



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JULY 20, 2021
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
 - a) July 6, 2021 Regular Meeting [See Page 19]
- 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 THIRD READING ADOPTION**
 - 1) R2021-0152: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan; and declaring the necessity that this Resolution become [See Page 29]

immediately effective.

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

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2021-0169: A Resolution 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, amending Resolution No. R2021-0079 dated 03/23/2021 and Resolution No. R2021-0132 dated 05/25/2021; and declaring the necessity that this Resolution become immediately effective. [See Page 208]

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

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

- 1) R2021-0170: A Resolution confirming the County Executive's reappointment of various individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2021 – 6/30/2024; and declaring the necessity that this Resolution become immediately effective: [See Page 215]
 - i) Pamela K. Jankowski
 - ii) William E. Moore
 - iii) Jason Shank
 - iv) Dan O'Malley
 - v) David Merriman
 - vi) Shana Marbury
 - vii) LaToya M. Smith

Sponsor: County Executive Budish

- 2) R2021-0171: A Resolution confirming the County Executive's appointment of Paul Herdeg, upon his taking the oath of office, as Director of Development; and declaring the necessity that this Resolution become immediately effective. [See Page 226]

Sponsor: County Executive Budish

- 3) R2021-0172: A Resolution making an award on RQ6453 to Tri Mor Corporation in the amount not-to-exceed \$11,873,953.35 for reconstruction and widening of existing roadway from West 130th Street to York Road in the Cities of Parma and North Royalton; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer on behalf of the County Executive, to make an application for allocation from the County Motor Vehicle \$7.50 License Tax Fund in the amount of \$3,146,597.64 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective. [See Page 231]

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

- 4) R2021-0173: A Resolution approving Right-of-Way Exhibits as set forth in Plat No. M-5047 for Pier repairs on West 150th Street Bridge No. 01.94 over Chatfield Avenue, Greater Cleveland Regional Transit Authority, Norfolk Southern Railroad and Emery Road Extension in the City of Cleveland; 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 254]

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

- 5) R2021-0174: A Resolution fixing the 2022 water, storm and sanitary sewer maintenance and/or sewerage treatment rates for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24, in accordance with Ohio Revised Code Section 6117.02; and declaring the necessity that this Resolution become immediately effective. [See Page 261]

Sponsor: County Executive Budish/Department of Public Works

- 6) R2021-0175: A Resolution approving and confirming the 2022 water, storm and sanitary sewer maintenance and/or sewerage treatment assessments for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24, in accordance with Ohio Revised Code Section 6117.02; and declaring the necessity that this Resolution become immediately effective. [See Page 273]

Sponsor: County Executive Budish/Department of Public Works

- 7) R2021-0176: A Resolution authorizing a Purchase and Sale Agreement with Castle Heating & Air, Inc. in the amount of \$550,000.00 for the property located at 2000-2020 Lakeside Avenue, Cleveland, Ohio; authorizing the County Executive to take all necessary actions and to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 277]

Sponsor: County Executive Budish/Department of Public Works

- 8) R2021-0177: A Resolution making an award on RQ6320 to Cold Harbor Building Company in the amount not-to-exceed \$5,310,000.00 for hazardous material abatement, debris removal, building envelope mitigation, temporary electrical infrastructure, and security hardening of the Old Juvenile Court Complex; authorizing the County Executive to execute Contract No. 1642 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 283]

Sponsor: County Executive Budish/Department of Public Works

- 9) R2021-0178: A Resolution authorizing a Contract with Thales DIS USA, Inc. in the amount not-to-exceed \$1,464,358.00 for hardware and software maintenance and support services for the Automated Fingerprint Identification System for the period 1/1/2021 – 12/31/2025; authorizing the County Executive to execute Contract No. 1399 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 294]

Sponsor: County Executive Budish/Office of the Medical Examiner

- 10) R2021-0179: A Resolution making awards on RQ5074 to various providers in the total amount not-to-exceed \$1,575,000.00 for emergency assistance services for the period 9/1/2021 – 8/31/2022; 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: [See Page 303]
- a) Contract No. 1628 with A-Z Furniture Co., Inc. in the amount not-to-exceed \$315,000.00.
 - b) Contract No. 1630 with Burlington Stores, Inc. in the amount not-to-exceed \$420,000.00.
 - c) Contract No. 1633 with Dave’s Supermarket, Inc. in the amount not-to-exceed \$125,000.00.
 - d) Contract No. 1634 with Penney OpCo LLC, dba JC Penney in the amount not-to-exceed \$330,000.00.
 - e) Contract No. 1635 with West 25th Furnishings and Appliances, Inc. in the amount not-to-exceed \$385,000.00.

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

- 11) R2021-0180: A Resolution authorizing amendments to contracts with various providers for the Propel Cuyahoga – Workforce Services 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 total amount not-to-exceed \$7,309,902.78; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 334]
- a) Contract No. 1122 with The Centers for Families and Children for additional funds in the amount not-to-exceed \$4,400,001.34.

- b) Contract No. 1230 with Maximus Human Services Inc. for additional funds in the amount not-to-exceed \$2,909,901.44.

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

- 12) R2021-0181: A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$5,327,330.00 for management, administration and implementation of various support services for the Universal Pre-Kindergarten Program for the period 8/1/2021 – 7/31/2024; authorizing the County Executive to execute Contract No. 1640 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 355]

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

- 13) R2021-0182: A Resolution making awards on RQ4517 to various providers in the total amount not-to-exceed \$27,703,997.03 for Expansion of Universal Pre-Kindergarten Program services for the period 8/1/2021 – 7/31/2024; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 362]

- a) Contract No. 1478 with Apples of Gold in the amount not-to-exceed \$187,547.85.
- b) Contract No. 1489 with Bedford City School District in the amount not-to-exceed \$369,000.00.
- c) Contract No. 1490 with Berea City School District in the amount not-to-exceed \$1,151,014.50.
- d) Contract No. 1491 with Brooklyn City School District in the amount not-to-exceed \$266,400.00.

- e) Contract No. 1492 with Catholic Charities Corporation in the amount not-to-exceed \$2,625,383.16.
- f) Contract No. 1493 with Cleveland Heights/University Heights City School District in the amount not-to-exceed \$879,300.00.
- g) Contract No. 1494 with Cirque du Kids in the amount not-to-exceed \$133,200.00.
- h) Contract No. 1495 with Cleveland Children's Daycare Academy in the amount not-to-exceed \$432,000.00.
- i) Contract No. 1496 with Cleveland Metropolitan School District in the amount not-to-exceed \$144,000.00.
- j) Contract No. 1497 with Corinna Bryant in the amount not-to-exceed \$87,349.95.
- k) Contract No. 1546 with Norak, Inc. dba Dynamic Creations Learning Center in the amount not-to-exceed \$110,250.00.
- l) Contract No. 1499 with Early Childhood Enrichment Center in the amount not-to-exceed \$972,000.00.
- m) Contract No. 1500 with East Cleveland City School District in the amount not-to-exceed \$432,000.00.
- n) Contract No. 1501 with Euclid City School District in the amount not-to-exceed \$1,144,800.00.
- o) Contract No. 1502 with Menorah Park Center for Senior Living in the amount not-to-exceed \$467,100.00.
- p) Contract No. 1503 with Temple-Tifereth Israel in the amount not-to-exceed \$415,800.00.
- q) Contract No. 1504 with Garfield Heights City School District in the amount not-to-exceed \$310,140.00.

- r) Contract No. 1548 with Great Expectations Preschool in the amount not-to-exceed \$215,870.85.
- s) Contract No. 1507 with Haven Child Enrichment Center in the amount not-to-exceed \$114,364.80.
- t) Contract No. 1508 with Horizon Education Centers in the amount not-to-exceed \$2,115,900.00.
- u) Contract No. 1509 with Kiddie City Child Care Community in the amount not-to-exceed \$584,100.00.
- v) Contract No. 1547 with Let's Make a Change II Enrichment Center in the amount not-to-exceed \$103,500.00.
- w) Contract No. 1510 with Little Achievers Learning Center in the amount not-to-exceed \$73,800.00.
- x) Contract No. 1511 with Little Critters Early Learning Center in the amount not-to-exceed \$229,572.00.
- y) Contract No. 1512 with Loving Cup Kids Academy of Fairview Park in the amount not-to-exceed \$463,920.45.
- z) Contract No. 1513 with Loving Cup Kids Academy of North Royalton in the amount not-to-exceed \$123,563.70.
- aa) Contract No. 1514 with Loving Cup Kids Academy of Old Brooklyn in the amount not-to-exceed \$212,107.83.
- bb) Contract No. 1515 with Loving Cup Kids Academy of Richmond Heights in the amount not-to-exceed \$91,582.20.
- cc) Contract No. 1516 with Maple Heights City School District in the amount not-to-exceed \$358,200.00.
- dd) Contract No. 1517 with Merrick House in the amount not-to-exceed \$217,800.00.

- ee) Contract No. 1518 with Mini Miracles & Beyond Learning Academy in the amount not-to-exceed \$213,750.00.
- ff) Contract No. 1519 with Mini Miracles Learning Academy in the amount not-to-exceed \$282,600.00.
- gg) Contract No. 1535 with Murtis Taylor Human Services System in the amount not-to-exceed \$371,880.00.
- hh) Contract No. 1536 with Sandy's Darlin' Munchkins in the amount not-to-exceed \$100,800.00.
- ii) Contract No. 1537 with St. Peter's Child Care in the amount not-to-exceed \$252,900.00.
- jj) Contract No. 1538 with Step Forward in the amount not-to-exceed \$5,635,599.74.
- kk) Contract No. 1539 with The Centers for Families and Children in the amount not-to-exceed \$2,505,600.00.
- ll) Contract No. 1540 with The Lillian & Betty Ratner Montessori School in the amount not-to-exceed \$540,000.00.
- mm) Contract No. 1541 with The Cleveland Music School Settlement dba The Music Settlement in the amount not-to-exceed \$1,361,700.00.
- nn) Contract No. 1542 with The Salvation Army in the amount not-to-exceed \$263,700.00.
- oo) Contract No. 1543 with Urban Community School in the amount not-to-exceed \$536,400.00.
- pp) Contract No. 1544 with Warrensville Heights City School District in the amount not-to-exceed \$324,000.00.
- qq) Contract No. 1545 with YWCA of Greater Cleveland in the amount not-to-exceed \$283,500.00.

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

14) R2021-0183: A Resolution making awards to various providers in the total amount not-to-exceed \$2,000,000.00 for for permanent supportive housing services to chronically homeless single adults and high-barrier homeless persons for the period 7/1/2021 - 6/30/2022; 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: [See Page 378]

a) Contract No. 1604 with Famicos Property, Ltd. dba 1800 Superior Apartments in the amount not-to-exceed \$150,097.00.

b) Contract No. 1605 with Front Steps Housing & Services, Inc. in the amount not-to-exceed \$334,538.00.

c) Contract No. 1606 with Humility of Mary Housing, Inc. in the amount not-to-exceed \$110,796.00.

d) Contract No. 1617 with Mental Health Services for Homeless Persons, Inc. dba FrontLine Services in the amount not-to-exceed \$160,005.00.

e) Contract No. 1602 with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$917,663.00.

f) Contract No. 1613 with YWCA of Greater Cleveland/Cogswell Hall in the amount not-to-exceed \$185,325.00.

g) Contact No. 1614 with YWCA of Greater Cleveland/Independence Place in the amount not-to-exceed \$141,576.00.

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

- 15) R2021-0184: A Resolution authorizing an amendment to Contract No. 561 with The Centers for Families and Children for the Out-of-School Youth Program for Comprehensive Case Management and Employment Program – Employment, Education and Training Services for Young Adults in connection with the Workforce Innovation and Opportunity Act 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 \$1,150,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 405]

Sponsor: County Executive Budish/Department of Workforce Development in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga Job and Family Services

- 16) R2021-0185: A Resolution authorizing an amendment to Contract No. 649 with Cuyahoga Community College District Advanced Technology Academy for the Out-of-School Youth Program for Comprehensive Case Management and Employment Program – Employment, Education and Training Services for Young Adults in connection with the Workforce Innovation and Opportunity Act 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 \$1,200,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 413]

Sponsor: County Executive Budish/Department of Workforce Development in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga Job and Family Services

- 17) R2021-0186: A Resolution authorizing an amendment to Contract No. 620 with Towards Employment, Inc. for Program Activities for the Out-of-School Youth Program for the Comprehensive Case Management and Employment Program – Employment, Education and Training Services for Young Adults in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2019 – 6/30/2021 to extend the time period to 6/30/2022 and for additional funds [See Page 422]

in the amount not-to-exceed \$700,000.00; 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 Workforce Development in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga Job and Family Services

- 18) R2021-0187: A Resolution authorizing an amendment to Contract No. 627 with Youth Opportunities Unlimited for the Out-of-School Youth Program for the Comprehensive Case Management and Employment Program – Employment, Education and Training Services for Young Adults in connection with the Workforce Innovation and Opportunity Act 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 \$3,223,129.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 431]

Sponsor: County Executive Budish/Department of Workforce Development in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga Job and Family Services

- 19) R2021-0188: A Resolution authorizing an amendment to Contract No. 652 with Youth Opportunities Unlimited for operation of the Youth Resource Center for the Out-of-School Youth Program for the Comprehensive Case Management and Employment Program – Employment, Education and Training Services for Young Adults in connection with the Workforce Innovation and Opportunity Act 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 \$968,640.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 438]

Sponsor: County Executive Budish/Department of Workforce Development in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga Job and Family Services

- 20) R2021-0189: A Resolution authorizing an amendment to Contract No. 488 with OhioGuidestone for the Out-of-School Youth Program for the Comprehensive Case Management Employment Program – Employment, Education and Training services for young adults in connection with the Workforce Innovation and Opportunity Act 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 \$2,100,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 447]

Sponsor: County Executive Budish/Department of Workforce Development in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga Job and Family Services

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) 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 456]

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

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

- 2) 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 502]

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

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

- 3) 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 544]

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

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

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

- 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 552]

Sponsor: County Executive Budish

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

- 2) 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 [See Page 556]

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

Sponsor: County Executive Budish/Department of Workforce Development

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

- 3) 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 559]
- 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

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

- 4) 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 563]

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

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

e) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 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 567]

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

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

- 1) O2021-0012: An Uncodified Ordinance authorizing the County Executive, County Sheriff, and Director of Human Resources to provide certain benefits to employees in the classification of Corrections Officer Lieutenant within the Sheriff's Department; and declaring the necessity that this uncodified Ordinance become immediately effective. [See Page 591]

Sponsor: County Executive Budish/County Sheriff/Department of Human Resources

g) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 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 593]

Sponsor: County Executive Budish

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

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

**TUESDAY, AUGUST 3, 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 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

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



MINUTES
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JULY 6, 2021
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

1. CALL TO ORDER

Council President Jones called the meeting to order at 5:02 p.m.

2. ROLL CALL

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

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Jones requested a moment of silent meditation be dedicated in memory of Cuyahoga County Sheriff's Department Corrections Officer Horace Wayne Washington, who recently passed away.

5. PUBLIC COMMENT

Ms. Loh expressed her gratitude that County Council has returned to in-person meetings.

6. APPROVAL OF MINUTES

- a) June 22, 2021 Committee of the Whole Meeting
- b) June 22, 2021 Regular Meeting

A motion was made by Ms. Brown, seconded by Mr. Tuma and approved by unanimous vote to approve the minutes from the June 22, 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 that last week he met with The Most Reverend Edward Melesic, Bishop of the Diocese of Cleveland and the Consul General of Israel regarding supporting the Diocese, jail, ministry as well as the County's water initiative.

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.

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

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

Clerk Richardson read Resolution No. R2021-0152 into the record.

This item will move to the July 20, 2021 Council meeting agenda for consideration for third reading adoption.

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.

Sponsors: Councilmembers Miller and Sweeney

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Mr. Sweeney, Ordinance No. R2021-0010 was considered and adopted by unanimous vote.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2021-0161.

- 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.

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

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2021-0161 was considered and adopted by unanimous vote.

- 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.

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2021-0162 to the Human Resources, Appointments & Equity Committee.

- 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.

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

Council President Jones referred Resolution No. R2021-0163 to the Public Works, Procurement & Contracting Committee.

- 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.

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

Council President Jones referred Resolution No. R2021-0164 to the Public Works, Procurement & Contracting Committee.

- 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.

Sponsor: County Executive Budish/Department of Public Works

Council President Jones referred Resolution No. R2021-0165 to the Public Works, Procurement & Contracting Committee.

- 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.

Sponsor: County Executive Budish/Department of Workforce Development

Council President Jones referred Resolution No. R2021-0166 to the Education, Environment & Sustainability Committee.

- 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:
- 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

Council President Jones referred Resolution No. R2021-0167 to the Public Safety and Justice Affairs Committee.

- 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.

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

Council President Jones referred Resolution No. R2021-0168 to the Education, Environment & Sustainability Committee.

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.

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

Clerk Richardson read Resolution No. R2021-0159 into the record.

This item will move to the July 20, 2021 Council meeting agenda for consideration for third reading adoption.

d) DISCHARGE FROM COMMITTEE AND CONSIDERATION OF A RESOLUTION 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 requiring three readings and 12S discharging from committee by petition, dispensing with committee review and discharging Resolution No. R2021-0156 to the full Council for consideration for final passage.

- 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

On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2021-0156 was considered and adopted by unanimous vote.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2021-0157, R2021-0158 and R2021-0160.

- 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.

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

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

On a motion by Mr. Gallagher, with a second by Ms. Simon, Resolution No. R2021-0157 was considered and adopted by a majority roll-call vote of 9 yeas and 1 nay with Councilmembers Miller, Sweeney, Tuma, Gallagher, Conwell, Brown, Stephens, Simon and Jones voting in the affirmative and Councilmember Baker casting a dissenting vote.

- 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.

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

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

On a motion by Mr. Tuma with a second by Mr. Sweeney, Resolution No. R2021-0158 was considered and adopted by unanimous vote.

- 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.

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

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

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2021-0160 was considered and adopted by unanimous vote.

- 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.

Sponsor: County Executive Budish

Council President Jones referred Ordinance No. O2021-0011 to the Human Resources, Appointments & Equity Committee.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, July 19th at 1:00 p.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, July 13th at 10:00 a.m.

Mr. Tuma reported that the Public Works Procurement & Contracting Committee will meet on Wednesday, July 14th at 10:00 a.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, July 14th at 3:00 p.m.

Ms. Stephens reported that the Community Development Committee will meet on Monday, July 12th at 10:00 a.m.

Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, July 13, 2021 at 1:00 p.m.

12. MISCELLANEOUS BUSINESS

Mr. Tuma congratulated Council President Jones and Councilmember Sweeney on their first in-person Council meeting.

13. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 5:39 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0152

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

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

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

WHEREAS, on 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

Committee Report/Second Reading: July 6, 2021

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:

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

PROPOSED REVISED CLASSIFICATIONS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
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.)

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
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

Classification Title	Classification Number	Pay Grade	Department
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

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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 15B \$75,878.40 – \$106,204.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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

Class Title:	ECM Systems Analyst	Class Number:	16471
FLSA:	Exempt	Pay Grade:	15B
Dept:	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:

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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Development
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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

Class Title:	Administrator, Development	Class Number:	21042
FLSA:	Exempt	Pay Grade:	17A
Dept:	Development		

Classification Function

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

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and managing a division of the Development Department. 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

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

PROPOSED REVISED CLASSIFICATION

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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	Seven (7)
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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

Class Title:	HHS Training Specialist	Class Number:	14052
FLSA:	Exempt	Pay Grade:	TBD
Departments:	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

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

PROPOSED REVISED CLASSIFICATION

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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	Nine (9)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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

Class Title:	Information Systems Analyst	Class Number:	16102
FLSA:	Exempt	Pay Grade:	15B
Dept:	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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	Eleven (11)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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

Class Title:	Project Inspector	Class Number:	18111
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	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

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

PROPOSED REVISED CLASSIFICATION

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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	None (0)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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

Class Title:	Project Manager	Class Number:	18112
FLSA:	Exempt	Pay Grade:	11A
Dept:	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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	Thirteen (13)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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

Class Title:	Senior Project Manager	Class Number:	18113
FLSA:	Exempt	Pay Grade:	14A
Dept:	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.

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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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	Zero (0)
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Dept.(s) Affected:	Sheriff's Department
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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

Class Title:	Social Service Specialist	Class Number:	13091
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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

Class Title:	Supervisor, HHS Training Specialist	Class Number:	14053
FLSA:	Exempt	Pay Grade:	12A
Departments:	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.

Supervisor, HHS Training Specialist

- 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.

CURRENT CLASSIFICATION

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

PROPOSED REVISED CLASSIFICATION

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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	Six (6)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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

Class Title:	Systems Analyst	Class Number:	16101
FLSA:	Exempt	Pay Grade:	10B
Dept:	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.

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
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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	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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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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

Class Title:	Web Designer 1	Class Number:	16191
FLSA:	Exempt	Pay Grade:	9B
Dept:	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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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

Class Title:	Web Designer 2	Class Number:	16192
FLSA:	Exempt	Pay Grade:	11B
Dept:	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, 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

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
16021	Web Maintenance Technician	Information Technology	Non-Exempt	6B

PROPOSED REVISED CLASSIFICATION

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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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

Class Title:	Web Maintenance Technician	Class Number:	16021
FLSA:	Non-Exempt	Pay Grade:	6B
Dept:	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

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

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

Class Title:	Director, Parentage, Quality Assurance Manager & Training	Class Number:	12321
FLSA:	Exempt	Pay Grade:	21A
Dept:	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

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

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

Class Title:	Forensic Pathologist 2	Class Number:	17012
FLSA:	Exempt	Pay Grade:	27A
Dept:	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

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

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

Class Title:	Forensic Pathologist 3	Class Number:	17013
FLSA:	Exempt	Pay Grade:	28A
Dept:	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

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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Brittany Jones, Human Resources Business Partner Lynn Ferraro, HR Generalist
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Management Contact(s):	Jack Rhyne, DCIO, ERP Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Enterprise Asset Management Systems Lead	Class Number:	16322
FLSA:	Exempt	Pay Grade:	16B
Dept:	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

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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Brittany Jones, Human Resources Business Partner Lynn Ferraro, HR Generalist
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Management Contact(s):	Jack Rhyne, DCIO, ERP Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP HRIS Systems Lead	Class Number:	16341
FLSA:	Exempt	Pay Grade:	16B
Dept:	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

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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	None
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Brittany Jones, Human Resources Business Partner Lynn Ferraro, HR Generalist
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Management Contact(s):	Jack Rhyne, DCIO, ERP Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Procurement Systems Lead	Class Number:	16352
FLSA:	Exempt	Pay Grade:	16B
Dept:	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 related 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 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.

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

PROPOSED DELETED CLASSIFICATIONS

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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	None
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Tamara Mearig, Manager, HR Kelli Neale, Program Officer 4
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Management Contact(s):	Arnell Hurt, Social Program Administrator 5
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Examiner	Class Number:	11071
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	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

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

Requested By:	Personnel Review Commission
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Rationale:	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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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Hadiya Williams, Human Resources Manager
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Management Contact(s):	Alex Pellom, Director, Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Juvenile Mediator	Class Number:	12161
FLSA:	Exempt	Pay Grade:	9
Dept:	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, 3rd 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 & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
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).
<u>REVISED</u>					
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.
DELETED					
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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT A

Class Title:	ECM Systems Analyst	Class Number:	16471
FLSA:	Exempt	Pay Grade:	15B
Dept:	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

Class Title:	Administrator, Development	Class Number:	21042
FLSA:	Exempt	Pay Grade:	17A
Dept:	Development		

Classification Function

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

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, and managing a division of the Development Department. 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT C

Class Title:	HHS Training Specialist	Class Number:	14052
FLSA:	Exempt	Pay Grade:	TBD
Departments:	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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT D

Class Title:	Information Systems Analyst	Class Number:	16102
FLSA:	Exempt	Pay Grade:	15B
Dept:	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.

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

Class Title:	Project Inspector	Class Number:	18111
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	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

Class Title:	Project Manager	Class Number:	18112
FLSA:	Exempt	Pay Grade:	11A
Dept:	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

Class Title:	Senior Project Manager	Class Number:	18113
FLSA:	Exempt	Pay Grade:	14A
Dept:	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

Class Title:	Social Service Specialist	Class Number:	13091
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT I

Class Title:	Supervisor, HHS Training Specialist	Class Number:	14053
FLSA:	Exempt	Pay Grade:	12A
Departments:	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

Class Title:	Systems Analyst	Class Number:	16101
FLSA:	Exempt	Pay Grade:	10B
Dept:	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

Class Title:	Web Designer 1	Class Number:	16191
FLSA:	Exempt	Pay Grade:	9B
Dept:	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

Class Title:	Web Designer 2	Class Number:	16192
FLSA:	Exempt	Pay Grade:	11B
Dept:	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, PHP), 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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION **EXHIBIT M**

Class Title:	Web Maintenance Technician	Class Number:	16021
FLSA:	Non-Exempt	Pay Grade:	6B
Dept:	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.

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 N

Class Title:	Director, Parentage, Quality Assurance Manager & Training	Class Number:	12321
FLSA:	Exempt	Pay Grade:	21A
Dept:	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.

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 O

Class Title:	Forensic Pathologist 2	Class Number:	17012
FLSA:	Exempt	Pay Grade:	27A
Dept:	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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT P

Class Title:	Forensic Pathologist 3	Class Number:	17013
FLSA:	Exempt	Pay Grade:	28A
Dept:	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

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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

Class Title:	ERP Enterprise Asset Management Systems Lead	Class Number:	16322
FLSA:	Exempt	Pay Grade:	16B
Dept:	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

Class Title:	ERP HRIS Systems Lead	Class Number:	16341
FLSA:	Exempt	Pay Grade:	16B
Dept:	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

Class Title:	ERP Procurement Systems Lead	Class Number:	16352
FLSA:	Exempt	Pay Grade:	16B
Dept:	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

Class Title:	Examiner	Class Number:	11071
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT U

Class Title:	Juvenile Mediator	Class Number:	12161
FLSA:	Exempt	Pay Grade:	9
Dept:	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, 3rd 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.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0169

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	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, amending Resolution No. R2021-0079 dated 03/23/2021 and Resolution No. R2021-0132 dated 05/25/2021; and declaring the necessity that this Resolution become immediately effective.
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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:

Fund Nos./Budget Accounts

Journal Nos.

A. Other Health and Safety			JE310
PW280100 – Dog & Kennel			
Personal Services	\$	140,000.00	
Other Expenses	\$	49,142.86	
Capital Outlays	\$	45,000.00	

The Office of Budget and Management, on behalf of The County Kennel, requests appropriation increases in the amount of \$234,142.86. This appropriation was originally approved on the 10/13/2020 agenda R2020-0217 but the intended merchandise was not fully procured until 2021. This appropriation is need to cover these expenses in 2021. In 2020, the County Kennel received two bequests that total \$234,142.86. The first bequest in the amount of \$68,291.60 was received and deposited on 3/09/20 and the second bequest in the amount of \$165,851.26 was received and deposited on 9/28/20. The funds from these bequests are to be used for improvements and merchandise that benefit the dogs at the County Kennel. These items are to include but not limited to: Agility Equipment, Dog Tag Engraver, Dog Collars, Dog Leads, Harness Equipment, Installation of Transfer Doors with pulley systems, and more. Funding from bequest donations are separate from operations and are used on items the benefit the dogs and the County Kennel.

B. General Fund			JE321
FS100205 – Equity & Inclusion			
Personal Services	\$	445,046.00	
Other Expenses	\$	502,100.00	
Capital Outlays	\$	20,000.00	

The Cuyahoga County Fiscal Officer requests to appropriate a budget of \$967,146 for the Department of Equity and Inclusion established under Ordinance O2021-0007 which was adopted on May 25, 2021. This proposed budget will enable expenses incurred from adoption date through the end of fiscal year 2021 to be charged to the new department. The Department of Equity and Inclusion is under supervision of the Fiscal Officer and adopted budget is within the County General Fund.

C. Capital Projects			CFJEH0000501
PW600100 – Capital Projects			
Personal Services	\$	55,000.00	
Other Expenses	\$	270,000.00	

The Department of Public Works is requesting new appropriation in the amount of \$325,000 for the purpose of establishing the JEH Chiller Repairs capital project. This project will overhaul the existing chillers at the Jane Edna Hunter (JEH) building and bring the chiller compressors to like new condition at the fraction of the cost of new ones. This project is included as part of the 2021 Capital Improvement Plan and will be funded by the General Fund Capital Improvement Subsidy.

D. Other Health and Safety		PJ-20-SHSP
PJ280135 – State Homeland Security Program		
Other Expenses	\$	628,333.00

The Department of Public Safety and Justice Services is requesting new appropriation in the amount of \$628,333 for the purpose of establishing the FY 2020 State Homeland Security Program grant award. These funds will be used to support and enhance the region's homeland security efforts. This grant is funded by the U.S. Department of Homeland Security (CFDA 97.067) and passed through the Ohio Department of Public Safety for the period of September 1, 2020, to March 31, 2023. The grant is paid on a reimbursable basis and requires no cash match.

E. County Airport		PW-21-ACRGP
PW700150 – Airport Grants		
Personal Services	\$	57,000.00

The Department of Public Works is requesting new appropriation in the amount of \$57,000 for the purpose of establishing the 2021 Airport Coronavirus Response Grant Program award. These funds will be used to reimburse the County Airport for eligible payroll costs. This grant is funded by the U.S. Department of Transportation, Federal Aviation Administration (CFDA 20.106) and covers a four-year performance period commencing May 10, 2021. The grant is paid on a reimbursable basis and requires no cash match.

F. Other Judicial		JC-21-OSC-TECH
JC285160 – Juvenile Court Other Judicial Grants		
Other Expenses	\$	8,431.00

Juvenile Court is requesting new appropriation in the amount of \$8,431 for the purpose of establishing the 2021 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 19, 2021 to May 31, 2022. This grant was paid as an advanced payment and requires no cash match.

G. Other Judicial		JC-21-OSC-TECH2
JC285160 – Juvenile Court Other Judicial Grants		
Other Expenses	\$	30,895.13

Juvenile Court is requesting new appropriation in the amount of \$30,895.13 for the purpose of establishing a 2021 Technology Fund Grant award. These funds will be used to improve data storage capacity through the purchase of additional cloud-based storage. This grant is funded by the Supreme Court of Ohio and covers the period of May 20, 2021 to May 31, 2022. This grant was paid as an advanced payment and requires no cash match.

SECTION 2. That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following appropriation transfers:

Fund Nos./Budget Accounts

Journal Nos.

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.

SECTION 4. That items approved in Resolution No. R2021-0079 dated February 9, 2021 be rescinded as follows to reconcile appropriations for the year 2021 in the County’s financial system:

Resolution No. R2021-0044 dated 3/23/2021:

Original Item to be Rescinded – Section 1

Fund Nos./Budget Accounts

Journal Nos.

G. Capital Projects			JCFVAR0002501
PW600100 – Capital Projects			
Personal Services	\$	721,566.67	

The Office of Budget and Management, on behalf of the Department of Public Works, requests an appropriation increase of \$721,566.67 for the 2020-2023 Fire Dampers Project. This is a three-year contract from May 1, 2020 to April 30, 2023. The total cost of the project is estimated at \$1,376,400 where \$300,000 was initially appropriated on the 4/28/2020 agenda (R2020-0085) for the 2020 portion of the project. The vendor under contract provides fire dampers, smoke dampers, and a combination of fire/smoke dampers and systems inspection, repair, and replacement of County owned buildings. This additional increase will cover the 2021 portion of the contract. The project is on the 2020 CIP and is funded by the General Fund Capital Improvement Subsidy.

Corrected Item – Section 1

Fund Nos./Budget Accounts

Journal Nos.

G. Capital Projects			JCFVAR0002501
PW600100 – Capital Projects			
Other Expenses	\$	721,566.67	

The Office of Budget and Management, on behalf of the Department of Public Works, requests an appropriation increase of \$721,566.67 for the 2020-2023 Fire Dampers Project. This is a three-year contract from May 1, 2020 to April 30, 2023. The total cost of the project is estimated at \$1,376,400 where \$300,000 was initially appropriated on the 4/28/2020 agenda (R2020-0085) for the 2020 portion of the project. The vendor under contract provides fire dampers, smoke dampers, and a combination of fire/smoke dampers and systems inspection, repair, and replacement of County owned buildings.

This additional increase will cover the 2021 portion of the contract. The project is on the 2020 CIP and is funded by the General Fund Capital Improvement Subsidy.

Resolution No. R2021-0132 dated 5/25/2021:

Original Item to be Rescinded – Section 1

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
F. General Fund	JE55
FS100165 – Fiscal Uncategorized Activity	
Other Expenses	\$ 300,000.00

The Fiscal Office/Office of Budget and Management, on behalf of the Department of Health and Human Services, is requesting new appropriation in the amount of \$300,000.00 to assist the May Dugan Center in the upgrading and replacement of it’s HVAC system. Presently, the outdated HVAC system it causing distress on May Dugan Center programming and tenants that lease space. The funding source is General Fund.

Corrected Item – Section 1

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
F. General Fund	JE284
FS100165 – Fiscal Uncategorized Activity	
Other Expenses	\$ 300,000.00

The Fiscal Office/Office of Budget and Management, on behalf of the Department of Health and Human Services, is requesting new appropriation in the amount of \$300,000.00 to assist the May Dugan Center in the upgrading and replacement of it’s HVAC system. Presently, the outdated HVAC system it causing distress on May Dugan Center programming and tenants that lease space. The funding source is General Fund.

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

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open

meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President _____
Date

County Executive _____
Date

Clerk of Council _____
Date

Journal CC043
July 20, 2021



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: July 13, 2021

Re: Fiscal Agenda – 7/20/2021 - 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 20, 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.

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
County Kennel	\$234,142.86	A	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Equity and Inclusion	\$967,146.00	B	General Fund	Appropriation Increase
Public Works	\$325,000.00	C	CIP General Fund	Appropriation Increase
Public Safety & Justice Services	\$628,333.00	D	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works-County Airport	\$57,000.00	E	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Juvenile Court	\$39,326.13	F & G	Grant – No General/HHS Levy Fund Impact	Appropriation Increase

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0170

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of various individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2021 – 6/30/2024; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

WHEREAS, the City of Cleveland/Cuyahoga County Workforce Development Board, formerly known as Workforce Investment Board, was established to fulfill the functions outlines in the Federal Workforce Investment Act of 1998 and was created pursuant to the provisions of Ohio Revise Code Chapter 6301; and

WHEREAS, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidelines and exercises oversight of local programs of workforce activities; and

WHEREAS, County Executive Armond Budish has nominated the following individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2021 – 6/30/2024:

Reappointments:

1. Pamela K. Jankowski for the term 7/1/2021 – 6/30/2024.
2. William E. Moore for the term 7/1/2021 – 6/30/2024.
3. Jason Shank for the term 7/1/2021 – 6/30/2024.
4. Dan O’Malley for the term 7/1/2021 – 6/30/2024.
5. David Merriman for the term 7/1/2021 – 6/30/2024.
6. Shana Marbury for the term 7/1/2021 – 6/30/2024.
7. LaToya M. Smith for the term 7/1/2021 – 6/30/2024.

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 the following individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for various terms:

Reappointments:

1. Pamela K. Jankowski for the term 7/1/2021 – 6/30/2024.
2. William E. Moore for the term 7/1/2021 – 6/30/2024.
3. Jason Shank for the term 7/1/2021 – 6/30/2024.
4. Dan O'Malley for the term 7/1/2021 – 6/30/2024.
5. David Merriman for the term 7/1/2021 – 6/30/2024.
6. Shana Marbury for the term 7/1/2021 – 6/30/2024.
7. LaToya M. Smith for the term 7/1/2021 – 6/30/2024.

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__



July 12, 2021

Pernell Jones, President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Cleveland/Cuyahoga County Workforce Development Board

Dear President Jones:

The Cleveland/Cuyahoga County Workforce Development Board fulfills the functions outlined in the Workforce Innovation and Opportunity Act of 2014. This joint operation between the City of Cleveland and Cuyahoga County provides public policy guidance and exercises oversight of local programs of workforce activities. For this Board, I am pleased to nominate the following individuals for reappointment:

- **Pam Jankowski**, 3-year term, 07/01/2021 – 06/30/2024 (joint required appointment)
- **William Moore**, 3-year term, 07/01/2021 – 06/30/2024 (joint required appointment)
- **Jason Shank**, 3-year term, 07/01/2021-06/30/2024 (joint workforce appointment)
- **Dan O'Malley**, 3-year term, 07/01/2021-06/30/2024 (joint workforce appointment)
- **David Merriman**, 3-year term, 07/01/2021-06/30/2024 (county appointment)
- **Shana Marbury**, 3- year term, 07/01/2021-06/30/2024(county appointment)
- **LaToyal Smith**, 3-year term, 07/01/2021-06/30/2024 (county appointment)

Supporting documentation, including biographical information about the nominee are attached for your review.

I ask that this appointment be set for confirmation as soon as possible. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz at 216-258-8921. I thank you for your assistance.

Sincerely,

Armond Budish
Cuyahoga County Executive

Pamela K Jankowski

Bio

Pam Jankowski, Literacy and Learning Division Director of Cuyahoga County Public Library, has worked in public libraries since 1997, thirteen of those years working directly in children's services. She obtained her MLIS from Kent State University in 2003.

While working for Cuyahoga County Public Library, Pam has developed a number of programs, such as 2 gen and parent engagement programs along with overseeing the addition of the Cuyahoga County Public Library's Innovation Centers. One such center is the Jack, Joseph and Morton Mandel Memory Lab at the South Euclid Branch which provides the community access to digitizing equipment to capture the past and preserve it for future generations.

Pam currently leads Aspire Greater Cleveland, a partnership between Cuyahoga County Public Library and Cleveland Public Library to provide adult education services through-out Cuyahoga county and is the first Aspire program in the state of Ohio to be fiscally supported by a public library system. By leveraging library services and resources, Aspire Greater Cleveland can better serve more adult learners through circulating hotspots, technology training, and job readiness training.

Pam is a current member of the Commission on Adult Basic Education and Cleveland/Cuyahoga Workforce Development Board Youth and Young Adult Council.

William E. Moore

BIO

William Moore is a Program Delivery Manager, Bureau of Workforce Services with the Ohio Department of Jobs and Family Services in the Office of Workforce Development.

William has worked for the state for 11 years serving as a Disabled Veteran Outreach Program Specialist, a Local Veteran Employment Representative, a Veteran Program Manager and currently serves as a Program Delivery Manager.

William is a U.S. Army Veteran where he served as a communications specialist. William and his wife, [REDACTED] have been married for 25 years and have 3 adult children who still come by the house to raid the refrigerator.

Office of Workforce Development
Ohio Department of Job & Family Services
1040 E Tallmadge Ave
Akron, Ohio 44310

[REDACTED]

JASON SHANK

BIO

Jason Shank is the Training Director for Plumbers Local 55/Cleveland Plumbing Contractors Association Joint Apprenticeship and Training Committee (JATC) in Cleveland for the past six years. As training director, Shank is responsible for training plumbing apprentices, residential trainees and plumbing service trainees.

Shank has been the president of the Northern Ohio Chapter of ASSE International for the past six years, Regional Director for 2 years and is currently a member of the Professional Qualifications Standards Committee, Code Committee, Hospital Plumbing Research Committee and Service Committee. He is also a Trustee for the northeast area of the Ohio Association of Plumbing Inspectors for two years, secretary of the State of Ohio Joint Apprenticeship Committee for Plumbers, Pipefitters and HVACR, Chairman for the past year of the Northeast Ohio Apprenticeship Council Committee and a Board member of the Apprentice Skills Achievement Program for the City of Cleveland.

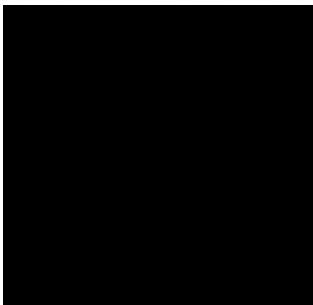
Dan O'Malley

BIO

Dan O'Malley, North Shore Federation of Labor

Dan is a native of Cleveland and has spent his career working in the labor movement. Before joining the North Shore Federation of Labor, Dan spent eight years with the AFL-CIO's community affiliate, Working America, the last two years as the organization's state director in Ohio. He is a graduate of John Carroll University. In his capacity with the North Shore AFL-CIO, Dan's work includes community outreach, workplace organizing, and advocating for public policy that will benefit working families.

Dan is a member of OPEIU Local 1794 and AFM Local 4. [REDACTED]
[REDACTED] where he also serves on the City Council.



**David Merriman
Assistant Director
Cuyahoga County Dept. of Health & Human Services**

BIO

David Merriman is the director of Cuyahoga County's Department of Health and Human Services. He is managing the department's strategic initiatives and leading efforts to integrate human service and workforce efforts.

David previously oversaw the County's Medicaid, TANF, child care, food assistance, and child support programs as the Administrator of Cuyahoga Job and Family Services. He has also worked as the county's Deputy Chief of Staff of Health and Human Services where he led the County development of Pay for Success programming and supported the budget and policy development for human services.

David's professional career began as an Americorp volunteer, and he has worked in child welfare as a case worker as well as in public health on infant mortality prevention programming and HIV/STI prevention and housing services.

Shana Marbury
General Counsel and Senior Vice President, Education & Workforce
Greater Cleveland Partnership

Shana Marbury, Esq. is general counsel and senior vice president, education & workforce for the Greater Cleveland Partnership (GCP). Shana oversees legal affairs for the GCP and several of its affiliated entities. She also is responsible for GCP's efforts and initiatives related to its organizational strategic priority of education and workforce.

Prior to her employment at the GCP, Shana worked as a consultant in the areas of diversity and inclusion. She assisted in developing diversity training materials focused on interpersonal relationships among people of a variety of backgrounds, worldviews, customs and values in the 21st century workplace. Shana co-facilitated training where participants were introduced to core diversity concepts and developed competency in their application.

Before consulting, Shana worked as a labor, employment and school law attorney in the Cleveland office of Squire, Sanders & Dempsey, LLP (now Squire Patton Boggs). She counseled private- and public-sector employers, including public school districts and private schools, on staff, administrative and faculty labor and employment issues, concerns regarding state and federal civil rights laws and educational statutes, investigations, student discipline and other student-related issues.

Shana is currently the Chair of the Fenn Educational Fund Advisory Committee and Secretary of the Friends of Max S Hayes High School. She is also a board member of the City Club of Cleveland, the Centers for Families and Children, the Cleveland Transformation Alliance, and the Community Growth Educational Foundation. Shana serves as a member of the Cleveland Municipal School District Nominating Panel. She is an Education and Attainment Division Fellow for the American Chamber of Commerce Executives (ACCE) and has also completed a fellowship on regional and sustainable development through ACCE and the Ford Foundation.

She also is a member of Kaleidoscope magazine's "40/40 Club" Class of 2008, honoring distinguished African-American professionals age 40 or younger in the Cleveland area.

Shana received her Juris Doctor from Tulane University Law School and completed her undergraduate work at Tufts University, where she double-majored in sociology and political science.



LaToya M. Smith, PHR, SHRM-CP
Assistant Vice President
Talent Acquisition Consultant Team Lead
Fifth Third Bank, Northeastern Ohio

Career

LaToya has been a valuable team member of Fifth Third Bank since August 1999. She has the responsibility for attracting, acquiring, and advancing top diverse talent into the bank. Additionally, she leads a team of Talent Acquisition Consultants for Greater Cincinnati.

Education

LaToya is a graduate of Cleveland State University and holds an M.B.A. from The University of Phoenix.

Professional and Civic

Currently, LaToya is a mentor in the Friend-to-Friend Mentoring Program, where she mentors women who are incarcerated at the Northeast Pre-Release Center. Additionally, she has mentored students in the LINK Program at Cleveland State University, Cleveland Transfer Connection, The Cleveland Scholarship Program, Big Brothers and Big Sisters, and Black Professional Association Charitable Foundation.

LaToya is actively involved in the community with organizations including EL Barrio Job Readiness Program, Dress for Success and Youth Opportunities Unlimited. She has received professional development accolades from Kaleidoscope Magazine's Forty/Forty Club, Who's Who in Black Cleveland, Verizon Everyday Heroes Award, Horizon Outstanding Team Lead at Fifth Third Bank, Outstanding LINK Mentor Award and Crain's HR Leader Finalist.

LaToya is the past Board Chair of Sankofa Fine Art Plus. She was responsible for driving the mission of the organization, serving in the senior board leadership role, managing community projects over \$200,000 and executing the key strategic goals of the organization. Her most significant accomplishment with Sankofa was installing a large scale mural of Ruby Dee located at the Karamu House. Additionally, she serves on many boards including The United Black Fund of Greater Cleveland and Tri-C Co-op Advisory. She most recently joined Cuyahoga Community College as a part-time Adjunct Professor.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0171

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Paul Herdeg, upon his taking the oath of office, as Director of Development; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Article VII, Section 7.03 of the Charter of Cuyahoga County, the Director of Development shall be appointed by the County Executive, subject to confirmation by Council; and

WHEREAS, Article VII, Section 7.03 of the Charter provides for the powers, duties and qualifications of the Director of Development; and

WHEREAS, the County Executive has nominated Paul Herdeg for appointment to the position of Director of Development; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on _____, 2021; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Paul Herdeg to the position of Director of Development; and

WHEREAS, 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 County government.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the appointment of Paul Herdeg to serve as Director of Development upon his taking the oath of office.

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 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

County Executive _____
Date

Clerk of Council _____
Date

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

Journal _____
_____, 20__



July 13, 2021
Pernel Jones, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Director of Development

Dear President Jones,

Pursuant to Cuyahoga County Code Article VII, Section 7.03, I am pleased to nominate Paul Herdeg to serve as the Director of Development for Cuyahoga County. Mr. Herdeg most recently served as the interim leader for the Department of Development following Ted Carter's departure from the County. He brings a focus on economic development, housing, loan policies and procedures.

Prior to leading the Department, Mr. Herdeg has had many years of experience in the Cuyahoga County Department of Development formerly as the Deputy to Ted Carter and as the Director of Strategic Planning and Business Intelligence. He has also served the County as Housing Manager, and as the Administrator of Community Development and Housing. Through these experiences, he has shown considerable leadership and initiative. Mr. Herdeg's most recent accomplishments include standing up small business and emergency rental assistance programs deploying millions of dollars in grants and loans to support County residents in recovery from the COVID-19 pandemic. Based on his most recent experience leading the Department and his accomplishments in the roles he has served; he has the qualities that align with our administration's overall strategies to promote the enhancement of the economic well-being and prosperity of the County and all of its residents.

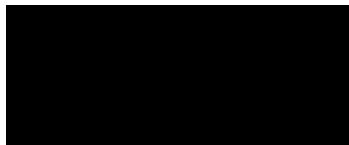
I ask that this nomination be addressed as soon as Council's schedule allows. Should you or any of your colleagues have any questions, please feel free to contact my Executive Assistant, Laura Roche at 216-443-7181.

Sincerely,



Armond Budish
County Executive

Paul Herdeg



PROFESSIONAL EXPERIENCE

Cuyahoga County Department of Development

Deputy Chief Economic Development Officer, 2019-Present

Director, Strategic Planning and Business Intelligence, 2017-2019

Administrator, Community Development and Housing, 2013-2017

Housing Manager, 1994-2013

Negotiated and directed the closing and implementation of agreements for development financing leveraging well over \$1 billion of new and renovated housing, commercial, and industrial construction throughout Cuyahoga County. Areas of responsibility progressively grew over 26 years to include affordable housing, market rate housing, lead remediation, vacant property demolition and nuisance abatement, renovation of vacant residential and commercial properties, storefront renovation, business growth lending, brownfield cleanup, large scale business attraction.

Stood up both small business assistance and emergency rental assistance programs during the COVID-19 pandemic, engaging stakeholders and leading operational planning to deploy over \$8 million of small business grants, over \$3 million of loans, and over \$10 million of rental assistance. Lead planning and execution of ongoing countywide business and housing COVID recovery work.

Planned, resourced and led execution of strategies to advance Cuyahoga County's housing, community, and economic development. Coordinated development strategies with County-led workforce innovation programming including the SkillUp service and workforce funder alignment.

Managed staff hiring, training, evaluation, coaching, and progressive discipline for a work unit of up to 40 staff. Assigned staff to duties based on their skills, knowledge, abilities, needs of the County, and available funding. Outsourced service delivery as needed to ensure quality of work.

Prepared budgets, controlled spending, and allocated funding of \$6 to over \$20 million per year. Managed performance and financial reporting to funding sources, ensuring compliance with both program and fiscal regulations. Managed the federal and state audit process for my programs and received consistently positive monitoring and audit reports for federally funded activities.

Directed strategic and operational planning for federally funded activities including housing, community development, and affirmatively furthering fair housing. Led the development of a departmental strategic plan aligned with the County strategic plan. Lead annual updating of the County's five year economic development plan. Lead performance measurement and reporting for the County strategic plan and five year economic development plan. Led the development of economic measures for the five year economic development plan. Created an analytical process to better analyze the County's return on its economic development funding investments.

PRIOR PROFESSIONAL EXPERIENCE

Union-Miles Development Corporation,

Executive Director, 1990-1994

Directed all activities of nonprofit agency in southeast Cleveland. Hired, trained, evaluated, promoted, and assigned staff as needed to execute strategy within resource limits. Developed both housing and economic development projects to advance placemaking and job creation goals. Maintained strong stakeholder relationships with elected officials, funders, and intermediaries.

Legal Aid Society of Cleveland

Specialist Attorney, Law Reform Unit, 1985-1990

Led teams of attorneys in complex federal civil rights and consumer litigation. Led both internal and external teams to update and revise the standard reference manual for Ohio consumer law.

EDUCATION AND TRAINING

J.D., Cleveland-Marshall College of Law, 1985, *magna cum laude*

Admitted to the practice of law in Ohio and in the U.S. District Court, Northern District of Ohio

B.S. in Mathematics, Case Western Reserve University, 1980, *cum laude*

Strategic Leadership Training, Cleveland Neighborhood Progress, 1990

Neighborhood Development Leadership, Development Training Institute, 1991

Public Sector Leadership, Fisher College of Business, Ohio State University, 1996-1997

Cuyahoga County supervision and leadership training, multiple courses, 1995-2019

Certificates in federal funds administration and economic research

ASSOCIATION LEADERSHIP

National Association for County Community and Economic Development – Housing Committee Chair, Member of the Board of Directors 2012-14

Ohio Conference of Community Development – Sessions and Training Committee Chair, Member of the Executive Board 2015-19, Vice President 2016-17, President 2017-18

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0172

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution making an award on RQ6453 to Tri Mor Corporation in the amount not-to-exceed \$11,873,953.35 for reconstruction and widening of existing roadway from West 130th Street to York Road in the Cities of Parma and North Royalton; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer on behalf of the County Executive, to make an application for allocation from the County Motor Vehicle \$7.50 License Tax Fund in the amount of \$3,146,597.64 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ6453 to Tri Mor Corporation in the amount not-to-exceed \$11,873,953.35 for reconstruction and widening of existing roadway from West 130th Street to York Road in the Cities of Parma and North Royalton; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer on behalf of the County Executive, to make an application for allocation from the County Motor Vehicle \$7.50 License Tax Fund in the amount of \$3,146,597.64 to fund a portion of said contract; and

WHEREAS, the primary goals of this project are the grading, drainage and paving with widening of 1.21 miles of Sprague Road (CR-67) including the installation of curbing, underdrains, a closed drainage system, concrete walks, ADA curb ramps, culvert replacement, water main replacement, sanitary pump station replacement, sanitary sewers, and other associated improvements; and

WHEREAS, the project is funded as follows: (a) 47% from OPWC; (b) 26.5% from County Motor Vehicle \$7.50 License Tax Fund and (c) 26.5% from municipalities; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ6453 to Tri Mor Corporation in the amount not-to-exceed \$11,873,953.35 for reconstruction and widening of existing roadway from West 130th Street to York Road in the Cities of Parma and North Royalton.

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. That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount not-to-exceed \$3,146,597.64 to fund a portion of said contact.

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__

Title:

Sprague Road Phase II Project RFB 6453 Department of Public Works Reconstruction and Widening of Existing Roadway from W. 130th Street to York Road in the Cities of Parma and North Royalton, Ohio

A. Scope of Work Summary

1. Department of Public Works Construction is requesting approval of a with Tri Mor Corporation for the anticipated cost of \$11,873,953.35.

If the Project is new to the County.

Describe the exact services being provided.

The work proposed includes the grading, drainage and paving with widening of 1.21 miles of Sprague Road (CR-67) including the installation of curbing, underdrains, a closed drainage system, concrete walks, ADA curb ramps, culvert replacement, water main replacement, sanitary pump station replacement, sanitary sewers, and other associated improvements. The anticipated start-completion dates are July 19, 2021 to complete by July 18, 2023.

2. The primary goals of the project are (list 2 to 3 goals).
See above.

3. The project is mandated by (provide the ORC statute with section numbers, Cuyahoga County Charter, etc). N/A
Municipality of project- Parma and North Royalton, Ohio

B. Procurement

1. The procurement method for this project was RFB. The total value of the RFB is \$11,873,953.35. *(The engineer's estimate was \$14,050,000.00. The awarded vendor is 15% below the engineer's estimate for the project)*

2. The RFB was closed on 6/15/2021 . There is an SBE or DBE participation/goal of SBE 7%, MBE 17%, WBE 6%.

3. There were 14 bids pulled from OPD, 9 bids submitted for review, 8 bids approved.
***One bid was incomplete for \$95.00. This was not approved.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

Tri Mor Corporation
8530 North Boyle Parkway
Twinsburg, Ohio 44087
Summit County

2. The CEO for the contractor/vendor is Neille Vitale.

3.b. The project is located in Council District 4 and 5.

D. Project Status and Planning

1. The project is new to the County. It is an extension of a previous resurfacing project on Sprague Road from Webster to W. 130th which was completed in 2020. This is a different vendor from Part 1. That was awarded and completed by Fabrizi Recycling.

E. Funding

1. The project is funded 47% OPWC, 26.5% Cuyahoga County \$7.50 Fund and 26.5% Municipalities. This is from Laura S and is correct for this project.

2. The schedule of payments is monthly.

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	6453
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
Event #	(1133) dup 1414
CM Contract#	1646

	Department	Clerk of the Board
Briefing Memo	meb	Attached

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 Construction Projects – Road & Bridge		
	Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)	meb	OK 6/28/21
Bid Specification Packet <i>(includes Legal Notice to Bidders)</i>	Meb	OK
Diversity Documents – <i>if required (goal set)</i>	Meb	OK
Award Letter (sent to awarded vendor)	Meb	OK 6/24/21
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>	Not requested	N/A
Non-Collusion Affidavit	Meb	OK
Public Works Bid Results	Meb	OK
Tabulation Sheet	Meb	OK
Bid Guarantee & Contract Bond – <i>including Power of Attorney & Financial Statement of Bonding Company and State of Ohio Department of Insurance Certificate of Compliance</i>	Meb	OK
Prevailing Wage Public Improvement Agreement	Meb	OK
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>	Meb	OK
Worktype Worksheets, <i>if applicable</i>	Meb	OK
SBE Worktype Worksheets, <i>if applicable</i>	Meb	OK
Drug Free Workplace, <i>if applicable</i>	Meb	OK
Project of Similar Complexity, <i>if applicable</i>	Meb	OK
EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>	Meb	OK
Prevailing Wage Determination Cover Letter (with Prevailing	meb	OK

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Wage Rate sheets) – <i>The cover letter n/a if Federally Funded – state wage sheets are required</i>						
Other, per Section 3 “Required Bid Documents”					N/A	
IG#	20-0113 exp 12/31/2024			meb	OK	
Debarment/Suspension Verified	Date:	6/29/21		meb	OK	
Auditor’s Finding	Date:	6/29/21		meb	OK	
Vendor’s Submission (<i>Form of Proposal</i>)				meb	OK	
W-9 – <i>if required</i>	Tax ID#	34-1343671	Date:	6/28/21	meb	OK
Independent Contractor (I.C.) Requirement			Date:	6/28/21	meb	OK
Agreement/Contract and Exhibits				meb	OK	
Vendor’s Confidential Financial Statement - <i>if RFB required</i>				Not requested	N/A	
Contract Evaluation – <i>if required</i>				n/a	N/A	
Matrix Law Screen shot (documenting approval of Contract; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)				meb	OK	
COI - <i>*To be reviewed by the Department of Law via OnBase. *OPD Buyer to check for attachment; not for compliance.</i>				meb	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>				meb	Attached	
Railroad Insurance - <i>if required – *To be reviewed by the Department of Law via OnBase. *OPD Buyer to check for attachment; not for compliance.</i>				n/a	N/A	
Checklist Verification				meb	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
n/a	PW605105	73300	CRPWC0001801	\$11,873,953.35
			TOTAL	\$11,873,953.35

OPD Use Only:

Prior Resolutions:	
Contract #:	1646
Vendor Name:	Tri Mor Corporation
ftp:	N/A

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Amount:	\$11,873,953.35 M
History/CE:	N/A
EL:	OK
Procurement Notes:	Lifetime Max amount is missing and the line dates can not span calendar years. TN 7/6/21

OPD Buyer approval: OK to proceed to BOC queue for Council approval. TN 7/8/21



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 6453 Event #1133	TYPE: (RFB/RFP/RFQ): RFB	ESTIMATE: \$14,050,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: June 15, 2021	NUMBER OF RESPONSES (issued/submitted): 14/9
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Sprague Road (CR-67) reconstruction and widening of existing roadway from W. 130th Street to York Road in the Cities of Parma and North Royalton, Ohio	
DIVERSITY GOAL/SBE 7%	DIVERSITY GOAL/MBE 17%	DIVERSITY GOAL/WBE 6%
Does CCBB Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$: \$11,873,953.35	Add 2%, Total is: \$12,111,432.42
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$: 12,389,999.75	Add 2%, Total is: \$12,637,799.75
*PRICE PREFERENCE LOWEST BID REC'D \$11,873,953.35	RANGE OF LOWEST BID REC'D \$ >5,000,000	Minus \$, =
PRICE PREF % & \$ LIMIT: 250,000 (maximum)	MAX SBE/MBE/WBE PRICE PREF \$12,123,953.35	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. Walton Material & Transfer LLC 4084 Fox Chase Seven Hills, OH 44131	NOT PROVIDED	\$95.00 (NO BID PACKET ATTACHED)	Compliant: <input checked="" type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: **Needed NCA: <input checked="" type="checkbox"/> No PH: <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)										
				CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A Bid Form: <input checked="" type="checkbox"/> No Bid Bond: <input checked="" type="checkbox"/> No Prime Worktypes Worksheets: <input checked="" type="checkbox"/> No Diversity Worktypes Worksheets: <input checked="" type="checkbox"/> No DFSP: <input checked="" type="checkbox"/> No Similar Proj.: <input checked="" type="checkbox"/> No Affirm Action/EEO: <input checked="" type="checkbox"/> No Adden 1-4: <input checked="" type="checkbox"/> No OPD Buyer			<table border="1"> <tr> <td>SBE/MBE/WBE Prime: (Y/N)</td> <td><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</td> </tr> <tr> <td>Total %</td> <td>SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %</td> </tr> <tr> <td>SBE/MBE/WBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 6/25/21</td> </tr> <tr> <td>SBE/MBE/WBE Comments and Initials:</td> <td>No Bid submitted ~RV 6/25 EN 6/25/2021 LL 6/25/21</td> </tr> <tr> <td colspan="2" style="background-color: #cccccc;"></td> </tr> </table>	SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 6/25/21	SBE/MBE/WBE Comments and Initials:	No Bid submitted ~RV 6/25 EN 6/25/2021 LL 6/25/21				
SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																		
Total %	SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %																		
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 6/25/21																		
SBE/MBE/WBE Comments and Initials:	No Bid submitted ~RV 6/25 EN 6/25/2021 LL 6/25/21																		

	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	Award: (Y/N)
				Initials: TN					
2.	Tri Mor Road Builders 8530 N. Boyle Pkwy Twinsburg, OH 44087	Bid Bond 100% Fidelity & Deposit Company of Maryland	\$11,873,953.35	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0113 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> Yes Bid Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes Adden 1-4: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (FW) Cuyahoga Supply & Tool, Inc. – 1.46% SBE/WBE (MW) United Survey, Inc. – 3.17% SBE (FW) Trafftech, Inc. – 1.12% SBE/WBE (FW) DOWN TO EARTH dba A. Ressler, Inc. – 1.09% SBE/WBE (FW) Cuyahoga Fence, LLC – 0.19% SBE/WBE (MHA) Garcia Surveyors, Inc. – 0.76% MBE (MAA) RAR CONTRACTING CO., INC. – 16.55% SBE/MBE (FW) Crooked River Materials, Inc. – 5.87% SBE/WBE (FAPA) Barbicas Construction Co., Inc – 1.204% MBE/WBE 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>7.03 %</u> MBE: <u>17.31 %</u> WBE: <u>7.07 %</u>		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
				Prime Worktypes Worksheets: <input checked="" type="checkbox"/> Yes Diversity Worktypes Worksheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> No Similar Proj.: <input checked="" type="checkbox"/> Yes Affirm Action/EEO: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN			SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 6/25/21 <input type="checkbox"/> No		
							SBE/MBE/WBE Comments and Initials:	Vendor did not request a waiver ~RV 6/25 EN 6/25/2021 LL 6/25/21		

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	Award: (Y/N)								
3.	Fabrizi Recycling, Inc. 6751 Eastland Rd. Middleburg Hts., OH 44130	Bid Bond 100% The Cincinnati Insurance Company	\$12,389,999.75	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1263 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> No CCBEIP: <input checked="" type="checkbox"/> Yes Bid Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes Adden 1-4: <input checked="" type="checkbox"/> Yes Prime Worktypes Worksheets: <input checked="" type="checkbox"/> Yes Diversity Worktypes Worksheets: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1360 272 1591 776">Subcontractor Name(s):</td> <td data-bbox="1591 272 2128 776">(FW) Fabrizi Recycling, Inc. – 20% SBE/WBE (FW) Trafftech, Inc. – 1.59% SBE/WBE (MW) United Survey, Inc. – 3.04% SBE (FW) Crooked River Materials, Inc. – 9.88% SBE/WBE (MHA) Garcia Surveyors, Inc. – 0.78% MBE</td> </tr> <tr> <td data-bbox="1360 776 1591 954">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1591 776 2128 954"><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1360 954 1591 1084">Total %</td> <td data-bbox="1591 954 2128 1084">SBE: <u>14.51 %</u> MBE: <u>0.78 %</u> WBE: <u>20 %</u></td> </tr> <tr> <td data-bbox="1360 1084 1591 1325">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1591 1084 2128 1325"><input checked="" type="checkbox"/> Yes LL 6/25/21 <input type="checkbox"/> No</td> </tr> </table>		Subcontractor Name(s):	(FW) Fabrizi Recycling, Inc. – 20% SBE/WBE (FW) Trafftech, Inc. – 1.59% SBE/WBE (MW) United Survey, Inc. – 3.04% SBE (FW) Crooked River Materials, Inc. – 9.88% SBE/WBE (MHA) Garcia Surveyors, Inc. – 0.78% MBE	SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: <u>14.51 %</u> MBE: <u>0.78 %</u> WBE: <u>20 %</u>	SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 6/25/21 <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Subcontractor Name(s):	(FW) Fabrizi Recycling, Inc. – 20% SBE/WBE (FW) Trafftech, Inc. – 1.59% SBE/WBE (MW) United Survey, Inc. – 3.04% SBE (FW) Crooked River Materials, Inc. – 9.88% SBE/WBE (MHA) Garcia Surveyors, Inc. – 0.78% MBE																	
SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> No																	
Total %	SBE: <u>14.51 %</u> MBE: <u>0.78 %</u> WBE: <u>20 %</u>																	
SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 6/25/21 <input type="checkbox"/> No																	

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)				
			DFSP: <input checked="" type="checkbox"/> Yes Similar Proj.: <input checked="" type="checkbox"/> Yes Affirm Action/EEO: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN			<table border="1"> <tr> <td>SBE/MBE/WBE Comments and Initials:</td> <td>Vendor did not request a waiver ~RV 6/25 EN 6/25/2021 LL 6/25/21</td> </tr> <tr> <td colspan="2" style="background-color: #cccccc;"></td> </tr> </table>	SBE/MBE/WBE Comments and Initials:	Vendor did not request a waiver ~RV 6/25 EN 6/25/2021 LL 6/25/21				
SBE/MBE/WBE Comments and Initials:	Vendor did not request a waiver ~RV 6/25 EN 6/25/2021 LL 6/25/21											

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	Award: (Y/N)		
4. DiGioia -Suburban Excavating 11293 Royalton Rd. North Royalton, OH 44133	Bid Bond 100% The Cincinnati Insurance Company	\$13,618,229.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1103 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<table border="1"> <tr> <td>Subcontractor Name(s):</td> <td> (MW) DiGioia-Suburban Excavating, LLC – 20% SBE (MW) United Survey, Inc. – 2.76% SBE (MW) Schirmer Construction, LLC – 1.30% SBE (MAA) TECH READY MIX, INC. – 6.53% SBE/MBE (MAA) RAR CONTRACTING CO., INC. – 5.14% SBE/MBE (FW) Trafftech, Inc. – 1.18% SBE/WBE </td> </tr> </table>	Subcontractor Name(s):	(MW) DiGioia-Suburban Excavating, LLC – 20% SBE (MW) United Survey, Inc. – 2.76% SBE (MW) Schirmer Construction, LLC – 1.30% SBE (MAA) TECH READY MIX, INC. – 6.53% SBE/MBE (MAA) RAR CONTRACTING CO., INC. – 5.14% SBE/MBE (FW) Trafftech, Inc. – 1.18% SBE/WBE		<input type="checkbox"/> Yes <input type="checkbox"/> No
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				Bid Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes Adden 1-4: <input checked="" type="checkbox"/> Yes Prime Worktypes Worksheets: <input checked="" type="checkbox"/> Yes Diversity Worktypes Worksheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Similar Proj.: <input checked="" type="checkbox"/> Yes Affirm Action/EEO: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN			<table border="1"> <tr> <td data-bbox="1360 277 1593 451">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1593 277 2126 451"> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1360 451 1593 586">Total %</td> <td data-bbox="1593 451 2126 586">SBE: <u>24.06 %</u> MBE: <u>11.67 %</u> WBE: <u>1.18 %</u></td> </tr> <tr> <td data-bbox="1360 586 1593 824">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1593 586 2126 824"> <input checked="" type="checkbox"/> Yes LL 6/25/21 <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1360 824 1593 1029">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1593 824 2126 1029"> Vendor requested a partial waiver ~RV 6/25 EN 6/25/2021 LL 6/25/21 </td> </tr> <tr style="background-color: #cccccc;"> <td></td> <td></td> </tr> </table>	SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: <u>24.06 %</u> MBE: <u>11.67 %</u> WBE: <u>1.18 %</u>	SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 6/25/21 <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:	Vendor requested a partial waiver ~RV 6/25 EN 6/25/2021 LL 6/25/21				
SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																		
Total %	SBE: <u>24.06 %</u> MBE: <u>11.67 %</u> WBE: <u>1.18 %</u>																		
SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 6/25/21 <input type="checkbox"/> No																		
SBE/MBE/WBE Comments and Initials:	Vendor requested a partial waiver ~RV 6/25 EN 6/25/2021 LL 6/25/21																		

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5.	Terrace Construction Co., Inc. 3965 Pearl Rd. Cleveland, OH 44109	Bid Bond 100% The Cincinnati Insurance Company	\$13,960,326.53 Corrected Bid Amount: \$13,960,326.43	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2690 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes Bid Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes Adden 1-4: <input checked="" type="checkbox"/> Yes Prime Worktypes Worksheets: <input checked="" type="checkbox"/> Yes Diversity Worktypes Worksheets: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1360 272 1591 740">Subcontractor Name(s):</td> <td data-bbox="1591 272 2128 740">(MW) Lakeside Supply Company – 1.6% SBE (FW) Trafftech, Inc. – 1.0% SBE/WBE (MAA) RAR CONTRACTING CO., INC. – 16.3% SBE/MBE (FW) DOWN TO EARTH dba A. Ressler, Inc. – 9.3% SBE/WBE (MW) United Survey, Inc. – 3.4% SBE (FAA) R. L. Cole Enterprise, Inc. – 6.1% MBE/WBE (MHA) Garcia Surveyors, Inc. – 0.07% MBE</td> </tr> <tr> <td data-bbox="1360 740 1591 919">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1591 740 2128 919"><input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1360 919 1591 1049">Total %</td> <td data-bbox="1591 919 2128 1049">SBE: <u>11.10 %</u> MBE: <u>16.37 %</u> WBE: <u>10.30 %</u></td> </tr> <tr> <td data-bbox="1360 1049 1591 1286">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1591 1049 2128 1286"><input checked="" type="checkbox"/> Yes LL 6/25/21 <input type="checkbox"/> No</td> </tr> </table>		Subcontractor Name(s):	(MW) Lakeside Supply Company – 1.6% SBE (FW) Trafftech, Inc. – 1.0% SBE/WBE (MAA) RAR CONTRACTING CO., INC. – 16.3% SBE/MBE (FW) DOWN TO EARTH dba A. Ressler, Inc. – 9.3% SBE/WBE (MW) United Survey, Inc. – 3.4% SBE (FAA) R. L. Cole Enterprise, Inc. – 6.1% MBE/WBE (MHA) Garcia Surveyors, Inc. – 0.07% MBE	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>11.10 %</u> MBE: <u>16.37 %</u> WBE: <u>10.30 %</u>	SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 6/25/21 <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Subcontractor Name(s):	(MW) Lakeside Supply Company – 1.6% SBE (FW) Trafftech, Inc. – 1.0% SBE/WBE (MAA) RAR CONTRACTING CO., INC. – 16.3% SBE/MBE (FW) DOWN TO EARTH dba A. Ressler, Inc. – 9.3% SBE/WBE (MW) United Survey, Inc. – 3.4% SBE (FAA) R. L. Cole Enterprise, Inc. – 6.1% MBE/WBE (MHA) Garcia Surveyors, Inc. – 0.07% MBE																	
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SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 6/25/21 <input type="checkbox"/> No																	

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			DFSP: <input checked="" type="checkbox"/> Yes Similar Proj.: <input checked="" type="checkbox"/> Yes Affirm Action/EEO: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN			SBE/MBE/WBE Comments and Initials: Vendor did not request a waiver ~RV 6/25 EN 6/25/2021 LL 6/25/21			

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	Award: (Y/N)
6. Fechko Excavating 865 West Liberty St. Suite 120 Medina, OH 44256	Bid Bond 100% Ohio Farmers Insurance Company	\$14,118,341.87	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: **Needed NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (MW) Schirmer Construction, LLC – 1.26% SBE (MW) United Survey, Inc. – 2.67% SBE (MW) Asphalt Fabrics dba Innovative Pavement Maintenance, Ltd. SBE .28% (MW) Groundhogs 2000, LLC SBE .42% (MW) Carr Bros., Inc. SBE 1.24% (MAA) TECH READY MIX, INC. SBE/MBE 3.54 (MAA) RAR CONTRACTING CO., INC. SBE/MBE 2.83% (FHA) Eli Truck, LLC SBE/MBE/WBE 10.62			<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

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				CCBEIP: <input checked="" type="checkbox"/> N/A Bid Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes Adden 1-4: <input checked="" type="checkbox"/> Yes Prime Worktypes Worksheets: <input checked="" type="checkbox"/> Yes Diversity Worktypes Worksheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Similar Proj.: <input checked="" type="checkbox"/> Yes Affirm Action/EEO: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN				(FW) Cuyahoga Supply & Tool, Inc. SBE/WBE 6.02%		
							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>11.89%</u> MBE: <u>6.37%</u> WBE: <u>10.62%</u>		
							SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 6/25/21 <input type="checkbox"/> No		
							SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 6/25/2021 LL 6/25/21		

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7.	The Great Lakes Construction Co. 2608 Great Lakes Way Hinckley, OH 44233	Bid Bond 100% Liberty Mutual Insurance Company	\$14,180,088.27	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1412 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A Bid Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes Adden 1-4: <input checked="" type="checkbox"/> Yes Prime Worktypes Worksheets: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):	(MAPA) Barr Engineering, Inc. SBE/MBE .53% (MAA) RAR CONTRACTING CO., INC. – .026 SBE/MBE (MAA) TECH READY MIX, INC. – 14.03% SBE/MBE (FAA) Cook Paving & Construction Co., Inc. SBE/MBE/WBE .42% (FW) Cuyahoga Supply & Tool, Inc. – 1.1% SBE/WBE (FW) P.G.T. Construction, Inc. SBE/WBE 5.01%		<input type="checkbox"/> Yes <input type="checkbox"/> No
							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>.556</u> % MBE: <u>14.03</u> % WBE: <u>6.53</u> %		
							SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 6/25/21		

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			Diversity Worktypes Worksheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> No Similar Proj.: <input checked="" type="checkbox"/> Yes Affirm Action/EEO: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN			SBE/MBE/WBE Comments and Initials: Simplified Alternatives, Inc. not certified, expired 5/21/21. No waiver requested. EN 6/25/2021 LL 6/25/21			

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	Award: (Y/N)
8. Perk Company, Inc. 8100 Grand Ave. Ste 300 Cleveland, OH 44104	Bid Bond 100% Hudson Insurance Company	\$15,039,540.51	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2187	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (MW) United Survey, Inc. – 2.5% SBE (FW) Trafftech, Inc. – .08% SBE/WBE (FW) DOWN TO EARTH dba A. Ressler, Inc. – 0.9% SBE/WBE (FW) P.G.T. Construction, Inc. - .05% (FW) Cuyahoga Supply & Tool, Inc. – 3.3% SBE/WBE (MW) Perk Company, Inc. – 20% SBE			<input type="checkbox"/> Yes <input type="checkbox"/> No

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				NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> No Bid Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes Adden 1-4: <input checked="" type="checkbox"/> Yes Prime Worktypes Worksheets: <input checked="" type="checkbox"/> Yes Diversity Worktypes Worksheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Similar Proj.: <input checked="" type="checkbox"/> Yes Affirm Action/EEO: <input checked="" type="checkbox"/> Yes			<table border="1"> <tr> <td data-bbox="1352 272 1593 451">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1593 272 2136 451"> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1352 451 1593 581">Total %</td> <td data-bbox="1593 451 2136 581">SBE: <u>22.58 %</u> MBE: <u>0 %</u> WBE: <u>3.44 %</u></td> </tr> <tr> <td data-bbox="1352 581 1593 824">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1593 581 2136 824"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 6/25/21 </td> </tr> <tr> <td data-bbox="1352 824 1593 1027">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1593 824 2136 1027">Vendor did not request a waiver ~RV 6/25 EN 6/25/2021 LL 6/25/21</td> </tr> <tr> <td colspan="2" data-bbox="1352 1027 2136 1440" style="background-color: #cccccc;"></td> </tr> </table>	SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: <u>22.58 %</u> MBE: <u>0 %</u> WBE: <u>3.44 %</u>	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 6/25/21	SBE/MBE/WBE Comments and Initials:	Vendor did not request a waiver ~RV 6/25 EN 6/25/2021 LL 6/25/21				
SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																		
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	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	Award: (Y/N)
				OPD Buyer Initials: TN					

	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	Award: (Y/N)
9.	The Ruhlin Company 6931 Ridge Rd. P.O. Box 190 Sharon Center, OH 44274	Bid Bond 100% The Continental Insurance Company	\$15,521,975.83	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2750 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> No CCBEIP: <input checked="" type="checkbox"/> No Bid Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes Adden 1-4:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (MAA) TECH READY MIX, INC. – 12.60% SBE/MBE (FW) DOWN TO EARTH dba A. Ressler, Inc. – 0.83% SBE/WBE (FW) Trafftech, Inc. – 1.06% SBE/WBE (FW) Cuyahoga Fence, LLC – 0.12% SBE/WBE (MAA) RAR CONTRACTING CO., INC. – 4.28% SBE/MBE (FW) Van Auken Akins Architects, LLC – 5.895% SBE/WBE 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>1.89 %</u> MBE: <u>16.88 %</u> WBE: <u>0.125 %</u>		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
				<input checked="" type="checkbox"/> Yes Prime Worktypes Worksheets: <input checked="" type="checkbox"/> Yes Diversity Worktypes Worksheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> No Similar Proj.: <input checked="" type="checkbox"/> Yes Affirm Action/EEO: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN			SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 6/25/21		
							SBE/MBE/WBE Comments and Initials:	Vendor did not request a waiver ~RV 6/25 EN 6/25/2021 LL 6/25/21 Van Auken Akins proposed scope of work (pipe material) on this matter is outside of the scope of work certified (architect) LL 6/25/21		

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0173

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution approving Right-of-Way Exhibits as set forth in Plat No. M-5047 for pier repairs on West 150 th Street Bridge No. 01.94 over Chatfield Avenue, Greater Cleveland Regional Transit Authority, Norfolk Southern Railroad and Emery Road Extension in the City of Cleveland; 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.
Co-sponsored by: Councilmember Miller	

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-5047 for pier repairs on West 150th Street Bridge No. 01.94 over Chatfield Avenue, Greater Cleveland Regional Transit Authority, Norfolk Southern Railroad and Emery Road Extension in the City of Cleveland; 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 pier repairs on West 150th Street Bridge No. 01.94 over Chatfield Avenue, Greater Cleveland Regional Transit Authority, Norfolk Southern Railroad and Emery Road Extension; and

WHEREAS, the project is located in Council District 7; and

WHEREAS, the estimated right-of-way acquisition cost is \$1,000.00, 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-5047 for pier repairs on West 150th Street Bridge No. 01.94 over Chatfield Avenue, Greater Cleveland Regional Transit Authority, Norfolk Southern Railroad and Emery Road Extension in the City of Cleveland.

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-5047 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 pier repair of the W. 150th Street Bridge No. 01.94: (1) approval of the Right-of-Way Plans M-5047 (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 14, 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-5047 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 is a total of 1 ownership and 1 parcel 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 acquisition needed for the W. 150th Street Bridge 01.94 Project within the City of Cleveland, Ohio.
- b. Location: W. 150th Street Bridge Project within the City of Cleveland, Ohio
- c. District 7

Project Status

Acquisition must be completed in 2021. The Project is anticipated for construction in 2021.

Funding

The right-of-way estimate is \$1,000.00 – County R&B Funds

Construction is estimated to be \$1.25 million - 100% County R&B Funds

Prior Resolutions: R2019-0270 – Convenience and Welfare

EXHIBIT A

Page 1 of 2

RX 286 T

Rev. 12/16

Ver. Date 9/9/20

PID N/A

**PARCEL 1-T
WEST 150th STREET BRIDGE 01.94
TEMPORARY EASEMENT FOR THE PURPOSE OF
PERFORMING THE WORK NECESSARY FOR
THE REPAIR OF BRIDGE PIERS
FOR 24 MONTHS FROM DATE OF ENTRY BY THE
COUNTY OF CUYAHOGA, OHIO**

[Surveyor's description of the premises follows]

Situated in the City of Cleveland, County of Cuyahoga and State of Ohio and known as being part of Original Rockport Township Section No. 9 and being a 0.0113 acre (492 Sq. Ft.) temporary easement # 1T for the repair of bridge piers and being part of land conveyed to BFR Cleveland Office, LLC. by deed AFN: 201902220255 (PP# 027-17-012) of Cuyahoga County Deed Records bounded and described as follows:

Beginning at the centerline intersection of West 150th Street, varied width, and the Emery Avenue, 66.00 feet wide;

Thence North 89°29'13" East, along the centerline of said Emery Avenue, a distance of 290.57 feet to a stone monument found;

Thence North 87°02'16" East, continuing along said centerline, a distance of 51.60 feet to the centerline of Service Road, varied width;

Thence North 1°48'01" West, along the centerline of said Service Road, a distance of 282.38 feet to an iron pin monument found and a point of curve;

Thence continuing along said centerline on a curve deflecting to the left, and arc distance of 78.54 feet to an iron pin monument found. Said curve having a radius of 50.00 feet and a chord that bears North 46°48'01" West 70.71 feet.

Thence South 88°11'59" West, continuing along the centerline of said Service Road, a distance of 351.54 feet to a point;

Thence South 1°48'01" East a distance of 18.00 feet to a point witnessed by a hub in monument box found 0.40 feet south, 0.10 feet west;

EXHIBIT A

RX 286 T

Thence North 27°37'55" West a distance of 35.50 feet to the northeast corner of land conveyed to BFR Cleveland Office, LLC by deed AFN: 201902220255 and the Principal Place of Beginning of land herein described;

- Course I Thence southerly along the westerly line of said West 150th Street along a curve deflecting to the left, and arc distance of 14.61 feet to a point. Said curve having a radius of 35.50 feet and a chord that bears South 50°33'58" West 14.51 feet;
- Course II Thence North 51°13'22" West, along a temporary easement line, a distance of 13.68 feet to a point;
- Course III Thence South 88°18'00" West, continuing along a temporary easement line, a distance of 20.00 feet to a point;
- Course IV Thence North 31°37'06" East, continuing along a temporary easement line, a distance of 23.00 to the northeasterly line of land conveyed to said BFR Cleveland Office, LLC.
- Course V Thence South 58°22'54" East, along said northeasterly line, a distance of 35.00 feet to the principal place of beginning and containing 0.0113 acres (492 sq. ft.) of land more or less and being part of Cuyahoga County Auditor's Permanent Parcel No. 027-17-012.

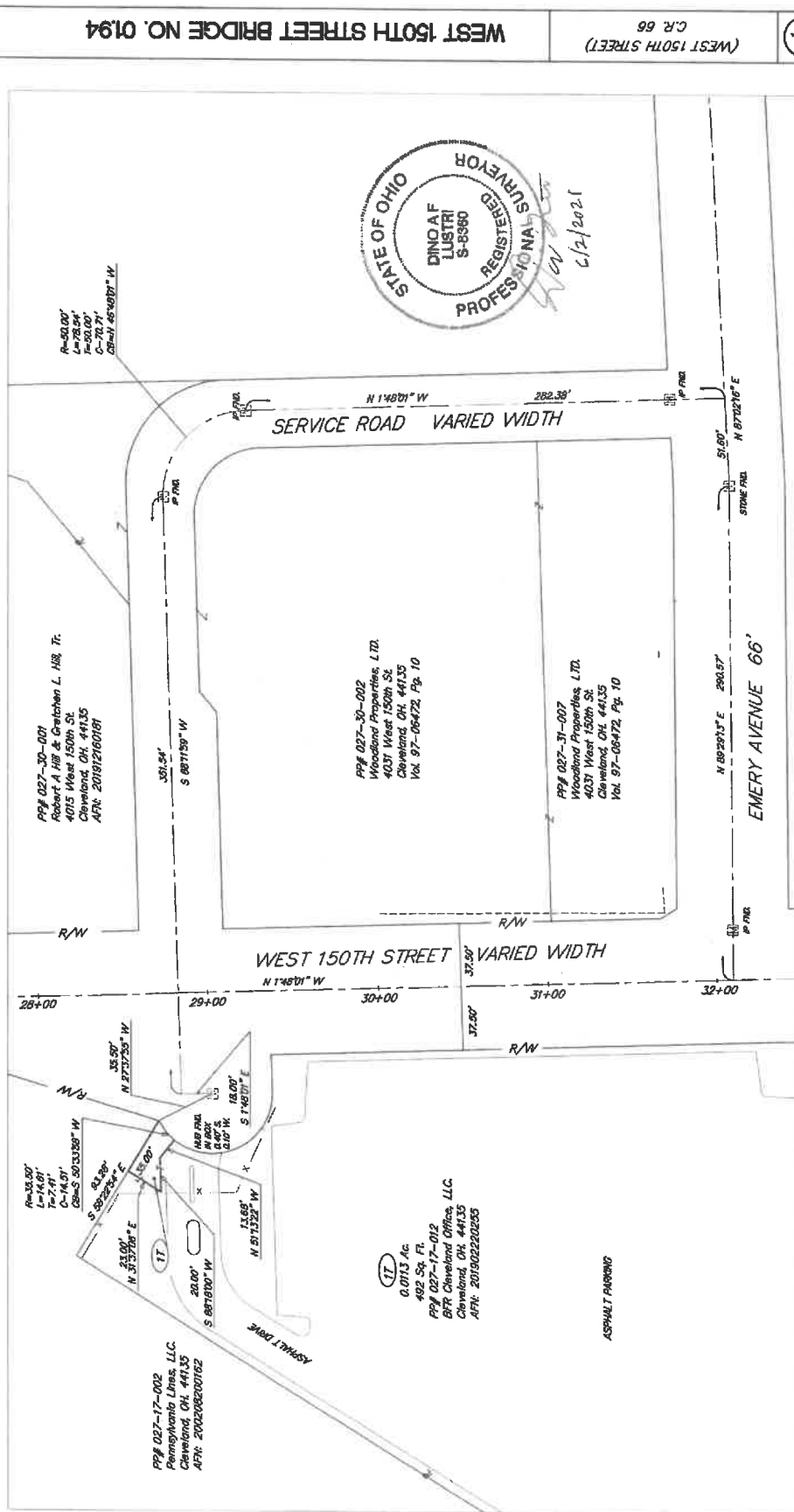
Bearings for this legal description are based on the Ohio State Plane Coordinate System (NAD 83), North Zone.

This legal description was prepared by Neil M. Juhnke P.S. and revised by Dino Lustri P.E., P.S., now Chief Surveyor for the Cuyahoga County Department of Public Works.



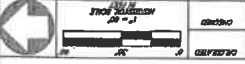
M-5047
CUYAHOGA COUNTY
WEST 150TH STREET BRIDGE NO. 01.94

RIGHT OF WAY EXHIBIT
 PART OF ORIGINAL ROCKPORT TOWNSHIP SECTION NO. 9
 CLEVELAND, OHIO



WEST 150TH STREET BRIDGE NO. 01.94

(WEST 150TH STREET)
 C.R. 66



2 Year Project Revisions 10/25/2020 of Bridge & Related Bridge & Related

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0174

Sponsored by: County Executive Budish/Department of Public Works	A Resolution fixing the 2022 water, storm and sanitary sewer maintenance and/or sewerage treatment rates for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24, in accordance with Ohio Revised Code Section 6117.02; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/County Sanitary Engineer recommends fixing water, storm and sanitary sewer maintenance and/or sewerage treatment rates for the County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24 for Fiscal 2022; and

WHEREAS, the County has contractual obligations with communities to operate and maintain water lines and sewerage systems including storm sewers, sanitary sewers, wastewater treatment plants, and pumping stations; and

WHEREAS, the funds are necessary to pay for the treatment and disposal costs, and for proper maintenance and operation of the water lines and sewerage systems in said districts for Fiscal 2022; and

WHEREAS, in accordance with the Ohio Revised Code Section 6117.02, the County may levy an assessment to pay the cost and expense of the maintenance and operation of such improvements, including the disposal of sewage; and

WHEREAS, said water, storm and sanitary sewer maintenance and/or sewerage treatment rates shall be applied as follows:

Single Family	Front footage x maintenance rate
Condominiums	Average front footage for the community x 0.87 x sewer maintenance rate
Apartments	Per settlement formula per Common Pleas Case #245631
Commercial	Front footage x maintenance rate x 1.15
Industrial	Front footage x maintenance rate x 1.15

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

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

SECTION 1. That in order to provide funds with which to maintain and operate water lines and sewerage systems in County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24 for Fiscal 2022, the following rates shall be charged to the actual and/or potential users of such sewerage system:

**Sewer Maintenance Rate
(Per Front Foot)**

2022

Sewer Area No. 1

Brooklyn	
Sanitary Sewer	\$ 2.00
Storm Sewer	\$.60
Linndale - All Sewers	\$ 2.50
Parma Heights	
Sanitary Sewer	\$ 1.20
Storm Sewer	\$ 1.25
Water Transmission Lines	\$ 0.05

Sewer Area No. 1A

Parma	
Sanitary Sewers	\$ 1.75
Storm Sewers	\$ 0.40

Sewer Area No. 2

Brooklyn Heights	
Sanitary Sewers	\$ 1.50
Storm Sewers	\$ 0.25
Seven Hills - Sanitary Sewers	\$ 1.00 (A)

Sewer Area No. 3

Beachwood	
Sanitary Sewers	\$ 0.75
Storm Sewers	\$ 0.75
Gates Mills - Sanitary Sewers	\$ 10.00
Highland Heights	
Sanitary Sewers	\$ 1.00
Storm Sewers	\$ 1.50
Lyndhurst - Sanitary Sewers	\$ 1.00
Mayfield Heights	
Sanitary Sewers	\$ 2.50
Storm Sewers	\$ 0.00

Mayfield Village - Sanitary Sewers	\$ 2.00
Pepper Pike - Sanitary Sewers	\$ 2.50
	\$ 200.00 (B)
Richmond Heights	
Sanitary Sewers	\$ 2.00
Storm Sewers	\$ 0.70
South Euclid - Sanitary Sewers	\$ 1.00 (C)

Sewer Area No. 5

Beachwood	
Sanitary Sewers	\$ 0.75
Storm Sewers	\$ 0.75
Bedford Heights - Sanitary Sewers	\$ 1.95
Highland Hills - Storm Only	\$ 2.50
North Randall	
Sanitary Sewers	\$ 0.75
Storm Sewers	\$ 1.75
Orange Village - Sanitary Sewers	\$ 3.00
Warrensville Heights	
Sanitary Sewers	\$1.25
Storm Sewers	\$1.25

Sewer Area No. 8

Middleburg Heights	
Sanitary Sewer	\$ 2.00
Storm Sewer	\$ 0.50
Water Transmission Lines	\$ 0.20

Sewer Area No. 9

Garfield Heights	
Sanitary Sewers	\$ 2.20
Storm Sewers	\$ 0.30
Maple Heights	
Sanitary Sewers	\$ 2.25
Storm Sewers	\$ 0.70
Water Transmission Lines	\$ 0.10

Sewer Area No. 13

Brecksville	
Sanitary Sewers	\$ 2.50
Storm Sewers	\$ 2.10
Broadview Heights	
Sanitary Sewers	\$ 1.50

Sewer Area No. 14

Olmsted Township	
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Sanitary Sewers	\$ 3.50
Storm Sewers	\$ 0.47

Sewer Area No. 18

Oakwood

Sanitary Sewers	\$1.10
Storm Sewers	\$0.40

Sewer Area No. 20

Bedford - Sanitary Sewers	\$ 1.60
Walton Hills - Sanitary Sewers	\$ 1.60 (D)
	\$ 150.00 (E)

Sewer Area No. 21

Woodmere

Sanitary Sewers	\$ 2.25
	\$ 225.00 (F)
	\$ 150.00 (F)
Storm Sewers	\$ 0.40
Water Transmission Lines	\$ 0.10

Sewer Area No. 22

Newburgh Heights - All Sewers	\$ 6.20
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Sewer Area No. 24

East Cleveland - All Sewers	\$ 3.00
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- (A) Rate Applies to properties served by County Improvement No. 231.
- (B) Flat Rate: \$200.00 per year to residential parcels tributary to Creekside, (ten years - beginning 1/1/2016). Commercial charge based on water consumption.
- (C) Rate Applies to portion of South Euclid tributary to County Improvement Nos. 3-A-1 and 3-A-2 only.
- (D) Rate Applies to commercial/industrial parcels only
- (E) Flat Rate: \$150.00 charge for a residential parcel served by sanitary sewers.
- (F) Flat Rate: \$225.00 charge for each improved parcel.
\$150.00 charge for each unimproved parcel.

Any charges that are not paid shall be certified to the County Fiscal Officer, as provided by law, for collection.

SECTION 2. That the Clerk of Council be, and she is hereby, instructed to transmit a copy of this Resolution to the County Fiscal Officer.

SECTION 3. It is necessary that this Resolution become immediately effective to comply with the Ohio Revised Code, Section 6117.33, which provides that assessments for such rates must be certified on or before the second Monday in September, that being September 13, 2021. 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 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__

DPW 2022, Authorization to Approve (Fixing) 2022 Sewer Maintenance Rates for Municipalities

SUMMARY OF REQUESTED ACTION

Scope of Work Summary

Department of Public Works requesting authorization to prepare maintenance assessments for County sewer Area Numbers 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 24 for Fiscal 2022. The County of Cuyahoga approves rates for the Sanitary Engineering Division because the County has contractual obligations with communities to operate and maintain sewerage systems including sanitary sewers, storm sewers, wastewater treatment plants and pumping stations. There is no cost associated with this specific agreement.

The primary goal is to collect all operational expenditures for revenues collected from users of the sewerage system (level-one financing). Each sewer area differs in population size, lineal feet sewers and number of wastewater treatment plants and/or pumping stations that must be maintained. This results in cost variations requiring different rates between and sometimes within areas. Secondly, sewer area accounts should always reflect a reserve balance to respond to unplanned repairs and/or replacement of sewerage systems. Area/community balances will be considered capital funds that can be expended on unplanned projects and/or condition of the sewer system and attempts to repair/replace systems where necessary, (planned capital projects) and within funds available for this (level-three financing). It is the intent of the department to continue financing its operation at all three (3) levels and to continue its program in accordance with contractual obligations and effective engineering practices.

The rates are in accordance with the Ohio Revised Code Chapter 6117.02 stating the County may levy an assessment to pay the cost and expense of the maintenance and operation of such sewerage improvements, including disposal of sewage.

Contractor and Project Information

The municipalities are divided into Sewer Areas, which can be found on attachment. The Sewer Areas are within the following County Districts: 1, 2, 4, 5, 6, 8, 9, 10, 11

Project Status and Planning

The rate schedule is updated annually

The rates must be passed by Council by September 13, 2020 per Ohio Revised Code 6117.33 which provides that assessments for such rates must be certified on or before the second Monday in September.

Funding

There is no cost associated with this.



Department of Public Works/ Sanitary Engineering Division

County of Cuyahoga Sewer Area Rates for 2022

The rates are varied based upon Cuyahoga County division into Sewer Areas. The Ohio Revised Code requires that accounts be established for each sewer area and communities not part of a sewer area.

The proposed rates were determined as follows:

- Estimate costs for engineering, sewer inspection, treatment plants, pumping stations, lab analysis, and sewer maintenance programs **(Level one financing)**
- Maintain sufficient fund balances in the Sewer Area Accounts for emergency repairs or replacement of sanitary sewers; pumping stations, wastewater treatment plants and current/future capital debt **(Level two financing)**
- Provide capital funding (\$4-5 million) for planned/potential projects **(Level three financing)**

The rates shall be applied as follows:

Single Family	Front footage x maintenance rate
Condominiums	Average front footage for the community x 0.87 x sewer maintenance rate
Apartments	Per settlement formula per Common Pleas Case # 245631
Commercial	Front footage x maintenance rate x 1.15
Industrial	Front footage x maintenance rate x 1.15

In order to provide funds with which to maintain and operate Sewerage improvements in areas designated from January 1, 2022 forward, the following rates shall be charged to the actual and/or potential users of such sewerage system:

**2022 Sewer Maintenance Rate
(Per Front Foot)**

Sewer Area No. 1

Brooklyn	
Sanitary Sewer	\$ 2.00
Storm Sewer	\$.60
Linndale – All Sewers	\$ 2.50
Parma Heights	
Sanitary Sewer	\$ 1.20
Storm Sewer	\$ 1.25
Water Transmission Lines	\$ 0.05

Sewer Area No. 1A

Parma	
Sanitary Sewers	\$ 1.75
Storm Sewers	\$ 0.40

Sewer Area No. 2

Brooklyn Heights	
Sanitary Sewers	\$ 1.50
Storm Sewers	\$ 0.25
Seven Hills – Sanitary Sewers	\$ 1.00 (A)

Sewer Area No. 3

Beachwood	
Sanitary Sewers	\$ 0.75
Storm Sewers	\$ 0.75
Gates Mills – Sanitary Sewers	\$10.00
Highland Heights	
Sanitary Sewers	\$ 1.00
Storm Sewers	\$ 1.50
Lyndhurst – Sanitary Sewers	\$ 1.00
Mayfield Heights – Sanitary Sewers	\$ 2.50
Storm Sewers	\$ 0.00
Mayfield Village – Sanitary Sewers	\$ 2.00
Pepper Pike – Sanitary Sewers	\$ 2.50
	\$ 200.00 (B)
Richmond Heights	
Sanitary Sewers	\$ 2.00
Storm Sewers	\$ 0.70
South Euclid – Sanitary Sewers	\$ 1.00 (C)

**2022 Sewer Maintenance Rate
(Per Front Foot)**

Sewer Area No. 5

Beachwood – Sanitary Sewers	\$ 0.75
Storm Sewers	\$ 0.75
Bedford Heights – Sanitary Sewers	\$ 1.95
Highland Hills - Storm Only	\$ 2.50
North Randall	
Sanitary Sewers	\$ 0.75
Storm Sewers	\$ 1.75
Orange Village – Sanitary Sewers	\$ 3.00
Warrensville Heights	
Sanitary Sewers	\$ 1.25
Storm Sewers	\$ 1.25

Sewer Area No. 8

Middleburg Heights	
Sanitary Sewers	\$ 2.00
Storm Sewers	\$ 0.50
Water Transmission Lines	\$ 0.20

Sewer Area No. 9

Garfield Heights	
Sanitary Sewers	\$ 2.20
Storm Sewers	\$ 0.30
Maple Heights	
Sanitary Sewers	\$ 2.25
Storm Sewers	\$ 0.95
Water Transmission Lines	\$ 0.10

Sewer Area No. 13

Brecksville	
Sanitary Sewers	\$ 2.50
Storm Sewers	\$ 2.10
Broadview Heights	
Sanitary Sewers	\$ 1.50

Sewer Area No. 14

Olmsted Township	
Sanitary Sewers	\$ 3.50
Storm Sewers	\$ 0.47

Sewer Area No. 18

Oakwood – Sanitary Sewers	\$ 1.10
Storm Sewers	\$ 0.40

**2022 Sewer Maintenance Rate
(Per Front Foot)**

Sewer Area No. 20

Bedford – Sanitary Sewers	\$ 1.60
Walton Hills – Sanitary Sewers	\$ 1.60 (D)
	\$150.00 (E)

Sewer Area No. 21

Woodmere - Sanitary Sewers	\$ 2.25
	\$ 225.00 (F)
	\$ 150.00 (F)
Storm Sewers	\$ 0.40
Water Trans. Lines	\$ 0.10

Sewer Area No. 22

Newburgh Heights – All Sewers	\$ 6.20
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Sewer Area No. 24

East Cleveland – All Sewers	\$ 3.00
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- (A) Rate Applies to properties served by County Improvement No. 231.
- (B) Flat Rate: \$ 200.00 per year to residential parcels tributary to Creekside, (ten years - beginning 01/2016). Commercial charge based on water consumption.
- (C) Rate Applies to portion of South Euclid tributary to County Improvement Nos. 3-A-1 and 3-A-2 only.
- (D) Rate applies to commercial/industrial area only
- (E) Flat Rate: \$ 150.00 charge per residential parcel served by sewers
- (F) Flat Rate: \$ 225.00 charge for each improved parcel for 2022
\$ 150.00 charge for each unimproved lot for 2022

Any charges that are not paid shall be certified to the County Fiscal Officer, as provided by law, for collection.

The Clerk of Council be, and she is hereby, instructed to transmit a copy of this resolution to the County Fiscal Officer and one copy to the Department of Public Works/Sanitary Engineer.

**2022 Sewer Maintenance Rate
(Per Front Foot)**

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0175

Sponsored by: County Executive Budish/Department of Public Works	A Resolution approving and confirming the 2022 water, storm and sanitary sewer maintenance and/or sewerage treatment assessments for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24, in accordance with Ohio Revised Code Section 6117.02; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Sanitary Engineer has prepared and presented to the County Council for the County of Cuyahoga, Ohio the 2022 water, storm and sanitary sewer maintenance and/or sewerage treatment assessments for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24; and

WHEREAS, funds are necessary to pay for the operation and maintenance of water lines, sewerage systems, including storm sewers, sanitary sewers, wastewater treatment plants, and pumping stations for said Districts for Fiscal 2022; and

WHEREAS, the primary goal is to collect all operational expenditures from revenues collected from users of the water lines and sewerage systems; and

WHEREAS, in accordance with the Ohio Revised Code Section 6117.02, the County may levy an assessment to pay the cost and expense of the maintenance and operation of such improvements, including the disposal of sewage; and

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

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

SECTION 1. That the water, storm and sanitary sewer maintenance and/or sewerage treatment assessments for County Sewer District Nos. 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22 and 24, as prepared and filed with the Council by the County Sanitary Engineer be, and the same are, hereby approved and confirmed and said assessments are hereby ordered recorded in the original assessment records of the County of Cuyahoga, Ohio for the year 2022, to which reference is hereby made a part hereof, as fully and completely as though set forth at length and rewritten herein.

SECTION 2. That there be, and hereby is, levied and assessed upon the several lots and parcels of land listed and described in said report the amount set forth to be assessed by the County of Cuyahoga, Ohio, through the Department of Public Works/County Sanitary Engineer, upon each of said lots and parcels of land.

SECTION 3. That the said assessments so made, approved and confirmed, are hereby certified to the County Fiscal Officer for collection.

SECTION 4. That the installments of such assessments, when collected, shall be placed to the credit of the Department of Public Works/County Sanitary Engineer's fund to be used for the purposes set forth in the Resolution directing the Department to prepare such assessments.

SECTION 5. That the Clerk of Council be, and she is hereby, instructed to transmit a copy of this Resolution to the County Fiscal Officer and one copy to the Department of Public Works/County Sanitary Engineer.

SECTION 6. It is necessary that this Resolution become immediately effective to comply with the Ohio Revised Code, Section 6117.33, which provides that assessments for such rates must be certified on or before the second Monday in September, that being September 13, 2021. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 7. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

DPW, REQUESTING APPROVAL & CONFIRMATION OF 2022 SEWER MAINTENANCE RATES FOR MUNICIPALITIES

Scope of Work Summary

Department of Public Works requesting approval and confirmation to prepare maintenance assessments for County Sewer Area Numbers 1, 1A, 2, 3, 5, 8, 9, 13, 14, 18, 20, 21, 22, 24 for Fiscal 2022. The County of Cuyahoga approves rates for the Sanitary Engineering Division because the County has contractual obligations with communities to operate and maintain sewerage systems including sanitary sewers, storm sewers, wastewater treatment plants, and pumping stations. There is no cost associated with this specific agreement.

The primary goal is to collect all operational expenditures for revenues collected from users of the sewerage system (level-one financing). Each sewer area differs in population size, lineal feet sewers and number of wastewater treatment plants and/or pumping stations that must be maintained. This results in cost variations requiring different rates between and sometimes within areas. Secondly, sewer area accounts should always reflect a reserve balance to respond to unplanned repairs and/or replacement of sewerage systems. Area/community balances will be considered capital funds that can be expended on unplanned projects and/or pay long-term capital debt (level-two financing). Lastly the Sanitary Engineering Division routinely evaluates the condition of the sewer system and attempts to repair/replace systems where necessary, (planned capital projects) and within funds available for this (level-three financing). It is the intent of the department to continue financing its operation at all three (3) levels and to continue its program in accordance with contractual obligations and effective engineering practices.

The rates are in accordance with the Ohio Revised Code Chapter 6117.02 stating the County may levy an assessment to pay the cost and expense of the maintenance and operation of such sewerage improvements, including the disposal of sewage.

CONTRACTOR AND PROJECT INFORMATION

The municipalities are divided into Sewer Areas, which can be found in the attachment.

The Sewer Areas are within the following County Districts: 1, 2, 3, 4, 5, 6, 8, 9, 10, 11

PROJECT STATUS AND PLANNING

The rate schedule is updated annually

The rates must be passed by Council by September 13, 2020 per Ohio Revised Code 6117.33 which provides that assessments for such rates must be certified on or before the second Monday in September.

FUNDING

There is no cost associated with this.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0176

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing a Purchase and Sale Agreement with Castle Heating & Air, Inc. in the amount of \$550,000.00 for the property located at 2000-2020 Lakeside Avenue, Cleveland, Ohio; authorizing the County Executive to take all necessary actions and to execute the agreements 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 Budish, through the Department of Public Works, has submitted for Council's approval a Purchase and Sale Agreement with Castle Heating & Air, Inc. in the amount of \$550,000.00 for the property located at 2000-2020 Lakeside Avenue, Cleveland, Ohio; and

WHEREAS, the purchase of this property is for the expansion of the Men's Shelter; and

WHEREAS, funding for the Purchase and Sale Agreement with Caste Heating & Air, Inc is 100% from the American Recovery Plan Act; and

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

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

SECTION 1. That the Cuyahoga County Council hereby approves a Purchase and Sale Agreement Purchase and Sale Agreement with Castle Heating & Air, Inc. in the amount of \$550,000.00 for the property located at 2000-2020 Lakeside Avenue, Cleveland, Ohio.

SECTION 2. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. That the County Executive or his authorized designee is authorized to (a) take all actions, and to execute, acknowledge, deliver and/or file for record (as

and where appropriate) (i) all documents and instruments necessary or desirable to facilitate and/or consummate the transactions contemplated hereby, including, but not limited to, a Purchase and Sale Agreement, the lease agreements and all documents to be executed by the County thereunder, (ii) all other and further documents, instruments, certificates, agreements, amendments, subleases, assignments, consents, affidavits, certifications, disbursement authorizations, settlement statements, closing statements, proration statements, escrow agreements, escrow instructions, deeds and notices, and (iii) amendments, modifications and supplements to any of the foregoing, that the County Executive may deem necessary or advisable in connection with the consummation of the transactions contemplated hereby, in all cases containing such terms and conditions as may be approved by the County's Director of Law, (b) agree to such payments and other arrangements as may be necessary or advisable in connection therewith to facilitate and/or consummate such transactions, and (c) prosecute and/or defend any actions or proceedings that may be necessary or advisable relative to any of the foregoing matters.

SECTION 4. That all documents to be executed in connection with the transactions contemplated herein be subject to the Law Director's approval as to legal form and correctness.

SECTION 5. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

Department of Public Works, 2021, Purchase and Sale Agreement with Castle Heating & Air, Inc. in the amount of \$550,000.00 for the property located at 2000-2020 Lakeside Avenue, Cleveland, Ohio.

Scope of Work Summary

Public Works Department requesting authorization for Purchase and Sale Agreement with Castle Heating & Air, Inc. in the amount of \$550,000.00 for the property located at 2000-2020 Lakeside Avenue, Cleveland, Ohio.

The primary goal of this Purchase and Sale Agreement is the expansion of the Men's Shelter. Permanent Parcel Numbers PPN's 102-09-019, 102-09-020, 102-09-021, 102-09-022. Council District 7.

Contractor Information

The address of the Castle Heating & Air, Inc, is:
30355 Solon Industrial Parkway
Solon, OH 44139

The vendor Asset Manager is Jamie Roche.

Project Status

This a real estate purchase.

Funding

100% American Recovery Plan Act
One payment.

Notes:

This agreement has been approved in form by Anka Davis – Law Department.

Summary: Cuyahoga County proposes to purchase the 2000 & 2020 Lakeside Ave. properties for \$550,000 to improve men's homeless shelter services (2100 Men's Shelter).

- The 2000 & 2020 Lakeside Ave. properties are directly adjacent and connected by a fenced courtyard to the 2100 Men's Shelter, which is located at 2100 Lakeside Ave.
- The sites include a warehouse and large parking lot (separate parcels).
- The purchase agreement will be introduced to Council at the July 20, 2021 meeting.

Historical Context: 2100 Men's Shelter supports homeless men 365 days/year.

- Lutheran Metropolitan Ministry (LMM) manages services at the shelter.
- An average of 400 men/day stay in 6 dorms with bunk beds at the 2100 site and, when needed offsite, overflow locations.
- In many cases, the bunk beds are positioned head-to-head. The beds are rarely spaced six feet apart, although LMM has worked to maximize spacing of bed assignments. This structure still creates increased risk and exposure to COVID-19.



Temporary COVID management in the homeless

shelters: LMM has, for the past 16 months, leased hotels to deconcentrate homeless shelters. The total monthly cost of this is approximately \$1 million/month.

- This approach successfully reduced the men's shelter census to around 50% (~150 men), with 50% (~150 men) of the residents staying in the hotels.
- A point on the success of the Office of Homeless Services plan & partnerships is evidenced by the 4.3% Covid positivity rate at 2100 Men's Shelter.
- This balance is shifting as maintaining the hotel leases has become unsustainable, so LMM approached the adjacent properties owner to inquire about their purchase. The property owners had previously approached LMM about their interest to sell following their move to another facility.
- The owner proposed a \$724,700 sale price. The County agreed to purchase the two sites for \$550,000.

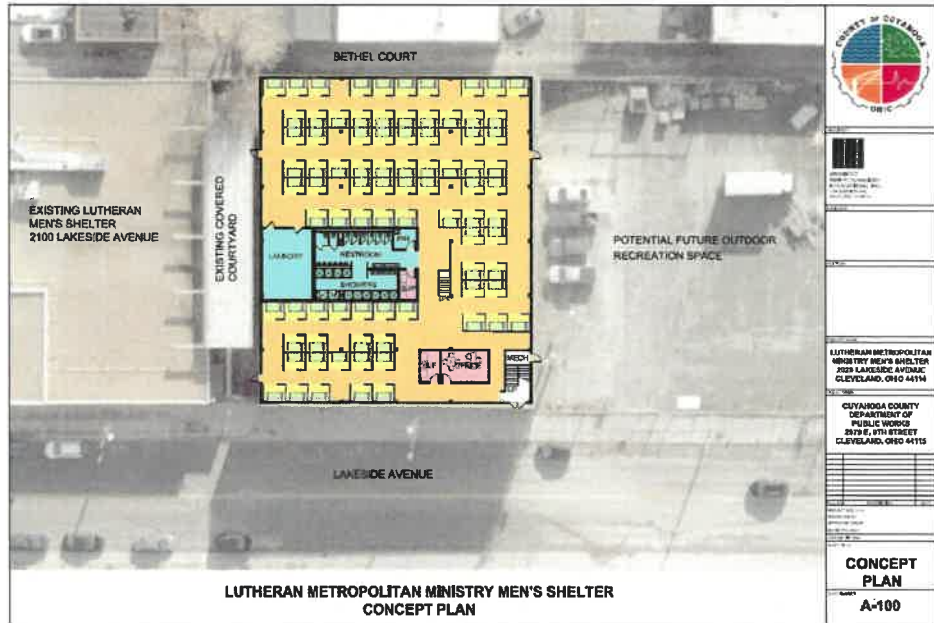


Innovative design to improve homeless services: This purchase allows for implementation of a service model with more private sleeping areas and increase onsite shelter capacity.

- LMM is looking to increase privacy by partitioning sleeping areas in the 2100 Men's Shelter.
- These sleeping areas will provide more privacy and should offer some protection from the spread of COVID-19.
- The new sleeping areas concept will extend into the 2020 Lakeside building.

DRAFT

- The preliminary cost to convert the 2020 Lakeside building from light industrial to residential use is approximately \$4.5 million dollars.
- Public Works will develop a more comprehensive cost estimate to be presented in the near future.
- Following renovation, the men's shelter will have little need for overflow shelter locations.



County Council of Cuyahoga County, Ohio

Resolution No. R2021-0177

<p>Sponsored by: County Executive Budish/Department of Public Works</p>	<p>A Resolution making an award on RQ6320 to Cold Harbor Building Company in the amount not-to-exceed \$5,310,000.00 for hazardous material abatement, debris removal, building envelope mitigation, temporary electrical infrastructure and security hardening of the Old Juvenile Court Complex; authorizing the County Executive to execute Contract No. 1642 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ6320 to Cold Harbor Building Company in the amount not-to-exceed \$5,310,000.00 for hazardous material abatement, debris removal, building envelope mitigation, temporary electrical infrastructure and security hardening of the Old Juvenile Court Complex; and

WHEREAS, the primary goals of this project are to collect architectural/historical significance, removal of debris, waste and courtyard wall, hazardous material abatement, roof repairs and provide new electrical service to facility; and

WHEREAS, the project is funded 100% by General Fund Reserve; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ6320 to Cold Harbor Building Company in the amount not-to-exceed \$5,310,000.00 for hazardous material abatement, debris removal, building envelope mitigation, temporary electrical infrastructure and security hardening of the Old Juvenile Court Complex.

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:
Committee(s) Assigned:

Journal _____
_____, 20__

Old Juvenile Court Complex Safety and Security Hardening Department of Public Works RQ6320 RFB

Scope of Work Summary

Department of Public Works is requesting approval of a contract with Cold Harbor Building Company for the anticipated cost of \$5,310,000.00.

Installation of temporary fencing to secure site, Selective removal of items of architectural and/or historical significance prior to debris and waste removal; items not removed are to be protected. Hazardous material abatement and proper disposal thereof, Removal of all debris and waste throughout the facility including disposal; This includes but is not limited to: acoustical ceilings, carpeting, exposed ducts, exposed piping, systems furniture, mechanical equipment, etc, Removal of courtyard wall. Provide new electrical service to facility, Permanent closure of selective exterior doors, Roof repairs. The anticipated start-completion dates are 305 days after the Notice to Proceed. Anticipated to be complete by 9/12/2022.

The project is not mandated. Project is in Cleveland.

Procurement

The procurement method for this project was RFB. The total value of the RFB is \$5,310,000.00. The engineer's base estimate was \$4,581,105.00 but the department is selecting alternates that were part of the bid which is over and above the base estimate. ***

The RFB was closed on 6/11/2021. There is an SBE or DBE participation/goal of SBE 7%, MBE 17% and WBE 6%.

There were 9 bids pulled from OPD, 3 bids were submitted for review, 3 bids approved.

***The lowest bidder (for the base bid) was not selected due to the addition of the alternates. Once the alternates were selected, the base bid + alternates #1-4 placed Cold Harbor as the lowest bidder for the project. See bid tab with notes from Matt Rymer.*

Contractor and Project Information

The address(es) of all vendors and/or contractors is (provide the full address in the following format):

Cold Harbor Building Company
115 Industrial Parkway
Chardon, Ohio 44024
Council District N/A (Geauga County)

The Chief Executive Officer for the contractor is Neille Vitale.

The address or location of the project is: East 22nd Street and Central Avenue in Cleveland.

The project is located in Council District (7).

Project Status and Planning

The project is new to the County.

Funding The project is funded 100% general fund reserve.

The schedule of payments is monthly.

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	6320
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	N/A
Event #	1046
CM Contract#	1642

	Department	Clerk of the Board
Briefing Memo	meb	Attached

Late Submittal Required:	Yes <input type="checkbox"/>	<input checked="" type="checkbox"/> No
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC Required:	Yes <input type="checkbox"/>	<input checked="" type="checkbox"/> No
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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 Construction Projects – Buildings		
	Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)	meb	OK 6/24/21
Bid Specification Packet (<i>includes Legal Notice to Bidders</i>)	meb	OK
Diversity Documents – <i>if required (goal set)</i>	meb	OK
Award Letter (sent to awarded vendor)	meb	OK 6/24/21
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>	Not requested	N/A
Non-Collusion Affidavit	meb	OK
Public Works Bid Results	On bid tab	OK – Results on the Tab Sheet
Tabulation Sheet	meb	OK
Bid Guarantee & Contract Bond – <i>including Power of Attorney & Financial Statement of Bonding Company and State of Ohio Department of Insurance Certificate of Compliance</i>	meb	OK
Prevailing Wage Public Improvement Agreement	meb	OK
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>	meb	OK
Worktype Worksheets, <i>if applicable</i>	Not requested	N/A
SBE Worktype Worksheets, <i>if applicable</i>	Not requested	N/A
Drug Free Workplace, <i>if applicable</i>	No requested	N/A
Project of Similar Complexity, <i>if applicable</i>	meb	OK
EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>	Not requested	N/A
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets) – <i>The cover letter n/a if Federally Funded – state wage sheets are required</i>	meb	OK
Other, <i>per those listed in the Project Manual - see: Article 3,</i>	CCBB,Elect. Sign,	CCBB – OK

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<i>Section B. 2. “Bid Proposal Shall Contain the Following Document; and “Supplements Cuyahoga County Form of Proposal”</i>				meb	Haz Mat, escrow	CCBEIP - OK EL - OK Haz Mat - OK
IG#	20-0346 exp 12/31/24			Meb		20-0346
Debarment/Suspension Verified		Date:	6/24/21	Meb		OK
Auditor’s Finding		Date:	6/24/21	Meb		OK
Vendor’s Submission (<i>Form of Proposal</i>)				Meb		OK
W-9 – <i>if required</i>	Tax ID#	34-1915165	Date: 7/2/21 3/11/21	Meb		OK
Independent Contractor (I.C.) Requirement			Date: 6/28/21	Meb		OK
Agreement/Contract and Exhibits, <i>including AIA documents</i>				Meb		OK
Vendor’s Confidential Financial Statement <i>-if RFB required</i>				Not requested		N/A
Contract Evaluation – <i>if required</i>				New vendor		N/A
Matrix Law Screen shot (documenting approval of Contract; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)				meb		Attached
COI - <i>*To be reviewed by the Department of Law via OnBase. *OPD Buyer to check for attachment; not for compliance.</i>				meb		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>				meb		Attached
Checklist Verification				meb		

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
Upon signing- 12/31/21	PW600100	55130	CFJJC0001301	\$1,407,000.00
1/1/2022-9/12/22	PW600100	55130	CFJJC0001301	\$3,903,000.00
			TOTAL	\$5,310,000.00

OPD Use Only:

Prior Resolutions:	
Contract #:	1642
Vendor Name:	Cold Harbor Building Company
Amount:	\$5,310,000.00 M
History/CE:	N/A
EL:	OK

2 | Page

Revised 9/11/2020

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Procurement Notes:	Line dates can not span calendar years. TN 7/9/21
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OPD Buyer approval: OK to proceed to Council for approval. TN 7/13/21



Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 6320 Event #1046	TYPE: (RFB/RFP/RFQ): RFB	ESTIMATE: \$4,581,105.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: June 11, 2021	NUMBER OF RESPONSES (issued/submitted): 9/3
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Cuyahoga County Old Juvenile Court Complex Safety & Security Hardening	
DIVERSITY GOAL/SBE 7%	DIVERSITY GOAL/MBE 17%	DIVERSITY GOAL/WBE 6%
Does CCBB Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid:\$4,852,254.00	Add 2%, Total is:\$4,949,299.08
Does CCBEIP Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$: 4,852,254.00	Add 2%, Total is:\$4,949,299.08
*PRICE PREFERENCE LOWEST BID REC'D \$4,852,254.00	RANGE OF LOWEST BID REC'D \$ 3000001-5000000	Minus \$, =
PRICE PREF % & \$ LIMIT (7%)\$339,657.78 (max 250,000)	MAX SBE/MBE/WBE PRICE PREF \$5,102,254.00	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. Precision Environmental Co 5500 Old Brecksville Rd Independence, OH 44131		\$4,852,254.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2248 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (FW) Ballast Construction, Inc. dba Ballast Fence SBE/WBE 2% (MAA) Coleman Development, Inc. SBE/MBE 16% (HM) Adrian Maldonado & Assoc, SBE/MBE 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		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
				CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes AIA A305: <input checked="" type="checkbox"/> Yes EL Signatures: <input checked="" type="checkbox"/> Yes Existing Haz: <input checked="" type="checkbox"/> Yes Addendum 1: <input checked="" type="checkbox"/> Yes Addendum 2: <input checked="" type="checkbox"/> Yes Site Visit: <input checked="" type="checkbox"/> Yes (5/25/21, 6/1/21, 6/7/21) OPD Buyer Initials: TN			Total %	SBE: <u>0</u> % MBE: <u>17</u> % WBE: <u>2</u> %		
							SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 6/16/21		
							SBE/MBE/WBE Comments and Initials:	Lakeland Electric Supply Co., Inc. Expired 3/26/2021 No waiver requested EN 6/14/21 No Covenant of Non-discrimination (DIV-1) and No Good Faith Efforts Certification (DIV-3) LL 6/16/21		

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	Award: (Y/N)
2.	Cold Harbor Building Company 115 Industrial Pkwy Chardon, OH 44024		\$4,854,000.00	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0346 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> No CCBEIP: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes AIA A305: <input checked="" type="checkbox"/> Yes EL Signatures: <input checked="" type="checkbox"/> Yes Existing Haz: <input checked="" type="checkbox"/> Yes Addendum 1: <input checked="" type="checkbox"/> Yes Addendum 2:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) Total % SBE/MBE/WBE Comply: (Y/N) SBE/MBE/WBE Comments and Initials:	(FAA) The AKA Team, Inc. SBE/MBE/WBE 2.7% (FW) Ballast Construction, Inc. dba Ballast Fence SBE/WBE 5% (MHA) North Electric, Inc. SBE/MBE 7.9 (MHA) On Point Construction Services, LLC SBE/MBE 7% (FW) Total Roofing Services, LLC SBE/WBE 1% (MW) Warren Roofing and Insulation Co. SBE 12% <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No SBE: <u>12 %</u> MBE: <u>15.9 %</u> WBE: <u>7.7 %</u> <input checked="" type="checkbox"/> Yes LL 6/16/21 <input type="checkbox"/> No No waiver requested EN 6/14/21 LL 6/16/21		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			<input checked="" type="checkbox"/> Yes Site Visit: <input checked="" type="checkbox"/> Yes (5/25/21) OPD Buyer Initials: TN					

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	Award: (Y/N)						
3. R. W. Clark Co, Inc 1677 E 40 th Street Cleveland, OH 44103		\$4,890,000.00	Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: **Needed NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>Subcontractor Name(s):</td> <td>(WM) R. W. Clark Co., Inc. SBE 20% (MW) AAA - American Abatement & Asbestos Removal Corporation SBE 32% (MAA) Petty Group, Inc. SBE/MBE 4.2%</td> </tr> <tr> <td>SBE/MBE/WBE Prime: (Y/N)</td> <td><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</td> </tr> <tr> <td>Total %</td> <td>SBE: <u>52%</u> MBE: <u>4.2%</u> WBE: <u>0 %</u></td> </tr> </table>	Subcontractor Name(s):	(WM) R. W. Clark Co., Inc. SBE 20% (MW) AAA - American Abatement & Asbestos Removal Corporation SBE 32% (MAA) Petty Group, Inc. SBE/MBE 4.2%	SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: <u>52%</u> MBE: <u>4.2%</u> WBE: <u>0 %</u>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Subcontractor Name(s):	(WM) R. W. Clark Co., Inc. SBE 20% (MW) AAA - American Abatement & Asbestos Removal Corporation SBE 32% (MAA) Petty Group, Inc. SBE/MBE 4.2%													
SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No													
Total %	SBE: <u>52%</u> MBE: <u>4.2%</u> WBE: <u>0 %</u>													

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	Award: (Y/N)
				AIA A305: <input checked="" type="checkbox"/> Yes EL Signatures: <input checked="" type="checkbox"/> Yes Existing Haz: <input checked="" type="checkbox"/> Yes Addendum 1: <input checked="" type="checkbox"/> Yes Addendum 2: <input checked="" type="checkbox"/> Yes Site Visit: <input checked="" type="checkbox"/> Yes (5/25/21) OPD Buyer Initials: TN			SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 6/16/21 <input type="checkbox"/> No		
							SBE/MBE/WBE Comments and Initials:	Lakeland Electric Supply Co., Inc. Expired 3/26/2021 Partial waiver requested for MBE and WBE. NO contact info provided. EN 6/14/21 LL 6/16/21		

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0178

Sponsored by: County Executive Budish/Office of the Medical Examiner	A Resolution authorizing a Contract with Thales DIS USA, Inc. in the amount not-to-exceed \$1,464,358.00 for hardware and software maintenance and support services for the Automated Fingerprint Identification System for the period of 1/1/2021 – 12/31/2025; authorizing the County Executive to execute Contract No. 1399 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/Office of the Medical Examiner has recommended a contract with Thales DIS USA, Inc. in the amount not-to-exceed \$1,464,358.00 for hardware and software maintenance and support services for the Automated Fingerprint Identification System for the period of 1/1/2021 – 12/31/2025; and

WHEREAS, the primary goals of this project are to provide hardware and software maintenance and support services for the Automated Fingerprint Identification System; and

WHEREAS, the 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 Contract No. 1399 with Thales DIS USA, Inc. in the amount not-to-exceed \$1,464,358.00 for hardware and software maintenance and support services for the Automated Fingerprint Identification System for the period of 1/1/2021 – 12/31/2025.

SECTION 2. That the County Executive is authorized to execute Contract No. 1399 and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or

safety 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__

Medical Examiner Office; 2021 Thales; Hardware and Software Maintenance Agreement 2021-2025

Scope of Work Summary

Medical Examiner Office requesting approval of a contract with Thales for the anticipated cost of \$1,464,358.00

Maintenance on the Cuyahoga County Regional Automated Fingerprint Identification System. This system is used by multiple locations throughout the county including the MEO, Cleveland Heights Crime Lab and PD, Euclid CL and PD, Lakewood CL and PD, Lorain County CL, Lorain County Jail, Cleveland PD, CC Sheriff's Office, Bedford Heights PD, Brookpark PD, Garfield Heights PD, Lakewood PD, Mayfield Heights PD, Maple Heights PD, Parma PD, Solon PD, and Fairview Park PD. The anticipated start-completion dates are 1/1/2021 – 12/31/2025.

Procurement

The procurement method for this project was RFP Exemption. The previous contract #CE1400358 completed in 2020 and that included three milestones to establish resources throughout the county for the software and hardware. This maintenance contract should have been simultaneously entered by the old procurement staff. The new procurement staff started on 2/22/2021 and was made aware of this contract on 4/15/2021. The total value of the RFP exemption is \$1,464,358.00. The county is saving \$480,879.00 by doing the five year contract.

RFP Exemption because the contract was already agreed upon by the MEO based on the previous contract for the installation. The maintenance contract protects the county for five years.

Contractor and Project Information

The address(es) of all vendors and/or contractors is (provide the full address in the following format):

Thales Dis USA, INC
9442 Capital of Texas Highway North, Suite 2-400
Austin, TX 78759

The CEO and Chairman is Patrice Caine.

Funding

The project is funded 100% by the General Fund

The schedule of payments is by invoice.

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. FYI’s are highlighted in pink

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
CM Contract#	1399

	Department initials	Clerk of the Board
Briefing Memo		<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Original agreement brought to my attention at the end of March and was dated with an October start date. Vendor updated the contract to January effective date and that agreement was received at the end of April.	
What is being done to prevent this from reoccurring?	This will be a five-year contract to ensure the maintenance will be covered through the end of 2025	

TAC Required: Need** . Ok 6/16/2021 Per e-mail from Andy Molls, ... shouldn’t require TAC approval since Thales is part of the IT Standards List. Maintenance Contract would fall under that. Check page 4 of the IT standards documents. In the future, please upload IT standards document when IT standards apply to satisfy TAC approval and/or CTO approval.	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

OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract)			
		Department initials	OPD
Justification Form		MB	Ok cmk 6/14/2021
IG#	Thales FKA Gemalto Cogent 19-0142-REG	MB	Ok cmk 6/14/2021; 6/22/2021 Gemalto Cogent, Inc. 19-0142-REG 31DEC2023

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Annual Non-Competitive Bid Contract Statement	Date:	4/8/2021	MB	Ok cmk 6/14/2021, signed, dated and notarized in current calendar year.		
Debarment/Suspension Verified	Date:	4/15/2021	MB	Ok cmk 6/14/2021; 6/22/2021 dated within 60 days/Thales Dis Usa Inc./Chad Gardner		
Auditor’s Finding	Date:	5/11/2021	MB	Ok cmk 6/14/2021 dated within 60 days		
Vendor’s Submission Need **. If you do not have any of the items described in the glossary, attach signed contract as Contract/Vendor submission to satisfy this and the contract requirement. Re-indexed to read “Contract/Vendor Submission” Department notified			MB	Ok cmk 6/15/2021		
W-9 – if required	Tax ID#	52-1674023	Date:	1/15/2021	MB	Ok cmk 6/14/2021 dated within 1-year
Independent Contractor (I.C.) Requirement		Date:	4/8/2021	MB	Ok cmk 6/14/2021 dated within 1-year	
Agreement/Contract and Exhibits I do not agree with how the agreement time period and contract amount is written but law approved, and the department is requesting approval from 1/1/2021 to 12/31/2025 for a total not to exceed \$1,464,358.00 when the contract reads \$1,945,237.00. 6/16/2021 E-mail sent to MBandza, stating: Please delete all version of the current contract except for the one labeled “Vendor Submission/Contract 6-14-2021”. Please note I re-indexed it to read “Vendor/Submission”. This is how you should label in the future if you do not have any documents described in the contracts checklist glossary to satisfy the Vendor Submission required document on the checklist...					Ok cmk 6/16/2021 contract revised to read \$1,464,358.00. I don’t agree with how the term of the contract is written but the amount has been corrected and the department is requesting the contract be approved for a five-year period beginning on 1/1/2021.	
Cover - Master contracts only					cmk prepared and uploaded 6/22/2021	
Contract Evaluation – if required Please update time period per					Ok cmk 6/21/2021	

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

history below- 6/16/2021 E-mail sent to Mbandza, stating: ...		
The contract evaluation should be completed on the prior contract CE1400358 and any amendments to that contract. You evaluate and provide details on the services on the prior not the current contract. Please revise.		
Matrix Law Screen shot (documenting approval of Contract; COI and Workers' Compensation Certificate)	MB	Per e-mail from L.Lockett dated 12/22/2020 & JMcGory reply For items in the Contract Management Module (contract workflow): Since the Law Review is part of the workflow AND is before the OPD Buyer Queue, OPD will not check for the Matrix Screenshot as part of its review of contracts in the Contract Management Module.
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	MB	6/14/2021 cmk verified document attached
Workers' Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		6/14/2021 cmk verified document attached
Checklist Verification		6/14/2021 cmk

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
01/01/2021-12/31/2021	ME100100	55130		\$206,000
01/01/2022-12/31/2022	ME100100	55130		\$300,782
01/01/2023-12/31/2023	ME100100	55130		\$309,805

3 | Page

Revised 9/11/2020

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

01/01/2024-12/31/2024	ME100100	55130		\$319,099
01/01/2025-12/31/2025	ME100100	55130		\$328,672
			TOTAL	1,464,358.00

~~6/21/2021 E-mail sent to Mbandza, stating: Please verify what the accounting units for this contract should be?~~

~~ME100105 55130 (On checklist)~~

~~ME100100 55130 (in CM) – Corrected MB 6-22-21~~

~~If CM is wrong, you should be able to go in and make the change.~~

~~If the accounting units in the Accounting Units Table above are wrong, please update.~~

~~Make sure after you make the changes the line tab still reads 1/1/2021 – 12/31/2021 and there is a last invoice allowed date. The system always defaults to the contract tab dates upon any changes.~~

The accounting unit chart has been updated and matches CM line. 6/22/2021 cmk

The chart(s) below related to history must be fully completed at the department level. I looked up the information since the dates and the CE# in the evaluation were inconsistent. For additional information related to history see the Contracts Checklist Glossary for Required Documents on the intranet.

Current Contract History: CE/AG# (if applicable)	CE1400358
Infor/Lawson PO# Code:	
BuySpeed or Lawson RQ# (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$579,324.54 \$1,578,156.22	929,218.85	12/31/2020 7/1/2014 – 6/30/2019	12/9/2014	R2014-0287
Prior Amendment Amounts (list separately)		\$929,218.85	12/31/2020	11/12/2019	R2019-0242
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

OPD Use Only:

Prior Resolutions:	12/9/2014 R2014-0287 11/12/2019 R2019-0242
CM#	1399
Vendor Name:	Thales DIS USA, Inc.
ftp:	The contract reads: 1/1/2021 – 12/31/2021 with option to review for one successive one (1) year period or contract periods of at least two (2) years up to five (5) years. Department is asking for approval of the contract from 1/1/2021 – 12/31/2025
Amount:	Not-to-exceed \$1,464,358.00 this is for the 5 year term.
TAC	Per e-mail from Andy Molls, ... shouldn't require TAC approval since Thales is part of the IT Standards List. Maintenance Contract would fall under that. Check page 4 of the IT standards documents. IT standards document provided.
History/CE:	ok
EL:	Missing (wet-signature) required
Procurement Notes:	RFP Exemption
OPD Buyer approval:	6/22/2021 cmk

1/1/2020-12/31/2025

\$86,000.00	\$120,000.00	\$206,000.00
\$177,182.00	\$123,600.00	\$300,782.00
\$182,497.00	\$127,308.00	\$309,805.00
\$187,972.00	\$131,127.00	\$319,099.00
\$193,611.00	\$135,061.00	\$328,672.00
\$827,262.00	\$637,096.00	\$1,464,358.00

CONTRACT EVALUATION FORM

Contractor	Thales Dis USA, Inc				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1400358				
RQ#	31940				
Time Period of Original Contract	7/1/2014-6/30/2019 Amendment #2 – 12/31/2020				
Background Statement	Maintenance contract for our CCRAFIS (Cuyahoga County Regional Automated Fingerprint Identification System)				
Service Description	CCRAFIS Hardware and Software Maintenance and Support Agreement as well as updates.				
Performance Indicators	Timely maintenance and support. 24x7x365 support from the contracting vendor. Quality of work. Promptness with upgrades and service requests. Meets our MEO schedule of needs.				
Actual Performance versus performance indicators (include statistics):	Vendor was timely, the system works great, and has really made our fingerprinting process more efficient across the county and the multiple agencies who use it				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)	X				
Justification of Rating	Cuyahoga is a large county with many agencies incorporating this technology. Our practices on line to use this system have been positive.				
Department Contact	Mark Bandza				
User Department	Medical Examiner				
Date	6/14/2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0179

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services	A Resolution making awards on RQ5074 to various providers in the amount not-to-exceed \$1,575,000.00 for emergency assistance services for the period of 9/1/2021 – 8/31/2022; 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.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Children and Family Services has recommended awards on RQ5074 to various providers in the amount not-to-exceed \$1,575,000.00 for emergency assistance services for the period of 9/1/2021 – 8/31/2022 as follows:

- a. Contract No. 1628 with A-Z Furniture Co. Inc. in the amount not-to-exceed \$315,000.00;
- b. Contract No. 1630 with Burlington Stores, Inc. in the amount not-to-exceed \$420,000.00;
- c. Contract No. 1633 with Dave’s Supermarket, Inc. in the amount not-to-exceed \$125,000.00;
- d. Contract No. 1634 with Penney OpCo LLC, dba J C Penney in the amount not-to-exceed \$330,000.00;
- e. Contract No. 1635 with West 25th Furnishings and Appliances, Inc. in the amount not-to-exceed \$385,000.00; and

WHEREAS, this project is funded as follows: (a) 79% Federal Emergency Services (ESSA) and (b) 21% Health and Human Services Levy; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ5074 to various providers in the amount not-to-exceed \$1,575,000.00 for emergency assistance services for the period of 9/1/2021 – 8/31/2022 as follows:

- a. Contract No. 1628 with A-Z Furniture Co. Inc. in the amount not-to-exceed \$315,000.00;
- b. Contract No. 1630 with Burlington Stores, Inc. in the amount not-to-exceed \$420,000.00;
- c. Contract No. 1633 with Dave’s Supermarket, Inc. in the amount not-to-exceed \$125,000.00;
- d. Contract No. 1634 with Penney OpCo LLC, dba J C Penney in the amount not-to-exceed \$330,000.00;
- e. Contract No. 1635 with West 25th Furnishings and Appliances, Inc. in the amount not-to-exceed \$385,000.00; and

SECTION 2. That the County Executive is authorized to execute the master contract in connection with said award and all documents consistent with this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

Department of Children and Family Services RQ#5074 2021 Various Vendors Master Contract Emergency Assistance Services.

Scope of Work Summary

Department of Children and Family Services requesting approval of a master contract with multiple vendors for the period of 09.01.2021-08.31.2022 for the anticipated cost of \$1,575,000.00.

The project is not new to the County. However, this request is a new master contract established following completion of the competitive procurement process for RFP# RQ5074. Prior Board Approval/Resolution Numbers:

Original BC2018-187 on 3/26/18
Amend 1 R2019-0101 on 4/23/19
Amend 2 BC2019-806 on 11/4/19
Amend 3 R2020-0118 on 6/9/20
Amend 4 BOC ION#1 on 5/10/2021

Describe the exact services being provided.

Emergency assistance includes food, furniture, and basic appliances and are provided so that families may be diverted from further involvement with DCFS and/or caregivers can better meet the needs of children in their care. Families and caretakers approved for emergency assistance are often experiencing a crisis and therefore need items such as beds, cribs, food, and basic appliances. These items are provided as soon as possible following the receipt of a Purchase Order or gift card from Cuyahoga County.

Food is provided in the form of gift cards in increments of \$25.00, which the County purchases monthly. Furniture is provided in accordance to an established product price list in the original contract.

The anticipated start-completion dates are 09.01.2021 – 08.31.2022.

The primary goals of the project are (list 2 to 3 goals).

- Food – provide basic food items including fresh meat, dairy, bread and produce and special food items for infants, toddlers, and those with dietary restrictions/allergies.
- Furniture and appliances – provide a variety of basic household furnishings including bedroom furnishings from infant to adult and basic dining and living room furniture as well as kitchen and laundry appliances.

Procurement

The procurement method for this project was a formal RFP completed in 2021. The total value of the RFP is \$1,575,000.00.

The RFP was closed on 04.16.2021.

There were five (5) proposals submitted for review from OPD. All five (5) proposals were approved.

Contractor and Project Information

The address(es) of all vendors and/or contractors is (provide the full address in the following format):

A-Z Furniture
1860 East 55th Street
Cleveland, Ohio 44103
Joe Golan

Burlington Stores, Inc.
1830 Route 130 North
Burlington, NJ 08016
Karen Cha

Dave's Supermarket
5300 Richmond Road
Bedford Heights, Ohio 44146
Thomas Thiry

Penney OpCo LLC dba JCPenney, Inc.
2401 S. Stemmons Freeway, Suite 4000
Lewisville, Texas 75067
Michael Brownlee

West 25th Furnishings and Appliances, Inc.
2104 West 25th Street
Cleveland, Ohio 44113
Alex Feuerman

The project provides service across various Council Districts.

Project Status and Planning
The project reoccurs annually.

Funding
The project is funded 79% Federal Emergency Services (ESSA); 21% Health and Human Services Levy.
The schedule of payments is monthly.



Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 5074 / Event #614	TYPE: RFP	ESTIMATE: \$1,575,000.00
CONTRACT PERIOD: September 1, 2021 – August 31, 2022	RFP DUE DATE: April 16, 2021	NUMBER OF RESPONSES (issued/submitted): 37/5
REQUESTING DEPARTMENT: HHS/Children & Family Services		
COMMODITY DESCRIPTION: Emergency Assistance (Food, clothing & furniture)		
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)
<p>1. A – Z Furniture Co., Inc. 1860 E. 55th Street Cleveland, Ohio 44103</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0195 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) OPD Buyer Initials: SSP</p>	<p>Award</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2. Burlington Stores, Inc. 1830 Route 130 North Burlington, New Jersey 08016</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0068 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) OPD Buyer Initials: SSP</p>	<p>Award</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
3. Dave's Supermarkets 5300 Richmond Road Bedford Heights, Ohio 44146	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) OPD Buyer Initials: SSP	Award	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Penney OpCo LLC dba JCPenney, Inc. 2401 S. Stemmons Freeway Suite 4000 Lewisville, Texas 75067	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) OPD Buyer Initials: SSP	Award	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. West 25 th Furnishings and Appliances Inc. 1860 East 55 th Street Cleveland, Ohio 44103	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2974 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) OPD Buyer Initials: SSP	Award	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Reviewed 6/29/21 PJP

**Evaluation Summary
Emergency Assistance (DCFS) RFP5074**

	A-Z Furniture	West 25th Furnishings	Dave's Supermarket	JC Penney	Burlington
Background					
Rate the description of the organization/company including history, number of years they have been in business, their legal status (ie. corporation, partnership, sole proprietor, non-profit organization, etc.), and if they provided a Federal tax ID number.	15	15	15	9	15
Rate the proposed hours of operation, location(s), and accessibility to public transportation.	5	5	5	5	5
Are the hours of operations included?	Y	Y	Y	Y	Y
Rate the description of emergency items regularly kept in stock as they related to the items listed in the RFP	10	10	8	10	10
Total Section Score (Maximum 30 points)	30	30	28	24	25
Scope of Work					
Is the type of assistance described in detail (food, clothing, furniture, appliances)?	Y	Y	Y	Y	Y
For furniture and appliances, describe the process for scheduling delivery of furniture and/or appliances, if applicable, and the timeframe for delivery (N/A for food and clothing)	12.5	12.5	12.5	12.5	12.5
Rate the proposed process for scheduling the delivery of furniture and/or appliances OR the restrictions for use of a gift card and how bulk gift card purchases are processed.(N/A for clothing)	12.5	12.5	10	12.5	12.5
For clothing, furniture and appliances, did the response include verification that the vendor can accept a purchase order issued by Cuyahoga County?	Y	Y	Y	Y	Y
Total Section Score (Maximum 25 points)	25	25	22.5	25	25
Project Management					
Provide description of how you will ensure that only new, high quality furniture, appliances, clothing and/or food items are available for purchase	20	20	20	16	20
Total Section Score (Maximum 20 points)	20	20	20	16	20
Budget					
For furniture and appliances - is a Product Price List (labeled Appendix I) included in the proposal? This list must include set up and installation costs.	25	25	25	25	25
For food and clothing - are there discounts offered for bulk purchasing?	N	N	N	N	N
Total Section Score (Maximum 25 points)	25	25	25	25	25
Total Evaluation Score (Maximum 100 points)	100	100	95.5	90	95

Review team members: Chris Cabot, Stacy Gura, Kayleen Lessman, Emily Lockshine, Amanda Stover, Jason Vicens

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	RQ5074
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	RFP
Event #	614
CM Contract#	CM1628 (1 of 5)

	Department initials	Clerk of the Board
Briefing Memo	CDT	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?	N/A	
What is being done to prevent this from reoccurring?	N/A	

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				
A-Z Furniture DCFS Emergency Assistance Master Agreement (1 of 5)			Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)			N/A	OK
Bid Specification Packet			CDT	OK
Evaluation Summary (names of evaluators to be included)			CDT	OK
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			CDT	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			CDT	OK
IG#	20-0195-REG expires 31DEC2024 A-Z Furniture Co. Inc 20-0195-REG 31DEC2024		CDT	OK
Debarment/Suspension Verified		Date: 06.16.2021	CDT	OK
Auditor’s Finding		Date: 06.16.2021	CDT	OK
Vendor’s Submission			CDT	OK
W-9 – <i>if required</i>	Tax ID#	Date:	N/A	Attached due to address shared with CM1635
Independent Contractor (I.C.) Requirement		Date: 03.02.2021	CDT	OK
Agreement/Contract and Exhibits			CDT	OK
Cover - <i>Master contracts only</i>			CDT	OK
Contract Evaluation – <i>if required</i>			CDT	Document attached

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Matrix Law Screen shot (<i>documenting approval of Contract; COI and Workers’ Compensation Certificate; Performance Bond if applicable</i>)	CDT	Document attached
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	CDT	Document attached
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	CDT	Document attached
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	N/A	N/A
Checklist Verification	CDT	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 Activity Code	Dollar Amount
09.01.2021 – 12.31.2021	HS215100	56040-200	UCH05401	\$105,000.00
01.01.2022 – 08.31.2022	HS215100	56040-200	UCH05401	\$210,000.00
			TOTAL	\$315,000.00

Current Contract History: CE/AG# (if applicable)	CE1800183 CM1123
Infor/Lawson PO# Code:	RQ5074
BuySpeed or Lawson RQ# (if applicable)	CF-18-41444

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$ 475,000.00		5/1/18-4/30/19	3/21/18	BC2018-187
Prior Amendment Amounts (list separately)		\$ 600,000.00	4/30/20	4/23/19	R2019-0101
		\$ 422,825.00	4/30/20	11/4/19	BC2019-806
		\$ 825,000.00	4/30/20	6/23/2020	R2020-0118
Pending Amendment		\$ 0.00	8/31/21	5/10/2021	BOC ION #1
Total Amendments		\$ 1,847,825.00			

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Total Contact Amount		\$ 2,322,825.00			
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OPD Use Only:

Prior Resolutions	BC2018-187; R2019-0101; BC2019-806; R2020-0118; and BOC Ion #1
CM#:	1628
Vendor Name:	A-Z Furniture Co., Inc.
ftp:	9/1/2021 – 8/31/2021
Amount:	\$315,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	6.29.21: Upload all Notice of Intent to Award Letters in one file to the Master Contract only. Dep’t uploaded as requested.

OPD Buyer approval: **OK to approve, AHW 6.29.2021**

CONTRACT EVALUATION FORM

Contractor	A-Z Furniture Co, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800183 CM 1123				
RQ#	CF-18-41444				
Time Period of Original Contract	5/1/18-8/31/2021				
Background Statement	Emergency assistance includes food, furniture, and basic appliances. These are provided so that families may be diverted from further involvement with DCFS and/or caregivers can better meet the needs of children in their care. Families and caretakers approved for emergency assistance are often experiencing a crisis and therefore items such as beds, cribs, food, and basic appliances must be provided as soon as possible following the receipt of a purchase order or gift card from Cuyahoga County.				
Service Description	Furniture and Appliances – a variety of basic household furnishings including bedroom furnishings from infant to adult, basic dining and living room furniture, as well as kitchen and laundry appliances.				
Performance Indicators	Provide merchandise to families as requested by the agency Provide delivery services within two days of order placement Provide quality customer service				
Actual Performance versus performance indicators (include statistics):	Provide merchandise as requested on agency vouchers- 100% compliance Provide delivery within two business days of order placement- 100% compliance Provide for returns as noted- Compliant Provide quality customer service- Compliant				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The vendor has consistently provided item delivery in adherence to the terms of their contract. The vendor has honored all warranties and works well with our social workers to accommodate special requests and provide excellent customer service. They submit accurate invoices in a very timely manner.				
Department Contact	Paul Porter				
User Department	DCAP				
Date	06/16/2021				

Office of Procurement and Diversity – Required Documents Checklist

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Infor/Lawson RQ#:	RQ5074
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	RFP
Event #	614
CM Contract#	CM1630 (2 of 5)

	Department initials	Clerk of the Board
Briefing Memo	CDT	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?	N/A	
What is being done to prevent this from reoccurring?	N/A	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION				
Formal RFP				
Burlington DCFS Emergency Assistance Master Agreement (2 of 5)			Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)			CDT	Attached to 1628 Master OK
Bid Specification Packet			CDT	Attached to 1628 Master OK
Evaluation Summary (names of evaluators to be included)			CDT	Attached to 1628 Master OK
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			CDT	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			CDT	Attached to 1628 Master OK
IG#	21-0068-REG exp. 31DEC2025 Burlington Coat Factory Warehouse 21-0068-REG 31DEC2025		CDT	OK
Debarment/Suspension Verified	Date:	06.23.2021	CDT	OK
Auditor’s Finding	Date:	06.23.2021	CDT	OK
Vendor’s Submission			CDT	OK
W-9 – <i>if required</i>	Tax ID#	Date:	N/A	N/A
Independent Contractor (I.C.) Requirement			Date:	02.23.2021 CDT OK

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Agreement/Contract and Exhibits	CDT	Attached to 1628 Master OK
Cover - <i>Master contracts only</i>	CDT	OK
Contract Evaluation – <i>if required</i>	CDT	OK
Matrix Law Screen shot (<i>documenting approval of Contract; COI and Workers’ Compensation Certificate; Performance Bond if applicable</i>)	CDT	Document attached OK
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	CDT	Document attached OK
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	CDT	Document attached OK
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	N/A	N/A
Checklist Verification	CDT	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 Activity Code	Dollar Amount
09.01.2021 – 12.31.2021	HS215100	56040-200	UCH05401	\$140,000.00
01.01.2022 – 08.31.2022	HS215100	56040-200	UCH05401	\$280,000.00
			TOTAL	\$420,000.00

Current Contract History: CE/AG# (if applicable)	CM1020
Infor/Lawson PO# Code:	N/A Conversion
BuySpeed or Lawson RQ# (if applicable)	RQ4025

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$165,000.00		4.1.21-8.31.21	03/29/2021	BC2021-145
Prior Amendment Amounts (list separately)		\$			
Pending		\$			

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Revised 9/11/2020

Office of Procurement and Diversity – Required Documents Checklist

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Amendment					
Total Amendments		\$			
Total Contact Amount		\$165,000.00			

OPD Use Only:

Prior Resolutions	BC2021-145
CM#:	1630
Vendor Name:	Burlington Stores, Inc.
ftp:	09/1/2021 – 08/31/2021
Amount:	\$420,000.00 MM
History/CE:	OK
EL:	OK
Procurement Notes:	

OPD Buyer approval: OK to approve, ahw 6.29.2021

CONTRACT EVALUATION FORM

Contractor	Burlington Stores, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 1020				
RQ#	RQ4025				
Time Period of Original Contract	4/1/2021 – 8/31/2021				
Background Statement	Burlington offers a wide range of affordable clothing to youth in custody of Cuyahoga County DCFS. When a youth is placed into custody DCFS can get the necessary clothing/accessories the child needs in their placement.				
Service Description	High quality clothing provided for children ages 0-18, which may include infant wear, children’s school uniforms, winter clothing including boots and coats, underwear, shoes and sleepwear.				
Performance Indicators	Provide high quality clothing to eligible families. Serve individuals/families referred to them by DCFS who are in possession of a Cuyahoga County purchase order.				
Actual Performance versus performance indicators (include statistics):	Burlington has been serving eligible youth/families since April 1, 2021. Burlington has been a great partner and has been mostly responsive to the needs of those we serve. Burlington staff treat our children and families with the respect they deserve and are flexible in meeting unique situations. There have been two occasions where better communication between Burlington and CCDCFS could have solved an issue immediately and prevented families from leaving the store without the items they shopped for. We will contact Burlington and develop a plan to address these types of issues. For example, on one occasion the clothing order cited Children’s Clothing but due the child being larger in stature, some of the clothes selected were adult sizes. The store personnel did not allow the purchase at that time.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Burlington has been able to sell clothing/accessories to eligible youth in need at a low-cost and often greatly discounted rate. Burlington has a number of stores that are easily accessible to the children and families that we serve. They also have a wide variety of clothing, shoes and coats that can meet the needs of our families. They offer designer clothing at discounted prices which is very attractive to our				

	more finicky teen-aged youth. When shopping at Burlington our children and families are able to get quite a bit more clothing than they would normally if shopping at a higher end Dept. store.
Department Contact	Chris Cabot
User Department	DCFS
Date	06/25/2021

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	RQ5074
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	RFP
Event #	614
CM Contract#	CM 1633 (3 of 5)

	Department initials	Clerk of the Board
Briefing Memo	CDT	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?	N/A	
What is being done to prevent this from reoccurring?	N/A	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION					
Formal RFP					
Dave’s Supermarkets DCFS Emergency Assistance Master Agreement (3 of 5)			Department initials	OPD	
Notice of Intent to Award (sent to all responding vendors)			CDT	Attached to 1628 Master OK	
Bid Specification Packet			CDT	Attached to 1628 Master OK	
Evaluation Summary (names of evaluators to be included)			CDT	Attached to 1628 Master OK	
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A	
Award Letter (sent to awarded vendor)			CDT	Email attached	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A	
Tabulation Sheet			CDT	Attached to 1628 Master OK	
IG#	21-0129-REG expires 31DEC2025 Dave's Supermarket Inc. 21-0129-REG 31DEC2025		CDT	OK	
Debarment/Suspension Verified		Date: 06.24.2021	CDT	See procurement note OK	
Auditor’s Finding		Date: 06.24.2021	CDT	OK	
Vendor’s Submission			CDT	OK	
W-9 – <i>if required</i>	Tax ID#	Date:	N/A-Existing Vendor	N/A	

Office of Procurement and Diversity – Required Documents Checklist

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Independent Contractor (I.C.) Requirement	Date: 03.02.2021	CDT	OK
Agreement/Contract and Exhibits		CDT	Attached to 1628 Master OK
Cover - <i>Master contracts only</i>		CDT	OK
Contract Evaluation – <i>if required</i>		CDT	OK
Matrix Law Screen shot (<i>documenting approval of Contract; COI and Workers’ Compensation Certificate; Performance Bond if applicable</i>)		CDT	Document attached
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		CDT	Document attached
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		CDT	Document attached
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		N/A	N/A
Checklist Verification		CDT	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 Activity Code	Dollar Amount
09.01.2021 – 12.31.2021	HS215100	56040-100	UCH05401	\$ 41,667.00
01.01.2022 – 08.31.2022	HS215100	56040-100	UCH05401	\$ 83,333.00
			TOTAL	\$125,000.00

Current Contract History: CE/AG# (if applicable)	CE1800184 CM1125
Infor/Lawson PO# Code:	
BuySpeed or Lawson RQ# (if applicable)	CF-18-41444

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$ 475,000.00		5/1/18-4/31/19	3/21/18	BC2018-187
Prior Amendment Amounts (list separately)		\$ 600,000.00	4/30/20	4/23/19	R2019-0101
		\$ 422,825.00	4/30/20	11/4/19	BC2019-806

Office of Procurement and Diversity – Required Documents Checklist

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		\$ 825,000.00	4/30/21	6/23/2020	R2020-0118
Pending Amendment		\$ 0.00	8/31/21	05/10/2021	BOC ION#1
Total Amendments		\$ 1,847,825.00			
Total Contact Amount		\$ 2,322,825.00			

OPD Use Only:

Prior Resolutions	BC2018-187; R2019-0101; BC2019-806; R2020-0118 and BOC Ion#1
CM#:	1633
Vendor Name:	Dave’s Supermarket, Inc.
ftp:	9/1/2021 – 8/31/2022
Amount:	\$125,000.00 MM
History/CE:	OK
EL:	OK
Procurement Notes:	6.29.21: Debarment form incorrectly dated; Vendors submission contains the wrong RFP # in the letter however, the cover has the correct RFP #; Dept corrected Debarment form.

OPD Buyer approval: ok to approve, ahw 6.29.2021

CONTRACT EVALUATION FORM

Contractor	Dave's Supermarket				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800184 CM 1125				
RQ#	CF-18-41444				
Time Period of Original Contract	5/1/18-4/30/19				
Background Statement	Emergency assistance includes food, furniture, and basic appliances. These are provided so that families may be diverted from further involvement with DCFS and/or caregivers can better meet the needs of children in their care. Families and caretakers approved for emergency assistance are often experiencing a crisis and therefore items such as beds, cribs, food, and basic appliances must be provided as soon as possible following the receipt of a purchase order or gift card from Cuyahoga County.				
Service Description	Food – provide basic food items including fresh meat, dairy, bread and produce and special food items for infants, toddlers, and those with dietary restrictions/allergies.				
Performance Indicators	Provide merchandise to families as requested by the agency. Provide delivery services within two days of order placement. Provide quality customer service.				
Actual Performance versus performance indicators (include statistics):	Provide merchandise as requested on agency vouchers- 100% compliance Provide delivery within two business days of order placement- 100% compliance Provide for returns as noted- Compliant Provide quality customer service- Compliant				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		x			
Justification of Rating	The vendor has consistently provided item delivery in adherence to the terms of their contract. The vendor has honored all warranties and works well with our social workers to accommodate special requests and provide excellent customer service. They submit accurate invoices in a very timely manner.				

Department Contact	David Latsko
User Department	DCAP
Date	03/23/21

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	RQ5074
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	RFP
Event #	614
CM Contract#	CM 1634 (4 of 5)

	Department initials	Clerk of the Board
Briefing Memo	CDT	<input type="checkbox"/>

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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FULL AND OPEN COMPETITION						
Formal RFP						
JCPenney, Inc. DCFS Emergency Assistance Master Agreement (4 of 5)				Department initials	OPD	
Notice of Intent to Award (sent to all responding vendors)				CDT	Attached to 1628 Master OK	
Bid Specification Packet				CDT	Attached to 1628 Master OK	
Evaluation Summary (names of evaluators to be included)				CDT	Attached to 1628 Master OK	
Diversity Documents – <i>if required (goal set)</i>				N/A	N/A	
Award Letter (sent to awarded vendor)				CDT	Email attached OK	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>				N/A	N/A	
Tabulation Sheet				CDT	Attached to 1628 Master OK	
IG#	21-0139-REG expires 31DEC2025 Penney OpCo LLC 21-0139-REG 31DEC2025			CDT	OK	
Debarment/Suspension Verified		Date:	5/12/2021	CDT	OK	
Auditor’s Finding		Date:	5/12/2021	CDT	OK	
Vendor’s Submission				CDT	OK	
W-9 – <i>if required</i>	Tax ID#		Date:	N/A Existing Vendor	N/A	
Independent Contractor (I.C.) Requirement			Date:	4/26/2021	CDT	OK

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Agreement/Contract and Exhibits	CDT	Attached to 1628 Master OK
Cover - <i>Master contracts only</i>	CDT	OK
Contract Evaluation – <i>if required</i>	CDT	OK
Matrix Law Screen shot (<i>documenting approval of Contract; COI and Workers' Compensation Certificate; Performance Bond if applicable</i>)	CDT	Document attached
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	CDT	Document attached
Workers' Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	CDT	Document attached
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	N/A	N/A
Checklist Verification	CDT	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 Activity Code	Dollar Amount
09.01.2021 – 12.31.2021	HS215100	56040-200	UCH05401	\$110,000.00
01.01.2022 – 08.31.2022	HS215100	56040-200	UCH05401	\$220,000.00
			TOTAL	\$330,000.00

Current Contract History: CE/AG# (if applicable)	CE1900189-01 CM1156
Infor/Lawson PO# Code:	CE1900189-01 CONV
BuySpeed or Lawson RQ# (if applicable)	CF-19-44532

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$475,000.00		5/1/19-4/30/20	04/22/19	BC2019-316
Prior Amendment Amounts (list separately)		\$200,000.00		10/21/19	BC2019-764

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Revised 9/11/2020

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

		\$750,000.00	5/1/19-4/30/21	06/09/20	R2020-0103
		\$			
Pending Amendment		\$0	4/30/21 - 8/31/21	06/21/2021	BC2021-265
Total Amendments		\$950,000.00			
Total Contact Amount		\$1,425,000.00			

OPD Use Only:

Prior Resolutions	BC2021-265; R2020-0103; BC2019-764 and BC2019-316
CM#:	1634
Vendor Name:	Penney OpCo LLC dba JCPenney
ftp:	9/1/2021 – 8/31/2022
Amount:	\$330000.00 MM
History/CE:	OK
EL:	OK
Procurement Notes:	

OPD Buyer approval: **ok to approve AHW 6.29.2021**

CONTRACT EVALUATION FORM

Contractor	JCPenney				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 1156 CE1900189				
RQ#	CF-19-44532				
Time Period of Original Contract	5/1/19-4/30/20				
Background Statement	JCPenney offers a wide range of affordable clothing to youth in custody of Cuyahoga County DCFS. When a youth is placed into custody DCFS can get the necessary clothing/accessories the child needs in their placement.				
Service Description	High quality clothing provided for children ages 0-18, which may include infant wear, children's school uniforms, winter clothing including boots and coats, underwear, shoes and sleepwear.				
Performance Indicators	Provide high quality clothing to eligible families. Serve individuals/families referred to them by DCFS who are in possession of a Cuyahoga County purchase order.				
Actual Performance versus performance indicators (include statistics):	JCPenney has been serving eligible youth/families since May 1, 2019.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	JCPenney has been able to sell clothing/accessories to eligible youth in need at a low-cost and often greatly discounted rate.				
Department Contact	David Latsko				
User Department	DCAP				
Date	05/11/2021				

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	RQ5074
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	RFP
Event #	614
CM Contract#	CM 1635 (5 of 5)

	Department initials	Clerk of the Board
Briefing Memo	CDT	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?	N/A	
What is being done to prevent this from reoccurring?	N/A	

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				
West 25th Furnishings DCFS Emergency Assistance Master Agreement (5 of 5)			Department initials	OPD
Notice of Intent to Award (sent to all responding vendors)			CDT	Attached to 1628 Master OK
Bid Specification Packet			CDT	Attached to 1628 Master OK
Evaluation Summary (names of evaluators to be included)			CDT	Attached to 1628 Master OK
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			CDT	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			CDT	Attached to 1628 Master OK
IG#	12-2974-REG expires 31DEC2023 West 25th Furnishings and Appliances, Inc. 12-2974-REG 31DEC2023		CDT	OK
Debarment/Suspension Verified	Date:	06/24/2021	CDT	OK
Auditor’s Finding	Date:	6/23/2021	CDT	OK
Vendor’s Submission			CDT	OK
W-9 – <i>if required</i>	Tax ID#	Date:	N/A Existing Vendor	Attached to document same address as vendor in CM1628

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Independent Contractor (I.C.) Requirement	Date: 3/3/2021	CDT	OK
Agreement/Contract and Exhibits		CDT	Attached to 1628 Master OK
Cover - <i>Master contracts only</i>		CDT	OK
Contract Evaluation – <i>if required</i>		CDT	OK
Matrix Law Screen shot (<i>documenting approval of Contract; COI and Workers' Compensation Certificate; Performance Bond if applicable</i>)		CDT	Document attached
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		CDT	Document attached
Workers' Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		CDT	Document attached
Performance Bond – <i>if required - *To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>		N/A	N.A
Checklist Verification		CDT	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuvahoga.cc/policies-procedures/procurement-information>

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account Activity Code	Dollar Amount
09.01.2021 – 12.31.2021	HS215100	56040-200	UCH05401	\$128,333.00
01.01.2022 – 08.31.2022	HS215100	56040-200	UCH05401	\$256,667.00
			TOTAL	\$385,000.00

Current Contract History: CE/AG# (if applicable)	RQ5074 CE1800185 CM1127
Infor/Lawson PO# Code:	RFP
BuySpeed or Lawson RQ# (if applicable)	N/A RQ5074

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$ 475,000.00		5/1/18-4/30/19	3/21/18	BC2018-187
Prior Amendment		\$ 600,000.00	4/30/20	4/23/19	R2019-0101

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Amounts (list separately)					
		\$ 422,825.00	4/30/20	11/4/19	BC2019-806
		\$ 825,000.00	4/30/21	6/23/2020	R2020-0118
Pending Amendment		\$ 0.00	8/31/21	Pending Approval 5/10/2021	Pending Approval BOC ION#1
Total Amendments		\$ 1,847,825.00			
Total Contact Amount		\$ 2,322,825.00			

OPD Use Only:

Prior Resolutions	BOC ION #1; R2020-0118; BC2019-0101; BC2018-187
CM#:	1635
Vendor Name:	West 25th Furnishings and Appliances, Inc.
ftp:	9/1/2021-8/31/2022
Amount:	\$385,000.00MM
History/CE:	OK
EL:	OK
Procurement Notes:	6.29.2021: W-9 attached to document vendor for CM1628 and CM1635 have the same address, but are different businesses;

OPD Buyer approval: **ok to approve ahw 6.29.21**

CONTRACT EVALUATION FORM

Contractor	West 25th Furnishings and Appliances, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800185				
RQ#	CF-18-41444 CM 1127				
Time Period of Original Contract	5/1/18-4/30/19				
Background Statement	Emergency assistance includes food, furniture, and basic appliances. These are provided so that families may be diverted from further involvement with DCFS and/or caregivers can better meet the needs of children in their care. Families and caretakers approved for emergency assistance are often experiencing a crisis and therefore items such as beds, cribs, food, and basic appliances must be provided as soon as possible following the receipt of a purchase order or gift card from Cuyahoga County.				
Service Description	Furniture and Appliances – a variety of basic household furnishings including bedroom furnishings from infant to adult, basic dining and living room furniture, as well as kitchen and laundry appliances.				
Performance Indicators	Provide merchandise to families as requested by the agency. Provide delivery services within two days of order placement. Provide quality customer service.				
Actual Performance versus performance indicators (include statistics):	Provide merchandise as requested on agency vouchers- 100% compliance Provide delivery within two business days of order placement- 100% compliance Provide for returns as noted- Compliant Provide quality customer service- Compliant				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		x			
Justification of Rating	The vendor has consistently provided item delivery in adherence to the terms of their contract. The vendor has honored all warranties and works well with our social workers to accommodate special requests and provide excellent customer service. They submit accurate invoices in a very timely manner.				

Department Contact	David Latsko
User Department	DCAP
Date	03/23/21

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0180

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</p>	<p>A Resolution authorizing amendments to contracts with various providers for the Propel Cuyahoga – Workforce Services Program for the period 7/1/209 – 6/30/2021 to extend the time period to 6/30/2022 and for additional funds in the amount not-to-exceed \$7,309,902.78; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Cuyahoga Job and Family Services has recommended authorizing amendments to contracts with various providers for the Propel Cuyahoga – Workforce Services Program for the period 7/1/209 – 6/30/2021 to extend the time period to 6/30/2022 and for additional funds in the amount not-to-exceed \$7,309,902.78 as follows:

- a) Contract No. 1122 with The Centers for Families and Children in the amount not-to-exceed \$4,400,001.34; and
- b) Contract No. 1230 with Maximus Human Services Inc. in the amount not-to-exceed \$2,909,901.44; and

WHEREAS, the primary goals of this project are to increase: (a) employment attainment, (b) maintaining client eligibility, (c) matching to in-demand occupations, (d) retention of paid employment, (e) wage and career advancement; and

WHEREAS, this project is funded 100% by Federal Temporary Assistance for Needy Families (TANF) funding; 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 amendments to contracts with various providers for the Propel Cuyahoga – Workforce Services Program for the period 7/1/209 – 6/30/2021 to extend the time period to 6/30/2022 and for additional funds in the amount not-to-exceed \$7,309,902.78 as follows:

- a) Contract No. 1122 with The Centers for Families and Children in the amount not-to-exceed \$4,400,001.34; and
- b) Contract No. 1230 with Maximus Human Services Inc. in the amount not-to-exceed \$2,909,901.44; and

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

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

The Centers for Families and Children

Title: CJFS HS-18-42974 2020 The Centers for Families and Children Contract Propel Cuyahoga – Workforce Services Program, Amendment #2

Scope of Work Summary

CJFS is requesting approval of an amendment with The Centers for Families and Children to increase the total not to exceed amount by \$4,400,001.43 for a total not to exceed amount of \$11,752,945.26 and to extend the term through June 30, 2022.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.

R2019-0127 – 06/25/19

R2020-0199 – 9/29/2020

Describe the exact services being provided:

The agency will deliver comprehensive, equal access workforce, training, and supportive services for low income residents of Cuyahoga County.

The anticipated start-completion dates are 07/01/2021 - 06/30/2022.

The primary goals of the project are:

- Employment Attainment: To increase the number and share of clients obtaining employment at family-sustaining wages, with benefits and paid leave, with opportunities to progress in a career.
- Maintaining Client Eligibility: To increase the rate of clients remaining compliant with their assistance program's work requirements until they achieve self-sufficiency. Clients who do not complete their work requirements risk losing not only their public assistance, but also their workforce services.
- Matching to In-Demand Occupations: To increase clients finding positions in fields identified as in-demand in the regional economy when possible and appropriate.
- Retention of Paid Employment: To increase the rate of clients retaining their paid employment as they encounter personal or occupational challenges during employment, and to minimize periods of unintentional unemployment.
- Wage and Career Advancement: To increase the rate at which clients in stable employment achieve wage growth, promotion, and other forms of valuable skill advancement.

The project is mandated by ORC 5107.40 (D), and the Ohio Administrative Code, primarily 5101:1-3-01(F)(3).

Procurement

The procurement method for this original project was through a formal RFP process. The total value of the RFP was \$10,000,000.00.

The RFP was closed on October 19, 2018. There is not an SBE or DBE participation/goal.

There were 8 proposals pulled from OPD, 8 proposals submitted for review, 2 proposals approved.

Contractor and Project Information

The address(es) of all vendors and/or contractors is:

The Centers for Families and Children
4500 Euclid Avenue
Cleveland, Ohio 44013
Council District (07)

The President and CEO for the contractor/vendor is Eric Morse.

The address or location of the project is:

Activities will be delivered primarily at:

- Virgil E. Brown, 1641 Payne Ave. Cleveland, Ohio 44114
- Gordon Square, 5209 Detroit Ave. Cleveland, Ohio 44102
- Midtown, 4500 Euclid Ave. Cleveland, Ohio 44103
- Downtown, 2450 Prospect. Ave. Cleveland, Ohio 44115

Project Status and Planning

The project reoccurs annually.

Funding

The project is funded 100% by the Temporary Assistance for Needy Families (TANF).

The schedule of payments is by monthly invoice.

The project is an amendment to a contract. This amendment changes the end dates of the contract and is the 2nd amendment of the contract. The history of the amendments is: 2020 - \$2,912,110.29 - 9/29/2020

Maximus Human Services Inc.

Title: CJFS HS-18-42974 2021/22 MAXIMUS Human Services Inc. Contract Propel Cuyahoga – Workforce Services Program – Amendment 2

Scope of Work Summary

CJFS is requesting approval of an amendment with MAXIMUS Human Services Inc. increase the total not to exceed amount by \$2,909,901.44 for a total not to exceed amount of \$8,122,175.35 and to extend the term through June 30, 2022.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.

R2019-0127 – 06/25/19

R2020-0199 – 9/29/2020

Describe the exact services being provided:

The agency will deliver comprehensive, equal access workforce, training and supportive services for low income residents of Cuyahoga County.

The anticipated start-completion dates are (07/01/2021 - 06/30/2022).

The primary goals of the project are:

- Employment Attainment: To increase the number and share of clients obtaining employment at family-sustaining wages, with benefits and paid leave, with opportunities to progress in a career.
- Maintaining Client Eligibility: To increase the rate of clients remaining compliant with their assistance program's work requirements until they achieve self-sufficiency. Clients who do not complete their work requirements risk losing not only their public assistance, but also their workforce services.
- Matching to In-Demand Occupations: To increase clients finding positions in fields identified as in-demand in the regional economy when possible and appropriate.
- Retention of Paid Employment: To increase the rate of clients retaining their paid employment as they encounter personal or occupational challenges during employment, and to minimize periods of unintentional unemployment.
- Wage and Career Advancement: To increase the rate at which clients in stable employment achieve wage growth, promotion, and other forms of valuable skill advancement.

The project is mandated by ORC 5107.40 (D), and the Ohio Administrative Code, primarily 5101:1-3-01(F)(3).

Procurement

The procurement method for the original contract was a formal RFP process. The total value of the RFP was \$10,000,000.00.

The RFP was closed on October 19, 2018. There was not an SBE or DBE participation/goal.

There were 8 proposals pulled from OPD, 8 proposals submitted for review, 2 proposals approved.

This is an amendment to increase the value and extend the term of the original agreement. Options years were built into the work schedule of the RFP and the initial contract, and we are exercising the final option year with this amendment.

Contractor and Project Information

The address(es) of all vendors and/or contractors is:

MAXIMUS Human Services Inc.
1891 Metro Center Drive
Reston, VA 20190
Council District (N/A)

The vice president for the contractor/vendor is Lisa Simmons.

The address or location of the project is:

Virgil E. Brown
1641 Payne Avenue
Cleveland, Ohio 44114

The project is located in Council District 07

Project Status and Planning

The project reoccurs annually.

Funding

The project is funded 100% by the Temporary Assistance for Needy Families (TANF).

The schedule of payments is by monthly invoice.

The project is an amendment to a contract. This amendment changes the end dates of the contract and is the 2nd amendment of the contract. The history of the amendments is: 2020 - \$2,606,136.95 - 9/29/2020.

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

2Infor/Lawson RQ#:	RQ 42974 N/A
Buyspeed RQ# (if applicable):	42974
Infor/Lawson PO# Code (if applicable):	AMND
CM Contract#	1122 (PRPL19 – The Centers) (fka CE1900202-01)

	Department	Clerk of the Board
Briefing Memo	X	Attached

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	The contract is being submitted late due to scope of work and budget adjustments made in response to the rapidly changing employment landscape that is occurring as the county is coming out of the pandemic.	
What is being done to prevent this from reoccurring?	The department has put timelines in place to begin the process earlier and created a checklist of critical items to review when constructing the contract amendment and budget.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments						
				Department initials	OPD	
Justification Form				CM	OK	
IG#	12-0785-REG 31DEC2023			CM	OK	
Annual Non-Competitive Bid Contract Statement	Date:	02212021		CM	OK	
Debarment/Suspension Verified	Date:	05052021 6/28/2021		CM	OK	
Auditor’s Finding	Date:	05052021		CM	OK	
Vendor’s Submission				N/A	Signed Amendment OK	
W-9 – if required	Tax ID#	23-7084455	Date:	10012020	CM	OK
Independent Contractor (I.C.) Requirement			Date:	01122021	CM	OK
Amendment and Exhibits				CM	OK	
Cover - Master amendments only				CM	N/A	
Contract Evaluation				CM	OK	
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)				CM	OK	
COI - <i>*To be reviewed by the Department of Law.</i> <i>*OPD Buyer to check for attachment; not for compliance.</i>				CM	Attached	

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Workers' Compensation Insurance - <i>*To be reviewed by the Department of Law.</i> <i>*OPD Buyer to check for attachment; not for compliance.</i>	CM	Attached
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>	CM	
Checklist Verification	CM	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	\$635,977.93
1/1/2022 – 6/30/2022	HS260195	55130	UCH08300	\$3,764,023.41
			TOTAL	\$4,400,001.34

Current Contract History CE/AG# (if applicable)	1122
Infor/Lawson PO# Code (if applicable)	AMND
BuySpeed or Lawson RQ# (if applicable)	RQ 42974
CM Contract#	1122

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$4,440,833.54		7/1/19 – 6/30/20	6/25/19	R2019-0127
Prior Amendment Amounts (list separately)		\$2,912,110.29	7/1/20 – 6/30/21	3/9/2020 9/29/2020	R2020-0199
		\$			
		\$			
Pending Amendment		\$4,400,001.43	7/1/21 – 6/30/22	Pending	pending
Total Amendments		\$7,312,111.72			
Total Contact Amount		\$11,752,945.26			

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Revised 9/17/2020

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

OPD Use Only:

Prior Resolutions:	R2020-0199, R2019-0127
Amend:	1122 (fka CE1900202-01)
Vendor Name:	The Centers for Families and Children
ftp:	7/1/2019 – 6/30/2022; effective 7/1/2021
Amount:	\$4,400,001.34 MM
History/CE:	OK – Corrected by OPD
EL:	OK
Procurement Notes:	

OPD Buyer approval: OK to proceed to BOC queue for approval. TN 7/6/21

CONTRACT EVALUATION FORM

Contractor	The Centers for Families and Children
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 1122
RQ#	HS-18-42974
Time Period of Original Contract	07/01/2019 – 06/30/2020
Background Statement	<p>The intense competition for even entry-level positions in the current local job market and the pervasive lack of basic “work maturity” skills among some public assistance recipients, necessitates the development of a competency-based unpaid work experience program. A high-quality program must address the issue of unemployment and assist participants to become “job ready” by reducing barriers to employment such as lack of soft skills and limited work histories. Since the onset of welfare reform, and more recently TANF reauthorization, Cuyahoga County has operated a variety of unpaid Work Experience Program (WEP) models in an attempt to emphasize hard and soft skill development as well as assist work-eligible individuals in complying with their participation requirements. The goal of WEP is to allow participants to practice the workplace skills necessary to be competitive in the real world of work. To this end, WEP is targeted toward individuals who would most benefit from a current work experience, a positive job reference, and enhanced work skills.</p> <p>The current CJFS work experience program serves OWF cash assistance recipients as well as Able-Bodied Adults Without Dependents (ABAWD). WEP staff work closely with CJFS staff to quickly schedule participants for orientation; place participants in worksites that align with their career goals or interests; monitor participant attendance and progress; and develop quality, meaningful worksites. While not a goal of the program, in some instances, participants are exposed to job openings at worksites and are encouraged to apply for permanent, paid employment. In all instances, participants are evaluated twice per month by their supervisor on a variety of workplace competencies to assess their “job readiness”. Feedback is provided to participants on hard and soft skill performance and developmental needs. Most program participants are engaged in WEP for three (3) to six (6) months. An individual is considered “completing” WEP when he/she meets or exceeds expectations for demonstrating soft and hard workplace skills</p>

	over a sustained period of time. Emphasis is placed on immediate and continuous engagement of participants in high quality work and maintaining participants in the program until they have gained the skills necessary to compete in the world of work. Once a participant completes the WEP program and is determined to be “job ready”, he/she is offered job readiness/job search assistance through CJFS with the goal of obtaining permanent, paid employment and coming one step closer to economic self-sufficiency.				
Service Description	The Provider offers a wide variety of short-term job readiness, job search, and job skills training; and credentialed training in order to enhance participants’ hard and soft work skills while assisting OWF/FAET eligible recipients referred by the Agency to comply with the work activity requirements.				
Performance Indicators	First Day Show Rate (engagement), Client Satisfaction, Retention				
Actual Performance versus performance indicators (include statistics):	Performance Measure	Benchmark	YTD		
	First Day Show Rate: Participants report to appropriate partner site on the scheduled date and time	75% of participants who complete Intake	86%		
	Satisfaction: Participants indicate Strongly Agree or Agree that they are satisfied overall with the services they received (please also indicate the # surveyed and # returned).	85% of client’s active three weeks after intake.	95%		
	Job Retention (90 days): Participant retains part-time or full-time employment for 90 days	65% of those employed	58%		
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			

Justification of Rating	The PROPEL Program is a critical service for OWF and FAET applicants in need of employment and training opportunities. The Centers has been creative and responsive during the pandemic, virtually delivering services and keeping clients engaged, and have exceed expectations for participation, client satisfaction and increased wages for employed clients.
Department Contact	Emily Lockshine
User Department	Division of Contract Administration and Performance
Date	6/10/21

Performance Measure	Benchmark	Q1	Q2	Q3	Q4	YTD
Successful Intake/Engagement: Participant will have a completed plan signed by staff and participant	95% of those referred will complete a plan	96% (255/266)	86% (236/273)	87% (125/143)	35% (114/328)	72% (730/1,010)
Participant Functioning: Participants achieving overall average scores = or <25 (measured on the BES1 for 2 major barrier categories: Emotional and Physical Barriers and Career Decision-making and Planning indicators)	80% of those in the barrier-removal track	67% (4/6)	92% (12/13)	100% (11/11)	100% (7/7)	92% (34/37)
First Day Reporting Rate: Participants report to appropriate partner site on the scheduled date and time	75% of participants who complete Intake	84% (215/255)	86% (203/236)	72% (90/125)	158% (180/114)	94% (688/730)
Workplace Competency: Participants demonstrate workplace competencies such as attendance and appropriate dress	85% of those participating in long- term WEP or Job Readiness	78% (73/94)	97% (79/81)	93% (39/42)	48% (91/188)	70% (282/405)
Employment: Full or part time	70% of participants	47%	39%	70%	14%	38%

employment for five days	who begin the program (excluding those referred to the ICM/SSI track)	(34/73)	(31/79)	(29/39)	(13/91)	(107/282)
Satisfaction: Participants indicate Strongly Agree or Agree that they are satisfied overall with the services they received (please also indicate the # surveyed and # returned).	85% of clients active three weeks after intake.	92%	98%	96%	97%	96%
Job Retention (90 days): Participant retains part-time or full-time employment for 90 days	65% of those employed	N/A	62% (21/34)	90% (29/31)	100% (29/29)	84% (79/94)
Job Retention (180 days): Participant retains part-time or full-time employment for 180 days	60% of those employed	N/A	N/A	32% (11/34)	71% (22/31)	51% (33/65)

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	RQ 42974
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	AMND #2
CM Contract#	1230 (PRPL19 – MAXIMUS)

	Department	Clerk of the Board
Briefing Memo	X	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	The contract is being submitted late due to scope of work and budget adjustments made in response to the rapidly changing employment landscape that is occurring as the county is coming out of the pandemic.	
What is being done to prevent this from reoccurring?	The department has put timelines in place to begin the process earlier and created a checklist of critical items to review when constructing the contract amendment and budget.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments						
				Department initials	OPD	
Justification Form				CM	OK	
IG#	20-0152-REG 31DEC2024 MAXIMUS Human Services, Inc. 20-0152-REG 31DEC2024			CM	OK	
Annual Non-Competitive Bid Contract Statement	Date:	04302021		CM	OK	
Debarment/Suspension Verified	Date:	05062021 6.28.2021		CM	OK	
Auditor’s Finding	Date:	05062021		CM	See DOP note OK	
Vendor’s Submission				N/A	N/A	
W-9 – if required	Tax ID#	26-0307682	Date: 01252021	CM	Not required but attached	
Independent Contractor (I.C.) Requirement			Date: 04302021	CM	OK	
Amendment and Exhibits				CM	OK	
Cover - Master amendments only				CM	OK	
Contract Evaluation				CM	See DOP Note OK	
Matrix Law Screen shot (documenting approval of Contract				CM	Attached with a	

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)		conditional note re: BWC see note below—OK
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	CM	Document attached
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	CM	See note re: BWC certificate for Law’s app’l Document attached exp 7/1/2021, Law approved.
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>	CM	
Checklist Verification	cm	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 Activity Code	Dollar Amount
7/1/2021 – 12/31/2021	HS260195	55130	UCH08300	\$1,454,950.72
1/1/2022 – 6/30/2022	HS260195	55130	UCH08300	\$1,454,950.72
See DOP Note OK			TOTAL	\$2,909,901.44

Current Contract History CE/AG# (if applicable)	1230
Infor/Lawson PO# Code (if applicable)	AMND
BuySpeed or Lawson RQ# (if applicable)	RQ 42974
CM Contract#	1230

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$2,606,136.96		7/1/19 – 6/30/20	6/25/19	R2019-0127
Prior Amendment Amounts (list separately)		\$2,606,136.95	7/1/20 – 6/30/21	3/9/2020	R2020-0199

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

		\$			
		\$			
Pending Amendment		\$2,909,901.44	7/1/21 – 6/30/2022	Pending	pending
Total Amendments		\$5,516,038.39			
Total Contact Amount	\$8,122,175.35				

OPD Use Only:

Prior Resolutions:	R2020-0199 and R2019-0127
Amend:	#2
Vendor Name:	Maximus Human Services Inc.
ftp:	7/1/2021-6/30/2022
Amount:	\$2,909,901.44MM
History/CE:	OK
EL:	OK
Procurement Notes:	6.29.2021: Need Justification Form uploaded; Per Law “conditional upon receiving a compliant BWC Certificate covering the Term of the Amendment.” Need updated BWC; Need Auditors Findings with the Company Name Maximus Human Services Inc; Accounting Units total (2,909,903.04) don’t equal the Amendment language (2,909,901.44) confirm and revise checklist if needed and upload; Contract Evaluation: Upload a revised form that has the current contract info in the History (CM1230) AHW 6.30.21: Corrections made as requested. See BWC Certificate Note in Comments regarding’s Law approval.

OPD Buyer approval: **ok to approve, ahw 6.30.21**

CONTRACT EVALUATION FORM

Contractor	Maximus Human Services, Inc.
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 1230
RQ#	HS-18-42974
Time Period of Original Contract	07/01/2019 – 06/30/2020
Background Statement	<p>The intense competition for even entry-level positions in the current local job market and the pervasive lack of basic “work maturity” skills among some public assistance recipients, necessitates the development of a competency-based unpaid work experience program. A high-quality program must address the issue of unemployment and assist participants to become “job ready” by reducing barriers to employment such as lack of soft skills and limited work histories. Since the onset of welfare reform, and more recently TANF reauthorization, Cuyahoga County has operated a variety of unpaid Work Experience Program (WEP) models in an attempt to emphasize hard and soft skill development as well as assist work-eligible individuals in complying with their participation requirements. The goal of WEP is to allow participants to practice the workplace skills necessary to be competitive in the real world of work. To this end, WEP is targeted toward individuals who would most benefit from a current work experience, a positive job reference, and enhanced work skills.</p> <p>The current CJFS work experience program serves OWF cash assistance recipients as well as Able-Bodied Adults Without Dependents (ABAWD). WEP staff work closely with CJFS staff to quickly schedule participants for orientation; place participants in worksites that align with their career goals or interests; monitor participant attendance and progress; and develop quality, meaningful worksites. While not a goal of the program, in some instances, participants are exposed to job openings at worksites and are encouraged to apply for permanent, paid employment. In all instances, participants are evaluated twice per month by their supervisor on a variety of workplace competencies to assess their “job readiness”. Feedback is provided to participants on hard and soft skill performance and developmental needs. Most program participants are engaged in WEP for three (3) to six (6) months. An individual is considered “completing” WEP when he/she meets or exceeds expectations for demonstrating soft and hard workplace skills over a sustained period of time. Emphasis is placed on immediate and continuous engagement of participants in high quality work and maintaining participants in the program until they have gained the skills necessary to compete in the world of work. Once a participant completes the WEP program and is determined to be “job ready”, he/she is offered job readiness/job search assistance through CJFS with the goal of obtaining permanent, paid employment and coming one step closer to economic self-sufficiency.</p>

Service Description	<p>Development Team has primary responsibility for conducting orientation, placement interviewing, and subsequent placement.</p> <ul style="list-style-type: none"> • An initial placement interview occurs on the same day as orientation. Career Mentors meet one-on-one with participants to learn more about their overall situation, existing skills competency, work style, interests, barriers, and level of work experience. This exchange establishes a baseline profile of the participant's skills and workplace capacity that guides discussion for what type of worksite placement can best meet participation goals. The program uses industry standard tools to reveal appropriate skill-building sequencing. The entire process results in the participant selecting a career cluster – a general category of industry sectors used to organize the types of jobs and occupations that are available in that industry. • Once staff discover a participant's sector-based job category, they identify the soft skill and workplace skill development needed to build capacity for a job in that industry sector. The goal is a workable activity plan combining practical skill gained from a worksite placement and competencies they need to improve in order to become job ready. Participants can use computer-based training modules to build their skills and competencies. • Once a placement has occurred, staff begin tracking retention and conduct follow-up to ensure a successful work experience. If problems arise, a certified social worker becomes involved as part of the EAP to provide more intensive support to participants on-site. 				
Performance Indicators	Participation Rate, Retention, Client Satisfaction, client earnings \$2 above minimum wage.				
Actual Performance versus performance indicators (include statistics):	Performance Measure	Benchmark	Year-to-Date		
	Job Retention (90 days): Client retains paid employment for 90 days	65% of individuals placed	55%		
	Participation Rate Achievement: Clients complete their assigned hours (AJR, sanctioned and post-partum clients are to be excluded)	60% of active caseload	100%		
	Client Satisfaction: Satisfaction with services provided	90% of survey respondents	91%		
	Wage Level: Clients earning at least \$2 above minimum wage	23% of placements that achieve 90-day retention	64%		
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			

Justification of Rating	The PROPEL Program is a critical service for OWF and FAET applicants in need of employment and training opportunities. MAXIMUS has been creative and responsive during the pandemic, virtually delivering services and keeping clients engaged, and have exceed expectations for participation, client satisfaction and increased wages for employed clients.
Department Contact	Emily Lockshine
User Department	DCAP
Date	6/10/21

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0181

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County, dba Starting Point in the amount not-to-exceed \$5,327,330.00 for management, administration and implementation of various support services for the Universal Pre-Kindergarten Program for the period of 8/1/2021 – 7/31/2024; authorizing the County Executive to execute Contract No. 1640 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services has recommended a contract (RQ6928) with Child Care Resource Center of Cuyahoga County, dba Starting Point in the amount not-to-exceed \$5,327,330.00 for management, administration and implementation of various support services for the Universal Pre-Kindergarten Program for the period of 8/1/2021 – 7/31/2024; and

WHEREAS, the primary goals of this project are to provide: (a) management of the UPK Management Information System (MIS), (b) UPK Safety Net Scholarship program, (c) implementation of the UPK family engagement, (d) resource coordination and (e) program enhancement components to support the provision of high-quality UPK programming in UPK sites; and,

WHEREAS, the project is funded 100% by the Health and Human Services Levy; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract (RQ6928) with Child Care Resource Center of Cuyahoga County, dba Starting Point in the amount not-to-exceed \$5,327,330.00 for management, administration and implementation of various support services for the Universal Pre-Kindergarten Program for the period of 8/1/2021 – 7/31/2024.

SECTION 2. That the County Executive is authorized to execute Contract No. 1640 and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of 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__

Office of Early Childhood RQ# EC-19-44214 2021 Starting Point Contract Universal Pre-Kindergarten (UPK) Supportive Services.

Scope of Work Summary

The Office of Early Childhood requesting approval of a contract with Starting Point not-to-exceed \$5,327,330.00.

The anticipated start-completion dates are August 1, 2021 – July 31, 2024.

The primary goals of the project are for Starting Point to provide the following essential services for the UPK program: 1) Management of the Universal Pre-Kindergarten (UPK) Management Information system (MIS); 2) UPK Safety Net Scholarship program; 3) implementation of the UPK family engagement, 4) resource coordination, and 5) program enhancement components to support the provision of high-quality Universal Pre-Kindergarten (UPK) programming in UPK sites.

Procurement

The procurement method for this project was RFP exemption. The total value of the RFP exemption is \$5,327,330.00.

Starting Point is designated by the Ohio Department of Job and Family Services (ODJFS) as the child care resource and referral agency for service delivery area 3, which encompasses Cuyahoga, Lake, Geauga, and Ashtabula counties. Starting Point was selected through an RFGA process conducted by ODJFS for the Child Care Resource and Referral Services project (RFGA#JFSR1415178069). As the child care resource and referral agency for Cuyahoga County, Starting Point provides: 1) assistance to parents needing care for their children; 2) assistance to child care providers in need of technical assistance and training; and 3) assistance to employers seeking quality child care for their employees. Considering the above, they are clearly the best qualified and most logical vendor to provide UPK services.

Contractor and Project Information

Starting Point

4600 Euclid Avenue, Suite 500

Cleveland, OH 44103

Council District 7

The President and CEO for the contractor/vendor is Nancy Mendez.

Project Status and Planning

The project reoccurs annually.

Funding

The project is funded 100% by the Health and Human Services levy.

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#:	6928
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	EXMT
CM Contract#	1640

	Department initials	Clerk of the Board
Briefing Memo	QT	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?	N/A	
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**

OTHER THAN FULL AND OPEN COMPETITION					
RFP Exemptions (Contract)					
				Department initials	OPD
Justification Form				QT	
IG#	12-2605			QT	
Annual Non-Competitive Bid Contract Statement	Date:	2/17/21		QT	
Debarment/Suspension Verified	Date:	6/29/21		QT	
Auditor’s Finding	Date:	6/29/21		QT	
Vendor’s Submission				N/A	
W-9 – <i>if required</i>	Tax ID#	34-1650004	Date: 6/9/21	QT	
Independent Contractor (I.C.) Requirement			Date: 6/9/21	QT	
Agreement/Contract and Exhibits				MRC	
Cover - <i>Master contracts only</i>					
Contract Evaluation – <i>if required</i>				QT	
Matrix Law Screen shot (<i>documenting approval of Contract; COI and Workers’ Compensation Certificate</i>)				MRC	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				MRC	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				MRC	
Checklist Verification				MRC	

Other documentation may be required depending upon your specific item

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
8/1/2021-12/31/2021	HS260250	UCH09999	55130	\$750,821.25
1/1/2022-12/31/2022	HS260250	UCH09999	55130	\$1,778,157.67
1/1/2023-12/31/2023	HS260250	UCH09999	55130	\$1,759,702.75
1/1/2024-7/31/2024	HS260250	UCH09999	55130	\$1,038,648.33
			TOTAL	\$5,327,330.00

Current Contract History:	
CE/AG# (if applicable)	1640
Infor/Lawson PO# Code:	6928
BuySpeed or Lawson RQ# (if applicable)	N/A

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount					
Prior Amendment Amounts (list separately)					
Pending Amendment					
Total Amendments					
Total Contact Amount					

OPD Use Only:

Prior Resolutions:	
PO#:	
Vendor Name:	
ftp:	
Amount:	
History/CE:	
EL:	

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Procurement Notes:	
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OPD Buyer approval:

CONTRACT EVALUATION FORM

Contractor	Child Care Resource Center of Cuyahoga County dba Starting Point				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800489				
RQ#	EC-19-44214				
Time Period of Original Contract	January 1, 2019 to July 31, 2021				
Background Statement	Starting Point Contract for UPK Services				
Service Description	This is a contract between Cuyahoga County and Starting Point in the amount not to exceed \$5,327,330.00 for management, administration, support services and other related expenses associated with the Universal Pre-Kindergarten (UPK) Program.				
Performance Indicators	<ol style="list-style-type: none"> 1.) Manage the UPK Information System (COPA) 2.) Manage the UPK Safety Net Scholarship Program 3.) Implement UPK Family Engagement 4.) Resource Coordination 5.) Program Enhancement Components to support the provision of high-quality Preschool 				
Actual Performance versus performance indicators (include statistics):	Starting Point managed COPA and the UPK Safety Net Scholarship Program, implemented the UPK Family Engagement and Resource Coordination, and coordinated program enhancement.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The contractor adequately fulfilled the scope of work as set forth in the original contract.				
Department Contact	Qianna Tidmore/Marcos Cortes				
User Department	Office of Early Childhood/Invest in Children				
Date	6/29/2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0182

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood	A Resolution making awards on RQ4517 with various providers in the total amount not-to-exceed \$27,703,997.03 for expansion of Universal Pre-Kindergarten Program services for the period 8/1/2021-7/31/2024; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended awards on RQ4517 with various providers in the total amount not-to-exceed \$27,703,997.03 for expansion of Universal Pre-Kindergarten Program services for the period 8/1/2021- 7/31/2024 as follows:

- a) Contract No. 1478 with Apples of Gold in the amount not-to-exceed \$187,547.85;
- b) Contract No. 1489 with Bedford City School District in the amount not-to-exceed \$369,000.00;
- c) Contract No. 1490 with Berea City School District in the amount not-to-exceed \$1,151,04.50;
- d) Contract No. 1491 with Brooklyn City School District in the amount not-to-exceed \$266,400,.00;
- e) Contract No. 1478 with Catholic Charities Corporation in the amount not-to-exceed \$2,625,383.16;
- f) Contract No. 1493 with Cleveland Heights/University Heights City School District in the amount not-to-exceed \$879,300.00;
- g) Contract No. 1494 with Cirque du Kids in the amount not-to-exceed \$133,200.00;

- h) Contract No. 1495 with Cleveland Children’s Daycare Academy in the amount not-to-exceed \$432,000.00;
- i) Contract No. 1496 with Cleveland Metropolitan School District in the amount not-to-exceed \$144,000.00;
- j) Contract No. 1497 with Corinna Bryant in the amount not-to-exceed \$87,349.95;
- k) Contract No. 1546 with Norak Inc. dba Dynamic Creations Learning Center in the amount not-to-exceed \$1110.2350.00;
- l) Contract No. 1499 with Early Childhood Enrichment Center in the amount not-to-exceed \$972,000.00;
- m) Contract No. 1500 with East Cleveland City School District in the amount not-to-exceed \$432,000.00;
- n) Contract No. 1501 with Euclid City School District in the amount not-to-exceed \$1,144,800.00;
- o) Contract No. 1502 with Menorah Park Center for Senior Living in the amount not-to-exceed \$467,100.00;
- p) Contract No. 1503 with Temple-Tifereth Israel in the amount not-to-exceed \$415,800.00;
- q) Contract No. 1504 with Garfield Heights City School District in the amount not-to-exceed \$310,1040.00;
- r) Contract No. 1548 with Great Expectations Preschool in the amount not-to-exceed \$215,870.85;
- s) Contract No. 1507 with Haven Child Enrichment Center in the amount not-to-exceed \$114,364.80;
- t) Contract No. 1508 with Horizon Education Centers in the amount not-to-exceed \$2,115,900.00;
- u) Contract No. 1509 with Kiddie City Child Care Community in the amount not-to-exceed \$584,100.00;
- v) Contract No. 1547 with Let’s Make a Change II Enrichment Center in the amount not-to-exceed \$103,500.00;

- w) Contract No. 1510 with Little Achievers Learning Center in the amount not-to-exceed \$73,800.00;
- x) Contract No. 1511 with Little Critters Early Learning Center in the amount not-to-exceed \$229,572.00;
- y) Contract No. 1512 with Loving Cup Kids Academy of Fairview Park in the amount not-to-exceed \$463,920.45;
- z) Contract No. 1513 with Loving Cup Kids Academy of North Royalton in the amount not-to-exceed \$123,563.70;
- aa) Contract No. 1514 with Loving Cup Kids Academy of Old Brooklyn in the amount not-to-exceed \$212,107.83;
- bb) Contract No. 1515 with Loving Cup Kids Academy of Richmond Heights in the amount not-to-exceed \$91,582.20;
- cc) Contract No. 1516 with Maple Heights City School District in the amount not-to-exceed \$358,200.00;
- dd) Contract No. 1517 with Merrick House in the amount not-to-exceed \$217,800.00;
- ee) Contract No. 1518 with Mini Miracles & Beyond Learning Academy in the amount not-to-exceed \$213,750.00;
- ff) Contract No. 1519 with Mini Miracles Learning Academy in the amount not-to-exceed \$282,600.00;
- gg) Contract No. 1535 with Murtis Taylor Human Service System in the amount not-to-exceed \$371,800.00;
- hh) Contract No. 1536 with Sandy's Darlin Munchkins in the amount not-to-exceed \$100,800.00;
- ii) Contract No. 1537 with St. Peter's Child Care in the amount not-to-exceed \$252,900.00;
- jj) Contract No. 1538 with Step Forward in the amount not-to-exceed \$5,635,599.74;
- kk) Contract No. 1539 with The Centers for Families and Children in the amount not-to-exceed \$2,505,600.00;

- ll) Contract No. 1540 with The Lillian & Betty Ratner Montessori School in the amount not-to-exceed \$540,000.00;
- mm) Contract No. 1541 with The Cleveland School Music Settlement dbaWThe Music Settlement in the amount not-to-exceed \$1,361,700.00;
- nn) Contract No. 1542 with The Salvation Army in the amount not-to-exceed \$263,700.00;
- oo) Contract No. 1543 with Urban Community School in the amount not-to-exceed \$536,400.00;
- pp) Contract No. 1544 with Warrensville Heights City School District in the amount not-to-exceed \$324,000.00;
- qq) Contract No. 1545 with YMCA of Greater Cleveland in the amount not-to-exceed \$283,500.00; and

WHEREAS, the primary goal of this project is to increase the quantity of 3 to 4-year old children in the County participating in a high-quality pre-school experience; and

WHEREAS, this project is funded 100% by Health and Human Services Levy funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ4517 with various providers in the total amount not-to-exceed \$27,703,997.03 for expansion of Universal Pre-Kindergarten Program services for the period 8/1/2021-7/31/2024 as follows:

- a) Contract No. 1478 with Apples of Gold in the amount not-to-exceed \$187,547.85;
- b) Contract No. 1489 with Bedford City School District in the amount not-to-exceed \$369,000.00;
- c) Contract No. 1490 with Berea City School District in the amount not-to-exceed \$1,151,04.50;

- d) Contract No. 1491 with Brooklyn City School District in the amount not-to-exceed \$266,400.00;
- e) Contract No. 1478 with Catholic Charities Corporation in the amount not-to-exceed \$2,625,383.16;
- f) Contract No. 1493 with Cleveland Heights/University Heights City School District in the amount not-to-exceed \$879,300.00;
- g) Contract No. 1494 with Cirque du Kids in the amount not-to-exceed \$133,200.00;
- h) Contract No. 1495 with Cleveland Children's Daycare Academy in the amount not-to-exceed \$432,000.00;
- i) Contract No. 1496 with Cleveland Metropolitan School District in the amount not-to-exceed \$144,000.00;
- j) Contract No. 1497 with Corinna Bryant in the amount not-to-exceed \$87,349.95;
- k) Contract No. 1546 with Norak Inc. dba Dynamic Creations Learning Center in the amount not-to-exceed \$1110.2350.00;
- l) Contract No. 1499 with Early Childhood Enrichment Center in the amount not-to-exceed \$972,000.00;
- m) Contract No. 1500 with East Cleveland City School District in the amount not-to-exceed \$432,000.00;
- n) Contract No. 1501 with Euclid City School District in the amount not-to-exceed \$1,144,800.00;
- o) Contract No. 1502 with Menorah Park Center for Senior Living in the amount not-to-exceed \$467,100.00;
- p) Contract No. 1503 with Temple-Tifereth Israel in the amount not-to-exceed \$415,800.00;
- q) Contract No. 1504 with Garfield Heights City School District in the amount not-to-exceed \$310,1040.00;
- r) Contract No. 1548 with Great Expectations Preschool in the amount not-to-exceed \$215,870.85;

- s) Contract No. 1507 with Haven Child Enrichment Center in the amount not-to-exceed \$114,364.80;
- t) Contract No. 1508 with Horizon Education Centers in the amount not-to-exceed \$2,115,900.00;
- u) Contract No. 1509 with Kiddie City Child Care Community in the amount not-to-exceed \$584,100.00;
- v) Contract No. 1547 with Let's Make a Change II Enrichment Center in the amount not-to-exceed \$103,500.00;
- w) Contract No. 1510 with Little Achievers Learning Center in the amount not-to-exceed \$73,800.00;
- x) Contract No. 1511 with Little Critters Early Learning Center in the amount not-to-exceed \$229,572.00;
- y) Contract No. 1512 with Loving Cup Kids Academy of Fairview Park in the amount not-to-exceed \$463,920.45;
- z) Contract No. 1513 with Loving Cup Kids Academy of North Royalton in the amount not-to-exceed \$123,563.70;
- aa) Contract No. 1514 with Loving Cup Kids Academy of Old Brooklyn in the amount not-to-exceed \$212,107.83;
- bb) Contract No. 1515 with Loving Cup Kids Academy of Richmond Heights in the amount not-to-exceed \$91,582.20;
- cc) Contract No. 1516 with Maple Heights City School District in the amount not-to-exceed \$358,200.00;
- dd) Contract No. 1517 with Merrick House in the amount not-to-exceed \$217,800.00;
- ee) Contract No. 1518 with Mini Miracles & Beyond Learning Academy in the amount not-to-exceed \$213,750.00;
- ff) Contract No. 1519 with Mini Miracles Learning Academy in the amount not-to-exceed \$282,600.00;
- gg) Contract No. 1535 with Murtis Taylor Human Services System in the amount not-to-exceed \$371,800.00;

- hh) Contract No. 1536 with Sandy's Darlin Munchkins in the amount not-to-exceed \$100,800.00;
- ii) Contract No. 1537 with St. Peter's Child Care in the amount not-to-exceed \$252,900.00;
- jj) Contract No. 1538 with Step Forward, Inc. in the amount not-to-exceed \$5,635,599.74;
- kk) Contract No. 1539 with The Centers for Families and Children in the amount not-to-exceed \$2,505,600.00;
- ll) Contract No. 1540 with The Lillian & Betty Ratner Montessori School in the amount not-to-exceed \$540,000.00;
- mm) Contract No. 1541 with The Cleveland Music School Settlement dba The Music Settlement in the amount not-to-exceed \$1,361,700.00;
- nn) Contract No. 1542 with The Salvation Army in the amount not-to-exceed \$263,700.00;
- oo) Contract No. 1543 with Urban Community School in the amount not-to-exceed \$536,400.00;
- pp) Contract No. 1544 with Warrensville Heights City School District in the amount not-to-exceed \$324,000.00;
- qq) Contract No. 1545 with YWCA of Greater Cleveland in the amount not-to-exceed \$283,500.00; and

SECTION 2. That the County Executive is authorized to execute the master contract in connection with said awards and all other documents consistent with this Resolution.

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

Department of Health and Human Services - Division of Community Initiatives: Office of Early Childhood
RQ#4517, 2021 with Multiple Providers; Master Services Contract for the Universal Pre-Kindergarten in
Cuyahoga County Program

Scope of Work Summary

HHS - Division of Community Initiatives: Office of Early Childhood requesting approval of a a Master
Services contract, with Multiple vendors for the anticipated cost of \$27,703,997.03. With:

PROVIDER: Apples of Gold
AMOUNT: \$187,547.85

PROVIDER: Bedford City School District
AMOUNT: \$369,000.00

PROVIDER: Berea City School District
AMOUNT: \$1,151,014.50

PROVIDER: Brooklyn City School District
AMOUNT: \$266,400.00

PROVIDER: Catholic Charities Corporation
AMOUNT: \$2,625,383.16

PROVIDER: Cleveland Heights/University Heights School District
AMOUNT: \$879,300.00

PROVIDER: Cirque du Kids
AMOUNT: \$133,200.00

PROVIDER: Cleveland Children Daycare Academy
AMOUNT: \$432,000.00

PROVIDER: Cleveland Metropolitan School District
AMOUNT: \$144,000.00

PROVIDER: Corinna Bryant
AMOUNT: \$87,349.95

PROVIDER: Dynamic Creations Learning Center
AMOUNT: \$110,250.00

PROVIDER: Early Childhood Enrichment Center
AMOUNT: \$972,000.00

PROVIDER: East Cleveland City School District
AMOUNT: \$432,000.00

PROVIDER: Euclid City School District
AMOUNT: \$1,144,800.00

PROVIDER: Menorah Park
AMOUNT: \$467,100.00

PROVIDER: Ganon Gil Preschool & Temple
AMOUNT: \$415,800.00

PROVIDER: Garfield City School District
AMOUNT: \$310,140.00

PROVIDER: Great Expectations Preschool
AMOUNT: \$215,870.85

PROVIDER: Haven Child Enrichment Center
AMOUNT: \$114,364.80

PROVIDER: Horizon Education Center
AMOUNT: \$2,115,900.00

PROVIDER: Kiddie City Child Care Community
AMOUNT: \$584,100.00

PROVIDER: Let's Make a Change II Enrichment Center
AMOUNT: \$103,500.00

PROVIDER: Little Achievers Learning Center
AMOUNT: \$73,800.00

PROVIDER: Little Critters Early Learning Center
AMOUNT: \$229,572.00

PROVIDER: Loving Cup Kids Academy of Fairview Park
AMOUNT: \$463,920.45

PROVIDER: Loving Cup Kids Academy of North Royalton
AMOUNT: \$123,563.70

PROVIDER: Loving Cup Kids Academy of Old Brooklyn
AMOUNT: \$212,107.83

PROVIDER: Loving Cup Kids Academy of Richmond Heights
AMOUNT: \$91,582.20

PROVIDER: Maple Heights City School District
AMOUNT: \$358,200.00

PROVIDER: Merrick House
AMOUNT: \$217,800.00

PROVIDER: Mini Miracles & Beyond Learning Academy
AMOUNT: \$213,750.00

PROVIDER: Mini Miracles Learning Academy
AMOUNT: \$282,600.00

PROVIDER: Murtis Taylor Human Services Center
AMOUNT: \$371,880.00

PROVIDER: Sandy's Darlin' Munchkins
AMOUNT: \$100,800.00

PROVIDER: St. Peter's Child Care Center
AMOUNT: \$252,900.00

PROVIDER: Step Forward, Inc.
AMOUNT: \$5,635,599.74

PROVIDER: The Centers for Families and Children
AMOUNT: \$2,505,600.00

PROVIDER: The Lillian & Betty Ratner Montessori School
AMOUNT: \$540,000.00

PROVIDER: The Music Settlement
AMOUNT: \$1,361,700.00

PROVIDER: The Salvation Army
AMOUNT: \$263,700.00

PROVIDER: Urban Community School
AMOUNT: \$536,400.00

PROVIDER: Warrensville Heights City School District
AMOUNT: \$324,000.00

PROVIDER: YWCA of Greater Cleveland
AMOUNT: \$283,500.00

Describe the exact services being provided.

The Cuyahoga County Office of Early Childhood (OEC) is recommending awards and submitting contracts under UPK RFP 4517 "Universal Pre-Kindergarten in Cuyahoga County." Recommended vendors will provide a high-quality preschool experience to three-, four-, and five-year olds not in Kindergarten in Cuyahoga County.

High quality preschool experiences help to prepare children for Kindergarten and lead to long term outcomes such as: fewer placements in special education; greater achievement and higher grades in school, less crime and delinquency, higher rates of college attendance and graduation and higher incomes as adults.

The anticipated start-completion dates are 8/1/2021 to 7/31/2024.

The goal of the program is to increase the proportion (currently 25%) of 3- and 4- year olds in the County participating in a high quality pre-school experience, where high quality is defined as at least a three-star rating in the State of Ohio's Step Up to Quality rating program.

Procurement

The procurement method for this project was RFP. The total value of the RFP is \$27,703,997.03

The (above procurement method) was closed on 2/26/2021.

There were 89 proposals pulled from OPD, 72 proposals submitted for review, 43 proposals approved.

Contractor and Project Information

The address(es) of all vendors and/or contractors is (provide the full address in the following format):

PROVIDER:

Apples of Gold
10370 St. Clair Avenue
Cleveland, OH 44108

PROVIDER:

Bedford City School District
475 Northfield Rd.
Bedford, OH 44146

PROVIDER:

Berea City School District
390 Fair Street
Berea, OH 44017

PROVIDER:

Brooklyn City School District
9200 Biddulph Rd
Brooklyn, OH 44144

PROVIDER:

Catholic Charities Corporation
7911 Detroit Avenue
Cleveland, OH 44102

PROVIDER:
Cleveland Heights/University Heights School District
2155 Miramar Blvd
University Heights, OH 44118

PROVIDER:
Cirque du Kids
8706 Garfield Blvd.
Garfield, Heights, OH 44125

PROVIDER:
Cleveland Children Daycare Academy
5739 Chevrolet Blvd.
Parma, OH 44130

PROVIDER:
Cleveland Metropolitan School District
1111 Superior Avenue
Cleveland, OH 44144

PROVIDER:
Corinna Bryant
3973 W 22nd Street
Cleveland, OH 44109

PROVIDER:
Dynamic Creations Learning Center
4321 Fulton Street
Cleveland, OH 44144

PROVIDER:
Early Childhood Enrichment Center
19824 Sussex Road
Shaker Heights, OH 44122

PROVIDER:
East Cleveland City School District
1843 Stanwood Rd
East Cleveland, OH 44112

PROVIDER:
Euclid City School District
22800 Fox Avenue
Euclid, OH 44123

PROVIDER:
Ganon Gil Preschool & Temple
26000 Shaker Blvd
Beachwood, OH 44122

PROVIDER:
Garfield City School District
5640 Briarcliff Drive
Garfield Heights, OH 44125

PROVIDER:
Great Expectations Preschool
25031 Rockwell Drive
Euclid, OH 44117

PROVIDER:
Haven Child Enrichment Center
18105 Miles Rd.
Warrensville Heights, OH 44128

PROVIDER:
Horizon Education Center
25300 Lorain Road Floor 2
North Olmsted, OH 44070

PROVIDER:
Kiddie City Child Care Community
280 East 206th St
Euclid, OH 44123

PROVIDER:
Let's Make a Change II Enrichment Center
4266 Monticello Blvd.
South Euclid, OH 44121

PROVIDER:
Little Achievers Learning Center
16268 Oakhill Rd.
Cleveland Heights, OH 44112

PROVIDER:
Little Critters Early Learning Center
12625 Lena Ave.
Cleveland, OH 44134

PROVIDER:
Loving Cup Kids Academy of Fairview Park
26163 Chardon Rd.
Richmond Heights, OH 44143

PROVIDER:
Loving Cup Kids Academy of North Royalton
26163 Chardon Rd.
Richmond Heights, OH 44143

PROVIDER:
Loving Cup Kids Academy of Old Brooklyn
26163 Chardon Rd.
Richmond Heights, OH 44143

PROVIDER:
Loving Cup Kids Academy of Richmond Heights
26163 Chardon Rd.
Richmond Heights, OH 44143

PROVIDER:
Maple Heights City School District
5740 Lawn Ave. Room 13
Maple Heights, OH 44137

PROVIDER:
Menorah Park
27100 Cedar Road
Beachwood, OH 44122

PROVIDER:
Merrick House
1050 Starkweather Avenue
Cleveland, OH 44113

PROVIDER:
Mini Miracles & Beyond Learning Academy
4674 Ridge Rd. #3317
Brooklyn, OH 44144

PROVIDER:
Mini Miracles Learning Academy
22620 Shore Center Drive
Euclid, OH 44123

PROVIDER:
Murtis Taylor Human Services Center
13421 Kinsman Road
Cleveland, OH 44108

PROVIDER:
Sandy's Darlin' Munchkins
1063 Roanoke Rd.
Cleveland Heights, OH 44121

PROVIDER:
St. Peter's Child Care Center
18001 Detroit Ave.
Lakewood, OH 44107

PROVIDER:
Step Forward, Inc.
1801 Superior Ave., Suite 400
Cleveland, OH 44114

PROVIDER:
The Centers for Families and Children
4500 Euclid Ave.
Cleveland, OH 44103

PROVIDER:
The Lillian & Betty Ratner Montessori School
27575 Shaker Boulevard
Pepper Pike, OH 44124

PROVIDER:
The Music Settlement
11125 Magnolia Dr.
Cleveland, OH 44106

PROVIDER:
The Salvation Army
4402 Clark Avenue
Cleveland, OH 44102

PROVIDER:
Urban Community School
4909 Lorain Avenue
Cleveland, OH 44102

PROVIDER:
Warrensville Heights City School District
4500 Warrensville Center Road
Warrensville Heights, OH 44128

PROVIDER:
YWCA of Greater Cleveland
4019 Prospect Avenue
Cleveland, OH 44103

The project is located in Council District – County Wide
Project Status and Planning
The project reoccurs annually

Funding

The project is funded 100% by the Health and Human Services Levy.

The schedule of payments is monthly by invoice.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0183

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services	A Resolution making awards to various providers in the total amount not-to-exceed \$2,000,000.00 for permanent supportive housing services to chronically homeless single adults and high-barrier homeless persons for the period 7/1/2021 – 6/30/2022; 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.
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WHEREAS, the County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services has recommended awards to various providers in the amount not-to-exceed \$2,000,000.00 for permanent supportive housing services to chronically homeless single adults and high-barrier homeless persons for the period 7/1/2021 – 6/30/2022 as follows:

- a) Contract No. 1604 with Famicos Property, Ltd dba 1800 Superior Apartments in the amount not-to-exceed \$150,097.00;
- b) Contract No. 1605 with Front Steps Housing & Services, Inc. in the amount not-to-exceed \$334,538.00;
- c) Contract No. 1606 with Humility of Mary Housing, Inc. in the amount not-to-exceed \$110,796.00;
- d) Contract No. 1617 with Mental Health Services for Homeless Persons, Inc. dba Frontline Services in the amount not-to-exceed \$160,005.00;
- e) Contract No. 1602 with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$917,663.00;
- f) Contract No. 1613 with YWCA of Greater Cleveland/Cogswell Hall in the amount not-to-exceed \$185,325.00;

- g) Contract No. 1614 with YWCA of Greater Cleveland/Independence Place in the amount not-to-exceed \$141,576.00;

WHEREAS, the primary goal of this project is to provide rent subsidized permanent housing, medical care, mental health, recovery and employment services to help individuals integrate back into their communities; and

WHEREAS, this project is funded 100% by Health and Human Services Levy funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards to various providers in the amount not-to-exceed \$2,000,000.00 for permanent supportive housing services to chronically homeless single adults and high-barrier homeless persons for the period 7/1/2021 – 6/30/2022 as follows:

- a) Contract No. 1604 with Famicos Property, Ltd dba 1800 Superior Apartments in the amount not-to-exceed \$150,097.00;
- b) Contract No. 1605 with Front Steps Housing & Services, Inc. in the amount not-to-exceed \$334,538.00;
- c) Contract No. 1606 with Humility of Mary Housing, Inc. in the amount not-to-exceed \$110,796.00;
- d) Contract No. 1617 with Mental Health Services for Homeless Persons, Inc. dba Frontline Services in the amount not-to-exceed \$160,005.00;
- e) Contract No. 1602 with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$917,663.00;
- f) Contract No. 1613 with YWCA of Greater Cleveland/Cogswell Hall in the amount not-to-exceed \$185,325.00;
- g) Contract No. 1614 with YWCA of Greater Cleveland/Independence Place in the amount not-to-exceed \$141,576.00;

SECTION 2. That the County Executive is authorized to execute the master contract in connection with said awards and all documents consistent with this Resolution.

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

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

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

Yeas:

Nays:

_____ County Council President	_____ Date
_____ County Executive	_____ Date
_____ Clerk of Council	_____ Date

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

Journal _____
_____, 20__

Office of Homeless Services – 2021-22 – Multiple Vendors – Master Contract – Permanent Supportive Housing Operations and Supportive Services

Scope of Work Summary

Office of Homeless Services requesting approval of a contract with EDEN, Inc., Famicos Foundation, Front Steps, FrontLine Service, Humility of Mary - Opportunity House, and the YWCA of Greater Cleveland for the anticipated cost not-to-exceed \$2,000,000.00.

This is a new contract with a term of 7/1/21 – 6/30/22.

Permanent Supportive Housing (PSH) serves chronically homeless single adults and high barrier homeless persons as part of the Housing First Initiative, which was established in 2004 with the goal of ending chronic homelessness in the county. Services include rent-subsidized permanent housing, medical care, mental health, recovery and employment services to help individuals integrate back into their communities.

The primary goals of the PSH program are:

work with those who are experiencing the highest barriers to stabilization including chronically homeless single adults and homeless persons with high barrier to housing.
provide rent-subsidized permanent housing, medical care, mental health, recovery and employment services to help individuals integrate back into their communities.

Procurement

An alternative procurement was approved by the Board of Control on 4/26/21 (BC2021-196). OHS issued an Informal Request for Proposals based on this alternative procurement and is now moving forward with the contracts.

Contractor and Project Information

The address(es) of all vendors and/or contractors are:

- EDEN, Inc.
7812 Madison Avenue Cleveland, OH 44102

- Famicos Foundation
1325 Ansel Road Cleveland, OH 44106

- Front Steps
2554 W 25th St, Cleveland, OH 44113

- FrontLine Service
1744 Payne Avenue Cleveland, OH 44114

- Humility of Mary Opportunity House
2251 Front Street, Suite 210 Cuyahoga Falls, OH 44221

- YWCA

4019 Prospect Avenue Cleveland, Ohio 44103

The executive directors for the contractor are:

- EDEN, Inc. – Elaine Gimmel, (216) 961-9690
- Famicos Foundation – John Anoliefo, [\(216\) 791-6476](tel:2167916476)
- Front Steps – Sherri Brandon, (216) 781-2250
- FrontLine Service – Susan Neth, (216) 274-3303
- Humility of Mary Opportunity House – Fred Berry, (330) 384-1555
- YWCA – Margaret Mitchell, (216) 881-6878

The address or location of the project is:

- Harper's Pointe
3875 W 25th St, Cleveland, OH 44109
- Greenbridge Commons
7515 Euclid Ave, Cleveland, OH 44103
- Inez Killingsworth Pointe
4171 E 131st St, Cleveland, OH 44105
- [The Commons at West Village](#)
8315 Detroit Ave, Cleveland, OH 44102
- Buckeye Square
11529 Buckeye Rd, Cleveland, OH 44104
- Winton on Lorain
9431 Lorain Ave, Cleveland, OH 44102
- Edgewood Park
3215 E 55th St Cleveland, OH 44127
- South Pointe Commons
3323 W 25th St, Cleveland, OH 44109
- Liberty at St. Clair
10004 St Clair Ave., Cleveland, OH 44108
- 1850 Superior
1850 Superior Ave Cleveland OH 44114
- Emerald Commons

1976 W 79th St, [Cleveland, OH](#) 44102

- Opportunity House
4740 Turney Rd Garfield Heights, OH [44125](#)

The project is located in Council District 7

Project Status and Planning

The project operates 365 days/year.

The project is on a critical action path because the contract term started 7/1/2021.

The project's term has already begun, effective 7/1/21. This is the first time OHS has used an Alternative Procurement for an Informal Request for Proposals. It took longer than expected to draft the request and review all provider proposals, causing the contract to be late.

Funding

The project is funded 100% by the Cuyahoga County Health and Human Services Levy.

The schedule of payments is monthly.

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	N/A – Alt Procurement
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	1604

Famicos	Department initials	Clerk of the Board
Briefing Memo	NM	Attached

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	This is the first time OHS used an Alternative Procurement for an Informal Request for Proposals. It took longer than expected to draft the request and review all provider proposals.	
What is being done to prevent this from reoccurring?	Process has been established so we know how long it will take and can start earlier.	

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**

OTHER THAN FULL AND OPEN COMPETITION						
RFP Exemptions (Contract)						
				Department initials	OPD	
Justification Form				NM	OK	
IG#	21-0206-REG 12/31/2025			NM	OK	
Annual Non-Competitive Bid Contract Statement	Date:	05.18.21		NM	OK	
Debarment/Suspension Verified	Date:	06.04.21		NM	OK	
Auditor’s Finding	Date:	06.03.21		NM	OK	
Vendor’s Submission				NM	OK	
W-9 – if required	Tax ID#	34-1784953	Date:	07.12.21 5/18/21	NM	OK
Independent Contractor (I.C.) Requirement			Date:	05.18.21	NM	OK
Agreement/Contract and Exhibits				NM	OK	
Cover - <i>Master contracts only</i>				NM	OK	
Contract Evaluation – <i>if required</i>				N/A	N/A	
Matrix Law Screen shot (<i>documenting approval of Contract; COI and Workers’ Compensation Certificate</i>)				ER	Conditionally approved 7/7/21	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				06.04.22	NM	Attached
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				07.12.22		Attached

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Checklist Verification	NM	OK
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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
07/01/2021-12/31/2021	HS260350	55130	UCH00000	\$75,048.50
01/01/2022-06/30/2022	HS260350	55130	UCH00000	\$75,048.50
			TOTAL	\$150,097.00

Current Contract History: CE/AG# (if applicable)	N/A – new contract
Infor/Lawson PO# Code:	
BuySpeed or Lawson RQ# (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$				
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

OPD Use Only:

Prior Resolutions:	BC2021-196
Contract #:	1604
Vendor Name:	Famicos Properties Ltd, DbA 1800 Superior Apartments
ftp:	7/1/2021 – 6/30/2022

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Amount:	\$150,097.00 MM
History/CE:	N/A
EL:	OK
Procurement Notes:	

OPD Buyer approval: LATE – Late explanation on Checklist and Justification. Insurances have been conditionally approved by Law 7/7/21; however ALL contracts in the Master were approved out of the Law queue on 7/8/21. PSH Master Contract, Contract 2 of 7. All 7 Contracts will need to be approved before this contract will be approved to BOC queue. TN 7/8/21

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	N/A – Alt Procurement
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	1605

FRONT STEPS Housing and Services	Department initials	Clerk of the Board
Briefing Memo	NM	Attached

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	This is the first time OHS used an Alternative Procurement for an Informal Request for Proposals. It took longer than expected to draft the request and review all provider proposals.	
What is being done to prevent this from reoccurring?	Process has been established so we know how long it will take and can start earlier.	

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**

OTHER THAN FULL AND OPEN COMPETITION						
RFP Exemptions (Contract)						
				Department initials	OPD	
Justification Form				NM	OK	
IG#	21-0158-REG 12/312025			NM	OK	
Annual Non-Competitive Bid Contract Statement	Date:	05.12.21		NM	OK	
Debarment/Suspension Verified	Date:	06.04.21		NM	OK	
Auditor’s Finding	Date:	06.01.21		NM	OK	
Vendor’s Submission				NM	OK	
W-9 – <i>if required</i>	Tax ID#	34-1424555	Date:	5.12.21	NM	OK
Independent Contractor (I.C.) Requirement			Date:	5.12.21	NM	OK
Agreement/Contract and Exhibits				NM	OK	
<i>Cover - Master contracts only</i>				NM	OK	
<i>Contract Evaluation – if required</i>				N/A	N/A	
Matrix Law Screen shot (<i>documenting approval of Contract; COI and Workers’ Compensation Certificate</i>)				ER	Conditionally approved 7/7/21	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				Exp 02.04.2022	Attached	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				Exp 07.01.2022	Attached	
Checklist Verification				NM	OK	

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
07/01/2021-12/31/2021	HS260350	55130	UCH00000	\$167,269.00
01/01/2022-06/30/2022	HS260350	55130	UCH00000	\$167,269.00
			TOTAL	\$334,538.00

Current Contract History: CE/AG# (if applicable)	N/A – new contract
Infor/Lawson PO# Code:	
BuySpeed or Lawson RQ# (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$				
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

OPD Use Only:

Prior Resolutions:	BC2021-196
Contract #	1605
Vendor Name:	Front Steps Housing and Services, Inc.
ftp:	7/1/2021 – 6/30/2022
Amount:	\$334,538.00 MM

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Revised 9/11/2020

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

History/CE:	N/A
EL:	OK
Procurement Notes:	

OPD Buyer approval: LATE – Late explanation on Checklist and Justification. Insurances have been conditionally approved by Law 7/7/21; however ALL contracts in the Master were approved out of the Law queue on 7/8/21. PSH Master Contract, Contract 3 of 7. All 7 Contracts will need to be approved before this contract will be approved to BOC queue. TN 7/8/21

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	N/A – Alt Procurement
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	1606

Opportunity House Humility of Mary	Department initials	Clerk of the Board
Briefing Memo	NM	Attached

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	This is the first time OHS used an Alternative Procurement for an Informal Request for Proposals. It took longer than expected to draft the request and review all provider proposals.	
What is being done to prevent this from reoccurring?	Process has been established so we know how long it will take and can start earlier.	

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**

OTHER THAN FULL AND OPEN COMPETITION						
RFP Exemptions (Contract)						
				Department initials	OPD	
Justification Form				NM	OK	
IG#	12-1897-REG-12/31/2023-21-0217			NM	Missing and required – uploaded 7/8/21 OK	
Annual Non-Competitive Bid Contract Statement	Date:	05.12.21		NM	OK	
Debarment/Suspension Verified	Date:	06.14.21 6/4/21		NM	OK	
Auditor’s Finding	Date:	06.03.21 7/8/21		NM	Missing and required – uploaded 7/8/21 OK	
Vendor’s Submission				NM	OK	
W-9 – if required	Tax ID#	25-1592420	Date:	05.12.21	NM	OK
Independent Contractor (I.C.) Requirement			Date:	05.12.21	NM	OK
Agreement/Contract and Exhibits				NM	OK	
Cover - Master contracts only				NM	OK	
Contract Evaluation – if required				N/A	N/A	
Matrix Law Screen shot (documenting approval of Contract; COI and Workers’ Compensation Certificate)				ER	Conditionally approved 7/7/21	

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	COI exp 07.13.23	Attached
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	BWC exp 07.01.22	Attached (expired 7/1/21)
Checklist Verification	NM	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
07/01/2021-12/31/2021	HS260350	55130	UCH00000	\$55,398.00
01/01/2022-06/30/2022	HS260350	55130	UCH00000	\$55,398.00
			TOTAL	\$110,796.00

Current Contract History: CE/AG# (if applicable)	N/A – new contract
Infor/Lawson PO# Code:	
BuySpeed or Lawson RQ# (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$				
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

OPD Use Only:

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Prior Resolutions:	BC2021-196
Contract #:	1606
Vendor Name:	Humility of Mary Housing, Inc.
ftp:	7/1/2021 – 6/30/2022
Amount:	\$110,796.00 MM
History/CE:	N/A
EL:	OK
Procurement Notes:	IG registration is missing and required. Auditor’s Findings is missing and required. TN 7/8/21

OPD Buyer approval: LATE – Late explanation on Checklist and Justification. Expired BWC and COI Insurance have been conditionally approved by Law 7/7/21; however ALL contracts in the Master were approved out of the Law queue on 7/8/21. PSH Master Contract, Contract 1 of 7. All 7 Contracts will need to be approved before this contract will be approved to BOC queue. TN 7/8/21

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	N/A – Alt Procurement
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	1617

FrontLine Services	Department initials	Clerk of the Board
Briefing Memo	NM	Attached

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	This is the first time OHS used an Alternative Procurement for an Informal Request for Proposals. It took longer than expected to draft the request and review all provider proposals.	
What is being done to prevent this from reoccurring?	Process has been established so we know how long it will take and can start earlier.	

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**

OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract)						
				Department initials	OPD	
Justification Form				NM	OK	
IG#	12-1897-REG exp 12/31/23			NM	OK	
Annual Non-Competitive Bid Contract Statement	Date:	5.14.21 1/11/2021		NM	OK	
Debarment/Suspension Verified	Date:	06.04.2021		NM	OK	
Auditor’s Finding	Date:	06.03.2021		NM	OK	
Vendor’s Submission				NM	OK	
W-9 – <i>if required</i>	Tax ID#	34-1607734	Date:	02.5.21	NM	OK
Independent Contractor (I.C.) Requirement			Date:	1.11.21	NM	OK
Agreement/Contract and Exhibits				NM	OK	
Cover - <i>Master contracts only</i>				NM	OK	
Contract Evaluation – <i>if required</i>				N/A	N/A	
Matrix Law Screen shot (<i>documenting approval of Contract; COI and Workers’ Compensation Certificate</i>)				ER	Conditionally approved 7/7/21	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				Exp 8.3.21 NM	Attached (expires 8/3/21)	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				Exp 7.1.22 NM	Attached	
Checklist Verification				NM	OK	

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
07/01/2021-12/31/2021	HS260350	55130	UCH00000	\$80,002.50
01/01/2022-06/30/2022	HS260350	55130	UCH00000	\$80,002.50
			TOTAL	\$160,005.00

Current Contract History: CE/AG# (if applicable)	N/A – New contract
Infor/Lawson PO# Code:	
BuySpeed or Lawson RQ# (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$				
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

OPD Use Only:

Prior Resolutions:	BC2021-196
Contract #:	1617
Vendor Name:	Mental Health Services for Homeless Persons, Inc. dba FrontLine Services
ftp:	7/1/2021 – 6/30/2022
Amount:	\$160,005.00 MM

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Revised 9/11/2020

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

History/CE:	N/A
EL:	OK
Procurement Notes:	Line amount does not match the checklist or the dept created cover. TN 7/8/21

OPD Buyer approval: LATE – Late explanation on Checklist and Justification. Insurances have been conditionally approved by Law 7/7/21; however ALL contracts in the Master were approved out of the Law queue on 7/8/21. PSH Master Contract, Contract 4 of 7. All 7 Contracts will need to be approved before this contract will be approved to BOC queue. TN 7/8/21

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	N/A – Alt Procurement
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	1602

EDEN	Department initials	Clerk of the Board
Briefing Memo	NM	Attached

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	This is the first time OHS used an Alternative Procurement for an Informal Request for Proposals. It took longer than expected to draft the request and review all provider proposals.	
What is being done to prevent this from reoccurring?	Process has been established so we know how long it will take and can start earlier.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION						
RFP Exemptions (Contract)						
				Department initials	OPD	
Justification Form				NM	OK	
IG#	20-0161 REG exp 12/31/24			NM	OK	
Annual Non-Competitive Bid Contract Statement	Date:	5.25.21		NM	OK	
		5/17/21				
Debarment/Suspension Verified	Date:	6.04.21		NM	OK	
Auditor’s Finding	Date:	6.03.21		NM	OK	
Vendor’s Submission				NM	OK	
W-9 – <i>if required</i>	Tax ID#	34-1667990	Date:	5.14.21	NM	OK
Independent Contractor (I.C.) Requirement			Date:	5.17.21	NM	OK
Agreement/Contract and Exhibits				NM	OK	
Cover - <i>Master contracts only</i>					OK	
Contract Evaluation – <i>if required</i>				N/A	N/A	
Matrix Law Screen shot (<i>documenting approval of Contract; COI and Workers’ Compensation Certificate</i>)				ER	Conditional approval uploaded	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				07.01.22 exp NM	Attached	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				07.01.22 exp NM	Attached	
Checklist Verification				NM	OK	

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
07/01/2021-12/31/2021	HS260350	55130	UCH00000	\$ 458,831.50
07/01/2021-06/30/2022	HS260350	55130	UCH00000	\$ 458,831.50
			TOTAL	\$917,663.00

Current Contract History: CE/AG# (if applicable)	N/A – new contract
Infor/Lawson PO# Code:	
BuySpeed or Lawson RQ# (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$				
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

OPD Use Only:

Prior Resolutions:	BC2021-196
Contract #:	1602
Vendor Name:	Emerald Development & Economic Network, Inc.
ftp:	7/1/2021 – 6/30/2022
Amount:	\$917,663.00 MM

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Revised 9/11/2020

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

History/CE:	N/A
EL:	OK
Procurement Notes:	Missing approval of Alternative Procurement. TN 7/8/21

OPD Buyer approval: LATE – Late explanation on Checklist and Justification. Insurances have been conditionally approved by Law 7/7/21; however ALL contracts in the Master were approved out of the Law queue on 7/8/21. PSH Master Contract, Contract 1 of 7. All 7 Contracts will need to be approved before this contract will be approved to BOC queue. TN 7/8/21

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	N/A – Alt Procurement
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	1613

YWCA- Cogswell Hall	Department initials	Clerk of the Board
Briefing Memo	NM	Attached

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	This is the first time OHS used an Alternative Procurement for an Informal Request for Proposals. It took longer than expected to draft the request and review all provider proposals.	
What is being done to prevent this from reoccurring?	Process has been established so we know how long it will take and can start earlier.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION						
RFP Exemptions (Contract)						
					Department initials	OPD
Justification Form					NM	OK
IG#	12-3784-REG exp 12/31/2022				NM	OK
Annual Non-Competitive Bid	Date:	01/12/21		NM	OK	
Contract Statement						
Debarment/Suspension Verified	Date:	06/04/21		NM	OK	
Auditor’s Finding	Date:	06/03/21		NM	OK	
Vendor’s Submission					NM	OK
W-9 – <i>if required</i>	Tax ID#	34-0714800	Date:	05/05/21	NM	Missing – No longer required
Independent Contractor (I.C.) Requirement			Date:	03/10/21	NM	OK
Agreement/Contract and Exhibits					NM	OK
Cover - <i>Master contracts only</i>					NM	OK
Contract Evaluation – <i>if required</i>					N/A	N/A
Matrix Law Screen shot (<i>documenting approval of Contract; COI and Workers’ Compensation Certificate</i>)					ER	Conditionally approved 7/7/21
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					NM exp 06/01/22	Attached
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					NM exp 07/01/22	Attached

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Checklist Verification	NM	OK
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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
07/01/2021-12/31/2021	HS260350	55130	UCH00000	\$92,662.50
01/01/2022-06/30/2022	HS260350	55130	UCH00000	\$92,662.50
			TOTAL	\$185,325.00

Current Contract History: CE/AG# (if applicable)	N/A – New contract
Infor/Lawson PO# Code:	
BuySpeed or Lawson RQ# (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$				
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

OPD Use Only:

Prior Resolutions:	BC2021-196
Contract #:	1613
Vendor Name:	Y.W.C.A. of Greater Cleveland – Cogswell Hall
ftp:	7/1/2021 – 6/30/2022

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Amount:	\$185,325.00
History/CE:	N/A
EL:	OK
Procurement Notes:	

OPD Buyer approval: LATE – Late explanation on Checklist and Justification. Insurances have been conditionally approved by Law 7/7/21; however ALL contracts in the Master were approved out of the Law queue on 7/8/21. PSH Master Contract, Contract 6 of 7. All 7 Contracts will need to be approved before this contract will be approved to BOC queue. TN 7/8/21

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	N/A – Alt Procurement
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	1614

YWCA Independence Place	Department initials	Clerk of the Board
Briefing Memo	NM	Attached

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	This is the first time OHS used an Alternative Procurement for an Informal Request for Proposals. It took longer than expected to draft the request and review all provider proposals.	
What is being done to prevent this from reoccurring?	Process has been established so we know how long it will take and can start earlier.	

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**

OTHER THAN FULL AND OPEN COMPETITION						
RFP Exemptions (Contract)						
				Department initials	OPD	
Justification Form				NM	OK	
IG#	12-3784-REG 12/31/2022			NM	OK	
Annual Non-Competitive Bid Contract Statement	Date:	01/12/21		NM	OK	
Debarment/Suspension Verified	Date:	06/04/21		NM	OK	
Auditor’s Finding	Date:	06/03/21		NM	OK	
Vendor’s Submission				NM	OK	
W-9 – <i>if required</i>	Tax ID#	34-0714800	Date:	05/05/21	NM	OK
Independent Contractor (I.C.) Requirement			Date:	03/1/21	NM	OK
Agreement/Contract and Exhibits				NM	OK	
Cover - <i>Master contracts only</i>				NM	OK	
Contract Evaluation – <i>if required</i>				N/A	N/A	
Matrix Law Screen shot (<i>documenting approval of Contract; COI and Workers’ Compensation Certificate</i>)				ER	Conditionally approved 7/7/21	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				NM exp 06/03/22	Attached	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				NM exp 07/01/22	Attached	
Checklist Verification				NM	OK	

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
07/01/2021-12/31/2021	HS260350	55130	UCH00000	\$70,788.00
01/01/2022-06/30/2022	HS260350	55130	UCH00000	\$70,788.00
			TOTAL	\$141,576.00

Current Contract History: CE/AG# (if applicable)	N/A – New contract
Infor/Lawson PO# Code:	
BuySpeed or Lawson RQ# (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$				
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

OPD Use Only:

Prior Resolutions:	BC2021-196
Contract #:	1614
Vendor Name:	Y.W.C.A. of Greater Cleveland – Independence Hall, LLC
ftp:	7/1/2021 – 6/30/2022
Amount:	\$141,576.00 MM

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Revised 9/11/2020

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

History/CE:	N/A
EL:	OK
Procurement Notes:	

OPD Buyer approval: LATE – Late explanation on Checklist and Justification. Insurances have been conditionally approved by Law 7/7/21; however ALL contracts in the Master were approved out of the Law queue on 7/8/21. PSH Master Contract, Contract 7 of 7. All 7 Contracts will need to be approved before this contract will be approved to BOC queue. TN 7/8/21

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0184

<p>Sponsored by: County Executive Budish/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga Job and Family Services</p>	<p>A Resolution authorizing an amendment to Contract No. 561 with The Centers for Families and Children for the Out-of-School Youth Program for Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with the Workforce Innovation and Opportunity Act 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 \$1,150,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga County Job and Family Services recommends an amendment to Contract No. 561 with The Centers for Families and Children for the Out-of-School Youth Program for Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with Workforce Innovation and Opportunity Act 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 \$1,150,000.00; and

WHEREAS, the primary goal for this amendment is to continue to provide a comprehensive case management and employment program for youth; and

WHEREAS, the project funded by (a) 14% Workforce Innovation & Opportunity Act funds and (b) 86% Temporary Assistance to Needy Families 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. 561 with The Centers for Families and Children for the Out-of-School Youth Program for Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with Workforce Innovation and Opportunity Act 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 \$1,150,000.00.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20____

Department of Workforce Development; RQ# 44122; The Centers for Families & Children; Request for Amendment; Comprehensive Case Management and Employment Program

Scope of Work Summary

Department of Workforce Development is requesting approval of an amendment with The Centers for Families & Children not to exceed \$1,150,000.00.

The Centers will assist 340 young adults (age 18-24) with employment/education services. This is the primary contractor for TANF young adult recipients. This amendment will be to extend services through 06/30/2022 and add additional funds.

This amendment will be for contract originally approved 06/25/2019 –R2019-0140

The primary goals of the project are to exceed the State goals for: Education, training or employment at exit; Education, training or employment 2nd qtr. after exit; Education, training or employment 4th qtr. after exit; and Credential attainment rate.

Procurement

The procurement method for the original contract was RFP. The total value of the RFP was \$9,761,815.

The RFP was closed on 01/11/2019.

There were eight bids pulled from OPD, eight reviewed and five approved.

Contractor and Project Information

The Centers for Families & Children
4500 Euclid Ave.
Cleveland, OH, 44103
Eric Morse, CEO

This project is open to youth through all of Cuyahoga County who meet eligibility requirements

Project Status and Planning

The Centers team has planned for the recruitment and registration based on past experience with this project and implemented services at the beginning of the contract 07/01/2019.

Funding

The amendment funding is 86% TANF funded and 14% WIOA funded with payments scheduled monthly as invoices received from contractor

This is the first amendment to this contract. This amendment adds funding for the project to 6/30/2022.

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44122
Infor/Lawson PO# Code (if applicable):	CE1900248
CM Contract#	561

	Department	Clerk of the Board
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					MK	ok
IG#	12-0785				SG	ok
Annual Non-Competitive Bid Contract Statement	Date:	2.1.21			SG	ok
Debarment/Suspension Verified	Date:	4.28.21			SG	ok
Auditor’s Finding	Date:	6.08.21			LC	ok
Vendor’s Submission					Previously Attached	ok
W-9 – <i>if required</i>	Tax ID#	23-7084455	Date:	5/26/21	LC	n/a
Independent Contractor (I.C.) Requirement			Date:	4/27/21	LC	ok
Amendment and Exhibits					LC	ok
<i>Cover - Master amendments only</i>					N/A	
Contract Evaluation					MK	ok
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)					MK	Law approves
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					SG	Law approves
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					SG	Law approves
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>					Previously Attached	
Checklist Verification					LC	ok

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

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
7/1/2021-12/31/2021	HS260100	55130	UCH08301	\$500,000.00
7/1/2021-12/31/2021	WF260110	55130	UCW08000	75,000.00
1/1/2022-6/30/2022	HS260100	55130	UCH08301	500,000.00
1/1/2022-6/30/2022	WF260110	55130	UCW08000	75,000.00
			TOTAL	\$1,150,000.00

Current Contract History CE/AG# (if applicable)	
Infor/Lawson PO# Code (if applicable)	CE1900248
BuySpeed or Lawson RQ# (if applicable)	44122
CM Contract#	561

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$1,100,000.00		7.01.19 to 6.30.21	6/25/2019	R2019-0140
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,150,000.00	7.01.21 to 6.30.22		
Total Amendments		\$1,150,000.00			
Total Contact Amount		\$2,250,000.00			

OPD Use Only:

Prior Resolutions:	R2019-0140
Amend:	CM 561 (CE1900248)
Vendor Name:	The Centers for Families and Children
ftp:	7/1/2019-6/30/2021 EXT. 6/30/2022
Amount:	Add'l amount \$1,150,000.00 for a total not-to-exceed \$2,250,000.00
History/CE:	ok
EL:	ok
Procurement Notes:	Buyer Review Completed

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Revised 9/17/2020

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

OPD Buyer approval: **LZ 6/25/2021**

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Revised 9/17/2020

CONTRACT EVALUATION FORM

Contractor	The Centers for Families and Children				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM#561				
RQ#	44122				
Time Period of Original Contract	07/01/2019-06/30/2021				
Background Statement	The Workforce Innovation and Opportunity Act (WIOA) funds OhioMeansJobs Cleveland-Cuyahoga County to deliver an array of integrated services to individuals seeking jobs and skills training. The WIOA funds are braided with TANF funding to provide the services for youth in the OWF program.				
Service Description	Provide WIOA and TANF eligible youth and young adults with assessment, training, and employment assistance.				
Performance Indicators	Current evaluation period: 300 youth served Average wage at employment: \$12.50/hour and above				
Actual Performance versus performance indicators (include statistics):	As of current evaluation period, 268 youth served Average wage at employment \$14.73.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	Number served goal not achieved due to training and employment shutdowns and stay-at-home orders/advisories stemming from unprecedented COVID global pandemic.				
Department Contact	Mary Kelley				
User Department	Workforce Development				
Date	5.22.21				

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0185

<p>Sponsored by: County Executive Budish/Department of Workforce Development, in partnership with City of Cleveland/ Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga Job and Family Services</p>	<p>A Resolution authorizing an amendment to Contract No. 649 with Cuyahoga Community College District Advanced Technology Academy for the Out-of-School Youth Program for Comprehensive Case Management and Employment Program-Employment, Education and Training Services for Young Adults in connection with the Workforce Innovation and Opportunity Act for the period of 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 \$1,200,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/ Department of Workforce Development, in partnership with City of Cleveland/ Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga Job and Family Services has recommended an amendment to Contract No. 649 with Cuyahoga Community College District Advanced Technology Academy for the Out-of-School Youth Program for Comprehensive Case Management and Employment Program-Employment, Education and Training Services for Young Adults in connection with the Workforce Innovation and Opportunity Act for the period of 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 \$1,200,000.00; and

WHEREAS, the primary goals to continue to provide a comprehensive case management and employment program for youth; and

WHEREAS, the project is funded by 67% Workforce Innovation and Opportunity Act (WIOA) fund and 33% Temporary Assistance to Needy Families (TANF) 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. 649 with Cuyahoga Community College District Advanced Technology Academy for the Out-of-School Youth Program for Comprehensive Case Management and Employment Program-Employment, Education and Training Services for Young Adults in connection with the Workforce Innovation and Opportunity Act for the period of 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 \$1,200,000.00;

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

Department of Workforce Development; RQ# 44122; Cuyahoga Community College – Advanced Technology Academy; Request for Amendment; Comprehensive Case Management and Employment Program

Scope of Work Summary

Department of Workforce Development is requesting approval of an amendment with Cuyahoga Community College District not to exceed \$1,200,000.00

Tri-C will provide services to out-of-school youth (age 16-24) through the Advanced Technology Academy. This program focuses on barrier removal and workforce preparation. Services include: Occupational skills training; participation in meaningful work experience, opportunity for portable, stackable, industry-recognized certificates and enrollment in short-term certificate training for in-demand occupation or post-secondary career pathway towards a degree. Employment preparation also includes soft-skills training and career pathway planning. This amendment extends the end date to 06/30/2022.

This amendment will be for contract with prior approvals 06/25/2019 –R2019-0140; 7/21/2020 – R2020-0145; and 4/13/2021 – R2021-0068

The primary goals of the project:

88% of those completing program placed in employment

90% of those in program attain a certificate

Procurement

The procurement method for the original contract was RFP. The total value of the RFP was \$9,761,815.

The RFP was closed on 01/11/2019.

There were eight bids pulled from OPD, eight reviewed and five approved.

Contractor and Project Information

Cuyahoga Community College
700 Carnegie Avenue
Cleveland, OH, 44115

Mary Kay Bitterman, Director of Workforce Services

This project is open to youth through all of Cuyahoga County who meet eligibility requirements

Project Status and Planning

The Cuyahoga Community College – Advanced Technology team has planned for the recruitment and registration based on past experience with this project and implemented services at the beginning of the contract 07/01/2019.

Funding

The amendment funding is 67% WIOA funded and 33% TANF funded with payments scheduled monthly as invoices received from contractor

This is the first amendment to this contract. This amendment adds funding for the project to 06/30/2021.

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44122
Infor/Lawson PO# Code (if applicable):	AG1900142
CM Contract#	649

	Department	Clerk of the Board
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				SG	
IG#	EXEMPT			SG	
Annual Non-Competitive Bid Contract Statement	Date:	EXEMPT		SG	
Debarment/Suspension Verified	Date:	4/29/21		SG	
Auditor’s Finding	Date:	6/8/21		LC	
Vendor’s Submission				Previously Attached	
W-9 – if required	Tax ID#	Date:	5/20/20	Previously Attached	
Independent Contractor (I.C.) Requirement			Date: 1/25/21	Previously Attached	
Amendment and Exhibits				LC	
Cover - <i>Master amendments only</i>				N/A	
Contract Evaluation				LC	
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)				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	
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>				Previously Attached	
Checklist Verification				LC	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

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
7/1/2021-12/31/2021	HS260100	55130		\$ 166,667.00
7/1/2021-12/31/2021	WF260110	55130		\$ 333,333.00
1/1/2022-6/30/2022	HS260100	55130		\$ 233,333.00
1/1/2022-6/30/2022	WF260110	55130		\$ 466,667.00
			TOTAL	\$1,200,000.00

Current Contract History CE/AG# (if applicable)	
Infor/Lawson PO# Code (if applicable)	AG1900142
BuySpeed or Lawson RQ# (if applicable)	44122
CM Contract#	649

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$1,066,993.00		7/1/2019-6/30/2021	6/25/2019	R2019-0140
Prior Amendment Amounts (list separately)		\$603,351.00	7/1/2019-6/30/2021	7/21/2020	R2020-0145
		\$501,966.00	7/1/2019-6/30/2021	4/13/2021	R2021-0068
		\$			
Pending Amendment		\$1,200,000.00	7/1/2021-6/30/2022		
Total Amendments		\$2,305,317.00			
Total Contact Amount		\$3,372,310.00			

OPD Use Only:

Prior Resolutions:	
Amend:	
Vendor Name:	
ftp:	
Amount:	
History/CE:	
EL:	
Procurement Notes:	

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

OPD Buyer approval:

CONTRACT EVALUATION FORM

Contractor	Cuyahoga Community College District				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	AG1900142				
RQ#	44122				
Time Period of Original Contract	07/01/2019-06/30/2021				
Background Statement	The Workforce Innovation and Opportunity Act (WIOA) funds OhioMeansJobs Cleveland-Cuyahoga County to deliver an array of integrated services to individuals seeking jobs and skills training. The WIOA funds are braided with TANF funding to provide the same services to TANF eligible youth				
Service Description	Provide WIOA and TANF eligible youth and young adults with assessment, training and employment assistance.				
Performance Indicators	Prepare 360 Out-of-School Youth for technical careers in in-demand jobs.				
Actual Performance versus performance indicators (include statistics):	At time of amendment request program is 75% through the contract period. The enrollment to goal is at 50%. Based on past performance 88% of those entering will be placed in a job. Enrollment is down due to COVID. Although quality services are provided – it is more difficult to bring in new participants				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Contractor performs well and with high placement and graduation rates.				
Department Contact	Workforce Development				

User Department	Steven Greenwell steven.greenwell@jfs.ohio.gov
Date	01.22.21

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0186

Sponsored by: County Executive Budish/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga County Job and Family Services	A Resolution authorizing an amendment to Contract No. 620 with Towards Employment, Inc. for Program Activities for the Out-of-School Youth Program for the Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with Workforce Innovation and Opportunity Act 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 \$700,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga County Job and Family Services recommends an amendment to Contract No. 620 with Towards Employment, Inc. for Program Activities for the Out-of-School Youth Program for the Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with Workforce Innovation and Opportunity Act 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 \$700,000.00; and

WHEREAS, the primary goal of this amendment is to continue provide a comprehensive case management and employment program for youth; and

WHEREAS, the project is funded by 50% Workforce Innovation & Opportunity Act (WIOA) fund and 50% Temporary Assistance to Needy Families (TANF) 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. 620 with Towards Employment, Inc. for Program Activities for the Out-of-School Youth Program for the Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with Workforce Innovation and Opportunity Act 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 \$700,000.00

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

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 20 _____

Department of Workforce Development; RQ# 44122; Towards Employment; Request for Amendment; Comprehensive Case Management and Employment Program

Scope of Work Summary

Department of Workforce Development is requesting approval of an amendment with Towards Employment not to exceed \$700,000.00

Towards Employment will provide services to out-of-school youth (age 18-24). This program focuses on barrier removal and workforce preparation. The program focuses on four in-demand industries: healthcare, manufacturing, construction and hospitality/culinary. through structured career pathways employment and/or career furthering post-secondary education. Services include: Assessment; Job Readiness Training; GED or academic remediation as needed; Work Experience; and Job Placement/Retention for the contract amendment period through 06/30/2022.

This amendment will be for contract previously approved 06/25/2019 –R2019-0140; 7/21/2020 – R2020-0145; and 4/26/2021 – BC2021-188

The primary goals of the project are to meet the State goals for: Education, training or employment at exit; Education, training or employment 2nd qtr. after exit; Education, training or employment 4th qtr. after exit; and Credential attainment rate.

Procurement

The procurement method for the original contract was RFP. The total value of the RFP was \$9,761,815.

The RFP was closed on 01/11/2019.

There were eight bids pulled from OPD, eight reviewed and five approved.

Contractor and Project Information

Towards Employment
1255 Euclid Avenue, Suite 300
Cleveland, OH, 44115
Jill Rizika, CEO

This project is open to youth through all of Cuyahoga County who meet eligibility requirements

Project Status and Planning

The Towards Employment team has planned for the recruitment and registration based on past experience with this project and implemented services at the beginning of the contract 07/01/2019.

Funding

The amendment funding is 50% WIOA funded and 50% TANF funded with payments scheduled monthly as invoices received from contractor.

This is the first amendment to this contract. This amendment adds funding for the project to 06/30/2022.

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44122
Infor/Lawson PO# Code (if applicable):	CE1900251
CM Contract#	620

	Department	Clerk of the Board
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					SG	ok
IG#	12-2802				LC	ok
Annual Non-Competitive Bid Contract Statement	Date:	1.25.21		Previously Attached		ok
Debarment/Suspension Verified	Date:	4.29.21		SG	ok	
Auditor’s Finding	Date:	6.8.21		LC	ok	
Vendor’s Submission					Previously Attached	
W-9 – if required	Tax ID#		Date:	8.19.20	Previously Attached	
Independent Contractor (I.C.) Requirement			Date:	1.22.21	Previously Attached	
Amendment and Exhibits					LC	ok
Cover - Master amendments only					N/A	
Contract Evaluation					MK	ok
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)					LC	Law approves
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					LC	Law approves
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					Previously Attached	Law approves
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>					Previously Attached	
Checklist Verification					LC	ok

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

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
7.01.2021 – 12.31.2021	HS260100	55130		\$145,000.00
7.01.2021 – 12.31.2021	WF260110	55130		\$145,000.00
1.01.2022 – 6.30.2022	HS260100	55130		\$205,000.00
1.01.2022 – 6.30.2022	WF260110	55130		\$205,000.00
			TOTAL	\$700,000.00

Current Contract History CE/AG# (if applicable)	
Infor/Lawson PO# Code (if applicable)	CE1900251
BuySpeed or Lawson RQ# (if applicable)	44122
CM Contract#	620

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$874,821.00				
Prior Amendment Amounts (list separately)		\$205,261.00	7.01.19 to 6.30.21	7.21.2020	R2020-0145
		\$386,867.00	7.01.19 to 6.30.21	4.26.2021	BC2021-0188
		\$			
Pending Amendment		\$700,000.00	7.01.21 to 6.30.22		
Total Amendments		\$1,292,128.00			
Total Contact Amount		\$2,166,949.00			

OPD Use Only:

Prior Resolutions:	R2019-0140, R2020-0145, BC2021-0188
Amend:	CM 620(CE1900251)
Vendor Name:	TOWARDS EMPLOYMENT, INC.
ftp:	7/1/2021-6/30/2022
Amount:	Add'l funds \$700,000.00
History/CE:	ok
EL:	ok
Procurement Notes:	Buyer review completed

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

OPD Buyer approval: **LZ**

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Revised 9/17/2020

CONTRACT EVALUATION FORM

Contractor	Towards Employment, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1900251				
RQ#	44122				
Time Period of Original Contract	07/01/2019-06/30/2021				
Background Statement	The Workforce Innovation and Opportunity Act (WIOA) funds OhioMeansJobs Cleveland-Cuyahoga County to deliver an array of integrated services to individuals seeking jobs and skills training. The WIOA funds are braided with TANF funding to provide the services for youth in the OWF program.				
Service Description	Provide WIOA and TANF eligible youth and young adults with assessment, training and employment assistance.				
Performance Indicators	Indicators for the two-year contract. Towards Employment -- Comprehensive Case Management and Employment Program to engage 250 youth in career pathway services. 187 (75%) complete job readiness to enter work experience or credential program. 145 (58%) to receive paid work experience and 76 (30%) attain credential				
Actual Performance versus performance indicators (include statistics):	At the time of amendment request agency is 38% through the contract period. Currently at 34% of projected engagement. 44% receive Work Experience and 5% obtained credential				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	Registration is lower which affects all other measures. Provider has planned and shown improvement in recruiting. Numbers also negatively impacted due to Covid.				
Department Contact	Steven Greenwell – steven.greenwell@jfs.ohio.gov				

User Department	Workforce Development
Date	05/29/20

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0187

<p>Sponsored by: County Executive Budish/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga County Job and Family Services</p>	<p>A Resolution authorizing an amendment to Contract No. 627 with Youth Opportunities Unlimited for the Out-of-School Youth Program for the Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with Workforce Innovation and Opportunity Act 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 \$3,223,129.00; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga County Job and Family Services recommends an amendment to Contract No. 627 with Youth Opportunities Unlimited for the Out-of-School Youth Program for the Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with Workforce Innovation and Opportunity Act 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 \$3,223,129.00; and

WHEREAS, the primary goal of this amendment is to continue provide a comprehensive case management and employment program for youth; and

WHEREAS, the project is funded by 51% Workforce Innovation & Opportunity Act (WIOA) fund and 49% Temporary Assistance to Needy Families (TANF) 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. 627 with Youth Opportunities Unlimited for the Out-of-School Youth Program for the Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with Workforce Innovation and Opportunity Act 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 \$3,223,129.00.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20____

Department of Workforce Development; RQ# 44122; Youth Opportunities Unlimited (Y.O.U.); Request for Amendment; Comprehensive Case Management and Employment Program

Scope of Work Summary

Department of Workforce Development is requesting approval of an amendment with Youth Opportunities Unlimited (Y.O.U.) not to exceed \$3,223,129.00

Y.O.U. will enroll out-of-school youth (age 16-24) for the Comprehensive Case Management and Employment Program. This program focuses on barrier removal and workforce preparation. Services include: Assessment; Job Readiness Training; GED or academic remediation as needed; Work Experience; and Job Placement/Retention for the amendment will extend the end date to 06/30/2022.

This amendment will be for contract previously approved 06/25/2019 –R2019-0140 and 7/21/2020 – R2020-0145

The primary goals of the project are to exceed the State goals for: Education, training or employment at exit; Education, training or employment 2nd qtr. after exit; Education, training or employment 4th qtr. after exit; and Credential attainment rate.

Procurement

The procurement method for the original contract was RFP. The total value of the RFP was \$9,761,815.

The RFP was closed on 01/11/2019.

There were eight bids pulled from OPD, eight reviewed and five approved.

Contractor and Project Information

Youth Employment Opportunities Unlimited
1255 Euclid Avenue, Suite 310
Cleveland, OH, 44115
Craig Dorn, CEO

This project is open to youth through all of Cuyahoga County who meet eligibility requirements

Project Status and Planning

The Y.O.U. team has planned for the recruitment and registration based on past experience with this project and implemented services at the beginning of the contract 07/01/2019.

Funding

The amendment funding is 51% WIOA funded and 49% TANF funded with payments scheduled monthly as invoices received from contractor

This is the second amendment to this contract. This amendment adds funding and extends end date to 6/30/2022.

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44122
Infor/Lawson PO# Code (if applicable):	CE1900250-01;-02
CM Contract#	627

	Department	Clerk of the Board
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					MK	
IG#	20-0365				LC	
Annual Non-Competitive Bid Contract Statement	Date:	1.22.21		LC		
Debarment/Suspension Verified	Date:	4.29.21		SG		
Auditor’s Finding	Date:	6.8.21		LC		
Vendor’s Submission					Previously Attached	
W-9 – <i>if required</i>	Tax ID#	34-1381135	Date:	1.25.21	LC	
Independent Contractor (I.C.) Requirement			Date:	1.25.21	LC	
Amendment and Exhibits					LC	
Cover - <i>Master amendments only</i>					N/A	
Contract Evaluation					MK	
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)					MK	
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	
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>					Previously Attached	
Checklist Verification					LC	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

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
7.01.2021 to 12.31.2021	HS260100	55130		\$ 400,000.00
7.01.2021 to 12.31.2021	WF260110	55130		\$1,100,000.00
1.01.2022 to 06.30.2022	HS260100	55130		\$ 673,129.00
1.01.2022 to 06.30.2022	WF260110	55130		\$1,050,000.00
			TOTAL	\$3,223,129.00

Current Contract History CE/AG# (if applicable)	
Infor/Lawson PO# Code (if applicable)	CE1900250-01;-02
BuySpeed or Lawson RQ# (if applicable)	44122
CM Contract#	627

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$4,000,000.00		7.01.19 to 6.30.21	6.25.2019	R2019-0140
Prior Amendment Amounts (list separately)		\$739,699.00	7.01.19 to 6.30.21	7.21.2020	R2020-0145
		\$			
		\$			
Pending Amendment		\$3,223,129.00	7.01.21 to 6.30.22		
Total Amendments		\$3,962,828.00			
Total Contact Amount		\$7,962,828.00			

OPD Use Only:

Prior Resolutions:	
Amend:	
Vendor Name:	
ftp:	
Amount:	
History/CE:	
EL:	
Procurement Notes:	

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

OPD Buyer approval:

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Revised 9/17/2020

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0188

<p>Sponsored by: County Executive Budish/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga County Job and Family Services</p>	<p>A Resolution authorizing an amendment to Contract No. 652 with Youth Opportunities Unlimited for operation of the Youth Resource Center for the Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with Workforce Innovation and Opportunity Act 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 \$968,640.00; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga County Job and Family Services recommends an amendment to Contract No. 652 with Youth Opportunities Unlimited for operation of the Youth Resource Center for the Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with Workforce Innovation and Opportunity Act 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 \$968,640.00; and

WHEREAS, the primary goal of this amendment is to continue provide a comprehensive case management and employment program for youth; and

WHEREAS, the project is funded by 46% Workforce Innovation & Opportunity Act (WIOA) fund and 54% Temporary Assistance to Needy Families (TANF) 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. 652 with Youth Opportunities Unlimited for operation of the Youth Resource Center for the Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with Workforce Innovation and Opportunity Act 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 \$968,640.00.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20_____

Department of Workforce Development; RQ# 44122; Youth Opportunities Unlimited (Y.O.U.); Request for Amendment; Comprehensive Case Management and Employment Program

Scope of Work Summary

Department of Workforce Development is requesting approval of an amendment with Youth Opportunities Unlimited (Y.O.U.) not to exceed \$968,640.00.

Y.O.U. will provide staffing and services for youth at the Young Adult Resource Center (YRC). The YRC serves as the entry point for OWF participants to be assessed and referred for work participation and CCMEP services. The YRC also provides workshops, resources and referrals for young adults seeking guidance and support for employment, education and career training. Services include: community outreach; assessment; workshops (digital literacy, math skills, financial literacy, resume building); and program research and referral for the amendment period through 06/30/2022.

This amendment will be for contract previously approved 06/25/2019 –R2019-0140; 7/21/2020 – R2020-0145 and 3/29/2021 – BC2021-138

The primary goals of the project are:

Provide appropriate referrals to contracted and community workforce resources. Demonstrated increase in knowledge for those who receive training and tutoring.

Procurement

The procurement method for the original contract was RFP. The total value of the RFP was \$9,761,815.

The RFP was closed on 01/11/2019.

There was one bid pulled from OPD, one reviewed and one approved.

Contractor and Project Information

Youth Opportunities Unlimited
1255 Euclid Avenue, Suite 310
Cleveland, OH, 44115
Craig Dorn, CEO

This project is open to youth through all of Cuyahoga County who meet eligibility requirements

Project Status and Planning

The Y.O.U. team has planned for the recruitment and registration based on past experience with this project and implemented services at the beginning of the contract 07/01/2019.

Funding

The amendment funding is 46% WIOA funded and 54% TANF funded with payments scheduled monthly as invoices received from contractor

This is the third amendment to this contract. This amendment adds funding and extends end date to 06/30/2022.

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44122
Infor/Lawson PO# Code (if applicable):	CE1900246-01;02
CM Contract#	652

	Department	Clerk of the Board
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				MK	ok
IG#	20-0365			LC	ok
Annual Non-Competitive Bid Contract Statement	Date:	1.25.21		Previously Attached	ok
Debarment/Suspension Verified	Date:	4.29.21		SG	ok
Auditor’s Finding	Date:	6.8.21		LC	ok
Vendor’s Submission				Previously Attached	ok
W-9 – <i>if required</i>	Tax ID#		Date: 1.25.21	Previously Attached	ok
Independent Contractor (I.C.) Requirement			Date: 1.25.21	Previously Attached	ok
Amendment and Exhibits				LC	ok
Cover - <i>Master amendments only</i>				N/A	
Contract Evaluation				MK	ok
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)				MK	Law approves
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				LC	Law approves
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				LC	Law approves
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>				Previously Attached	
Checklist Verification				LC	ok

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

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
7.01.2021 to 12.31.2021	HS260100	55130		\$216,100.00
7.01.2021 to 12.31.2021	WF260110	55130		\$187,500.00
1.01.2022 to 6.30.2022	HS260100	55130		\$302,540.00
1.01.2022 to 6.30.2022	WF260110	55130		\$262,500.00
			TOTAL	\$968,640.00

Current Contract History CE/AG# (if applicable)	
Infor/Lawson PO# Code (if applicable)	CE1900246-01;-02
BuySpeed or Lawson RQ# (if applicable)	44122
CM Contract#	652

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$950,000.00		7.01.19 to 6.30.21	6.25.2019	R2019-0140
Prior Amendment Amounts (list separately)		\$369,294.00	7.01.19 to 6.30.21	7.21.2020	R2020-0145
		\$313,329.00	7.01.19 to 6.30.21	3.29.2021	BC2021-138
		\$			
Pending Amendment		\$968,640.00	7.01.21 to 6.30.22		
Total Amendments		\$1,651,263.00			
Total Contact Amount		\$2,601,263.00			

OPD Use Only:

Prior Resolutions:	R2019-0140, R2020-0145, BC2021-138
Amend:	CM 652 (CE1900246)
Vendor Name:	Youth Opportunities Unlimited (YOU)
ftp:	7/1/2019-6/30/2021 EXT 6/30/2022
Amount:	ADD'L \$968,640.00
History/CE:	OK
EL:	OK
Procurement Notes:	BUYER REVIEW COMPLETED

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Revised 9/17/2020

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

OPD Buyer approval: **LZ 6.28.2021**

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Revised 9/17/2020

CONTRACT EVALUATION FORM

Contractor	Youth Opportunities Unlimited (Y.O.U.)				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1900250				
RQ#	44122				
Time Period of Original Contract	07/01/2019-06/30/2021				
Background Statement	The Workforce Innovation and Opportunity Act (WIOA) funds OhioMeansJobs Cleveland-Cuyahoga County to deliver an array of integrated services to individuals seeking jobs and skills training. The WIOA funding is braided with TANF funds to provide the same services to OWF eligible youth.				
Service Description	Provide WIOA and TANF eligible youth and young adults with assessment, training and employment assistance.				
Performance Indicators	Enroll 1,200 new participants to the program and provide work experience for 1,000 CCMEP participants				
Actual Performance versus performance indicators (include statistics):	At time of amendment request program is 38% through the contract period. Enrollment of new participants is at 16%. However, traditionally increased enrollment comes in May and June of the program year -- and this pattern is expected. Work experience is at 16% enrollment and that also follows the pattern of increase enrollment in May and June				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)				X	
Justification of Rating	Contractor has plan to continue recruitment and work experience with virtual opportunities.				
Department Contact	Steven Greenwell – steven.greenwell@jfs.ohio.gov				

User Department	Workforce Development
Date	05/30/2020

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0189

Sponsored by: County Executive Budish/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga County Job and Family Services	A Resolution authorizing an amendment to Contract No. 488 with OhioGuidestone for the Out-of-School Youth Program for the Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with Workforce Innovation and Opportunity Act 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 \$2,100,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga County Job and Family Services recommends an amendment to Contract No. 488 with OhioGuidestone for the Out-of-School Youth Program for the Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with Workforce Innovation and Opportunity Act 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 \$2,100,000.00; and

WHEREAS, the primary goal of this amendment is to continue provide a comprehensive case management and employment program for youth; and

WHEREAS, the project is funded by 71% Workforce Innovation & Opportunity Act (WIOA) fund and 29% Temporary Assistance to Needy Families (TANF) 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. 488 with OhioGuidestone for the Out-of-School Youth Program for the Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with Workforce Innovation and Opportunity Act 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 \$2,100,000.00.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20____

Department of Workforce Development; RQ# 44122; Ohio Guidestone; Request for Amendment; Comprehensive Case Management and Employment Program

Scope of Work Summary

Department of Workforce Development is requesting approval of an amendment with Ohio Guidestone not to exceed \$2,100,000.00

Ohio Guidestone will continue to provide services to out-of-school youth (age 18-24). This program focuses on barrier removal and workforce preparation. Services include: Assessment; Credential and Academic training; Work Experience; Job Placement and Retention; and Case Management/Support Services this amendment will extend the contract end date to 06/30/2022.

This amendment will be for contract previously approved 06/25/2019 –R2019-0140; 7/21/20 -R2020-0145; and 4/13/2021 – R2021-0068

The primary goals of the project are to exceed the State goals for: Education, training or employment at exit; Education, training or employment 2nd qtr. after exit; Education, training or employment 4th qtr. after exit; and Credential attainment rate.

Procurement

The procurement method for the original contract was RFP. The total value of the RFP was \$9,761,815.

The RFP was closed on 01/11/2019.

There were eight bids pulled from OPD, eight reviewed and five approved.

Contractor and Project Information

Ohio Guidestone
434 Eastland Rd.
Berea, OH, 44017
Richard Frank, CEO

This project is open to youth through all of Cuyahoga County who meet eligibility requirements.

Project Status and Planning

The Ohio Guidestone team has planned for the recruitment and registration based on past experience with this project and implemented services at the beginning of the contract 07/01/2019.

Funding

The amendment funding is 71% WIOA funded and 29% TANF funded with payments scheduled monthly as invoices received from contractor

This is the third amendment to this contract. This amendment adds funding and extends the end date to 06/30/2022.

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44122
Infor/Lawson PO# Code (if applicable):	CE1900249
CM Contract#	488

	Department	Clerk of the Board
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"/>
---------------	------------------------------	--

Contract Amendments				Department initials	OPD
Justification Form				SG	
IG#	12-0616			SG	
Annual Non-Competitive Bid Contract Statement	Date:	1/14/21		Previously Attached	
Debarment/Suspension Verified	Date:	4/29/21		SG	
Auditor’s Finding	Date:	6/8/21		LC	
Vendor’s Submission				Previously Attached	
W-9 – <i>if required</i>	Tax ID#	34-0720558	Date: 3/18/20	Previously Attached	
Independent Contractor (I.C.) Requirement			Date: 1/25/21	Previously Attached	
Amendment and Exhibits				LC	
Cover - <i>Master amendments only</i>				N/A	
Contract Evaluation				SG	
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)				SG	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				Previously Attached	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				Previously Attached	
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>				Previously Attached	
Checklist Verification				LC	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

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
7/1/2021-12/31/2021	HS260100	55130		\$250,000.00
7/1/2021-12/31/2021	WF260110	55130		\$400,000.00
1/1/2022-6/30/2022	HS260100	55130		\$350,000.00
1/1/2022-6/30/2022	WF260110	55130		\$1,100,000.00
			TOTAL	\$2,100,000.00

Current Contract History CE/AG# (if applicable)	
Infor/Lawson PO# Code (if applicable)	CE1900249
BuySpeed or Lawson RQ# (if applicable)	44122
CM Contract#	488

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$1,770,000.00		7/1/2019-6/30/2021	6/25/2019	R2019-0140
Prior Amendment Amounts (list separately)		\$854,062.00	7/1/2019-6/30/2021	7/21/2020	R2020-0145
		\$1,035,922.00	7/1/2019-6/30/2021	4/13/2021	R2021-0068
		\$			
Pending Amendment		\$2,100,000.00	7/1/2021-6/30/2022		
Total Amendments		\$3,989,984.00			
Total Contact Amount		\$5,759,984.00			

OPD Use Only:

Prior Resolutions:	
Amend:	
Vendor Name:	
ftp:	
Amount:	
History/CE:	
EL:	
Procurement Notes:	

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

OPD Buyer approval:

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Revised 9/17/2020

CONTRACT EVALUATION FORM

Contractor	Ohio Guidestone				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1900249				
RQ#	44122				
Time Period of Original Contract	07/01/2019 - 06/30/2021				
Background Statement	The Workforce Innovation and Opportunity Act (WIOA) funds OhioMeansJobs Cleveland-Cuyahoga County to deliver an array of integrated services to individuals seeking jobs and skills training. The WIOA funding is braided with TANF funding to provide employment preparation and placement service for persons in the OWF program				
Service Description	Provide WIOA and TANF eligible youth and young adults with assessment, training and employment assistance.				
Performance Indicators	310 new participants enter into program. 75% placed in to Employment, education or training. 70% retention 2nd qtr after exit. 70% retention 4th qtr after exit				
Actual Performance versus performance indicators (include statistics):	At time of amendment request program is 38% through the contract period. Provider has entered 43% of total goal on new entrants. 2nd qtr retention -- 67%. 4th qtr retention -- 71%				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)	X				
Justification of Rating	This agency has a high success rate for credential attainment laying the foundation for present and future job opportunities				
Department Contact	Steven Greenwell steven.greenwell@jfs.ohio.gov				

User Department	Workforce Development
Date	05/30/20

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0163

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	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.
---	---

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: July 6, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

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]

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.

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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]

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

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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]

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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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.

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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]

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.

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**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]

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;

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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.

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**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]

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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**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.

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**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.

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**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;

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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.

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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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Ver. Date 03/03/21

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]

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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**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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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).

[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; 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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**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]

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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**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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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]

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]

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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Ver. Date 3/10/21

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

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>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.</p>
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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 District 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: July 6, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

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 Horan

Scott A. Horan, P.S. 8678

01/27/21
Date



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Ver. Date 03/24/21

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 A. Horan, P.S. 8678

01/27/21

Date



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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 Records.

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.

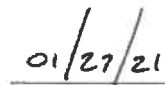
"Iron Pin Set" in the above description is a 3/4 inch by 30 inch reinforcing rod with a 2 inch aluminum cap stamped "R/W" and "S. Horan PS8678".

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



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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**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



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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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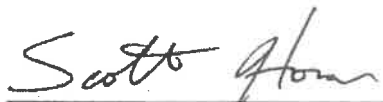
6. Thence, South 30 degrees 15 minutes 02 seconds West, 29.16 feet to Station 36+50.00, 75.00 feet right;
7. Thence parallel with the Warrensville Center Road centerline of right of way, South 00 degrees 42 minutes 48 seconds East, 11.65 feet to the southern line of the Grantor at Station 36+38.35, 75.00 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



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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

 Scott A. Horan, P.S. 8678
 01/27/21

 Date



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**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;

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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



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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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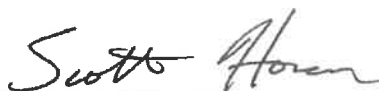
5. Thence, along the Warrensville Center Road western right of way, South 00 degree 42 minutes 48 seconds East, 60.00 feet to the TRUE POINT OF BEGINNING and enclosing an area of 0.0205 (894 square feet) acres, more or less, 0.0035 acres (151 square feet) of which is present road occupied.

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



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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 Horan

Scott A. Horan, P.S. 8678

01/27/21
Date



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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

Date



EXHIBIT A

Page 1 of 2

RX 250 WD

Rev. 06/09

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

Page 1 of 3

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

Page 2 of 3

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Rev. 07/09

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.

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Rev. 07/09

“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:

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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

RX 250 WD

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 A. Horan, P.S. 8678

05/17/21

Date



PROJECT DESCRIPTION
THIS PROJECT CONSISTS OF REHABILITATION OF WARRENSVILLE CENTER ROAD BRIDGES 05.92 EAST & WEST OVER THE G.C.R.T.A. GREEN LINE INCLUDING REPLACEMENT OF THE SUPERS STRUCTURES, 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

STRUCTURE KEY
RESIDENTIAL
COMMERCIAL
OUT-BUILDING

LEGEND
A = AERIAL
SH = STANDARD HIGHWAY
T = TEMPORARY
U = UTILITY
WD = WARRANTY DEED

INDEX OF SHEETS:

- 1 LEGEND SHEET
- 2 CENTERLINE PLAT
- 3 PROPERTY MAP
- 4 SUMMARY OF ADDITIONAL R/W
- 5, 7 R/W TOPO
- 6, 8 R/W BOUNDARY
- 9 RAILROAD PLAT

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.

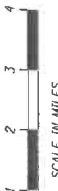
I, SCOTT A. HORAN, P.S. HAVE CONDUCTED A SURVEY OF THE EXISTING CONDITIONS FOR THE CUYAHOGA COUNTY DEPARTMENT OF PUBLIC WORKS BETWEEN APRIL AND JUNE 2019. THE RESULTS OF THAT SURVEY ARE CONTAINED HEREIN. UNDERGROUND UTILITY LOCATIONS ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY, THOUGH THEY ARE BELIEVED 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 COUPUS CONFIRMATION NUMBERS A1090694 AND A1090680 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 (GCS 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 PAKES 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 "T" AND "M" AS USED HEREIN ARE TO MEAN THAT EITHER MYSELF OR SOMEONE WORKING UNDER MY DIRECT SUPERVISION.



Scott A. Horan DATE: 05/17/21
SCOTT A. HORAN
PROFESSIONAL LAND SURVEYOR NO. 8678



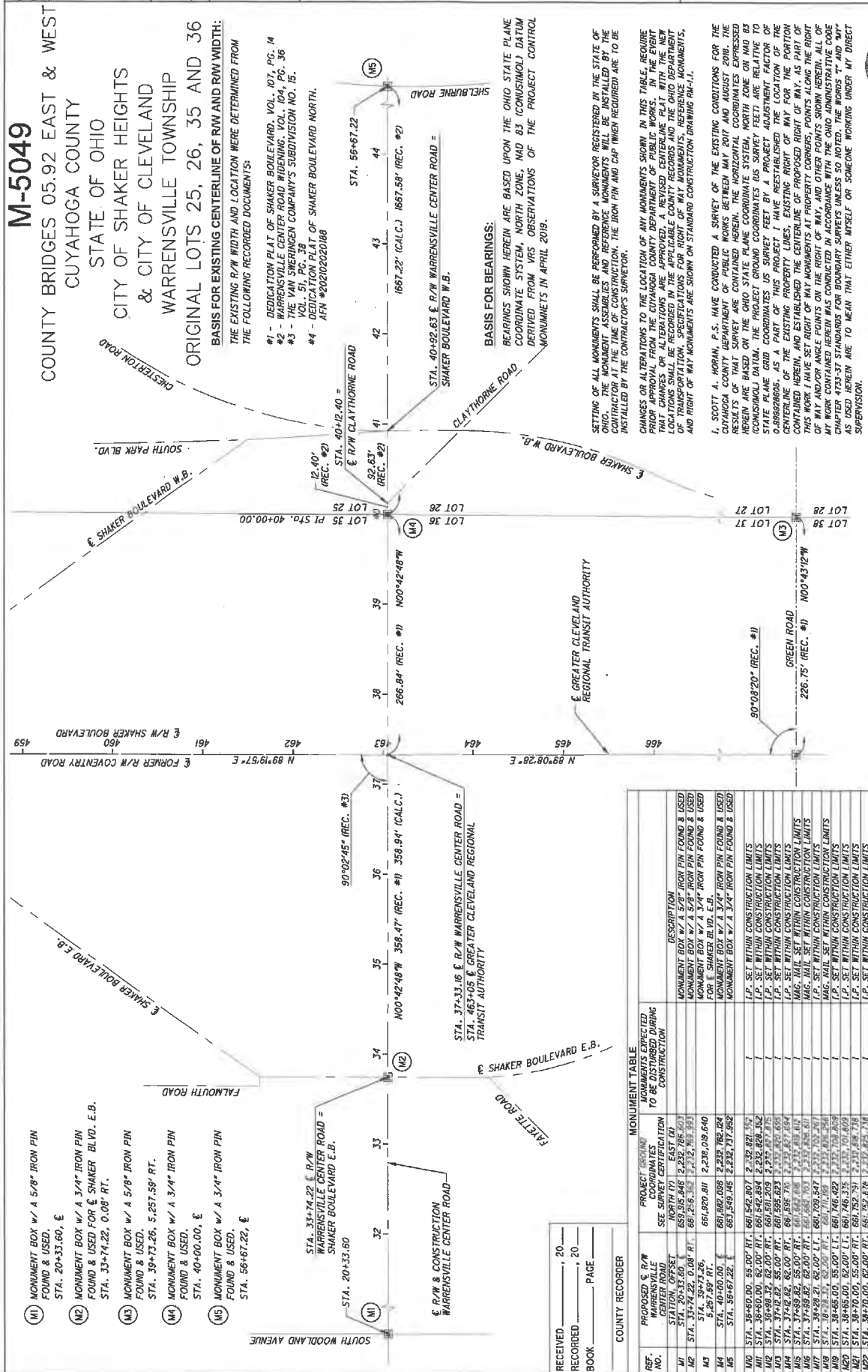
LOCATION MAP
LATITUDE: 41° 28' 42.9" N LONGITUDE: 81° 32' 10.5" W



- CITY OF CLEVELAND REGIONAL:** 6895 WELER ROAD, CLEVELAND, OH 44120. CONTACT: JOHN KASSICK, DIRECTOR OF PUBLIC WORKS. PHONE: (216) 591-9885. EMAIL: jpkassick@regionalwater.com
- SANITARY SEWER:** 3300 WOODLAND AVENUE, CLEVELAND, OH 44115. CONTACT: JIMMY W. WILSON, SUPERVISOR. PHONE: (216) 881-6000 EXT. 6486. EMAIL: mwilson@sewer.org
- TELECOMMUNICATIONS:** 4700 W. 2ND FLOOR, CLEVELAND, OH 44115. CONTACT: JAMES JAMES, SUPERVISOR. PHONE: (216) 751-5000. EMAIL: jpkassick@regionalwater.com
- TELECOMMUNICATIONS:** 4700 W. 2ND FLOOR, CLEVELAND, OH 44115. CONTACT: JAMES JAMES, SUPERVISOR. PHONE: (216) 751-5000. EMAIL: jpkassick@regionalwater.com
- TELECOMMUNICATIONS:** 4700 W. 2ND FLOOR, CLEVELAND, OH 44115. CONTACT: JAMES JAMES, SUPERVISOR. PHONE: (216) 751-5000. EMAIL: jpkassick@regionalwater.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 Easement (Ex) - Ex SH
- Temporary Right of Way - TMP
- Channel Easement (Pr) - CH
- Aerial Easement (Ex) - Ex A
- Aerial Easement (Pr) - A
- Utility Easement (Ex) - Ex U
- Utility Easement (Pr) - U
- Sewer Easement (Ex) - Ex SW
- Railroad
- Construction Limits
- Conduit (Ex) - (Pr)
- Edge of Pavement (Ex)
- Edge of Pavement (Pr)
- Edge of Shoulder (Ex)
- Edge of Shoulder (Pr)
- Ditch / Creek (Ex)
- Ditch / Creek (Pr)
- Tree Line (Ex)
- Tree Line (Pr)
- Ownership Hook Symbol - Example
- Property Line Symbol - Example
- Break Line Symbol - Example
- Tree (Pr) - Tree (Ex)
- Shrub (Ex)
- Evergreen (Ex)
- Evergreen (Pr)
- Stump
- Post (Ex) - Mailbox (Ex)
- Post (Pr) - Mailbox (Pr)
- Light (Ex) - Telephone Marker (Ex)
- Light (Pr) - Telephone Marker (Pr)
- Water Valve (Ex)
- Water Valve (Pr)
- Telephone Pole (Ex)
- Telephone Pole (Pr)
- Light Pole (Ex)
- Light Pole (Pr)



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 R/W AND R/W 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,
 APN #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 PERFORMANCE 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 A CHANGE TO THE LOCATION OF ANY MONUMENTS, THE SURVEYOR SHALL BE RESPONSIBLE FOR
 OBTAINING THE NECESSARY APPROVALS FROM THE APPLICABLE COUNTY 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 IS BEING SURVEYED BY A PROJECT ADJUSTMENT FACTOR OF
 0.999926605. 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 TO THE STANDARDS FOR BOUNDARY SURVEYS UNLESS SO NOTED. THE MONUMENTS AND ANY
 AS USED HEREIN ARE TO MEAN THAT EITHER MYSELF OR SOMEONE WORKING UNDER MY DIRECT
 SUPERVISION.

SCOTT A. HORAN
 PROFESSIONAL LAND SURVEYOR NO. 8678
 DATE 5/17/21

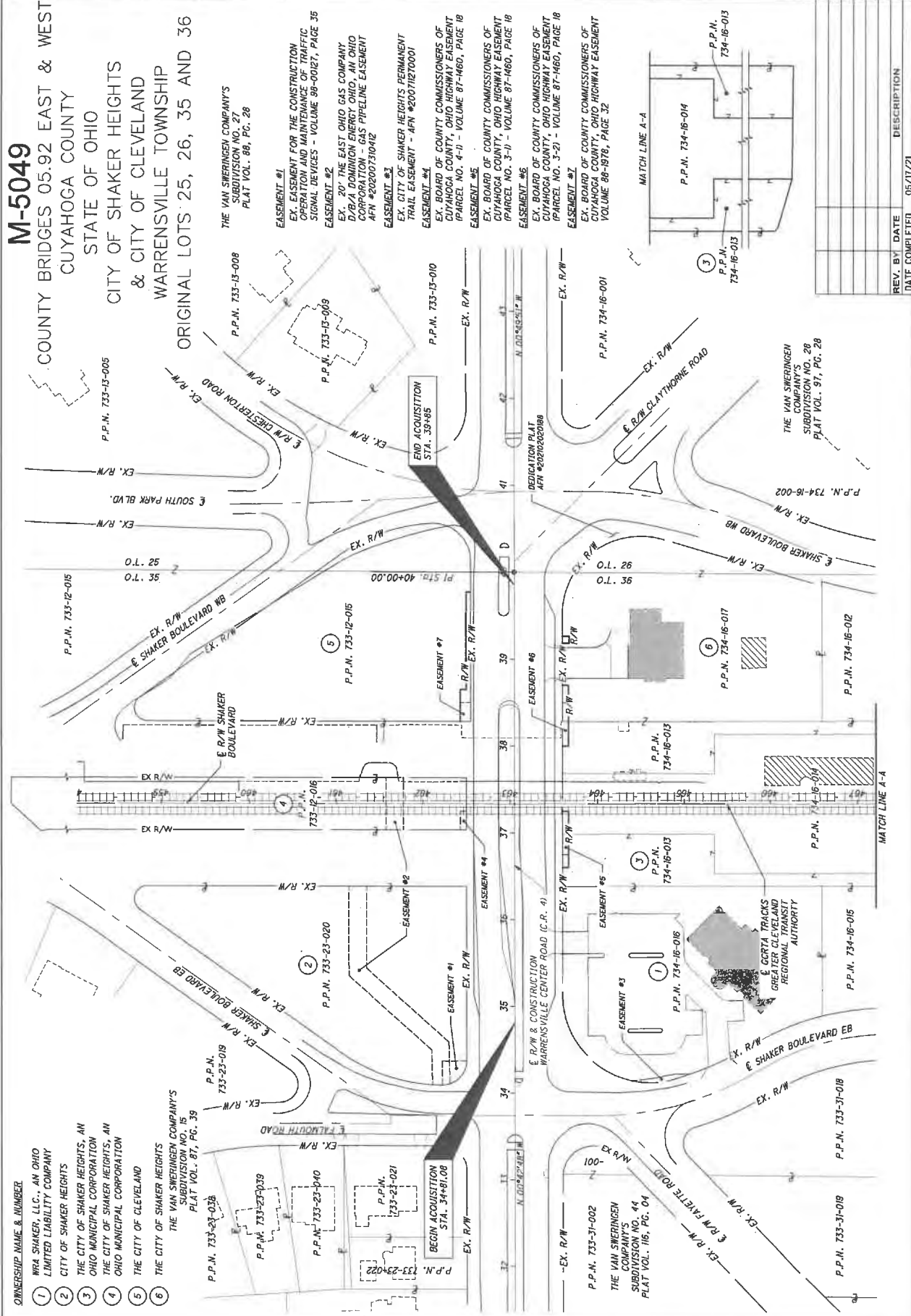
MONUMENT LEGEND
 106 EXISTING MONUMENT BOX

MONUMENT TABLE

REF. NO.	PROPOSED & R/W WARRENSVILLE CENTER ROAD	PROJECT ORIGIN	COORDINATES	SEE 650' X 10' EASEMENT	MONUMENTS EXPECTED TO BE DISTURBED DURING CONSTRUCTION
M1	STA. 38+60.00	651,542,807	2,232,827.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M2	STA. 38+40.00	651,542,804	2,232,829.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M3	STA. 38+20.00	651,542,801	2,232,831.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M4	STA. 38+00.00	651,542,798	2,232,833.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M5	STA. 37+40.00	651,542,795	2,232,835.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M6	STA. 37+20.00	651,542,792	2,232,837.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M7	STA. 37+00.00	651,542,789	2,232,839.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M8	STA. 36+40.00	651,542,786	2,232,841.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M9	STA. 36+20.00	651,542,783	2,232,843.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M10	STA. 36+00.00	651,542,780	2,232,845.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M11	STA. 35+40.00	651,542,777	2,232,847.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M12	STA. 35+20.00	651,542,774	2,232,849.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M13	STA. 35+00.00	651,542,771	2,232,851.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M14	STA. 34+40.00	651,542,768	2,232,853.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M15	STA. 34+20.00	651,542,765	2,232,855.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M16	STA. 34+00.00	651,542,762	2,232,857.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M17	STA. 33+40.00	651,542,759	2,232,859.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M18	STA. 33+20.00	651,542,756	2,232,861.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M19	STA. 33+00.00	651,542,753	2,232,863.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M20	STA. 32+40.00	651,542,750	2,232,865.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M21	STA. 32+20.00	651,542,747	2,232,867.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M22	STA. 32+00.00	651,542,744	2,232,869.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M23	STA. 31+40.00	651,542,741	2,232,871.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M24	STA. 31+20.00	651,542,738	2,232,873.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M25	STA. 31+00.00	651,542,735	2,232,875.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M26	STA. 30+40.00	651,542,732	2,232,877.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M27	STA. 30+20.00	651,542,729	2,232,879.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M28	STA. 30+00.00	651,542,726	2,232,881.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M29	STA. 29+40.00	651,542,723	2,232,883.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS
M30	STA. 29+20.00	651,542,720	2,232,885.52	1	I.P. SET WITHIN CONSTRUCTION LIMITS

RECEIVED _____, 20
 RECORDED _____, 20
 BOOK _____ PAGE _____

COUNTY RECORDER



REV.	BY	DATE	DESCRIPTION
		05/17/21	DATE COMPLETED

OWNERSHIP NAME & NUMBER

- 1 WRA SHAKER, LLC., AN OHIO LIMITED LIABILITY COMPANY
- 2 THE CITY OF SHAKER HEIGHTS
- 3 THE CITY OF SHAKER HEIGHTS, AN OHIO MUNICIPAL CORPORATION
- 4 THE CITY OF SHAKER HEIGHTS, AN OHIO MUNICIPAL CORPORATION
- 5 THE CITY OF CLEVELAND
- 6 THE CITY OF SHAKER HEIGHTS

THE VAN SWERINGEN COMPANY'S SUBDIVISION NO. 15 PLAT VOL. 87, PG. 39

THE VAN SWERINGEN COMPANY'S SUBDIVISION NO. 27 PLAT VOL. 88, PG. 28

EX. EASEMENT FOR THE CONSTRUCTION OPERATION AND MAINTENANCE OF TRAFFIC SIGNAL DEVICES - VOLUME 98-00127, PAGE 35

EASEMENT #2

EX. 20' THE EAST OHIO GAS COMPANY D/B/A DOMINION ENERGY OHIO, AN OHIO CORPORATION - GAS PIPELINE EASEMENT AFN #0200073042

EASEMENT #3

EX. CITY OF SHAKER HEIGHTS PERMANENT TRAIL EASEMENT - AFN #20011270001

EASEMENT #4

EX. BOARD OF COUNTY COMMISSIONERS OF CUYAHOGA COUNTY, OHIO HIGHWAY EASEMENT (PARCEL NO. 4-1) - VOLUME 87-1460, PAGE 18

EASEMENT #5

EX. BOARD OF COUNTY COMMISSIONERS OF CUYAHOGA COUNTY, OHIO HIGHWAY EASEMENT (PARCEL NO. 3-1) - VOLUME 87-1460, PAGE 18

EASEMENT #6

EX. BOARD OF COUNTY COMMISSIONERS OF CUYAHOGA COUNTY, OHIO HIGHWAY EASEMENT (PARCEL NO. 3-2) - VOLUME 87-1460, PAGE 18

EASEMENT #7

EX. BOARD OF COUNTY COMMISSIONERS OF CUYAHOGA COUNTY, OHIO HIGHWAY EASEMENT VOLUME 88-1878, PAGE 32

P.P.N. 733-23-038
 P.P.N. 733-23-039
 P.P.N. 733-23-040
 P.P.N. 733-23-021
 P.P.N. 733-23-022

BEGIN ACQUISITION STA. 34+81.06

P.P.N. 733-12-016
 P.P.N. 733-12-015

END ACQUISITION STA. 35+85

P.P.N. 734-16-013
 P.P.N. 734-16-014
 P.P.N. 734-16-017
 P.P.N. 734-16-018
 P.P.N. 734-16-019
 P.P.N. 734-16-020
 P.P.N. 734-16-021
 P.P.N. 734-16-022
 P.P.N. 734-16-023
 P.P.N. 734-16-024
 P.P.N. 734-16-025
 P.P.N. 734-16-026
 P.P.N. 734-16-027
 P.P.N. 734-16-028
 P.P.N. 734-16-029
 P.P.N. 734-16-030
 P.P.N. 734-16-031
 P.P.N. 734-16-032
 P.P.N. 734-16-033
 P.P.N. 734-16-034
 P.P.N. 734-16-035
 P.P.N. 734-16-036
 P.P.N. 734-16-037
 P.P.N. 734-16-038
 P.P.N. 734-16-039
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 P.P.N. 734-16-041
 P.P.N. 734-16-042
 P.P.N. 734-16-043
 P.P.N. 734-16-044
 P.P.N. 734-16-045
 P.P.N. 734-16-046
 P.P.N. 734-16-047
 P.P.N. 734-16-048
 P.P.N. 734-16-049
 P.P.N. 734-16-050

THE VAN SWERINGEN COMPANY'S SUBDIVISION NO. 28 PLAT VOL. 97, PG. 28

E R/W SHAKER BOULEVARD WB
 E R/W SHAKER BOULEVARD EB
 E R/W CLAYTHORNE ROAD
 E R/W FALLOUTH ROAD
 E R/W FANETTE ROAD

E R/W & CONSTRUCTION WARRENSVILLE CENTER ROAD (C.R. #4)

E CORTA TRACKS (CLEVELAND REGIONAL TRANSIT AUTHORITY)

MATCH LINE A-A

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
1-T	WRA SHAKER, LLC, AN OHIO LIMITED LIABILITY COMPANY	5, 6	AFN #20709230639	734-16-016	1.85	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		
2-T	CITY OF SHAKER HEIGHTS	5, 6	VOL. 6883 PG. 458	733-23-020	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. 115	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		
3-W03	SUB-TOTAL (3-W01 & 3-W03)	7, 8			0.0046	0.0046	0.0046	0.0000	0.0000		13.5946			0.0038 AC. OVERLAP WITH HIGHWAY EASEMENT		
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		
	TOTAL				22.423	0.0127	0.0151	0.0127	0.0024		22.4206			0.0038 AC. OVERLAP WITH HIGHWAY EASEMENT		
3-T1		5, 6		734-16-013			0.0337	0.0000	0.0337					FOR GRADING PURPOSES AND BRUSH REMOVAL		
3-T2		5-8		734-16-014			0.0790	0.0000	0.0790					FOR GRADING PURPOSES AND CONSTRUCTION ACCESS		
3-T3		5-8		734-16-013			0.2399	0.0000	0.2399					FOR CONSTRUCTION ACCESS		
	TOTAL						0.3526	0.0000	0.3526							
	SUB-TOTAL (3-T1 & 3-T3)						0.2736	0.0000	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. 88-1978, PG. 32		
5-T		7, 8					0.0417	0.0000	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					0.0015	0.0000	0.0015		1.3683			0.0035 AC. OVERLAP WITH HIGHWAY EASEMENT CITY OF SHAKER HEIGHTS DEDICATION PLAT AFN #20202020188		
6-T		7, 8		734-16-017			0.0035	0.0035	0.0035					FOR GRADING PURPOSES, REMOVE AND REBUILD GUARDRAIL, DRIVEWAY RECONSTRUCTION, AND STORM SEWER INSTALLATION		

TOTAL NUMBER OF :
 6 OWNERSHIPS
 14 PARCELS
 1 OWNERSHIPS W/ STRUCTURES INVOLVED

NET TAKE = GROSS TAKE - PRO IN TAKE
 NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE
ALL AREAS IN ACRES UNLESS NOTED

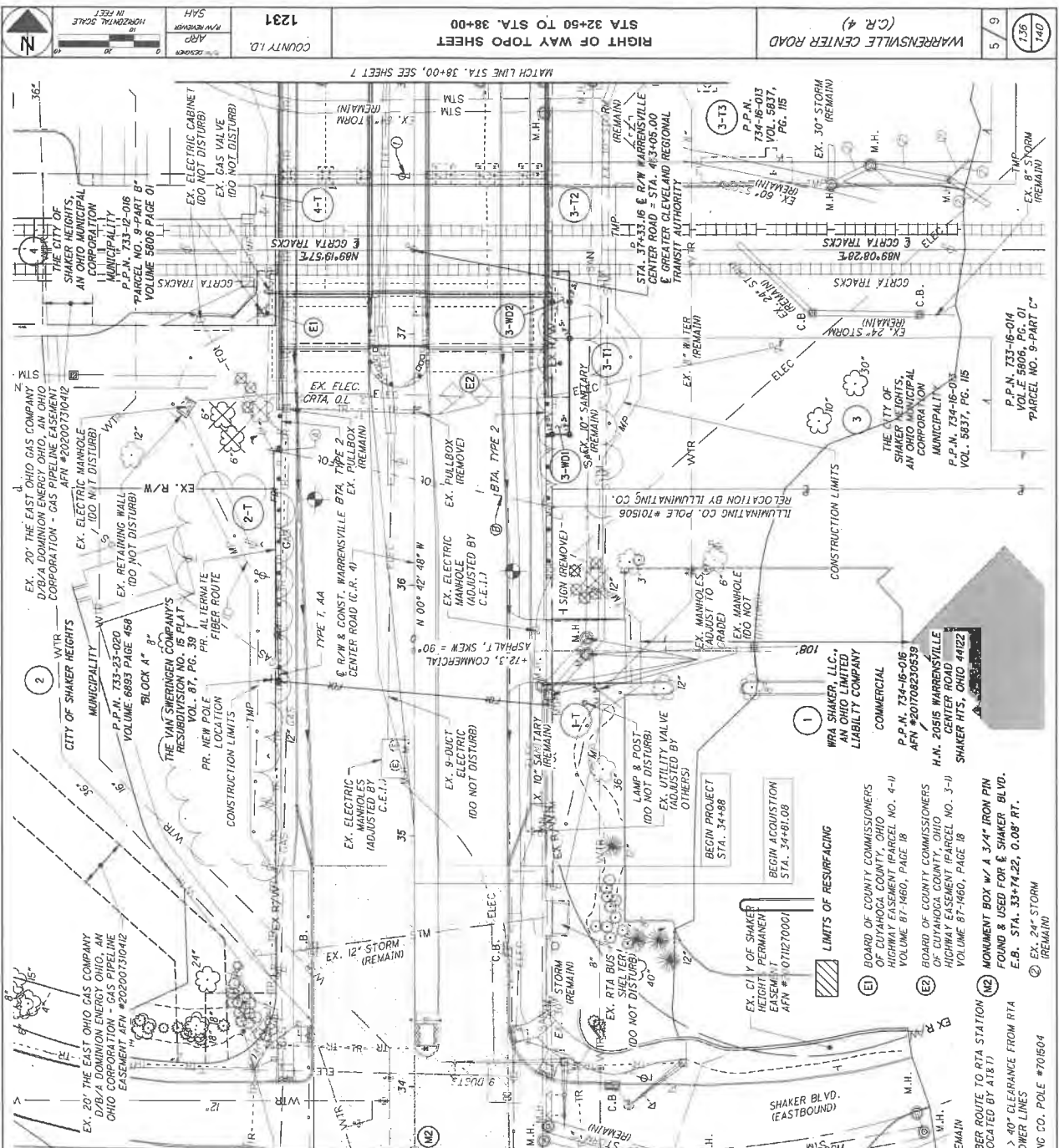
ALL RIGHT OF WAY ACQUIRED IN THE NAME OF CUYAHOGA COUNTY, OHIO UNLESS OTHERWISE SHOWN.

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

733-23-021
 EX. EASEMENT FOR THE CONSTRUCTION,
 OPERATION AND MAINTENANCE OF TRAFFIC
 SIGNAL DEVICES VOLUME 98-00187, PAGE 35

STA. 33+74.22 & R/W WARRENSVILLE CENTER ROAD =
 & R/W SHAKER BOULEVARD E.B.



1231
 COUNTY I.D.
 RIGHT OF WAY TOPO SHEET
 STA 32+50 TO STA. 38+00
 (C.R. #)
 WARRENSVILLE CENTER ROAD
 5/9
 136
 140

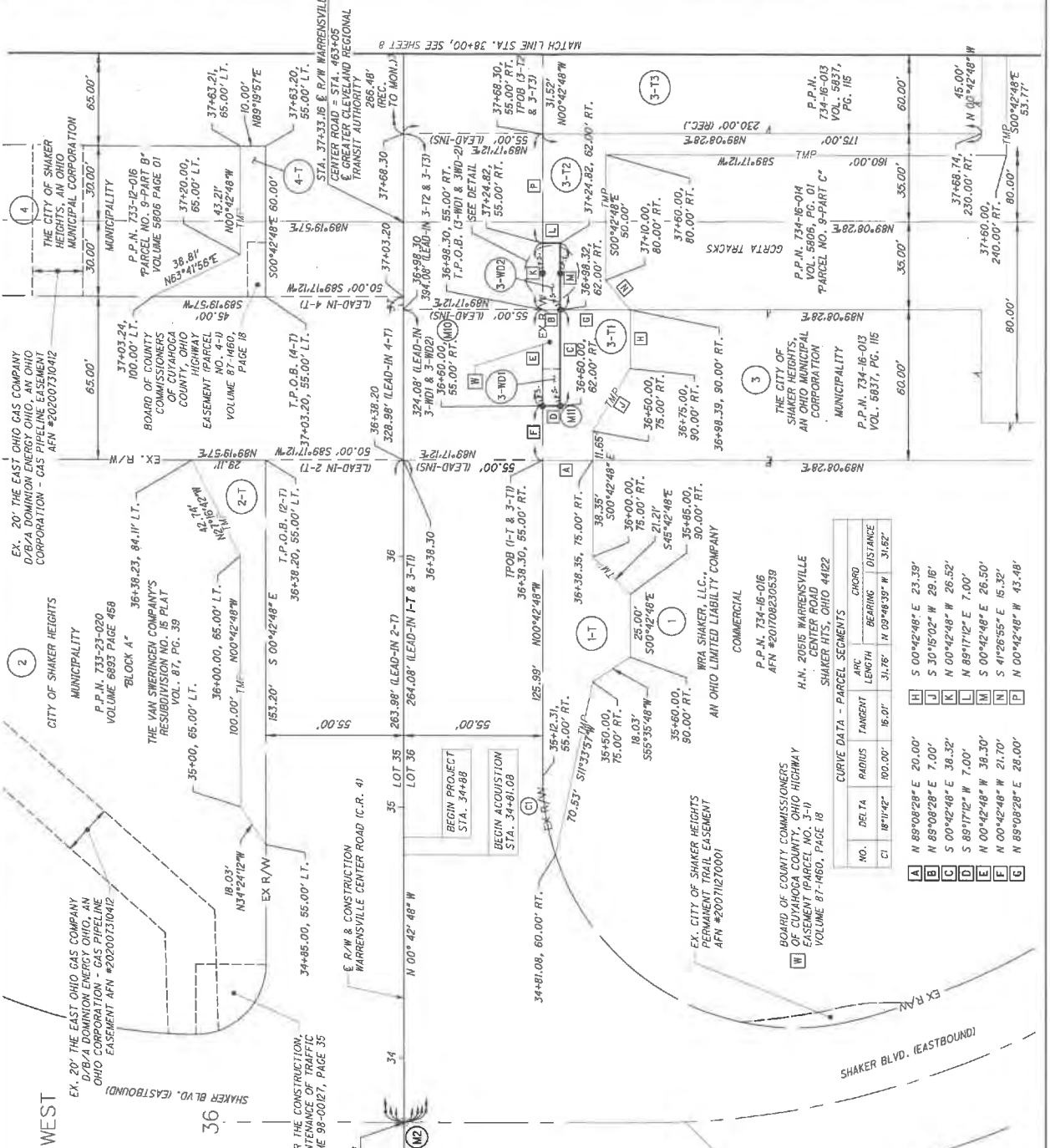
- ① EX. 24" STORM (REMAIN)
- ② EX. 24" STORM (REMAIN)
- ③ EX. ATT FIBER ROUTE TO RTA STATION (TO BE RELOCATED BY A1&I)
- ④ MUST KEEP > 40" CLEARANCE FROM RTA PRIMARY POWER LINES
- ⑤ ILLUMINATING CO. POLE #701604
- ⑥ EX. 24" STORM (REMAIN)
- ⑦ EX. 24" STORM (REMAIN)
- ⑧ EX. 24" STORM (REMAIN)
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REV. BY	DATE	DESCRIPTION
	05/17/21	

M-5049

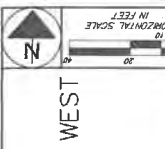
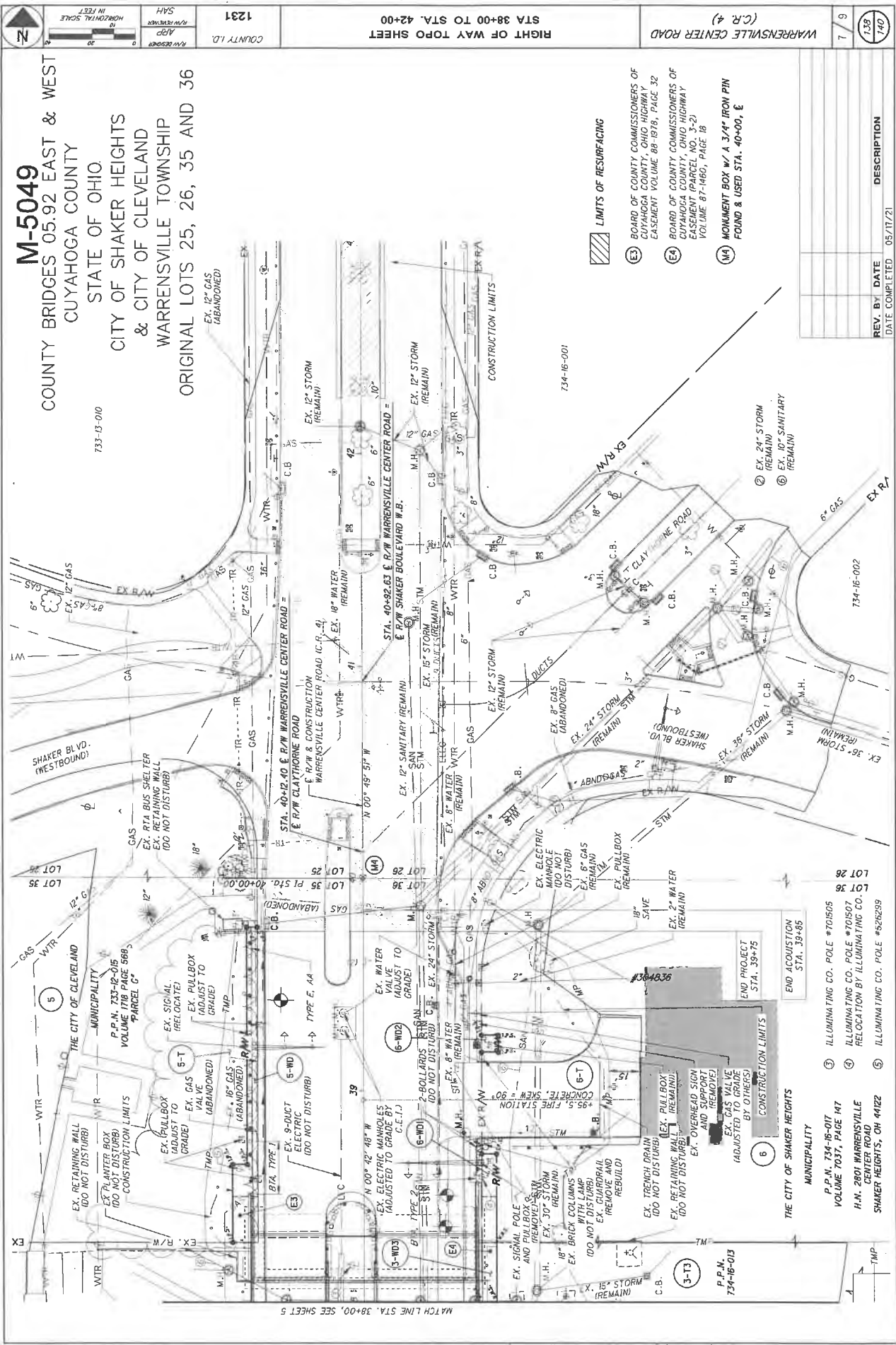
COUNTY BRIDGES 05.92 EAST & WEST
 CUYAHOGA COUNTY
 STATE OF OHIO
 CITY OF SHAKER HEIGHTS
 & CITY OF CLEVELAND
 WARRENSVILLE TOWNSHIP
 ORIGINAL LOTS 25, 26, 35 AND 36

COUNTY ID. 1231
 RIGHT OF WAY BOUNDARY SHEET
 STA 32+50 TO STA. 38+00
 WARRENSVILLE CENTER ROAD
 (C.R. 4)
 6/9
 137
 146



REV.	BY	DATE	DESCRIPTION
		05/17/21	3-M02 - DETAIL

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



COUNTY I.D. 1231
 R/W RESURF. N/W RESURF. N/E RESURF. S/W RESURF. S/E RESURF.

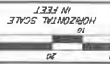
RIGHT OF WAY TOPO SHEET
 STA 38+00 TO STA. 42+00

WARRENSVILLE CENTER ROAD (C.R. #)
 7 9
 140
 138

- LIMITS OF RESURFACING**
- (E) BOARD OF COUNTY COMMISSIONERS OF CUYAHOGA COUNTY, OHIO, 1978, EASEMENT VOLUME 88-1876, PAGE 32
 - (EA) BOARD OF COUNTY COMMISSIONERS OF CUYAHOGA COUNTY, OHIO, HIGHWAY EASEMENT (PARCEL NO. 3-2) VOLUME 87-1860, PAGE 18
 - (M) MONUMENT BOX W/ A 3/4" IRON PIN FOUND & USED STA. 40+00, E

REV. BY	DATE	DESCRIPTION

MATCH LINE STA. 38+00, SEE SHEET 5



SCALE
HORIZONTAL SCALE
1" = 40'

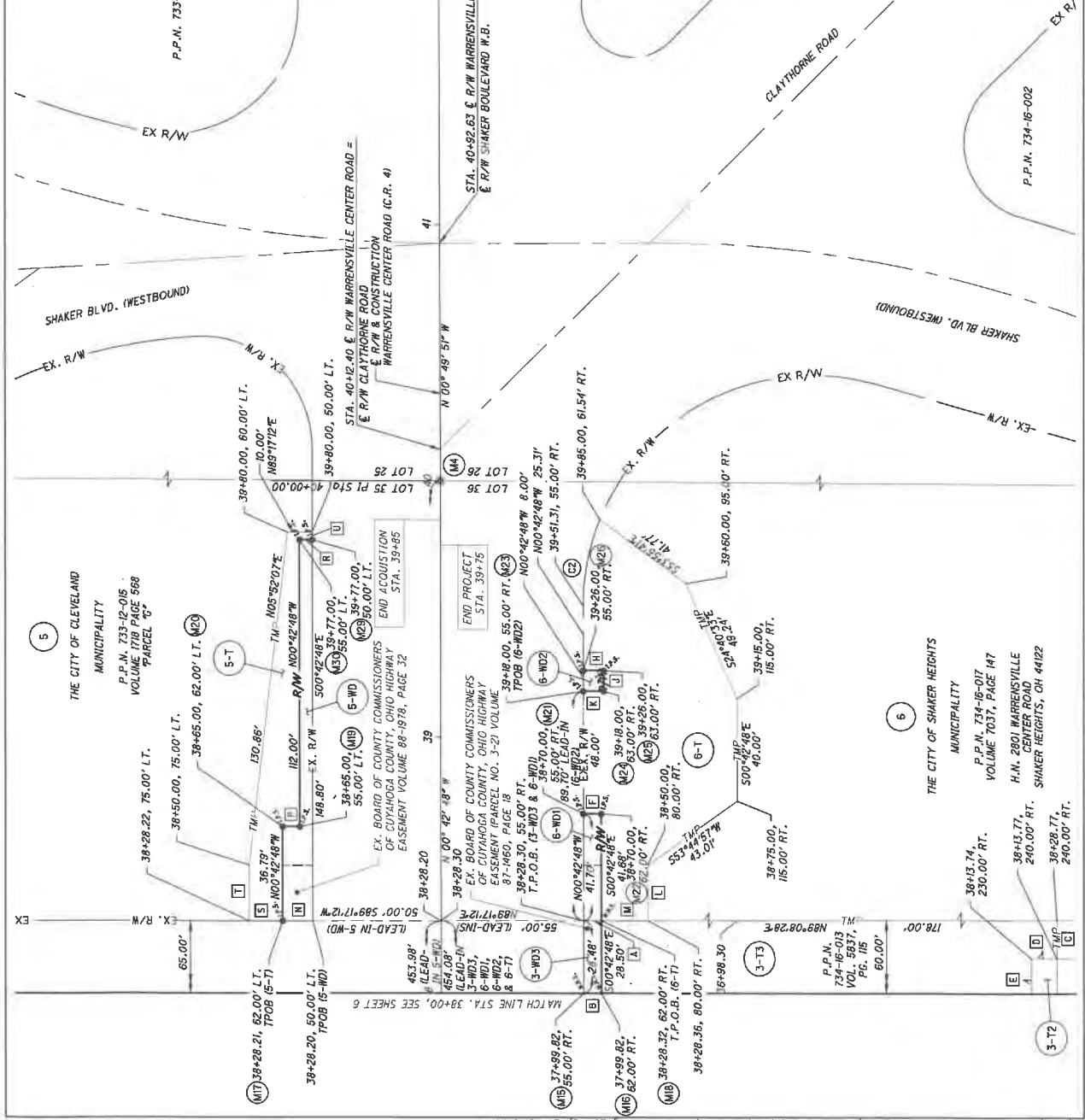
COUNTY I.D.
1231

RIGHT OF WAY BOUNDARY SHEET
STA 38+00 TO STA. 42+00

WARRENSVILLE CENTER ROAD
(C.R. #)

8 / 9
139
140

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



NO.	DELTA	RADIUS	TANGENT	ARC LENGTH	CHORD	BEARING	DISTANCE
C2	216°58'53"	90.00'	17.48'	34.53'	N 10°16'42" E	34.32'	

NO.	DELTA	RADIUS	TANGENT	ARC LENGTH	CHORD	BEARING	DISTANCE
C2	216°58'53"	90.00'	17.48'	34.53'	N 10°16'42" E	34.32'	

REV.	BY	DATE	DESCRIPTION

DATE COMPLETED 05/11/21

M-5049
 COUNTY BRIDGES 05.92 EAST & WEST
 CUYAHOCA COUNTY
 STATE OF OHIO
 CITY OF SHAKER HEIGHTS
 & CITY OF CLEVELAND
 WARRENSVILLE TOWNSHIP

ORIGINAL LOTS 25, 26, 35 AND 36

VALUATION MAP NOTE:
 EX. BOARD OF COUNTY COMMISSIONERS OF CUYAHOCA COUNTY, OHIO HIGHWAY EASEMENT VOLUME 88-1978, PAGE 32

PARCEL NO.	VOL./PG.	TYPE	TOTAL AREA (SQ. FT.)
3-WD2	87-1460/18	STD. HIGHWAY	186
4-T	87-1460/18	STD. HIGHWAY	151
4-T	87-1460/18	STD. HIGHWAY	151

EX. BOARD OF COUNTY COMMISSIONERS OF CUYAHOCA COUNTY, OHIO HIGHWAY EASEMENT VOLUME 88-1978, PAGE 32

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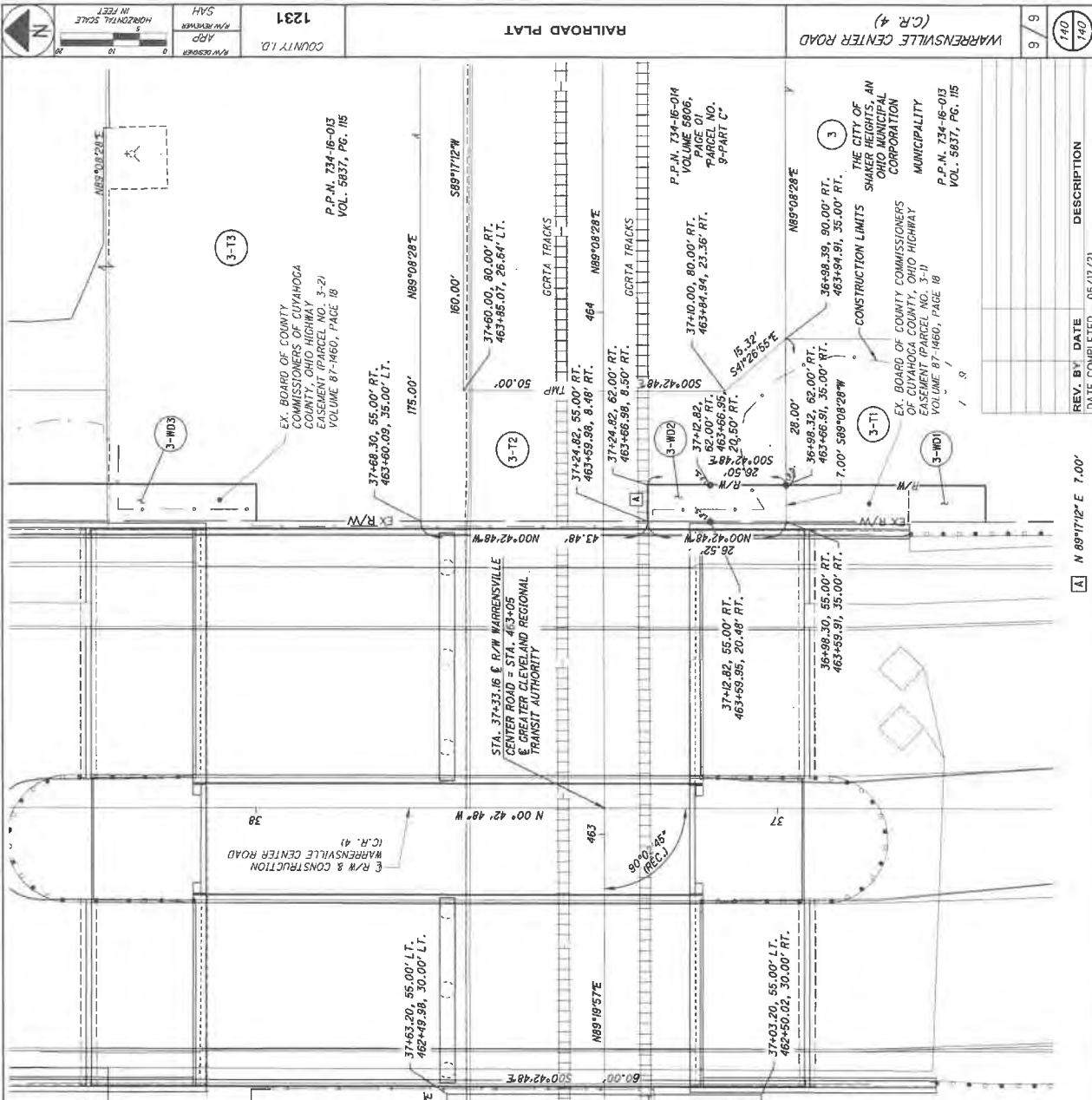
EX. BOARD OF COUNTY COMMISSIONERS OF CUYAHOCA COUNTY, OHIO HIGHWAY EASEMENT VOLUME 88-1978, PAGE 32

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EX. BOARD OF COUNTY COMMISSIONERS OF CUYAHOCA COUNTY, OHIO HIGHWAY EASEMENT VOLUME 88-1978, PAGE 32

EX. BOARD OF COUNTY COMMISSIONERS OF CUYAHOCA COUNTY, OHIO HIGHWAY EASEMENT VOLUME 88-1978, PAGE 32



REV.	BY	DATE	DESCRIPTION
1		05/17/21	
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County Council of Cuyahoga County, Ohio

Resolution No. R2021-0165

<p>Sponsored by: County Executive Budish/Department of Public Works</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>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.</p>
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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.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 6, 2021

Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: July 14, 2021

Journal _____
_____, 20__

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

Briefing Memo	Department MMS	Clerk of the Board
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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
			TOTAL	\$1,291,436.75

Current Contract History CE/AG# (if applicable)	CE1800303
Infor/Lawson PO# Code (if applicable)	CE1800303-01 CONV
BuySpeed or Lawson RQ# (if applicable)	42014
CM Contract#	700

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$ 1,900,000		09/01/2018-08/31/2021	08/09/2018	R2018-0159
Prior Amendment Amounts (list separately)		\$0			
		\$			
		\$			
Pending Amendment		\$ 1,291,436.75	09/01/2018-08/31/2023		
Total Amendments		\$1,291,436.75			
Total Contact Amount		\$ 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

Contractor	Schindler Elevator Corp				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800303 CM700				
RQ#	42014				
Time Period of Original Contract	09-01-2018 – 08-31-2021				
Background Statement	The County needs a contractor to perform elevator and vertical transportation maintenance and repair services.				
Service Description	This contract is for elevator and vertical transportation maintenance and repair services for various Cuyahoga County buildings.				
Performance Indicators	Service response time / task completion / equipment functionality				
Actual Performance versus performance indicators (include statistics):	Serviced response time and task completion time within requested timeframe				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	Performing services as expected.				
Department Contact	Thomas Pavich				
User Department	Public Works				
Date	06/04/2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0162

Sponsored by: County Executive Budish	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.
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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: July 6, 2021

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

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 50th 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. R2021-0166

Sponsored by: County Executive Budish/Department of Workforce Development	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.
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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

time period to 6/30/2022 and for additional funds in the amount not-to-exceed \$5,776,780.40.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 6, 2021
Committee(s) Assigned: Education, Environment & Sustainability

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0167

Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Court Division	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.
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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: July 6, 2021
Committee(s) Assigned: Public Safety & Justice Affairs

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0168

<p>Sponsored by: County Executive Budish/Department of Health and Human Services</p>	<p>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.</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: July 6, 2021

Committee(s) Assigned: Education, Environment & Sustainability

Journal _____
_____, 2021

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0159

Sponsored by: County Executive Budish/Department of Development	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.
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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 20th 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 (M²EC). While industry has shifted, many of the advantages that made Greater Cleveland an attractive site to locate manufacturing plants, continue to offer an ideal setting for advanced manufacturing and other new economic endeavors. Greater Cleveland already possesses 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.
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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 ¹¹	Net Real Estate Taxes Charged	Economic Vitality Index Score
Cuyahoga	17.5%	4.2%	\$50,366	16.3%	0.8%	\$2,721.7 M	-0.15
Franklin	15.7%	3.5%	\$61,305	16.2%	1.1%	\$2,439.4 M	0.43
Hamilton	15.8%	3.8%	\$57,212	13.3%	0.5%	\$1,552.1 M	0.04
Summit	13.2%	4.3%	\$57,181	16.9%	0.2%	\$953.9 M	0.13

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
Cuyahoga	2,578	3,093	2,848	2,825	2,754	2,844	2,904	2,966	3,033
Franklin	2,607	2,988	2,798	2,825	2,972	3,261	3,216	3,331	3,536
Hamilton	1,792	2,181	1,893	2,004	2,059	2,261	2,157	2,156	2,317
Average Employment									
	2011	2012	2013	2014	2015	2016	2017	2018	2019
Cuyahoga	5.5	6.5	7.1	7.1	6.3	6.7	6.9	7.6	7.0
Franklin	6.2	7.7	8.5	9.0	8.4	7.1	9.9	7.3	6.7
Hamilton	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

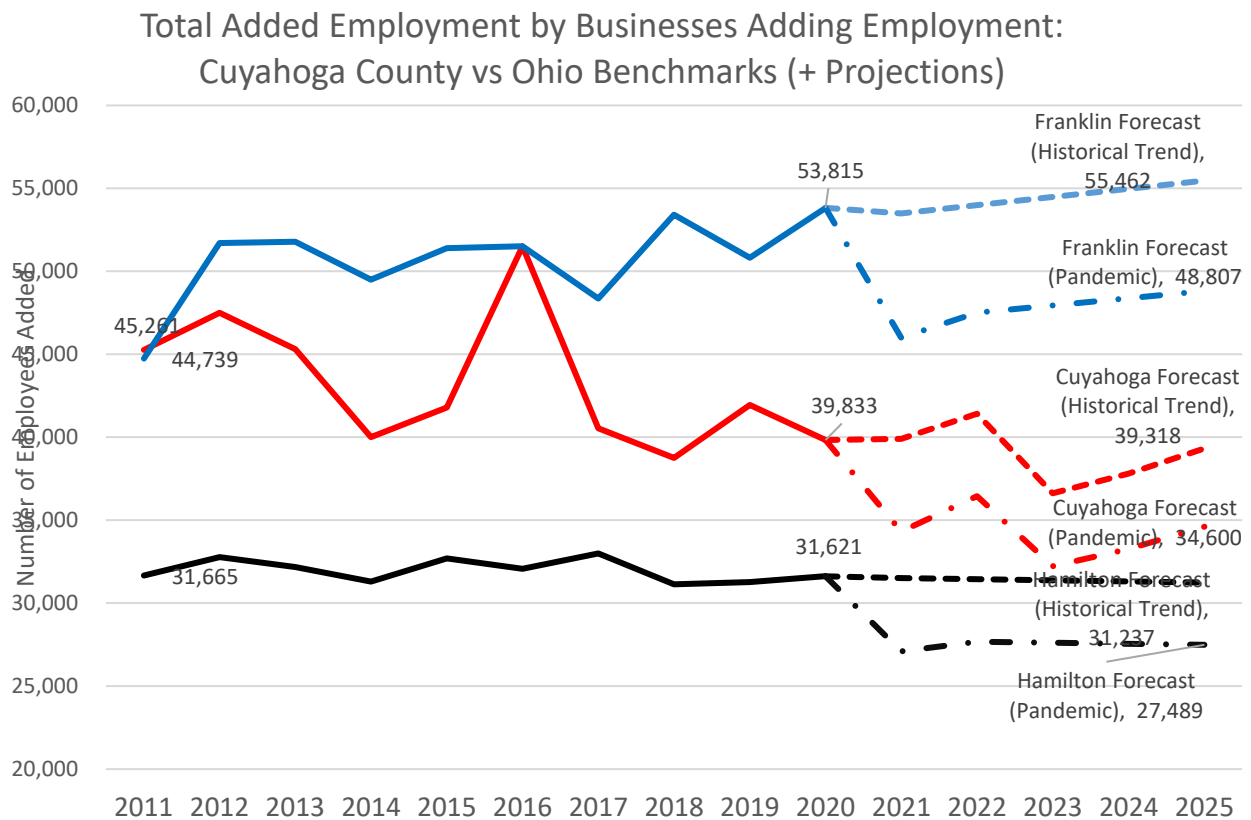
3. Business Attraction

Business Relocation Count

	2011	2012	2013	2014	2015	2016	2017	2018	2019
Cuyahoga	121	130	126	91	205	82	148	157	65
Franklin	95	125	97	95	208	100	138	186	79
Hamilton	80	83	107	92	245	98	119	137	80
Average Employment									
	2011	2012	2013	2014	2015	2016	2017	2018	2019
Cuyahoga	16.3	20.5	27.5	17.5	19.7	17.5	17.4	22.8	23.2
Franklin	14.9	16.0	28.4	15.2	16.4	25.3	67.0	19.7	20.7
Hamilton	24.5	29.0	26.4	18.2	16.5	17.6	26.1	19.1	24.5

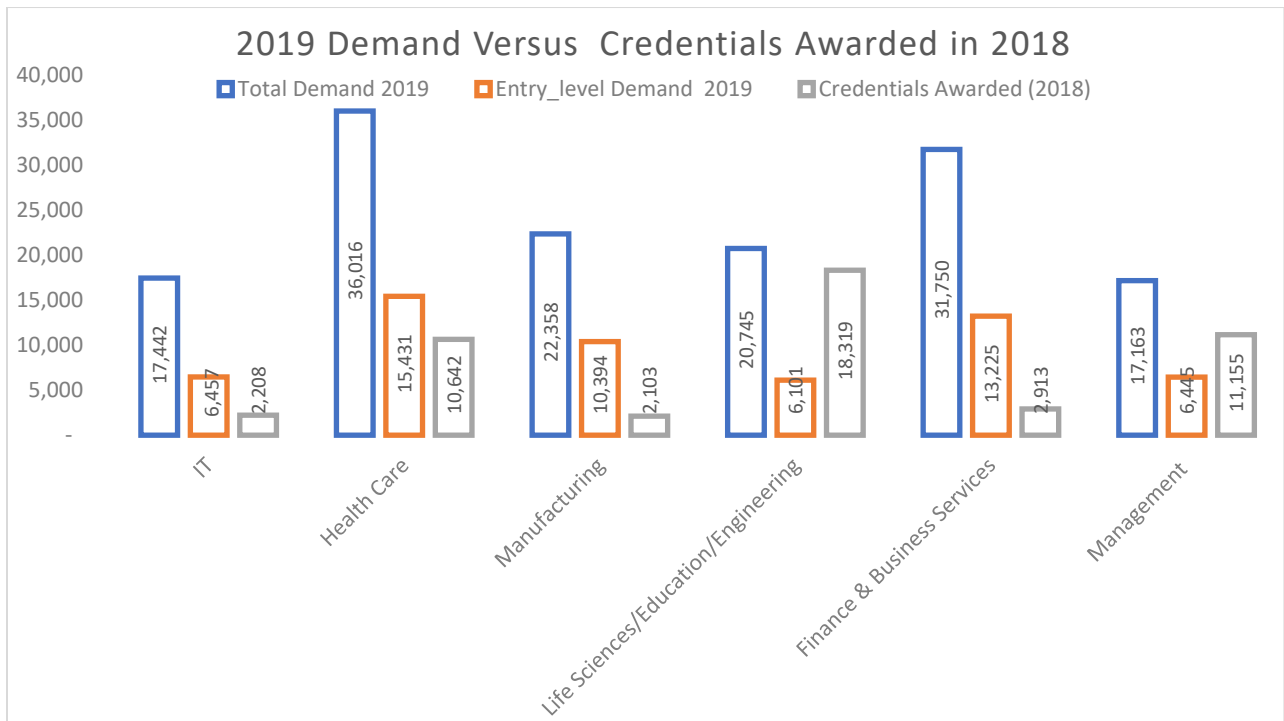
Source: Ohio Department of Job and Family Services

4. Existing Business Growth



Source:

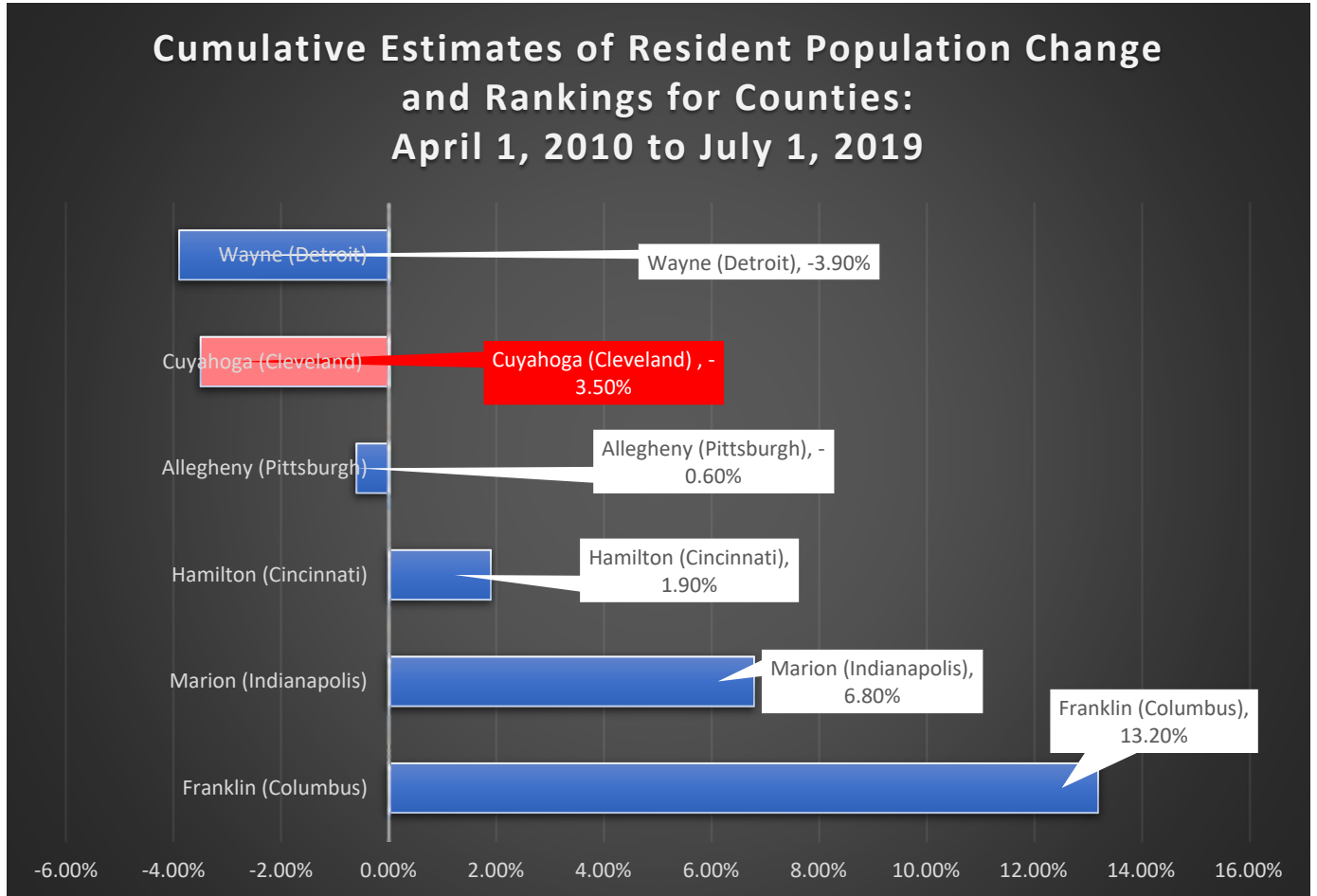
5. Workforce Development (Talent Gap)



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

Ordinance No. O2021-0012

Sponsored by: County Executive Budish/County Sheriff/ Department of Human Resources	An Uncodified Ordinance authorizing the County Executive, County Sheriff, and Director of Human Resources to provide certain benefits to employees in the classification of Corrections Officer Lieutenant within the Sheriff's Department; and declaring the necessity that this uncodified Ordinance become immediately effective.
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WHEREAS, in order to address chronic vacancies in the classification of Corrections Officer Lieutenant within the Sheriff's Department and to incentivize qualified individuals to seek promotions to that classification, the County Executive, County Sheriff, and Director of Human Resources recommend providing certain benefits to Corrections Officer Lieutenants; and

WHEREAS, it is necessary that this uncodified 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. That this Council hereby authorizes the County Executive, the County Sheriff, and the Director of Human Resources to provide the following additional benefits to employees in the classification of Corrections Officer Lieutenant within the Sheriff's Department:

- Roll Call Pay: Additional pay calculated at the employee's hourly rate multiplied by 0.25 hrs./day.
- Holiday Pay: When working on a County holiday, the employee's pay will be calculated at the employee's hourly rate multiplied by 1.5.
- Longevity: The employee will receive a bonus of \$400.00 upon completion of five years of uninterrupted service in public-sector corrections; upon completion of each full year with Cuyahoga County corrections thereafter, the employee will receive an additional \$100.00 with a maximum bonus of \$2,500.00 per year after twenty-six years of service or more.

Uniform Allowance: Paid to each employee at the rate of \$300.00/year.

SECTION 2. It is necessary that this uncodified 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 uncodified 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 uncodified Ordinance was duly enacted.

Yeas:

Nays:

County Council President _____
Date

County Executive _____
Date

Clerk of Council _____
Date

County Council of Cuyahoga County, Ohio

Ordinance No. O2021-0011

Sponsored by: County Executive Budish	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.
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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

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 adopted.

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: July 6, 2021
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__