor’s Submission	SB	✓

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

W-9 – <i>if required</i>	Tax ID#	25-1413040	Date:	3.9.2021	SB	✓
Independent Contractor (I.C.) Requirement	Date:	3.22.2021			SB	✓
Agreement/Contract and Exhibits					SB	✓
Cover - <i>Master contracts only</i>					SB	✓
Contract Evaluation – <i>if required</i>					SB	✓
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers’ Compensation Certificate; Performance Bond if applicable</i> )					SB	✓
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					SB	✓; EXP 5/12/2021
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					SB	✓
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					SB	N/A
Checklist Verification					SB	✓

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity Code	Dollar Amount
2/1/2021 through 4/31/2023 12/31/2021	JC255105	55210		\$ 40,000.00
2/1/2021 through 4/31/2023 12/31/2021	JC255100 JC285100	55210	JC-SRF-4E-MAINT	\$ 40,000.00
			<b>TOTAL</b>	<b>\$80,000.00</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	CE1800499 CE1800501-01/CE1800501-02
<b>Infor/Lawson PO# Code:</b>	CONV
<b>BuySpeed or Lawson RQ# (if applicable)</b>	RQ 43752 JC-18-42713

	Original Amount	Amendment Amount	Original Time Period/ Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$180,000.00		2/1/2019 – 1/31/2021	1/22/20219	R2019-0021
<b>Prior Amendment Amounts (list separately)</b>					

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

AMEND #1		\$-0-		5/13/2019	ITEM OF NOTE
Pending Amendment					
Total Amendments		\$-0-			
Total Contact Amount		\$180,000.00			

### OPD Use Only:

Prior Resolutions	R2019-0021, ITEM OF NOTE – 5/13/2019
PO#:	
Vendor Name:	COMMUNITY SPECIALISTS CORPORATION
ftp:	2/1/2021 – 1/31/2023
Amount:	\$80,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	Need letter of intent/denial for vendors not chosen, COI expired 5/12/2021; received letter dated 5/25/2021; buyer review completed

OPD Buyer approval: **jmh**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Community Specialist dba The Academy
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800499-01 CONV
<b>RQ#</b>	42713
<b>Time Period of Original Contract</b>	February 1, 2019 through January 31, 2021
<b>Background Statement</b>	N/A
<b>Service Description</b>	This vendor provides Traditional Residential Services for youth referred from the Juvenile Court.
<b>Performance Indicators</b>	<p><b>. I. OBJECTIVES - The VENDOR shall ensure that the following Objectives and Performance Indicators are met.</b></p> <p style="text-align: center;"><b>Process Indicators</b></p> <ol style="list-style-type: none"> <li>1. 100% of youth will have a minimum of ten (10) hours of group treatment and two (2) hours of individual treatment per week.</li> <li>2. 100% of youth will be assessed and will have an Individualized Service Plan developed for them within thirty (30) days of admission to the program.</li> <li>3. 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month.</li> <li>4. 100% of youth will complete pre &amp; post-tests that measures specific indicators of behavioral health or criminogenic thinking patterns.</li> <li>5. 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less.</li> </ol> <p style="text-align: center;"><b>Functional Outcomes</b></p> <ol style="list-style-type: none"> <li>1. 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge.</li> <li>2. 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post-tests performed by the VENDORS at discharge.</li> <li>3. 85% of youth successfully discharged from the program will remain in the community one (1) year post-discharge.</li> </ol>



4. 75% of youth discharged from the program will have no new charges one (1) year post discharge.
5. 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post-discharge.

**Process Indicators**

1. Number of YOUTH who receive ten (10) hours of group treatment and two (2) hours of individual treatment per week divided by the number of YOUTH who are admitted to the program.
2. Number of YOUTH who are assessed and who have an Individualized Service Plan developed within 30 days of program admission divided by number of YOUTH who are admitted to the program.
3. Number of YOUTH who receive two (2) documented family treatment sessions per month divided by the number of YOUTH who are admitted to the program.
4. Number of youth will complete both the pre & post-tests divided by the total number of youth who have been successfully discharged.
5. Number of YOUTH who recommended for discharge within the targeted timeframe of 120 days or less divided by the number of YOUTH who have been successfully discharged.

**Functional Indicators**

1. Number of youth who significantly meet their identified ISP goals at the time of discharge divided by number of youth who are discharged from the program.
2. Number of youth who demonstrate an improvement on the outcome measure divided by the total number of youth who have been successfully discharged.
3. Number of successfully discharged youth who maintain in a community setting for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.
4. Number of successfully discharged youth who do not incur new criminal charges for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.
5. Number of successfully discharged youth who are engaged in an educational, vocational, or employment setting six (6) months after discharge divided by the number of youth who have been successfully discharged from the program.

<b>Actual Performance versus performance indicators (include statistics):</b>	There were no youth referred to this vendor during previous contract term.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>					
<b>Justification of Rating</b>	The vendor has been able to meet the contract requirements for this project.				
<b>Department Contact</b>	Sarah A. Baker				
<b>User Department</b>	Cuyahoga County Court of Common Pleas, Juvenile Court Division				
<b>Date</b>	March 26, 2021				

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2667
Infor/Lawson PO# Code (if applicable):	<del>Formal</del> RFP
Event #	47
CM Contract#	1168

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	SB	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The amendment is late due to the grant award process, including waiting for grant award and waiting for appropriations. There were also delays in regards to the contract conversion process in Infor.	
What is being done to prevent this from reoccurring?	The Court begins projects as early as possible to avoid such delays, however, the grant funded projects are difficult, if not impossible, to have approved prior to a grant award. In regards to the consistent ERP issues, the Court continues to reach out to problem solve the various issues that continue to occur.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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❖ UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY

FULL AND OPEN COMPETITION			
Formal RFP			
		Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)		SB	✓
Bid Specification Packet		N/A	✓
Evaluation Summary (names of evaluators to be included)		SB	✓
Diversity Documents – <i>if required (goal set)</i>		N/A	N/A
Award Letter (sent to awarded vendor)		SB	✓
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		N/A	✓
Tabulation Sheet		SB	✓
IG#	12-0045	SB	✓
Debarment/Suspension Verified	Date: 3.30.2021	SB	✓
Auditor’s Finding	Date: 3.30.2021	SB	✓
Vendor’s Submission		SB	✓

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

W-9 – <i>if required</i>	Tax ID#	76-0545741	Date:	2/3/2020	SB	✓
Independent Contractor (I.C.) Requirement	Date:	2/16/2021	SB			✓
Agreement/Contract and Exhibits			SB			✓
Cover - <i>Master contracts only</i>			SB			✓
Contract Evaluation – <i>if required</i>			SB			✓
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers' Compensation Certificate; Performance Bond if applicable</i> )			SB			✓
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			SB			✓
Workers' Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			SB			✓
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			SB			N/A
Checklist Verification			SB			✓

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity Code	Dollar Amount
2/1/2021 through 4/31/2023 12/31/2021	JC255105	55210		\$ 85,000.00
2/1/2021 through 4/31/2023 12/31/2021	JC255100 JC285100	55210	JC-SRF-4E-MAINT	\$ 85,000.00
			<b>TOTAL</b>	<b>\$170,000.00</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	CE1800499 CE1800502-01/CE1800502-02
<b>Infor/Lawson PO# Code:</b>	CONV
<b>BuySpeed or Lawson RQ# (if applicable)</b>	RQ-43752 JC-18-42713

	Original Amount	Amendment Amount	Original Time Period/ Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$205,000.00		2/1/2019 – 1/31/2021	1/22/20219	R2019-0021
<b>Prior Amendment Amounts (list separately)</b>					

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<b>AMEND #1</b>		<b>\$-0-</b>		<b>5/13/2019</b>	<b>ITEM OF NOTE</b>
<b>Pending Amendment</b>					
<b>Total Amendments</b>		<b>\$-0-</b>			
<b>Total Contact Amount</b>		<b>\$205,000.00</b>			

### OPD Use Only:

<b>Prior Resolutions</b>	<b>R2019-0021, ITEM OF NOTE – 5/13/2019</b>
<b>PO#:</b>	
<b>Vendor Name:</b>	<b>CORNELL ABRAXAS GROUP, INC.</b>
<b>ftp:</b>	<b>2/1/2021 – 1/31/2023</b>
<b>Amount:</b>	<b>\$170,000.00</b>
<b>History/CE:</b>	<b>OK</b>
<b>EL:</b>	<b>OK</b>
<b>Procurement Notes:</b>	<b>Need letter of intent/denial for vendors not chosen; received info dated 5/25/2021; buyer review completed</b>

OPD Buyer approval: **jmh**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Cornell Abraxas
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800499-01 CONV
<b>RQ#</b>	42713
<b>Time Period of Original Contract</b>	February 1, 2019 through January 31, 2021
<b>Background Statement</b>	N/A
<b>Service Description</b>	This vendor provides Traditional Residential Services for youth referred from the Juvenile Court.
<b>Performance Indicators</b>	<p><b>. I. OBJECTIVES - The VENDOR shall ensure that the following Objectives and Performance Indicators are met.</b></p> <p style="text-align: center;"><b>Process Indicators</b></p> <ol style="list-style-type: none"> <li>1. 100% of youth will have a minimum of ten (10) hours of group treatment and two (2) hours of individual treatment per week.</li> <li>2. 100% of youth will be assessed and will have an Individualized Service Plan developed for them within thirty (30) days of admission to the program.</li> <li>3. 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month.</li> <li>4. 100% of youth will complete pre &amp; post-tests that measures specific indicators of behavioral health or criminogenic thinking patterns.</li> <li>5. 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less.</li> </ol> <p style="text-align: center;"><b>Functional Outcomes</b></p> <ol style="list-style-type: none"> <li>1. 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge.</li> <li>2. 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post-tests performed by the VENDORS at discharge.</li> <li>3. 85% of youth successfully discharged from the program will remain in the community one (1) year post-discharge.</li> </ol>

4. 75% of youth discharged from the program will have no new charges one (1) year post discharge.
5. 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post-discharge.

**Process Indicators**

1. Number of YOUTH who receive ten (10) hours of group treatment and two (2) hours of individual treatment per week divided by the number of YOUTH who are admitted to the program.
2. Number of YOUTH who are assessed and who have an Individualized Service Plan developed within 30 days of program admission divided by number of YOUTH who are admitted to the program.
3. Number of YOUTH who receive two (2) documented family treatment sessions per month divided by the number of YOUTH who are admitted to the program.
4. Number of youth will complete both the pre & post-tests divided by the total number of youth who have been successfully discharged.
5. Number of YOUTH who recommended for discharge within the targeted timeframe of 120 days or less divided by the number of YOUTH who have been successfully discharged.

**Functional Indicators**

1. Number of youth who significantly meet their identified ISP goals at the time of discharge divided by number of youth who are discharged from the program.
2. Number of youth who demonstrate an improvement on the outcome measure divided by the total number of youth who have been successfully discharged.
3. Number of successfully discharged youth who maintain in a community setting for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.
4. Number of successfully discharged youth who do not incur new criminal charges for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.
5. Number of successfully discharged youth who are engaged in an educational, vocational, or employment setting six (6) months after discharge divided by the number of youth who have been successfully discharged from the program.

<b>Actual Performance versus performance indicators (include statistics):</b>	This vendor has received 12 admissions in 2019-2020, had 8 discharges in 2019-2020; and 8 successful terminations.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>			X		
<b>Justification of Rating</b>	The vendor has been able to meet the contract requirements for this project.				
<b>Department Contact</b>	Sarah A. Baker				
<b>User Department</b>	Cuyahoga County Court of Common Pleas, Juvenile Court Division				
<b>Date</b>	March 26 2021				



## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2667
Infor/Lawson PO# Code (if applicable):	<del>Formal</del> RFP
Event #	47
CM Contract#	1169

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	SB	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The amendment is late due to the grant award process, including waiting for grant award and waiting for appropriations. There were also delays in regards to the contract conversion process in Infor.	
What is being done to prevent this from reoccurring?	The Court begins projects as early as possible to avoid such delays, however, the grant funded projects are difficult, if not impossible, to have approved prior to a grant award. In regards to the consistent ERP issues, the Court continues to reach out to problem solve the various issues that continue to occur.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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❖ UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY

FULL AND OPEN COMPETITION				
Formal RFP				
			Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)			SB	✓
Bid Specification Packet			N/A	✓
Evaluation Summary (names of evaluators to be included)			SB	✓
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			SB	✓
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	✓
Tabulation Sheet			SB	✓
IG#	12-1366		SB	✓
Debarment/Suspension Verified	Date:	3.30.2021	SB	✓
Auditor’s Finding	Date:	3.30.2021	SB	✓
Vendor’s Submission			SB	✓

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

W-9 – <i>if required</i>	Tax ID#	25-0753320	Date:	3.19.2021	SB	✓
Independent Contractor (I.C.) Requirement	Date:	3.19.2021	SB			✓
Agreement/Contract and Exhibits			SB			✓
Cover - <i>Master contracts only</i>			SB			✓
Contract Evaluation – <i>if required</i>			SB			✓
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers' Compensation Certificate; Performance Bond if applicable</i> )			SB			✓
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			SB			✓
Workers' Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			SB			✓
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			SB			N/A
Checklist Verification			SB			✓

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity Code	Dollar Amount
2/1/2021 through <del>4/31/2023</del> 12/31/2021	JC255105	55210		\$ 37,500.00
2/1/2021 through <del>4/31/2023</del> 12/31/2021	JC255100 JC285100	55210	JC-SRF-4E-MAINT	\$ 37,500.00
			<b>TOTAL</b>	<b>\$75,000.00</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	CM #618
<b>Infor/Lawson PO# Code:</b>	CONV
<b>BuySpeed or Lawson RQ# (if applicable)</b>	RQ 43752

	Original Amount	Amendment Amount	Original Time Period/ Amended End Date	Approval Date	Approval #
<b>Original Amount</b>					
<b>Prior Amendment Amounts (list separately)</b>					

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<b>Pending Amendment</b>					
<b>Total Amendments</b>					
<b>Total Contact Amount</b>					

### OPD Use Only:

Prior Resolutions	
PO#:	
Vendor Name:	<b>GEORGE JUNIOR REPUBLIC IN PENNSYLVANIA</b>
ftp:	<b>2/1/2021 – 1/31/2023</b>
Amount:	<b>\$75,000.00</b>
History/CE:	<b>N/A</b>
EL:	<b>OK</b>
Procurement Notes:	<b>Need letter of intent/denial for vendors not chosen; received info dated 5/25/2021; buyer review completed</b>

OPD Buyer approval: **jmh**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	George Jr.
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800499-01 CONV
<b>RQ#</b>	42713
<b>Time Period of Original Contract</b>	February 1, 2019 through January 31, 2021
<b>Background Statement</b>	N/A
<b>Service Description</b>	This vendor provides Traditional Residential Services for youth referred from the Juvenile Court.
<b>Performance Indicators</b>	<p><b>. I. OBJECTIVES - The VENDOR shall ensure that the following Objectives and Performance Indicators are met.</b></p> <p style="text-align: center;"><b>Process Indicators</b></p> <ol style="list-style-type: none"> <li>1. 100% of youth will have a minimum of ten (10) hours of group treatment and two (2) hours of individual treatment per week.</li> <li>2. 100% of youth will be assessed and will have an Individualized Service Plan developed for them within thirty (30) days of admission to the program.</li> <li>3. 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month.</li> <li>4. 100% of youth will complete pre &amp; post-tests that measures specific indicators of behavioral health or criminogenic thinking patterns.</li> <li>5. 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less.</li> </ol> <p style="text-align: center;"><b>Functional Outcomes</b></p> <ol style="list-style-type: none"> <li>1. 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge.</li> <li>2. 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post-tests performed by the VENDORS at discharge.</li> <li>3. 85% of youth successfully discharged from the program will remain in the community one (1) year post-discharge.</li> </ol>

4. 75% of youth discharged from the program will have no new charges one (1) year post discharge.

5. 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post-discharge.

**Process Indicators**

1. Number of YOUTH who receive ten (10) hours of group treatment and two (2) hours of individual treatment per week divided by the number of YOUTH who are admitted to the program.

2. Number of YOUTH who are assessed and who have an Individualized Service Plan developed within 30 days of program admission divided by number of YOUTH who are admitted to the program.

3. Number of YOUTH who receive two (2) documented family treatment sessions per month divided by the number of YOUTH who are admitted to the program.

4. Number of youth will complete both the pre & post-tests divided by the total number of youth who have been successfully discharged.

5. Number of YOUTH who recommended for discharge within the targeted timeframe of 120 days or less divided by the number of YOUTH who have been successfully discharged.

**Functional Indicators**

1. Number of youth who significantly meet their identified ISP goals at the time of discharge divided by number of youth who are discharged from the program.

2. Number of youth who demonstrate an improvement on the outcome measure divided by the total number of youth who have been successfully discharged.

3. Number of successfully discharged youth who maintain in a community setting for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.

4. Number of successfully discharged youth who do not incur new criminal charges for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.

5. Number of successfully discharged youth who are engaged in an educational, vocational, or employment setting six (6) months after discharge divided by the number of youth who have been successfully discharged from the program.

<b>Actual Performance versus performance indicators (include statistics):</b>	This vendor has not received admissions/referrals in 2019-2020.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>					
<b>Justification of Rating</b>	New Vendor				
<b>Department Contact</b>	Sarah A. Baker				
<b>User Department</b>	Cuyahoga County Court of Common Pleas, Juvenile Court Division				
<b>Date</b>	March 26 2021				

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2667
Infor/Lawson PO# Code (if applicable):	<del>Formal</del> RFP
Event #	47
CM Contract#	1170

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	SB	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The amendment is late due to the grant award process, including waiting for grant award and waiting for appropriations. There were also delays in regards to the contract conversion process in Infor.	
What is being done to prevent this from reoccurring?	The Court begins projects as early as possible to avoid such delays, however, the grant funded projects are difficult, if not impossible, to have approved prior to a grant award. In regards to the consistent ERP issues, the Court continues to reach out to problem solve the various issues that continue to occur.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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❖ UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY

FULL AND OPEN COMPETITION				
Formal RFP				
			Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)			SB	✓
Bid Specification Packet			N/A	✓
Evaluation Summary (names of evaluators to be included)			SB	✓
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			SB	✓
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	✓
Tabulation Sheet			SB	✓
IG#	21-0047-REG		SB	✓
Debarment/Suspension Verified	Date:	3.30.2021	SB	✓
Auditor’s Finding	Date:	<del>3.30.2021</del> 4/21/2021	SB	✓

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Vendor's Submission				SB	✓
W-9 – <i>if required</i>	Tax ID#	48-1274207	Date: 4.5.2021 1/20/2021	SB	✓
Independent Contractor (I.C.) Requirement			Date: 4.5.2021 2/24/2021	SB	✓
Agreement/Contract and Exhibits				SB	✓
Cover - <i>Master contracts only</i>				SB	✓
Contract Evaluation – <i>if required</i>				SB	✓
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers' Compensation Certificate; Performance Bond if applicable</i> )				SB	✓
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				SB	✓
Workers' Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				SB	✓
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				SB	N/A
Checklist Verification				SB	✓

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity Code	Dollar Amount
2/1/2021 through 4/31/2023 12/31/2021	JC255105	55210		\$ 55,000.00
2/1/2021 through 4/31/2023 12/31/2021	JC255100 JC285100	55210	JC-SRF-4E-MAINT	\$ 55,000.00
			<b>TOTAL</b>	<b>\$110,000.00</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	CM #618 CE1800504-01/CE1800504-02
<b>Infor/Lawson PO# Code:</b>	CONV
<b>BuySpeed or Lawson RQ# (if applicable)</b>	RQ-43752 JC-18-42713

	Original Amount	Amendment Amount	Original Time Period/ Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$185,000.00		2/1/2019 – 1/31/2021	1/22/20219	R2019-0021

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Revised 9/11/2020



## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<b>Prior Amendment Amounts (list separately)</b>					
<b>AMEND #1</b>		<b>\$-0-</b>		<b>5/13/2019</b>	<b>ITEM OF NOTE</b>
<b>Pending Amendment</b>					
<b>Total Amendments</b>		<b>\$-0-</b>			
<b>Total Contact Amount</b>		<b>\$185,000.00</b>			

### OPD Use Only:

<b>Prior Resolutions</b>	<b>R2019-0021, ITEM OF NOTE – 5/13/2019</b>
<b>PO#:</b>	
<b>Vendor Name:</b>	<b>KEYSTONE RICHLAND CENTER, LLC</b>
<b>ftp:</b>	<b>2/1/2021 – 1/31/2023</b>
<b>Amount:</b>	<b>\$110,000.00</b>
<b>History/CE:</b>	<b>OK</b>
<b>EL:</b>	<b>OK</b>
<b>Procurement Notes:</b>	<b>Need letter of intent/denial for vendors not chosen; received info dated 5/25/2021; buyer review completed</b>

OPD Buyer approval: **jmh**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Keystone Richland Foundation for Living
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1300268-01 CONV
<b>RQ#</b>	42713
<b>Time Period of Original Contract</b>	February 1, 2019 through January 31, 2021
<b>Background Statement</b>	N/A
<b>Service Description</b>	This vendor provides Traditional Residential Services for youth referred from the Juvenile Court.
<b>Performance Indicators</b>	<p><b>. I. OBJECTIVES - The VENDOR shall ensure that the following Objectives and Performance Indicators are met.</b></p> <p style="text-align: center;"><b>Process Indicators</b></p> <ol style="list-style-type: none"> <li>1. 100% of youth will have a minimum of ten (10) hours of group treatment and two (2) hours of individual treatment per week.</li> <li>2. 100% of youth will be assessed and will have an Individualized Service Plan developed for them within thirty (30) days of admission to the program.</li> <li>3. 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month.</li> <li>4. 100% of youth will complete pre &amp; post-tests that measures specific indicators of behavioral health or criminogenic thinking patterns.</li> <li>5. 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less.</li> </ol> <p style="text-align: center;"><b>Functional Outcomes</b></p> <ol style="list-style-type: none"> <li>1. 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge.</li> <li>2. 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post-tests performed by the VENDORS at discharge.</li> <li>3. 85% of youth successfully discharged from the program will remain in the community one (1) year post-discharge.</li> </ol>

4. 75% of youth discharged from the program will have no new charges one (1) year post discharge.

5. 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post-discharge.

**Process Indicators**

1. Number of YOUTH who receive ten (10) hours of group treatment and two (2) hours of individual treatment per week divided by the number of YOUTH who are admitted to the program.

2. Number of YOUTH who are assessed and who have an Individualized Service Plan developed within 30 days of program admission divided by number of YOUTH who are admitted to the program.

3. Number of YOUTH who receive two (2) documented family treatment sessions per month divided by the number of YOUTH who are admitted to the program.

4. Number of youth will complete both the pre & post-tests divided by the total number of youth who have been successfully discharged.

5. Number of YOUTH who recommended for discharge within the targeted timeframe of 120 days or less divided by the number of YOUTH who have been successfully discharged.

**Functional Indicators**

1. Number of youth who significantly meet their identified ISP goals at the time of discharge divided by number of youth who are discharged from the program.

2. Number of youth who demonstrate an improvement on the outcome measure divided by the total number of youth who have been successfully discharged.

3. Number of successfully discharged youth who maintain in a community setting for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.

4. Number of successfully discharged youth who do not incur new criminal charges for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.

5. Number of successfully discharged youth who are engaged in an educational, vocational, or employment setting six (6) months after discharge divided by the number of youth who have been successfully discharged from the program.

<b>Actual Performance versus performance indicators (include statistics):</b>	This vendor has received 3 admissions in 2019-2020 and had 3 discharges in 2019-2020. The Vendor had a total of (3) successful terminations.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		x			
<b>Justification of Rating</b>	The vendor has been able to meet the contract requirements for this project.				
<b>Department Contact</b>	Sarah A. Baker				
<b>User Department</b>	Cuyahoga County Court of Common Pleas, Juvenile Court Division				
<b>Date</b>	March 26, 2021				

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2667
Infor/Lawson PO# Code (if applicable):	<del>Formal</del> RFP
Event #	47
CM Contract#	1171

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	SB	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The amendment is late due to the grant award process, including waiting for grant award and waiting for appropriations. There were also delays in regards to the contract conversion process in Infor.	
What is being done to prevent this from reoccurring?	The Court begins projects as early as possible to avoid such delays, however, the grant funded projects are difficult, if not impossible, to have approved prior to a grant award. In regards to the consistent ERP issues, the Court continues to reach out to problem solve the various issues that continue to occur.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

FULL AND OPEN COMPETITION				
Formal RFP				
			Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)			SB	✓
Bid Specification Packet			N/A	✓
Evaluation Summary (names of evaluators to be included)			SB	✓
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			SB	✓
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	✓
Tabulation Sheet			SB	✓
IG#	12-2017-REG		SB	✓
Debarment/Suspension Verified	Date:	3.30.2021	SB	✓
Auditor’s Finding	Date:	3.30.2021	SB	✓
Vendor’s Submission			SB	✓

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

W-9 – <i>if required</i>	Tax ID#	34-1313806	Date:	4/6/2021	SB	✓
Independent Contractor (I.C.) Requirement	Date:	2/9/2021	SB			✓
Agreement/Contract and Exhibits			SB			✓
Cover - <i>Master contracts only</i>			SB			✓
Contract Evaluation – <i>if required</i>			SB			✓
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers' Compensation Certificate; Performance Bond if applicable</i> )			SB			✓
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			SB			✓
Workers' Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			SB			✓
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			SB			N/A
Checklist Verification			SB			✓

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity Code	Dollar Amount
2/1/2021 through 4/31/2023 12/31/2021	JC255105	55210		\$ 12,500.00
2/1/2021 through 4/31/2023 12/31/2021	<del>JC255100</del> JC285100	55210	JC-SRF-4E-MAINT	\$ 12,500.00
			<b>TOTAL</b>	<b>\$25,000.00</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	CM #618 CE1800505-01/CE1800505-02
<b>Infor/Lawson PO# Code:</b>	CONV
<b>BuySpeed or Lawson RQ# (if applicable)</b>	RQ-43752 JC-18-42713

	Original Amount	Amendment Amount	Original Time Period/ Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$10,000.00		2/1/2019 – 1/31/2021	1/22/20219	R2019-0021
<b>Prior Amendment Amounts (list separately)</b>					

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<b>AMEND #1</b>		<b>\$-0-</b>		<b>5/13/2019</b>	<b>ITEM OF NOTE</b>
<b>Pending Amendment</b>					
<b>Total Amendments</b>		<b>\$-0-</b>			
<b>Total Contact Amount</b>		<b>\$10,000.00</b>			

### OPD Use Only:

<b>Prior Resolutions</b>	<b>R2019-0021, ITEM OF NOTE – 5/13/2019</b>
<b>PO#:</b>	
<b>Vendor Name:</b>	<b>NEW DIRECTIONS INC</b>
<b>ftp:</b>	<b>2/1/2021 – 1/31/2023</b>
<b>Amount:</b>	<b>\$25,000.00</b>
<b>History/CE:</b>	<b>OK</b>
<b>EL:</b>	<b>OK</b>
<b>Procurement Notes:</b>	<b>Need letter of intent/denial for vendors not chosen; received info dated 5/25/2021; buyer review completed</b>

OPD Buyer approval: **jmh**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	New Directions, Inc.
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1300268-01 CONV
<b>RQ#</b>	42713
<b>Time Period of Original Contract</b>	February 1, 2019 through January 31, 2021
<b>Background Statement</b>	N/A
<b>Service Description</b>	This vendor provides Traditional Residential Services for youth referred from the Juvenile Court.
<b>Performance Indicators</b>	<p><b>. I. OBJECTIVES - The VENDOR shall ensure that the following Objectives and Performance Indicators are met.</b></p> <p style="text-align: center;"><b>Process Indicators</b></p> <ol style="list-style-type: none"> <li>1. 100% of youth will have a minimum of ten (10) hours of group treatment and two (2) hours of individual treatment per week.</li> <li>2. 100% of youth will be assessed and will have an Individualized Service Plan developed for them within thirty (30) days of admission to the program.</li> <li>3. 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month.</li> <li>4. 100% of youth will complete pre &amp; post-tests that measures specific indicators of behavioral health or criminogenic thinking patterns.</li> <li>5. 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less.</li> </ol> <p style="text-align: center;"><b>Functional Outcomes</b></p> <ol style="list-style-type: none"> <li>1. 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge.</li> <li>2. 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post-tests performed by the VENDORS at discharge.</li> <li>3. 85% of youth successfully discharged from the program will remain in the community one (1) year post-discharge.</li> </ol>



4. 75% of youth discharged from the program will have no new charges one (1) year post discharge.

5. 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post-discharge.

**Process Indicators**

1. Number of YOUTH who receive ten (10) hours of group treatment and two (2) hours of individual treatment per week divided by the number of YOUTH who are admitted to the program.

2. Number of YOUTH who are assessed and who have an Individualized Service Plan developed within 30 days of program admission divided by number of YOUTH who are admitted to the program.

3. Number of YOUTH who receive two (2) documented family treatment sessions per month divided by the number of YOUTH who are admitted to the program.

4. Number of youth will complete both the pre & post-tests divided by the total number of youth who have been successfully discharged.

5. Number of YOUTH who recommended for discharge within the targeted timeframe of 120 days or less divided by the number of YOUTH who have been successfully discharged.

**Functional Indicators**

1. Number of youth who significantly meet their identified ISP goals at the time of discharge divided by number of youth who are discharged from the program.

2. Number of youth who demonstrate an improvement on the outcome measure divided by the total number of youth who have been successfully discharged.

3. Number of successfully discharged youth who maintain in a community setting for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.

4. Number of successfully discharged youth who do not incur new criminal charges for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.

5. Number of successfully discharged youth who are engaged in an educational, vocational, or employment setting six (6) months after discharge divided by the number of youth who have been successfully discharged from the program.

<b>Actual Performance versus performance indicators (include statistics):</b>	This vendor has not had any referrals during the 2019-2020 contract term.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>					
<b>Justification of Rating</b>	The vendor has been able to meet the contract requirements for this project.				
<b>Department Contact</b>	Sarah A. Baker				
<b>User Department</b>	Cuyahoga County Court of Common Pleas, Juvenile Court Division				
<b>Date</b>	March 26, 2021				

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2667
Infor/Lawson PO# Code (if applicable):	<del>Formal</del> RFP
Event #	47
CM Contract#	1172

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	SB	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The amendment is late due to the grant award process, including waiting for grant award and waiting for appropriations. There were also delays in regards to the contract conversion process in Infor.	
What is being done to prevent this from reoccurring?	The Court begins projects as early as possible to avoid such delays, however, the grant funded projects are difficult, if not impossible, to have approved prior to a grant award. In regards to the consistent ERP issues, the Court continues to reach out to problem solve the various issues that continue to occur.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

FULL AND OPEN COMPETITION				
Formal RFP				
			Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)			SB	✓
Bid Specification Packet			N/A	✓
Evaluation Summary (names of evaluators to be included)			SB	✓
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			SB	✓
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	✓
Tabulation Sheet			SB	✓
IG#	12-2631-REG		SB	✓
Debarment/Suspension Verified	Date:	3.30.2021	SB	✓
Auditor’s Finding	Date:	3.30.2021	SB	✓
Vendor’s Submission			SB	✓

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

W-9 – <i>if required</i>	Tax ID#	<b>34-1313806</b>	Date:	3.9.2021	SB	✓
Independent Contractor (I.C.) Requirement	Date:	3.19.2021	SB			✓
Agreement/Contract and Exhibits			SB			✓
Cover - <i>Master contracts only</i>			SB			✓
Contract Evaluation – <i>if required</i>			SB			✓
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers' Compensation Certificate; Performance Bond if applicable</i> )			SB			✓
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			SB			✓
Workers' Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			SB			✓
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>			SB			N/A
Checklist Verification			SB			✓

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity Code	Dollar Amount
2/1/2021 through 4/31/2023 <b>12/31/2021</b>	JC255105	55210		<del>\$ 85,000.00</del> <b>\$110,000.00</b>
2/1/2021 through 4/31/2023 <b>12/31/2021</b>	<del>JC255100</del> <b>JC285100</b>	55210	JC-SRF-4E-MAINT	<del>\$ 85,000.00</del> <b>\$110,000.00</b>
			<b>TOTAL</b>	<b>\$220,000.00</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	<b>CM #618</b> <b>CE1800507-01/CE1800507-02</b>
<b>Infor/Lawson PO# Code:</b>	CONV
<b>BuySpeed or Lawson RQ# (if applicable)</b>	<del>RQ 43752</del> <b>JC-18-42713</b>

	Original Amount	Amendment Amount	Original Time Period/ Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$600,000.00</b>		<b>2/1/2019 – 1/31/2021</b>	<b>1/22/2021</b>	<b>R2019-0021</b>
<b>Prior Amendment Amounts (list</b>					

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

separately)					
<b>AMEND #1</b>		<b>\$-0-</b>		<b>5/13/2019</b>	<b>ITEM OF NOTE</b>
<b>Pending Amendment</b>					
<b>Total Amendments</b>		<b>\$-0-</b>			
<b>Total Contact Amount</b>		<b>\$600,000.00</b>			

### OPD Use Only:

<b>Prior Resolutions</b>	<b>R2019-0021, ITEM OF NOTE – 5/13/2019</b>
<b>PO#:</b>	
<b>Vendor Name:</b>	<b>SUMMIT SCHOOL, INC. DBA THE SUMMIT ACADEMY</b>
<b>ftp:</b>	<b>2/1/2021 – 1/31/2023</b>
<b>Amount:</b>	<b>\$600,000.00</b>
<b>History/CE:</b>	<b>OK</b>
<b>EL:</b>	<b>OK</b>
<b>Procurement Notes:</b>	<b>Need letter of intent/denial for vendors not chosen; received info dated 5/25/2021; buyer review completed</b>

OPD Buyer approval: **jmh**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Summit School dba Summit Academy
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800466-01 CONV
<b>RQ#</b>	42713
<b>Time Period of Original Contract</b>	February 1, 2019 through January 31, 2021
<b>Background Statement</b>	N/A
<b>Service Description</b>	This vendor provides Traditional Residential Services for youth referred from the Juvenile Court.
<b>Performance Indicators</b>	<p><b>. I. OBJECTIVES - The VENDOR shall ensure that the following Objectives and Performance Indicators are met.</b></p> <p style="text-align: center;"><b>Process Indicators</b></p> <ol style="list-style-type: none"> <li>1. 100% of youth will have a minimum of ten (10) hours of group treatment and two (2) hours of individual treatment per week.</li> <li>2. 100% of youth will be assessed and will have an Individualized Service Plan developed for them within thirty (30) days of admission to the program.</li> <li>3. 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month.</li> <li>4. 100% of youth will complete pre &amp; post-tests that measures specific indicators of behavioral health or criminogenic thinking patterns.</li> <li>5. 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less.</li> </ol> <p style="text-align: center;"><b>Functional Outcomes</b></p> <ol style="list-style-type: none"> <li>1. 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge.</li> <li>2. 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post-tests performed by the VENDORS at discharge.</li> <li>3. 85% of youth successfully discharged from the program will remain in the community one (1) year post-discharge.</li> </ol>

4. 75% of youth discharged from the program will have no new charges one (1) year post discharge.

5. 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post-discharge.

**Process Indicators**

1. Number of YOUTH who receive ten (10) hours of group treatment and two (2) hours of individual treatment per week divided by the number of YOUTH who are admitted to the program.

2. Number of YOUTH who are assessed and who have an Individualized Service Plan developed within 30 days of program admission divided by number of YOUTH who are admitted to the program.

3. Number of YOUTH who receive two (2) documented family treatment sessions per month divided by the number of YOUTH who are admitted to the program.

4. Number of youth will complete both the pre & post-tests divided by the total number of youth who have been successfully discharged.

5. Number of YOUTH who recommended for discharge within the targeted timeframe of 120 days or less divided by the number of YOUTH who have been successfully discharged.

**Functional Indicators**

1. Number of youth who significantly meet their identified ISP goals at the time of discharge divided by number of youth who are discharged from the program.

2. Number of youth who demonstrate an improvement on the outcome measure divided by the total number of youth who have been successfully discharged.

3. Number of successfully discharged youth who maintain in a community setting for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.

4. Number of successfully discharged youth who do not incur new criminal charges for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.

5. Number of successfully discharged youth who are engaged in an educational, vocational, or employment setting six (6) months after discharge divided by the number of youth who have been successfully discharged from the program.

<b>Actual Performance versus performance indicators (include statistics):</b>	This vendor has received 13 referrals during the 2019-2020 contract term. They had 7 discharges in 2019-2020, with 6 successful terminations. They work well with the youth and families.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	The vendor has been able to meet the contract requirements for this project.				
<b>Department Contact</b>	Sarah A. Baker				
<b>User Department</b>	Cuyahoga County Court of Common Pleas, Juvenile Court Division				
<b>Date</b>	March 26, 2021				



## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2667
Infor/Lawson PO# Code (if applicable):	Formal RFP
Event #	47
CM Contract#	1173

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	SB	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The amendment is late due to the grant award process, including waiting for grant award and waiting for appropriations. There were also delays in regards to the contract conversion process in Infor.	
What is being done to prevent this from reoccurring?	The Court begins projects as early as possible to avoid such delays, however, the grant funded projects are difficult, if not impossible, to have approved prior to a grant award. In regards to the consistent ERP issues, the Court continues to reach out to problem solve the various issues that continue to occur.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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❖ UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY

FULL AND OPEN COMPETITION				
Formal RFP				
			Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)			SB	✓
Bid Specification Packet			N/A	✓
Evaluation Summary (names of evaluators to be included)			SB	✓
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			SB	✓
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	✓
Tabulation Sheet			SB	✓
IG#	12-2765-REG		SB	✓
Debarment/Suspension Verified	Date:	3.30.2021	SB	✓
Auditor’s Finding	Date:	3.30.2021	SB	✓
Vendor’s Submission			SB	✓

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

W-9 – <i>if required</i>	Tax ID#	34-0768857	Date:	2.26.2021	SB	✓
Independent Contractor (I.C.) Requirement			Date:		SB	✓
Agreement/Contract and Exhibits					SB	✓
Cover - <i>Master contracts only</i>					SB	✓
Contract Evaluation – <i>if required</i>					SB	✓
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers’ Compensation Certificate; Performance Bond if applicable</i> )					SB	✓
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					SB	✓; EXP 4/1/2021
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					SB	✓
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					SB	N/A
Checklist Verification					SB	✓

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity Code	Dollar Amount
2/1/2021 through <del>1/31/2023</del> 12/31/2021	JC255105	55210		\$ 85,000.00
2/1/2021 through <del>1/31/2023</del> 12/31/2021	<del>JC255100</del> JC285100	55210	JC-SRF-4E-MAINT	\$ 85,000.00
			<b>TOTAL</b>	<b>\$170,000.00</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	CM #618 CE1800508-01/CE1800508-02
<b>Infor/Lawson PO# Code:</b>	CONV
<b>BuySpeed or Lawson RQ# (if applicable)</b>	RQ-43752 JC-18-42713

	Original Amount	Amendment Amount	Original Time Period/ Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$195,000.00		2/1/2019 – 1/31/2021	1/22/20219	R2019-0021
<b>Prior Amendment Amounts (list separately)</b>					

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

AMEND #1		\$-0-		5/13/2019	ITEM OF NOTE
Pending Amendment					
Total Amendments		\$-0-			
Total Contact Amount		\$195,000.00			

### OPD Use Only:

Prior Resolutions	R2019-0021, ITEM OF NOTE – 5/13/2019
PO#:	
Vendor Name:	THE VILLAGE NETWORK
ftp:	2/1/2021 – 1/31/2023
Amount:	\$170,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	Need letter of intent/denial for vendors not chosen; received info dated 5/25/2021; buyer review completed

OPD Buyer approval: **jmh**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	The Village Network
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1300268-01 CONV
<b>RQ#</b>	42713
<b>Time Period of Original Contract</b>	February 1, 2019 through January 31, 2021
<b>Background Statement</b>	N/A
<b>Service Description</b>	This vendor provides Traditional Residential Services for youth referred from the Juvenile Court.
<b>Performance Indicators</b>	<p><b>. I. OBJECTIVES - The VENDOR shall ensure that the following Objectives and Performance Indicators are met.</b></p> <p style="text-align: center;"><b>Process Indicators</b></p> <ol style="list-style-type: none"> <li>1. 100% of youth will have a minimum of ten (10) hours of group treatment and two (2) hours of individual treatment per week.</li> <li>2. 100% of youth will be assessed and will have an Individualized Service Plan developed for them within thirty (30) days of admission to the program.</li> <li>3. 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month.</li> <li>4. 100% of youth will complete pre &amp; post-tests that measures specific indicators of behavioral health or criminogenic thinking patterns.</li> <li>5. 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less.</li> </ol> <p style="text-align: center;"><b>Functional Outcomes</b></p> <ol style="list-style-type: none"> <li>1. 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge.</li> <li>2. 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post-tests performed by the VENDORS at discharge.</li> <li>3. 85% of youth successfully discharged from the program will remain in the community one (1) year post-discharge.</li> </ol>

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4. Number of youth will complete both the pre & post-tests divided by the total number of youth who have been successfully discharged.
5. Number of YOUTH who recommended for discharge within the targeted timeframe of 120 days or less divided by the number of YOUTH who have been successfully discharged.

**Functional Indicators**

1. Number of youth who significantly meet their identified ISP goals at the time of discharge divided by number of youth who are discharged from the program.
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3. Number of successfully discharged youth who maintain in a community setting for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.
4. Number of successfully discharged youth who do not incur new criminal charges for 12 months after discharge divided by the number of youth who have been successfully discharged from the program.
5. Number of successfully discharged youth who are engaged in an educational, vocational, or employment setting six (6) months after discharge divided by the number of youth who have been successfully discharged from the program.

<b>Actual Performance versus performance indicators (include statistics):</b>	This vendor has received 6 admissions in 2019-2020; Had 4 discharges in 2019-2020; and had 4 successful terminations.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	The vendor has been able to meet the contract requirements for this project.				
<b>Department Contact</b>	Sarah A. Baker				
<b>User Department</b>	Cuyahoga County Court of Common Pleas, Juvenile Court Division				
<b>Date</b>	March 26, 2021				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0168

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to a Memorandum of Understanding and Agreement among Cuyahoga County, Say Yes Cleveland fka Say Yes to Education Inc., Cleveland Metropolitan School District and Breakthrough Public Schools for the Say Yes Cleveland Strategy Program for the period 7/24/2019 – 7/23/2021 to extend the time period to 7/23/2022, to add Near West Intergenerational School, Horizon Science Academy and College Now Greater Cleveland, Inc. as parties, and to change the terms to establish funding responsibilities during Year 3 of the Program, effective 7/24/2021; accepting payments in the amount not-to-exceed \$1,931,300.00 from Cleveland Metropolitan School District; in the amount not-to-exceed \$124,600.00 from Breakthrough Public Schools; in the amount not-to-exceed \$31,150.00 from Near West Intergenerational Schools and in the amount not-to-exceed \$31,150.00 from Horizon Science Academy for said Program; authorizing a payment in the amount not-to-exceed \$6,052,000.00 to College Now Greater Cleveland, Inc. as fiscal agent of Say Yes Cleveland; authorizing an amendment to the Governance Agreement; and 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 has recommended an amendment to a Memorandum of Understanding and Agreement among Cuyahoga County, Say Yes Cleveland fka Say Yes to Education Inc., Cleveland Metropolitan School District and Breakthrough Public Schools for the Say Yes Cleveland Strategy Program for the period 7/24/2019 – 7/23/2021 to extend

the time period to 7/23/2022, to add Near West Intergenerational School, Horizon Science Academy and College Now Greater Cleveland, Inc. as parties, and to change the terms to establish funding responsibilities during Year 3 of the Program, effective 7/24/2021; accepting payments in the amount not-to-exceed \$1,931,300.00 from Cleveland Metropolitan School District; in the amount not-to-exceed \$124,600.00 from Breakthrough Public Schools; in the amount not-to-exceed \$31,150.00 from Near West Intergenerational Schools and in the amount not-to-exceed \$31,150.00 from Horizon Science Academy for said Program; authorizing a payment in the amount not-to-exceed \$6,052,000.00 to College Now Greater Cleveland, Inc. as fiscal agent of Say Yes Cleveland; and

WHEREAS, by Resolution R2019-0153, dated July 24, 2019, this Council authorized a governance agreement between the County and the various Say Yes to Education Partners that now requires amending to update the organizational structure; and

WHEREAS, the primary goals of this project are: (1) to increase postsecondary completion rates by addressing barriers to student success while in public or charter schools; (2) to build local endowments that provide tuition scholarships so public and charter school graduates can afford and complete a postsecondary education; (3) to build student support resources that help students during each stage of their education in the local district, including after-school programs, summer programs, tutoring, legal assistance, health services and other services; and (4) to ensure students are on the path to academic success; and

WHEREAS, County Council has determined that entering into the proposed amendment to the Memorandum of Understanding and Agreement and the Governance Agreement is the best interest of the County; and

WHEREAS, this project will be funded as follows: (a) from the payment of \$1,931,300.00 from the Cleveland Metropolitan School District; (b) from the payment of \$124,600.00 from Breakthrough Public Schools; (c) from the payment of \$31,150.00 from Near West Intergenerational Schools; (d) from the payment of \$31,150.00 from Horizon Science Academy and (e) \$3,933,800.00 from County Contribution (HHS Levy Funds, Federal Title IV-E, Other); and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services be provided to students.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to a Memorandum of Understanding and Agreement among Cuyahoga County, Say Yes Cleveland fka Say Yes to Education Inc., Cleveland Metropolitan School District and Breakthrough Public Schools for the Say Yes Cleveland Strategy



Program for the period 7/24/2019 – 7/23/2021 to extend the time period to 7/23/2022, to add Near West Intergenerational School, Horizon Science Academy and College Now Greater Cleveland, Inc. as parties, and to change the terms to establish funding responsibilities during Year 3 of the Program, effective 7/24/2021; accepting payments in the amount not-to-exceed \$1,931,300.00 from Cleveland Metropolitan School District; in the amount not-to-exceed \$124,600.00 from Breakthrough Public Schools; in the amount not-to-exceed \$31,150.00 from Near West Intergenerational Schools and in the amount not-to-exceed \$31,150.00 from Horizon Science Academy for said Program; authorizing a payment in the amount not-to-exceed \$6,052,000.00 to College Now Greater Cleveland, Inc. as fiscal agent of Say Yes Cleveland.

**SECTION 2.** That the County Executive is authorized to execute the amendment to the Memorandum of Understanding and Agreement and the Amended and Restated Governance Agreement, and all other documents consistent with this Resolution.

**SECTION 3.** To the extent an exemption for anything herein is needed, it is hereby granted.

**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 \_\_\_\_\_  
\_\_\_\_\_, 2021

2021 – 2022 SECOND AMENDMENT TO MEMORANDUM UNDERSTANDING AND AGREEMENT BETWEEN COUNTY OF CUYAHOGA, OHIO, SAY YES CLEVELAND, CLEVELAND MUNICIPAL SCHOOL DISTRICT, COLLEGE NOW GREATER CLEVELAND, INC., BREAKTHROUGH PUBLIC SCHOOLS, AND TO ADD NEAR WEST INTERGENERATIONAL SCHOOL AND HORIZON SCIENCE ACADEMY AS A PARTY AND MAKE OTHER CHANGES

Scope of Work Summary

HHS is requesting approval of the second amendment to a Memorandum of Understanding with Cleveland Metropolitan School District (CSMD), Breakthrough Public Schools, Near West Intergenerational School, Horizon Science Academy, College Now Greater Cleveland, Inc. and Say Yes Cleveland for the Say Yes to Education Cleveland Program for the anticipated cost of \$6,052,000.00.

The purpose of this Memorandum of Understanding is to properly implement a strategy to ensure the healthy development and long-term success of students in the Cleveland Municipal School District, participating Breakthrough Public Schools, and participating Charter Schools.

College Now Greater Cleveland, Inc., Near West Intergenerational School and Horizon Science Academy are added as parties to the Memorandum of Understanding for 2021-2022.

The anticipated start-completion dates are 7/24/21-7/23/22.

The primary goals of the project are (list 2 to 3 goals).

- Increased post-secondary completion rates by addressing barriers to student success while in public or charter schools
- Higher post-secondary rates
- To build local endowments that provide tuition scholarship so public and charter school graduates can afford and complete a postsecondary education
- To build student and family support resources that help students during each stage of their education in the local district, including through safety net services, after-school programs, summer programs, tutoring, legal assistance, physical and mental health services and other services
- To ensure students are on the path to academic successes

Procurement

If an RFP Exemption is being requested please list the reason a competitive process was not utilized.

This is a collaborative effort with Cuyahoga County, the City of Cleveland, CMSD, Breakthrough Public Schools, Near West Intergenerational School, Horizon Science Academy, and College Now Greater Cleveland, Inc. and Say Yes Cleveland to implement the SYTE Cleveland Program, so it was not competitively procured and we are seeking an exemption.

Contractor and Project Information

The address(es) of all vendors and/or contractors is (provide the full address in the following format):  
Cleveland Metropolitan School District  
1111 Superior Ave Ste. 1800  
Cleveland, OH 44114

Breakthrough Public Schools  
3615 Superior Avenue  
Cleveland, OH 44114

Near West Intergenerational School  
3805 Terrett Avenue  
Cleveland, Ohio 44113

Horizon Science Academy  
6000 South Marginal Road  
Cleveland, Ohio 44103

Say Yes Cleveland  
325 Superior Avenue, Room 38  
Cleveland, OH 44114

College Now Greater Cleveland, Inc.  
1500 W 3rd St., Suite 125  
Cleveland, Ohio 44113

The (owners, executive director, other[specify]) for the contractor/vendor is ()  
Diane Downing- SYTE Cleveland  
Eric Gordon – CMSD  
Alan Rosskamm – BPS  
Brookè King – Near West Intergenerational School  
Aydin Kara – Horizon Science Academy  
Alenka Winslett – College Now Greater Cleveland, Inc.

The project is located in CMSD, BPS Schools, Near West Intergenerational School, and Horizon Science Academy

Project Status and Planning  
The project reoccurs annually.

The amendment to the memorandum of understanding is effective 7/24/2021, as the MOU expires 7/23/2021.

Funding  
The project is funded:

\$1,931,300.00 – CMSD PAYS TO COUNTY  
\$ 124,600.00 - BPS PAYS TO COUNTY  
\$ 31,150.00 - NEAR WEST INTERGENERATIONAL SCHOOL PAYS TO COUNTY  
\$ 31,150.00 - HORIZON SCIENCE ACADEMY PAYS TO COUNTY  
\$3,933,800.00 – COUNTY CONTRIBUTION (HHS LEVY, FEDERAL TITLE IV-E, OTHER)  
\$6,052,000.00 – TOTAL COUNTY PAYS TO COLLEGE NOW – FIDUCIARY PARTY

The schedule of payments is single payment.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0159

Sponsored by: <b>County Executive Budish/Department of Development</b>	<b>A Resolution</b> adopting the 2021 five-year Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 7.05 of the Cuyahoga County Charter requires the Director of Development, in conjunction with the County Executive and in consultation with the Economic Development Commission, to prepare and present to the Council by the first day of June of each year a proposed five-year economic development plan for the County, for actions to be carried out by the County itself, and in cooperation with other public and private agencies and organizations, for the purpose of enhancing the prosperity and well-being of the County and its residents and communities; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can commence and continue on behalf of the various municipalities within the County's jurisdiction.

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

**SECTION 1.** The County's 2021 five-year economic development plan, including all changes thereto approved by Council, is hereby adopted in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code. The final adopted plan is attached hereto as Exhibit A and incorporated herein by reference.

**SECTION 2.** Pursuant to Section 801.02 of the Cuyahoga County Code, the Clerk of Council is hereby authorized to publish the 2021 five-year economic development plan adopted by County Council pursuant to Section 7.05 of the Cuyahoga County Charter on the County Council's website.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, and 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





# CUYAHOGA COUNTY FIVE- YEAR ECONOMIC DEVELOPMENT PLAN

2021-2025

June 1, 2021

Armond Budish, County Executive  
Cuyahoga County Economic Development Commission  
Department of Development  
Cuyahoga County Council

## **Economic Development Commission Members**

### **Armond Budish**

Chair

Cuyahoga County Executive

### **Mayor Frank G. Jackson**

City of Cleveland (represented by Edward Rybka, Chief of Regional Development, and by David Ebersole, Director of Economic Development)

### **Jack Schron**

Vice - Chair

County Councilman, Chair of Economic Development Committee

### **Daniel O'Malley**

Executive Secretary, North Shore Federation of Labor AFL-CIO

### **William Friedman**

President and CEO, Cleveland Port Authority

### **Brian Hall**

Executive Director, Commission on Economic Inclusion

### **Baiju Shah**

President and CEO, Greater Cleveland Partnership

### **Mayor Katie Gallagher**

City of Brooklyn, Mayors and Managers

### **Marc Byrnes**

Chairman, Oswald Companies

### *Development Staff*

### **Paul Herdeg**

Interim Chief Economic Development Officer



## Introduction: This update of the Five Year Economic Development Plan is based on Cuyahoga County's 2020 COVID-19 Recovery Plan

As part of Cuyahoga County's overall Five Year Economic Development Plan for 2020-2024, the Cuyahoga County Department of Development recommended, and County Council approved, a focused, shorter term, COVID-19 recovery plan. One year later, with many offices just starting to pivot from largely remote work back to in person work, and with our hospitality sector still struggling with weak demand, while also facing extraordinary difficulty rebuilding its work force, we are not yet past the short term impact. We can, however, see signs of hope as several sectors are recovering more quickly, subject to short term supply chain and logistics disruptions.

### COVID-19 Recovery Plan Strategies

**RESTORE CUYAHOGA: The One-Year Immediate Focus**

- Continue Investment in Support of Small and Minority Businesses and Residents
- Invest in and Expand Innovation
- Accelerate and Scale Existing Workforce Initiatives – Reduce Unemployment

**BUILD CUYAHOGA: Continuation and Growth of Initiatives**

- Market the County Locally and Nationally

**LONG TERM RECOVERY: Sustaining Growth**

- Adjust the Five Year Economic Development Plan

### Outcomes of Cuyahoga County's COVID-19 Recovery Plan

Small Business: Extraordinary efforts by state, county, and municipal governments have directed short term resources to small and medium sized businesses, and to residents, for basic survival. Cuyahoga County worked with its network of small business support organizations to grant \$8.68 million of federal CARES Act funds to 1,519 businesses, with 59% of the assisted businesses minority owned. Cuyahoga County has also provided nearly \$20 million of federal funds for emergency rental assistance payments countywide, with another \$10 million set for County Council authorization. Rental assistance is paid to landlords – many of them small businesses.

Innovation: Cuyahoga County's major economic development actors completed their work on the Cleveland Innovation Project, with specific targets set for 2030. Many of these innovation targets have an explicit equity component. Among these targets are 100% household broadband connectivity by 2022, 25% of new digital and STEM graduates being Black or Latinx, 25% of additional tech-led innovation jobs held by Black or Latinx persons, and 25% of tech-led companies receiving new investment capital having Black or Latinx executives.

Workforce: With a "surge" of state resources for displaced worker training in late 2020, branded as "Ohio to Work," supplemented by a modest amount of CARES Act funding, the Cuyahoga County workforce system stepped up its provision of re-training for in demand jobs.

Marketing of Cuyahoga County is underway, with special emphasis on the value of our water resources. There is an additional focus on aligning the talent attraction and talent retention work of organizations active in this field. Preliminary data from LinkedIn showed that greater Cleveland compared favorably to other large cities in population change during COVID.

## Significant 2021 Adjustments to Five Year Economic Development Plan

Water Resources: Promotion of Cuyahoga County’s extensive fresh water resources, through the Cleveland Water Alliance, will continue to be a central focus of business attraction efforts.

Microgrids: Using its legal power to establish a public utility, Cuyahoga County will expand the planned downtown Cleveland Microgrid to multiple electricity supply districts located in key business attraction and retention areas of the county. Both reliability of power supply and blending in of sustainably generated power will make these microgrid districts attractive.

Lake Front Access: Cuyahoga County’s approach to increased public access to the Lake Erie shoreline, extending its support for the City of Euclid’s public access, will become part of our strategy to leverage natural and cultural assets to attract and retain residents and businesses.

Major Cultural Assets: The importance of supporting Cuyahoga County’s major cultural assets, including not only traditional arts organizations but also its professional sports teams, is noted.

Equity Commitment: Throughout the Economic Development plan, Cuyahoga County’s commitment to acting to overcome the impacts of systemic racial discrimination is prominent. For example, assistance to small businesses must include a focus on the capital needs of minority business owners whose personal wealth is often less than majority business owners.

Equity Zones: As part of its broad commitment to advance equity, Cuyahoga County is adopting an innovative approach to targeting a surge of public resources based on alleviating the impacts of historical racial discrimination – as evidenced by mid 20<sup>th</sup> century federal “redlining” maps.

Closing the Digital Divide: Extending affordable broadband service to every Cuyahoga County household is an essential part of Cuyahoga County’s equity and innovation strategies.

Innovation: Through JumpStart’s access to the State of Ohio’s Third Frontier program, local funding for tech startups is leveraged more than five to one. This Economic Development Plan update notes that resources to allow and encourage startups to grow in Cuyahoga County are essential to realize the full potential of innovation to create new jobs.

Use of American Rescue Plan funds: Unlike the CARES Act, the American Rescue Plan provides funds that can be spent over a five year period, matching the period of the Economic Development Plan. These funds will be used for transformative projects with lasting impact.

## 2021-2025 Five Year Economic Development Plan – Primary Objectives

Cuyahoga County's 2021-2025 Economic Development Plan is built on three primary objectives, each with corresponding Goals, Strategies, and Activities:

1. Re-position and enhance the county brand economically, which will attract capital investment and attract new businesses.
2. Stabilize and seek to increase the county's population with emphasis on attracting and retaining talent needed for business attraction and growth .
3. Advance equity and inclusion, by promoting equity in the allocation of capital, directing supportive services to minority and women owned businesses, and achieving inclusive jobs growth through improving skills and access to jobs.

## Metrics

Cuyahoga County's economic development activities will lead to measurable outcomes, linked to its primary objectives, in the following areas:

1. Opportunity Index: A qualitative measure that reflects a variety of factors impacting the opportunities our residents have to achieve economic success.
2. Entrepreneurship
3. Business Attraction
4. Existing Business Growth
5. Workforce Development
6. Economic Inclusion
7. Population

## Goal 1: Re-establish Cuyahoga County as a national economic hub

Sixty years ago, Cleveland reached its peak population, and was widely regarded as one of the United States' major industrial centers, centered on its heavy manufacturing. Our aspirational goal is to emerge as the Making and Manufacturing Economic Capital of the United States (M<sup>2</sup>EC). While industry has shifted, many of the advantages that made Greater Cleveland an attractive site to locate manufacturing plants, continue to offer an ideal setting for advanced manufacturing and other new economic endeavors. Greater Cleveland already possesses many assets. These assets include higher-education and medical institutions; a track record of supporting innovation, advanced manufacturing; ample supplies of fresh water; a vibrant interstate and international maritime trade industry, and nationally-recognized arts and culture. Building on these strengths, Cuyahoga County will convene and, with our partners, facilitate regional efforts to return Greater Cleveland to a more prominent position in the national economy.

### Strategy 1.1: Facilitate the creation of a workforce that is a competitive advantage for Northeast Ohio.

**Activity 1.1.1: Support business growth and profitability through a workforce pipeline that delivers a sufficient and steady supply of qualified candidates at all skill levels to keep jobs filled.**

Workforce Connect: Provide a shared systems-level focus on eliminating the demand-supply gap for in-demand jobs now and in the future in a sustainable way. Cuyahoga County Government will utilize a variety of approaches, including leveraging intermediary, provider, and sector partnerships, to achieve specific targets and systems-level strategies; access reliable & dynamic data; and create results at scale and accountability for eliminating the demand-supply gap for in-demand jobs in each sector.

The Sector Partnerships Initiative will continue to focus on talent needs of Manufacturing, Health Care, and Information Technology.

**Activity 1.1.2: Assist residents with employment barriers that keep them outside the pipeline to attain employment that is career and wage pathway focused.**

Cuyahoga County Government, through its Propel Cuyahoga initiative, will utilize a variety of approaches to redefine workforce system "success" as a career pathway leading to a family sustaining wage and employment benefits without public support. The County will utilize existing career pathways and establish new pathways in tandem with business leaders, service providers, labor unions, and educational institutions to train workers for in-demand jobs in each sector as part of a sector partnership approach (above). The Skill-Up program will be expanded to include additional services to private sector employers.

Cuyahoga County Government will support existing efforts and create new opportunities to help job seekers establish career plans that integrate support, readiness, education, employment, career advancement, and entrepreneurship services. Job quality will be a focused priority of these activities to assist businesses and service providers with opportunities for career pathways, advancement, retention and mobility.

Cuyahoga County Government will support existing workforce development programs to promote rehabilitation and social reintegration of the re-entry population and will encourage private-sector employers to remove bright-line barriers to employment for job-seekers with criminal records.

Cuyahoga County Government will support and encourage the region's youth (future workers and future entrepreneurs in Pre-K – higher ed ) to enroll in and complete academic programs to improve long-term career prospects (i.e. Technical Education, Apprenticeships, Internships, and other programs that directly connect post-secondary coursework to careers).

**Activity 1.1.3: Build alignment among public, private and philanthropic funders to invest our workforce dollars in ways that advance shared goals and priorities, and measure success by shared outcomes and impact.**

Through a Workforce Funders Group, Cuyahoga County is participating in creating shared systems-level goals and priorities that drive better coordination and guide all local and regional workforce planning and funding decisions. Northeast Ohio has been moving toward a more coordinated systems approach for many years directed at sector partnerships, career pathways, and other opportunities for closer alignment between workforce, economic development, education and human services strategies. Consensus has been achieved among Cuyahoga County's public, nonprofit, and private sectors to create a more comprehensive workforce system. This effort is ongoing and will lead to the creation of sector intermediaries in manufacturing, health care, and Information Technology. Cuyahoga County Government will build on the work that has been done separately in our community, to better integrate and align activities for more effective outcomes.

**Activity 1.1.4: Focus workforce innovation and effort on the hospitality sector, as a key component of our economy. Partner with Destination Cleveland and its partner network to collaboratively research training needs, promote career opportunities, and explore further job training coordination between Cuyahoga Community College and tourism related businesses.**

While the County's travel and tourism industry grows, so do jobs in this sector. Visitor volume in Cuyahoga County has outpaced the U.S. domestic travel growth rate since 2012, rising by 16.4% in this time span. Between 2015 and 2016, employment in the leisure and hospitality employment sector increased by 10%, the highest employment growth rate of any sector in Cleveland with 5,000 new jobs since 2011. This industry supported 8.1% of Cuyahoga County jobs in 2015 and generated more than \$1 billion in sales tax revenue. The U.S. Travel Association maintains that the tourism industry provides a pathway into the workforce for young adults and persons without higher education. Tourism industry employees have an opportunity to start at the bottom and build a career.

## Strategy 1.2: Support manufacturing, including international exports, and promote innovation among small and medium manufacturers

Activity 1.2.1: Cuyahoga County will recognize and support its legacy industries, including steel, automotive, and machine tools, as well as the growth of newer industries. Among significant driver industries of Cuyahoga County are existing businesses that export products/services. Some of these are manufacturers, whose export-driven activities bring in revenues that multiply the manufacturing's impact on the economy. Growth in advanced manufacturing itself drives higher than average pay because use of the more advanced and technical machines and processes requires a higher-skilled workforce.

Activity 1.2.2: Through economic development partners like MAGNET, and maker spaces like ThinkBox, Cuyahoga County will work to strengthen, grow, and accelerate advanced manufacturing through innovation and advanced technologies like 3D printing and digital manufacturing, while simultaneously ensuring there is a vital pipeline of trained workers to fuel that growth. Cuyahoga County supports an effort to become a center of innovation for the Internet of Things.

Activity 1.2.3: Support the Port of Cleveland's "Cleveland to Europe Express" which offers regional manufacturers reliable and local means to export products to international markets. Quicker delivery timelines have and will continue to increase global competitiveness of the region.

Activity 1.2.4: Work with the Port to develop a more holistic export strategy including goods, services, and tourism.

## Strategy 1.3: Create an innovation / entrepreneurship continuum supported by place based strategies including electric supply Microgrids

Supporting the innovation economy in Cuyahoga County and Northeast Ohio will continue to be a key economic priority. The County will continue to support Team NEO's efforts in advancing innovation clusters. This effort is a critical component of positioning regional economic growth with respect to the industries of the future.

Activity 1.3.1: Form partnerships with public and private entities to ensure funding for startup and early stage businesses creating jobs of the future in, for example, the technology and health care sectors. Strive to include minority entrepreneurs and organizations in these partnerships and funding streams.

Activity 1.3.2: Create opportunities for both young people and adults in all neighborhoods and communities to begin to transform business ideas into operational plans. Focus on driving innovation as a cultural aspiration to under-served parts of the County. Examples are the partnership with the County Libraries to open Innovation Centers at key locations and the Cleveland Innovation Project's explicit focus on engaging minority and female youth in STEM career preparation.

Activity 1.3.3: Provide and leverage funding for innovative small businesses, both high-tech and conventional, to start and grow, particularly in neighborhoods. Support technology transfer from NASA Glenn Research Center, in partnership with the Ohio Aerospace Institute and others. Support the creation of Innovation Hubs in strategic locations including the Aerozone, Downtown, the Health Tech Corridor, and in historically underserved neighborhoods and communities, leveraging NELA park in East Cleveland.

Activity 1.3.5: Build upon existing assets, such as development of the world's first freshwater wind farm on Lake Erie and our existing supply chain network to foster manufacturing of component parts for the wind and solar industries.

Activity 1.3.6: Utilize existing assets, including Greater Cleveland's strong health technology innovation system, and the major hospital systems, to attract health care businesses to the region.

Activity 1.3.7: Develop Microgrid districts in multiple locations across the county. Power supply reliability and local generation of sustainable power will attract and retain business in these areas.

Activity 1.3.8: Leverage JumpStart's access to Ohio Third Frontier funding to magnify the impact of locally generated funding for support of startup and early stage technology innovation firms. As these firms mature, provide resources to encourage and support their growth within Cuyahoga County.

## Strategy 1.4: Carry out key County activities to re-establish standing as a regional and national economic hub

Activity 1.4.1: Allocate Cuyahoga County's American Rescue Plan funding, in collaboration with municipal partners whenever possible, to support transformative activities and projects with lasting impact.

Activity 1.4.2: Partner with the County's education stakeholders to improve the County's educational attainment and competitive position. This includes Pre-Cle, K-12 education providers, Say Yes, and Tri C.

Activity 1.4.3: Promote key regional business assets, including NASA Glenn Research Center, JumpStart, Nottingham Spirk, and our major hospital systems, to drive innovation and development.

Activity 1.4.4: With Team NEO, Greater Cleveland Partnership, the Cleveland Water Alliance, Destination Cleveland, and other key partners, leverage brand and research insights to establish a regional, national, and, as appropriate, global branding campaign for the region, focused on top economic growth clusters, which may include industries related to water/maritime, advanced manufacturing, health care / medical technology, financial technology, and arts / entertainment.

Activity 1.4.5: Partner with early-stage business assistance and funding organizations such as JumpStart to foster new industries, particularly where Cuyahoga County has a competitive advantage. Examples include industries related to water, advanced manufacturing and health care.

Activity 1.4.6: Partner with Cuyahoga County communities, the Greater Cleveland Partnership, and Team NEO and the County Land Bank to refine and make more useful a current inventory of developable sites and buildings available for re-use, in each Cuyahoga County community.

Activity 1.4.7: Increase the sources and amounts of public and private sector investment capital, including capital to make brownfield sites economically viable, and leveraging the Opportunity Zone tax incentive.

Activity 1.4.9: Extend affordable access to broadband to every county resident, as a path to digital technology literacy and innovation, for full workforce participation, and to enhance the education system.

Activity 1.4.11: Collaborate with JumpStart, and with the Aerozone Alliance and its member municipalities and organizations to facilitate technology transfer and business creation that maximizes the advantage of proximity to NASA-Glenn Research Center, Cleveland Hopkins Airport, and other airports in the County.

## Goal 2: Foster positive job and population growth & opportunity

### Strategy 2.1: Attract and retain residents with in demand skills

Activity 2.1.1: Actively promote Greater Cleveland as an immigrant friendly community. Partner with Global Cleveland to foster an environment that supports immigrants' effective immersion into the Greater Cleveland community.

Activity 2.1.2: Promote the County's post-secondary education system, which includes nationally ranked private universities, to foreign students. Advocate for national policy changes to allow foreign graduates to remain in Greater Cleveland as skilled workers contributing to our talent pool.

Activity 2.1.3: Develop a strategy to engage regional college students to stay in Greater Cleveland – connect them with projected job openings.

Activity 2.14: Utilize resources including Destination Cleveland's brand assets and insights to market the entire County as an attractive living and working environment for millennials.

### Strategy 2.2: Improve transportation, labor mobility, and job access

Activity 2.2.1: Partner with the Greater Cleveland Regional Transit Authority, the Northeast Ohio Areawide Coordinating Agency, the Fund for our Economic Future, and the City of Cleveland to establish an integrated transportation and economic development plan for the County and to advocate for transportation improvement, growth, diversification, and connectivity. Implement innovative solutions to the "First Mile" and "Last Mile" problems that make job access via public transit difficult and time consuming for workers.

Activity 2.2.2: Implement Vibrant NEO 2040's recommendation to increase affordable public and other transportation options better connecting communities to workplaces, particularly in Cuyahoga County's suburbs. Align this work with ongoing research into Job Hubs as a tool for focusing reinvestment in the urban core and appropriate transportation infrastructure.

### Strategy 2.3: Improve business retention and expansion

Activity 2.3.1: Assist Cuyahoga County's 59 member communities to identify and market their key real estate sites to attract national and regional businesses. Support existing systems such as Ohio One while advocating for regional and statewide site promotion efforts to include Cuyahoga County sites. Work to secure funding for environmental assessments and environmental remediation of sites that are well positioned to attract new business once remediated.

Activity 2.3.2: In a collaborative marketing effort, promote Cuyahoga County's assets including affordable housing, quality of life, and skilled workforce, to attract both regional and national business relocations.

Activity 2.3.3: Continue partnerships with Ohio Means Jobs, the Greater Cleveland Partnership, Team NEO, and municipal economic development staff, to coordinate targeted, strategic business-calling programs among these regional actors, municipalities, and the County's Skill-Up business concierge service, to accelerate business growth in Cuyahoga County.



## Strategy 2.4: Emphasize place-based development

Economic development and community development are inextricably linked. Place-based development reduces the public expense of economic development by capitalizing on the region's existing human capital, infrastructure, community and neighborhood assets, institutional and industrial strengths, and cultural resources that are already in place.

Cuyahoga County boasts assets that would be the envy of other regions: cultural institutions that are unmatched, access to abundant fresh water and existing infrastructure (from roadways and an international port to information superhighways) with capacity to accommodate growth.

Activity 2.4.1: Maintain and continue to enhance Cuyahoga County's high quality natural and cultural assets, including its parks, its nationally renowned arts organizations, and its major professional sports teams.

Activity 2.4.2: Expand and leverage the economic value of public access to the Lake Erie waterfront through innovative approaches such as the City of Euclid's development of a publicly accessible lakefront promenade in conjunction with long term publicly financed shoreline erosion control measures.

Activity 2.4.3: Continue to engage with the County Planning Commission to update priority areas for Place Based Economic Development, and leverage unique municipal assets to resource place based economic development projects which have potential for positive economic development impact on a regional scale. As part of this work recommend needed zoning changes to facilitate appropriate development projects.

## Strategy 2.5: Address Climate Change through a Climate Action Plan

Climate Change is a reality that Cuyahoga County will address through a Climate Action Plan. Cuyahoga County's Climate Action Plan addresses these areas:

- **Energy:** 100% Renewable Energy by 2050.
- **Transportation:** Cleaner Fuel Vehicles. More Public Transit, Biking, and Walking
- **Ecosystems:** Understand What's Coming. Expand and Protect What's Here.
- **Health:** Extreme Weather. Extreme Heat. New Diseases. New Stresses. Be Prepared and Ready.
- **Land Use:** Develop Wisely. More Trees and Greenspace.

Activity 2.5.1: Invest \$5 million to plant thousands of trees across the region by 2024

Activity 2.5.2: Organize and fund a Green Bank to lend money and invest in clean energy projects, such as commercial and residential solar panels.

Activity 2.5.3: Build more pedestrian bike paths and connect existing networks of bike paths.

Activity 2.5.4: Provide economic development incentives such as below-market-rate financing to companies moving to or expanding within walking distance of transit routes and/or within transit connected job hubs.

Activity 2.5.5: Create a robust electric vehicle charging station infrastructure.

Activity 2.5.6: Work with the Northeast Ohio Areawide Coordinating Agency to better time traffic signals, reducing idling and speeding up commutes.

Activity 2.5.7: Add rooftop solar panels to multiple County owned buildings and make this technology available to business at the same affordable pricing.

## Goal 3: Embrace equity as a driver of countywide economic growth

### Strategy 3.1: Implement Economic Development Equity Initiatives

Cuyahoga County has activated its Equity Commission in conjunction with its Citizens Advisory Council on Equity. Initial countywide work in 2020 set the stage for Cuyahoga County's ongoing commitment to diversity, equity, and inclusion as an employer, and also through all of its programs, services, and activities. Economic Development equity initiatives include:

Activity 3.1.1: Support implementation of the Cleveland Innovation Project, which emphasizes inclusion and resource access to minority tech-based businesses and talent.

Activity 3.1.2: Small business support will include new funding to small business support partners for their focused support to minority and women-owned businesses.

Activity 3.1.3: Funds will be allocated for working capital loans to minority-owned businesses.

Activity 3.1.4: Cuyahoga County will seek to negotiate affirmative minority hiring and subcontracting efforts in its direct economic development lending programs.

Activity 3.1.5: Job Hubs with access for residents of distressed communities will be supported as preferred locations for new business attraction and business

Activity 3.1.6: Establish Equity Zones, in communities where historic racial discrimination (“redlining”) still causes lasting negative economic impacts, and direct a “surge” of public sector resources to support economic opportunities for residents and businesses in these Equity Zones.

### Strategy 3.2: Implement the Housing Policy through the Housing Program

Activity 3.2.1 Based on housing policy development work led by the County Executive and Deputy Director of Development for Housing, in collaboration with County Council, Cuyahoga County will lead coordinated efforts to improve housing conditions in six key areas:

- Access to Capital
- Tax Collection and Delinquency
- Housing Insecurity
- Special Populations
- Fair Housing
- Confidence in the Housing Market

Activity 3.2.2. Cuyahoga County will operate the Cuyahoga County Housing Program to provide resources for implementation of Housing Plan components, specifically, Access to Capital and Confidence in the Housing Market. The Program includes the Cuyahoga County Land Reutilization Corporation as a partner and runs from 2020 – 2025. Thirty million dollars allocated to the Housing Program over six years focuses on expanding and creating programming for home repair, low dollar mortgages, and other activities to increase property values throughout the County.

## Appendix 1: Current County Economic Development programs and tools / Portfolio of financial assistance products and programs

### Innovation and Entrepreneurship

Innovation is the life blood of any healthy economy. The ability to create better or more effective products, processes, services, technologies, or ideas that are accepted by markets, governments, and society is a direct indicator of an economy's ability to add value and grow. It is vital for the County to facilitate and accelerate innovation development, technology transfer and commercialization activity in order to create an environment conducive for economic growth. Channeling capital to promising companies with a pipeline of inventive products and services, the County adds critical funding to the creative mixture of concepts, employees and management.

Supporting entrepreneurship not only helps drive economic growth, but it is also an effective way to generate economic opportunity for low-income individuals or groups that have traditionally been economically isolated. Entrepreneurial development creates opportunities to achieve economic self-sufficiency, create wealth, and transform underserved neighborhoods.

The County supports key aspects of innovation and start-up business development designed to cultivate entrepreneurs and innovation and to nourish early stage companies along the capital formation continuum and product life-cycle.

**Innovation Centers:** All residents can access resources to develop their business concepts and early commercialization efforts, including collaboration with mentors, at libraries.

**Microenterprise Loan Program:** Through nonprofit partner, Economic & Community Development Council (ECDI), identifies and finances very small startup businesses not yet ready to apply for funding from traditional lenders.

**Pre-Seed for Innovation Ventures Fund:** Through nonprofit partner, JumpStart, Inc., pre-seed growth loans to early-stage companies.

**Early Stage Fund:** Through nonprofit partner, JumpStart, Inc., funds Series A-Venture capital to next-stage companies seeking new equity financing.

**Aerozone/SBIR:** Creating a technology transfer program to support and encourage innovative startup businesses using NASA technology with federal support, to locate and grow in Cuyahoga County.

## Real Estate Finance

Firms that are growing need to modernize and expand. Having development properties ready to meet the expansion and relocation plans of companies is essential. When companies are growing and require more and better space, they seek properties that can be available in a timely manner. Many sites often are more complex, uncompetitive and costly by virtue of environmental issues, abandonment, and/or functional obsolescence. Vacant buildings are often hampered by contamination issues that require remediation or demolition posing significant cost disadvantages.

Our legacy industries have left blighted buildings and contaminated land in the core city and many inner-ring suburbs. The problem of these older commercial and industrial properties is often destructive to the neighborhoods and contributes to continued disinvestment. Growing businesses, unfortunately, often lack the capital and expertise necessary to address these complicated redevelopment opportunities.

The key to reutilizing and redeveloping these properties and land is to provide applicable and relevant subsidy tools that provide faster and clearer solutions and pathways for the companies to address them. The County is actively engaged with companies seeking to locate, expand, or modernize in areas that are served by existing infrastructure and transportation networks, but suffer from the above-described urban disinvestment. As such, the clean-up of land for shovel-ready redevelopment or rapid response for modernization of existing properties is a key piece in the County's place-based economic development plan. The County has devised a strategy to address the property needs for successful companies already in Cuyahoga County, and to help them grow in place.

**USEPA Brownfield Revolving Loan Fund:** Loan funding for clean-up and redevelopment of brownfield sites and properties.

**Redevelopment and Modernization Loans:** Loan financing for significantly blighted and/or underutilized structures and their property improvements, including remediation and modernization for identified end users.

**Place-Based/Mixed-Use Development Loans:** Loans targeted toward strategic, mixed-use and high density (mixture of residential, office, retail, and/or commercial uses) redevelopment projects concentrated in the urban core; downtown, Cleveland's neighborhoods, or inner-ring suburbs.

## Business Growth and Attraction

Both business expansion and attraction are critical sources of job creation and economic growth. Creating a globally competitive economic environment for businesses to grow and thrive requires a development approach that attracts entrepreneurs, businesses, professionals, and investment capital to locate, expand, and remain in Cuyahoga County. Creating access to flexible, dynamic sources of capital that address the growth needs of businesses will stimulate private investment and improve the economic landscape.

Supporting this growth not only helps drive economic development but is also an effective way to generate economic opportunity for minority & female-owned businesses low & moderate-income individuals or groups that have traditionally been economically isolated. Entrepreneurial development creates opportunities to achieve economic self-sufficiency, create wealth, and transform underserved neighborhoods.

**Business Growth and Attraction Loans:** Economic development gap-financing business loans for new construction, physical expansions, real estate acquisition, machinery and equipment and other growth and relocation project needs.

**Large Scale Attraction:** Gap-financing loans and forgivable loan incentives for large-scale & special attraction business projects.

**Grow Cuyahoga County Fund:** Through nonprofit partner, National Development Council (NDC), this program provides direct SBA-backed loans (with County funded gap fillers) for small to medium-sized established businesses.

**Capital Access Fund:** Through a nonprofit partner, the Urban League of Greater Cleveland, this program provides low-cost loans and technical pre- & post-loan counseling for minority-owned small businesses.

**Accelerated Growth Loan Program:** With nonprofit partner, Growth Opportunity Partners, loan financing for the growth of existing small, female & minority-owned businesses.

**SBA-Municipal-County Small Business Initiative:** Through the cities of Cleveland, Cleveland Heights, Fairview Park, Lakewood, Maple Heights, and Shaker Heights, this program provides bank-financed, SBA-backed loans (with Municipal-County funded equity fillers) for small to medium-sized businesses located within these six municipalities.

**Small Business Growth Programs:** Lending partnerships increasing small business access to traditional lending markets, including SBA-Municipal Matching Grants, the Grow Cuyahoga Fund, and the Capital Access Fund.

**Early Stage Loan Program:** With nonprofit partner, Growth Opportunity Partners, loan financing for the growth of existing small, female and minority-owned businesses.

**Actaris Impact Fund & Opportunity Zone Fund:** Cuyahoga County, Arctaris Impact investors, and other philanthropic and civic investors have launched a program to invest in companies and projects within the County's Opportunity Zones.

## Quality of Place Development

Economic Development is inextricably linked to community development. Place-based development reduces the public expense of economic development by capitalizing on region's human capital, infrastructure, community and neighborhood assets, institutional and industrial strengths, and cultural resources that are already in place.

County programs and initiatives are a diverse portfolio of community development and housing assistance offerings that work together to create strong, vibrant communities in which people want to live and work. Below is a listing of our current programs in these areas.

**Municipal Grant Program:** Competitive program that awards grants up to \$150,000 to municipal governments for projects that improve their community.

**Commercial Storefront Renovation:** Competitive program designed to help municipalities update or revitalize local retail corridors.

**Homeownership, Repair & Foreclosure:** Down payment assistance, home repair funding and housing counseling to support homeownership.

**Affordable and Fair Housing Initiatives:** Initiatives that promote all areas in the County as welcoming places for our residents.

**Community Wellness Development Program:** Program to incent development of high caliber neighborhood and community assets in sectors that may not achieve the generally accepted success metrics of other job-creation focused development projects, but have an important positive impact on quality of place and community wellness.

Appendix 2:  
Cuyahoga County Economic Development Financing  
Product and Program Offerings

**Innovation and Commercialization**  
*County Economic Development Fund*  
- Pre-Seed for Innovation investments from JumpStart  
-Technical Assistance from NASA, Flashstarts, BioEnterprise, etc.  
-

**Entrepreneurship and Opportunity**  
*Economic Development Fund and/or Federal*  
-Microenterprise loans through ECDI  
- Pre-Seed for Innovation Ventures loans through JumpStart  
-Early Stage investments through JumpStart  
-Accelerated Growth loans through Growth Opportunity Partners  
-Capital Access Fund loans through the Urban League  
-Grow Cuyahoga loans through NDC  
SBA-insured bank loans (with equity assistance through Municipal-County match)

**Workforce  
Innovation**  
*County HHS  
Levy*  
Skill-Up Service  
Training Support

**Business Growth and Attraction Lending**  
*Economic Development Fund*  
Direct County Loan to an established company to support its growth and/or support its move to Cuyahoga County (underwritten to industry standards and secured, job creation required)

**Business Attraction Incentives (Forgivable Loans)**  
*Economic Development Fund*  
Incentive to company to attract or retain well paid jobs in target industry (calibrated by the county's Return On Investment; city/state participation coordinated with county incentives)

**Real Estate (Placemaking) Funding**  
*Economic Development Fund, Casino, and/or Federal*  
Loans, Grants and Tax Credits for a variety of placemaking activities such as Brownfield Assessment/Cleanup, Community Development, Demolition and Modernization, Sustainability (underwritten to funding rules)

**Future Initiatives**

**Infrastructure, Redevelopment, and Modernization – new sources of capital for Brownfield Cleanup, Site Preparation, and Placemaking**

**Export Assistance leveraging Cuyahoga County's Advanced Manufacturing industry cluster and prime logistical location for water, rail, road, and air transportation.**



## Appendix 3: Economic Development Measures

### 1. Opportunity Index

County	Below Poverty Threshold	Unemployment Rate	Median Household Income	Employed in Select Traded Industries	Change in Average Annual Employment <sup>11</sup>	Net Real Estate Taxes Charged	Economic Vitality Index Score
Cuyahoga	17.5%	4.2%	\$50,366	16.3%	0.8%	\$2,721.7 M	<b>-0.15</b>
Franklin	15.7%	3.5%	\$61,305	16.2%	1.1%	\$2,439.4 M	<b>0.43</b>
Hamilton	15.8%	3.8%	\$57,212	13.3%	0.5%	\$1,552.1 M	<b>0.04</b>
Summit	13.2%	4.3%	\$57,181	16.9%	0.2%	\$953.9 M	<b>0.13</b>

Source: Economic Vitality Index | Center for Economic Development | 12-2020 | Cleveland State University

### 2. Entrepreneurship

Number of Business Starts	2011	2012	2013	2014	2015	2016	2017	2018	2019
	<b>Cuyahoga</b>	2,578	3,093	2,848	2,825	2,754	2,844	2,904	2,966
<b>Franklin</b>	2,607	2,988	2,798	2,825	2,972	3,261	3,216	3,331	3,536
<b>Hamilton</b>	1,792	2,181	1,893	2,004	2,059	2,261	2,157	2,156	2,317
<b>Average Employment</b>									
	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Cuyahoga</b>	5.5	6.5	7.1	7.1	6.3	6.7	6.9	7.6	7.0
<b>Franklin</b>	6.2	7.7	8.5	9.0	8.4	7.1	9.9	7.3	6.7
<b>Hamilton</b>	5.3	5.9	7.6	7.8	13.1	8.3	8.1	7.4	7.0

Source: Ohio Department of Jobs and Family Services

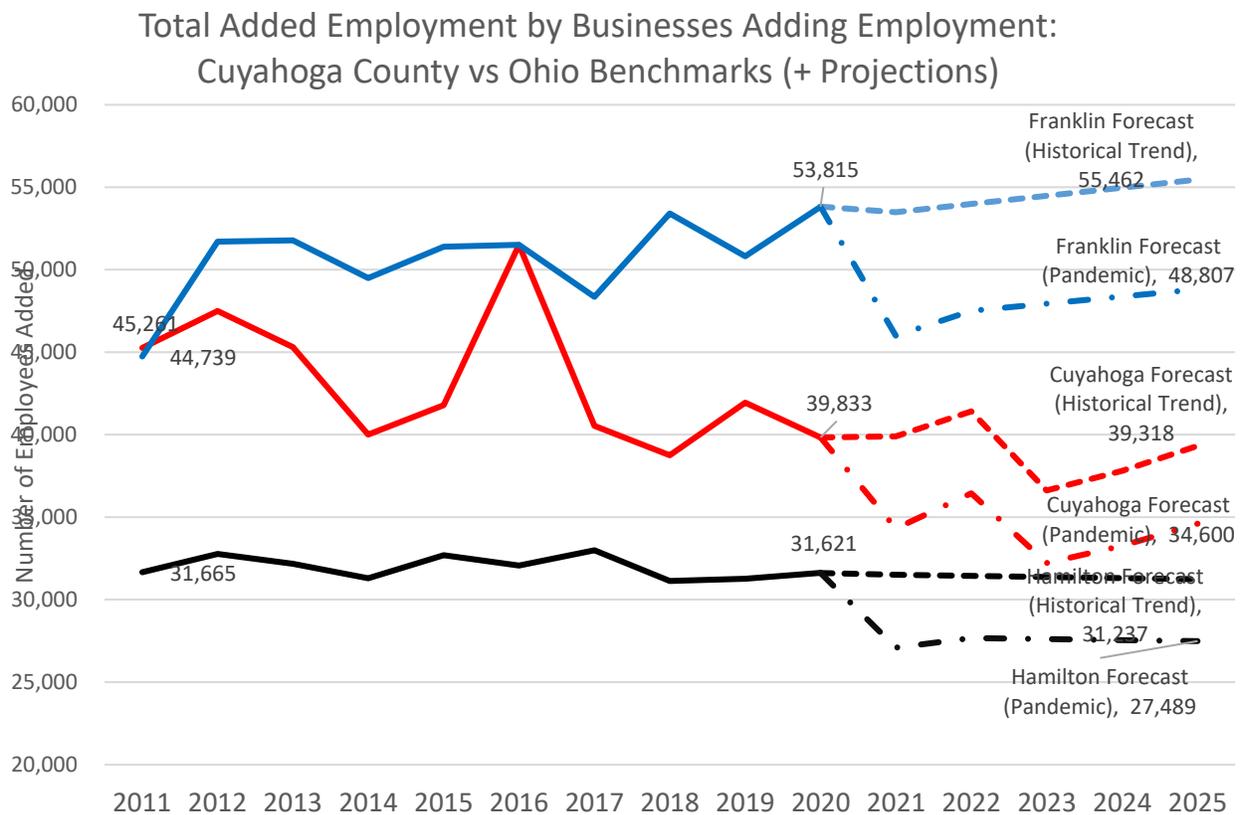
### 3. Business Attraction

#### Business Relocation Count

	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Cuyahoga</b>	121	130	126	91	205	82	148	157	65
<b>Franklin</b>	95	125	97	95	208	100	138	186	79
<b>Hamilton</b>	80	83	107	92	245	98	119	137	80
<b>Average Employment</b>									
	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Cuyahoga</b>	16.3	20.5	27.5	17.5	19.7	17.5	17.4	22.8	23.2
<b>Franklin</b>	14.9	16.0	28.4	15.2	16.4	25.3	67.0	19.7	20.7
<b>Hamilton</b>	24.5	29.0	26.4	18.2	16.5	17.6	26.1	19.1	24.5

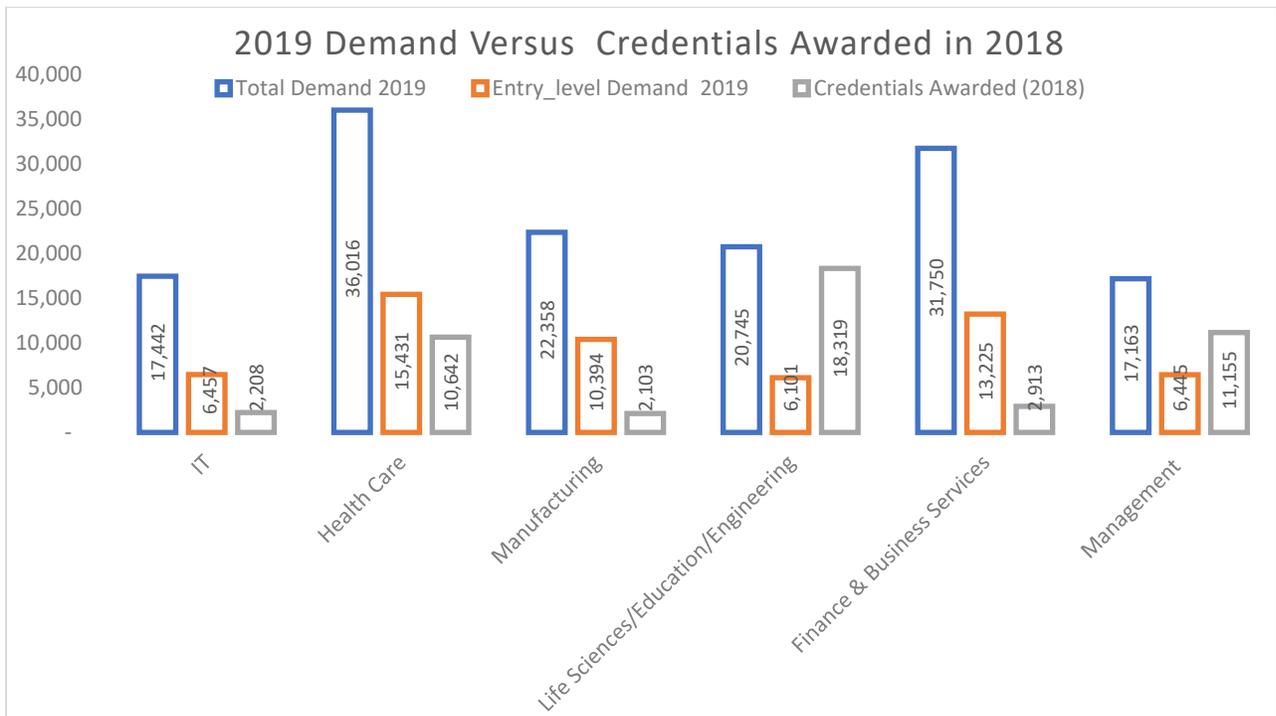
Source: Ohio Department of Job and Family Services

### 4. Existing Business Growth



Source:

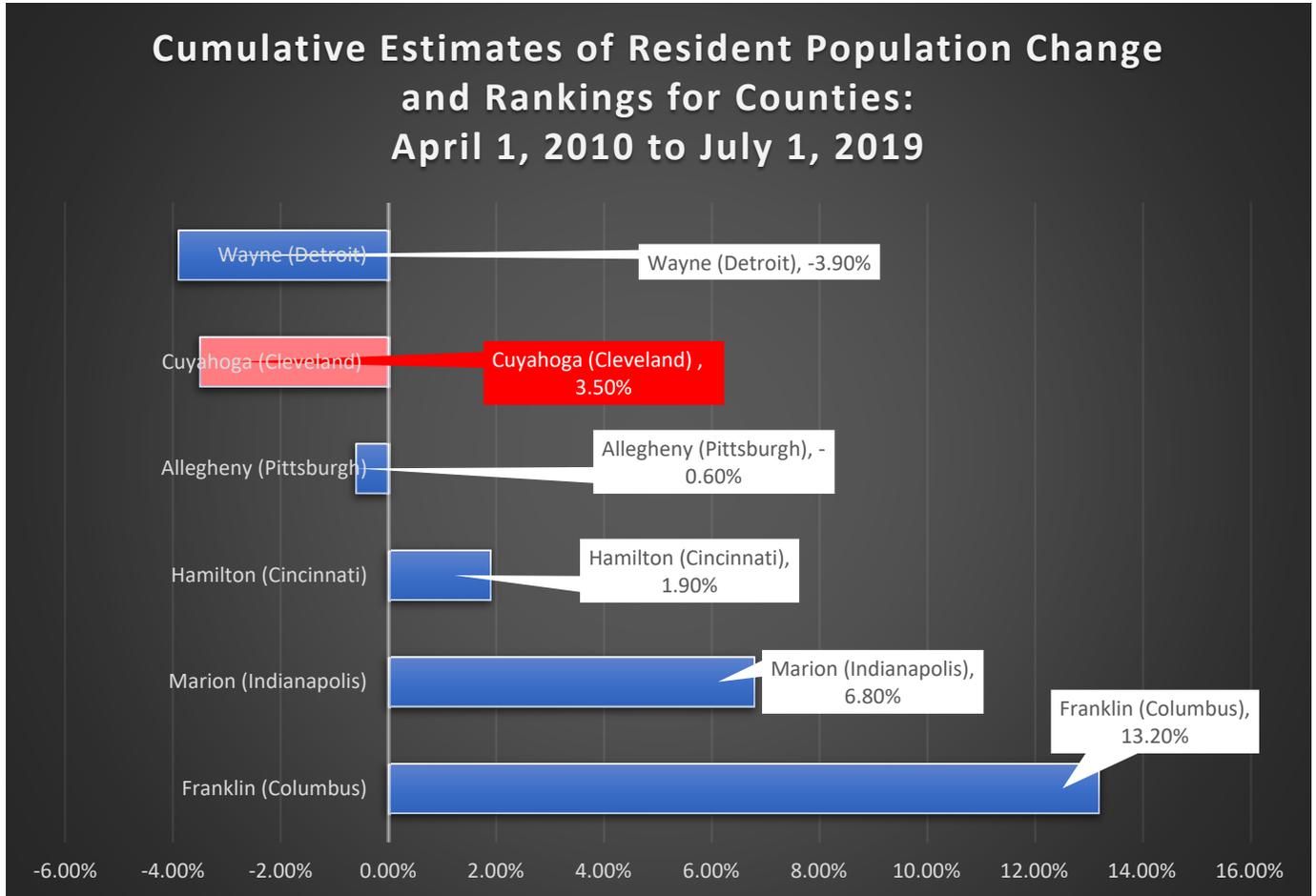
## 5. Workforce Development (Talent Gap)



## 6. Economic Inclusion

Note: Baldwin-Wallace researchers are developing new measures of economic inclusion to be provided as County Council reviews the plan.

## 7. Population Growth



# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0156

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> adopting the Annual Alternative Tax Budget for the year 2022; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, O.R.C. 5705.28(A)(2) requires that Council, as the taxing authority of Cuyahoga County, adopt a tax budget for the next succeeding fiscal year on or before the fifteenth day of July; and,

WHEREAS, O.R.C. 5705.281 permits the county budget commission to waive the tax budget requirement, but shall require the taxing authority to provide such information to the commission as may be required by the commission to perform its duties under this chapter; and,

WHEREAS, the purpose of the Tax Budget is to demonstrate the need for property taxes levied by the County and to establish the next succeeding fiscal year's revenue estimates; and,

WHEREAS, the Tax Budget establishes tax rates and provides the basis for the Official Certificate of Estimated Resources, the legal document that establishes the legal limitations within which the County must abide when setting appropriations; and,

WHEREAS, the Office of Budget and Management has submitted and recommended approval of the Annual Alternative Tax Budget; and,

WHEREAS, the County Operating Tax Budget for 2022 is \$1,671,749,658; and,

WHEREAS, after due consideration of the Alternative Tax Budget, it is deemed advisable by the Council of Cuyahoga County to adopt said County Alternative Tax Budget for the year 2022.

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

**SECTION 1.** The year 2022 Annual Alternative Tax Budget for the County of Cuyahoga as prepared in accordance with O.R.C. 5705.28, O.R.C. 5705.281, and the requirement of the Cuyahoga County Budget Commission, is hereby approved.





ARMOND BUDISH  
Cuyahoga County Executive

To: County Council

FROM: Walter Parfejewiec, Office of Budget and Management

Date: May 21, 2021

RE: 2022 Alternative Tax Budget

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Pursuant to **Ohio Revised Code §5705.28(A)(2)** and **Ohio Revised Code 5705.281**, the County is required to adopt the annual Alternative Tax Budget by July 15<sup>th</sup>. The intent of the Alternative Tax Budget is to estimate revenue generated by property tax levies for the coming year and to demonstrate, by way of the estimates, the need to continue to levy the taxes.

**A total of 14.85 mills will be levied by the County in voted and unvoted millage in 2022 totaling \$434.7 million.** The revenue generated by this millage supports general operations, debt service, health and human services, and programs and services for the developmentally disabled.

This proposed 2022 Alternative Tax Budget reflects an allocation of the 1.45 inside millage: 1.00 mills to the General Fund and 0.45 mills to the General Obligation Bond Retirement Fund. This is no change from the prior year.

Attached please find the following:

- Resolution R2021-xxxx, adopting the 2022 Alternative Tax Budget
- The 2022 Alternative Tax Budget, Schedules I-V

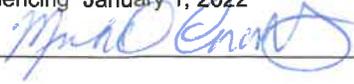
Please contact Mike Chambers or I with any questions. Thank you for your consideration.

# ALTERNATIVE TAX BUDGET INFORMATION

Political Subdivision/Taxing Unit: Cuyahoga County

For the Fiscal Year Commencing January 1, 2022

Fiscal Officer Signature

 CPA

Date

5-21-2021

## COUNTY OF CUYAHOGA

### **Background**

Substitute House Bill No. 129 (HB129) effective June 3, 2002, was enacted by the 124th General Assembly in part to allow a county budget commission to waive the requirement that a taxing authority adopt a tax budget for a political subdivision or other taxing unit, pursuant to Ohio Revised Code (ORC) Section 5705.281.

### **Ohio Revised Code Section 5705.281**

Under the amended version of this section pursuant to HB 129, a county budget commission, by an affirmative vote of a majority of the commission, including an affirmative vote by the county auditor, may waive the tax budget for any subdivision or other taxing unit. However, the commission may require the taxing authority to provide any information needed by the commission to perform its duties, including the division of the tax rates as provided under ORC Section 5705.04.

### **County Budget Commission Duties**

The county budget commission must still certify tax rates to each subdivision or other taxing unit, by March 1 for school districts and by September 1 for all other taxing authorities under ORC Section 5705.35, even when a tax budget is waived. Also, the commission is still required to issue an official certificate of estimated resources under ORC Section 5705.35 and amended official certificates of estimated resources under ORC Section 5705.36.

Therefore, when a budget commission is setting tax rates based on a taxing unit's need, for purposes of ORC Sections 5705.32, 5705.34, and 5705.341, its determination must be based on that other information the commission asked the taxing authority to provide under ORC Section 5705.281, when the tax budget was waived. Also, an official certificate must be based on that other information the commission asked the taxing authority to provide.

### **County Budget Commission Action**

On October 11, 2002, during the Cuyahoga County Budget Commission meeting, the commission with an affirmative vote of all members waived the requirement for taxing authorities of subdivisions or other taxing units (Including Schools) to adopt a tax budget as provided under ORC Section 5705.281, but shall require the filing of this Alternative Tax Budget Information document on an annual basis.

### **Alternative Tax Budget Information Filing Deadline**

For all political subdivisions excluding school districts, the fiscal officer must file one copy of this document with the County Fiscal Officer on or before July 20th. For school districts the fiscal officer must file one copy of this document with the County Fiscal Officer on or before January 20th.



# **GUIDELINES FOR COMPLETING THE ALTERNATIVE TAX BUDGET INFORMATION**

## **SCHEDULE 1**

The general purpose of schedule 1 is to meet the requirement of Ohio Revised Code (ORC) Section 5705.04 which requires the taxing authority of each subdivision to divide the taxes levied into separate levies. For help use the schedule B issued by the budget commission for the current year and add any new levies. This will help to ensure that no levies are missed.

In column 1 list only those individual funds which are requesting general property tax revenue. In column 2 purpose refers to the following terms, inside, current expenses, and special levy for example. In column 4 levy type refers to renewal, additional, and replacement for example. In column 9 identify the amount of general property tax you wish to request.

## **NOTE:**

The general purpose of column 9 is to demonstrate the need to produce property tax revenues to cover the estimated expenditures for the budget year. ORC Section 5705.341 states in part;

"Nothing in this section or any section of the ORC shall permit or require the levying of any rate of taxation, whether within the 10 mill limitation or whether the levy has been approved by the electors, the political subdivision or the charter of a municipal corporation in excess of such 10 mill limitation, unless such rate of taxation for the ensuing fiscal year is clearly required by a budget properly and lawfully, adopted under this chapter or by other information required per ORC 5705.281."

Property tax revenue includes real estate taxes, personal property taxes, homestead and rollback, and the personal property 10,000 exempt monies.

## **SCHEDULE 2**

The general purpose of schedule 2 is to produce an Official Certificate of Estimated Resources for all funds.

In column 3, total estimated receipts should include all revenues plus transfers in excluding property taxes and local government revenue. All taxing authority must submit a list of all tax transfers.

## **SCHEDULE 3**

The general purpose of schedule 3 is to provide inside/charter millage for debt service. The basic security for payment of general obligation debt is the requirement of the levy of ad valorem property taxes within the 10 mill limitation imposed by Ohio law. Ohio law requires a levy and collection of ad valorem property tax to pay debt service on general obligation debt as it becomes due, unless that debt service is paid from other sources.

## **SCHEDULE 4**

The general purpose of schedule 4 is to provide for the proper amount of millage to cover debt service requirements on voted bond issues. Major capital improvement projects are sometimes financed through the use of voted bonds. The taxing authority seeks voter approval of general obligation bonds and of the levy of property taxes outside the indirect debt limitation in whatever amount is necessary to pay debt service on those bonds.

## **SCHEDULE 5**

The general purpose of schedule 5 is to properly account for tax anticipation notes. See schedule 5 for more details.

(Levies Inside & Outside 10 Mill Limitation, Inclusive Of Debt Levies)  
 (List All Levies Of The Taxing Authority)

**SCHEDULE 1**

I	II	III	IV	V	VI	VII	VIII	IX
Fund	Purpose	Authorized By Voters On MM/DD/YY	Levy Type	Number Of Years Levy To Run	Tax Year Begins/ Ends	Collection Year Begins/ Ends	Maximum Rate Authorized (Mills)	\$ AMOUNT Requested Of Budget Commission
Board of Developmental Disabilities (Zone 2210)	To support the provision of services to individuals and families affected by developmental disabilities	11/8/2005	Replacement	Cont.	2005/2006	Cont	3.9	\$110,032,442
HHS Levy Fund (Zone 2255)	To support the provision of health and human services	3/3/2016	Renewal	Eight	2016/2023	2017/2024	4.8	\$135,424,560
HHS Levy Fund (Zone 2255)	To support the provision of health and human services	4/28/2020	Replacement	Eight	2020/2027	2021/2028	4.7	\$144,633,923
General Fund (Zone 1100)	To support general government operations	Inside Millage					1.00	\$30,773,175
GO Bond Retirement Fund (Zone 3500)	To support annual debt service on the three outstanding GO issues	Inside Millage					0.45	\$13,847,929
<b>Totals</b>							<b>14.85 mills</b>	<b>\$434,712,030</b>

# STATEMENT OF FUND ACTIVITY

(List All Funds Individually)

## SCHEDULE 2

I	II	III	IV	V	VI	VII
Fund BY Type	Beginning Estimated Unencumbered Fund Balance	Property Taxes and Local Government Revenue	Other Sources Receipts	Total Resources Available for Expenditures	Total Estimated Expenditures & Encumbrances	Ending Estimated Unencumbered Balance
1100 General Fund	\$ 171,182,229	\$ 29,465,405	\$ 426,626,529	\$ 627,274,163	\$ 497,320,828	\$ 129,953,335
2200 ADAMHS	\$ 29,845,267	\$ -	\$ 43,463,659	\$ 73,308,926	\$ 46,463,659	\$ 26,845,267
2205 ADAMHS Grants	\$ (670,807)	\$ -	\$ -	\$ (670,807)	\$ -	\$ (670,807)
2210 Board Of Develop. Disabilities	\$ 147,334,590	\$ 110,032,442	\$ 21,690,313	\$ 279,063,345	\$ 108,013,573	\$ 171,049,772
2215 Children Services	\$ 12,831,584	\$ -	\$ 87,315,155	\$ 100,146,739	\$ 82,637,417	\$ 17,509,322
2220 Community Development	\$ 15,964,627	\$ -	\$ 3,614,486	\$ 19,579,113	\$ 12,570,874	\$ 7,008,239
2225 Convention Center	\$ 1,012,864	\$ -	\$ 6,191,634	\$ 7,204,498	\$ 270,000	\$ 6,934,498
2235 County Land Reutilization	\$ (1,729,740)	\$ -	\$ 9,652,730	\$ 7,922,990	\$ 7,000,000	\$ 922,990
2240 Court	\$ 8,024,665	\$ -	\$ 1,628,065	\$ 9,652,730	\$ 1,149,371	\$ 8,503,359
2245 Cuyahoga Support Enforcement	\$ 5,817,369	\$ -	\$ 35,388,625	\$ 41,206,014	\$ 34,633,425	\$ 6,572,589
2250 Delinquent Real Estate Assess.	\$ 11,843,227	\$ -	\$ 6,114,901	\$ 17,958,128	\$ 5,925,985	\$ 12,032,143
2255 Health And Human Services Levy	\$ 39,372,716	\$ 275,833,282	\$ 245,935	\$ 315,451,933	\$ 254,879,060	\$ 60,572,873
2256 MetroHealth Subsidy	\$ -	\$ -	\$ 32,472,000	\$ 32,472,000	\$ 32,472,000	\$ -
2260 Human Services	\$ 11,583,185	\$ -	\$ 146,126,740	\$ 157,709,925	\$ 142,387,082	\$ 15,322,843
2265 Litter Prevention & Recycling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2270 Motor Vehicle Gas Tax	\$ 52,335,039	\$ -	\$ 35,851,900	\$ 88,186,939	\$ 30,883,337	\$ 57,303,602
2275 Other Community Development	\$ 267,495	\$ -	\$ 23,398	\$ 290,893	\$ 102,138	\$ 188,755
2280 Other Health And Safety	\$ 11,823,466	\$ -	\$ 17,259,478	\$ 29,082,943	\$ 22,656,905	\$ 6,426,038
2285 Other Judicial	\$ 18,248,150	\$ -	\$ 9,582,117	\$ 27,830,267	\$ 12,484,442	\$ 15,345,825
2290 Other Legislative And Exec.	\$ 19,274,629	\$ -	\$ 1,207,900	\$ 20,482,529	\$ 3,761,136	\$ 16,721,393
2295 Other Public Works	\$ 913,452	\$ -	\$ 1,485	\$ 914,937	\$ -	\$ 914,937
2300 Other Social Services	\$ 6,630,905	\$ -	\$ 171,664	\$ 6,802,569	\$ 977,339	\$ 5,825,230
2305 Real Estate Assessment	\$ 26,612,678	\$ -	\$ 16,500,050	\$ 43,112,728	\$ 11,662,183	\$ 31,450,545
2310 Solid Waste	\$ 3,090,398	\$ -	\$ 1,245,609	\$ 4,336,007	\$ 1,940,874	\$ 2,395,133
2315 Sports Facilities Enhancement	\$ 11,800,365	\$ -	\$ 11,861,553	\$ 23,661,917	\$ 9,844,335	\$ 13,817,582
2320 Treat Alt For Safer Comm	\$ 1,978,223	\$ -	\$ 358,388	\$ 2,336,611	\$ 1,315,296	\$ 1,021,315
2325 Victim Assistance	\$ 56,222	\$ -	\$ -	\$ 56,222	\$ 2,283,179	\$ (2,226,957)
2330 Youth Services	\$ 8,587,430	\$ -	\$ 8,587,430	\$ 17,174,861	\$ -	\$ 17,174,861
2335 Lodging Tax Fund	\$ 853,255	\$ -	\$ 15,000,000	\$ 15,853,255	\$ 17,569,584	\$ (1,716,329)
2345 opioid Mitigation Fund	\$ 91,898,930	\$ -	\$ -	\$ 91,898,930	\$ -	\$ 91,898,930
2350 COVID-19 CARES Act Fund	\$ 120,835,673	\$ -	\$ -	\$ 120,835,673	\$ -	\$ 120,835,673
3500 Debt Service	\$ 1,366,352	\$ 13,847,929	\$ 93,098,392	\$ 108,312,673	\$ 99,966,698	\$ 8,345,975
4600 Capital Projects	\$ 6,333,498	\$ -	\$ 16,381,466	\$ 22,714,964	\$ 3,307,968	\$ 19,406,996
4605 Road Capital Projects	\$ 32,940,841	\$ -	\$ 26,300,000	\$ 59,240,841	\$ 24,800,000	\$ 34,440,841
4610 Convention Center Hotel Const.	\$ (4,872,842)	\$ -	\$ -	\$ (4,872,842)	\$ -	\$ (4,872,842)
5700 County Airport	\$ 1,560,298	\$ -	\$ 1,283,174	\$ 2,843,472	\$ 1,326,582	\$ 1,516,890
5705 County Parking Garage	\$ 4,607,141	\$ -	\$ 2,268,850	\$ 6,875,991	\$ 1,829,423	\$ 5,046,568
5710 CC Information Systems	\$ 2,014,226	\$ -	\$ 419,974	\$ 2,434,200	\$ 562,335	\$ 1,871,865
5715 Sanitary Engineer	\$ 32,944,765	\$ -	\$ 26,338,060	\$ 59,282,825	\$ 25,052,379	\$ 34,230,446
6750 Central Custodial Services	\$ 7,008,346	\$ -	\$ 43,343,228	\$ 50,351,574	\$ 45,099,198	\$ 5,252,376
6755 Maintenance Garage	\$ 1,446,332	\$ -	\$ 1,502,640	\$ 2,948,972	\$ 955,573	\$ 1,993,399
6765 Health Insurance	\$ 12,353,198	\$ -	\$ 122,965,999	\$ 135,319,197	\$ 117,259,599	\$ 18,059,598
6770 Workers' Compensation	\$ 18,791,773	\$ -	\$ -	\$ 18,791,773	\$ 5,746,031	\$ 13,045,742
6775 Postage	\$ 1,085,049	\$ -	\$ 1,359,908	\$ 2,444,957	\$ 1,369,116	\$ 1,075,841
6780 Printing	\$ 335,830	\$ -	\$ 1,148,949	\$ 1,484,779	\$ 1,920,898	\$ (436,119)
7950 Soil & Water Conservation Dist	\$ 749,154	\$ -	\$ 1,071,296	\$ 1,820,450	\$ 1,349,836	\$ 470,614
<b>TOTAL ALL FUNDS</b>	<b>\$ 946,282,064</b>	<b>\$ 429,179,057</b>	<b>\$ 1,275,669,680</b>	<b>\$ 2,651,130,801</b>	<b>\$ 1,671,749,658</b>	<b>\$ 979,361,143</b>

# UNVOTED GENERAL OBLIGATION DEBT

(Include General Obligation Debt To Be Paid From Inside/Charter Millage Only)  
 (Do Not Include General Obligation Debt Being Paid By Other Sources)  
 (Do Not Include Special Obligation Bonds & Revenue Bonds)

## SCHEDULE 3

I Purpose Of Bonds Or Notes	II Date Of Issue	III Final Maturity Date	IV Principal Amount Outstanding At The Beginning Of The Calendar Year	V Amount Required To Meet Calendar Year Principal & Interest Payments	VI Amount Receivable From Other Sources To Meet Debt Payments
Series 2009B General Obligation Bonds	12/22/2009	12/1/2034	\$85,585,000	\$5,178,892	\$1,910,426.00
Series 2019A General Obligation Bonds	9/12/2019	12/1/2035	\$39,020,000	\$1,753,150	\$1,753,150.00
Series 2019B General Obligation Bonds	9/12/2019	12/1/207	\$28,205,000	\$5,112,464	\$5,112,464.00
Series 2020A General Obligation Bonds	11/3/2020	12/1/2037	\$50,530,000	\$8,142,600	\$359,600.00
Series 2020B General Obligation Bonds	11/3/2020	12/1/2035	\$50,810,000	\$2,899,967	\$0.00
<b>Total</b>			<b>\$254,150,000</b>	<b>\$23,087,073</b>	<b>\$9,135,640</b>



# TAX ANTICIPATION NOTES

(Schools Only)

## SCHEDULE 5

Tax anticipation notes are issued in anticipation of the collection of the proceeds of a property tax levy. The amount of money required to cover debt service must be deposited into a bond retirement fund, from collections and distribution of the tax levy, in the amounts and at the times required to pay those debt charges as provided in the legislation authorizing the tax anticipation notes. (ORC Section 133.24)

The appropriation to the fund which normally receives the tax levy proceeds is limited to the balance available after deducting the amounts to be applied to debt service.

After the issuance of general obligation securities or of securities to which section 133.24 of the ORC applies, the taxing authority of the subdivision shall include in its annual tax budget, and levy a property tax in a sufficient amount, with any other monies available for the purpose, to pay the debt charges on the securities payable from property tax. (ORC Section 133.25)

	Name Of Tax Anticipation Note Issue	Name Of Tax Anticipation Note Issue
Amount Required To Meet Budget Year Principal & Interest Payments:		
Principal Due		
Principal Due Date		
Interest Due		
Interest Due Date		
Interest Due		
Interest Due Date		
Total		
Name Of The Special Debt Service Fund		

Amount Of Debt Service To Be Apportioned To The Following Settlements:		
February Real		
August Real		
June Tangible		
October Tangible		
Total		
Name Of Fund To Be Charged		

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0157

<p>Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b></p>	<p><b>A Resolution</b> making an award on RQ5580 to Hellmuth, Obata &amp; Kassabaum, P.C. in the amount not-to-exceed \$8,000,000.00 for criteria architectural services for the Cuyahoga County Corrections Center Project for the period 7/6/2021 - 12/31/2025; authorizing the County Executive to execute Contract No.1571 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	---

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ5580 to Hellmuth, Obata & Kassabaum, P.C. in the amount not-to-exceed \$8,000,000.00 for criteria architectural services for the Cuyahoga County Correction Center Project for the period 7/6/2021 - 12/31/2025; and,

WHEREAS, the County evaluated five (5) statements of qualifications received in repose to RFQ5580 and the architectural firm of Hellmuth, Obata & Kassabaum, P.C. received the highest ranking; and,

WHEREAS, the contract with Hellmuth, Obata & Kassabaum, P.C. provides for criteria architectural services, including programming, schematic design, and design development services; services in connection with establishment of Design-Build GMP; review of construction documents prepared by the Architect of Record for conformance with design intent; and other specified services on behalf of the County during the construction documents, construction administration and closeout phases of the project; and,

WHEREAS, the project is funded 100% from the General Fund; and

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

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

**SECTION 1.** County Council hereby makes an award on RQ5580 to Hellmuth, Obata & Kassabaum, P.C. in the amount not-to-exceed \$8,000,000.00 for criteria architectural services for the Cuyahoga County Correction Center Project for the period 7/6/2021 - 12/31/2025.

**SECTION 2.** The County Executive is authorized to execute the contract and all other related documents consistent with this Resolution.

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

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

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

Yeas:

Nays:



\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 22, 2021  
Committee(s) Assigned: Public Safety & Justice Affairs

Journal \_\_\_\_\_  
\_\_\_\_\_, 2021

Public Works, 2021, Submit & Award Contract with  
**Hellmuth, Obata & Kassabaum, P.C.**  
For the **Criteria Architect for the Cuyahoga County Corrections  
Center Project**  
**RFQ#5580, 8,000,000.00**

**SUMMARY OF REQUESTED ACTION:**

**A. Scope of Work Summary:**

1. Department of Public Works is requesting to submit and award the contract agreement with **Hellmuth, Obata & Kassabaum, P.C.** for the Criteria Architect for the Cuyahoga County Corrections Center Project in the amount of \$8,000,000. Because this is a design contract, no dates will be provided in the contract. However, for planning purposes, the anticipated start date is 07/06/2021 and the completion date is 12/31/2025.
2. The County has determined the primary goal of the need to engage **HOK** to perform **Criteria Architect Services for the Cuyahoga County Corrections Center**.

**B. Procurement**

- a. The procurement method for this project was RFQ 5580. The total value of the RFQ was for \$8,000,000.
- b. The RFQ was closed on May 4, 2021.
- c. There were 5 proposals submitted for review, three (3) interviewed, and one (1) proposal selected, **HOK**.
- d. There was 15% SBE, 10% MBE, and 5% WBE on this RFQ.

**C. Contractor and Project Information**

1. **HOK**

415 North Front Street, Suite 175  
Columbus, OH 43215

The **Project Manager** is **Jason Wandersee 773 -718 -5427**

**D. Project Status & Planning**

1. The Justice Center Facility is an ongoing project, but this service is new to the County.

**E. Funding**

1. The project is funded by 100% County General Fund.
2. The schedule of payments is by invoice.



**Office of Procurement and Diversity Tabulation Sheet**

REQUISITION NUMBER: 5580	TYPE: (RFB/RFP/RFQ): RFQ	ESTIMATE: \$ N/A
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: MAY 4, 2021	NUMBER OF RESPONSES (issued/submitted): 124/5
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Criteria Architect for the Cuyahoga County Corrections Center Project	
DIVERSITY GOAL/SBE 15%	DIVERSITY GOAL/MBE 10%	DIVERSITY GOAL/WBE 5%
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid \$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	1 AECOM 1300 E 9 <sup>th</sup> Street #500 Cleveland OH 44114	Bid Bond / Check Amount	n/a	Actual Bid Amount (enter "N/A" if RFP or RFQ)	n/a	Buyer Administrative Review: OPD Buyer Initials	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 20-0215  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  CCBEIP:	Price Preference	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Diversity Program Review:  SBE / MBE / WBE	Subcontractor Name(s):  (MAA) Moody Nolan, Inc. MBE %TBD (MAPA) METCO of Ohio, Inc. SBE/MBE %TBD (MW) Barber & Hoffman, Inc. SEB %TBD (MAIA) Somat Engineering of Ohio, Inc. SBE/MBE %TBD (FW) DERU Landscape Architecture, LLC SBE/WBE %TBD (FW) Guide Studio, Inc. SBE/WBE %TBD (FW) MCGUINESS UNLIMITED, INC. %TBD  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  Total %  SBE: <u>TBD</u> % MBE: <u>TBD</u> % WBE: <u>TBD</u> %  SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 5/7/21 <input type="checkbox"/> No	Dept. Tech. Review w	Award : (Y/N)
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Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review:  SBE / MBE / WBE	Dept. Tech. Review w	Award : (Y/N)
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: _____ MMH			SBE/MBE/WBE Comments and Initials: _____ No waiver requested. EN 5/5/2021 LL 5/7/21		

Transaction ID:

Bidder's / Vendors Name and Address	2 Dewberry -OH Designers PC 132 North York St #2C Elmhurst IL 60126- 3070	Bid Bond / Check	n/a	Actual Bid Amount "N/A" if RFP or RFQ	n/a	Buyer Administrative Review: OPD Buyer Initials	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  IG Number: n/a  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  CCBEIP:	Price Preference	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE	Subcontractor Name(s):  (MW) Barber & Hoffman, Inc. SBE %10 (MW) Environmental Design Group, LLC SBE 2.0% (FW) Lawhon & Associates, Inc. SBE/WBE .5% <b>(WAPA) Resource International, Inc. SBE/WBE 7.0%</b> (MAA) R. Engineering Team, LLC SBE/MBE 9.5%  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  Total % SBE: <u>12 %</u> MBE: <u>9.5 %</u> WBE: <u>7.5 %</u>  SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 5/7/21 <input type="checkbox"/> No	Dept. Tech. Review	Award : (Y/N)  <input type="checkbox"/> Yes <input type="checkbox"/> No
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Transaction ID:

Bidder's / Vendors Name and Address		Bid Bond / Check		Actual Bid Amount (enter "N/A" if RFP or RFQ)		Buyer Administrative Review: OPD Buyer Initials	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: <u>MMH</u>	Price Preference		CCBB / CCBEIP Registered		Diversity Program Review:  SBE / MBE / WBE	SBE/MBE/WBE Comments and Initials:  Scope of work (Civil Eng., Geotech. Eng.) for Resource Inc., does not match their certification category - Construction Management. Partial waiver for MBE requested. EN 5/5/2021 Resource Int'l is only eligible for SBE goals due to SBA Size Standard for const. management but as WBE there is no SBA Size Limit LL 5/7/21	Dept. Tech. Review	Award : (Y/N)
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Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check n/a	Actual Bid Amount n/a	Buyer Administrative Review: OPD Buyer Initials	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No	
3 DLR Group 1422 Euclid Ave #300 Cleveland OH 44115	n/a	n/a	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 19-0057  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):  (MW) Richard L. Bowen Associates, Inc. SBE 12.5% (FW) Van Auken Akins Architects, LLC SBE/WBE 5.5% (MAA) Moody Engineering, LLC SBE/MBE 4% (MW) BEHNKE ASSOCIATES, INC. SBE 1% (MAA) R. Engineering Team, LLC SBE/MBE 1.5% (MAPA) Kabil Associates, Inc. SBE/MBE 1.5% (WAPA) Resource International, Inc. SBE/WBE 7.0% (FW) HzW Environmental Consultants, LLC SBE/WBE .5%	(MW) Richard L. Bowen Associates, Inc. SBE 12.5% (FW) Van Auken Akins Architects, LLC SBE/WBE 5.5% (MAA) Moody Engineering, LLC SBE/MBE 4% (MW) BEHNKE ASSOCIATES, INC. SBE 1% (MAA) R. Engineering Team, LLC SBE/MBE 1.5% (MAPA) Kabil Associates, Inc. SBE/MBE 1.5% (WAPA) Resource International, Inc. SBE/WBE 7.0% (FW) HzW Environmental Consultants, LLC SBE/WBE .5%	SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
SBE/MBE/WBE Prime: (Y/N)		SBE/MBE/WBE Prime: (Y/N)		SBE/MBE/WBE Prime: (Y/N)		SBE/MBE/WBE Prime: (Y/N)		SBE/MBE/WBE Prime: (Y/N)	
Total %		SBE: 13.5% MBE: 7% WBE: 13%		SBE: 13.5% MBE: 7% WBE: 13%		SBE: 13.5% MBE: 7% WBE: 13%		SBE: 13.5% MBE: 7% WBE: 13%	

Transaction ID:



Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount "N/A" if RFP or RFQ	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
			CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: _____ MMH			SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 5/7/21 <input type="checkbox"/> No		
						SBE/MBE/WBE Comments and Initials:  Ubiquitous Design, LTD not certified. Scope of work (Civil Eng., Geotech. Eng.) for Resource Inc., does not match their certification category - Construction Management. 2021 Resource Int'l is only eligible for SBE goals due to SBA Size Standard for const. management but as WBE there is no SBA Size Limit LL 5/7/21		

Transaction ID:

Bidder's / Vendors Name and Address	4 HDR 1100 Superior Ave #650 Cleveland OH 44114-2518	Bid Bond / Check	n/a	Actual Bid Amount "N/A" if RFP or RFQ	n/a	Buyer Administrative Review: OPD Buyer Initials	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 20-0304  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  CCBEIP:	Price Preference	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE	Subcontractor Name(s): (MAPA) DLZ Ohio, Inc. MBE 23% (MW) Barber & Hoffman, Inc. SBE 7% (MAA) R. Engineering Team, LLC SBE/MBE 4% (FAPA) Advanced Engineering Consultants, Ltd. SBE/MBE/WBE 6% (FW) Regency Construction Services, Inc. SBE/WBE 1%  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  Total % SBE: <u>7</u> % MBE: <u>27</u> % WBE: <u>7</u> %  SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 5/7/21 <input type="checkbox"/> No  SBE/MBE/WBE Comments and Initials: Karpinski Eng. Not certified, Pending due to Trust. No waiver requested. EN 5/5/21 LL 5/7/21	Dept. Tech. Review	Award : (Y/N)
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Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials  <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: _____ MMH	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review:  SBE / MBE / WBE	Dept. Tech. Review w	Award : (Y/N)
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Transaction ID:

Bidder's / Vendors Name and Address 5 HOK 415 North Front St #175 Columbus OH 43215	Bid Bond / Check n/a	Actual Bid Amount "N/A" if RFP or RFQ n/a	Buyer Administrative Review: OPD Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: n/a NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP:	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE Subcontractor Name(s): (MW) K2M Design, Inc. SBE 26.66% (MW) The Osborn Engineering Company SBE 25.85% (FW) Construction Support Solutions WBE 1.78% (FAA) Robert P. Madison International, Inc. SBE/MBE/WBE 6.63% (MAPA) METCO of Ohio, Inc. SBE/MBE %2.24 (MAA) AGM Energy Services, LLC MBE 1.52% SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE: <u>25.85%</u> MBE: <u>3.76%</u> WBE: <u>8.41%</u> SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 5/7/21 <input type="checkbox"/> No	Dept. Tech. Review Award : (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
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Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials  <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  OPD Buyer Initials: <u>MMH</u>	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review:  SBE / MBE / WBE  SBE/MBE/WBE Comments and Initials: KS Associates, Inc., not certified, Pending due to Trust. No waiver requested. EN 5/6/2021 LL 5/7/21	Dept. Tech. Review	Award : (Y/N)
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Transaction ID:



# Proposal Evaluation Form

**Project Name**

**Criteria Architect**  
Cuyahoga County Corrections Center

**Committee Members:**

- Nailah K. Byrd, Clerk of Courts
- Robert Coury, Public Safety Chief
- Michael W. Dever, Director
- Michelle D. Earley, Judge
- Michael J. Gallagher, County Council
- Ronda Gibson, Jail Administrator
- Michael C. O'Malley, County Prosecutor
- Brendan J. Sheehan, Judge
- Christopher P. Viland, County Sheriff

**Submission Date**

April 7, 2021

**Selection Meeting Date**

May 11, 2021

**Facilitator**

Ernest F. Zadell

**RFQ 5580**

EVALUATION CRITERIA	Max Points	AECOM				Dewberry				DLR Group				HDR				HOK				
		Yes/No	Yes	Yes	Yes	Yes/No	Yes	Yes	Yes	Yes/No	Yes	Yes	Yes	Yes/No	Yes	Yes	Yes	Yes/No	Yes	Yes	Yes	
<b>Section 1 - Minimum Qualifications</b>																						
Qualifications Met																						
SBE Goal Met																						
<b>Section 2 - Firm's Experience</b>																						
<b>Section 3 - Available Staff's Experience</b>																						
Project Manager	20		15		16		17		17		17		17		17		17		17		17	
Support Staff	20		16		11		17		17		17		17		17		17		17		17	
<b>Section 4 - Project Methodology</b>	20		13		14		18		18		18		18		18		18		18		18	
Geographic Location	5		5		5		5		5		5		5		5		5		5		5	
Previous Work	10		3		10		9		9		9		9		9		9		9		9	
<b>TOTAL</b>	<b>100</b>		<b>71</b>		<b>73</b>		<b>89</b>		<b>87</b>		<b>91</b>		<b>87</b>		<b>87</b>		<b>87</b>		<b>87</b>		<b>87</b>	

*Rankings*

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	5580
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
Event #	1096
CM Contract#	1571

Briefing Memo	Department initials LW	Clerk of the Board <input type="checkbox"/>
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Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

FULL AND OPEN COMPETITION					
Formal RFQ					
				Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)				LW	Okay per MH
Bid Specification Packet				LW	Okay per MH
Evaluation Summary (names of evaluators to be included)				LW	Okay per MH
Diversity Documents – <i>if required (goal set)</i>				LW	Okay per MH
Award Letter (sent to awarded vendor)				LW	Okay per MH
Vendor’s Confidential Financial Statement – <i>if RFQ requested</i>				N/A	Okay per MH
Tabulation Sheet				LW	Okay per MH
IG#	210188	12-31-25		LW	Okay per MH
Debarment/Suspension Verified	Date:	6-10-21		LW	Okay per MH
Auditor’s Finding	Date:	6-10-21		LW	Okay per MH
Vendor’s Submission				LW	Okay per MH
W-9 – <i>if required</i>	Tax ID#	431008168	Date: 1-12-21	LW	n/a Okay per MH
Independent Contractor (I.C.) Requirement				LW	Okay per MH
Agreement/Contract and Exhibits				LW	Okay per MH
Cover - <i>Master contracts only</i>				N/A	Okay per MH
Contract Evaluation – <i>if required</i>				N/A	Okay per MH
Matrix Law Screen shot ( <i>documenting approval of Contract; COI and Workers’ Compensation Certificate</i> )				LW	Okay per MH
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				LW	Okay per MH
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				LW	Okay per MH
Checklist Verification				LW	Okay per MH

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
07/06/21 – 12/31/21	PW750100	55130		<b>\$ 100,000</b>
01/01/22 – 12/31/22	PW600125	55130		<b>\$ 7,900,000</b>
01/01/23 – 12/31/23	PW600125	55130		
01/01/24 – 12/31/24	PW600125	55130		
01/01/25 – 12/31/25	PW600125	55130	<b>TOTAL</b>	<b>\$ 8,000,000</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	N/A
<b>Infor/Lawson PO# Code:</b>	N/A
<b>BuySpeed or Lawson RQ#</b> (if applicable)	5580

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$ 8,000,000</b>		<b>07/6/21 – 12/31/25</b>	<b>TBD</b>	<b>TBD</b>
<b>Prior Amendment Amounts</b> (list separately)		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$			

### OPD Use Only:

Prior Resolutions	n/a Awarding RQ5580
PO#:	n/a CM 1571
Vendor Name:	HOK; Hellmuth, Obata & Kassabaum, P.C.
ftp:	n/a Design-Build Agreement



## **Office of Procurement and Diversity – Required Documents Checklist**

Upload as “word” document in OnBase Document Management

Amount:	8,000,000.00
History/CE:	Okay per MH
EL:	Okay per MH
Procurement Notes:	Awarding of RQ5580 Criteria Architect for the Cuyahoga County Corrections Center Project. Awaiting signed contract. em EMack 6/14/2021.

OPD Buyer approval:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0158

Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> authorizing the appropriation of real property for reconstruction and widening of Sprague Road from Webster Road to York Road in the Cities of Middleburg Heights, Parma, North Royalton and Strongsville; directing the County Executive, through the Department of Public Works, to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrants to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on September 24, 2019, this Council adopted Resolution No. R2019-0203, which authorized the County Executive to acquire the necessary Right-of-Way to proceed with the reconstruction and widening of Sprague Road from Webster Road to York Road in the Cities of Middleburg Heights, Parma, North Royalton and Strongsville; and,

WHEREAS, upon receiving the necessary authorization to proceed with acquisition of Right-of-Way, a fair market analysis was conducted, and fee appraisals were made; and

WHEREAS, the County's agent, KMJM Land Services, endeavored to acquire the necessary parcels through voluntary negotiation and settlement efforts with the property owners, but has reported that equitable settlement agreements could not be reached on the properties set forth below; and,

WHEREAS, the Department of Public Works has requested that the County appropriate certain property rights required for highway purposes for the above described improvement, identified as the following parcels of land:

Parcel 1 T (Temporary Easement)  
Property Owner: Hetmet Ullah Abdual Fatah  
Address: 12972 Sprague Road, Parma, OH 44130  
Mailing Address: 12972 Sprague Road, Parma, OH 44130

Fair Market Value Estimate: \$300.00

Parcel 6 T (Temporary Easement)

Property Owners: Roman & Natalia Sheychuk

Address: 12781 Sprague Road, North Royalton, OH 44133

Mailing Address: 12781 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$300.00

Parcel 8 T (Temporary Easement)

Property Owner: Joshua, Ronnie & Judith Payne

Address: 12954 Sprague Road, Parma, OH 44130

Mailing Address: 12954 Sprague Road, Parma, OH 44130

Fair Market Value Estimate: \$300.00

Parcel 35 T (Temporary Easement)

Property Owner: Niska Samardizja

Address: 12187 Sprague Road, North Royalton, OH 44133

Mailing Address: 12187 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$300.00

Parcel 37 T (Temporary Easement)

Property Owner: Jesse & Tara Garling

Address: 12147 Sprague Road, North Royalton, OH 44133

Mailing Address: 12147 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$450.00

Parcel 49 T (Temporary Easement)

Property Owner: Robert Togliatti

Address: 11603 Sprague Road, North Royalton, OH 44133

Mailing Address: 11603 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$400.00

Parcel 62 T (Temporary Easement)

Property Owner: Joanna Kannenberg

Address: 11591 Sprague Road, North Royalton, OH 44133

Mailing Address: 11591 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$1,250.00

Parcel 65 T (Temporary Easement)

Property Owner: Isaiah Miklowski

Address: 11447 Sprague Road, North Royalton, OH 44133

Mailing Address: 11447 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$1,900.00

Parcel 68 WD, T (Warranty Deed and Temporary Easement)

Property Owner: Velibor & Jecto Lovre

Address: 12020 Sprague Road, Parma, OH 44130  
Mailing Address: 12020 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$800.00

Parcel 72 T (Temporary Easement)  
Property Owner: Frank Lindow  
Address: 11335 Sprague Road, North Royalton, OH 44133  
Mailing Address: 11335 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$700.00

Parcel 74 T (Temporary Easement)  
Property Owner: Arthur Klein  
Address: 11301 Sprague Road, North Royalton, OH 44133  
Mailing Address: 11301 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$850.00

Parcel 82/84 T (Temporary Easement)  
Property Owner: Timothy Graydon & Peter Suc, Trustees  
Address: 11181 Sprague Road, North Royalton, OH 44133  
Mailing Address: 11181 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$500.00

Parcel 94 T (Temporary Easement)  
Property Owner: Jobie & Joyce Dotson  
Address: 11099 Sprague Road, North Royalton, OH 44133  
Mailing Address: 11099 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$350.00

Parcel 98 T (Temporary Easement)  
Property Owner: Edward & Lisa Neiner  
Address: 10897 Sprague Road, North Royalton, OH 44133  
Mailing Address: 10897 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$300.00

Parcel 118 T (Temporary Easement)  
Property Owner: Alexander Orabovich  
Address: 11224 Sprague Road, Parma, OH 44130  
Mailing Address: 11224 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Parcel 130 T (Temporary Easement)  
Property Owner: Michael Wohar Jr. & Leigh Kaminski  
Address: 11030 Sprague Road, Parma, OH 44130  
Mailing Address: 11030 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Parcel 131 T (Temporary Easement)  
Property Owner: Anthony Daniele  
Address: 10321 Sprague Road, North Royalton, OH 44133  
Mailing Address: 10321 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$300.00

Parcel 132 WD, T (Warranty Deed and Temporary Easement)  
Property Owner Dusanka Tomasic  
Address: 11000 Sprague Road, Parma, OH 44130  
Mailing Address: 11000 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Parcel 143 T (Temporary Easement)  
Property Owner: Joanna Kannenberg  
Address: 10137 Sprague Road, North Royalton, OH 44133  
Mailing Address: 10137 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$1,350.00

Parcel 149 T (Temporary Easement)  
Property Owner: Essmine LLC  
Address: 7888 York Road, Parma, OH 44130  
Mailing Address: 147-24 75th Avenue, Flushing, NY 11367  
Fair Market Value Estimate: \$4,000.00

WHEREAS, the necessity for the immediate effectiveness of this Resolution is established because federal funds are being utilized for Right-of-Way acquisition on this project and the County is required to progress on schedule for the project in order to maintain project funding deadlines; and,

WHEREAS, the Right-of-Way cannot be certified to the Ohio Department of Transportation as being ready for construction unless and until all Right-of-Way parcels have been acquired either by agreement or by the filing of a petition for appropriation together with a check in the amount of the Fair Market Value Estimate made payable to the Cuyahoga County Probate Court, in the Cuyahoga County Probate Court.

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

**SECTION 1.** That certain real property as required for reconstruction and widening of Sprague Road from Webster Road to York Road in the Cities of Middleburg Heights, Parma, North Royalton and Strongsville; as described below be, and the same is, hereby declared necessary to appropriate for public use, more specifically for the purpose of making or repairing roads which shall be open to the public, without charge. Such property is described as follows:

Parcel 1 T (Temporary Easement)  
Property Owner: Hetmet Ullah Abdual Fatah  
Address: 12972 Sprague Road, Parma, OH 44130  
Mailing Address: 12972 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Parcel 6 T (Temporary Easement)  
Property Owners: Roman & Natalia Sheychuk  
Address: 12781 Sprague Road, North Royalton, OH 44133  
Mailing Address: 12781 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$300.00

Parcel 8 T (Temporary Easement)  
Property Owner: Joshua, Ronnie & Judith Payne  
Address: 12954 Sprague Road, Parma, OH 44130  
Mailing Address: 12954 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Parcel 35 T (Temporary Easement)  
Property Owner: Niska Samardizja  
Address: 12187 Sprague Road, North Royalton, OH 44133  
Mailing Address: 12187 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$300.00

Parcel 37 T (Temporary Easement)  
Property Owner: Jesse & Tara Garling  
Address: 12147 Sprague Road, North Royalton, OH 44133  
Mailing Address: 12147 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$450.00

Parcel 49 T (Temporary Easement)  
Property Owner: Robert Togliatti  
Address: 11603 Sprague Road, North Royalton, OH 44133  
Mailing Address: 11603 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$400.00

Parcel 62 T (Temporary Easement)  
Property Owner: Joanna Kannenberg  
Address: 11591 Sprague Road, North Royalton, OH 44133  
Mailing Address: 11591 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$1,250.00

Parcel 65 T (Temporary Easement)  
Property Owner: Isaiah Miklowski  
Address: 11447 Sprague Road, North Royalton, OH 44133  
Mailing Address: 11447 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$1,900.00

Parcel 68 WD, T (Warranty Deed and Temporary Easement)

Property Owner: Velibor & Jecto Lovre

Address: 12020 Sprague Road, Parma, OH 44130

Mailing Address: 12020 Sprague Road, Parma, OH 44130

Fair Market Value Estimate: \$800.00

Parcel 72 T (Temporary Easement)

Property Owner: Frank Lindow

Address: 11335 Sprague Road, North Royalton, OH 44133

Mailing Address: 11335 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$700.00

Parcel 74 T (Temporary Easement)

Property Owner: Arthur Klein

Address: 11301 Sprague Road, North Royalton, OH 44133

Mailing Address: 11301 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$850.00

Parcel 82/84 T (Temporary Easement)

Property Owner: Timothy Graydon & Peter Suc, Trustees

Address: 11181 Sprague Road, North Royalton, OH 44133

Mailing Address: 11181 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$500.00

Parcel 94 T (Temporary Easement)

Property Owner: Jobie & Joyce Dotson

Address: 11099 Sprague Road, North Royalton, OH 44133

Mailing Address: 11099 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$350.00

Parcel 98 T (Temporary Easement)

Property Owner: Edward & Lisa Neiner

Address: 10897 Sprague Road, North Royalton, OH 44133

Mailing Address: 10897 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$300.00

Parcel 118 T (Temporary Easement)

Property Owner: Alexander Orabovich

Address: 11224 Sprague Road, Parma, OH 44130

Mailing Address: 11224 Sprague Road, Parma, OH 44130

Fair Market Value Estimate: \$300.00

Parcel 130 T (Temporary Easement)

Property Owner: Michael Wohar Jr. & Leigh Kaminski

Address: 11030 Sprague Road, Parma, OH 44130  
Mailing Address: 11030 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Parcel 131 T (Temporary Easement)  
Property Owner: Anthony Daniele  
Address: 10321 Sprague Road, North Royalton, OH 44133  
Mailing Address: 10321 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$300.00

Parcel 132 WD, T (Warranty Deed and Temporary Easement)  
Property Owner Dusanka Tomasic  
Address: 11000 Sprague Road, Parma, OH 44130  
Mailing Address: 11000 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Parcel 143 T (Temporary Easement)  
Property Owner: Joanna Kannenberg  
Address: 10137 Sprague Road, North Royalton, OH 44133  
Mailing Address: 10137 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$1,350.00

Parcel 149 T (Temporary Easement)  
Property Owner: Essmine LLC  
Address: 7888 York Road, Parma, OH 44130  
Mailing Address: 147-24 75th Avenue, Flushing, NY 11367  
Fair Market Value Estimate: \$4,000.00

**SECTION 2.** That the County Executive, through the Department of Public Works, be, and is, hereby directed to proceed with filing the necessary action to acquire the property as described above.

**SECTION 3.** That the County Fiscal Officer be, and is, hereby authorized to issue monetary warrants in the amount of the Fair Market Value Estimates listed above, made payable to the Cuyahoga County Probate Court, said warrants to be deposited with the Probate Court at the time of filing the petitions to appropriate.

**SECTION 4.** That the Clerk of Council is hereby directed to transmit copies of this Resolution upon its approval by the County Executive to Michael Dever, Director of Public Works and to Michael Chambers, County Fiscal Officer.

**SECTION 5.** That it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to assure that work on the improvement can commence during the prime construction season. Otherwise, any delay in commencement of the work may cause delay to the work and result in significant cost increases to the County. Provided that



this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 22, 2021

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

The Department of Public Works is requesting authorization for the County Executive to take the required steps to file 20 appropriation actions in Cuyahoga County Probate Court in order to acquire necessary right-of-way for highway purposes. This appropriation action will be filed in connection with the Sprague Road Project and declaring the necessity that this Resolution become effective immediately.

In the following cases, the County has been unable to reach an agreement with the owner of the parcel to the compensation to be paid for acquiring the parcels.

**Parcel 1 T**

Property Owner: Hetmet Ullah Abdual Fatah

Address: 12972 Sprague Road, Parma, OH 44130

Mailing Address: 12972 Sprague Road, Parma, OH 44130

Fair Market Value Estimate: \$300.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response. Additionally, the owner was mailed a package by certified mail – the package was returned.

**Parcel 6 T**

Property Owner: Roman & Natalia Shevchuk

Address: 12781 Sprague Rd., North Royalton, OH 44133

Mailing Address: 12781 Sprague Rd., North Royalton, OH 44133

Fair Market Value Estimate: \$300.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response. Additionally, the owner was mailed a package by certified mail – the package was signed for.

**Parcel 8 T**

Property Owner: Joshua, Ronnie & Judith Payne

Address: 12954 Sprague Road, Parma, OH 44130

Mailing Address: 12954 Sprague Road, Parma, OH 44130

Fair Market Value Estimate: \$300.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response. Additionally, the owner was mailed a package by certified mail – the package was signed for.

**Parcel 35 T**

Property Owner: Niska Samardizja

Address: 12187 Sprague Road, North Royalton, OH 44133

Mailing Address: 12187 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$300.00

Property owner is unresponsive. The property owner accepted the certified mail copy of the offer package but has refused communication since then.

Parcel 37 T

Property Owner: Jesse & Tara Garling

Address: 12147 Sprague Road, North Royalton, OH 44133

Mailing Address: 12147 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$450.00

Property owner provided a counter-offer of \$3600.00. The County denied the counter offer and the property has been unresponsive since then.

Parcel 49 T

Property Owner: Robert Togliatti

Address: 11603 Sprague Road, North Royalton, OH 44133

Mailing Address: 11603 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$400.00

Property owner is unresponsive. The property owner accepted the certified mail copy of the offer package but has refused communication since then.

Parcel 62T

Property Owner: Joanna Kannenberg

Address: 11591 Sprague Road, North Royalton, OH 44133

Mailing Address: 11591 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$1250.00

Property owner is unresponsive. The property owner accepted the certified mail copy of the offer package but has refused communication since then.

Parcel 65 T

Property Owner: Isaiah Miklowski

Address: 11447 Sprague Road, North Royalton, OH 44133

Mailing Address: 11447 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$1900.00

Property owner is unresponsive. The property owner accepted the certified mail copy of the offer package but has refused communication since then.

Parcel 68 WD, T

Property Owner: Velibor & Jecto Lovre

Address: 12020 Sprague Road, Parma, OH 44130

Mailing Address: 12020 Sprague Road, Parma, OH 44130

Fair Market Value Estimate: \$800.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 72 T

Property Owner: Frank Lindow

Address: 11335 Sprague Road, North Royalton, OH 44133

Mailing Address: 11335 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$700.00

Property owner is unresponsive. The property owner accepted the certified mail copy of the offer package but has refused communication since then.

Parcel 74 T

Property Owner: Arthur Klein

Address: 11301 Sprague Road, North Royalton, OH 44133

Mailing Address: 11301 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$850.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 82/84T

Property Owner: Timothy Graydon & Peter Suc, Trustees

Address: 11181 Sprague Road, North Royalton, OH 44133

Mailing Address: 11181 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$500.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 94 T

Property Owner: Jobie & Joyce Dotson

Address: 11099 Sprague Road, North Royalton, OH 44133

Mailing Address: 11099 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$350.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 98 T

Property Owner: Edward & Lisa Neiner

Address: 10897 Sprague Road, North Royalton, OH 44133

Mailing Address: 10897 Sprague Road, North Royalton, OH 44133

Fair Market Value Estimate: \$300.00

Property owner is located at the W. 130<sup>th</sup> Street and Sprague Road intersection and is unsatisfied with the flow of traffic through the intersection and the utility pole placement within the right-of-way. The owner and the County are unable to come to an agreement that meets safety standards.

Parcel 118 T

Property Owner: Alexander Orabovich  
Address: 11224 Sprague Road, Parma, OH 44130  
Mailing Address: 11224 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 130 T

Property Owner: Michael Wohar Jr. & Leigh Kaminski  
Address: 11030 Sprague Road, Parma, OH 44130  
Mailing Address: 11030 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 131 T

Property Owner: Anthony Daniele  
Address: 10321 Sprague Road, North Royalton, OH 44133  
Mailing Address: 10321 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$300.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 132 WD, T

Property Owner Dusanka Tomasic  
Address: 11000 Sprague Road, Parma, OH 44130  
Mailing Address: 11000 Sprague Road, Parma, OH 44130  
Fair Market Value Estimate: \$300.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 143 T

Property Owner: Joanna Kannenberg  
Address: 10137 Sprague Road, North Royalton, OH 44133  
Mailing Address: 10137 Sprague Road, North Royalton, OH 44133  
Fair Market Value Estimate: \$1350.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Parcel 149 T

Property Owner: Essmine LLC

Address: 7888 York Road, Parma, OH 44130

Mailing Address: 147-24 75th Avenue, Flushing, NY 11367

Fair Market Value Estimate: \$4000.00

Property owner is unresponsive. Property owner has been mailed several letters and packages without response along with stops at the residence with no response. Additionally, the owner was mailed a package by certified mail – the package was received

Procurement

The procurement method for the acquisition of right-of-way for this project is that consultant KMJM visits the properties, its ODOT pre-qualified appraiser prepares a Fair Market Value Estimate [FMVE] of the property being taken. Lastly, a pre-qualified land consultant negotiates with the property owners. The consultant considers the amount of settlement to be reasonable. The property owner has agreed to the settlement amount

Funding

Issue 1 Funding: 50% - County Road and Bridge: 25% - City of residence – 25%

Prior Resolutions:

R053901 (10/6/2005) – Convenience and Welfare

R2019-0203 - Approval of ROW Plans

# County Council of Cuyahoga County, Ohio

## Resolution No. R2021-0160

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</b></p>	<p><b>A Resolution</b> authorizing a sole source contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$1,155,000.00 to promote the Earned Income Tax Credit, Child Care Tax Credit and provide free tax preparation assistance to low and moderate-income individuals and families for the period of 7/1/2021 - 6/30/2024; authorizing the County Executive to execute Contract No. 1564 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 a sole source Contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$1,155,000.00 to promote the Earned Income Tax Credit, Child Care Tax Credit and provide free tax preparation assistance to low and moderate-income individuals and families for the period of 7/1/2021 - 6/30/2024; and

WHEREAS, the primary goals for this project are to (a) maximize participation in the EITC by providing free income tax preparation services, (b) promote outreach and education amount low income working families, families receiving public benefits from CJFS and immigrant groups and (c) facilitate the se of the EITC as an entry point for financial education and asset development; and

WHEREAS, the project is funded 100% by Temporary Assistance to Needy Families (TANF) 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 a sole source Contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$1,155,000.00 to promote the Earned Income Tax Credit, Child Care Tax Credit and

provide free tax preparation assistance to low and moderate-income individuals and families for the period of 7/1/2021 - 6/30/2024.

**SECTION 2.** That the County Executive is authorized to execute the contract and all other documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date



First Reading/Referred to Committee: June 22, 2021  
Committee(s) Assigned: Health, Human Services & Aging

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

Title: DHHS/Job & Family Services RQ#6456 2021 Enterprise Community Services; Sole Source Contract for Volunteer Income Tax Preparation Earned Income Tax Credit (EITC) Coalition

Department of Health & Human Services/ Job & Families Services is requesting approval of a new sole source contract with Enterprise Community Partners for the anticipated cost of \$1,155,000.00.

Enterprise leads Cuyahoga County's Volunteer Income Tax Assistance (VITA) program through the Cuyahoga Earned Income Tax Credit (EITC) Coalition which provides free tax preparation and access to other financially based services for all low- and moderate- income taxpayers living in Cuyahoga County. Enterprise promotes and advocates for the EITC, a refundable tax credit for people who work but earn low incomes - the country's largest and most successful anti-poverty program. Enterprise recruits, trains, and coordinates over 400 volunteers and supports tax preparation sites at over 20 local community organizations. The Coalition focuses on low-income families with children and those in receipt of public benefits through CJFS.

The anticipated start-completion dates are 07/01/2021-06/30/2024.

The primary goals of the project are to:

- Maximize participation in the EITC by providing free income tax preparation services.
- Promote outreach and education particularly among low-income working families, families receiving public benefits from CJFS, and immigrant groups.
- Facilitate the use of the EITC as an entry point for financial education and asset development.

The procurement method for this project was a sole source contract. The total value is \$1,155,000.00. The sole source was closed on 5/13/21.

The proposed contract is an OPD approved sole source item with materials attached.

#### Contractor and Project Information

Corporate address:

Enterprise Community Partners, Inc.  
70 Corporate Center  
11000 Broken Land Parkway, STE 700  
Columbia, MD 21044

Local address:

Enterprise Community Partners, Inc.  
1360 East 9th Street, Suite 510  
Cleveland, OH 44114

The contact for the vendor is Kathy Matthews.

Services are offered at over 20 recurring and one-off events throughout the county. In recent years, sites have been located in Districts 2, 3, 4, 5, 7, 8, 9, 10, and 11.

This project has recurred with county support annually since 2008.

#### Funding

The project is funded 100% by federal Temporary Assistance to Needy Families (TANF) funds. The schedule of payments is monthly by invoice.

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	6456
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	<del>N/A</del> SOLC
Event #	1094
CM Contract#	1564

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	PC	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Prior contract was being amended which delayed submission and approval of new contract.	
What is being done to prevent this from reoccurring?	Will continue to work on getting items into the system as quickly as possible.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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❖ **UNLESS THE DOCUMENT HAS CONVERTED OVER FROM THE EVENT THEN THE BELOW LISTED DOCUMENTS MUST BE UPLOADED TO THE PO IN PO 20 FOR REVIEW BY CONTRACTING AUTHORITY**

Sole Source Purchases (Contract)					
<b>ENTERPRISE COMMUNITY PARTNERS INC. - EITC</b>			<b>Department initials</b>	<b>OPD</b>	
Sole Source Justification Form			PC	See DP note below OK	
IG#	12-1229-REG Enterprise Community Partners, Inc. 12-1229-REG 31DEC2021		PC	OK	
Annual Non-Competitive Bid Contract Statement		Date: 05/05/21	PC	OK	
Debarment/Suspension Verified		Date: 4/28/2021	PC	OK	
Auditor's Finding		Date: 4/28/2021	PC	OK	
Vendor's Submission			PC	OK	
W-9 – if required	Tax ID#	52-1231931	Date: 4/19/21	PC	Not required, attached
Independent Contractor (I.C.) Requirement		Date: 4/26/21	PC	OK	
Sole Source Affidavit			PC	OK	
Sole Source 5-day Posting		Dates: 5/6/2021 12:00:00 PM to 5/13/2021 12:00:59 PM		OK	
Agreement/Contract and Exhibits			PC	OK	
Cover - Master contracts only			N/A	OK	
Contract Evaluation – if required			PC	OK	
Matrix Law Screen shot (documenting approval of Contract;			PC	OK	

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<i>COI and Workers' Compensation Certificate)</i>		
COI - <i>*To be reviewed by the Department of Law via OnBase. *OPD Buyer to check for attachment; not for compliance.</i>	PC	Document attached
Workers' Compensation Insurance - <i>*To be reviewed by the Department of Law via OnBase. *OPD Buyer to check for attachment; not for compliance.</i>	PC	Document attached Exp. 7/1/21
Checklist Verification	PC	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
7/1/2021 – 12/31/2021	HS260195	55130	UCH08300	\$ 192,500.00
1/1/2022 – 12/31/2022	HS260195	55130	UCH08300	\$ 385,000.00
1/1/2023 – 12/31/2023	HS260195	55130	UCH08300	\$ 385,000.00
1/1/2023 – 6/30/2024	HS260195	55130	UCH08300	\$ 192,500.00
			<b>TOTAL</b>	<b>\$1,155,000.00</b>

<b>Current Contract History:</b> CE/AG# (if applicable)	CM 1138
<b>Infor/Lawson PO# Code:</b>	20001947-SOLC
<b>BuySpeed or Lawson RQ#</b> (if applicable)	1941

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$368,850.00</b>		<b>7/1/20-6/30/21</b>	<b>6/29/2020</b>	<b>BC2020-373</b>
<b>Prior Amendment Amounts</b> (list separately)		\$			
		\$			
		\$			
<b>Pending Amendment</b>		<b>\$57,918.00</b>	<b>06/30/24</b>	<b>Pending</b>	
<b>Total Amendments</b>		<b>\$57,918.00</b>			
<b>Total Contact Amount</b>		<b>\$426,768.00</b>			

2 | Page

Revised 9/11/2020

## **Office of Procurement and Diversity – Required Documents Checklist**

Upload as “word” document in OnBase Document Management

### **OPD Use Only:**

Prior Resolutions:	BC2020-373
PO#:	N/A
Vendor Name:	Enterprise Community Partners, Inc
ftp:	7/1/2021 – 6/30/2024
Amount:	\$1,155,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	6/8/2021: Non-ERP Walk on – for signature only; Lines Tab: Expiration date is incorrect – should be 12/31/2021; Justification contains the incorrect contract amount in items #2 and #11; Remove AC Line Commitment INFOR system issue AHW 6/9/2021: Corrections made, ok to approve for CC consideration. AHW

OPD Buyer approval: **ok to approve for BOC/County Council consideration. Ahw 6/9/2021**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Enterprise Community Partners				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 1138				
<b>RQ#</b>	1941				
<b>Time Period of Original Contract</b>	7/1/20 – 6/30/21				
<b>Background Statement</b>	The primary purpose of this program is to establish and operate Volunteer Income Tax Assistance (VITA) sites throughout Cuyahoga County, promote the EITC and other tax credits through outreach and education and to increase the number of low-income working tax filers who claim these various tax credits.				
<b>Service Description</b>	To provide Earned Income Tax Credit (EITC) and the Child Care Tax Credit (CTC) outreach and marketing; free tax preparation services; and wealth building through financial literacy advocacy for low-income individuals and families.				
<b>Performance Indicators</b>	Performance is measured by the number of filers served, total value of refunds secured, number filers claiming the EITC, total value of EITC refunds secured, number of clients who use direct deposit, number of financial planning and wealth building workshops.				
<b>Actual Performance versus performance indicators (include statistics):</b>	In 2019, the Vendor provided free tax preparation for 13,585 low-income families and individuals, resulting \$18,418,59 in refunds. Over 3,900 families claimed the Earned Income Tax Credit, yielding \$6,036,255 in refunds. 8092 (60%) clients requested direct deposit and 883 clients received one-on-one financial coaching sessions.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	Enterprise Community Partners, Inc. provides quality services in coordinating volunteers to serve participants in filing taxes, claiming the EITC, and providing marketing strategies to reach all eligible wage earners in Cuyahoga County.				
<b>Department Contact</b>	Paul Porter				
<b>User Department</b>	Division of Contract Administration and Performance				
<b>Date</b>	5/5/21				

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2021-0011

Sponsored by: <b>County Executive Budish</b>	<b>An Ordinance</b> amending Section 206.13 of the County Code providing for appointment and staggered terms of the members of the Commission on Human Rights; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, by Ordinance O2018-0009, dated September 25, 2018, this Council created the Cuyahoga County Commission on Human Rights (the “Commission”) to promote principles of diversity, inclusion, and harmony in the County through education, community events, the provision of advice to this Council and the County Executive, and through receiving and resolving complaints filed with the Commission; and

WHEREAS, in order to maintain continuity of operation of the Commission, the County desires to provide for staggered terms of the members of the Commission; and

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

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

**SECTION 1.** Section 206.13 of the Cuyahoga County Code is hereby amended to read as follows (deletions are stricken, additions are bold and underlined):

**Section 206.13: Commission on Human Rights**

- A. **Establishment of a Commission on Human Rights.** A County Commission on Human Rights is hereby established (“Commission”). The purpose of the Commission shall be to promote principles of diversity, inclusion, and harmony in the County of Cuyahoga through education, community events, the provision of advice to the Cuyahoga County Council (“Council”) and Cuyahoga County Executive (“Executive”), and through receiving and resolving Complaints filed under this Title.
- B. **Composition.** The Commission shall consist of three (3) members appointed by the Executive subject to confirmation by the Council. As a quasi-judicial body, the members of the Commission shall be composed of attorneys licensed to

practice in the State of Ohio. Members of the Commission shall serve without compensation but may be reimbursed for their reasonable expenses incurred in the performance of their duties.

- C. **Term.** Beginning in January 2021, one of the three ~~P~~persons appointed to the Commission shall serve for a term of 12 months or until a successor is appointed, one of the three persons appointed to the Commission shall serve for 24 months or until a successor is appointed, and one of the three persons appointed to the Commission shall serve for 36 months or until a successor is appointed. Thereafter persons appointed to the Commission shall serve as members for 24 months. No person shall serve as a member of the Commission for more than two consecutive 24-month terms.

The Commission shall elect a chairperson. The chairperson shall serve for a term of 24 months. The Commission may designate the same member to serve as the chairperson of the Human Rights Commission for a second term of 24 months or until a successor is appointed.

- D. **Meetings of Commission; Quorum.** The Commission shall meet quarterly and at such other times as the chairperson directs. A simple majority of the members of the Commission shall constitute a quorum for the transaction of business.

E. **Vacancy; Removal.**

1. A member of the Commission may be removed by an affirmative vote of the other members if he or she has unexcused absence at two or more regular meetings of the Commission during any calendar year.
2. In the event of such vacancy, death, resignation, or removal of any person either as member or chairperson, the successor shall be appointed by the Executive to serve the unexpired term for which such person had been so appointed. A person appointed to an unexpired term pursuant to this section may, in addition, serve two consecutive terms.

- F. **Governance.** The Commission shall formulate its own rules and procedures in accordance with the rules and procedures as set forth in Title 15. The Commission may create volunteer Task Forces, Advisory Councils, or Sub-Committees as it deems appropriate.

- G. **Budget.** There shall be a line item in the County's Budget to cover the operating expenses of the Commission, including staff salaries.

- H. **Functions and Responsibilities.** The functions and responsibilities of the Commission shall include the following:

1. Receive and investigate complaints under Title 15.
2. Provide all required notices under Title 15;
3. Attempt to conciliate or mediate complaints alleging violations under Title 15;



4. Recruit, appoint, train, and supervise the professional and clerical staff for the administration and operation of this Chapter and Title 15;
5. Promote principles of diversity, inclusion, and harmony in the County of Cuyahoga through education and community events to:
  - a. Foster mutual understanding and respect among all persons in the County of Cuyahoga and encourage equality of treatment for, and prevent discrimination against any group or its members;
  - b. Educate all persons residing and working in the County of Cuyahoga and, in particular, employers, landlords, educators, and business owners, about the importance of non-discrimination toward each member of the community;
  - c. Conduct investigations and studies related to the problems and effects of prejudice, intolerance, bigotry, and discrimination, and ways to prevent and eliminate them and any other studies that will aid in effectuating the general purposes and provisions of this Title. Issue publications and reports of investigations and research related to said studies;
  - d. Establish advisory-commissions from the community and/or utilize existing county boards and commissions to assist the Executive in the execution of his/her duties and functions related to outreach and education efforts. The advisory-commissions may furnish advice, gather information, and make recommendations related to community relations/discrimination prevention;
  - e. Work with federal, state and city agencies in developing educational programs, public forums, and strategies for achieving harmonious inter-group relations within the County of Cuyahoga, and to engage in other anti-discrimination activities for the promotion of equal rights and opportunities for all persons; and
  - f. Enlist the cooperation of various groups and organizations in mediation efforts, programs and campaigns devoted to preventing and eliminating prejudice, intolerance, bigotry and discrimination.
6. Submit an annual report of activities by March 1st of each Calendar Year to the Executive and the Council, which shall be published on the County's website. Such annual report shall include information for the calendar year regarding:
  - a. *Inquiries received from the public.* The information regarding inquiries received by and from the public shall include, but not be limited to:
    - i. total number of inquiries;
    - ii. number of inquiries made by limited-English proficient persons disaggregated by language;

- iii. subject matter of inquiries disaggregated by the alleged category of unlawful discriminatory practice as set forth in this Title and the protected class of person, and
      - iv. number of inquiries resolved by pre-hearing intervention.
    - b. Complaints filed under Title 15. The information regarding Complaints filed shall include, but not be limited to, the number of Complaints filed and shall be aggregated by:
      - i. category of alleged discriminatory practice(s), as set forth under Title 15, alleged;
      - ii. basis of the alleged discriminatory practice based on the protected class of the Complainant;
      - iii. whether the Complaint was resolved by mediation, conciliation, or referral as set forth under Title 15; a finding of no discrimination, as set forth in Title 15; or hearing, as set forth under Title 15;
      - iv. number of days the Complaint was outstanding at the time such resolution occurred; and
      - v. whether a civil penalty was imposed and, if so, the dollar amount of such penalty.
- I. **Powers and Duties.** The Commission shall enforce the provisions of this Chapter and Title 15 of this Code and any rules or regulations promulgated thereunder. The powers and duties of the Commission shall include the following:
1. Shall and have jurisdiction to review, hear, decide, and enforce final decisions rendered under Title 15 as set forth in Section 1502.05;
  2. Issue subpoenas to compel the attendance of witnesses and require the production of any evidence relating to any matter under investigation and consideration under Title 15, and to take proof with respect thereto;
  3. Command the production of any names of persons necessary for the investigation of any person, institution, workplace, club, or other place or provider of public accommodation under Title 15;
  4. Require any person or persons who are the subject of an investigation under Title 15 to preserve such records as are in the possession of such person or persons and to continue to make and keep the type of records that have been made and kept by such person or persons in the ordinary course of business within the previous two years, which records are relevant to the determination whether such person or persons have committed unlawful discriminatory practices as defined by Title 15 with respect to activities in the County of Cuyahoga;
  5. Upon a finding of discriminatory practice in violation of Title 15, issuing cease and desist order(s), assessing a civil administrative penalty against any Respondent, and taking any such further action authorized under Title 15;

6. Recommend to the Executive and to the Council, legislation to aid in carrying out the purposes of Title 15 and for the promotion of equal rights and opportunities for all persons;
7. Adopt, promulgate, amend and rescind rules and procedures necessary to carry out the purposes and provisions of Title 15;
8. Taking all necessary action in the appropriate court to secure the production of all records, documents, or other evidence necessary in carrying out the provisions of Title 15;
9. Enter into contracts for goods or services as may be reasonably necessary to fulfill the Commission's duties in accordance with the County's contracts and purchasing procedures;
10. Exercising all powers reasonable and necessary to fulfill the purpose of this Chapter and Title 15.

**J. Professional and Clerical Staffs of the Commission.** The Commission may appoint such professional, clerical, and other positions as may be necessary to properly carry out its duties in accordance with the budget approved by Council.

**K. Executive Director; Duties.**

1. The County Executive shall appoint an Executive Director to oversee the day to day activities of the Commission and to execute the policies and other actions approved by the Commission.
2. The Executive Director shall be responsible for the recruitment, selection, training, and supervision of the professional and clerical staff and shall oversee the administration and operation of the Commission.
3. The Executive Director shall attempt to conciliate or mediate complaints through the recruitment of volunteer attorneys or other persons with training in civil rights law whenever practical

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

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

