



**AGENDA
CUYAHOGA COUNTY COUNCIL REMOTE* REGULAR MEETING
TUESDAY, AUGUST 4, 2020
2:00 PM**

***Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed for public meetings at this time. As this meeting is being conducted remotely, in accordance with HB 197, interested persons may access the meeting via livestream by using the following link:
<https://www.youtube.com/CuyahogaCounty>**

****Public comment for this meeting may be submitted in writing via email to the Clerk of Council at jschmotzer@cuyahogacounty.us no later than 1:00 p.m. on Tuesday, August 4, 2020**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT****
- 6. APPROVAL OF MINUTES**
 - a) July 21, 2020 Committee of the Whole Meeting (See Page 10)
 - b) July 21, 2020 Regular Meeting (See Page 12)
 - c) July 30, 2020 Committee of the Whole Meeting (See Page 27)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**

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

- 1) R2020-0160: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County Veterans Service Commission and American Federation of State, County and Municipal Employees, Ohio Council 8, representing approximately 19 employees in various classifications for the period 8/4/2020 - 8/3/2023; and declaring the necessity that this Resolution become immediately effective. (See Page 29)

Sponsors: Council President Brady on behalf of Cuyahoga County Veterans Service Commission

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

- 1) R2020-0147: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 32)

Sponsors: Councilmember Brown on behalf of Personnel Review Commission

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2020-0161: A Resolution establishing the terms and conditions authorizing county employees to serve as precinct elections officials on 11/3/2020, without loss of the employee's regular compensation and additionally receiving the compensation paid to precinct elections officials; and declaring the necessity that this Resolution become immediately effective. (See Page 88)

Sponsor: County Executive Budish

- 2) R2020-0162: A Resolution amending the 2020/2021 Biennial Operating Budget for 2020 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. (See Page 92)

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

- 3) R2020-0163: A Resolution authorizing an amendment to a Memorandum of Understanding and Agreement among Cuyahoga County, Say Yes to Education Inc. and Cleveland Municipal School District for the Say Yes Cleveland Strategy Program for the period 7/24/2019 - 7/23/2020 to extend the time period to 7/23/2021, to add Breakthrough Public Schools as a party, and to change the terms to establish funding responsibilities during Year 2 of the Program, effective 7/24/2020; accepting payments in the amount not-to-exceed \$1,207,142.86 from Cleveland Municipal School District and in the amount not-to-exceed \$92,857.14 from Breakthrough Public Schools for said Program; authorizing a payment in the amount not-to-exceed \$3,800,000.00 to College Now Greater Cleveland, Inc. as fiscal agent of Say Yes to Education Inc.; 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 100)

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

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

- 1) R2020-0164: A Resolution confirming the County Executive's appointment of Janine S. Kaiser to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021, and declaring the necessity that this Resolution become immediately effective.(See Page 105)

Sponsor: County Executive Budish

- 2) R2020-0165: A Resolution confirming the County Executive's appointment of Verna D. Darby to serve on the Division of Children and Family Services Advisory Board for an unexpired term ending 2/28/2023, and declaring the necessity that this Resolution become immediately effective. (See Page 109)

Sponsor: County Executive Budish

- 3) R2020-0166: A Resolution confirming the County Executive's reappointment of Erika L. Anthony to serve on the Cuyahoga County Public Defender Commission for the term 1/1/2020 - 12/31/2023, and declaring the necessity that this Resolution become immediately effective. (See Page 116)

Sponsor: County Executive Budish

- 4) R2020-0167: A Resolution authorizing an amendment to Contract No. CE1700154-01 with Case Western Reserve University for fiscal agent services in connection with facilitation of the First Year Cleveland Initiative for the period 6/1/2016 - 12/31/2019 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,000,000.00; 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 123)

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

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2020-0158: A Resolution approving proposed amendments to the Subdivision Platting Rules for the Unincorporated Areas of Cuyahoga County, and declaring the necessity that this Resolution become immediately effective. (See Page 131)

Sponsors: County Executive Budish on behalf of Cuyahoga County Planning Commission

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

- 2) R2020-0159: A Resolution authorizing a contract with Court Community Service, Inc. in the amount not-to-exceed \$555,000.00 for court community placement and supervision services for probationers referred by the Court in connection with the Community Works Service Placement and Supervision Program for the period 1/1/2021 - 12/31/2023; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 213)

Sponsors: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board

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

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

- 1) R2020-0151: A Resolution fixing the 2021 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 216/Sub. Page 221)

Sponsor: County Executive Budish/Department of Public Works

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

- 2) R2020-0152: A Resolution approving and confirming the 2021 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 227)

Sponsor: County Executive Budish/Department of Public Works

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

- 3) R2020-0153: A Resolution making awards on RQ47764 to various providers, each in the amount not-to-exceed \$450,000.00, for general architectural engineering services for the period 8/5/2020 - 8/4/2023; 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 230)

- i) Robert P. Madison International, Inc.
- ii) Wiss, Janney, Elstner Associates, Inc.

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

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

- 4) R2020-0154: A Resolution making awards on RQ48610 to various contractors, in the total amount not-to-exceed \$15,000,000.00, for On Call – COVID-19 Emergency Building Modifications for the period 8/4/2020 - 8/3/2021; 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 233)

- i) The AKA Team, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00.
- ii) Brigadier Construction Services, LLC in the approximate amount reasonably anticipated to be \$1,875,000.00.
- iii) Donley's, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00.
- iv) Next Generation Construction, LLC in the approximate amount reasonably anticipated to be \$1,875,000.00.

- v) Panzica Construction Company in the approximate amount reasonably anticipated to be \$1,875,000.00.
- vi) Regency Construction Services, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00.
- vii) RL Hill Management, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00.
- viii) TMG Services, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00.

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

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

- 5) R2020-0155: A Resolution authorizing a Sports Facility Agreement between Cuyahoga County, Cleveland Indians Baseball Company LLC and Gateway Economic Development Corporation of Greater Cleveland in the amount not-to-exceed \$3,500,000.00 in accordance with Supplemental Trust Indenture No. 5 between Cuyahoga County and The Huntington National Bank, as Trustee, dated 10/1/2017; authorizing the County Executive or his designee to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [Pending Committee Recommendation] (See Page 236)

Sponsor: County Executive Budish/Fiscal Officer

Committee Assignment and Chair: Committee of the Whole – Brady

- 6) R2020-0156: A Resolution adopting the 2020 Economic Recovery 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 239/Sub. Page 250)

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

- 7) R2020-0157: A Resolution authorizing a Grant Agreement with The Cleveland Foundation in the amount not-to-exceed \$1,500,000.00 to provide matching funds for The Cleveland Foundation Digital Inclusion Fund to support digital equity activities and efforts in Cuyahoga County for the period 8/1/2020 - 8/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 297)

Sponsors: County Executive Budish/Department of Information Technology/Office of Innovation and Performance and Councilmembers Miller, Brown, Jones, Conwell and Gallagher

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

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

- 1) O2020-0015: An Uncodified Ordinance authorizing the County Executive or his designee to temporarily expand the Electronic Equipment and Communications Policy to define requirements for County employees working from home and connecting to the County network, and declaring the necessity that this uncodified Ordinance become immediately effective. (See Page 300)

Sponsor: County Executive Budish

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

- 2) O2020-0016: An Uncodified Ordinance authorizing the County Executive to approve hazard pay to non-bargaining County employees in accordance with the Coronavirus Relief Fund established by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act; and declaring the necessity that this uncodified Ordinance become immediately effective. (See Page 302)

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, SEPTEMBER 15, 2020
2:00 PM / REMOTE



MINUTES

CUYAHOGA COUNTY COUNCIL REMOTE* COMMITTEE OF THE WHOLE MEETING
TUESDAY, JULY 21, 2020
1:30 PM

*Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed for public meetings at this time. As this meeting is being conducted remotely, in accordance with HB 197, interested persons may access the meeting via livestream by using the following link:
<https://www.youtube.com/CuyahogaCounty>

**Public comment for this meeting may be submitted in writing via email to the Clerk of Council at jschmotzer@cuyahogacounty.us no later than 12:30 p.m. on Tuesday, July 21, 2020

1. CALL TO ORDER

Council President Brady called the meeting to order at 1:31 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENT**

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

4. EXECUTIVE SESSION

- a) Collective bargaining matters, including:
 - i) approving a Hazard Pay Agreement for bargaining unit employees of the County represented by American

- b) Pending or imminent litigation.

A motion was made by Mr. Miller, seconded by Ms. Simon and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing collective bargaining matters and pending or imminent litigation and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 1:34 p.m. The following Councilmembers were present: Tuma, Gallagher, Schron, Conwell, Jones, Brown, Stephens, Simon, Baker, Miller and Brady.

The following additional attendees were present for Item 4.a)i): Director of Law Gregory Huth, Deputy Chief Law Director Nora Hurley, Assistant Law Director Melisa Fisco, Council Chief of Staff Joseph Nanni, Legislative Budget Advisor Trevor McAleer, Special Counsel Brendan Doyle and Research and Policy Analyst James Boyle.

The following additional attendees were present for Item 4.b): Director of Law Gregory Huth, Civil Division Chief David Lambert, Assistant Prosecuting Attorney Brendan Healy, Council Chief of Staff Joseph Nanni, Legislative Budget Advisor Trevor McAleer, Special Counsel Brendan Doyle and Research and Policy Analyst James Boyle.

At 2:02 p.m., Executive Session was adjourned without objection and Council President Brady then reconvened the meeting.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 2:03 p.m., without objection.



MINUTES
CUYAHOGA COUNTY COUNCIL REMOTE* REGULAR MEETING
TUESDAY, JULY 21, 2020
2:00 PM

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**Public comment for this meeting may be submitted in writing via email to the Clerk of Council at jschmotzer@cuyahogacounty.us no later than 1:00 p.m. on Tuesday, July 21, 2020

1. CALL TO ORDER

Council President Brady called the meeting to order at 2:11 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. SILENT MEDITATION

Council President Brady requested a moment of silent meditation in honor of Civil Rights leaders Congressman John Lewis and C.T. Vivian, who recently passed away.

5. PUBLIC COMMENT**

Ms. Loh submitted public comment via email regarding COVID-19 testing for persons who are homeless.

6. APPROVAL OF MINUTES

- a) July 7, 2020 Committee of the Whole Meeting
- b) July 7, 2020 Regular Meeting

A motion was made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the July 7, 2020 Committee of the Whole and Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from Council President Brady.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish reported that the County has stepped up its lobbying efforts for funding under the fourth proposed coronavirus relief package. He said that the County is requesting more flexibility, more money and extending the date to use the funds beyond December 2020.

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2020-0147: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Brown on behalf of Personnel Review Commission

Council President Brady referred Resolution No. R2020-0147 to the Human Resources, Appointments & Equity Committee.

- b) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2020-0121: A Resolution declaring the necessity of and determining to proceed with submitting to the electors of the Cuyahoga County Public Library the question of an additional 1.0 mill levy for the purpose of current expenses of the Cuyahoga County Public Library in accordance with the

provisions of Sections 5705.23 and 5705.25 of the Revised Code for a continuing period of time; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Brady on behalf of Cuyahoga County Public Library Board of Trustees

On a motion by Mr. Brady with a second by Ms. Brown, Resolution No. R2020-0121 was considered and adopted by unanimous vote.

- c) CONSIDERATION OF AN ORDINANCE OF COUNCIL 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 Ordinance No. O2020-0014.

- 1) O2020-0014: An Ordinance amending Section 208.01 of the Cuyahoga County Code to provide for the appointment of the Cuyahoga County Citizens' Advisory Council on Equity, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Brown, Miller, Conwell and Brady

On a motion by Mr. Miller with a second by Ms. Brown, Ordinance No. O2020-0014 was considered and adopted by unanimous vote.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2020-0148, R2020-0149 and R2020-0150.

- 1) R2020-0148: A Resolution amending the 2020/2021 Biennial Operating Budget for 2020 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

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

Mr. Miller introduced a proposed substitute on the floor to Resolution No. R2020-0148 to delete Item P. in Section 1 and Item B. in Section 2. Discussion ensued.

A motion was then made by Mr. Miller, seconded by Ms. Brown and approved by unanimous vote to substitute Resolution No. R2020-0148.

On a motion by Mr. Brady with a second by Ms. Brown, Resolution No. R2020-0148 was considered and adopted by unanimous vote, as substituted.

- 2) R2020-0149: A Resolution approving a proposed settlement in the matter of Tyrone Hipps vs. Cuyahoga County, et al., United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:19-CV-2815; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Law

On a motion by Mr. Brady with a second by Ms. Brown, Resolution No. R2020-0149 was considered and adopted by unanimous vote.

- 3) R2020-0150: A Resolution approving a Hazard Pay Agreement for bargaining unit employees of the County represented by American Federation of State, County and Municipal Employees, Ohio Council 8, Local 2927; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Departments of Law and Human Resources and County Sheriff

On a motion by Mr. Schron with a second by Mr. Miller, Resolution No. R2020-0150 was considered and adopted by unanimous vote.

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

- 1) R2020-0151: A Resolution fixing the 2021 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.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2020-0151 to the Public Works, Procurement & Contracting Committee.

- 2) R2020-0152: A Resolution approving and confirming the 2021 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.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2020-0152 to the Public Works, Procurement & Contracting Committee.

- 3) R2020-0153: A Resolution making awards on RQ47764 to various providers, each in the amount not-to-exceed \$450,000.00, for general architectural engineering services for the period 8/5/2020 - 8/4/2023; 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:

- i) Robert P. Madison International, Inc.
- ii) Wiss, Janney, Elstner Associates, Inc.

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

Council President Brady referred Resolution No. R2020-0153 to the Public Works, Procurement & Contracting Committee.

- 4) R2020-0154: A Resolution making awards on RQ48610 to various contractors, in the total amount not-to-exceed

\$15,000,000.00, for On Call – COVID-19 Emergency Building Modifications for the period 8/4/2020 - 8/3/2021; 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:

- i) The AKA Team, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00.
- ii) Brigadier Construction Services, LLC in the approximate amount reasonably anticipated to be \$1,875,000.00.
- iii) Donley’s, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00.
- iv) Next Generation Construction, LLC in the approximate amount reasonably anticipated to be \$1,875,000.00.
- v) Panzica Construction Company in the approximate amount reasonably anticipated to be \$1,875,000.00.
- vi) Regency Construction Services, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00.
- vii) RL Hill Management, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00.
- viii) TMG Services, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2020-0154 to the Public Works, Procurement & Contracting Committee.

- 5) R2020-0155: A Resolution authorizing a Sports Facility Agreement between Cuyahoga County, Cleveland Indians Baseball Company LLC and Gateway Economic Development

Corporation of Greater Cleveland in the amount not-to-exceed \$3,500,000.00 in accordance with Supplemental Trust Indenture No. 5 between Cuyahoga County and The Huntington National Bank, as Trustee, dated 10/1/2017; authorizing the County Executive or his designee to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer

Council President Brady referred Resolution No. R2020-0155 to the Committee of the Whole.

- 6) R2020-0156: A Resolution adopting the 2020 Economic Recovery Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Development

Council President Brady referred Resolution No. R2020-0156 to the Economic Development & Planning Committee.

- 7) R2020-0157: A Resolution authorizing a Grant Agreement with The Cleveland Foundation in the amount not-to-exceed \$1,500,000.00 to provide matching funds for The Cleveland Foundation Digital Inclusion Fund to support digital equity activities and efforts in Cuyahoga County for the period 8/1/2020 - 8/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Information Technology/Office of Innovation and Performance

Council President Brady referred Resolution No. R2020-0157 to the Human Resources, Appointments & Equity Committee.

- 8) R2020-0158: A Resolution approving proposed amendments to the Subdivision Platting Rules for the Unincorporated Areas

of Cuyahoga County, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2020-0158 to the Public Works, Procurement & Contracting Committee.

- 9) R2020-0159: A Resolution authorizing a contract with Court Community Service, Inc. in the amount not-to-exceed \$555,000.00 for court community placement and supervision services for probationers referred by the Court in connection with the Community Works Service Placement and Supervision Program for the period 1/1/2021 - 12/31/2023; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board

Council President Brady referred Resolution No. R2020-0159 to the Public Safety & Justice Affairs Committee.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2020-0139, R2020-0140, R2020-0141, R2020-0142, R2020-0143, R2020-0144, R2020-0145 and R2020-0146.

- 1) R2020-0139: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2020 - 7/14/2025, and declaring the necessity that this Resolution become immediately effective:

- i) Rabbi Joshua Caruso
- ii) Stephen Caviness
- iii) Reverend Kenneth Chalker
- iv) Jenice Contreras
- v) Habeebah Rasheed Grimes
- vi) Dr. Heidi Gullett
- vii) Phyllis Seven Harris
- viii) Randell McShepard
- ix) Marsha A. Mockabee
- x) India Pierce Lee
- xi) Victor Ruiz
- xii) Cordell Stokes
- xiii) Danielle Sydnor
- xiv) Eddie Taylor
- xv) Sheila M. Wright

Sponsors: County Executive Budish **and Councilmembers Conwell, Simon, Miller, Jones and Stephens**

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

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2020-0139 was considered and adopted by unanimous vote.

- 2) R2020-0140: A Resolution authorizing an amendment to Contract No. CE1500299-01, 02, 03 and 06 with Halle Industrial Park, LLC for lease of space located at 1890 East 40th Street, Cleveland, for the period 3/1/2015 - 5/31/2025 for additional funds in the amount not-to-exceed \$1,369,804.54; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Tuma with a second by Mr. Brady, Resolution No. R2020-0140 was considered and adopted by unanimous vote.

- 3) R2020-0141: A Resolution authorizing an amendment to Contract No. CE1000867-01 with Near West Side Multi-Service Corporation dba May Dugan Center for lease of space located at 4115 Bridge Avenue, Cleveland, for use by Cuyahoga County Court of Common Pleas/Adult Probation Department for the period 8/1/2010 - 7/31/2020 to extend the time period to 7/31/2025, to change the terms, effective 8/1/2020, and for additional funds in the amount not-to-exceed \$182,881.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works on behalf of Cuyahoga County Court of Common Pleas/Adult Probation Department and Councilmember Conwell

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

On a motion by Mr. Tuma with a second by Ms. Brown, Resolution No. R2020-0141 was considered and adopted by unanimous vote.

- 4) R2020-0142: A Resolution declaring that public convenience and welfare requires emergency repair of South Woodland Culvert No. 3 in the City of Shaker Heights; total estimated project cost \$200,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Tuma with a second by Ms. Brown, Resolution No. R2020-0142 was considered and adopted by unanimous vote.

- 5) R2020-0143: A Resolution authorizing the issuance and sale of County of Cuyahoga, Ohio, Economic Development Revenue Refunding Bonds, Series 2020D, in the maximum aggregate principal amount of \$162,935,000.00, for the purpose of refunding for debt charges savings certain of the County's outstanding Recovery Zone Facility Economic Development Revenue Bonds, Series 2010F (Medical Mart/Convention Center Project), which were issued for the purpose of providing moneys to pay costs of a "project" within the meaning of Chapter 165 of the Revised Code; authorizing the execution and delivery of a First Supplemental Trust Indenture securing the payment of the Series 2020D Bonds; establishing funds of the County related thereto; authorizing the execution and delivery of a Bond Purchase Agreement relating to the sale of the Series 2020D Bonds and related agreements and certificates; authorizing and approving related matters; and declaring the necessity that this Resolution become immediately effective.

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

Bond Counsel: Squire Patton Boggs (US) LLP

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Schron with a second by Ms. Simon, Resolution No. R2020-0143 was considered and adopted by unanimous vote.

- 6) R2020-0144: A Resolution authorizing an amendment to Contract No. CE1700172-01 with Dell Marketing L.P. for a Microsoft Enterprise Agreement for various licensing and support services for the period 7/1/2017 - 6/30/2020 to extend the time period to 6/30/2023 and for additional funds in the amount not-to-exceed \$8,464,100.31; 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 Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2020-0144 was considered and adopted by unanimous vote.

7) R2020-0145: A Resolution authorizing amendments to an agreement and contracts with various providers for 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 for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

i) Agreement:

a) No. AG1900142-01 with Cuyahoga Community College District for the Out-of-School Youth Program in the amount not-to-exceed \$603,351.00.

ii) Contracts:

a) No. CE1900247-01 with Linking Employment Abilities and Potential (LEAP) for the In-School Youth Program for students with disabilities in the amount not-to-exceed \$81,000.00.

b) No. CE1900249-01 with OhioGuidestone for the Out-of-School Youth Program in the amount not-to-exceed \$854,062.00.

c) No. CE1900251-01 with Towards Employment, Inc. for the Out-of-School Youth Program in the amount not-to-exceed \$205,261.00.

d) No. CE1900250-01 with Youth Opportunities Unlimited for the Out-of-School Youth Program in the amount not-to-exceed \$739,699.00.

- e) No. CE1900246-01 with Youth Opportunities Unlimited for operation of the Youth Resource Center in the amount not-to-exceed \$369,294.00.

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

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

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2020-0145 was considered and adopted by unanimous vote.

- 8) R2020-0146: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$884,400.00 for residential and intensive outpatient treatment services in connection with the Medication Assisted Treatment II Drug Court Expansion Project for the period 5/31/2019 - 5/30/2024; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board

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

On a motion by Mr. Gallagher with a second by Mr. Brady, Resolution No. R2020-0146 was considered and adopted by unanimous vote.

- d) CONSIDERATION OF ORDINANCES FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) O2020-0015: An Uncodified Ordinance authorizing the County Executive or his designee to temporarily expand the Electronic Equipment and Communications Policy to define requirements for County employees working from home and

connecting to the County network, and declaring the necessity that this uncodified Ordinance become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Ordinance No. O2020-0015 to the Human Resources, Appointments & Equity Committee.

- 2) O2020-0016: An Uncodified Ordinance authorizing the County Executive to approve hazard pay to non-bargaining County employees in accordance with the Coronavirus Relief Fund established by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act; and declaring the necessity that this uncodified Ordinance become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Ordinance No. O2020-0016 to the Human Resources, Appointments & Equity Committee.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, July 27, 2020 at 1:00 p.m. for an ERP update from the Administration and that the Committee of the Whole will meet on Thursday, July 30, 2020 at 1:00 p.m. for an ERP update from Council's consultant Zig Berzins.

Mr. Schron reported that the Economic Development & Planning Committee will meet on Tuesday, July 27, 2020 at 3:00 p.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, July 28, 2020 at 10:00 a.m.

Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, July 28, 2020 at 1:00 p.m.

Ms. Baker reported that the Council Operations, Intergovernmental Relations and Public Transportation Committee will meet on Tuesday, July 28, 2020 at 3:00 p.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, July 29, 2020 at 10:00 a.m.

Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, July 29, 2020 at 1:00 p.m.

12. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

13. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 2:39 p.m., without objection.



MINUTES

CUYAHOGA COUNTY COUNCIL REMOTE* COMMITTEE OF THE WHOLE MEETING
THURSDAY, JULY 30, 2020
1:00 PM

*Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed for public meetings at this time. As this meeting is being conducted remotely, in accordance with HB 197, interested persons may access the meeting via livestream by using the following link:
<https://www.youtube.com/CuyahogaCounty>

**Public comment for this meeting may be submitted in writing via email to the Clerk of Council at jschmotzer@cuyahogacounty.us no later than 12:00 p.m. on Thursday, July 30, 2020

1. CALL TO ORDER

Councilmember Miller, Chair of the Finance & Budgeting Committee, called the meeting to order at 1:03 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENT**

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

4. PRESENTATION

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

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

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

5. MISCELLANEOUS BUSINESS

Mr. Miller announced that the 2020 Mid-Cycle Biennial Budget schedule will be distributed in the near future. He also indicated that the U.S. Congress is working on another CARES Act funding package and hoped that the County would receive more funds and greater flexibility on how they can be used.

6. ADJOURNMENT

With no further business to discuss, Chair Miller adjourned the meeting at 2:42 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0160

<p>Sponsored by: Council President Brady on behalf of Cuyahoga County Veterans Service Commission</p>	<p>A Resolution approving a Collective Bargaining Agreement between Cuyahoga County Veterans Service Commission and American Federation of State, County and Municipal Employees, Ohio Council 8, representing approximately 19 employees in various classifications for the period 8/4/2020 - 8/3/2023; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the Cuyahoga County Veterans Service Commission (hereinafter collectively referred to as “CCVSC”), has been engaged in collective bargaining negotiations with the American Federation of State, County and Municipal Employees, Ohio Council 8 (hereinafter collectively referred to as “AFSCME”), in an effort to negotiate a first collective bargaining agreement (“CBA”) covering approximately 19 employees in the classifications of Digital Contact Coordinator/CVSO, Eligibility Specialist, Network Administrator, Office Support Specialist, Operations Specialist, Outreach Coordinator, and Veterans Service Officer with the CCVSC for the period 8/4/2020 - 8/3/2023; and

WHEREAS, the parties have met on multiple occasions to negotiate new terms and have reached a tentative agreement on a first collective bargaining agreement; and

WHEREAS, on or about July 14, 2020, the members of the bargaining unit voted to ratify the proposed collective bargaining agreement; and

WHEREAS, on or about July 15, 2020, the Board of Commissioners of the CCVSC voted to ratify the proposed collective bargaining agreement; and

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

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

WHEREAS, the CCVSC is recommending that Council approve the proposed CBA for the period 8/4/2020 - 8/3/2023; and

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

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

SECTION 1. The Cuyahoga County Council hereby approves a Collective Bargaining Agreement between Cuyahoga County Veterans Service Commission and American Federation of State, County and Municipal Employees, Ohio Council 8, representing approximately 19 employees in various classifications for the period 8/4/2020 - 8/3/2023, and authorizes the execution by the Board of Commissioners of the CCVSC and its administrators of all the documents necessary to execute this transaction.

SECTION 2. The Cuyahoga County Council hereby determines that the CCVSC has the necessary funds to compensate the bargaining unit employees and to make any and all expenditures as required by the provisions of this CBA.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the Cuyahoga County Veterans Service Commission. This CBA becomes a binding agreement upon the affirmative vote of a majority of members of this Council.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC039
August 4, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0147

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 July 9, 2020, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through R) 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 Classification:

Exhibit A: Class Title: *Administrator, IT Program Management Office*
Number: 16461
Pay Grade: 18B/Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *9-1-1 Coordinator*
Class Number: 12121
Pay Grade: 8A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Wording in document was changed to be more specific. Added a
Technology Requirement section.

Exhibit C: Class Title: *Consumer Affairs Investigator*
Class Number: 19081
Pay Grade: 8A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, language, and formatting were
updated. No change to pay grade or FLSA status.

Exhibit D: Class Title: *Consumer Affairs Specialist*
Class Number: 13081
Pay Grade: 7A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, language, minimum qualifications and
formatting were updated. The pay grade increased from 6A to 7A.

Exhibit E: Class Title: *Security Lieutenant*
Class Number: 12011
Pay Grade: 10A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2013.
The essential job functions, language, minimum qualifications and
formatting were updated. No change to pay grade or FLSA status.

Exhibit F: Class Title: *Supervisor, Forensic DNA Lab, DNA Tech &
Training*
Class Number: 12234
Pay Grade: 21A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2014.
The essential job functions, language, minimum qualifications and
formatting were updated. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Supervisor, Weights and Measures*
Class Number: 19071
Pay Grade: 9A/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2011. The essential job functions, language, minimum qualifications, and formatting were updated. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

- Exhibit H: Class Title: *Business Systems Analyst*
Class Number: 16271
Pay Grade: 11B/Exempt
* Incumbent in this classification was transferred to a new classification (which performs equivalent essential job tasks) to accommodate department restructuring. This classification is no longer needed.
- Exhibit I: Class Title: *Communications/9-1-1 Planner*
Class Number: 12111
Pay Grade: 9A/Exempt
* This classification is vacant, and the department has no intentions of filling the position as the duties performed by this position are no longer necessary.
- Exhibit J: Class Title: *Construction Contract Coordinator*
Class Number: 10071
Pay Grade: 7A/Non-Exempt
* No incumbents in this classification. The duties of this position are now completed by the Purchasing Analyst classification and this classification is no longer needed.
- Exhibit K: Class Title: *Enterprise Technical Analyst*
Class Number: 16061
Pay Grade: 8B/Non-Exempt
* This classification is vacant. The department indicated that the duties performed by this position are no longer administratively necessary.
- Exhibit L: Class Title: *Lead Computer Operator*
Class Number: 16052
Pay Grade: 6B/Non-Exempt
* This classification is vacant. The department indicated that the duties performed by this position are no longer administratively necessary.
- Exhibit M: Class Title: *Manager, Videoconferencing*
Class Number: 16201
Pay Grade: 11B/Exempt

* This classification is vacant. The department indicated that the duties performed by this position are no longer administratively necessary.

Exhibit N: Class Title: *Network Security Specialist*
Class Number: 16291
Pay Grade: 8B/Non-Exempt

* This classification is vacant. The department indicated that the duties performed by this position are no longer administratively necessary.

Exhibit O: Class Title: *Prevailing Wage Coordinator*
Class Number: 19051
Pay Grade: 6A/Non-Exempt

* This classification is vacant. The duties performed by this position are now being performed by a Purchasing Analyst and this position is no longer necessary.

Exhibit P: Class Title: *SAP Basis Administrator*
Class Number: 16252
Pay Grade: 15B/Exempt

* This classification is vacant. The duties performed by this position are no longer administratively necessary.

Exhibit Q: Class Title: *Software Specialist*
Class Number: 16391
Pay Grade: 7B/Non-Exempt

* This classification is vacant. The department indicated that the duties performed by this position are no longer administratively necessary.

Exhibit R: Class Title: *WAN Analyst 2*
Class Number: 16281
Pay Grade: 9B/Exempt

* This classification is vacant. The department indicated that the duties performed by this position are no longer administratively necessary.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, IT Program Management Office	Class Number:	16461
FLSA:	Exempt	Pav Grade:	18B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to lead the planning management, financial management, and governance for the IT Program Management Office while overseeing the delivery of large, complex technology programs.

Distinguishing Characteristics

This is an advanced journey-level project manager classification with responsibility for the leading and managing of the Department of IT's Program Management Office as well as overseeing large, complex technology programs including parallel projects, software development, installation of IT infrastructure systems, business process engineering, and functional capabilities. This position reports to the Deputy Chief Technology Officer. Incumbents make decisions on matters involving the development and implementation of policies and procedures. Work performed by this position is not standardized and requires much judgment and discretion in the execution of 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.

- 30% +/- 10%
- Oversees multiple project teams; sets goals, objectives, and work standards; directs and coordinates activities of project team staff; monitors team performance against set standards; provides and documents performance feedback.

- 20% +/- 10%
- Manages the governance of the IT Project Management office; manages the progress and performance of the governance plan; defines the governance structure protocols, tools, and management of scope, timelines, resources, budget, risks, and delivery; advises the Deputy Chief on administrative issues; assists in developing long term strategic direction of the program; develops program assessment protocols to evaluate the performance of the governance structure's effectiveness and efficiency; identifies best business practices; modifies policies and procedures based on program assessment and metrics; develops guidelines for County personnel on project allocation and prioritization.

- 20% +/- 10%
- Drives the execution of large-scale IT projects across the County to meet expected business results; identifies project key stakeholders; coordinates with cross-functional teams, assigned project managers, and other stakeholders to define, plan, and develop scope, deliverables, required resources, work plan, budget, and timeline of projects; manages resource allocations for projects by ensuring proper distribution and coordination of resources; oversees and manages project budgets.

Administrator, IT Program Management Office

20% +/- 10%

- Ensures that project deliverables are produced within the established budget and timeline and according to quality standards; assesses and tracks quality and accuracy of the project plan and progress toward project milestones and deliverables; monitors deviations to project scope, resources, budget, and schedule; identifies project(s) risks and issues and manages risks and issues by taking corrective measures; implements strategic, policy, and administrative changes to maximize use of resources and achieve goals and objectives.

5% +/- 2%

- Develops and mentors department project managers; acts as a resource and support to staff by removing barriers for effective performance.

5% +/- 2%

- Provides strategic overview and reporting on all projects to senior management; plans and executes the project communication plan to stakeholders by delivering project reports, metrics, and other detailed information.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, business administration, or related field and nine (9) years of experience in project management with five (5) years of experience as a program director of a project governance; or an equivalent combination of education, training, and experience.

Additional Requirements

- A Project Management Professional (PMP) 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, phone, and multifunction printer.

Technology Requirements

- Ability to use a variety of software including Microsoft Suite applications, Microsoft Project, Microsoft SharePoint, Smartsheet, etc.

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 perform routine statistics.

Proposed DATE

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 reports, project plans, and correspondence.
- Ability to comprehend a variety of reference books and manuals including project governance guidelines and procedures, project management standards and best practices, and Employee Handbook.
- Ability to prepare project lists, project status, resource designation lists, project policies and procedures, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to persuade and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate and to develop and maintain effective working relationships with co-workers, vendors, contractors, County department and agency management, and program team 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

Class Title:	9-1-1 Coordinator	Class Number:	12121
FLSA:	Non-Exempt	Pav Grade:	8A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to assist Public Safety Answering Point (PSAP) call centers with 9-1-1 services including database management.

Distinguishing Characteristics

This is a journey-level technical classification with responsibility for assembling, delivering, tracking, and filing information related to 9-1-1 services. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 35% +/- 10%
- Assists the Public Safety Answering Points with 9-1-1 services; assists with special projects at the PSAP and CECOMS center; responds to questions and requests from PSAPs; assists PSAPs with quality assurance and quality improvement; visits every PSAP center at least yearly; creates and maintains Continuing Dispatch Education (CDE) programs for participating PSAPs.

- 30% +/- 10%
- Manages and maintains County Emergency Medical Dispatch (EMD) program; develops and maintains monthly call matrix reports; maintains Master Street Address Guide, Automatic Number Identifier (ANI), and Automatic Location Identifier (ALI) discrepancies; prepares call counts for CECOMS and other dispatch centers; updates 9-1-1 plans; researches industry standards and local national trends; maintains social media account for PSAP and CECOMS.

- 30% +/- 10%
- Develops, organizes, and attends various education programs and meetings; prepares and conducts regular EMD and Public Safety Telecommunication (PST) certification classes; attends state 9-1-1 meetings; manages and maintains County training programs for 9-1-1; creates PowerPoint presentations and delivers them at PSAP meetings; attends various committee meetings and provides agendas, minutes, and conveys the information discussed to appropriate people.

- 5% +/- 2%
- Responds to requests for information, reports, and data from supervisors and other County employees; answers inquiries, questions, and concerns from the general public; responds to inquiries and requests from telephone companies; provides support or back-up to on duty CECOMS supervisors.

Effective Date: 07.29.1997
 Last Modified: 06.16.2016

9-1-1 Coordinator

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with three (3) years of experience in public safety, Emergency Medical Dispatch (EMD), or related experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable 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 automated office machines including computer and copier.

Technology Requirements

- Ability to operate a variety of software and databases including the Microsoft Office Suite, Computer-aided Dispatch (CAD) Software, Enhanced 911 (E911) software, and the Master Street Address Guide (MSAG).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including monthly call counts from vendor, MSAG/ANI/ALI discrepancy reports, cell tower/sector changes, Emergency Call Worker RFC and weekly status reports, regular notification of certification, and County 9-1-1 Plan.
- Ability to comprehend a variety of reference books and manuals including operating policies and procedures, white papers, professional standards, and Ohio Revised Code.
- Ability to prepare Monthly Call Matrix Report, PSAP Manager Contact list, County 9-1-1 Plan, 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 communications terminology and language.

9-1-1 Coordinator

- Ability to communicate effectively with CECOMS supervisor, CECOMS staff, PSAP managers, PSP chiefs, telephone companies, vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment with prolonged sitting.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Consumer Affairs Investigator	Class Number:	19081
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Fiscal Office – Consumer Affairs		

Classification Function

The purpose of this classification is to investigate consumer fraud violations, mediate consumer complaints, and provide other functions related to investigations, complaint mediation, and consumer protection.

Distinguishing Characteristics

This is a journey-level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This class requires extensive public contact in communicating consumer protection, laws, and regulations and mediating consumer complaints.

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%
- Mediates disputes between consumers and businesses; provides explanatory information to consumers; encourages businesses to make changes to deceptive policies and procedures or deliver services or refunds to wronged customers; conducts field work relevant to investigating disputes or complaints; prepares and maintains logs of cases and disputes.

- 30% +/- 10%
- Receives consumer inquiries by phone, internet, and in-person and provides information relevant to questions and problems; provides advice, resources, and guidance to consumers regarding scams and consumer protection; takes complaints of consumer protection violations; refers consumers to appropriate agency(s) when needed; advises scam victims, near-victims, and families about identifying and reducing exposure to scams.

- 25% +/- 10%
- Conducts consumer fraud investigations; identifies unfair and deceptive practices that violate county, state, or federal consumer laws; collects and analyzes contracts, data, and other relevant case documents; locates and interviews witnesses, victims, suppliers, informants, and potential defendants; conducts research on consumer case law to assist with decisions regarding legal action for cases; prepares evidence, investigative reports, summaries, and exhibits to present for settlement negotiations and civil litigation; drafts civil investigative requests, summons, and settlement agreements; prepares and maintains reports and logs documenting case status; calculates victim damages; appears in court and at hearings as a witness as needed.

Consumer Affairs Investigator

10% +/- 5%

- Coordinates with partner agencies (including law enforcement, consumer protection, advocate groups, task forces, etc.) regarding consumer protection issues; develops and maintains effective relationships with subject matter experts from other agencies to strategize ideas and solutions and share scam reports and trends; attends conferences and trainings to stay abreast of best practices in the field.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in law enforcement or criminology or a related field with a minimum of three (3) years of experience in consumer fraud investigations; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements

- No additional licenses or certifications are required. .

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines including laptops, computers, smart devices and multi-function printers.

Technology Requirements

- Ability to utilize a variety of software and databases including Microsoft Word, Microsoft Excel, Microsoft Outlook, legal research software, digital forensic software, mobile phone investigation software, etc.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics, 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 repair or billing invoices, contracts or agreements, financial agreements, variety of business records, advertisements, complaints from public, registration/permit/license forms, consumer litigation and news, and related forms and literature.

Effective Date: 04.14.2014
Last Modified: 04.14.2014

Consumer Affairs Investigator

- Ability to comprehend a variety of reference books and manuals including consumer laws, training manuals, resource directory, County Code, local, State, and Federal laws, and County policies and procedures.
- Ability to prepare summary investigative reports, civil investigative reports, charts, diagrams, cease and desist orders/subpoenas, questionnaires, assurance of voluntary compliance settlement resolutions letters and other documents conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, give presentations, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, consumer protection/fraud, and financial literacy terminology.
- Ability to communicate effectively with supervisors, coworkers, business owners and managers, attorneys, prosecutors, law enforcement officials, consumer investigators, government agencies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment but often requires offsite meetings, interviews and investigations in the field.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Consumer Affairs Specialist	Class Number:	13081
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Fiscal Office - Consumer Affairs		

Classification Function

The purpose of this classification is to educate and assist consumers concerning consumer protection, financial literacy, and weights and measures as well as to assist in the development and implementation of education and outreach programs and literature.

Distinguishing Characteristics

This is an entry-level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This class requires extensive public contact in communicating consumer protection education content and regulations. This class requires the flexibility to attend events during evenings and weekends as necessary.

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%
- Participates in the development, implementation, and presentation of educational programs and materials relating to consumer protection, financial literacy, and weights and measures to various audiences; plans, coordinates, presents, and markets educational and/or outreach events and materials for the public and County website; conducts research related to consumer issues for inclusion in presentations, print materials, social media posts, and the County webpage; prepares and delivers educational presentations and trainings to all types of audiences (businesses, government officials, students, colleagues, general consuming public, etc.); attends events to represent the County and distribute educational material to attendees; participates in the production of video content directed towards educating the public and promoting educational programs and materials.
- 30% +/- 10%
- Creates content to help promote the department; manages social media accounts by posting relevant content and monitoring social media and newsfeeds for relevant content; writes and develops communications for the website and newsletters to promote the department’s mission and goals; reads and edits content written by other department members for press release or inclusion on department website.
- 15% +/- 5%
- Receives consumer inquiries by phone, internet, and in person and provides information relevant to questions and problems; provides advice, resources, and guidance to consumers regarding scams, consumer protection, financial literacy, and weights and measures; takes complaints of consumer protection violations; refers consumers to appropriate agency(s) when needed; advises scam victims, near-victims, and families about identifying and reducing exposure to scams.

Effective Date: 04.14.2014
Last Modified: 04.14.2014

Consumer Affairs Specialist

15% +/- 5%

- Attends and participates in multi-agency task force meetings and work groups related to financial literacy or consumer protection; develops and maintains effective relationships with subject matter experts from other agencies to improve program development, strategize ideas, and share scam trends; travels to events to give presentations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in communications, public relations, journalism, or related field with two (2) years of experience in public speaking, public relations, communications, social media marketing, or related experience; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and 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 automated office machines including laptops, computer, smart devices, and multifunction printer.

Technology Requirements

- Ability to utilize a variety of software including Microsoft Word, Excel, and PowerPoint.
- Ability to create charts and graphs comparing and analyzing data and trends.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 consumer literature and news, complaints from the public, financial literature and news, and related forms and literature.

Effective Date: 04.14.2014
Last Modified: 04.14.2014

Consumer Affairs Specialist

- Ability to comprehend a variety of reference books and manuals including consumer laws, training manuals, and Employee Handbook.
- Ability to prepare PowerPoint presentations, charts, diagrams, letters, marketing materials, consumer tip sheets, speeches, reports, grant proposals, and other documents conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, give presentations, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing, consumer protection/fraud, and financial literacy terminology.
- Ability to communicate effectively with supervisor, management, co-workers, non-profit groups, community agencies, government agencies, law enforcement, members of the media, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Lieutenant	Class Number:	12011
FLSA:	Exempt	Pav Grade:	10A
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to coordinate the day-to-day operations of the Protective Services division of the Sheriff's Department on an assigned shift and to provide direct supervision to Security Officer Sergeants and Physical Structure Security Specialists.

Distinguishing Characteristics

This is a second-level supervisor classification, responsible for supervision of all security personnel on an assigned shift, directly and through subordinate supervisors. This class works under general direction and the incumbents are expected to exercise discretion in applying policies and procedures to emergency situations and in resolving day-to-day issues. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Security Manager in that it has responsibility for overseeing day-to-day security activities.

Essential Job Functions

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

- 40% +/- 10%
- Coordinates the day-to-day operations of the Protective Services division in the Sheriff's department on an assigned shift; monitors building security issues and activity of Protective Services employees by reviewing daily security reports and conducting briefings with subordinates; reviews daily security reports and/or incident reports and ensures accuracy; manages staffing levels for various shifts by reviewing the daily personnel assignment schedule to ensure adequate staffing; reviews and evaluates security needs at various county buildings; meets with building management to establish security needs; visits county buildings to observe duties of subordinates being carried out at buildings, oversee fire drills or emergency situations, or communicate directly with staff involved in incidents; resolves complaints from the public regarding protective services actions; monitors trends in crime and safety incidents throughout Cuyahoga County; completes yearly schedule (department matrix) of which post staff are assigned for the year according to union contract and seniority; assumes command in heightened security or emergency response situations as needed or until properly relieved; oversees vehicle usage and maintenance.
- 40% +/- 10%
- Directly supervises Security Officer Sergeants; 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.

Security Lieutenant

10% +/- 5%

- Participates in negotiations and facilitates relationships with union employees; remains abreast of terms and changes made to collective bargaining agreements; participates in labor management committee meetings for officers and sergeants to negotiate issues affecting day to day operations; attends grievance hearings and participates through the entire grievance process to assist with resolving grievance issues for union employees.

5% +/- 2%

- Contributes to the Protective Service department's operating budget decisions and manages department resources; communicates with the county's fiscal office to discuss purchases for the department; recommends future budget requests and cost saving strategies to management.

5% +/- 2%

- Stays abreast of new trends, requirements, and innovations in the field; recommends the use of technology to ensure effective and efficient use of resources; recommends updates to policies and procedures and oversees implementation.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent and three (3) years of experience as a security officer or related experience plus two (2) years of experience at a supervisory level providing facility and personal security; or an equivalent combination of education, training, and experience.
- Ohio Peace Officer Training Academy (O.P.O.T.A) certification is required.
- Completion of firearms training or certification is required.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to use a variety of communications and law enforcement tools and equipment including two-way radio, firearm, and handcuffs.

Supervisory Responsibilities

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

Effective Date: 1993
Last Modified: 06.11.2013

Security Lieutenant

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including incident reports, attendance records, vehicle reports, invoices, disciplinary reports, grievances, performance evaluations, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, department manuals, municipal ordinances, union contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, budgets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to communicate with employees, management, employees of outside agencies and departments, and the general public.

Environmental Adaptability

- Work is primarily performed indoors.
- Work involves responding to security emergency situations and may involve exposure to violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Forensic DNA Lab, DNA Tech & Training	Class Number:	12234
FLSA:	Exempt	Pay Grade:	21A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise the forensic DNA unit in the analysis of DNA samples from evidence, the generation of profiles from forensic samples, and the comparison of profiles to known sources of human DNA.

Distinguishing Characteristics

This is a manager level classification. Incumbents in this classification work under general supervision of the Medical Examiner. This position oversees and promotes the efficiencies of the forensic DNA laboratory unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

Essential Job Functions

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

- 40% +/- 10%
- Supervises and directs the work of Forensic Scientists 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; assists staff with complex or problem situations; responds to employee questions, concerns, and problems; coordinates on-call and work rotation schedules; 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 personnel of the DNA laboratory; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Ensures that laboratory activities are completed on-time and accurately; evaluates and documents approval of all validations and methods used by the laboratory and proposes new or modified analytical procedures/technologies to be used by the analysts; reviews and documents the review of the internal and external DNA audit documents; reviews required reports; analyzes, interprets, and reports on assigned case work; ensures unit maintains compliance with applicable qualification and accreditation requirements; investigates technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues; manages case statistics; implements, reviews, and enforces quality assurance procedures and ensures compliance of program with the Quality Assurance Standards for Forensic DNA Testing Laboratories; ensures that safety procedures are followed; oversees and monitors court testimony provided by subordinates.

Supervisor, Forensic DNA Lab, DNA Tech & Training

15% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; conducts seminars and trainings to educate law enforcement agency recruits regarding appropriate collection, treatment, packaging, and preservation of DNA evidence.

10% +/- 5%

- Oversees regular maintenance of forensic laboratory spaces and equipment; ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion; ensures performance of equipment after repairs, maintenance, or malfunction.

5% +/- 2%

- Performs related ancillary responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends and information in the field; approves the technical specifications for outsourcing agreements; 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 DNA laboratory unit; 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 forensic sciences or related fields; and five (5) years of experience performing DNA analysis including two (2) years of related supervisory experience.
- Per FBI Quality Assurance Standards, successful completion of a minimum of 12 credit hours or its equivalent work in graduate level classes addressing subject areas of Biochemistry, Genetics, Molecular Biology and Bio-statistics in population genetics is required.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to use a variety of laboratory tools and equipment, including a centrifuge, dremel tool, thermal cycler, genetic analyzer, vortex, waterbath, and heatblock.

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.

Effective Date: 07.28.2014
Last Modified: 07.28.2014

Supervisor, Forensic DNA Lab, DNA Tech & Training

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

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform college level geometry and statistical 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 and raw data, statistical data, proficiency data, standard operating procedures, quality assurance procedures, training manuals, competency test records, training records, and validation data.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, standard operating procedures, quality assurance manual, safety manual, training manual, equipment manuals, and scientific journals.
- Ability to prepare departmental memos, and reports, standard operating procedures, quality assurance reports, inventory of chemicals, statistical, analytical and frequency data, training manuals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, quality assurance officers, attorneys, law enforcement personnel, and sales representatives.

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

Class Title:	Supervisor, Weights and Measures	Class Number:	19071
FLSA:	Exempt	Pav Grade:	9A
Dept:	Fiscal Office – Consumer Affairs		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise inspection and testing of counts, weights, and measures of products sold to the general public within Cuyahoga County to ensure accuracy, fairness, and correctness.

Distinguishing Characteristics

This is a supervisory level classification that works under general direction and within a specific framework of policies, procedures, and regulations. This position oversees the operations of a unit, coordinates the workload of the unit, and ensures compliance with time and quality objectives. This class requires extensive public contact in the enforcement of laws and regulations.

Essential Job Functions

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

- 40% +/- 10%
- Plans, coordinates, and supervises the inspection and testing of scales, motor fuel pumps and other weighing and measuring devices including computing, spring, counter, platform, jeweler, prescription, and point of sales scales for accuracy, correctness, and appropriate electrical/mechanical functions; oversees the inspection of packages for consumer products; participates in the inspection and certification of weights and measures devices; determines testing procedures to ensure uniformity and compliance with laws and regulations; ensures that the unit has properly functioning equipment required to conduct tests and inspections in the field.
- 30% +/- 10%
- Supervises and directs the work of Inspectors 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, mileage reports, 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.
- 20% +/- 10%
- Receives and reviews complaints from individuals, businesses, and/or other weights and measures officials and takes appropriate action; communicates with business owners, managers, or device operators to convey inspection or test outcomes, corrective actions, and/or need for compliance with applicable laws, specifications, and tolerances.

Supervisor, Weights and Measures

10% +/- 5%

- Performs supporting administrative responsibilities; attends trainings and conferences to stay abreast of best practices and changes to laws and regulations; meets with director to discuss the unit's progress and any issues affecting unit's work; prepares reports tracking inspections performed by the unit, including number, type, and result; prepares year-end annual report mandated by the state.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and five (5) years of experience as a certified Weights and Measures inspector.

Additional Requirements

- A Weights and Measures certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines including laptops, computers, smart devices, and multi-function printers.
- Ability to operate a variety of related tools and equipment including weight verification kit, retail fuel prover, and tape measure.

Technology Requirements

- Ability to utilize a variety of software and databases including Microsoft Word, Excel, and Outlook and weights and measures/consumer protection software.
- Ability to create reports comparing and analyzing data and trends.

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 the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced statistics (standard deviation, etc.).

Supervisor, Weights and Measures

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 customer complaint forms, timesheets, calibration reports, price verification reports, package checking reports, and mileage reports.
- Ability to comprehend a variety of reference books, manuals, and guidelines including weights and measures handbooks, tolerances and technical requirements, Ohio Weights and Measures Laws and Rules, Ohio Revised Code 1327, and Cuyahoga County Code Title 13.
- Ability to prepare inspection and test reports, annual state-mandated report, weekly meeting notes, training classes, 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret weights and measures legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, service company employees, representatives from state agencies, and the general public.

Environmental Adaptability

- Work is performed in an office environment and in the field performing inspections.
- Work may involve exposure to temperature and weather extremes, fumes, odors, dust, and loud noises.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Systems Analyst	Class Number:	16271
FLSA:	Exempt	Pay Grade:	11 B
Dept:	Information Services Center		

Classification Function

The purpose of this classification is to administer the Business Department software applications including to answer questions, provide reports, and make and facilitate program changes to those systems as needed; to oversee the billing and chargeback process, customer service, the inventory updating process, and oversee and perform annual physical inventory of hardware, software and peripherals.

Distinguishing Characteristics

This is a first-line supervisor classification, working under direction from the division administrator. This class provides direct supervision to customer service staff and combines technical and supervisory duties. The employee in this class is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems 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% +/- 5%
- Monitors business inventory application to track hardware, software and peripheral equipment purchases that have not been received and for unassigned hardware; researches and answers inventory and billing questions for internal and external agencies; looks up purchase order payments; balances vendor payments to purchase orders; reviews customer service purchase orders; submits customer service requests for budget approval; updates inventory database with physical inventory data.
- 30% +/- 5%
- Designs and develops enterprise server and network server solutions; assesses new software; prepares system documentation and manuals; exports data from scanners to network drive; designs and develops reports; maintains billing software; imports data to and exports data from the enterprise server
- 20% +/- 5%
- Provides supervision of assigned staff; prioritizes, assigns, and reviews work; prepares employee performance evaluations as scheduled or required; acts on employee problems; works with employees to correct deficiencies; implements disciplinary procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in computer science, accounting, or a related field with five years of experience including writing mainframe programs and use of Crystal reports, 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**Data Utilization**

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

Physical Requirements

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

Supervisory Responsibilities

- Provides guidance and administrative oversight to clerical staff.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including Employee time balance sheets; customer service, billing reports, budget charge-back report, County information line call traffic report, project status reports, phone service monthly reports, telecommunications reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, phone function and use program manuals, and user guides.
- Ability to prepare cellular usage reports, expense reports, performance evaluations, and monthly communication reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret terminology and language.
- Ability to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.

Environmental Adaptability

- Work is typically performed in an office environment.

Business Systems Analyst

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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.

Exhibit I

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Communications / 9-1-1 Planner	Class Number:	12111
FLSA:	Exempt	Pay Grade:	9
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to complete assignments/projects related to the operation and maintenance of the 9-1-1 systems, radio, phone or other assigned Public Safety communication systems.

Distinguishing Characteristics

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

Essential Job Functions

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

- Handles maintenance, contracts, program/usage, upkeep, transportation, and any other assigned tasks related to radio/radio equipment, 9-1-1 systems, telephone, Public Safety IT, other Communications Center technology; coordinates radio interoperability within the County; prepares and implements communication plans. 35% +/- 10%
- Coordinates and completes special projects assigned by the CECOMS Manager. 25% +/- 10%
- Performs related administrative responsibilities; coordinates time and location to program radios; updates data and produces maps; reviews radio licensing for all radio systems at the County; reviews and edits RFP's; reviews billing paperwork; reviews 9-1-1 system infrastructure and usage; collaborates with State personnel about communications center related issues; attends various related meetings; participates in various webinars and conference calls; documents meeting minutes and prepares meeting agenda; instructs various courses as needed. 40% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with three (3) years of public safety communications, radio, IT, or 9-1-1 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.
- Ability to lift up to 25 pounds.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including billing invoices, radio system status reports, CECOMS 9-1-1 call report, EAS system status report, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and FCC Rules and Regulations.
- Ability to prepare correspondence, radio interoperability map, radio tower maintenance, CECOMS employee network and systems, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic networking, 9-1-1 system, and communication terminology and language.
- Ability to communicate with managers, supervisors, coworkers, cellular carriers, outside organizations, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Construction Contract Coordinator	Class Number:	16411
FLSA:	Non - Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to assemble all County Engineer construction project bid packages based on engineering specifications received from the Design Division, and to process all estimates to be paid and amended agreements; to perform related clerical work, as required.

Distinguishing Characteristics

This is a journey level technical classification with responsibility for assembling, delivering, tracking and filing information related to construction contracts. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Construction Supervisor that is a first-line supervisor.

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%

• Assembles all Public Work's engineering specifications received from the Design Division into a complete construction bid package for requests for proposal; attends pre-bid conferences and bid openings. Computes all bidders' quotes and makes necessary preparations to award projects.
- 20% +/- 10%

• Upon award of contract, prepares and distributes contracts; processes estimates for each active project; processes amended agreements for each project
- 15% +/- 10%

• Prepares and processes applications to the County Council for all projects; prepares and processes "Notice of Commencements" at the Fiscal Officer's Office for all projects.
- 15% +/- 10%

• Acts as Prevailing Wage Coordinator: registers each project; receives all updates to update master prevailing wage packet; receives and disperses all certified payroll reports; corresponds with the County Commissioner's designee regarding all prevailing wage information.
- 20% +/-5%

• Establish and maintain files for each project, utilizing appropriate computer software packages as necessary.

Experience Required to Perform Essential Job Functions

High school diploma or GED with five (5) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Construction Contract Coordinator

Additional Requirements

No license requirements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply and divide.

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 bid proposals, legal documents, prevailing wage information, forms, files, and applications.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference manuals, OSHA rules and standards, specifications, and prevailing wage information.
- Ability to prepare requests for proposal, correspondence, applications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record, deliver, and file information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret construction related terminology and language.
- Ability to communicate with supervisor, employees of other sections, consultants, contractors, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment.

Construction Contract Coordinator

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Enterprise Technical Analyst	Class Number:	16061
FLSA:	Non Exempt	Pay Grade:	8B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to automate, monitor, and control the mainframe computer operations environment. Incumbents are responsible for batch scheduling and processing, production change, and maintaining the integrity of production application libraries.

Distinguishing Characteristics

This is journey level, technical classification, working under general supervision from the unit manager or division administrator. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 30% +/- 15%
- Schedules user requests; interacts with users to receive information; trains and ensures satisfaction with system; adds new users; prepares Tape Management System (TMS) transmittals to provide transmittal numbers for users.
- 30% +/- 15%
- Monitors mainframe production activity and maintains availability of the system in running production jobs; performs problem determination and problem resolution; refers problems as necessary; monitors the County's databases on a regular hourly basis to make sure they are functioning correctly and to ensure the integrity of the databases; researches and reports all issues and outages; follows up on all issues and document the results.
- 10% +/- 15%
- Reviews, maintains and coordinates production system change and production application libraries; updates related reports; ensures that standards are met and documented.
- 20% +/- 15%
- Uses Control- M software for batch scheduling; uses Control – D to tell the computer to end and where to archive reports; maintains Job Control Language in order to ensure that it identifies jobs to the system, directs execution of programs and describing peripherals and data needed; develops and modifies Job Control Language and procedures as required to satisfy customer needs; communicates with the computer utilizing systems commands to control processing; sorts jobs; releases and runs jobs as scheduled; allocates and de-allocates files and monitors; ensures that all deadlines and schedules are maintained for delivery of output to customers; organizes output materials.
- 10% +/- 15%
- Prepares reports, forms, vouchers and warrants for distribution to customers; separates reports by job name and number.

Enterprise Technical Analyst

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer operations with three years of computer operations experience with an automated scheduling software or help desk 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

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including state tape requests for opening files in the relational database system for job scheduling, email request for Groupware, and vouchers.
- Ability to comprehend a variety of reference books and manuals including software manuals and users guides.
- Ability to prepare state tape returns, payroll check numbers, deduction warrant numbers, tape management system transmittals, payroll forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret computer terminology and job control language.

Environmental Adaptability

Enterprise Technical Analyst

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Lead Computer Operator	Class Number:	16052
FLSA:	Non Exempt	Pav Grade:	6 B
Dept:	Information Services Center		

Classification Function

The purpose of this classification is to oversee and participate in performance of the full range of mainframe equipment and hardware operations, system software and customer service support duties. Incumbents are responsible for quality control of all output and for tape library maintenance.

Distinguishing Characteristics

This is a lead, advance journey level classification, working under general supervision from the unit manager. This class participates in and oversees the work of staff in providing mainframe equipment, hardware operations, system software, and customer service and quality control of output. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class is distinguished from the Computer Operator I classification in that the lead level provides technical and functional oversight to that class and performs the more complex work of the unit.

Essential Job Functions

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

- 40% +/- 5%
- Monitors and controls mainframe computer operations to ensure effectiveness and efficiency; performs quality control, application support, and job scheduling; maintains availability of the system in running production jobs; monitors production activity; sets job priorities; performs problem determination and problem resolution; initializes and switches systems, as necessary; processes batch production, preparing jobs for processing; communicates with the computer utilizing systems commands to control processing; sorts jobs; releases and runs jobs as scheduled; allocates and de-allocates files and monitors; ensures that all deadlines and schedules are maintained for delivery of output to customers; organizes and distributes output materials.
- 30% +/- 10%
- Provides functional and technical oversight of assigned staff by prioritizing, assigning, reviewing, and coordinating work; develops procedures; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; recommends the discipline, discharge, salary increases, transfers and promotions.
- 10% +/- 10%
- Participates in the work of the unit; employs a variety of automation and monitoring tools for writing script, macros and common routines; employs production change software to move modules to production; contacts vendors to obtain product/service information.
- 15% +/- 10%
- Processes a variety of functions such as payroll, forms, parking tickets, voucher, and checks; prepares printed reports for distribution to customers; provides help desk support.

Lead Computer Operator

5% +/- 5%

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of computer operations.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science with two years previous experience in a mainframe environment; 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

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- Provides guidance and functional oversight to staff.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including computer operations shift turnovers, Web monitoring and GIS tools, time sheets, vacation/leave requests, and scratch tape reports.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, forms book, procedures book, systems manual, user guides, and operations call book.
- Ability to prepare shift turnover, cris shift turnover, cris time report, performance appraisals, payroll, parking tickets, productions reports, equipment trouble log, printer supplies report, transmittal sheets usage, web monitor sheets, computer operations forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including managers, users, vendors, peers, and employees of own and outside departments and administrators.

Lead Computer Operator

- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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Exhibit M

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Videoconferencing	Class Number:	16201
FLSA:	Exempt	Pay Grade:	11 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to plan, coordinate and implement the videoconferencing project for Cuyahoga County and its Judicial System.

Distinguishing Characteristics

This is a first-level management classification, responsible for the videoconferencing project for the County and the Judicial System. This class works under direction from the division Administrator. The employee in this class is expected to exercise discretion in applying general goal and policy statements and in resolving organizational and service delivery problems.

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.

- Plans, configures, coordinates and implements videoconferencing for the County and for the Judicial System; consults with clients with respect to requirements; schedules video conferences; installs, maintains and upgrades hardware and software; configures networks; troubleshoots issues including likely causes due to network problems; identifies solutions to problems; meets deadlines. 60% +/- 10%
- Provides supervision of assigned staff by prioritizing, assigning, reviewing, and coordinating work; consults with staff to review work requirements, status, and problems; assists staff with problem situations; training staff; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns. 15% +/- 10%
- Performs growth management techniques to ensure that as the clients' needs increase, there are services and technology available to meet demands. 15% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three years experience involving voice communications, wide area networks, Local Area Networks; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Manager, Videoconferencing

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including usage logs and request forms.
- Ability to comprehend a variety of reference books and manuals including videoconferencing reference books, guides for configuring, installing, administering and upgrading videoconferencing systems; guides for selecting, connecting, configuring, and troubleshooting network systems, and videoconferencing equipment guides.
- Ability to prepare usage logs for equipment and users of equipment and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Manager, Videoconferencing

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, and departmental employees in regard to scheduling requests.
- Ability to use and interpret audio visual terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Network Security Specialist	Class Number:	16291
FLSA:	Non - Exempt	Pav Grade:	8B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide first line defense of network security for server password protection; provide help desk assistance by phone; monitor and enforce the Information Services Center security policies and procedures.

Distinguishing Characteristics

This is a journey level classification, working under general supervision from higher level staff in the Security Unit of the Information Technology Department. Employees in this class work under a framework of defined procedures in troubleshooting, monitoring appliances for network security and in assisting clients in computer use. After gaining experience, employees are expected to work with a degree of independence, exercising judgment and initiative in problem solving, while recognizing their limits of expertise and referring complex matters to departments and higher level professional staff. Employees participate in emergency response and disaster recovery planning, implementation and actions.

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%
- Monitors the overnight processes for intrusion detection and protection system alerts, web filtering reporting and following up with the appropriate departments to ensure network security infrastructure integrity is maintained; monitors email security appliances that protect the email against spam, viruses, phishing and a wide variety of other threats; reports on security threats, as required.
- 40% +/- 10%
- Documents processes and procedures; researches and writes a monthly security advisory; contacts and maintains communication with technical support personnel for devices when issues arise; resets passwords; updates and resets security appliance, as needed.
- 20% +/- 10%
- Stays abreast of trends and new technology in the field; researches possible solutions to problems; reads technical documents regarding appliance operability.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in computer science or a related field with one (1) year of information technology experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Certified in current County technologies. -desirable.

Network Security Specialist

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational gained by accessing computer systems including the email security, Web security, the email system, reports, and customer service requests (CSR).
- Ability to comprehend a variety of reference books and manuals including online documentation, configuration guides, software user guides, network design, departmental security policies and procedures.
- Ability to prepare security policies and procedures, security advisories, trends reports, update reports, status reports, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, record and deliver information and to explain procedures; ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with clients, vendors, supervisor, network administrators and departmental employees and administrators.
- Ability to use and interpret computer and networking terminology and language.

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

Network Security Specialist

disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Prevailing Wage Coordinator	Class Number:	19051
FLSA:	Non - Exempt	Pay Grade:	6
Dept:	Public Works, Department of Development		

Classification Function

The purpose of this classification is to ensure organizational compliance with all Federal, State and Local regulations pertaining to Prevailing Wage laws as they relate to the Davis Bacon Act, and to ensure construction compliance, federal grants compliance and Department of Energy compliance with all Equal Employment Opportunity (EEO) laws and regulations.

Distinguishing Characteristics

This is a journey level classification requiring an understanding of and ability to enforce compliance with Prevailing Wage laws. This classification works under a framework of regulations, policies and procedures. The incumbent exercises discretion in monitoring construction projects and applying regulations to relevant projects.

Essential Job Functions

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

- 30% +/- 10%
- Reviews, files, organizes and maintains contractor payrolls according to the Davis Bacon Act and other Federal regulations; reviews grant submissions; reviews paperwork substantiating funding (including federal, state and local grants) provisions; reviews corrections to funding provisions as well as the wage laws of the state of Ohio as appropriate.
- 20% +/- 10%
- Conducts personal wage interviews with contractor employees.
- 20% +/- 10%
- Represents the Public Works Office or Department of Development in Prevailing Wage meetings and discussions; maintains current Prevailing Wage Law updates as well as corresponding EEO information; prepares and maintains written reports and records regarding Prevailing Wage and EEO; resolves disputes pertaining to EEO and Prevailing Wage issues and makes recommendations; distributes and maintains current Prevailing Wage rates.
- 20% +/- 10%
- Monitors contract compliance and performs construction site inspections for appropriate EEO material. Monitors Disadvantage Business Enterprises compliance; submits semi-annual labor report.
- 10% +/- 5%
- Performs administrative duties to support the department and functions of the office; gathers information, statistics and prepares necessary reports and documents, maintains files; provides back-up administrative assistance.

Prevailing Wage Coordinator

Experience Required to Perform Essential Job Functions

Associate's degree in Business Administration with two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to perform addition, subtraction, multiplication and division.

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 reports, records, audits, payroll, affidavits and laws.
- Ability to utilize a variety of advisory data and information such as Federal Labor Standards, Davis Bacon Law, Ohio DBE Program, Prevailing Wage Rates, laws, and other legal documents.
- Ability to prepare summary sheets, construction activity reports, interview forms, labor reports, NOVUS submissions, sub-contractor forms, memos, correspondence, meeting minutes, records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with supervisor, employees of other sections and departments, consultants, contractors, departmental employees, and administrators.

Prevailing Wage Coordinator

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	SAP Basis Administrator	Class Number:	16252
FLSA:	Exempt	Pay Grade:	15 B
Dept:	Information Services Center		

Classification Function

The purpose of this classification is to assist and administer daily maintenance of the SAP Human Resources and Payroll system including keeping patches (updates and improvements) current, performing hardware administration, performing security administration, applying SAP notes (containing up-to-date information regarding the configuration and use), and providing issue resolution..

Distinguishing Characteristics

This is a technical, journey level classification, working under direction from the unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires knowledge of SAP Basis, Oracle, and UNIX administration.

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%
- Monitors, maintains, and updates the SAP system using procedures that ensure optimal performance and efficiency; applies patches for upgrades and improvements; adds new printers to the system; researches and applies SAP notes; refreshes quality assurance (QA) database from a copy of the database used in the daily processing of transactions (Production); moves transport requests, transferring data from one SAP installation to another; performs client copies to create new clients (applications or systems that accesses a remote service on another server, by way of a network); troubleshoots down system or hardware problems; monitors and defines batch jobs; tunes system parameters; maintains documentation for the system.
- 10% +/- 5%
- Maintains security of users; adds new users to the system; maintains security roles and profiles; monitors backups of system; restores system from backups; moves transport requests through the system
- 15% +/- 5%
- Interacts with functional groups to resolve problems and discuss functionality; researches, evaluates and provides recommendations on new products and meets with vendors.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science with six years of experience with SAP Basis, Oracle and UNIX administration; or any equivalent combination of education, training and experience.

Additional Requirements

No special license or certification is required.

SAP Basis Administrator

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

- No Supervisory Responsibilities

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including transport requests, SAP patch documentation, SAP notes, emails, printer definition form, security request form, system diagrams, documentation and monitoring reports.
- Ability to comprehend a variety of reference books and manuals including system architecture diagrams, documentation, SAP patch documentation, SAP notes, and network and operation manuals..
- Ability to prepare documentation, diagrams, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with UNIX and Oracle administrators, users, vendors, peers, and departmental employees and administrators.
- Ability to use and interpret computer systems and network terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Software Specialist	Class Number:	16391
FLSA:	Non-Exempt	Pay Grade:	7B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide computer software technical support and assistance to end-users in a County department.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

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

- 70% +/- 15%
- Provides computer software technical support and assistance to end-users in a County department; installs and maintains software and associated hardware systems; troubleshoots problems with software programs or supporting hardware and makes or initiates corrections; writes macro programs within software to automate data calculations for users; publishes procedural manuals, reports, graphs, charts, etc. to present programs and other information; conducts software training sessions for department employees.
- 20% +/- 5%
- Evaluates existing department software systems and makes recommendations; evaluates department's software and hardware needs and recommends new purchases to supervisor; evaluates software releases from vendors and tests packages before installation.
- 10% +/- 5%
- Performs miscellaneous administrative duties; provides non-computer related assistance such as proof reading and maintaining computer inventory.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or a related field and one (1) year of computer 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 computer, scanners, printers, and telephone.
- Ability to move and install computer and related hardware equipment.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including periodicals, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various software manuals and computer manuals.
- Ability to prepare flow charts, program data forms, memos, procedural manuals, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer and computer software terminology and language.
- Ability to communicate effectively with managers, supervisors, other County employees, the general public 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	WAN Analyst 2	Class Number:	16281
FLSA:	Non Exempt	Pay Grade:	9 B
Dept:	Information Services Center		

Classification Function

The purpose of the classification is to evaluate, troubleshoot, implement, monitor and maintain existing or proposed data communication systems.

Distinguishing Characteristics

This is a journey level, technician class in the WAN Analyst series. Employees at this level work under general supervision from a unit manager, and are distinguished from the entry level by the performance of the full range of duties assigned. Employees are expected to work more independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Essential Job Functions

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

- 30% +/- 10%
- Analyzes business needs of customers and recommends, purchases, configures, installs and maintains data communications systems; evaluates equipment needs; plans and schedules conversion process; configures and installs equipment; prepares specifications and flowcharts for implementation of new internal programs or modifications to vendor software including switches, routers, and hubs; provides installation and monitoring of communications software, utilities and diagnostics; reviews, updates and enforces networking and data communications policies.
- 30% +/- 10%
- Responds to help desk calls requiring testing and troubleshooting; monitors service and/or referred calls; enters and logs problems on problem tracking system; communicates with help desk staff re. status; monitors service and/or referred calls and refers problems to supervisor, co-workers, other support areas, or higher level technicians as necessary; supports customers with scheduled and non-scheduled outages
- 5% +/- 5%
- Keeps current on emerging web technologies; attends project planning meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science, communications system infrastructure, or a related field with three years of experience in configuration, installation, maintenance, repair of data communication systems infrastructure; or any equivalent combination of education, training, and experience.

Communications Analyst 2

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to perform mid-level 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including problem log, service cards, purchase orders, customer service requests, status reports, and technical information documents.
- Ability to comprehend a variety of reference materials and manuals including repair manuals, hardware manuals, policy and procedure manuals, research materials and documentation, and technical information documents.
- Ability to prepare equipment drawings, time schedules, purchase orders, emails and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including users, WAN group, colleagues, vendors, and departmental employees.
- Ability to use and interpret computer, data communications and infrastructure terminology and language.

Communications Analyst 2

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.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0161

Sponsored by: County Executive Budish	A Resolution establishing the terms and conditions authorizing county employees to serve as precinct elections officials on 11/3/2020, without loss of the employee’s regular compensation and additionally receiving the compensation paid to precinct elections officials; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Division (F) of Ohio Revised Code (“O.R.C.”) Section 3501.28, the Cuyahoga County Council may permit County employees to serve as precinct elections officials (“poll worker”) on the day of an election without loss of the employee’s regular compensation for that day and additionally receiving the compensation paid to precinct elections officials; and

WHEREAS, the Cuyahoga County Board of Elections has indicated that there is a current shortage of poll workers in Cuyahoga County for the 2020 general election; and

WHEREAS, the County Executive agrees to permit county employees to serve as precinct elections officials and to be compensated with regular pay for the 2020 general election; and

WHEREAS, county employees who serve as poll workers on the day of an election without loss of the employee’s regular compensation for that day shall receive, in addition to the employee’s regular compensation, the compensation paid to poll workers by the Cuyahoga County Board of Elections in accordance with Divisions (B) or (C), as applicable, of O.R.C. Sections 3501.28; and

WHEREAS, in accordance with the authority under Section 403.08 of the County Code, the Inspector General has determined that poll worker leave and poll worker compensation need not be disclosed as secondary employment; and

WHEREAS, the County Executive and this Council are supportive of the Cuyahoga County Board of Elections efforts to provide an efficient Election Day for the voters of Cuyahoga County and want to encourage County employees to vote and participate more fully in the election process; 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 establishes the following terms and conditions authorizing County employees to serve as poll workers on November 3, 2020 (“Election Day”):

- a) Any employee who is a registered voter of Cuyahoga County, Ohio and who meets other requirements established by law and the Cuyahoga County Board of Elections, may request poll worker leave with pay for the purpose of serving as a poll worker on Election Day.
- b) Prior to contacting the Board of Elections to register as a poll worker, an employee must obtain written authorization for paid leave from the employee’s supervisor or manager.
- c) Paid leave to serve as a poll worker shall be limited to Election Day. Employees are not eligible for paid poll worker leave for attending any organizational meeting or poll worker training. In the event an employee is required to attend poll worker organizational meetings or training during the employee’s regular work hours, the employee shall make a prior request and obtain authorization for leave with vacation, personal, or compensatory pay.
- d) The employee’s supervisor or manager reserves the right to reject an application for poll worker leave based on operational need. Should several employees apply for Election Day poll worker leave who perform similar functions, and/or if operational need dictates that not all applicants may participate, then priority shall be given by the employees’ supervisor or manager on the basis of the order in which applications are received.
- e) The Board of Elections reserves the right to refuse to place an employee with prior approval for poll worker leave if the employee’s services are not needed on Election Day. In such instance, the employee must report to work during the employee’s regular work hours. The Board of Elections may give priority to employees who have served as poll workers in prior elections.
- f) An employee working at the polls on Election Day must work the entire day to receive paid poll worker leave; provided that:
 - i) if an employee is regularly scheduled to work eight hours and works longer than eight hours at the polls on Election Day, the employee is entitled to no more than eight hours of poll worker leave, and

- ii) if an employee does not work as a poll worker on Election Day at least the number of hours the employee would have regularly been scheduled to work, the employee must use other accumulated leave time as deemed appropriate for the hours not worked as a poll worker on Election Day.
- g) Poll worker leave shall not count toward an employee's hours worked for purposes of calculating overtime.
- h) An employee working at the polls shall be additionally compensated by the Cuyahoga County Board of Elections in accordance with Divisions (B) or (C), as applicable, of O.R.C. Sections 3501.28.
- i) This resolution does not supersede or negate any currently effective collective bargaining agreement authorized by the Council. The County Executive and his designees are authorized to negotiate participation of employees subject to collective bargaining agreements with their respective labor unions.

SECTION 2. The Council Clerk is hereby directed to certify copies of this Resolution to the Cuyahoga County Board of Elections.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC039
August 4, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0162

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2020/2021 Biennial Operating Budget for 2020 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.
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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 2020 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 2020 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

- A. Other Judicial
ME285110 – Prof Cont Edu – Paul Coverdell
Other Expenses \$ 67,525.04

The Medical Examiner (on behalf of Public Safety & Justice Services) is requesting an appropriation increase of \$67,525.04 for the purpose of supporting the creation of the FY2020 Paul Coverdell Grant Award. Funding is provided by the US Department of Justice for the period of 1/1/20 through 12/31/20.

B. Court		
PB240115 – Probate Crt (Clrk) Comput. Fund		
Capital Outlays	\$	150,000.00

The Probate Court requests an increase in appropriation of its Computerization fund to purchase 60 personal computers and any additional IT equipment the Court may need due to COVID-19. Funding comes from the Probate Court Computerization fund which had a cash balance of \$3,603,528 as of June 30, 2020. Revenues to this fund come from court filing fees authorized by ORC section 2101.162.

C. Other Legislative and Exec.		
IN290115 – Innovation Grants		
Personal Services	\$	50,000.00

Innovation and Performance is requesting an appropriation increase of \$50,000.00. This is to support the 2020 Cleveland Foundation Public Service Fellow. Funding is provided by the Cleveland Foundation for the period of 7/1/20 through 11/30/20 with no Cash Match.

D. Other Legislative and Exec.		
IN290115 – Innovation Grants		
Other Expenses	\$	150,000.00

Innovation and Performance is requesting an appropriation increase of \$150,000.00. This is to support the Mandel Foundation Grant Award to support local Virtual Job Fairs. Funding is provided through the Mandel Foundation for the period of 5/1/20 through 2/28/21 with no cash match.

E. Youth Services		
HS215100 – Client Support Services		
Other Expenses	\$	2,385,000.00

The Department of Children and Family Services is requesting additional appropriation to fund year 2 of the Say Yes contract. This amount will cover 40% of school sites within Cleveland Metropolitan School District (CMSD) which includes 42 Family Support Specialists. Funding comes from the Health and Human Services Levy, Title IV-E and CMSD.

F. Children Services		
JC330100 – Youth Services Subsidy-FDCC		
Personal Services	\$	2,500,729.12
Other Expenses	\$	6,247,492.55

The Juvenile Court requests appropriation for the state fiscal year 2021 RECLAIM grants, which runs July 1, 2020 through June 30, 2021. The Ohio Department of Youth Services administers the RECLAIM grants as a funding initiative which encourages juvenile courts to develop or purchase a range of community-based options to meet the needs of each juvenile offender or youth at risk of offending. Eligible grant expenses receive reimbursement which does not

require a cash match. The state fiscal year 2020 RECLAIM amended plan included available program funds totaling \$9,306,879 including prior year carryover and estimated program costs totaling \$6,612,187. This request includes RECLAIM Ohio (\$6,108,208) and Targeted RECLAIM (\$2,640,014) and totals \$8,748,222. This funding comes from the Ohio Department of Youth Services.

G. General Fund		
FS100100 – Administration		
Personal Services	\$	245,000.00

To increase appropriations on behalf of the Fiscal Department in the amount of \$245,000 to cover the salaries and benefits of three Budget Commission employees that were transferred from the Real Estate Assessment Department (REA) (Special Revenue Fund) to Fiscal Administration (General Fund). The original approved 2020/2021 budget had these three employees in the REA fund. After a review by the Deputy Auditor in the Fiscal Department, it was determined that the three employees in the Budget Commission did not qualify to be paid out of the REA Fund per Ohio Administrative Code OAC 5703-25-55(D)(1)(d), therefore, their payroll was moved to Fiscal Administration starting on pay 4 of 2020. This request is part of a two-step request (Items G and H). A decrease in the Real Estate Assessment budget to offset this increase in the General Fund budget is on the same Fiscal Agenda. This funding comes from the General Fund.

H. Real Estate Assessment		
FS305100 – Tax Asses Contractual Svcs.		
Personal Services	\$	(245,000.00)

To decrease appropriations on behalf of the Fiscal Department in the amount of \$245,000 to cover the salaries and benefits of three Budget Commission employees that were transferred from the Real Estate Assessment Department (REA) (Special Revenue Fund) to Fiscal Administration (General Fund). The original approved 2020/2021 budget had these three employees in the REA fund. After a review by the Deputy Auditor in the Fiscal Department, it was determined that the three employees in the Budget Commission did not qualify to be paid out of the REA Fund per Ohio Administrative Code OAC 5703-25-55(D)(1)(d), therefore, their payroll was moved to Fiscal Administration starting on pay 4 of 2020. This request is part of a two-step request (Items G and H). An increase in the General Fund budget to offset this decrease in the Real Estate Assessment budget is on the same Fiscal Agenda. This funding comes from the General Fund.

I. General Fund		
FS100100 – Administration		
Other Expenses	\$	100,000.00

To increase appropriations on behalf of the Fiscal Department in the amount of \$100,000 to cover an amendment and increase to the Protiviti Contract. The Protiviti contract provides assistance on the cash reconciliation for the County’s Financial Reporting Department. This contract needs to be extended due to the cash reconciliation under the old and new systems that have yet to be finalized due to ERP conversion. This contract will also support the Fiscal Department due to various employee vacancies - financial reporting manager, controller and accounting. This amendment was not anticipated in the original approved 2020 budget thus resulting in the increase at this time. This funding comes from the General Fund.

J. Health Insurance		
HR765100 – Hospitalization-Self Insurance		
Other Expenses	\$	12,890,904.00

To Department of Human resources is requesting additional appropriation for the MetroHealth advance payment agreement due to COVID 19. This agreement will assist MetroHealth during the COVID-19 pandemic in maintaining payment volume that existed from the County Employee MetroHealth Select Plan's claims activity prior to the pandemic period. Funding comes from employee and employer health insurance premiums.

K. General Fund		
FS100185 – COVID-19 Emergency		
Personal Services	\$	(13,000,000.00)
Other Expenditures	\$	(57,000,000.00)

To decrease appropriations on behalf of the Fiscal Department in the amount of \$70,000,000 to decrease appropriation from the General fund account for Covid 19 and increase appropriation in the same amount in the Cares Act special revenue account for Covid 19. This request is part of a two-step request (Items K and L). The funding is the COVID-19 CARES Act.

L. COVID – 19 CARES Act Fund		
FS350100 - COVID-19 CARES Act		
Personal Services	\$	13,000,000.00
Other Expenditures	\$	57,000,000.00

To increase appropriations on behalf of the Fiscal Department in the amount of \$70,000,000 to increase appropriation in the same amount in the Cares Act special revenue account for COVID 19 and decrease appropriation from the General fund account for COVID 19. This request is part of a two-step request (Items K and L). The funding is the COVID-19 CARES Act.

M. Debt Service		
FS500140 – Debt Service County Hotel		
Other Expenses	\$	(1,437,022.35)

The Fiscal Office is requesting an appropriation decrease of \$1,437,022.35 in the Debt Service fund for the Hilton Hotel property taxes due on August 13, 2020. The original appropriation approved by Council (R2020-0136) in the amount of \$7,936,194.23 included \$6,499,171.88 for debt service and \$1,437,022.35 for property taxes. The Debt Service fund is restricted to principal and interest payments on debt. Agenda items M and N will transfer \$1,437,022.35 from the Debt Service fund to the County Hotel Operating account for the payment of the property taxes.

N. General Fund		
PW110100 – County Hotel Operating Assigned		
Other Expenses	\$	1,437,022.35

The Fiscal Office is requesting an appropriation increase of \$1,437,022.35 for the Hilton Hotel property taxes due on August 13, 2020. The original appropriation approved by Council (R2020-0136) in the amount of \$7,936,194.23 included \$6,499,171.88 for debt service and \$1,437,022.35 for property taxes. The Debt Service fund is restricted to principal and interest

payments on debt. Agenda items M and N will transfer \$1,437,022.35 from the Debt Service fund to the County Hotel Operating account for the payment of the property taxes.

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

Fund Nos./Budget Accounts

A.	FROM: Cuyahoga Support Enforcement		
	HS245110 – CSEA Grants		
	Personal Services	\$	50,000.00
	TO: Cuyahoga Support Enforcement		
	HS245110 – CSEA Grants		
	Other Expenses	\$	50,000.00

The Child Support Enforcement Agency is requesting an appropriation transfer, \$50,000, for the Families Forward Demonstration Grant. This grant is funded from June 1, 2018 to June 30, 2021 by the Ohio Department of Jobs and Family Services (66.0%) Kellogg Foundation (11.7%) and a cash match from the Health and Human Service Levy (22.3%). This request is to transfer personnel that will not be utilized to other expenditures to allow for more Child Support obligors to obtain certified training as truck drivers, machinists and computer techs.

SECTION 3. That the 2020/2021 Biennial Operating Budget for 2020 be amended to provide for the following cash transfers between County funds:

Fund Nos./Budget Accounts

A.	FROM: General Fund		
	PS100100 – General Office		
	Trans Out – Transfer Out	\$	9,781.25
	TO: Other Judicial		
	PS285100 – Prosecutor Oth Judicial Grants		
	Trans in -Transfer In	\$	9,781.25

The Office of Budget and Management on behalf of the Prosecutors Office is requesting a cash transfer for the 25% cash match, \$9,781.25, required for the Dedicated Child Victim Supervision/Prosecution Team grant. This grant was awarded by the U.S. Department of Justice Bureau of Justice Affairs through the Office of Criminal Justice for the period January 1, 2020 to December 31,2020. The request for appropriations for this grant was approved on July 21, 2020, Resolution R2020-0148B. This amount was included in the original 2020 budget. The cash match is funded by the 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 CC039
August 4, 2020



To: Jeanne Schmotzer, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: July 27, 2020

Re: Fiscal Agenda – 8/4/2020

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 **August 4, 2020**. 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 amend various appropriations, adding appropriation to the 2020 budget to cover expenditures thru year end.
- Request to provide appropriations for various grants that have been awarded.
- Appropriation realignments as requested.
- Request cash transfers as requested

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

Department	Amount Requested	Funding Source	Purpose
Medical Examiner	\$67,525.04	Grant – No General Fund/HHS Levy Fund Impact	Grant Appropriation
Probate Court	\$150,000.00	Special Revenue – No General Fund/HHS Levy Fund Impact	Increase Appropriation
Innovation and Performance	\$200,000.00	Grant – No General Fund/HHS Levy Fund Impact	Grant Appropriation
Youth Services	\$2,385,000.00	PA Fund/HHS Levy Fund Impact	Increase Appropriation
Juvenile Court	\$8,748,221.67	Grant – No General Fund/HHS Levy Fund Impact	Grant Appropriation
Fiscal Department	\$245,000.00	General Fund	Increase Appropriation

Fiscal Department	\$(245,000.00)	Special Revenue – No General Fund/HHS Levy Fund Impact	Decrease Appropriation
Fiscal Department	\$100,000.00	General Fund	Increase Appropriation
Human Resources	\$12,890,904.00	Special Revenue – No General Fund/HHS Levy Fund Impact	Increase Appropriation
Fiscal Department	\$(70,000,000.00)	General Fund	Decrease Appropriation
Fiscal Department	\$70,000,000.00	Special Revenue – No General Fund/HHS Levy Fund Impact	Increase Appropriation
Fiscal Office	\$(1,437,022.35)	General Fund	Decrease Appropriation
Public Works	\$1,437,022.35	General Fund	Increase Appropriation

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

Department	Amount Transferred	Funding Source	Purpose
Cuyahoga Support Enforcement	\$50,000.00	PA Fund/HHS Levy Fund Impact	Appropriation Realignment

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

Department	Amount Transferred	Funding Source	Purpose
Prosecutor’s Office	\$9,781.25	General Fund	Cash Transfer

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0163

<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 to Education Inc. and Cleveland Municipal School District for the Say Yes Cleveland Strategy Program for the period 7/24/2019 - 7/23/2020 to extend the time period to 7/23/2021, to add Breakthrough Public Schools as a party, and to change the terms to establish funding responsibilities during Year 2 of the Program, effective 7/24/2020; accepting payments in the amount not-to-exceed \$1,207,142.86 from Cleveland Municipal School District and in the amount not-to-exceed \$92,857.14 from Breakthrough Public Schools for said Program; authorizing a payment in the amount not-to-exceed \$3,800,000.00 to College Now Greater Cleveland, Inc. as fiscal agent of Say Yes to Education Inc.; 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 to Education Inc. and Cleveland Municipal School District for the Say Yes Cleveland Strategy Program for the period 7/24/2019 - 7/23/2020 to extend the time period to 7/23/2021, to add Breakthrough Public Schools as a party, and to change the terms to establish funding responsibilities during Year 2 of the Program, effective 7/24/2020; accepting payments in the amount not-to-exceed \$1,207,142.86 from Cleveland Municipal School District and in the amount not-to-exceed \$92,857.14 from Breakthrough Public Schools for said Program; and authorizing a payment in the amount not-to-exceed \$3,800,000.00 to College Now Greater Cleveland, Inc. as fiscal agent of Say Yes to Education Inc.; 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 a Memorandum of Understanding and Agreement is in the best interest of the County; and

WHEREAS, this project will be funded as follows: (a) from the payment of \$1,207,142.86 from the Cleveland Municipal School District; (b) from the payment of \$92,857.14 from Breakthrough Public Schools; (c) \$700,000.00 from Health and Human Services Levy Funds; and (d) \$1,800,000.00 from Title IV-E Reimbursement; 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 to Education Inc. and Cleveland Municipal School District for the Say Yes Cleveland Strategy Program for the period 7/24/2019 - 7/23/2020 to extend the time period to 7/23/2021, to add Breakthrough Public Schools as a party, and to change the terms to establish funding responsibilities during Year 2 of the Program, effective 7/24/2020; accepting payments in the amount not-to-exceed \$1,207,142.86 from Cleveland Municipal School District and in the amount not-to-exceed \$92,857.14 from Breakthrough Public Schools for said Program; and authorizes a payment in the amount not-to-exceed \$3,800,000.00 to College Now Greater Cleveland, Inc. as fiscal agent of Say Yes to Education Inc.

SECTION 2. That the County Executive is authorized to execute the amendment 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

Journal CC039
August 4, 2020

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits or grants involving the County.

Enter this information directly or paste (text) into the sections below.

Complete all items within the (parenthesis – **Note: Do not include Parenthesis**) then attach the following information as a Word Document to the OnBase item.

Title:

2020-21 DCFS Amendment to Memorandum of Understanding with Cleveland Metropolitan School District (CSMD) Breakthrough Public Schools (BPS) and Say Yes to Education (SYTE) for the Say Yes to Education Program

A. Scope of Work Summary

1. HHS is requesting approval of an amendment to a Memorandum of Understanding with Cleveland Metropolitan School District (CSMD), Breakthrough Public Schools and Say Yes to Education (SYTE) for the Say Yes to Education Program for the anticipated cost of \$3,800,000.

The purpose of this Memorandum of Understanding is to properly implement a strategy to ensure the healthy development and long-term success of students in the Cleveland Municipal School District.

Breakthrough Public Schools is added as a party to the Memorandum of Understanding for 2020-2021.

The anticipated start-completion dates are 7/24/20-7/23/21.

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

- Increased post-secondary completion rates by addressing barriers to student success while in public or charter schools
- Higher post-secondary rates
- To build local endowments that provide tuition scholarship so public and charter school graduates can afford and complete a postsecondary education
- To build student support resources that help students during each stage of their education in the local district, including through after-school programs, summer programs, tutoring, legal assistance, health services and other services
- To ensure students are on the path to academic successes

B. Procurement

6. If an RFP Exemption is being requested please list the reason a competitive process was not utilized.

This is a collaborative effort with Cuyahoga County, the City of Cleveland, CMSD, Breakthrough Public Schools and SYTE to implement the SYTE Program.

C. Contractor and Project Information

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

Cleveland Metropolitan School District
1111 Superior Ave
Cleveland, OH 44114

Breakthrough Public Schools
3615 Superior Avenue
Cleveland, OH 44114

Say Yes to Education, Inc.
325 Superior Avenue, Room 38
Cleveland, OH 44114

2. The (owners, executive director, other[specify]) for the contractor/vendor is ()
Diane Downing- SYTE
Eric Gordon – CMSD
Alan Rosskamm - BPS

3.b. The project is located in CMSD and BPS Schools

D. Project Status and Planning

1. The project reoccurs annually.

5. The amendment to the memorandum of understanding is effective 7/24/2020, as the MOU expires 7/23/2020.

E. Funding

1. The project is funded:

\$1,207,142.86 – CMSD
\$92,857.14 - BPS
\$700,000.00 – COUNTY HHS LEVY
\$1,800,000.00 – FEDERAL Title IV-E
\$3,800,000.00 – TOTAL TO SAY YES TO EDUCATION, INC.

2. The schedule of payments is single payment.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0164

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Janine S. Kaiser to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021, 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 Janine S. Kaiser to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021 (replacing Deborah Vesey-county appointment); and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provides by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Janine S. Kaiser to serve on the City of Cleveland/ Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2021.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



July 27, 2020

Dan Brady, 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 Brady:

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 individual for appointment:

- **Janine S. Kaiser**, unexpired term ending 6/30/2021 (replacing Deborah Vesey)(county appointment)

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

There is one additional candidate on file that has applied for this position.

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

JANINE SPADAFORE KAISER

PROFILE

Professional project manager and facilitator, with experience leading complex analytical and implementation projects in workforce and education. Specialized in coordinating consortia with wide-ranging member perspectives, facilitating alignment and measuring progress.

EDUCATION

University of California, Berkeley
2013
Master's of Public Policy

Case Western Reserve University
2007
Bachelor's of Arts, *summa cum laude*
Economics, International Studies & Spanish

EXPERIENCE

Project Management and Strategy in Workforce Development

- Advancing and implementing the Fund for Our Economic Future's workforce development strategy, including supporting development of industry sector partnerships in Cuyahoga County and supporting development of an initiative to boost collaboration between workforce and community-based partners.
- Leading a workteam of the Cleveland Municipal School District's initiative to connect more students to living wage careers.
- Led the Career Technical Education K14 Pathways Consortium initiative in the North and East San Francisco Bay region (\$2.1MM budget over 3 years), and project managed intervention efforts in five work groups to smooth students' progression from secondary to post-secondary education.
- Provided technical assistance and supported project planning/implementation for public-private workforce industry sector partnerships in Manufacturing, Information Technology, Health, Advanced Transportation and Hospitality.
- Coordinated an economic randomized control trial study involving 2,800 research participants in public primary schools in Puebla, Mexico.

Facilitation and Strategic Communication

- Facilitated discussion series among more than a dozen consortia of private, public and civic stakeholders in various regions in California, Arizona and Nevada in a wide range of sectors, with the goal of improving alignment and collaboration among stakeholders on challenging, cross-organization social and economic issues.
- Developed succinct analyses, syntheses of discussions and action plans to document and drive forward progress before, during and after convenings.

Policy, Qualitative and Quantitative Analysis

- Led or supported qualitative analysis efforts, leveraging surveys and interview methods, such as an examination of policies and practices around Dual Enrollment in the K14 Pathways Project in the San Francisco Bay Region and to inform the Northern Colorado Manufacturing Partnership's future workforce needs planning process.
- Conducted various quantitative analyses using complex datasets, interviews and focus groups, and distilled analyses into digestible reports, such as for the Silicon Valley Competitiveness and Innovation Project, City of Davis Workforce Opportunity Profile and San Joaquin Valley's Investing in Manufacturing Partnership initiative.

WORK HISTORY

Fund for Our Economic Future

Director of Job Preparation • Cleveland, OH • Jan. 2019 – Present

Compass Policy Strategies LLC

Principal • Berkeley, CA • Dec. 2015 – Present

Collaborative Economics

Senior Project Manager • San Mateo, CA • May 2012 – Dec. 2015

GRID Alternatives

Single-Family Solar Homes Program Associate • Oakland, CA • Aug. 2012 – May 2012

Fulbright Student Grantee in Puebla, Mexico

Randomized Control Study Field Project Manager and Research Assistant • Aug. 2009 – Jun. 2010

Eaton Corporation

Associate Economist • Cleveland, OH • Aug. 2007 – Jul. 2009

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0165

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Verna D. Darby to serve on the Division of Children and Family Services Advisory Board for an unexpired term ending 2/28/2023, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 205.10 establishes an “advisory committee on children services” of Cuyahoga County; and

WHEREAS, the Division of Children and Family Services (DCFS) Advisory Board shall provide independent perspective and feedback to the County and the Cuyahoga County Division of Children and Family Services (“DCFS”) leadership; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

WHEREAS, pursuant to the Ohio Revised Code Section 205.10, the Division of Children and Family Services (DCFS) Advisory Board shall consist of ten (10) appointed members; and

WHEREAS, members of the Division of Children and Family Services (DCFS) Advisory Board shall be appointed to serve a four-year term; and

WHEREAS, the County Executive has nominated Verna D. Darby (replacing Christin Farmer) to serve on the Division of Children and Family Services (DCFS) Advisory Board for an unexpired term ending 2/28/2023.

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provides by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.



July 27, 2020

Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Division of Children and Family Services (DCFS) Advisory Board

Dear President Brady:

The Division of Children and Family Services (DCFS) Advisory Board was created in 2018 to further the cooperation and collaboration between the Division of Children and Family Services and other child care agencies in Cuyahoga County, and render advice to the Division on policy matters pertaining to the provisions of services to children and families. The DCFS Board shall also study the effectiveness and need for services to children and families in Cuyahoga County and encourage the gathering of information about the same population.

Pursuant to Ohio Revised Code 5153.05, Section 205.10 of the Cuyahoga County Code, I submit the following nomination for appointment to the Division of Children and Family Services (DCFS) Advisory Board:

- **Verna Darby**, unexpired term ending 2/28/2023 (replacing Christin Farmer)

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are no additional candidates on file that applied for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

Armond Budish
Cuyahoga County Executive

Verna D. Darby



Work Experience:

Birthing Beautiful Communities

1464 East 105th Street
Cleveland, OH 44103 United States

03/2016 - Present

Hours per week: 40

Director of Birth and Family Support

Duties, Accomplishments and Related Skills:

Prepares the mother for birth by working with her to develop birthing plan, educating her about the birthing process, providing her with emotional support and offering support services before, during and after childbirth.

Works in conjunction with midwifery team to provide doula support for NFP patients. This includes patient home visits, attending Centering pregnancy/parenting with the patient, accompanying the patient during prenatal medical appointments and labor, and providing support postpartum.

Provides emotional support and assistance with positioning and comfort measures during childbirth.

Offers evidence-based information to educate expecting families about pregnancy, birth, breastfeeding, and parenting one-on-one.

Through collaboration and outreach initiatives, develops partnerships within the community to implement and deliver high quality services.

Participates in patient recruitment and retention initiatives.

Participates in program fundraising initiatives.

Develops/maintains program/patient database information as required.

Collaborate with members of the health care team and other health professionals as it relates to essential job duties.

Supervisor: Christin Farmer (216-307-1538)

Department of Veteran Affairs

10701 East Blvd
Cleveland, OH 44106 United States

12/2006 - 03/2016

Salary: 44,000.00 USD Per Year

Hours per week: 40

Series: 0303 **Pay Plan:** GS **Grade:** 06

Program Support Assistant (This is a federal job)

Duties, Accomplishments and Related Skills:

My duties consist of processing time cards in VISTA in the PAID system.
Typing of memorandums, taking and processing notes during meetings.
Processing information in TMS for education as a TMS administrator.
Coordination and processing trips via fed traveler for medical state on travel.

Supervisor: Abdullah Mutakabbir (216-791-3800)

Department of Veteran Affairs

10701 East Blvd
Cleveland, OH 44106 United States

03/2000 - 12/2006

Salary: 41,000.00 USD Per Year

Hours per week: 40

Series: 0303 **Pay Plan:** GS **Grade:** 05

Patient Service Assistant (This is a federal job)

Duties, Accomplishments and Related Skills:

My duties consist of scheduling appointments. I did admissions from the urgent care unit to the wards. I work in the travel office. My duties consist of scheduling and coordinating travel to and from the patient's home to the hospital or a dialysis unit. My duties also consist of processing travel pay to the patient after their appointments. I also had duties in decedent affairs. I coordinated and released the patient's body to the funeral home from the morgue.

Supervisor: Ronald Johnson (216-791-3800)

Department of Veteran Affairs
10701 East Blvd
Cleveland, OH 44106 United States

03/1999 - 03/2000

Salary: 40,000.00 USD Per Year

Hours per week: 40

Series: 0303 **Pay Plan:** GS **Grade:** 05

Ward Clerk (This is a federal job)

Duties, Accomplishments and Related Skills:

My duties as a Ward clerk on the Nursing Home Unit consist of appointment scheduling, entering of doctors' orders. I was responsible for admissions and discharges paperwork. My duties consist of ensuring that all the patient information was up to date in the medical records. I was responsible for the coordination of patient travel to the medical center for appointment and when the patient was discharged home from Nursing home unit.

Supervisor: Denise Williams (727-398-6661)

Internal Revenue Service

1240 East Ninth Street
Cleveland, OH 44199 United States

07/1986 - 03/1999

Salary: 35,000.00 USD Per Year

Hours per week: 40

Pay Plan: GS **Grade:** 05

Customer Service Clerk (This is a federal job)

Duties, Accomplishments and Related Skills:

Answer calls from the service center and direct the calls to the proper department
Input date from closed audit cases
File information from closed audit cases

Education:**University of Phoenix** Cleveland, OH United States

Bachelor's Degree 03/2014

GPA: 3.00 of a maximum 4.00**Credits Earned:** 120 Semester hours**Major:** Health Care Administration**References:**

Name	Employer	Title	Phone	Email
Dorothy Hoyle (*)	Department of Veteran Affairs	Patient Care Assistant	216-246-0471	dorothyhoyle@yahoo.com
Andrea Ellis (*)	Cincinnati Allergy and Asthma Clinic	Medical Assistant	513-646-1585	andrea.ellis2468@gmail.com
Diane Goodrum			216-262-4084	dianegoodrum53@msn.com

(*) Indicates professional reference

Additional Information:

Employee of the Month December/2003 and December/2005

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0166

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Erika L. Anthony to serve on the Cuyahoga County Public Defender Commission for the term 1/1/2020 - 12/31/2023, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Public Defender Commission was created pursuant to the provisions of ORC Section 120.13; and

WHEREAS, the powers and duties of the Cuyahoga County Public Defender Commission are established pursuant to ORC Section 120.14, which include: recommending an annual operating budget of the office of the County Public Defender, establishing operational standards of the office of the County Public Defender, and determining the qualifications and size of the supporting staff of the office in an effort to provide essential legal representation to indigent persons in the County; and

WHEREAS, pursuant to ORC Section 120.13, the Cuyahoga County Public Defender Commission shall have five members with a term of office of four years; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

WHEREAS, County Executive Budish has nominated Erika L. Anthony to serve on the Cuyahoga County Public Defender Commission for the term 1/1/2020 – 12/31/2023; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.



July 27, 2020

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

Re: Cuyahoga County Public Defender Commission

Dear President Brady:

Pursuant to Ohio Revised Code Section 120.13, I submit the following nominee for reappointment to the Cuyahoga County Public Defender Commission:

- **Erika Anthony**, 4-year term, 01/01/2020 - 12/31/2023

Among other duties, the County Public Defender Commission is responsible for the following:

- Appointing the County Public Defender;
- Determining the qualifications and size of the supporting staff and facilities, and other requirements needed to maintain and operate the office of the County Public Defender;
- Recommending an annual budget for the office of the County Public Defender to the County Executive;
- Making an annual report to the County Executive and Ohio Public Defender Commission on the operation of the County Public Defender Office;
- Contracting with municipal corporations within Cuyahoga County for the Public Defender to provide legal representation for indigent persons who are charged with a violation of the ordinances of the municipal corporation

The Public Defender Commission is comprised of five members – three appointed by the County Executive, and two appointed by the presiding judge of the Court of Common Pleas. Public Defender Commission members are uncompensated. Per Ohio Revised Code, at least one member appointed by each of these authorities must be an attorney admitted to practice law in the State of Ohio.

Attached you will find the nominee's resume for your review. There are no additional candidates on file that have applied for this position.

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,

A handwritten signature in black ink that reads "Armond Budish". The signature is written in a cursive style with a large, prominent initial "A".

Armond Budish



EXPERIENCE

OHIO TRANSFORMATION FUND

December 2019 - Present

Executive Director

- Lead the Ohio Transformation Fund’s (OTF) advisory board, staff, and strategic partners to establish, direct, and evaluate the OTF’s central objectives, outcomes, impact and strategies.
- Create and monitor OTF budget, as well as monitoring the general financial health of OTF; provide support and technical assistance to enhance the organizational health of grantee partners.
- Act as a spokesperson/key resource for information, networking, and communications for the OTF, serving as an effective liaison between OTF partners and grant seekers.
- Develop and oversee process for distribution of OTF resources to selected practitioners.
- Organize and coordinate convenings and events with national and local partners, including practitioner and philanthropic partners.
- Create, distribute, and promote effective communication materials for OTF advisory board members and staff, strategic partners, and the public to ensure that the goals, challenges and progress of the initiative are shared, understood, and received broadly.
- Conduct or coordinate effective research on state-based criminal justice reform initiatives relevant to the OTF and share with team members.

CLEVELAND NEIGHBORHOOD PROGRESS

January 2015 – December 2019

Vice President of Government Relations and Strategy

- Advanced the public policy goals and initiatives related to the core portfolios of Cleveland Neighborhood Progress (Economic Opportunity, Placemaking and Advancement); consumed and commissioned research on behalf of and related to Neighborhood Progress’ initiatives that align with and support the goals of the strategic plan; and, secured over \$1 million dollars in state legislative earmarks.
- Led and represented the community development industry on policy initiatives before City, County, State and Federal policy makers.
- Supported, advanced and streamlined the organizations’ fund development strategy.
- Co-developed, led and managing the organizations’ racial equity and inclusion strategy, including not limited to external training, internal operationalizing of the racial equity and inclusion framework and spearheaded and managed the Undesign the Redline exhibit.
- Developed and led a nonpartisan voter mobilization effort to ensure equitable civic engagement for Cleveland residents, most notably by funding grassroots entities, training and capacity building and organizing.
- Developed and led a civic tech initiative that aims to leverage the digital economy to address social justice issue in the community, most notably by elevating the economic and moral imperative for marginalized populations to become creators in the evolving digital economy landscape.

ORIANA HOUSE, INC.

August 2012 – January 2015

Director of Business Development

- Provided oversight, strategic input and continuous quality improvement for the agency’s Neighborhood Reentry Resource Center, Halfway House and Community Based Correctional Facility; participate and represent the agency on various committees and boards to enhance awareness and create strong community relationships.
- Researched, analyzed, implemented and monitored business development strategies that enhance the agency’s programs and services; examine data and performance measures to ensure effective service delivery.
- Conducted fund development, write and monitor grant proposals that emphasize community capacity building and outreach.
- Strategically created and maintained effective collaborative partnerships related to community corrections, reentry and any ancillary area of the community impacted by public safety (i.e. community development, housing, employment etc).

ERIKA L. ANTHONY



- Succinctly coordinated, connected and leveraged partnerships in the community to ensure the clients are receiving the essential wrap around services needed to ensure successful reintegration and reduced recidivism.
- Effectively monitored pertinent policy and advocacy related matters for criminal justice, corrections, housing, workforce and economic development; educate and provide information to public officials.

CENTER FOR FAMILIES AND CHILDREN

August 2009 – August 2012

Project Coordinator

- Managed and coordinated all facets of a multi-million dollar community wide public/private integrated prisoner re-entry project; managed subcontracting services including monitoring of contracts (federal and local), quality and compliance.
- Developed and oversaw the compliancy of an innovative transitional housing program for formerly incarcerated men; created and monitored the metrics that were used to monitor lead agency activity progress, milestones and critical dependencies.
- Led the advocacy issues for prisoner reentry on a national, state and local level.
- Produced, executed and participated in community initiatives to increase awareness regarding prisoner reentry, i.e. job fairs, candidate forums, voter education events, conferences and workshops.
- Conducted fund development and prepared grant proposals.
- Key Accomplishments: Planned and hosted a two day training on Children of Incarcerated Parents - secured a national speaker from the National Resource Center on Children and Families of the Incarcerated; planned and host two “How to Start a Small Business As a Restored Citizen (Ex-Offender) - conducted outreach and secured panelists and resource providers in the areas of legal, finance, technology etc; hosted a HIV training in partnership with the AIDS Funding Collaborative; hosted a Fair Housing training in partnership with the Housing and Research Advocacy Center; managed/monitored a Federal Mentoring grant for adults transitioning from incarceration; assisted and provided sample language for SB 337; and, assisted and provided sample language for Cuyahoga County’s Ban the Box (Fair Hiring Policy).

BRITTON, SMITH, PETERS, & KALAIL, CO., L.P.A.

December 2006 – August 2009

Paralegal

THOMPSON HINE LLP CLEVELAND, OH

February 2006 – December 2006

Contract Paralegal

JAY GOLDBERG, P.C. NEW YORK, NY

October 2004 – August 2005

Paralegal/Office Manager

THE FORTUNE SOCIETY, NEW YORK, NY

October 2003 – October 2003

Court Advocate

NEW YORK COUNTY DISTRICT ATTORNEY’S OFFICE, NEW YORK, NY

July 2001 – October 2003

Trial Preparation Assistant

EDUCATION

CLEVELAND STATE UNIVERSITY, CLEVELAND, OH

August 2008

MAXINE G. LEVIN COLLEGE OF URBAN AFFAIRS

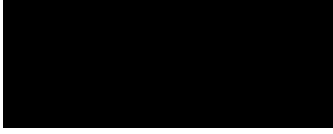
Masters of Public Administration

PENNSYLVANIA STATE UNIVERSITY, UNIVERSITY PARK, PA

May 2001

Bachelor of Science, Psychology

ERIKA L. ANTHONY



ASSOCIATIONS/VOLUNTEER ACTIVITIES/AWARDS

- Board Chair, Red, Wine and Blue, January 2020-present
- Board Member, NOACA Community Advisory Council, 2018-present
- Member, Center for Employment Opportunities (CEO) Cleveland Advisory Board, May 2019-present
- Participant, Women for Partners for Peace Mission to Israel and Palestinian Territories, June 2018
- Fellow, Rockwood Leadership Now Ohio Fellowship, 2018
- Board Member, Cuyahoga County Public Defenders Commission, November 2015-present
- Board Member, Bike Cleveland Board of Directors, 2015-2017
- Co-Founder, Member, Hack Cleveland, January 2015-Present
- Member, Ideastream's Community Advisory Board, 2014 - present
- Co-Founder, Cleveland VOTES, 2014-present
- Board Chair, Negative Space Gallery, 2014-2016
- Board Member, EDWINS, June 2014-2017
- Fellow, New Leaders Council, 2014
- Graduate, Cleveland Leadership Center's Bridge Builders Program, Class of 2013-2014
- Board Member, Negative Space Galley, 2013-2014
- Board Member, Northeast Ohio Voter Advocates, 2013-2014
- Board Chair, Cleveland Young Professional Senate, 2013-2014
- Participant, Cleveland Leadership Center's Civic Entrepreneurial Boot Camp, 2013
- Peer Reviewer, U.S. Department of Justice, Bureau of Justice Assistance – Second Chance Act Mentoring Program, 2013 and 2016

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0167

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services	A Resolution authorizing an amendment to Contract No. CE1700154-01 with Case Western Reserve University for fiscal agent services in connection with facilitation of the First Year Cleveland Initiative for the period 6/1/2016 - 12/31/2019 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,000,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Children and Family Services has recommended an amendment to Contract No. CE1700154-01 with Case Western Reserve University for fiscal agent services in connection with facilitation of the First Year Cleveland Initiative for the period 6/1/2016 - 12/31/2019 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,000,000.00; and

WHEREAS, the primary goal of this project is to share information and support community efforts to reduce infant mortality; 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 authorizes an amendment to Contract No. CE1700154-01 with Case Western Reserve University for fiscal agent services in connection with facilitation of the First Year Cleveland Initiative for the period 6/1/2016 - 12/31/2019 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$1,000,000.00.

Journal _____
_____, 2020

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits or grants involving the County.

Enter this information directly or paste (text) into the sections below.

Complete all items within the (parenthesis – **Note: Do not include Parenthesis**) then attach the following information as a Word Document to the OnBase item.

Title:

DCFS RQ# HS-17-40292 2020-21 Case Western Reserve University Fifth Amendment First Year Cleveland Program

A. Scope of Work Summary

1. DCFS is requesting approval of a contract amendment with Case Western Reserve University for the anticipated cost \$1,000,000.00, and to extend the time period to 12/31/2021.

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

Type	Date	Approval Date	Approval Number
Original MOU	6/1/16 – 4/30/19	Not formally processed.	Not formally processed.
Amendment #1	6/1/16 – 4/30/19	11/29/17	R2017-0165
Amendment #2	3/1/18 – 6/30/19	Not formally processed.	Not formally processed.
Amendment #3	1/1/19 – 9/30/2019	2/11/19	BC2019-111
Amendment #4	10/1/19-12/31/19	7/6/20	BC2020-390

The purpose of First Year Cleveland MOU is for the City of Cleveland and Cuyahoga County to assist with the formation of a non-profit organization aimed at reducing the infant mortality rates within the City and County regions. Case Western Reserve University is serving as the fiscal agent for First Year Cleveland. This Amendment will allow the County to commit funding to First Year Cleveland by providing the funding to Case Western Reserve University, as First Year Cleveland’s fiscal agent, to serve First Year Cleveland’s goals.

The anticipated start-completion dates of the amendment are 1/1/2020-12/31/2021.

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

- Facilitate the development of First Year Cleveland, with Case serving as the fiscal agent.
- Reduce premature births and infant mortality in the region.

3. N/A

4. N/A

B. Procurement

1. The procurement method for this project is a contract amendment. The total value of the amendment is \$1,000,000.00

C. Contractor and Project Information

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

Case Western Reserve University
10900 Euclid Avenue
Cleveland, OH 44106
Council District (06)

2. The Executive Aide for the contractor/vendor is Catherine Steffen.

D. Project Status and Planning

1. The project reoccurs annually or is a new to the County, an occasional product or service or an extension of the existing project).

N/A

2. [When applicable] The project has (#) phases. The next steps, dates, and anticipated cost of these are (list each critical step and the date of start and completion).

N/A

3. [When applicable] The project is on a critical action path because (present the reason for the delay in the request or mitigating circumstances requiring expedited action).

N/A

4. The project's term has already begun. The submission of this item was delayed due to lengthy negotiations between the partners on the project regarding what the extension would look like.

5. [When applicable] The contract or agreement needs a signature in ink by (enter date).

N/A

E. Funding

1. The project is funded 100% by Health and Human Services LEVY funds.

2. The schedule of payments is by monthly invoice.

3. [When applicable] The project is an amendment to a MOU. This amendment changes the value and is the 4th amendment of the contract. The history of the amendments is: (list the year and associated value of each of the previous amendments).

Type	Date	Amount
Original MOU/Contract	6/1/16 – 4/30/19	\$0.00
Amendment #1	6/1/16 – 4/30/19	\$1,500,000.00
Amendment #2	3/1/18 – 6/30/19	\$0.00
Amendment #3	1/1/19 – 9/30/19	\$500,000.00
Amendment #4	10/1/19-12/31/19	\$0.00
Proposed Amendment #5	1/1/20 – 12/31/2021	\$1,000,000.00

Total **\$3,000,000.00**

F. Items/Services Received and Invoiced but not Paid:

Please reference the alternate procurement process and the Board of Control Approval Number for exemptions from aggregation on various requisitions to reimburse employers for employee wage and training expenses; to authorize payments to various providers for family centered services and support wraparound program services, or to make award recommendations to various providers for toxicology services.

This amendment has already been signed, and the amendment is being submitted for processing. This amendment will provide funding for both 2020 and 2021, and since the project has been occurring since its inception in 2016, services have been provided in 2020 prior to approval.

CONTRACT EVALUATION FORM

Contractor	Case Western Reserve University				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1700154				
RQ#	HS-17-40292				
Time Period of Original Contract	6/1/16 - 4/30/2019				
Background Statement	<p>The City and County formed a collaborative community organization called First Year Cleveland to assist in reducing infant mortality. First Year Cleveland was incorporated in Ohio as a domestic nonprofit corporation on June 17, 2016 to reduce infant mortality and to serve as a fund-raising organization and to facilitate community engagement. Case Western Reserve has since changed from being fiscal agent of First Year Cleveland to operating First Year Cleveland.</p>				
Service Description	<p>The purpose of First Year Cleveland is for the City of Cleveland and Cuyahoga County to assist with the formation of a non-profit organization aimed at reducing the infant mortality rates within the City and County regions. This amendment will allow the County to commit additional funding for First Year Cleveland.</p>				
Performance Indicators	<p>First Year Cleveland's priorities are to reduce infant mortality with a focus on racial disparities, extreme prematurity, and sleep-related infant deaths.</p>				
Actual Performance versus performance indicators (include statistics):	Please see below				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)	X				
Justification of Rating	<p>First Year Cleveland continues to address infant mortality throughout the area.</p>				

Department Contact	Paul Porter
User Department	Health and Human Services
Date	6/15/20

First Year Cleveland's Areas of Measurable Action

Area of Measurable Action	FYC Intermediate Outcomes 2019-2020
Establish Shared Measurement Practices	Partners increasingly use shared data to adapt and refine their strategies.
Support Coordinated Activities	Partners collaboratively develop new approaches to advance the initiative.
Build Public Will	Increasing numbers of community members take action on the issue.
Advance Policy	Policy changes occur in line with initiative goals.
Secure Funding	Funding is secured to support initiative activities.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0158

Sponsored by: County Executive Budish on behalf of Cuyahoga County Planning Commission	A Resolution approving proposed amendments to the Subdivision Platting Rules for the Unincorporated Areas of Cuyahoga County, and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, Section 711.10 of the Ohio Revised Code authorizes county planning commissions to adopt regulations and procedures governing the proposed divisions of land to review and approve, approve with conditions, or to disapprove the proposed layouts of new subdivisions of land, and to amend such regulations (Cuyahoga County Subdivision Regulations or Subdivision Regulations); and,

WHEREAS, the Cuyahoga County Planning Commission adopted such Subdivision Regulations governing the proposed divisions of land in 1941 and has amended these Subdivision Regulations three times since, with the last amendment occurring in 2010; and

WHEREAS, representatives from the Cuyahoga County Planning Commission, Cuyahoga County Department of Public Works, Cuyahoga County Department of Law and Cuyahoga Soil and Water Conservation District (referred to as the County Reviewing Entities), who are engaged in major subdivision application review for the unincorporated areas of Cuyahoga County identified the need to update the current Subdivision Regulations to reflect the current form of Cuyahoga County Government, streamline and simplify information, better define processes for the review of Improvement Plans, include new requirements pertaining to environmental standards for development and update and establish fees to recover costs in administering the Subdivision Regulations; and

WHEREAS, representatives of the Cuyahoga County Planning Commission organized a series of meetings of the County Reviewing Entities to review and recommend revisions to the Subdivision Regulations reflective of the needs listed above; and

WHEREAS, the County Reviewing Entities have determined the proposed revisions to the Subdivision Platting Rules for the Unincorporated Areas of Cuyahoga County, Ohio have achieved the above-mentioned items and are in the best interest of Cuyahoga County and the two unincorporated townships (Olmsted Township and Chagrin Falls Township); and

WHEREAS, in accordance with Section 711.10 of the Ohio Revised Code, a county planning commission shall hold a public hearing on any proposed amendments to its rules. The Cuyahoga County Planning Commission held a public hearing on the proposed amendments on May 14, 2020; and

WHEREAS, in accordance with Section 711.10 of the Ohio Revised Code, notice of this public hearing was sent to all unincorporated townships within Cuyahoga County on April 1, 2020; and

WHEREAS, the Cuyahoga County Planning Commission finds that the amendments to the Subdivision Regulations contained within Exhibit A attached hereto will promote the public health, safety and general welfare of present and future residents in the unincorporated areas of Cuyahoga County, Ohio; and

WHEREAS, the Cuyahoga County Planning Commission adopted the proposed amendments to the Subdivision Platting Rules for the Unincorporated Areas of Cuyahoga County, Ohio as shown in Exhibit A attached hereto on May 14, 2020 and recommends that the Cuyahoga County Council approve the proposed amendments.

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. The Cuyahoga County Council hereby approves the proposed amendments to the Subdivision Platting Rules for the Unincorporated Areas of Cuyahoga County, Ohio as shown in Exhibit A attached hereto and incorporated herein.

SECTION 2. That upon approval of these amendments by Cuyahoga County Council, they shall become effective from and after the date of their adoption and certification by the Cuyahoga County Fiscal Officer as required by Chapter 711 of the Ohio Revised Code. Additionally, a copy of the approved amendments shall be certified by the Cuyahoga County Planning Commission and then transmitted to the Cuyahoga County Council, Cuyahoga County Clerk of Council, Cuyahoga County Department of Public Works, Cuyahoga County Board of Health, Cuyahoga Soil and Water Conservation District, Board of Township Trustees of Chagrin Falls Township and Board of Township Trustees of Olmsted Township.

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 21, 2020

Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: August 4, 2020

Journal _____
_____, 2020

CUYAHOGA COUNTY LAND DEVELOPMENT REGULATIONS

ARTICLE 1.

Subdivision Platting Rules for the Unincorporated Areas of Cuyahoga County, Ohio

Adopted November 8, 2007
Effective November 16, 2007
Amended _____, Effective _____

**Prepared by the
Cuyahoga County
Subdivision Review Task Force**

**Cuyahoga County
2079 E. 9th Street, Suite 500
Cleveland, Ohio 44115
(216) 443-3700
Fax: (216) 443-3737**

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CHAPTER 101. GENERAL PROVISIONS

SECTION 101.1 TITLE

These regulations shall be known and may be cited and referred to as the "Subdivision Regulations of Cuyahoga County, Ohio," and shall hereinafter be referred to as these "Regulations".

SECTION 101.2 PURPOSE

The purpose of these Regulations is to regulate the subdivision of land in the unincorporated portions of Cuyahoga County. These regulations are intended to:

- A. Promote and protect the public health, safety, and general welfare of the community by establishing standards for logical, sound and economical development and the construction of all public improvements.
- B. Provide for adequate light, air and privacy, to secure safety from fire, flood, and other danger and to prevent population congestion and overcrowding of the land.
- C. Promote the efficient use of land to provide for the orderly expansion and extension of community services and facilities.
- D. Secure and provide for the proper arrangement of streets in relation to those existing or planned to encourage the safe and convenient circulation of pedestrians and vehicles, including access of public safety and public service equipment, and to provide for the most beneficial relationship between use of land, buildings, traffic and pedestrian movements.
- E. To incorporate elements of complete streets design.
- F. Plan for the provision of adequate and convenient recreation and open space facilities.
- G. Ensure that lots are developed with adequate site improvements including street surfacing, curbs and sidewalks, water supply, sewage disposal systems, drainage facilities as well as other health related requirements.
- H. Ensure that subdivisions are planned, designed and constructed to take advantage of and respect the natural features of the site in order to: minimize the amount of grading, destruction of trees and removal of topsoil; protect the total environment, including the prevention of air, water, light and noise pollution and the prevention of soil erosion; and establish and preserve natural systems required for the proper management of water and biological diversity.
- I. Coordinate land development in accordance with applicable township regulations, local thoroughfare plans and other regulations of the township in which the subdivision is located, Cuyahoga County, the State of Ohio and the federal government to ensure that unbuildable lots are not created.

- J. Provide for necessary utility easements and the dedication of public ownership and maintenance of the rights-of-way for transportation.
- K. Ensure the accurate surveying, preparing and recording of plats and subdivisions of land, and the equitable review of all subdivisions and plats by providing standards and uniform procedures for both the approving authority and subdivider.

SECTION 101.3 JURISDICTION

These regulations shall apply to all subdivisions of land, as defined herein, in the unincorporated areas of Cuyahoga County, and shall be administered pursuant to the provisions hereof.

SECTION 101.4 AUTHORITY

The authority for the preparation, adoption, and implementation of these Regulations is derived from Chapter 711 of the Ohio Revised Code, as may be amended, which authorizes the Cuyahoga County Executive, Cuyahoga County Council and the Cuyahoga County Planning Commission to adopt uniform rules and regulations governing the subdivision of land and the construction of improvements.

SECTION 101.5 SEVERABILITY

If, for any reason, any clause, sentence, paragraph, section or other part of these Regulations should be decided by a court of competent jurisdiction to be invalid, such judgment shall not affect the validity of these Regulations as a whole, or any part thereof, other than the part so held to be invalid. These Regulations shall not abate any legal action pending under prior subdivision regulations and shall not interfere with other applicable laws and regulations or with deed restrictions.

SECTION 101.6 INTERPRETATION AND RELATION TO OTHER LAWS

- A. In their interpretation and application, these Subdivision Regulations shall be held to be the minimum requirements necessary for the promotion of the public health, safety and general welfare, unless otherwise specifically stated. They shall be liberally construed to further the purposes and objectives set forth herein.
- B. These regulations shall be administered in conjunction with the current Cuyahoga County Engineer's Township Subdivision Street Design Standards and Improvement Plan Requirements, herein referred to as County Engineer's Improvement Requirements, the County Water Management and Sediment Control Regulations, the Cuyahoga County Engineer's "Minimum Construction Standards for Township Subdivision Streets (Local)", the Cuyahoga County Rules and Regulations Governing the Installation of Water and Sewerage Improvement, and Uniform Standards for Sewerage Improvements, which standards and specifications are incorporated herein by reference.

- C. The provisions of these Regulations shall be supplementary to and read in conjunction with all other provisions of the federal, state and local laws, regulations, ordinances, resolutions and orders in which the subdivision is located pertaining to but not limited to health, engineering, sanitation, and stormwater management and sediment control promulgated pursuant to the authority thereof relating to the purpose and scope of these Regulations and all applicable township regulations.
- D. Whenever the requirements of these Regulations are at variance with the requirements of any other lawfully adopted rules, regulations, ordinances, or resolution, the most restrictive or that imposing the higher standards shall govern, except as provided herein or unless otherwise required by law. In the case of these Regulations conflicting with state statutes, the state statutes shall govern.
- E. All proposed subdivisions shall meet the requirements of all applicable township regulations, as well as the provisions of these Regulations. Nothing contained in these Regulations, nor in any approval granted hereunder, shall be considered as issuing, constituting, waiving, promising or guaranteeing the issuance of any township permit, certificate or variance as may be required by virtue of the authority granted to townships in the Ohio Revised Code.

SECTION 101.7 EFFECTIVE DATE

These regulations and amendments thereto, shall take effect and be in full force and effect from and after the earliest period allowed by law following approval by the Cuyahoga County Executive and the Cuyahoga County Council of Cuyahoga County, Ohio and adoption by the Cuyahoga County Planning Commission. Upon the adoption of these Regulations, according to law, Article 1. Subdivision Platting Rules for the Unincorporated Areas of Cuyahoga County, Ohio, of the Cuyahoga County Land Development Regulations, adopted January 22, 1941, and, and as thereafter amended, are hereby repealed. These Regulations shall in no way affect any subdivision having received Preliminary Plan approval prior to the effective date of these Regulations or any amendment thereto, provided however that no changes to the Preliminary Plan, as approved, are introduced by the subdivider subsequent to the effective date of these Regulations.

SECTION 101.8 SAVING PROVISION

These regulations shall not be construed as abating any action now pending under, or by virtue of, prior existing subdivision regulations, or as discontinuing, abating, modifying, or altering any penalty accruing or about to accrue, or as affecting the liability of any person, firm, or corporation, or as waiving any right of the County under any section or provision existing at the time of adoption of these Regulations, or as vacating or annulling any rights obtained by any person, firm, or corporation by lawful action of the County except as shall be expressly provided for in these Regulations.

SECTION 101.9 DISCLAIMER OF LIABILITY

In no case shall the submission of a plan or plat under the provisions herein, approval of a plan or plat by the County Planning Commission, nor compliance with the provisions of these Subdivision Regulations, relieve any person from responsibility for damage to any person or property that is otherwise imposed by law. Moreover, the approval of a plan or plat by the County Planning Commission does not warranty the quality or accuracy of the plans nor guarantee such to be free of errors and omissions.

CHAPTER 102. DEFINITIONS

SECTION 102.1 INTERPRETATION AND DEFINITIONS OF TERMS OR WORDS

- A. For the purpose of these Regulations, certain terms or words used herein shall be interpreted as follows:
 - 1. The words "Commission" and "Planning Commission", unless another local government agency having jurisdiction over a proposed subdivision is specifically mentioned, shall be construed as being the Cuyahoga County Planning Commission or its successor organization.
 - 2. The word "County" shall be construed as being Cuyahoga County, State of Ohio. For example, County Executive shall mean the Cuyahoga County Executive , County Public Works shall mean the Cuyahoga County Department of Public Works, and County Law shall mean the Cuyahoga County Department of Law.
 - 3. The term "these Regulations" shall mean the Subdivision Regulations of Cuyahoga County, Ohio.
 - 4. The word "person" includes a firm, association, organization, partnership, trust, company or corporation as well as an individual.
 - 5. The present tense includes the future tense, the singular number includes the plural, and the plural number includes the singular.
 - 6. The word "shall" is a mandatory requirement, the word "may" is a permissive requirement, and the word "should" is a preferred requirement.
 - 7. The words "used" or "occupied" include the words "intended, designed, or arranged to be used or occupied".
 - 8. The word "lot" includes the words "plot" or "parcel".
 - 9. The term "business day" means a day of the week excluding Saturday, Sunday, or a legal holiday as defined in ORC § 1.14.

B. Definitions of Terms or Words:

Applicant: The owner(s) of land proposed to be subdivided and developed or his/her/their representative who shall have express written authority to act on behalf of the owner. Consent shall be required from the legal owner of the premises. A Developer or Subdivider may also be an "applicant" as defined herein provided it has the express written authority to act on behalf of the owner.

Arterial Street: See Street, Road or Thoroughfare.

Block: A tract of land bounded by streets, or by a combination of streets and public parks, cemeteries, railroad rights-of-way, waterways, or boundary lines of a municipality or township.

Building: Any structure having a roof supported by columns or walls and built for the support, shelter, enclosure or protection of persons, animals, chattels or property.

Building Setback Line: A line established by the township zoning resolution in effect for the area proposed to be subdivided which is generally parallel with and measured from the street right-of-way line or other lot line and which defines the area of the lot in which no building shall be located.

Central Sewerage System: An approved sewage disposal system which provides a collection network and disposal system and central sewage treatment facility for a single development, community or region.

Central Water System: An approved water treatment, distribution and supply system which is owned and operated by a municipality, county or a public or private utility system approved by the Ohio Environmental Protection Agency, and which provides piped water for human consumption to a single development, community or region.

Collector Street: See Street, Road or Thoroughfare.

Common Driveway: A private way that provides vehicular access to at least two but not more than four dwelling units.

Comprehensive Storm Water Management Plan (SWMP): A set of coordinated plans regarding water management, including a Post-Construction Water Quality Plan and a Construction Site Conservation Plan, that are developed for the same site, and which serve as the Storm Water Pollution Prevention Plan (SWP3) required by the Cuyahoga County Water Management and Sediment Control Regulations and the Ohio EPA as part of the NPDES Storm Water Permit for General Construction.

County Council: The Cuyahoga County Council is the legislative body of Cuyahoga County government, made up of 11 elected representatives from across the County. It is a co-equal branch of the County government with the executive branch.

County Executive: The Cuyahoga County Executive, defined by Chapter 302 of the Ohio Revised Code, who shall be the chief executive officer of the county.

County Public Works: The Cuyahoga County Department of Public Works houses infrastructure engineers including highway, bridge, and storm and sanitary engineers. The Public Works Department is established pursuant to the Code of Cuyahoga County Section 202.04.

County Engineer: The registered professional engineer within County Public Works, designated by the Director of County Public Works, to be the county engineer as provided in the Code of Cuyahoga County Section 202.04, Paragraph C.

Cuyahoga County Engineer's Township Subdivision Street Design Standards And Improvement Plan Requirements and Cuyahoga County Engineer's Minimum Construction Standards for Township

Subdivision Streets (Local): Regulations promulgated by the Cuyahoga County Public Works office that set forth standards for the construction of streets in the unincorporated areas of Cuyahoga County and including all amendments thereto adopted subsequent to the effective date of these Regulations, and referred to as the “County Engineer’s Improvement Requirements” throughout these regulations.

County Department of Law and Law Director: The department of law shall be administered by a director of law who shall be an attorney-at-law admitted to the practice of law in this state. The director of law shall exercise all powers, duties, and responsibilities as set forth in Cuyahoga County Code 202.05 and the Cuyahoga County Charter.

County Planning Commission: The Cuyahoga County Planning Commission, which consists of three county representatives and a representative of the county’s eight planning regions. Regional representatives are mayors or alternates of one of the communities in each region. The County Planning Commission is assisted by County Planning Commission staff.

County Planning Director: The Cuyahoga County Planning Commission Executive Director designated to assist the County Planning Commission in administering the Cuyahoga County Subdivision Regulations. Duties of the County Planning Director may also be performed by a designated agent.

County Sanitary Engineer: The Registered Professional Engineer within County Public Works, designated by the Director of County Public Works, to perform duties of the County Sanitary Engineer, defined in ORC §6117.01.

County Thoroughfare Plan/Major Thoroughfare Plan: The officially adopted and endorsed Cuyahoga County Thoroughfare Plan, if in existence.

Covenant: A written promise or pledge.

Cul-de-sac: See Street, Road or Thoroughfare.

Cuyahoga County Transfer and Conveyance Standards: Rules and regulations adopted in accordance with Ohio Revised Code Sections 315.251, 317.22, 319.203, 711.101, 2113.61, 5301.252, 5302.17, and 5311.10 and Ohio Administrative Code 4733-37 governing the preparation and approval of survey plats and legal descriptions for the purpose of preparing and recording conveyances of real property in Cuyahoga County and including all amendments thereto adopted subsequent to the effective date of these Regulations.

Dead-end Street: See Street, Road or Thoroughfare.

Dedication: The appropriation of land, or an easement therein, for the use of the public and accepted for such use by or on behalf of the public.

Density: A unit of measurement which indicates the number of dwelling units per acre of land.

Developer or Subdivider: The following apply

1. A person having an interest in land and who causes it, directly or indirectly, to be divided into a subdivision.
2. A person who engages directly or through an agent in the business of selling, leasing, developing or offering for sale, lease or development a subdivision or any interest, lot, parcel, site, unit or plat in a subdivision.
3. A person who is the authorized agent of any of the foregoing.

Dwelling Unit: A structure that is used in whole or in part as a home, residence, or sleeping place by one person who maintains a household or by two or more persons who maintain a common household, and the facilities and appurtenances in it.

Easement: Authorization by a property owner for the use by another, and for a specified purpose, of any designated part of his property, created by grant, prescription, or necessity.

Engineer: A person registered to practice professional engineering by the State Board of Registration, as specified in Chapter 4733 of the Ohio Revised Code.

EPA: Environmental Protection Agency

Final Plat: The map upon which an applicant's plan of subdivision is presented to the County Planning Director and Commission, when required, to the County Executive and County Council for approval, which after gaining such approval may then be presented to the County Fiscal Office for the purpose of recording in accordance with these Regulations.

Floodplain: Any land susceptible to being inundated by water from a base flood. The base flood is the flood that has a one percent (1%) or greater chance of being equaled or exceeded in any given year. For the purposes of this regulation, the 100-year floodplain shall be defined by FEMA or a site-specific Floodplain Delineation in conformance with standard engineering practices and approved by the County.

Health Department: The Cuyahoga County Board of Health.

Improvement: Public and private street pavement or resurfacing, curbs, gutters, sidewalks, walkways, water lines, sewer lines, storm drains, street lights, street trees, flood control and drainage facilities including stormwater retention, detention and water management controls, home sewage and water systems, utility lines, landscaping and other related matters normally associated with the development of raw land into building sites.

Improvement Plan: The maps, plans and drawings showing the specific location and design of improvements to be installed in a proposed subdivision in accordance with the requirements specified in these Regulations.

Lot: For the purposes of these Regulations, a division of land separated or proposed to be separated from other divisions of land by description on a recorded subdivision plat or a recorded survey for purposes of sale, lease, purchase, agreement or separate use.

Maintenance Guarantee: An instrument provided by an applicant for the benefit of the County, the Township, and a Homeowners Association (when applicable) for a portion of the amount of the actual construction cost of an improvement required by these Regulations and guaranteeing the maintenance of the improvements in accordance with Section 105.1 of these regulations.

Master Subdivision Plan: A plan for the overall division of land indicating proposed development of a contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one overall plan.

Modification: A waiver of the strict terms of a requirement set forth in these Regulations.

Monuments: Permanent concrete, stone or iron markers placed on the tract of land to be subdivided and used to establish definitely all lines on a Final Plat of a subdivision, including all lot corners, boundary lines, corners and points of change in a street alignment.

Natural Feature: An existing component of the landscape maintained as a part of the natural environment and having ecological value in contributing beneficially to air quality, erosion control, groundwater recharge, noise abatement, visual amenities, the natural diversity of plant and animal species, human recreation, reduction of climatic stress, or energy costs.

Northeast Ohio Regional Sewer District: The District is responsible for wastewater treatment facilities, stormwater management, and interceptor sewers in the greater Cleveland Metropolitan Area, including all or portions of 61 suburban municipalities in Cuyahoga, Summit, Lake and Lorain Counties. The Northeast Ohio Regional Sewer District is a reviewing agency for Preliminary Plans, Improvements Plans and Final Plats of Major Subdivisions.

North Olmsted: City of North Olmsted. North Olmsted will be included as a reviewing agency when the new subdivision falls within the North Olmsted sanitary sewer service area.

NPDES Permit: A National Pollutant Discharge Elimination System Permit issued by Ohio EPA under the authority of the United States EPA, and derived from the Federal Clean Water Act.

On-Site Sewage Treatment System: An approved household sewage treatment system which services a one, two, or three family dwelling and provides treatment of domestic sewage for an individual property.

Original Tract: A tract of land as it existed on the effective date of these Subdivision Regulations, 11/16/07; when the regulations were amended in accordance with Sub S.B. 115 amendment to ORC §711.131 (B), effective 4/15/05.

OAC: Ohio Administrative Code, and including all amendments thereto adopted subsequent to the effective date of these Regulations.

Ohio EPA or OEPA: The Ohio Environmental Protection Agency.

ORC: Ohio Revised Code, and including all amendments thereto adopted subsequent to the effective date of these Regulations.

Performance Guarantee: An instrument provided by an applicant for the benefit of the County, the Township, and a Homeowners Association (when applicable) for the amount of the estimated construction cost guaranteeing the completion of physical improvements required by these Regulations within the time prescribed by the guarantee in accordance with Section 105.2 of these regulations.

Plat: A map of a tract or parcel of land.

Person: Any individual, corporation, partnership, joint venture, agency, unincorporated association, municipal corporation, township, county, state agency, the federal government, or any combination thereof.

Preliminary Discussion Sketch: A scaled, informal map of a proposed subdivision that is submitted to the County Planning Director for the purpose of discussion and initial review with the County Public Works' office and County Law Director's office to identify existing or potential site problems and opportunities.

Preliminary Plan: The plan or plans as submitted to the County Planning Commission for preliminary approval that indicate the proposed layout of a subdivision together with all data as required in Section 104.5 of these Regulations.

Public Way: An alley, avenue, bikeway, boulevard, bridge, channel, ditch, easement, expressway, freeway, highway, land, parkway, right-of-way, road, sidewalk, street, subway, tunnel, viaduct, walk, path or other way in which the general public or a public entity have a right, or which are dedicated, whether improved or not.

Record, to: To put a document or plat into the official records of Cuyahoga County Fiscal Office in accordance with the ORC and the procedures established by the Cuyahoga County Fiscal Office.

Reserve Strip: A strip of land abutting the end of a dead-end street or temporary cul-de-sac which controls access from the end of the street to adjacent property.

Reviewing Entities: County, Township, and Regional and State agencies, officials, and staff involved in reviewing for compliance and safety the Preliminary Plans and Final Plats of major subdivisions. These agencies include County Public Works Department (County Engineer, Sanitary Engineer), County Board of Health (if subdivision involves septic tanks), the Cuyahoga Soil and Water Conservation District, Township Trustees, Township Fiscal Officer, Zoning Commission Chair and/or Secretary, Township Building Department and Township Zoning Inspector, Township Fire Department, Township Police Department, O.D.O.T., the Northeast Ohio Regional Sewer District, and the City of North Olmsted (when the new subdivision falls within the North Olmsted sanitary sewer service area).

Right-of-Way: A strip of land taken or dedicated for use as a public way.

Rules And Regulations Governing The Installation Of Water And Sewerage Improvements: Rules and regulations adopted, and as may be amended, by the County Executive and/or County Council as applicable.

Sidewalk: That portion of the road right-of-way outside the vehicular roadway, which is improved for the use of pedestrian traffic.

Street, Private: A local private way that provides vehicular access to more than four residential structures, which is located in a recorded easement for use by residents of the development in which the private way is located, which shall be owned and maintained by an Association, management organization or other private entity.

Street, Public: A public way that provides vehicular access to land, is located in a right-of-way shown on the plat or other conveyance of dedication, the dedication of which has been approved by the County Executive and/or County Council as applicable and is either a county road maintained by Cuyahoga County or a township road maintained by the Township.

Street, Road or Thoroughfare: The full width between property lines bounding every public way or private way of whatever nature, with a part thereof to be used for vehicular traffic and designated as follows. For the purposes of these regulations, “street” shall be synonymous with “road”.

1. Arterial, Principal: A general term denoting a highway emphasizing a high level of mobility for through traffic carrying heavy loads and large traffic volumes usually on a continuous route that collects and distributes traffic to and from minor arterials. Land access is subordinate to this primary function.
2. Arterial, Major: A street that interconnects with and augments the principal arterial; serves trips of moderate length at a somewhat lower level of travel mobility than principal arterials; distributes traffic to connector streets; provides more land access than principal arterials without penetrating identifiable neighborhoods; and provides urban connections for rural collectors.
3. Collector: A street, whether within a residential, industrial, commercial or other type of development, that primarily distributes and channels traffic from local streets to arterial streets and penetrates residential neighborhoods.
4. Collector, Minor: A street spaced at intervals to collect traffic from local roads and bring all developed areas within reasonable distance of a collector; which provides service to smaller communities not served by a higher-class facility; and which connects locally important traffic generators with rural hinterlands.
5. Cul-de-sac: A local street of relatively short length with one (1) end open to traffic and the other end terminating in a vehicular turnaround.
6. Dead-end Street: A street temporarily having only one (1) outlet for vehicular traffic and intended to be extended or continued in the future.
7. Local Street: A street, either a township road or a private road, which is used primarily for providing direct access to residential, commercial or other abutting property between

collector streets. Travel speeds, distances, and volumes are generally low, and through traffic is usually discouraged.

8. Loop Street: A type of local street that has its only ingress and egress on the same collector street.
9. Marginal Access Street: A local or collector street, parallel and adjacent to an arterial street, providing access to abutting properties from arterial streets.

Structure: Anything constructed or erected, the use of which requires location on the ground, or attachment to something having a fixed location on the ground. Among other things, structures include buildings, mobile homes, walls, fences, billboards, signs, oil and gas well heads, tanks, separator units and pipelines, culverts and bridges.

Subdivision: Shall include either of the following:

1. The division of any parcel of land shown as a unit or as contiguous units on the last preceding general tax list and duplicate of real and public utility property, into two (2) or more parcels, sites, or lots, any one of which is less than five (5) acres, for the purpose, whether immediate or future, of transfer of ownership, provided, however, that the following are exempt:
 - a) The division or partition of land into parcels of more than five (5) acres not involving any new streets or new or existing easements of access, and
 - b) The sale or exchange of parcels between adjoining lot owners, where that sale or exchange does not create additional building sites

or

2. The improvement of one or more parcels of land for residential, commercial, or industrial structures or groups of structures involving the division or allocation of land for the opening, widening, or extension of any public or private street or streets except private streets serving industrial structures, or involving the division or allocation of land as open spaces for common use by owners, occupants, or leaseholders or as easements for the extension and maintenance of public or private sewer, water, storm drainage or other similar facilities.

Subdivision, Major: Any one of the following:

1. Where one parcel is divided into two (2) or more parcels and involves the opening of a new street, road or easement of access or the widening or extension of any street, road, or easement of access.
2. Where an original tract of land along an existing public street is divided into more than five lots, any one of which is less than five (5) acres.

3. Where there is a division or allocation of land as open spaces for common use by owners, occupants, or leaseholders or as easements for the extension and maintenance of public or private sewer, water, storm drainage or other similar facilities.
4. Where there is a development of dwelling units involving the creation of more than five (5) new taxable properties.
5. Any other division of land determined to be a subdivision but which is not otherwise classified as a minor subdivision.
6. Cumulative parcel division will be taken into consideration when determining if a subdivision of land is a minor or a major subdivision, such that even minor subdivisions or lot splits to the parent parcel, over time, can become a major subdivision.

(See Illustrations 1 and 2 for examples.)

Subdivision, Minor: A division of a parcel of land along an existing public street, not involving the opening, widening, or extension of any public street, and involving no more than five lots, any one of which is less than five (5) acres, after the original tract has been completely subdivided. (See Illustrations 1 and 2 for examples.)

Sublot: See Lot.

Surveyor: Any person registered to practice professional surveying by the State of Ohio Board of Registration as specified in Section 4733.14 of the Ohio Revised Code.

SWCD: The Cuyahoga Soil and Water Conservation District.

Through Lot: A lot other than a corner lot with frontage on more than one street. Through lots abutting two streets may be referred to as double frontage lots.

Tract: The entire land area proposed for subdivision by the applicant.

Uniform Standards for Sewerage Improvements: Standards adopted by the County Sanitary Engineer governing the minimum requirements for design and construction of sewerage and stormwater facilities in Cuyahoga County, and including all amendments thereto adopted subsequent to the effective date of these Regulations.

Vicinity Map: A drawing located on a plat or drawing which sets forth by dimensions or other means, the relationship of the proposed subdivision or use to other nearby developments or landmarks and community facilities and services within the County in order to better locate and orient the area in question.

Walkway: A public way, four (4) feet or more in width, for pedestrian use only, whether along the side of a road or not.

Water Management Regulations: Rules that establish management and conservation practices that govern stormwater, water quality, water quantity, erosion and sediment control, and including all amendments thereto adopted. These specifically include:

1. *Cuyahoga County Water Management and Sediment Control Regulations (WMSC Regulations):* Water Management Regulations adopted by the County Executive and County Council.
2. *Comprehensive Storm Water Management Plan* Including Construction Site Storm Water Control Regulations and Post Construction Storm Water Management in New Development and Redevelopment Regulations: Water Management Regulations adopted by the Township.

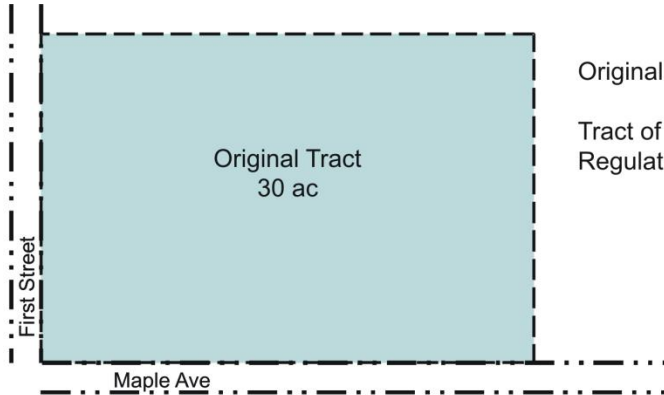
Watercourse: Any natural or artificial stream, river, creek, ditch, channel, canal, conduit, culvert, drain, waterway, gully, ravine, or wash in which water flows in a definite direction or course, either continuously or intermittently, and has a definite channel, bed, and banks and includes any area adjacent thereto subject to inundation by reason of overflow or flood water, as shown on the Cuyahoga County Soils Map or County Topography Map.

Wetland: An area of land as defined by the U.S. Army Corps of Engineers.

SECTION 102.2 EXAMPLES OF TERMS AND SUBDIVISION TYPES

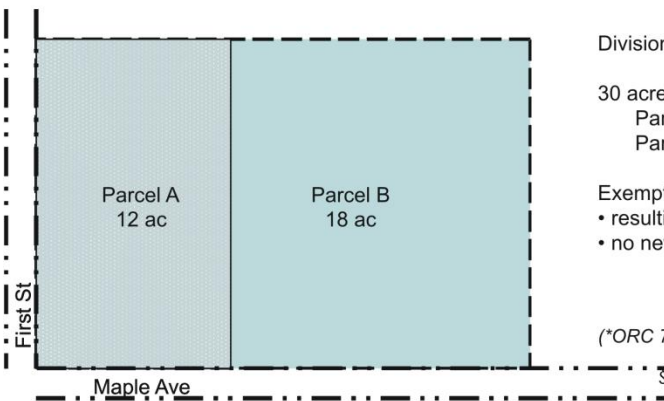
Original Tract, Minor Subdivision and Major Subdivision -(these drawings are for illustrative purposes only and are not intended to be regulatory)

Illustration 1. Evolution of the division of a 30 Acre Parcel: Need new graphic—perhaps reference parent parcel as baseline for all subdivision



Original Tract of Land – 30 acre parcel.

Tract of land existing on the date which these Regulations became effective.



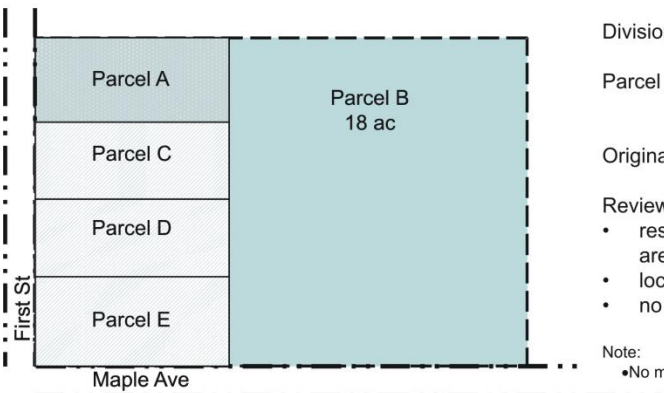
Division 1

30 acre parcel (Original Tract*) subdivided into two parcels:
Parcel A = 12 acres
Parcel B = 18 acres

Exempt from County Planning Commission review because:

- resulting parcels are larger than 5 acres, and
- no new street is created.

(*ORC 711.10 amended in 5/05)



Division 2

Parcel A subdivided into four parcels:
Parcels A, C, D and E = 3 acres each

Original Tract has now been subdivided into five lots.

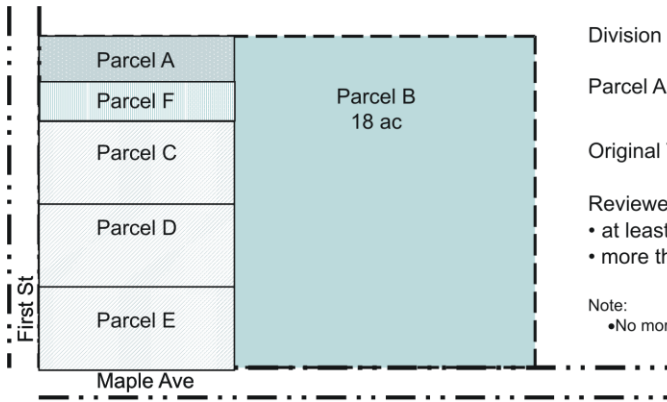
Reviewed as **minor subdivision** because:

- resulting parcels are under 5 acres and not more than five lots are created
- located along an existing street,
- no new street is created.

Note:

- No more than five lots can be created as part of a minor subdivision.

Illustration 2. Evolution of the division of a 50 Acre Parcel



Division 3

Parcel A (3ac) subdivided into two parcels:
Parcels A and F = 1.5 acres each

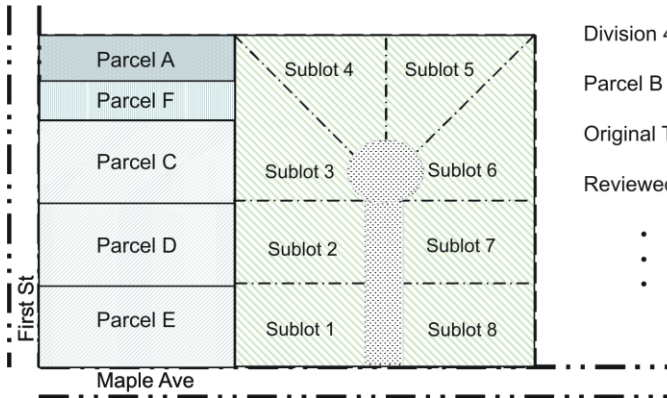
Original Tract has now been subdivided into six lots.

Reviewed as **major subdivision** because:

- at least one of the resulting parcels is under five acres,
- more than five lots have been created from the original tract.

Note:

- No more than five lots can be created as part of a minor subdivision.



Division 4

Parcel B subdivided into 8 sublots:

Original Tract has now been subdivided into 13 lots

Reviewed as **major subdivision** because:

- More than five lots are created from original tract, and
- Lots are smaller than five acres
- A new street is created

CHAPTER 103. MINOR SUBDIVISIONS

SECTION 103.1 PURPOSE

The purpose of this Chapter is to establish the procedures that shall be followed for the review, approval and recording of subdivisions which, based on the number of lots involved, the area of the lots created, and the absence of improvements being constructed, warrant a simplified review process according to the ORC §§711.131 and 711.133, as may be amended.

Only minor subdivisions, as herein defined and which according to these Regulations shall be located along an existing public street, not involving the opening, widening, or extension of any street or road, shall be eligible for review according to these review procedures.

SECTION 103.2 GENERAL REQUIREMENTS

- A. Prior to submitting a Minor Subdivision application to the County Planning Commission, the applicant must submit written proof that the minor subdivision has been approved by the local authority. This approval shall state that the minor subdivision complies with all township zoning and other applicable regulations.
- B. Original tracts divided by a public road right of way shall be considered as separate parcels for the purpose of these Regulations.
- C. Each lot shall be buildable in conformance with the requirements of these Regulations and all other applicable regulations.
- D. Each lot shall abut a public street for the required minimum lot frontage for the zoning district where the lots are located.
- E. If any lot abuts a street right-of-way that does not conform to the design specifications of these Regulations, or the County Engineer has established additional right-of-way requirements on the County Thoroughfare Plan, such deficiency or planned right-of-way shall be taken into consideration at the time the application is submitted.
- F. The division of a parcel of land as a minor subdivision shall not include more than five lots after the original tract has been subdivided. Further subdivision of such original tract of land may require the applicant to submit a plat in accordance with requirements for major subdivisions set forth in these Regulations.
- G. Each lot shall comply with all township regulations, or the applicant shall have obtained any necessary variance(s) from the Township Board of Zoning Appeals, and the Township Zoning Inspector shall affix his/her signature to the drawing of the subdivision as part of the submission of an application for minor subdivision.

- H. All corners of the proposed lot(s) shall be temporarily staked prior to submitting an application to the County Planning Director so that the required review agencies can easily identify the location of the proposed lot(s).

SECTION 103.3 DETERMINATION OF COMPLETENESS

All subdivision applications shall be complete before acceptance for review and decision-making. A determination of completeness is a determination that all required documents and plans have been submitted in sufficient number, and that all fees have been paid. A determination of completeness is not a determination of compliance with substantive standards and criteria.

If the application is deemed insufficient, the applicant shall be notified of the deficiencies.

When the application is determined complete and all applicable fees have been paid, the application shall be considered submitted and ready for review.

SECTION 103.4 SUBMISSION REQUIREMENTS

The application for Minor Subdivision Review shall include the maps, plans, and supplementary documentation itemized below. The information submitted shall include the following, submitted on a sheet no smaller than legal size (8 ½" by 14") and drawn to a scale no larger than 1" = 100' so as to be clear and legible:

- A. Completed Application Form along with the application fee (fee schedule found in the Appendix hereof).
- B. A proposed land division vicinity map or copy of the tax map for that area.
- C. A survey and legal description prepared in accordance with OAC Chapter 4733-37 and the current Cuyahoga County Transfer and Conveyance Standards.
- D. A plan prepared by an engineer or surveyor. The Plan may be combined with the survey or may be a separate drawing. The Plan shall include the following:
 - 1. All existing and newly created lot lines for all proposed lot(s) and the residual and noting their dimensions and acreage and showing the required building setbacks;
 - 2. All adjoining public streets, including the dimensions of the street right-of-way;
 - 3. All existing above ground structures (including rakes and overhangs) located on the parcels and on adjacent parcels within 100 feet of the parcel lot line.
 - 4. Any existing points of access.

5. The location of all easements and other areas where the construction of a structure is restricted.
 6. The Federal Insurance Rate Map (FIRM) Number, Effective Date, and Flood Zone Designation (for each proposed lot).
 7. The State, County, Township, Range, Township Name, and Section Number.
 8. Notarized and dated signature of each property owner, and including the notary's seal, indicating that the owner(s) of the parcel(s) being divided accept the proposed partition shown on the survey.
 9. Signature(s) of the Township Trustees, or their designated agent, indicating the proposed subdivision complies with township zoning and other applicable township regulations.
- E. A separate plan prepared by an engineer or surveyor shall contain the following information, not to be included on the plat or survey:
1. Utilities on and within 200 feet of the subdivision - location and size of sanitary and storm sewers (both mainline and connections) location and size of water mains (both mainline and connections), location of existing stormwater management features, location of gas lines, fire hydrants and utility poles.
 2. The location of all watercourses and wetlands and their required setbacks, determined by a professional wetlands consultant.
 3. Water quality BMPs and other permanent features required by any agency or law that will reduce the buildable area of any lot.
- F. Any other material or information the County Planning Director finds necessary for the review of the minor subdivision, such as a long-term operations and maintenance manual for any proposed water quality BMPs (SCMs), if applicable

SECTION 103.5 REVIEW OF APPLICATION

Once a determination of completeness has been made according to Section 103.3, the County Planning Director shall:

- A. Forward copies of the complete application to the proper agencies, departments or other appropriate individuals or organizations for review and report. Such agencies, departments, individuals or organizations shall review the application and submit a recommendation to the County Planning Director within the required time from the date the application is deemed complete. These agencies may have additional requirements, in addition to these Regulations, if the agency determines such requirements are necessary to promote the public health and safety.
 1. The County Engineer within the Public Works Department shall review all proposed minor subdivisions.

2. The Sanitary Engineer within the Department of Public Works shall review a proposed minor subdivision when the proposed subdivision is to be serviced by public water and/or public sewer.
 3. The Health Department shall review a proposed minor subdivision where existing public water and/or sewer services are not provided to determine whether or not the proposed lot(s) are adequate for on-site water and/or sewer system(s).
- B. Review the proposed subdivision and reports submitted by the above entities to determine whether or not the subdivision is contrary to applicable platting, subdividing, zoning, health, sanitary, or access management regulations or regulations adopted by the County Executive and County Council under ORC § 307.37 regarding existing surface or subsurface drainage, including, but not limited to rules governing household sewage disposal systems.

SECTION 103.6 DESIGN STANDARDS

- A. All minor subdivision shall conform to applicable Township regulations and standards.
- B. If a minor subdivision occurs within a larger subdivision, all lots within that minor subdivision shall conform to the design standards and Home Owners Association requirements approved within that larger subdivision.

SECTION 103.7 COUNTY PLANNING DIRECTOR ACTION

- A. If the application is found in compliance with these regulations, the County Planning Director shall approve the proposed subdivision within the applicable timeframe listed in Division B. of this Section and, on presentation of a conveyance of the parcel, shall stamp the conveyance "Approved, Cuyahoga County Planning Commission, No Plat Required" and shall sign the conveyance.
- B. A proposed minor subdivision subject to approval in accordance with this Chapter shall approve or disapprove within seven (7) business days after submission of a complete application.
- C. An approved and stamped conveyance shall be returned to the applicant.
- D. If an application is disapproved, the applicant shall be notified in writing by the County Planning Director as to the reasons for disapproval.

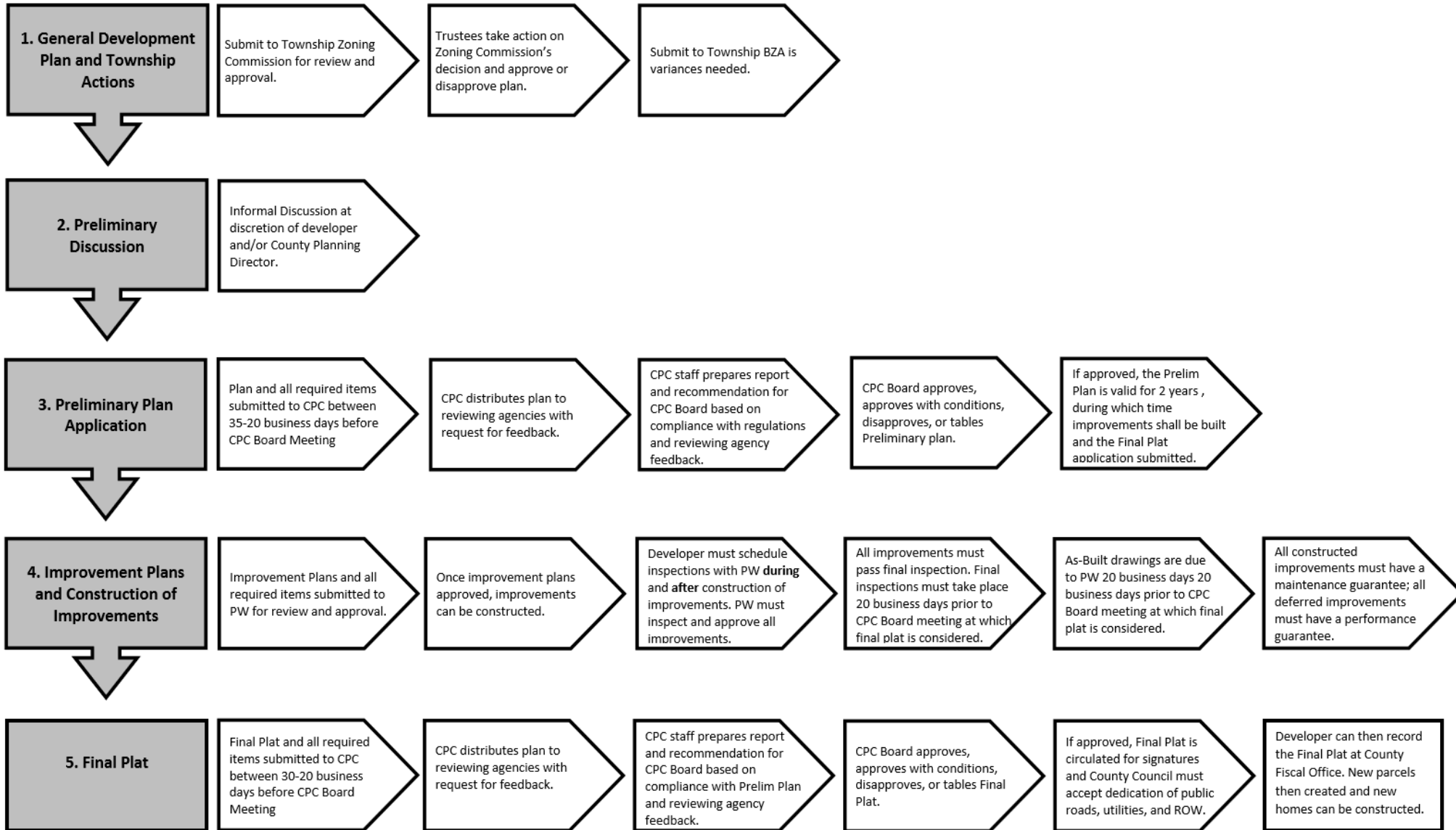
SECTION 103.8 RECORDING

The applicant shall record the approved and stamped conveyance with the Cuyahoga County Fiscal Office within thirty (30) days from the date of approval; otherwise the Final Plat of the subdivision shall be updated before it is recorded to comply with County Conveyance standards if there have been any changes in ownership.

SECTION 103.9 FEES AND WITHDRAWAL PROCEDURE

Once a complete application is submitted, fees shall be non-refundable. Prior to the County Planning Director's action, any submitted application may be withdrawn by written request. A withdrawn application shall become void, requiring a new application and fee for further consideration.

Major Subdivision Flowchart



CHAPTER 104. MAJOR SUBDIVISIONS

SECTION 104.1 PURPOSE

The purpose of this Chapter is to establish procedures authorized by ORC §711.10, as may be amended, that shall be followed for the review, approval and recording of major subdivisions within the unincorporated portions of Cuyahoga County, and to ensure that all major subdivisions have the appropriate available supporting infrastructure and are consistent with all applicable zoning regulations, policies, standards, and applicable requirements of the township and the applicable requirements of County Public Works, including the County Engineer and the County Sanitary Engineer, County Health Department, and the County Planning Commission.

SECTION 104.2 ACTIONS GOVERNED BY SUBDIVISION CODE – SUMMARY OF REVIEW PROCEDURES

Major subdivisions as herein defined shall be reviewed in four steps: preliminary discussion, Preliminary Plan, Improvement Plan, and the Final Plat.

- A. The Preliminary Discussion allows the applicant to meet with appropriate reviewing authorities to discuss the proposed subdivision in relation to these Regulations, as well as existing conditions and future planning. Further Preliminary Discussion guidelines are contained in Section 104.4 hereof.
- B. The Preliminary Plan requires the applicant to present all information needed to determine that the proposed subdivision satisfies all of the requirements hereof and will serve the public interest. Further Preliminary Plan guidelines are contained in Section 104.5 hereof.
- C. The Improvement Plan requires the applicant to present improvement or construction plans to Public Works (for review of both the County Engineer and the County Sanitary Engineer), the township, the County Health Department as appropriate and other agencies deemed necessary by the County Planning Commission to obtain the needed approvals. Further Improvement Plan guidelines are contained in Section 104.6 hereof.
- D. The Final Plat requires the applicant to present all data needed to determine that the subdivision fully complies with these Regulations. Further Final Plat guidelines are contained in Section 104.7 hereof

SECTION 104.3 DETERMINATION OF COMPLETENESS

- A. All subdivision applications at every stage, including the Preliminary Plan stage, the Improvement Plan stage, and the Final Plat stage shall be complete before acceptance for review and decision-making. A determination of completeness is a determination that all required documents and plans have been submitted in sufficient number, and that all fees have been paid. A determination of completeness is not a determination of compliance with substantive standards and criteria.
- B. If the application is deemed insufficient, the applicant shall be notified of the deficiencies.
- C. When the application is determined complete and all applicable fees have been paid, the application shall be considered submitted and ready for review.

SECTION 104.4 PRELIMINARY DISCUSSION

104.4 (I). Purpose

Prior to submitting an application for preliminary plan review, a subdivider interested in subdividing land into a major subdivision is encouraged and may be required to submit to the County Planning Director a preliminary discussion sketch with the requisite number of copies for distribution as specified by the County Planning Director prior to the submission of a preliminary plan. The preliminary discussion sketch should contain all information listed in Section 104.4 (II) of these Regulations. At the request of the applicant, or at the discretion of the County Planning Director, the County Planning Director shall schedule a preliminary discussion meeting with appropriate subdivision review officials. Copies of the sketch, if any, will be sent to County Public Works, the County Health Department, the Cuyahoga Soil & Water Conservation District, and appropriate township officials. The purpose of the preliminary discussion meeting is to provide advice and assistance concerning the proposed subdivision so the subdivider may prepare the more detailed preliminary plan.

104.4 (II). Preliminary Discussion Sketch

The Preliminary Discussion Sketch should include sufficient information depicting the following:

- A. Location, tract boundaries, township, north arrow and scale.
- B. The boundaries of the entire property proposed to be subdivided and all contiguous parcels of land under the same ownership, and indicating the relationship to existing and planned highways and streets in the surrounding area.
- C. The proposed location of streets and lots within the area proposed to be subdivided.
- D. Sites for other uses such as multi-family dwellings, shopping facilities, churches, industry, or other uses, exclusive of single family dwellings, and the general location and identification of all

proposed or preserved features on the site labeled by proposed use, including areas for open space and water quality or quantity management areas.

- E. An indication of how sewage disposal and water supply will be provided.
- F. The location of existing utility transmission lines and easements on the proposed subdivision site as well as the location of existing utility transmission lines and easements located on parcels within 200 feet of the site that relate to the proposed site.
- G. The site's existing zoning district with information on the minimum lot size requirements.
- H. The existing topography from existing County topography records of the proposed subdivision site as well as the area within 200 feet of the site.
- I. A copy of the Cuyahoga County Soil Survey sheet covering the land area within the subdivision and the adjoining 200 feet.
- J. A copy of the National Wetlands Inventory Map, Ohio Wetlands Inventory or other county wetlands map, or a copy of a privately prepared wetland delineation for all the remaining areas, or its most recent replacement that covers the land area within the subdivision and the adjoining area within 200 feet of the proposed subdivision site.
- K. The location of all watercourses and potential wetlands and their required setbacks projected onto the preliminary discussion sketch.
- L. The name, address, and telephone number of the applicant.
- M. The name and address of the owner of the property to be subdivided.
- N. The date of preparation of the preliminary discussion sketch.
- O. All proposed modifications.

SECTION 104.5 PRELIMINARY PLAN

The Preliminary Plan provides a review process by which County, Township and other appropriate agencies can ensure conformance with the Cuyahoga County Land Development Regulations, Township Zoning Regulations and other applicable legislation as it relates to lot layout, extension of public infrastructure, and conformance with County and Township stormwater control requirements.

Before any plat of lands will be considered or approved by the County Planning Commission, the applicant shall file with the County Planning Director a Preliminary Plan for review and action by the Cuyahoga County Planning Commission.

104.5 (I). Preliminary Plan Submission Procedure

- A. The Preliminary Plan and all required forms and fees must be submitted at least 20 business days but not more than 35 business days before the scheduled meeting of the County Planning

Commission at which the Preliminary Plan will be considered. Completed applications submitted more than 35 business days before the next scheduled meeting shall not be accepted.

- B. The submission date shall be the date that a complete application is submitted for review according to Section 104.3. Once a determination of completeness has been established, the Preliminary Plan be placed on the County Planning Commission's agenda.
- C. The Preliminary Plan application, including required elements, shall be submitted in the form required by Section 104.5 (II) hereof, together with such other data that has been identified at the preliminary discussion stage as being necessary to review the subdivision proposal.
- D. The Preliminary Plan shall encompass the entire parcel, all contiguous parcels of land under the same ownership as the parcel on which the subdivision is proposed, and the adjoining area within 200 feet of the proposed subdivision site, except as otherwise provided in Section 104.9.

104.5 (II). Preliminary Plan Submission Requirements

- A. Timeframe: The Preliminary Plan and all required forms and fees must be submitted at least 20 business days but not more than 35 business days before the scheduled meeting of the County Planning Commission.
- B. Forms and Fees: A completed *APPLICATION FOR PRELIMINARY PLAN APPROVAL* form and application fee are due at the time of submittal to the County Planning Commission. Additional fees will be required at the Improvement Plan stage for review of Improvement Plans.
 - 1. The Application form includes the subdivision name under which the proposed subdivision is to be recorded and the names and addresses of the applicant, the owners, and of the registered surveyor platting the tract.
 - 2. The proposed name of the subdivision shall not duplicate the name of any other subdivision already in use in the County.
 - 3. The *APPLICATION FOR PRELIMINARY PLAN APPROVAL* form is set forth by the County Planning Director. The fee schedule is contained within the Appendix hereof.
- C. Scale: The Preliminary Plan shall be at a scale of 1" = 100'. The minimum sized sheet shall be at least 11" x 17" and the maximum sized sheet shall be 24" by 36". Where necessary, the plan may be on several sheets accompanied by an index sheet showing the entire subdivision.
- D. Copies: Five paper copies and one electronic copy shall be submitted at the time of submittal.
- E. Information included in the Preliminary Plan: The Plan shall be accurately and clearly drawn showing the following:
 - 1. The entire parcel, all contiguous parcels of land under the same ownership as the parcel on which the subdivision is proposed, and the adjoining area within 200 feet of the proposed subdivision site, except for a phased subdivision as provided in Section 104.9.

2. Vicinity Map: A vicinity map showing the relationship of the proposed subdivision to the adjacent area.
3. Identification:
 - a) The proposed name of the subdivision, township, tract or original lot or Section number.
 - b) The names, addresses, and telephone numbers of the applicant, and the professional engineer or firm who prepared the plan.
 - c) The permanent parcel numbers of the property and the permanent parcel numbers and names of the owners of property contiguous to and directly across the street from the proposed subdivision.
 - d) Scale 1" = 100' (or otherwise authorized by Director), north arrow, date of Preliminary Plan and revisions, date of survey, with a sheet size of 22" by 34".
 - e) All adjacent property owned by the Applicant.
4. Existing Data. Data required for parcels that are adjacent to the proposed subdivision site shall be based on publicly available information:
 - a) Boundary Line Survey - showing bearings, distances, and acreage as surveyed by a Registered Surveyor.
 - b) Easements – showing the location, width, purpose and name of the party or parties that has/ have been granted easement rights, and the AFN number.
 - c) Streets on and adjacent to the subdivision - names, locations, right-of-way, and roadway width.
 - d) Utilities on and within 200 feet of the subdivision - location and size of sanitary and storm sewers (both mainline and connections) location and size of water mains (both mainline and connections), location of existing stormwater management features, location of gas lines, fire hydrants and utility poles.
 - e) Existing topography of the subdivision at two-foot contour intervals and based upon sea-level datum.
 - f) Subsurface conditions of the subdivision - any conditions that are not typical such as abandoned mines or wells.
 - g) Other conditions of the subdivision and of adjacent land within two hundred feet:
 - Waterbodies, watercourses, and associated riparian areas,
 - Wooded areas,
 - Structures and buildings,
 - Railroad lines,
 - Power lines and towers,
 - Land use and adjacent zoning district boundaries,
 - Owners of adjacent unplatted land (for adjacent platted land refer to subdivision plat by name, plat book, and pages),

- All land areas located in a 100 year floodplain without being limited to the FEMA maps,
 - Oil and/or gas wells, storage tanks and separator units; including the distances of these facilities from existing or proposed property lines, existing or proposed streets and existing or proposed habitable buildings.
- h) Soils and Wetlands. The following shall be identified and the boundaries generally delineated on the Preliminary Plan to the extent required by the Water Management and Sediment Control Regulations:
- detailed soils,
 - any jurisdictional wetland area(s) under the purview of the U.S. Department of the Army, Corps of Engineers and/or Ohio EPA,
 - The source(s) of information pertaining to detailed soils and wetlands (if any) within the subdivision shall be documented on the plan.
 - Such required information shall be based upon an on-site investigation conducted by a qualified professional pedologist (soils scientist), professional geotechnical engineer, or professional wetland scientist and a copy of the report(s) and other documentation prepared by the owner's consultant shall be submitted. Applicant shall obtain a Preliminary or Approved Jurisdictional Determination from the US. Army Corps of Engineers.
- i) The location and description of all existing benchmarks, monuments, iron pipes or pins found and those set in the subdivision.
- j) The name of the zoning district, minimum lot size, and setback requirements, including riparian and wetland setbacks as applicable.
- k) Planned public improvements -- highways or other major improvements planned by public authorities for future construction on or within 200 feet of the subdivision.
- l) The location of existing on-site sewage treatment systems and private water systems.

5. Proposals:

- a) Proposed streets identified by name or by a letter designation, right-of-way widths, pavement widths, and centerline geometrics.
- b) Other rights-of-way or easements with location, width, and purpose.
- c) Lots including number of each lot, dimensions, and area of all lots.
- d) Front building setback lines as required by zoning.
- e) Land within the subdivision not to be divided into lots, with indication of proposed use and designated by letter.
- f) Sites for other uses such as multi-family dwellings, shopping facilities, churches, industry, or other uses, exclusive of single family dwellings.
- g) Total site data including acreage, number of residential lots, typical lot size and acres in parks, open space, and other public uses.

- h) The approximate location of stormwater management, water quality and/or erosion and sediment control structures, including riparian and wetland setback areas, and other permanent BMPs and a description of control procedures.
 - i) The approximate location of storm and sanitary sewers and water lines.
 - j) The approximate location and size of drainage structures.
 - k) All areas where the natural topography is to be modified outside a public right-of-way.
 - l) The approximate location of any proposed on-site sewage treatment systems and private water systems.
6. Project Phasing Plan. A phasing plan and schedule identifying the separate phases of the construction and platting of the subdivision in compliance with Section 104.9 shall be submitted if there will be more than one Final Plat submitted for the entire subdivision.
7. Zoning Application. A copy of the application submitted to the township zoning department indicating that zoning review and action for the project is underway, if required.
- F. Preliminary Stormwater Management Plan as required in Article 2 Water Management and Sediment Control Regulations. A Preliminary Plan and calculations demonstrating the feasibility of compliance with the Cuyahoga County Water Management and Sediment Control Regulations and meeting the current EPA NPDES rules and regulations on the project site. Any and all Township Stormwater requirements should also be completed and submitted to the Township.
- G. If the Department of Public Works deems necessary to ensure the site is suitable for development proposed, Public Works may require a hydraulic study, such as a SWMM, to be submitted and reviewed prior to submitting a recommendation of approval, conditional approval, or disapproval to the County Planning Commission. This study shall be signed and sealed by a professional engineer in the State of Ohio.
- H. Preliminary Grading Plan. A plan showing conceptually how the site will be graded and the resulting relationship to the surrounding properties.
- I. Traffic Impact Study prepared by a registered professional engineer in the State of Ohio with experience in traffic impact studies, indicating the impact of future traffic on the existing and proposed roadway system, when required for the subdivision as determined by the County Engineer.
- J. Preliminary Documents Governing Maintenance and Control of Common Areas. For sites with land reserved for common use of property owners, a description of any proposed covenants, conditions and restrictions shall be submitted. Said description shall include:
- 1. Documents providing for the establishment of any community association or homeowner's association with provision for association membership and responsibility as set forth in Section 104.8.

2. The construction, administration, and maintenance of all proposed common property, common facilities and common lands as set forth in Section 104.8.
 3. All elements of the subdivision proposed to be held in common ownership.
 4. A description of the enabling declaration; the declaration of covenants, conditions and restrictions, the articles of incorporation; and the corporate by-laws.
- K. Other information: Any other information identified at the preliminary discussion meeting necessary to review adequately the subdivision proposal.
- L. Field Review: The subdivider shall place a field stake at the right-of-way of the existing street, at its intersection with the center line of all proposed streets.
- M. Modifications: If a modification of any requirements of these Regulations is requested, then the applicant shall submit a formal request in writing to the County Planning Commission according to the provisions set forth in Section 107.4.

104.5 (III). Administrative Review of Preliminary Plan

- A. Within five calendar days of the submission of a complete application as defined by Section 104.3 and in accordance with the provisions of Section 104.5 (I) hereof, the County Planning Commission staff shall place the Preliminary Plan on the County Planning Commission's agenda and shall distribute the application and accompanying plans, as well as the County Planning Commission's meeting notice to the following agencies, officials, and staff (hereafter referred to as the Reviewing Entities) for their review and comment:
1. County Public Works office: County Engineer, Sanitary Engineer
 2. County Board of Health (if subdivision involves septic tanks)
 3. Cuyahoga Soil and Water Conservation District
 4. All Township Trustees, Township Fiscal Officer, Zoning Commission Chair and/or Secretary, Township Building Department and Township Zoning Inspector
 5. Township Fire Department
 6. Township Police Department
 7. ODOT, when applicable according to Section 104.5 (IV)
 8. The Northeast Ohio Regional Sewer District
 9. The City of North Olmsted, only if the new subdivision falls within the North Olmsted sanitary sewer service area
 10. Other officials, agencies, and utility providers who pursuant to ORC §711.10 may have an interest in the proposed subdivision development as determined by the County Planning Director.
- B. The notice shall include the date, time and location of the meeting at which the County Planning Commission will consider and act upon the Preliminary Plan application, and the date by which review comments shall be received for consideration in the County Planning Director's recommendation for action.

- C. The County Planning Commission staff shall review the Preliminary Plan application for compliance with these Regulations.
 - 1. Any Reviewing Entity receiving the Preliminary Plan application may submit comments to the County Planning Commission staff. If a Reviewing Entity does not provide written comments to the County Planning Commission staff within the time noted on the notice, the County Planning Commission staff shall note that such Reviewing Entity has submitted no response and the County Planning Commission may issue a decision without consideration of such Reviewing Entities' comments.
 - 2. During the course of its review, staff may meet with the applicant to review its evaluation, and the applicant may revise the Preliminary Plan in response to staff's comments.
 - 3. The County Planning Commission staff shall compile and summarize the comments received from Reviewing Entities.
- D. The County Planning Director shall submit a report and recommendation for action to the County Planning Commission.

104.5 (IV). Referral to Ohio Department of Transportation

- A. In compliance with ORC § 5511.01, before any plat is approved affecting any land within 300 feet of the centerline of a proposed new state highway or state highway for which changes are proposed as described in the certification to local officials by the Director of the Ohio Department of Transportation (ODOT) or within 500 feet from the intersection of an existing public road with said centerline, the County Planning Commission at such time when the Preliminary Plan is filed shall give notice, by registered or certified mail, to the ODOT director.
- B. Notwithstanding Section 104.5 (V)F, the County Planning Commission shall not approve the plat nor shall any construction begin for a period of 120 days from the date the notice is received by the ODOT director.
- C. During the 120-day period or any extension agreed to by the ODOT director and the property owner, the Department of Transportation shall proceed to acquire any land needed for the highway improvement, or shall make a finding that acquisition, at such time, is not in the public interest.
 - 1. If the ODOT director notifies the County Planning Commission that ODOT has purchased or has initiated proceedings to appropriate the land needed, the Commission shall refuse to approve a plat that includes the land that the ODOT director has purchased or has initiated proceedings to appropriate.
 - 2. If ODOT determines that acquisition, at that time, is not in the public interest or after the 120-day period has elapsed, the County Planning Commission shall proceed to approve or disapprove the plat in the manner specified in these Regulations.
- D. If the applicant so desires, the County Planning Commission may give tentative approval and allow the applicant to proceed with development of a Final Plat. However, the applicant shall

acknowledge in writing that he/she proceeds at his/her own risk and the tentative approval will be withdrawn if the ODOT Director proceeds to acquire the land.

104.5 (V). Public Meeting on Preliminary Plan: County Planning Commission Review and Action

The County Planning Commission shall consider the application at a public meeting as provided by its rules and regulations for the holding of such meetings. The County Planning Commission shall notify the applicant in writing of the time and place of said meeting at least five calendar days prior thereto.

- A. The County Planning Director shall present the complete application, staff report and recommendation for action to the County Planning Commission at the public meeting. The applicant and the general public shall be permitted the opportunity to provide comments regarding the application. The County Planning Commission and the applicant may call experts to answer questions, address evidence presented at the public meeting and provide additional comment.
- B. Upon consideration of the planning standards contained herein, the recommendation of the County Planning Director, and evidence presented at the public meeting, the County Planning Commission shall take one of the following actions on the application:
 - 1. Approve the application as submitted,
 - 2. Approve the application with specific conditions or modifications,
 - 3. Disapprove the application, or
 - 4. Table the application at the request of the applicant to allow the applicant time to provide more information or to revise the application. The applicant shall agree in writing to waive the 35 business day time period set forth in Section 104.5 (V)F of these regulations.
- C. In order to approve a Preliminary Plan application, the County Planning Commission shall find that:
 - 1. The application meets the standards and requirements of the Subdivision Regulations.
 - 2. The Township has determined the application, including the phasing plan (if any), meets the requirements of all township regulations.
 - 3. The County Public Works Sanitary Engineering Division has determined the subdivision will be adequately serviced by central water and sanitary sewer subject to approval of detailed plans.
 - 4. The County Public Works Engineering Division has determined the Preliminary Plan for streets, stormwater management and natural drainage ways protection is acceptable subject to the approval of more detailed construction drawings; and that the subdivision

will be adequately serviced by central water and sanitary sewer subject to approval of detailed plans.

- D. If the County Planning Commission disapproves the application, the reasons for such disapproval shall be stated in writing.
- E. The County Planning Commission's decision shall be noted on the application form and on the submitted Preliminary Plan, and a copy returned to the applicant. The decision shall also be entered on the official records of the County Planning Commission and a copy of the Preliminary Plan and action taken shall be kept on file with the County Planning Commission. Notice of the decision shall be sent to all review agencies and the Township.
- F. The County Planning Commission's decision shall be issued within 35 business days from the date the application is submitted as a complete application, unless additional time is required according to Section 104.5 (IV), the applicant has agreed to an extension or is otherwise required by law.

104.5 (VI). Effect of Approval

- A. Approval by the County Planning Commission of any Preliminary Plan is revocable and shall not constitute acceptance of the Final Plat of the proposed subdivision, but is to be considered only as approval of the subdivision's proposed layout, with the understanding that the Reviewing Entities defined in 104.5 (III) will respectively examine the grades of streets and types of improvements, the layout of drainage and sewage systems, measures to manage and control water quantity, water quality and sediment, the water distribution system as proposed, and may direct any engineering or construction details, whenever required for the protection of the public interest.
- B. A Preliminary Plan approved by the County Planning Commission is a general plan and guide to the preparation of the more detailed Improvement Plans and Final Plat(s). The approval of the Preliminary Plan shall be effective for a period of two years (except as otherwise permitted in Divisions C and D of this section), during which time Improvement Plans shall be submitted and approved, and Improvements shall be installed and inspected according to Section 104.6. The approved plan shall not be affected by any changes in these Regulations during the approval period. (Res. 101209-C, effective 12/16/10)
- C. Final plat (see Section 104.7) approval shall be obtained during the two-year Preliminary Plan approval period, unless the County Planning Commission approves a written request for extension from the applicant filed prior to the Preliminary Plan expiration date.
 - 1. The County Planning Commission may at its discretion approve requests for extensions for up to two years provided that the existing township and/or county regulations applicable to the Preliminary Plan have not changed since the date the Preliminary Plan was approved. No more than two (2) extensions shall be approved for any Preliminary Plan.

2. Upon expiration of a Preliminary Plan approval, no approval of a Final Plat shall be given until the Preliminary Plan has been resubmitted and approved as a new Preliminary Plan. Such resubmission of an expired Preliminary Plan shall be subject to all zoning, subdivision and other regulations that are in effect at the time the new Preliminary Plan application is submitted. (Res. 101209-C, effective 12/16/10)
- D. For multi-phased subdivisions that are submitted and approved in accordance with Section 104.9, Final Plat approval for at least the first phase shall be obtained within two years of the Preliminary Plan approval of the first phase or overall plan. At the time of phase one Final Plat approval, approval of the next phase's Preliminary Plan may be extended by County Planning Commission resolution for up to two additional years to allow continued construction of the next phase of improvements according to the Preliminary Plan. (Res. 101209-C, effective 12/16/10) If more than 2 years occur between applications of Preliminary Plan for successive phases in a phased subdivision, the Master Subdivision and phasing plan will need to be renewed and may be subject to any new regulations that have been adopted in the interim.

SECTION 104.6 IMPROVEMENT PLANS

Once a Preliminary Plan is approved, the applicant shall submit Improvement Plans, including a comprehensive stormwater management and sediment control plan, for review. The Final Plat shall not be approved nor construction of any improvement begun until the Improvement Plans have been approved by the appropriate Reviewing Agencies according to the regulations set forth in this Chapter. The applicant shall follow the procedures below and in Chapter 105, and shall design improvements in accordance with Chapter 106.

104.6 (I). Improvement Plan Submission Procedure

- A. The applicant shall submit an application for review, the initial County Public Works application fee, and the Improvement Plans for review to the County Public Works Department. The application form is set forth by the Department of Public Works. The fee schedule is contained within the Appendix hereof.
- B. Improvement plans may be submitted prior to the approval of a Preliminary Plan but will not be reviewed until the Preliminary Plan has been approved by the County Planning Commission and Improvement Plan fees have been submitted to Public Works. If Improvement Plans are submitted prior to approval of the Preliminary Plan, the 20-business day review period will begin one business day *after* County Planning Commission approval is given.

104.6 (II). Improvement Plan Submission Requirements:

- A. Forms: For each set of Improvement Plans, an *APPLICATION FOR IMPROVEMENT PLAN APPROVAL* form shall be submitted.

1. The Application form includes the subdivision name under which the proposed subdivision is to be recorded and the names and addresses of the applicant, the owners, the engineer, and the registered surveyor platting the tract.
 2. The *APPLICATION FOR IMPROVEMENT PLAN APPROVAL* form is set forth by the Department of Public Works.
- B. Fees: The fee schedules are available in the Appendix hereof. Fees are due to the County Department of Public Works at the time of submittal for each set of Improvement Plans.
1. An Agreement is necessary to be executed between the County and the Developer to obtain his or her concurrence regarding responsibilities of payment of the fees.
 2. Fees for Roadway, Roadway Drainage, Traffic Control, Site Grading, Landscaping, Sanitary Sewer Improvement Plans, and any other work necessary are to cover expenses incurred by County Public Works for the review of plans and post construction inspections, including maintenance guarantee inspection period as defined in Chapter 105, and coordination of repair work.
 3. Fee for Stormwater Management Plans is to cover plan review and field inspection as required in the Cuyahoga County Land Development Regulations, Article II (Water Management and Sediment Control Regulations), post construction inspection and coordination of required repair work related to the stormwater management and sediment control aspects of the proposed subdivision through the maintenance and/or performance guarantee periods, as defined in Chapter 105.
 4. An initial County Public Works fee based on a percentage of the certified construction costs of the entire proposed subdivision improvement (without the costs involved with any proposed sanitary sewer work) will be due with the "Application for Improvement Plan approval" form. As part of the determination of this fee, the developer shall provide a construction cost estimate signed and sealed by a professional engineer licensed in the State of Ohio. This initial County Public Works fee must be paid by the developer with a check or money order made out to the Cuyahoga County Treasurer.
 5. The Fees charged will be for the actual hourly rates of the individuals working on the subdivision plus fringe benefit cost. All other additional direct costs incurred beyond these hourly rates, such as professional services, other Governmental Agency Fees, etc. will be billed at actual county cost for those services.
 6. The County Public Works will prepare periodic summary of costs and will invoice those costs to the developer. The Developer shall be responsible to pay those invoices prior to approval of Improvement Plans, approval of the Final Plat, or the release of performance of maintenance guarantees. Initial funds deposited by the Developer will be used for payment of invoices first.

7. Any unused portion of deposit(s) collected shall be refunded to the Subdivider/Developer upon his or her completion or early termination of the subdivision activities.
 8. Once the initial deposit of funds from the developer have been depleted, then periodic invoices will be sent to the developer from County Public Works which are due upon receipt.
 9. As part of the fees due to County Public Works, the Developer will be responsible for any costs incurred after Final Plat approval for monitoring and enforcement of the Stormwater Management Plan, and the sediment control aspects of the proposed subdivision, monitoring and enforcement of the maintenance and performance guarantees, monitoring any construction activity and other subdivision related activities related to the completion of the Subdivision improvements. To recoup these costs, County Public Works will send a bill to the Developer on a quarterly basis until all monitoring and enforcement activities relative to the subdivision have been completed/finalized.
 10. All Fees to date must be paid prior to approval of Improvement Plans or approval of the Final Plat by the County Engineer. Costs invoiced after approval of the Final Plat shall also be paid by the developer prior to the release of performance or maintenance guarantees.
- C. Copies: Five paper copies and one electronic copy of each Improvement Plan shall be submitted for each set of Improvement Plans.
- D. Improvement Plans: Improvement Plans shall be submitted in the form specified by the County Engineer's Improvement Requirements, and shall be accurately and clearly drawn and include the following:
1. Title Sheet.
 2. Index: An index of the sheets contained in the Improvement Plans.
 3. Storm drainage, sanitary sewer and waterwork plans: all in accordance with the Uniform Standards for Sewerage Improvements and Uniform Standard Sewer Details latest edition.
 4. Plans and profiles: all in accordance with the County Engineer's Improvement Requirements.
 5. Stationing and benchmarks: all in accordance with the Cuyahoga County Conveyance Standards.
 6. Typical sections: all in accordance with the County Engineer's Improvement Requirements.
 7. Construction details and notes: all in accordance with the County Engineer's, County Sanitary Engineers' or any other governing agency's requirements/standards.
 8. Cross sections: all in accordance with the County Engineer's Improvement Requirements.

9. Traffic Control Plan indicating the type of traffic control devices to be erected and street markings to be made.
 10. Street Lighting Plan: in accordance with these regulations.
 11. Street Tree Planting Plan: in accordance with these regulations.
 12. Stormwater Management Plan and a Stormwater Pollution Prevention Plan: The applicant shall submit a Stormwater Management Plan and a Stormwater Pollution Prevention Plan to County Public Works, who will forward to the Cuyahoga Soil and Water Conservation District and the Northeast Ohio Regional Sewer District for review and approval. The Soil and Water Conservation District shall submit their recommendation for approval or disapproval of the Stormwater Management Plan and the Stormwater Pollution Prevention Plan to County Public Works and the County Planning Commission for consideration.
 13. Any and all Township Stormwater requirements must also be submitted to the respective Township.
- E. When a phasing plan has been approved as part of the Preliminary Plan, the improvements may be constructed in phases in accordance with the provisions set forth in Section 104.9.
 - F. All improvements, including water management controls, shall comply with the approved Preliminary Plan including approved phasing plan.
 - G. No construction shall commence for any improvement until all Improvement Plans have been approved in writing by the County Engineer and the County Sanitary Engineer.
 - H. Construction of the improvements required for Final Plat approval, as set forth in Section 104.7, shall be completed within the time frame of the approved Preliminary Plan. In the event construction of such improvements will extend beyond the approval period of the Preliminary Plan, a time extension for the Preliminary Plan approval shall be required in compliance with Section 104.5 (VI) C and D.

104.6 (III). Administrative Review of Improvement Plans

- A. Once each set of Improvement Plans, along with the appropriate application form and fee according to Section 104.6 (II), has been submitted, the plans will be circulated to appropriate staff within Public Works as well as third party consulting agencies (such as the Cuyahoga Soil and Water Conservation District).
- B. Within 20 business days of the submission of a complete Improvement Plan application as defined by Section 104.3, County Public Works staff will notify the applicant in writing if the Improvement Plan is approved or needs to be modified.
- C. If approved, the applicant may begin construction of the corresponding improvement.

104.6 (IV). Inspection Of Improvements During Construction

The subdivider or his or her contractor shall not proceed with any construction unless arrangements have been made with the Cuyahoga Soil and Water District or other agent designated by the local authority for matters of water management and sediment control, the County Sanitary Engineer's office in matters of storm and sanitary sewers and the County Engineer's office in matters of road and sidewalk improvements to have a County Inspector on the job during construction. The cost of such inspections shall be borne by the subdivider or his or her contractor according to the fee schedule adopted by County Public Works.

For multi-phased subdivisions, final approval of completed improvements will not be given to the subdivider until all the grading of the overall subdivision (as required/specified in the approved Improvement Plans) has been completed, inspected, and approved by County Public Works. This grading must be approved prior to any roadway infrastructure being constructed. The cost of any required inspection to approve this grading shall be borne by the subdivider or his/her contractor according to the fee schedule adopted by County Public Works.

104.6 (V). Inspection of Completed Improvements and As-Built Submittal

Upon completion of all improvements required to be constructed prior to Final Plat approval, the subdivider shall request, in writing, inspections by the County Engineer's office, the County Sanitary Engineer's office, and the Township. Such inspections may include core borings and related structural tests with respect to paving improvements, internal pipe inspection and/or performance tests, photography, and interpretation of the result thereof with respect to sewer improvements.

- A. Final inspections must occur at least 20 business days before the scheduled meeting of the Cuyahoga County Planning Commission at which the Final Plat will be considered.
- B. If such final inspections for street improvements are found to be in accordance with the specifications set forth on the approved Improvement Plans and Final Plat, and are in good repair, then such finding, endorsed on the plat by the County Engineer's office in the space provided, shall constitute that Office's approval of the street for dedication and acceptance by the County.
- C. Likewise, if such final inspections for storm and sanitary sewer improvements are found to be in accordance with specifications set forth on the approved Improvement Plans and Final Plat, and are in good repair, then such findings shall be endorsed on the Final Plat by the County Sanitary Engineer in the space provided.
- D. If County Public Works finds upon inspection that any one or more of the required improvements have not been constructed in accordance with the approved Improvement Plans, the applicant shall be responsible for properly completing the improvements, including the permanent or temporary stabilization of disturbed areas.
- E. "As-Built" requirements:

1. Once the installation of the improvements is complete, and at least 20 business days before the scheduled meeting of the County Planning Commission at which the Final Plat will be considered, the subdivider shall furnish County Public Works office with a copy of “as-built” drawings that show the exact location of such improvements, and demonstrate that all public improvements are built in accordance with the approved Improvement Plans for the subdivision. Any drawings of the “as-built” utilities shall be certified as accurate by the subdivider. The subdivider shall also provide State Plane coordinates for all sanitary and storm manholes, storm catch basins and sanitary and storm tees to document their locations. Horizontal coordinates are to be Project Grid coordinates expressed in U.S. Survey feet based on the Ohio State Plan Coordinate System, north zone and reference the North American Datum of 1983 (NAD 83) and the 2011 Cors Adjustment. The County Public Works Department shall not recommend approval of the Final Plat until the subdivider has submitted the “as-built” drawings and the drawings have been determined to be acceptable.
 2. Principal items to be certified on the “as-built” drawings are to include: street grades, pavement compositions, bridges (construction, location, etc.), culverts, traffic control (street signage, striping, signalization), guard rail, sidewalks, storm sewer system (shall meet “County Water Management and Sediment Control Regulations”), stormwater management facilities, sanitary sewer system, water system, landscaping, roadway, seeding, site grading, survey monumentation, street lighting.
 3. If the “as-built” drawings differ from the original design of the corresponding approved Improvement Plans, County Public Works will evaluate the impacts of this difference on the subdivision and surrounding area. This evaluation will determine the acceptability of said “as-built” drawings.
 4. For all improvements that have been deferred until after Final Plat approval, as permitted in Section 105.2, “as-built” drawings must be submitted for review and approval by County Public Works prior to the release of any associated performance guarantees.
- F. In addition to requiring approval by County Public Works for public use, the right-of-way of all streets proposed to be dedicated for public use shall also be accepted by resolution by the County Council with such acceptance shown on the subdivisions Final Plat.

SECTION 104.7 FINAL PLAT

The Final Plat is the legal document that is recorded with the County Fiscal office. The sale of subdivided lots can only proceed after this recording. The primary purpose of the Final Plat is to delineate property boundaries and to describe and dedicate rights-of-way and easements.

Before any plat of lands will be considered or approved by the County Planning Commission, the applicant shall file with the County Planning Director a Final Plat for review and action by the Cuyahoga County Planning Commission.

104.7 (I). Final Plat Submission Procedure

- A. The Final Plat and all required forms and fees must be submitted to the County Planning Commission staff at least 20 business days but no more than 30 calendar days prior to the scheduled meeting of the County Planning Commission. Completed applications submitted more than 30 calendar days before the next scheduled meeting shall not be accepted.
- B. The submission date shall be the date that a complete application is submitted for review according to Section 104.3. Once a determination of completeness has been established, the Final Plat be placed on the County Planning Commission's agenda.
- C. The Final Plat application, including required elements, shall be submitted in the form required by Section 104.7 (II) hereof, together with such other data that has been identified during the Preliminary Plan stage and the Improvement Plan stage as being necessary to review the subdivision proposal.
- D. The Final Plat shall conform to the approved Preliminary Plan and shall address all conditions of Preliminary Plan approval.
- E. When a phasing plan has been approved as part of the Preliminary Plan, a subdivision may be submitted for Final Plat approval in consecutive phases in accordance with the approved phasing plan.

104.7 (II). Final Plat Submission Requirements

Following approval of the Preliminary Plan and Improvement Plans and the construction of improvements, the applicant shall submit an application for Final Plat Review.

- A. Timeframe: The Final Plat and all forms and fees listed below must be submitted at least 20 business days before the regularly scheduled meeting of the County Planning Commission.
 - 1. The submission date shall be the date that a complete application is submitted for review according to Section 104.3. Once a determination of completeness has been established, the Final Plat shall be placed on the County Planning Commission's agenda.
- B. Forms and Fees: A completed *APPLICATION FOR FINAL PLAT APPROVAL* form and application fee are due at the time of submittal.
 - 1. The Application form includes the same subdivision name that was filed in the approval of the Preliminary Plan.

2. The *APPLICATION FOR FINAL PLAT APPROVAL* form is set forth by the County Planning Director.
 3. The fee schedule is contained in the Appendix hereof.
- C. Scale: The Final Plat shall be at a scale of 1" = 100'. The Final Plat shall be sized at 36" by 42". Where necessary, the plan may be on several sheets accompanied by an index sheet showing the entire subdivision.
- E. Mylar and Copies: Five paper copies and one electronic copy of the Final Plat shall be submitted to the County Planning Commission. One copy of the Final Plat, drawn clearly and legibly in ink upon mylar (4 mil single matte), must also be submitted to the scale listed in this section upon approval and satisfaction of any conditions by the County Planning Commission.
- F. The Final Plat maps shall include a Title Page that contains the following:
1. The subdivision name or identifying title and the name of the original township or townships in which the subdivision is located; date; north arrow; bar scale of the plat; the name and address of the record owner and applicant; the name, license number and seal of the Registered Surveyor licensed to practice in the State of Ohio, as defined in Sections 4733-1 to 26 of the O.A.C.
 2. Notarized certification by the owner or owners of the subdivision and the offer of the dedication of streets and other public areas and that there are no taxes or assessments that are due and payable against the land contained in the plat.
 3. Notation for the following in the form prescribed in the *REQUIRED FINAL PLAT CERTIFICATIONS AND STATEMENTS* document as set forth by the County Planning Director:
 - a) Certification by the Health Department if an on-site sewage treatment system and/or a private water supply system are used.
 - b) Certification by the Cuyahoga County Sanitary Engineer if public (centralized) sewer or water systems, and/or water management or sediment control measures are used.
 - c) Certification by the Cuyahoga County Engineer.
 - d) Acceptance of offers of dedication by the Cuyahoga County Executive and County Council, when all improvements required to be constructed have been constructed and certified by the County Engineer. The Final Plat shall not be presented to County Council until all deficiencies are addressed, unless said deficiencies are covered by an approved performance guarantee.
 - e) Approval of plat by the County Planning Director.
 4. The certificate of dedication of such areas dedicated to the public use properly identified and the conditions thereof executed by the owner of the land or his duly authorized agent according to law, and shall also bear upon its face a certificate of approval of the County Law Director verifying that there are no liens or encumbrances.

5. A statement by the mortgagee or mortgagees of the land embraced within the proposed subdivision assenting to the dedication of such areas of land proposed to be dedicated to public use, land within a conservation easement and land within all other easements, and a properly executed release of same from the terms of its or their mortgage(s).
 6. Inspections and As-Builts: Written documentation that County Public Works has performed final inspection of and approved the completed improvements and is in receipt of the accepted as-built drawings of all improvements.
- G. The Final Plat submitted for approval and subsequent recording shall comply with the State Minimum Standards for Boundary Surveys in Chapter 4733-37 of the OAC and the current Cuyahoga County Transfer and Conveyance Standards and shall contain the following items:
1. The subdivision name or identifying title and the name of the original township or townships in which the subdivision is located; date; north arrow; bar scale of the plat; the name and address of the record owner and applicant; the name, license number and seal of the Registered and Professional Surveyor licensed to practice in the State of Ohio, as defined in Sections 4733-1 to 26 of the O.A.C.
 2. Vicinity map at a scale of 1" = 5,280' scale with a north arrow.
 3. The location of all existing easements and the location, right-of-way width, and names of all streets within and adjoining the plat.
 4. Areas to be dedicated for public use such as roads and easements shall be shaded or cross hatched upon the Final Plat in such a manner that the pattern does not obscure the image when the document is scanned or copied.
 5. Accurate and sufficient data acceptable to County Public Works and meets the following requirements:
 - a) All new parcels shown on a plat shall be referenced to an established point of beginning such as centerline intersections of streets or roads or record Section and/or quarter Section corners or lines, or recorded subdivision perimeter corners. Said point of beginning shall be further established as well known, industry standards, permanent monument, such as an iron pin, pipe, railroad spike or monument box of a design and style accepted by current County and State standards, whichever is applicable.
 - b) Each course of a new parcel shown on a plat shall contain a bearing expressed in degrees, minutes and seconds and a distance recited in feet and the decimal parts thereof, from point of origination to a point of termination of each course.
 - c) All references to streets, rivers, streams, railroads, etc. shall use current or existing names of record. Old or original names, enclosed in brackets, may also be shown if pertinent and related to research for the survey or as a deed call on a description.
 - d) Each new parcel shall show the names of current adjoining owners together with the recorded Deed Book and Page of Official Record for each. When a course being

described adjoins a recorded platted subdivision, a call for the plat volume and page will suffice.

- e) All adjoining metes and bounds parcels will require the current County Fiscal Office permanent parcel number to be shown on the plat.
- f) All easements for public use, services or utilities and their dimensions and width.
- g) The required minimum setback lines, including riparian setbacks and wetlands setbacks and the corresponding water body and wetland, with dimensions.
- h) All parcels shall be identified by acreage and designated uses and shall include lot dimensions.
- i) All lots shall be numbered consecutively in numerical units.
- j) All new parcels shown on the plat shall give the area contained within its perimeter in acres and calculated to a minimum of three decimal places, as required by the County Fiscal Office. Total calculated square footage is also required for parcels that are one (1) acre or less.
- k) Whenever a new parcel on a plat encompasses two or more taxing districts, or two or more parcels, a breakdown of total area shall be recited for each tax district or parcel.
- l) All new parcels shown on a plat will be subject to computer verification as to the accuracy of the traverse closure. In all new deed descriptions and plats of survey, the lengths and directions of the lines shall be specified so that the mathematical error in closure of the property boundary does not exceed 0.02 feet in latitudes and 0.02 feet in departure.
- m) Any course of a new parcel or a course tied to a new parcel which is a curve shall contain the direction of the curve, (right or left), the radius (in feet and decimal parts thereof), the long chord bearing and distance, the central angle and the arc length.
- n) Any parcel, outlot or portion of a recorded lot or other designation shown on a plat, shall have an accurate, fully dimensioned image drawn to scale on the plat to enable the County Public Works office and County Fiscal Office to determine the accurate area of said parcel. If a balance or residue parcel is given a designation on a plat such as; "Parcel A" or "Sublot 1" etc., then that parcel will be considered as part of the survey and will require all the compliance items of O.A.C. Chapter 4733-37. In addition, the use for each parcel of land to be dedicated or reserved for public use or for easements shall be shown on the plat.
- o) Each course shall show all other common lines such as centerline of roads, rivers, streams, quarter or half section lines, or any other pertinent common line of record interest as witnessed by the survey and used for establishment of the boundaries therein.
- p) All lot corner markers shall be in accordance with O.A.C. 4733-37-03.
- q) Permanent reference monuments shall be shown as a solid square (□).

H. Protective covenants, conditions and restrictions, if any, shall be recorded separately as a separate instrument, provided that the automated file number thereto is indicated on the plat.

Said covenants, conditions and restrictions shall include the requirements set forth in Section 104.8.

- I. Finalized maintenance and performance guarantees in compliance with Sections 105.1, 105.2 and 105.3. Prior to the submission of finalized guarantees, and before the Final Plat application is due, the notarized documentation indicating the actual construction costs of completed improvements and anticipated construction costs of any deferred improvements must be submitted for review and approval to County Public Works. The guarantees shall clearly identify the specific improvements covered by the guarantee, including the location and street name(s).
- J. The Final Plat shall conform to the approved Preliminary Plan and shall address all conditions of Preliminary Plan approval.
- K. When a phasing plan has been approved as part of the Preliminary Plan, a subdivision may be submitted for Final Plat approval in consecutive phases in accordance with the approved phasing plan.

104.7 (III). Administrative Review of Final Plat

- A. Within five calendar days of the submission of a complete application as defined by Section 104.3 and in accordance with the provisions of Section 104.7 (II) hereof, the County Planning Commission staff shall send copies of the Final Plat and a notice of the County Planning Commission meeting at which the Commission will hear and take action on the Final Plat to the Reviewing Entities as listed in Section 104.5 (II) for their review and comment. The notice shall include the date, time and location of the meeting at which the County Planning Commission will consider or act upon the Final Plat, and the date by which review comments shall be received for consideration in the County Planning Director's recommendation for action.
- B. The County Planning Commission staff shall review the Final Plat application for compliance with these Regulations.
 - 1. Any Reviewing Entity receiving the Final Plat application may submit comments to the County Planning Commission staff. If a Reviewing Entity does not provide written comments to the County Planning Commission within the time noted on the notice, the County Planning Commission may issue a decision without consideration of the Reviewing Entities' comments.
 - 2. During the course of its review, staff may meet with the applicant to review its evaluation, and the applicant may revise the Final Plat in response to staff's comments.
 - 3. The County Planning Commission staff shall compile and summarize the comments received from the Reviewing Entities.
- C. The County Planning Director shall submit a report and recommendation for action to the County Planning Commission.

104.7 (IV). Public Meeting on Final Plat: County Planning Commission Review and Action

The County Planning Commission shall consider the application at a public meeting as provided by its rules and regulations for the holding of such meetings. The applicant shall be notified in writing of the time and place of said meeting.

- A. The County Planning Director shall present the complete application, staff report and recommendation for action to the County Planning Commission at the public meeting. The applicant and the general public shall be permitted the opportunity to provide comments regarding the application. The County Planning Commission and the applicant may call experts to answer questions, address evidence presented at the public meeting and provide additional comment.
- B. Upon consideration of the planning standards contained herein, the recommendation of the County Planning Director, and evidence presented at the public meeting, the County Planning Commission shall take one of the following actions on the application:
 - 1. Approve the application as submitted,
 - 2. Conditionally approve the application as specified in Division F below.
 - 3. Disapprove the application.
 - 4. Table the application at the request of the applicant for reconsideration at such further time agreed to by the applicant. The applicant shall agree in writing to waive the 30-day review period set forth in Section 104.7(IV)(I) of these regulations.
- C. In order to approve a Final Plat, the County Planning Commission shall find that:
 - 1. The Final Plat fulfills the purpose and intent of these Subdivision Regulations.
 - 2. The Final Plat meets the standards and requirements of these Subdivision Regulations.
 - 3. The Final Plat is in conformity with the approved Preliminary Plan and conditions.
 - 4. The Township has determined that the Final Plat is in conformity with applicable township regulations.
- D. The County Planning Commission may grant conditional approval of the Final Plat by requiring the applicant to alter the plat or any part of it within a specified period after the end of the 30 calendar day review period, as a condition for final and unconditional approval.
- E. When the County Planning Commission approves or conditionally approves a Final Plat, the County Planning Commission shall, by resolution, authorize the County Planning Director to endorse its approval when the applicant has met all of the requirements hereunder, together with such additional requirements as may be designated by the County Planning Commission during the review process, and any conditions attached as part of the Commission's conditional approval.

- F. If the Final Plat is disapproved, the grounds for disapproval shall be stated in the records of the County Planning Commission including citation or reference to the rule violated by the plat and a copy of said record shall be forwarded to the applicant. If disapproved, the applicant may make the necessary corrections and submit a new application for Final Plat review in accordance with the filing requirements set forth in Section 104.7 (II).
- G. Before the County Planning Director endorses the Final Plat, the County Engineer and County Sanitary Engineer shall certify on the Final Plat that construction of the required improvements is complete. Prior to signing the plat, the County Engineer and the County Sanitary Engineer shall determine that all required improvements have been satisfactorily installed in accordance with the approved construction plans or a performance guarantee in compliance with Section 105.2 has been submitted.
- H. The approval or refusal to approve the Final Plat by the County Planning Commission shall be endorsed on the Final Plat by the signature of the County Planning Director, and no plat shall be recorded until it is signed by the County Planning Director indicating final and unconditional approval unless otherwise authorized by law.
- I. Except as herein otherwise provided, or as required by the Ohio Revised Code, the County Planning Commission shall make a decision on the Final Plat within thirty (30) calendar days from the date the complete Final Plat application was submitted, subject to Section 104.7(III)(A). Such time limit may be extended by a written agreement of the applicant.
- J. Pursuant to ORC §711.10(C), failure of the County Planning Commission to render a decision on the Final Plat within the time stated in Section 104.7(III)(A) shall cause the plat to be deemed approved, and the certificate of the Commission as to the date of the submission of the plat for approval under this division and the failure to take action on the plat within that time shall be sufficient in lieu of the written endorsement or evidence of approval required by this Section. In order to comply with the mandated timeframe to act, the County Planning Commission may approve a Final Plat without regard to an agency's comments if that agency fails to submit its written report as set forth in Section 104.7(III)(B).

104.7 (V). Acceptance of Dedication

After it approves the Final Plat, or once all conditions of approval have been met, the County Planning Commission shall refer the Final Plat to the Cuyahoga County Council for acceptance of dedication of land for any public street, highway or other public ways, open space, or public easement on the Final Plat.

County Council shall read the dedication proposal at a meeting of the full Council, at which point it will refer the dedication to a committee of its choosing. The committee shall review the proposed dedication of infrastructure and lands and make its recommendation back to County Council.

County Council will consider the recommendation of the committee and take action on the proposed dedication.

If the dedication of lands and infrastructure is accepted, the Clerk of Council shall sign the Final Plat and the Plat can be recorded and new parcels created.

104.7 (VI). Recording of Final Plat

After the Final Plat is approval by the County Planning Commission, endorsement by the Planning Director and acceptance of dedications by the County Council, when applicable, the County Planning Director shall make the signed plat available to the applicant. Offers of dedication will only be made to Cuyahoga County Executive and County Council once all improvements required to be constructed have been constructed, inspected, and certified by the County Engineer and found to have no deficiencies, unless said deficiencies are covered by an approved performance guarantee. The applicant shall record the approved Final Plat within thirty (30) days after the final date of acceptance with the County Fiscal Office; otherwise, the Final Plat shall be updated before it is recorded to comply with County Conveyance standards if there have been any changes in ownership.

The applicant shall pay all fees required in connection with the above process and costs of reproducing said Final Plat.

104.7 (VII). Withdrawal of Submission

The applicant may, by written notice to the County Planning Commission, withdraw an application at any time prior to the County Planning Commission taking action on the Final Plat.

104.7 (VIII). Revision of Final Plat after Approval

No changes, erasures, modifications or revisions shall be made in any Final Plat of a subdivision after approval has been given by the County Planning Commission and an endorsement is made in writing on a Final Plat, unless that Final Plat is first resubmitted and the changes approved by the County Planning Commission.

SECTION 104.8 OWNERS ASSOCIATIONS

Whenever a subdivision includes land and/or facilities that are to be owned in common, a homeowners association, community association, or similar legal entity shall be created so that such association is responsible for the maintenance and control of common areas, including but not limited to common open space, private streets and common driveways.

- A. The association's bylaws or code of regulations shall specify the following requirements:
 - 1. Membership in the association shall be mandatory for all purchasers of lots or dwelling units.

2. The association shall be responsible for maintenance, control and insurance of common areas and common facilities, and the association documents shall set forth a method to maintain the common areas and facilities in good condition.
 3. The association shall have the power to impose assessments on members for the maintenance, control and insurance of common areas and facilities, shall establish a method of apportioning maintenance costs to current and future users, and shall have the power to place liens against individual properties for failure to pay assessments.
 4. The association shall have the authority to enforce reasonable rules and regulations governing the use and payment of assessments for the maintenance, control and insurance of common areas and facilities.
 5. The conditions and timing of transfer of control from the subdivider to the lot or unit owners shall be set forth in the association documents.
 6. A statement that the owners association shall perform an annual inspection with a written report each year on each Best Management Practice (BMP) for storm water, water quality, water quantity and erosion and sediment control features constructed on the site as required by the current County or township water management regulations. The written report shall be given to the Township by May 1st of each and every year after the BMP has been completed.
 7. The association fees shall be adequate to cover regular maintenance of all common areas of the association.
 8. Fees shall be collected and escrowed by either the developer or individual owners at the inception of the HOA to ensure fees are available.
 9. The association shall not authorize its dissolution or the sale, transfer or other disposal of any common area, including common open space, without (i) an affirmative vote of seventy-five percent of its members; (ii) having established a successor entity to take over said property; and (iii) the approval of the township.
 10. The association shall convey to the appropriate governmental bodies, after proper notice, the right to entrance to any common area for emergency purposes or in the event of nonperformance of inspections, maintenance or improvements affecting the public health, safety and welfare. The governmental body shall have the right, but not the duty, after proper notice, to make inspections and improvements and perform maintenance functions. In addition, the governmental body shall have the right, but not the duty, to proceed against the association for reimbursements of said costs, including the right to file liens against individual units, houses and vacant building lots.
- B. In the event a homeowners' association or similar legal entity amends those portions of their bylaws or code of regulations that pertain to Divisions A.1 through 10 above, such amendment(s) shall be submitted to the County Planning Commission and the township for review and approval.

Failure to obtain approval of such amendment shall be deemed a violation of these Subdivision Regulations.

SECTION 104.9 PHASING OF SUBDIVISION

At the option of the subdivider, a subdivision may be constructed and platted in phases provided such phasing is done according to the following provisions.

- A. The purpose of this section is to ensure that any subdivision phase, in conjunction with previously developed phases, can to the extent practicable stand on its own as a subdivision with all improvements necessary to serve its residents.
- B. A subdivision that is to be constructed and recorded in phases shall require a Phasing Plan. The phasing plan shall be submitted and approved according to the following:
 - 1. For the purposes of these Regulations, the following definition of a “Phase” shall apply: A segment of development for a Preliminary Plan as indicated on the phasing plan submitted as part of the Preliminary Plan which typically corresponds to sequencing of the construction of improvements and submission of Final Flats.
 - 2. Subdivisions Governed by Flexible Zoning Regulations. Whenever development in a proposed subdivision is regulated by flexible zoning regulations, such as Planned Unit Development regulations, that allow varying types of housing units to be constructed at varying densities in different parts of the subdivision, that allow the permitted density of one or more parts to be dependent on the provision of open space and where the open space will be distributed in the different parts of the subdivision, the applicant shall prepare a Phasing Plan or Master Subdivision Plan prior to submission and approval of a Preliminary Plan.
 - a) The Phasing Plan or Master Subdivision Plan shall include the entire parcel of land or contiguous parcels of land under the same ownership.
 - b) The Phasing Plan or Master Subdivision Plan shall include the boundaries and progressive order of each phase of the Master Subdivision, and the submission for review shall include the elements set forth in Section 104.4 (II) for Preliminary Discussion Sketch, such that the first phase to be constructed will be Phase 1, then next phase 2, etc.
 - c) The Phasing Plan or Master Subdivision Plan shall establish a binding commitment to the overall street circulation plan including connections to adjacent land and circulation within the subdivision; the maximum number of dwelling units for each primary phase; and the areas and acreage of dedicated open space to be provided in compliance with zoning requirements.
 - d) Each phase shall have adequate provision for access and other public improvements to serve the development and adjoining property.

- e) Open space required in the Master Subdivision shall be reasonably proportioned in each phase.
 - f) Each phase shall be considered a separate subdivision; each requiring a Preliminary Plan application. Each Preliminary Plan shall be reviewed according to Division 3.b. below and may include phases for the construction of improvements and subdivision platting.
 - g) An applicant may submit a Preliminary Plan for subdivision of the first of the Master Subdivision simultaneously with the Master Subdivision Plan.
 - h) An approved Master Subdivision Plan shall remain valid so long as a valid Preliminary Plan remains in effect and continual progress is made on construction of public improvements.
3. Final Plat Submittals. The applicant, as part of Preliminary Plan approval, may propose to delineate on the Preliminary Plan two or more construction and Final Plat filing phases and establish the schedules of the same.
- a) The applicant shall submit a phasing plan that shows the boundaries, progressive order, and general time frame for completion and platting for each phase.
 - b) Each phase shall be fully capable of functioning with all the required improvements in the event future phases are not completed or are completed at a much later time.
 - c) A temporary turnaround may be required at the end of streets that are intended to be extended into a subsequent phase.
 - d) The Improvement Plans and corresponding Final Plats shall be submitted in phases and in progressive order according to the sequencing indicated on the approved phasing plan.
- C. The County Planning Commission may require a modification to the proposed boundaries of a subdivision phase or the phasing sequence proposed by the applicant or may permit a modification to the proposed boundaries of a subdivision phase or the phasing sequence upon the request of the applicant and the resubmission of the Master Subdivision Plan or the Preliminary Plan in accordance with these Regulations.
- D. The improvements in a subdivision shall be constructed in accordance with the progressive order of each phase as depicted on the Phasing Plan or Master Subdivision Plan.
- E. Each phase of a subdivision shall be recorded with the County Fiscal Office in accordance with the progressive order depicted on the Preliminary Plan accepted by the County Planning Commission unless for good cause shown the County Planning Commission approves otherwise.
- F. In the event that a phase of a Master Subdivision is removed from or is no longer associated with the other phases of the Master Subdivision, the newly independent phase will create its own Owners Association such that all common areas and other associated obligations within that phase will be transferred to that Owners Association.

CHAPTER 105. REQUIREMENTS FOR THE CONSTRUCTION OF IMPROVEMENTS

SECTION 105.1 CONSTRUCTION AND GUARANTEE OF IMPROVEMENTS REQUIRED

All improvements required by these Regulations, including the construction of private streets and all temporary and permanent soil erosion, sediment, and other wastes controls and water quality practices shall be provided and installed by the subdivider in accordance with the provisions of these Regulations and other regulations of the County.

- A. Construction of Improvements Required. Except as permitted in Section 105.2 of these Regulations, all improvements shall be constructed prior to the granting of the Final Plat approval by the Commission.
- B. Maintenance Guarantee Required. The applicant shall furnish the County Planning Commission and local authority with a maintenance guarantee as part of the Final Plat application. The terms and language of the maintenance guarantee is subject to approval by the County Law Department, while the construction costs for the improvement guaranteed is subject to approval by County Public Works.
 - 1. The purpose of the maintenance guarantee is to insure that the improvements are in satisfactory condition after completion of construction, free from any and all defects in workmanship and materials, to insure that the improvements will hold up under actual conditions, to guarantee the maintenance of the improvements, and, in the case of temporary soil erosion and sediment control, to insure proper removal and remediation in a timely manner.
 - 2. The maintenance guarantee shall be for a period of not less than three years from the date the County Planning Commission adopts a resolution approving the Final Plat, or as otherwise set forth by the County Planning Commission. When determining the required length of the maintenance guarantee, the County Planning Commission shall take into consideration the anticipated improvement construction schedule of the subdivision, the anticipated housing construction completion, and the anticipated time at which final soil stabilization will occur as defined in Section 105.1(D)(2).
 - 3. The amount of the maintenance guarantee shall be equal to 20% of the actual construction cost of all improvements, as reported by the applicant by notarized statement, except that in the case of temporary soil erosion and sediment controls, the guarantee shall cover 100% of the cost to properly remove the temporary structures and

remediate the area. The construction cost of the improvement guaranteed must be submitted to and approved by County Public Works prior to the submission of the final guarantee.

4. The maintenance guarantee shall clearly describe all the improvements covered. The maintenance guarantee for the public street pavement shall also include the maintenance guarantee for all street trees planted in the public right-of-way in compliance with Section 106.3(G) except where the street trees are installed after the recording of the Final Plat, in which case a separate maintenance guarantee shall be required for the street trees.
 5. The maintenance guarantee shall include Cuyahoga County, the Township in which the subdivision is occurring, and when applicable for private streets and other guaranteed improvements that will become the ownership of a Homeowners Association, the Homeowners Association as obligees.
- C. The applicant shall furnish the local authority with locally-required bonding relating to construction or stormwater management.
- D. Maintenance Responsibilities. During the maintenance guarantee period, the applicant shall be responsible for the cost of all labor, materials, equipment and other incidentals required to maintain, repair and replace any or all of such improvements and to maintain them in good and proper condition, excluding ordinary wear and tear and damage by utility companies and/or building contractors, but including filling trenches and restoring lawns, yards, streets, sewers, waterlines, pipelines, and other original installations, repairing defects in materials and workmanship and replacing damaged, dead or diseased street trees.
- E. Procedures for Release of Maintenance Guarantee. The County Public Works Department and the Township shall inspect the improvements prior to expiration of the maintenance guarantee.
1. The applicant shall submit a written request to County Public Works and the Township to release the guarantee prior to its expiration date. Upon receiving this request, inspectors for the County and/or the Township will conduct an inspection of the improvement.
 - a) Each inspector shall file a detailed written report with the County Planning Commission indicating whether or not the improvement(s) have been maintained, or removed, in accordance with the requirements of these Regulations, listing the specific items that need repair, if any, and including a date by which the applicant shall repair the deficiencies.
 - b) Only once a favorable inspection report has been submitted to the County Planning Commission will the maintenance guarantee be released.
 2. Requirements for Release of Water Management Controls Guarantees:
 - a) Slow Release Devices: The guarantee shall be maintained on the temporary sediment removal slow release devices installed in detention and retention basins and temporary sediment basins until the entire site has reached final soil stabilization.

Final stabilization in single-family residential developments is when 90% of the homes are constructed with their lawns completely installed and any remaining unbuilt lots having been permanently stabilized with a uniform ground cover at a growth density of 80% or better.

- b) The maintenance guarantee shall not be released until all temporary soil erosion and sediment control practices that are no longer needed have been removed, properly disposed of and any trapped sediment has been removed or, when permitted by County Public Works to remain on site, stabilized.
3. County Public Works shall notify the applicant in writing of the contents of the report and the date by which repairs shall be made.
 4. Subdivision inspection responsibility transfers from County Public Works to the Township after the performance and or maintenance guarantees expire and County Public Works has performed the inspection associated with the performance/maintenance guarantee and any noted deficiencies from said inspection have been addressed by the developer to the satisfaction of both County Public Works and the Township.
- F. Failure to Complete Improvements. In the event a maintenance guarantee has been posted and the required improvements have not been maintained according to the terms of such maintenance guarantee, and the applicant fails to make such maintenance, repairs or replacements by the date included in the written notice by County Public Works or in the event of an emergency which may endanger life or property, County Public Works may declare the principal to be in default of its obligations and make or cause to be made such maintenance, repairs or replacements. The funds of the maintenance guarantee shall be used to make such maintenance, repairs or replacements and County Public Works may make a claim against the maintenance guarantee surety.

SECTION 105.2 DEFERRAL OF CERTAIN IMPROVEMENTS

Upon the request of the applicant, the Cuyahoga County Planning Commission may authorize deferment of the construction or installation of required improvements before approval of the Final Plat if, in the County Planning Commission's judgement, the deferral of the improvement will not negatively impact public health, safety and general welfare; and where the prior installation or construction of such improvement would constitute an undue hardship on the applicant. Improvements that may be deferred include required stormwater controls (if acceptable by County Public Works), street trees and/or other landscaping improvements, or as other items determined at the discretion of the County Planning Commission, or their designee.

- A. Performance Guarantee Required. In the event construction of such improvements is deferred, the County Planning Commission and local authority shall require and may accept in accordance with adopted standards performance guarantees ensuring that such deferred improvements will be properly constructed or installed as part of the Final Plat application. The terms and language

of the maintenance guarantee is subject to approval by the County Law Department, while the construction costs for the improvement guaranteed is subject to approval by County Public Works.

1. The performance guarantee shall stipulate the work to be performed by specific categories and locations so as to determine the exact extent of the work and the estimated value or cost of each category.
 2. The performance guarantee shall be in an amount not less than 120% of the estimated cost of construction and installation of the specified improvements. The cost estimate shall be prepared by a professional engineer and notarized. The construction cost of the improvement guaranteed must be submitted to and approved by County Public Works prior to the submission of the final guarantee.
 3. The performance guarantee shall stipulate an agreed completion date, not to exceed eighteen (18) months after the filing of such Final Plat, for all work to be completed. However, the performance guarantee must state that the guarantee will not be released until the work covered by the guarantee is completed and inspected by Public Works and the Township, as stated in 105.2(A)(5) of this section.
 4. The time allowed for installation of the improvements for which the performance guarantee has been provided may be extended by the Commission, at the request of the applicant.
 5. The duration of the guarantee shall be until such time as the improvements are certified as satisfactory and complete and the bond is released according to division B of this section.
- B. The applicant shall furnish the local authority with locally-required bonding relating to construction or stormwater management, if any.
- C. Procedures for Release of Performance Guarantee.
1. Upon completion of all required improvements for which the performance guarantee has been provided, the applicant shall notify the County Planning Commission in writing of the completion of the improvements and shall send a copy to County Public Works office and the Township.
 2. County Public Works office and/or the Township shall inspect all improvements covered by the performance guarantee and shall file a detailed written report with the County Planning Commission indicating whether or not the improvement(s) have been constructed in accordance with the requirements of these Regulations, listing the specific items that need repair or are not completed, if any.
 3. Within 90 calendar days after receipt of the notice from the applicant of the completion of the improvements, the County Planning Commission shall notify the applicant in

writing of the contents of the report and if repairs are needed shall indicate the date by which such repairs shall be completed.

4. The performance guarantee shall remain in effect until the inspector determines the installation is complete.
 5. Prior to the release of the performance guarantee, the applicant shall post a maintenance guarantee in favor of the Township in accordance with the Township's requirements, if any.
 6. Subdivision inspection responsibility transfers from County Public Works to the Township after the performance and or maintenance guarantees expire and County Public Works has performed the inspection associated with the performance/maintenance guarantee and any noted deficiencies from said inspection have been addressed by the developer to the satisfaction of both County Public Works and the Township.
- D. Failure to Complete Improvements. In those cases in which a performance guarantee has been posted and the required improvements have not been installed within the terms of such performance guarantee, County Public Works may declare the principal to be in default of its obligations and require that all the improvements be installed regardless of the extent of the construction at the time the guarantee is declared to be in default. The funds of the guarantee shall be used to complete the improvements.

SECTION 105.3 FORM OF GUARANTEE

Subject to the approval of the County Law Director, performance and maintenance guarantees shall be provided by one of the following means:

- A. Security bond. The applicant may obtain a security bond from a surety bonding company authorized to do business in the State of Ohio in a form satisfactory to the County Law Director. Bonds may be executed by either the applicant or contractor as principal. However, if the guarantee is posted by the contractor(s), it shall be made for the benefit of the applicant, the County, the Township and the Homeowners Association, if any.
- B. Letter of credit. The applicant may provide an irrevocable letter of credit from a bank or other reputable institution in a form satisfactory to the County Law Director.
- C. Escrow account. The applicant shall deposit cash, or other instruments readily convertible into cash at face value in escrow with a bank.

SECTION 105.4 INSPECTION OF IMPROVEMENTS DURING CONSTRUCTION

The subdivider or his contractor shall not proceed with any construction unless arrangements have been made with the Cuyahoga Soil and Water District for matters of water management and sediment control,

the County Sanitary Engineer's office in matters of storm and sanitary sewers and the County Engineer's office in matters of road and sidewalk improvements to have a County Inspector on the job during construction. The cost of such inspection shall be borne by the subdivider or his contractor according to the fee schedule provided in the Appendix hereof and as set forth by the Department of Public Works.

SECTION 105.5 STREET PAVEMENT, SIDEWALKS, AND CURBS

All public and private streets shall be provided with street pavement, curbs, and sidewalks meeting or exceeding the construction standards established by the County Engineer for the type of subdivision (residential, commercial, or industrial) and street (local, collector or industrial). The current requirements of the County Engineer for local streets in subdivisions are indicated in the document entitled Cuyahoga County Engineer's Improvement Requirements.

SECTION 105.6 SANITARY SEWER IMPROVEMENTS

- A. The subdivider shall first contact the County Sanitary Engineer's office to determine the feasibility of designing and installing a central sewage treatment facility or extending an existing sanitary sewer system and making connections to this system available to all parcels within the proposed subdivision. If the County Sanitary Engineer's office deems that a central sewage treatment facility or the extension of an existing sanitary sewer system is not feasible, the subdivider should then contact the County Health Department and propose the use of individual on-site sewage disposal systems.
- B. Wherever a public sanitary sewer is required, each lot in a proposed subdivision shall be served by and provided with a connection to a sanitary sewer system. Such system shall meet all material and design requirements contained in the documents entitled "Uniform Standards for Sewerage Improvements" and "Uniform Standard Sewer Details" as adopted by the County Sanitary Engineer. All sanitary sewers shall be connected to a wastewater treatment plant that complies with the standards of the County Sanitary Engineer's office and the Ohio EPA.
- C. This Section does not apply to subdivisions that have been approved for development with on-site sewage disposal facilities by the County Health Department. Nevertheless, all possible means of providing accessibility to a public sanitary sewer shall be exhausted prior to proposing an alternative method of sewage treatment and disposal for lots within a proposed subdivision.
- D. Sanitary sewer lines shall be constructed through all new subdivisions to promote the logical extension of public infrastructure to serve adjoining unsubdivided land, unless determined otherwise by the County Planning Commission.

SECTION 105.7 WATER SUPPLY IMPROVEMENTS

- A. A suitable water supply system shall be assured for each lot in the proposed subdivision. In all cases where a public water source is readily available, connection shall be made thereto. All public

water supply facilities including extensions of existing water mains shall be installed in accordance with the construction and material specifications of the City of Cleveland Water Department or other applicable water authority. The location of water mains and appurtenances within the public right-of-way shall be subject to the approval of the Cuyahoga County Engineer's office and County Sanitary Engineer's office.

- B. Prior to proposing an alternative private water supply, all possible means of providing a public water supply for a proposed subdivision shall be exhausted. Any means of private water supply proposed for lots within a subdivision not having accessibility to a public water source shall meet the regulations and approval of the County Health Department.
- C. Water lines shall be constructed through all new subdivisions to promote the logical extension of public infrastructure to serve adjoining unsubdivided land, unless determined otherwise by the County Planning Commission.

SECTION 105.8 STORM SEWERS AND STORM WATER DRAINAGE

A storm sewer system meeting all requirements of the Sanitary Engineer and local authority as expressed in the "Uniform Standards for Sewerage Improvements" shall be installed within the proposed subdivision. All other storm water drainage and control facilities shall be designed and constructed in compliance with the requirements of the County Water Management and Sediment Control Regulations, Article 2.

SECTION 105.9 MONUMENTS, MARKERS AND PINS

- A. Capped iron rods at least 5/8 inch in diameter by at least thirty (30) inches long shall be accurately set and established at the intersections of all outside boundary lines of the subdivision, the intersection of outside boundary lines with all street lines, at the beginning and end of all curves, at points on curves where the radius or direction changes and at all other points within the subdivision as are necessary to establish definitely all lines of the plat.
- B. All centerline of right-of-way control monumentation shall be constructed in accordance with the current County Public Works' standard drawing #MB-1C, or if the monuments are to be cored in place after construction, standard drawing #MB-2C.

SECTION 105.10 CULVERTS AND BRIDGES

Where natural or man-made watercourses intersect any proposed street right-of-way, it shall be the responsibility of the applicant to have satisfactory bridges and/or culverts constructed. Where bridges and/or culverts are required, they shall be subject to the approval of the County Engineer's and Sanitary Engineer's offices. Disturbance to waterways shall conform with USACE permitted guidance as required. In-stream work is to be limited. Effective erosion and sediment controls shall be used to minimize impacts to the water body.

- A. All culverts shall extend across the entire right-of-way width of the proposed street.
- B. The capacity of all culverts and the material utilized for the culvert shall be determined by the County Engineer's office based on individual conditions.
- C. Depending on existing drainage conditions, headwalls may be required by the County Engineer's office based on individual conditions.
- D. When crossing streams, the preferred order of construction chosen shall be:
 - 1. bridges,
 - 2. arch culverts,
 - 3. open bottom box culverts,
 - 4. closed bottom box culverts,
 - 5. pipe culverts.

SECTION 105.11 OTHER PUBLIC UTILITY SERVICES

All other necessary public utilities, including but not limited to electric service and telephone service, shall be provided to all lots within each subdivision. All wires, conduits, and cables associated with such services shall be placed underground.

SECTION 105.12 EROSION CONTROL

The subdivider shall install measures for erosion control in compliance with the County Water Management and Sediment Control Regulations set forth in Article 2 of the Cuyahoga County Land Development Regulations and in compliance with the regulations of the Ohio EPA and US Army Corps of Engineers.

SECTION 105.13 GRADING

The subdivider shall, as part of the improvement construction program, grade in order to establish street, block and lot grades in proper relation to each other as follows:

- A. Streets: Streets shall be graded across the full width of the right-of-way and any adjacent utility easements and shall be subject to the gradient requirements specified in the Cuyahoga County Engineer's Improvement Requirements.
- B. Blocks and Lots: Blocks and lots shall be graded to insure that water is diverted from anticipated building sites; to prevent standing water and soil saturation detrimental to structures and the use of lots; and to preserve desirable site features and grades for safe and convenient access to and around structures. Lot grading shall be designed so that surface water will drain onto grassed

lawns located away from residential construction and into either a drainage structure on the lot, a street gutter and storm sewer or a natural drainage way. Driveway grades shall not exceed ten (10) percent.

SECTION 105.14 OVER-SIZE IMPROVEMENTS

The County Planning Commission may, upon recommendation by the County Engineer or Sanitary Engineer, require the subdivider to construct improvements larger than those required to serve the proposed subdivision and/or additional improvements.

SECTION 105.15 EXTENSIONS TO BOUNDARIES

The subdivider shall be required to extend the utilities and other improvements required herein to the boundary of the proposed subdivision to serve adjoining unsubdivided land.

SECTION 105.16 INSPECTION OF COMPLETED IMPROVEMENTS AND AS-BUILT SUBMITTAL

Upon completion of all improvements required to be constructed prior to Final Plat approval, the subdivider shall request, in writing, inspections by the County Engineer's office, the County Sanitary Engineer's office, and the Township. Such inspections may include core borings and related structural tests with respect to paving improvements, and internal pipe inspection, photography and interpretation of the result thereof or hydrostatic tests with respect to sewer improvements.

- A. If such final inspections for street improvements are found to be in accordance with the specifications set forth on the approved Improvement Plans and Final Plat, and are in good repair, then such finding, endorsed on the plat by the County Engineer's office in the space provided, shall constitute that Office's approval of the street for dedication and acceptance by the County.
- B. Likewise, if such final inspections for storm and sanitary sewer improvements are found to be in accordance with specifications set forth on the approved Improvement Plans and Final Plat, and are in good repair, then such findings shall be endorsed on the Final Plat by the County Sanitary Engineer in the space provided.
- C. If County Public Works finds upon inspection that any one or more of the required improvements have not been constructed in accordance with the approved Improvement Plans, the applicant shall be responsible for properly completing the improvements.
- D. Once the installation of the improvements is complete, the subdivider shall, as soon as practicable and in accordance with Section 104.6 (V).E of these regulations, furnish County Public Works Department with a copy of "as-built" drawings that show the exact location of such improvements and indicating that all public improvements are in accordance with the approved construction drawings for the subdivision. Any drawings of the as-built utilities shall be certified as accurate

by a certified Engineer or Surveyor. The County Public Works Department shall not sign the Final Plat until the subdivider has submitted the "as-built" drawings and the drawings have been determined to be accurate.

- E. In addition to requiring approval by County Public Works for public use, the right-of-way of all streets proposed to be dedicated for public use shall also be accepted by resolution by the County Council with such acceptance shown on the subdivisions Final Plat.

CHAPTER 106. SUBDIVISION DESIGN STANDARDS

SECTION 106.1 PURPOSE

The regulations in this Chapter shall control the manner in which streets, lots, and other elements of a subdivision are arranged on the land. These design controls shall protect the public health, safety and general welfare, and shall also help ensure convenient and safe streets, the creation of usable lots, the preservation of natural features and water quality, the provision of space for public utilities, and the reservation of land for recreational uses.

- A. The County Planning Commission has the primary responsibility for reviewing the design of each future subdivision. In conjunction with other designated public review authorities, the Commission shall ensure that all of the requirements of this article are met.
- B. No Preliminary Plan or Final Plat of land shall be approved unless the County Planning Commission has received proof that the Preliminary Plan or Final Plat conforms with all applicable township regulations.

SECTION 106.2 PHYSICAL CONSIDERATIONS

- A. Preservation of Natural Elements. Subdivisions shall be planned to take advantage of the topography of the land, to economize in the construction of drainage facilities, to minimize destruction of trees and topsoil, to avoid areas of environmental sensitivity, and to preserve such natural features as watercourses, wetland areas, riparian areas, unusual rock formations, large trees over 10 inches diameter breast height, sites of historical significance and other assets which if preserved will add attractiveness and value to the subdivision and the community.
- B. Suitability of Land. If the County Planning Commission finds that land proposed to be subdivided is unsuitable for subdivision development due to flooding, poor drainage, topography, inadequate water supply, transportation facilities and /or other such conditions which may endanger health, life or property; and if from investigations by the designated public reviewing agencies, it is determined that in the best interest of the public the land should not be developed for the purpose proposed, the County Planning Commission may consider the impact on the land proposed for the subdivision and any adequate methods that should be advanced by the subdivider for solving the problems that will be created by the development of the land.

SECTION 106.3 STREETS

- A. Provision of Streets. In order to provide for streets of suitable location, width and improvement to accommodate prospective traffic and afford satisfactory access to police, fire-fighting, snow removal, sanitation and road maintenance equipment and, to coordinate streets so as to compose a convenient system and avoid undue hardships to adjoining properties, the following design standards are hereby required:
1. Continuation of Roads: Proposed streets shall be extended to the boundary of the tract to be subdivided unless, in the opinion of the Commission, such extension is not necessary and, in which case, a proper cul-de-sac is proposed. A reserve strip preventing the continuation of a street shall be prohibited.
 2. Widening: The subdivider shall provide for the dedication of the necessary right-of-way for widening, continuance or alignment of such streets in conformity with the major thoroughfare plan for Cuyahoga County and with any policy plan of the Township applying to property within the boundaries of the subdivision plat.
 3. Layout: The arrangement, character, extent, width and location of all streets shall conform to the major thoroughfare plan for Cuyahoga County, any policy plan adopted by the Township applying to property within the boundaries of the subdivision plat, the Cuyahoga County Engineer's Improvement Requirements and the following layout standards. Such streets shall be considered in their relation to existing and planned streets, topographic conditions, public convenience and safety.
 - a) Single access subdivisions shall not have in excess of 50 dwelling units.
 - b) The maximum length of a cul-de-sac shall be 800 feet.
 - c) The minimum right-of-way width for all streets shall comply with the requirements of the Cuyahoga County Engineer's Improvement Requirements, County Thoroughfare Plan and township regulations, as applicable.
 - d) Half streets shall be prohibited.
 - e) Dead-end streets. Dead-end streets shall be permitted only as part of an approved Preliminary Plan and phasing plan when a subdivision is to be constructed in phases. In such cases, a temporary turn-around shall be constructed at the temporary end of the street. Said turnaround shall have a design approved by the County Engineer's office and shall be maintained by the subdivider. A Temporary Turnaround Easement, labeled "privately maintained", shall be shown on the Final Plat. When street construction resumes, the subdivider shall remove the turnaround at his expense.
- B. Design Principles. Street and driveway alignments should follow natural contours and be designed to conserve natural features. Locations of streets and driveways should be planned to avoid excessive storm water runoff and the need for storm sewers. The area of the subdivision devoted to streets, drives and related pavement should be the minimum necessary to provide adequate and safe movement through the development.

1. Public Streets: Publicly dedicated streets meeting the requirements of the County Engineer's Improvement Requirements shall be required for the following:
 - a) For access to all sublots within the subdivision which are designed to be a part of a standard detached single-family subdivision.
 - b) For all major through streets in any subdivision that connect two existing public streets, or which are intended to provide a future continuing street system beyond the subdivision boundaries, and which are expected to accommodate pass-through traffic going to and from adjacent areas.

2. Private Streets: Streets that are not otherwise required to be public streets pursuant to Division B.1. shall be permitted to be private streets in compliance with the following regulations:
 - a) A private street shall not be planned or expected to be extended to serve property outside the subdivision.
 - b) The applicant shall demonstrate to the reasonable satisfaction of the County Planning Commission that the private streets will be properly controlled and maintained in perpetuity by a Homeowners Association or other means acceptable to the County Planning Commission.
 - c) All elements of a private street shall be constructed in accordance with the construction standards/street section requirements set forth for public streets in the County Engineer's Improvement Requirements.

3. Common Driveways/Access Drive. Common driveways shall be permitted in compliance with the following requirements:
 - a) A common driveway shall serve no more than four dwelling units.
 - b) A common driveway shall extend from a public or private street and shall not connect to any other existing or planned public or private street.
 - c) The applicant shall demonstrate to the satisfaction of the County Planning Commission that the common driveway(s) will be properly controlled and maintained in perpetuity by a Homeowners Association or other means acceptable to the County Planning Commission.
 - d) Rights-of-way are not required for common driveways; however utility easements may be required along the length of each common driveway.
 - e) The construction of common driveways shall comply with all applicable township requirements.
 - f) Address signs and street names shall be provided in accordance with township requirements and shall be coordinated with emergency officials. In addition, street names shall not duplicate the names of any existing public or private streets within the township in which the subdivision is located or within municipalities adjoining the township.

- C. Long-Term Maintenance. Once roads in a residential subdivision have been accepted for public use and following the expiration of the maintenance bond required by these Regulations, the responsibility for the maintenance and repair of such roads is governed by law, including without limitation, ORC Chapter 5535. This statute states that the public highways of the state shall be divided into three classes: state roads, county roads, and township roads.
- D. Street Names. To avoid duplication and confusion, the proposed names of all public and private streets shall be approved by the Township prior to such names being assigned or used.
 - 1. Street Extensions: Whenever a new street is constructed along the approximate alignment or extension of an existing street, its name shall be the same as the existing street.
 - 2. Signs: Street name signs shall be designed in accordance with the applicable township regulations and shall be supplied and erected by the subdivider at all intersections within the new subdivision and at all intersections between new subdivision streets, both public and private, and existing roads. Signs shall be approved by the township and the approved signs shall be shown on the Improvement Plans.
- E. Traffic Control. Street signs and markings to control traffic within the subdivision and any traffic signals or turn lanes deemed necessary to control access to a subdivision from an existing street shall be supplied and erected by the applicant. All such necessary signs and markings shall be erected on public and private streets and shall conform to the current Ohio Manual of Uniform Traffic Control Devices, any supplemental regulations adopted by the township and the regulations of Cuyahoga County Public Works.
- F. Street and Walkway Lighting. Within each subdivision, the subdivider shall install street lights in accordance with township requirements.
- G. Street Trees. Shade trees with a minimum height of eight (8) feet shall be planted within the right-of-way of all public streets within and abutting the subdivision. See Section 106.5 for further regulations involving street trees.

SECTION 106.4 CENTRALIZED MAILBOXES

It is the policy of the United States Postal Service that new subdivisions incorporate centralized mailboxes. Centralized mailboxes shall be reviewed by the County Planning Commission and County Public Works for design criteria, safety, and accessibility concerns.

Allocation of space for cluster mailboxes shall be incorporated on Preliminary Plans, in Improvement Plans, and on the Final Plat.

SECTION 106.5 STREET TREES

- A. One (1) tree shall be planted for every forty (40) feet of public street frontage, exclusive of driveways. Public streets abutting side lines of lots shall be considered frontage for the purpose of determining tree planting requirements.
- B. At least five different species of trees shall be planted throughout the sub-division to provide sufficient genetic diversity and avoid establishment of a mono-cultures.
- C. Trees planted shall be native species that are resistant to damage and disease and that do not cause interference with underground utilities and/or street lighting. Preferred species include but are not limited to the following: Hedge Maple (*Acer campestre*), Red Maple (*Acer rubrum*), Thornless Honey Locust (*Gleditsia triacanthos inermis*) and London Plane Tree (*Platanus acerifolia*). Undesirable species include: Silver Maple, Siberian Elm, Catalpa, Cottonwood, Horsechestnut, Willow, Poplar, Ailanthus and Box elder, Ash.
- D. All trees shall be properly guyed, wrapped and mulched, and the method to be used shall be included in the street tree plan required as part of the Improvement Plans. Binding twine should be completely removed. Planting cages and burlap wrappings should be removed at least half-way down the root ball. When feasible, the entire cage and burlap wrapping should be removed to promote root health.
- E. Street trees shall be maintained by the subdivider for three years after the trees are planted and such maintenance shall be guaranteed according to Section 105.1. Trees shall be watered regularly and in a manner appropriate for the specific plant species through the first growing season. During the guaranteed maintenance period, the subdivider shall replace any dead and dying plants no later than the next planting season. During construction no temporary buildings, structures, storage of materials, or parking of equipment shall be permitted under the drip line of any planted street tree.

SECTION 106.6 SIDEWALKS AND WALKWAYS

- A. Sidewalks shall be required on both sides of public and private streets, shall connect with existing sidewalks on streets adjacent to or within the land subdivided, and shall be placed to enable the eventual continuation with proposed or future sidewalks in the vicinity of the land subdivided.
- B. Sidewalks Along Existing Streets: Whenever the boundary of a subdivision is contiguous to an existing street, a sidewalk shall be required to be constructed along the portion of the existing street that adjoins the subdivision.
- C. Walkways and Bikeways.
 - 1. Whenever blocks are longer than 1,000 feet, a walkway dedication between parallel streets, not less than 10 feet in width, may be required near the center of the block.

2. In addition to required sidewalks within a street right-of-way, walkways and/or bikeways may be required by the County Planning Commission to link dwelling units with other dwelling units, the street, and on-site activity centers such as parking areas and recreational areas, as well as off-site facilities including shopping centers, schools, playgrounds and public building sites.
3. Walkways shall be constructed of the same materials as sidewalks.

SECTION 106.7 LOTS

The lot arrangement and design shall be such that all lots will provide satisfactory building sites, properly related to topography and the character of the surrounding development.

- A. Each lot shall have frontage on a public or private street.
- B. All lots shall conform to applicable township requirements.
- C. Lots with double frontage shall be avoided except where the Commission determines that it is essential to provide separation of residential development from existing streets.
- D. All storm water management detention basins and retention basins shall be located entirely on one lot.

SECTION 106.8 DEDICATION OF LAND FOR PUBLIC USE

In order to provide proper open spaces for circulation of light and air and to avoid future congestion of the population that could be detrimental to the public health, safety and welfare, no subdivision plat shall be approved without the dedication of area for open space park and/or recreation purposes. A minimum of twenty percent (20%) of the area of the subdivision shall be set aside in perpetuity for open space and/or recreational purposes with adequate provisions established for the maintenance of such open space and recreational land. This dedicated area shall meet the requirements of the local authority and shall conform to the following standards and criteria:

- A. Suitability. The land to be so dedicated shall be reasonably suitable, in the judgment of the County Planning Commission, for use as a public park. Areas for passive as well as active recreation will be considered. In determining such reasonable suitability, the County Planning Commission shall consider the following:
 1. In general, land reserved for public purposes should have a contiguous area of at least 2.5 acres and dimensions larger than 70 feet in width at any point. When the percentage required would create less than 2.5 acres, the County Planning Commission may require that the public area be located at a suitable place on the edge of the subdivision so that additional land may be added at such time as the adjacent land is subdivided.

2. Land reserved for recreation purposes shall be of a character and location suitable for use as a playground, playfield, or for other recreation purposes, shall be relatively level and dry and shall have adequate road access for the particular purposes envisioned by the County Planning Commission. To determine suitability, the County Planning Commission shall review the proposed site's topography, major physical characteristics, location with respect to the residents to be served, connections to existing or potential open space on adjoining parcels and other factors deemed relevant to the County Planning Commission.
 3. Land area devoted to storm water or water quality control facilities is not suitable for open space of public recreation purposes.
 4. A recreation site should have adequate frontage on one or more streets.
- B. Location. The County Planning Commission will consider any policy recommendations formally adopted by the Township.
- C. Land set aside for open space purposes shall have a conservation easement placed on it and recorded as a separate parcel belonging to the HOA.

SECTION 106.9 RESOURCE PROTECTION REGULATIONS AND DESIGN GUIDELINES

- A. Purpose: Subdividers are encouraged to design subdivisions in a manner that conserves community resources and open space and protects certain natural features in order to protect the health and safety of the community. More specifically, the purposes of this Section are to:
1. Minimize development on and destruction of certain natural resource areas;
 2. Reduce the quantity and improve the quality of storm water runoff from expected development;
 3. Maintain natural characteristics such as meadows, woods, natural vegetation, slopes, streams, wetlands, riparian areas and hedgerows, and their proper natural function;
- B. Wetlands Protection. Wetlands that are to be retained on site shall be protected by applicable wetlands setback requirements adopted by the Township. The wetlands and corresponding wetlands setbacks shall be depicted on the Final Plat.
- C. Conservation of Riparian Zones. Whenever watercourses on the parcel are required to have a riparian setback, such setbacks shall be provided in accordance with the applicable riparian setback requirements adopted by the Township. The riparian setbacks shall be depicted on the Final Plat.
- D. Supplemental Resource Protection Design Guidelines. Subdivisions should be designed with the following criteria to ensure that the subdivision is appropriate for the site's natural, historic and cultural features.

1. Conservation of Sloping Land. The road system and buildings should be located so as to minimize changes to the topography and the need for cutting and filling.
2. Conservation of Woodlands, Vegetation, and other Natural Areas. The design and layout of the development should conserve, maintain, and incorporate existing wooded areas, meadows, and hedgerows and treelines between fields or meadows, especially those containing significant wildlife habitats, to the greatest extent practicable.
3. Conservation of Wildlife Habitat Areas. Wildlife habitat areas of species listed as endangered, threatened or of special concern by the U.S. Environmental Protection Agency and/or the Ohio Department of Natural Resources shall be protected to the extent required by law.
4. Conservation of Cultural Resources. Sites of historic, archaeological, or cultural value and their environs shall be protected in compliance with all federal and state laws and should be protected insofar as needed to safeguard the character of the feature, including stone walls, spring houses, barns, barn foundations, underground fruit cellars, earth mounds and burial grounds, to the greatest extent practicable.

CHAPTER 107. ADMINISTRATION AND ENFORCEMENT

SECTION 107.1 ADMINISTRATION

The County Planning Commission shall be responsible for the administration of these Subdivision Regulations, which are general rules of uniform application, governing plats and subdivisions of land falling within its jurisdiction, and delegates certain aspects of its authority in accordance with the Ohio Revised Code. The following entities shall assist the County Planning Commission in the administration of these Regulations:

- A. County Planning Director: The county planning director and staff, as delegated, shall be the County Planning Commission's designated representative and shall have the following powers and responsibilities:
 - 1. Receive process, accept, and certify applications as to completeness under these Regulations.
 - 2. Issue final approval or denial of Minor Subdivisions.
 - 3. Issue final administrative interpretation of the Subdivision Regulations.
 - 4. Provide recommendations to the County Planning Commission regarding applications for Preliminary Plan approval and Final Plat approval.
- B. The County Department of Public Works (including both the County Engineer's office and the County Sanitary Engineer's office), Health Department, County Law Director, and the Soil and Water Conservation District, or any other entity as deemed necessary by the County Planning Commission may assist the County Planning Commission and the County Planning Director in its review of all subdivision plans, Improvement Plans and Final Plats.
- C. The Cuyahoga County Council has the authority to:
 - 1. Accept the dedication of all public rights-of-way and all public easements.
 - 2. Adopt standards of construction and require and secure the construction of improvements shown on the Final Plats and plans required by this text.

SECTION 107.2 REVISION OF FINAL PLAT AFTER APPROVAL

No changes, erasures, modifications or revisions shall be made in any Final Plat of a subdivision after approval has been given by the County Planning Commission and an endorsement is made in writing on a Final Plat, unless that Final Plat is first resubmitted and the changes approved by the County Planning Commission.

SECTION 107.3 FEES

Fees are intended to fund the costs of administering these Subdivision Regulations.

- A. Subdivision Preliminary Plan and Final Plat Filing Fees. Non-refundable filing fees in the amount fixed by resolution of the County Council shall be paid to the County Planning Commission when the application is submitted. All applicable filing fees shall be paid in full at the time of submission of an application. Application packages shall be considered to be incomplete and will not be approved for placement on an agenda or otherwise processed until the required fees are paid in full.
- B. Improvement Plan Review and Approval and Field Inspection Fees. The subdivider shall pay all required fees established by County Council for reviewing and approving the Improvement Plans and conducting field inspections of the improvements. The guarantee(s) posted by the subdivider assures the payment of all inspection fees and no financial guarantees will be released until all inspection fees have been paid in full.
- C. Reinspection fees shall be assessed when having to perform a non-routine inspection due to the project being in a deficient status.
- D. A Fee Schedule for these services is found in the Appendix hereof and is available in the offices of the County Planning Commission and County Public Works.

SECTION 107.4 MODIFICATIONS

According to the ORC §711.10(C), the County Planning Commission may modify the requirements of these Subdivision Regulations in specific cases where unusual topographical or other exceptional conditions require such modifications, or in the case of improvements, where unusual or exceptional factors or conditions require such modifications.

- A. The County Planning Commission may permit such modification when it determines that such relief shall not be detrimental to the public interest and shall not impair the desirable development of the neighborhood and community.
- B. In granting a modification, the County Planning Commission may require such conditions as will, in its judgment, substantially secure the objectives of the standards or requirements of these Regulations.
- C. An application for any such modification shall be submitted in writing by the subdivider for the consideration of the County Planning Commission. The application shall state fully the grounds for the modification requested and all the facts relied upon by the applicant.

SECTION 107.5 ENFORCEMENT

Appropriate legal and equitable actions and proceedings may be taken to prevent or remedy any violation of these regulations, to prevent unlawful construction, to recover damages, to restrain, correct, or abate a violation and to prevent illegal occupancy of a building, structure or premises as defined in Article 2 of the Cuyahoga County Land Development Regulations. Remedies may include, but shall not be limited to, the penalties described in Section 107.6.

SECTION 107.6 VIOLATIONS AND PENALTIES

- A. Whoever willfully violates any rule or provisions adopted pursuant to ORC §711.101 or fails to comply with any order pursuant thereto shall forfeit and pay not less than nor more than the amount authorized by ORC §711.102. Such sum may be recovered, with costs, in a civil action brought in the Court of Common Pleas of Cuyahoga County by the legal representative of Cuyahoga County, in the name of the County and for the use thereof.
- B. Any person, whether the owner or agent of the owners, who transfers any lot, parcel or tract of such land from or in accordance with a Final Plat of a subdivision before such Final Plat has been recorded in the Cuyahoga County Fiscal Office, shall forfeit and pay the sum of not less than nor more than the amount authorized by ORC §711.13 for each lot, parcel or tract of land so sold. The description of such lot, parcel or tract by metes and bounds in the deed or transfer shall not serve to exempt the seller from the forfeiture provided in this section.
 - 1. The sum may be recovered in a civil action, brought by the prosecuting attorney, other corresponding official, or the Cuyahoga County Planning Commission, in the name of the county and for the use of the road repair fund thereof.
 - 2. The sale of lots, parcels, or tracts from a Final Plat of a subdivision on which any and all areas indicated as streets or open grounds are expressly indicated as for the exclusive use of the abutting or other owners in the subdivision and not as public streets, ways, or grounds shall not serve to exempt the seller from the requirements of these Regulations or from the forfeiture provided in this section.
- C. Any person who disposes of, offers for sale, or lease for a time exceeding five years, any lot, or any part of a lot, in a subdivision with intent to violate ORC § 711.001 to ORC § 711.14 inclusive of the Ohio Revised Code, shall forfeit and pay the sum of not less than nor more than the amount authorized by ORC §711.15 for each lot or part of lot sold, offered for sale, or leased, to be recovered with costs, in a civil action, in the name of the County Treasurer for the use of the County.

SECTION 107.7 APPEALS

Any person submitting a plat which the County Planning Commission has refused to approve may, within sixty calendar days after the refusal, file a petition in the court of common pleas of Cuyahoga County in accordance with ORC §711.10(C), and the proceedings on the petition shall be governed by Section 711.09 of the Revised Code as in the case of the refusal of a planning authority to approve a plat.

SECTION 107.8 AMENDMENTS

These regulations may be amended, after public hearing and other requirements, as specified in ORC §§ 711.10 and 711.132.

SECTION 107.9 EXPIRATION OR EXTENSION

Failure to comply with stated time periods of these Regulations shall result in the expiration of the application and associated Planning Commission approvals. In accordance with Section 104.5 (VI) and before expiration, the subdivider may provide a letter and extension fee stating why these time periods cannot be met and requesting their extension. The subdivider is solely responsible for knowing expiration dates and meeting or extending them in accordance with these Regulations. The County Planning Commission shall have no duty, obligation or responsibility to remind or notify subdividers of approaching expiration dates.

APPENDIX FEE SCHEDULE

FEE SCHEDULE

MINOR SUBDIVISION:	\$50.00 per lot*
MAJOR SUBDIVISION:	
Preliminary Plan	\$500.00 plus \$15.00 per lot*
Extension	\$250.00
Modification	\$500.00
Improvement Plans	The developer will be responsible for all plan review and inspection costs incurred by Public Works. An initial deposit of 2.50% of construction costs (approved by Public Works) is required at the time of submission for all improvements exclusive of sanitary sewer work. See Section 104.6 (II) for additional information.
	Fees for sanitary sewer Improvement Plans-Consult Sanitary Engineer's office (within County Public Works)
Final Plat	\$500.00 plus \$15.00 per lot*

* Based on the number of lots created after the tract of land has been subdivided.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0159

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board</p>	<p>A Resolution authorizing a contract with Court Community Service, Inc. in the amount not-to-exceed \$555,000.00 for court community placement and supervision services for probationers referred by the Court in connection with the Community Works Service Placement and Supervision Program for the period 1/1/2021 - 12/31/2023; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board has recommended a contract with Court Community Service, Inc. in the amount not-to-exceed \$555,000.00 for court community placement and supervision services for probationers referred by the Court in connection with the Community Works Service Placement and Supervision Program for the period 1/1/2021 - 12/31/2023; and

WHEREAS, the goal of this project is to provide community service placement services for individuals referred by the Cuyahoga County Court of Common Pleas; and

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

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with Court Community Service, Inc. in the amount not-to-exceed \$555,000.00 for court community placement and supervision services for probationers referred by the Court in connection with the Community Works Service Placement and Supervision Program for the period 1/1/2021 - 12/31/2023.

Committee Report/Second Reading: August 4, 2020

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0151

Sponsored by: County Executive Budish/Department of Public Works	A Resolution fixing the 2021 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 recommends fixing 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 for Fiscal 2021; 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 2021; 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 2021, the following rates shall be charged to the actual and/or potential users of such sewerage system:

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

2021

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	\$ 4.00
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 - Storm Only	\$ 2.50

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	
Sanitary Sewers	\$ 3.50
Storm Sewers	\$ 0.47

Sewer Area No. 18

Oakwood - Sanitary Sewers \$ 1.50

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

Sewer Area No. 24

East Cleveland - All Sewers \$ 3.00

- (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 14, 2020. 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: July 21, 2020

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC039
August 4, 2020

[PROPOSED SUBSTITUTE]

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0151

Sponsored by: County Executive Budish/Department of Public Works	A Resolution fixing the 2021 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 recommends fixing 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 for Fiscal 2021; 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 2021; 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 2021, the following rates shall be charged to the actual and/or potential users of such sewerage system:

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

2021

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	\$ 4.00 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 - Storm Only	\$ 2.50

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 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	\$ 1.50 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 14, 2020. 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: July 21, 2020

Committee(s) Assigned: Public Works, Procurement & Contracting

Legislation Substituted on the Floor: August 4, 2020

Journal CC039

August 4, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0152

Sponsored by: County Executive Budish/Department of Public Works	A Resolution approving and confirming the 2021 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 2021 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 2021; 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 2021, 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 14, 2020. 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: July 21, 2020

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC039

August 4, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0153

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution making awards on RQ47764 to various providers, each in the amount not-to-exceed \$450,000.00, for general architectural engineering services for the period 8/5/2020 - 8/4/2023; 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/Department of Public Works/Division of County Engineer has recommended awards on RQ47764 to various providers, each in the amount not-to-exceed \$450,000.00, for general architectural engineering services for the period 8/5/2020 - 8/4/2023 as follows:

- a) Robert P. Madison International, Inc.; and
- b) Wiss, Janney, Elstner Associates, Inc.

WHEREAS, the primary goal of the project is to allow the Department of Public Works to continue to maximize staff and financial resources to address the County's infrastructure needs; and

WHEREAS, the project is funded as follows: (a) \$700,000.00 by General Fund and (b) \$200,000.00 by CARES Act 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 makes awards on RQ47764 to various providers, each in the amount not-to-exceed \$450,000.00, for general architectural engineering services for the period 8/5/2020 - 8/4/2023 as follows:

- a) Robert P. Madison International, Inc.

b) Wiss, Janney, Elstner Associates, Inc.

SECTION 2. That the County Executive is authorized to execute the contracts 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: July 21, 2020
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC039
August 4, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0154

<p>Sponsored by: County Executive Budish/Department of Public Works</p> <p>Co-sponsored by: Councilmember Miller</p>	<p>A Resolution making awards on RQ48610 to various contractors, in the total amount not-to-exceed \$15,000,000.00, for On Call – COVID-19 Emergency Building Modifications for the period 8/4/2020 - 8/3/2021; 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.</p>
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WHEREAS, the County Executive/Department of Public Works recommends making awards on RQ48610 to various contractors, in the total amount not-to-exceed \$15,000,000.00, for On Call – COVID-19 Emergency Building Modifications for the period 8/4/2020 - 8/3/2021 as follows:

- a. The AKA Team, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00; and
- b. Brigadier Construction Services, LLC in the approximate amount reasonably anticipated to be \$1,875,000.00; and
- c. Donley’s, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00; and
- d. Next Generation Construction, LLC in the approximate amount reasonably anticipated to be \$1,875,000.00; and
- e. Panzica Construction Company in the approximate amount reasonably anticipated to be \$1,875,000.00; and
- f. Regency Construction Services, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00; and
- g. RL Hill Management, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00; and
- h. TMG Services, Inc. in the approximate amount reasonably anticipated to be \$1,875,000.00.

WHEREAS, the primary purpose of this project is to enable the Department of Public Works the flexibility necessary to make on call emergency building modifications in Cuyahoga County buildings during the COVID-19 pandemic; and

WHEREAS, the project is funded by the Coronavirus Aid, Relief, and Economic Security (CARES) 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 makes awards on RQ48610 to various contractors, in the total amount not-to-exceed \$15,000,000.00, for On Call – COVID-19 Emergency Building Modifications for the period 8/4/2020 - 8/3/2021 as follows:

- a. The AKA Team, Inc.
- b. Brigadier Construction Services, LLC
- c. Donley’s, Inc.
- d. Next Generation Construction, LLC
- e. Panzica Construction Company
- f. Regency Construction Services, Inc.
- g. RL Hill Management, Inc.
- h. TMG Services, Inc.

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

SECTION 3. 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 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,

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0155

Sponsored by: County Executive Budish/Fiscal Officer	A Resolution authorizing a Sports Facility Agreement between Cuyahoga County, Cleveland Indians Baseball Company LLC and Gateway Economic Development Corporation of Greater Cleveland in the amount not-to-exceed \$3,500,000.00 in accordance with Supplemental Trust Indenture No. 5 between Cuyahoga County and The Huntington National Bank, as Trustee, dated 10/1/2017; authorizing the County Executive or his designee to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County and The Huntington National Bank, as Trustee, entered into Supplemental Trust Indenture No. 5, dated as of October 1, 2017, securing \$35,320,000.00 in County Sales Tax Revenue Bonds, Series 2017B (Quicken Loans Arena Project) (the “Indenture”); and

WHEREAS, the Indenture contemplates a Sports Facility Agreement between the County and a major league sports franchise to provide for improvements to a facility in which the major league sports team plays its regular season games (“Agreement”); and

WHEREAS, in accordance with the Indenture, the County Executive desires to enter into an Agreement with the Cleveland Indians Baseball Company LLC (the “Franchise”), as lessee and operator of Progressive Field, and Gateway Economic Development Corporation of Great Cleveland (“Gateway”) as the owner and lessor of Progressive Filed, in order to fund certain improvements at Progressive Field; and

WHEREAS, as set forth in the Agreement, Gateway has approved various Major Capital Repairs pursuant to the lease between the Franchise and Gateway and all funds provided under the Agreement will be used to fund approved Major Capital Repairs; and

WHEREAS, in accordance with Section 5.03 of the Indenture, funds for the Sports Facility Agreement will be drawn by the Trustee from funds being held in trust in the County Account of the Sports Facility Improvement Fund; and

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

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

SECTION 1. The Cuyahoga County Council hereby authorizes an agreement between the County, the Cleveland Indians Baseball Company LLC, and the Gateway Economic Development Corporation of Greater Cleveland in the amount not-to-exceed \$3,500,000.00 in accordance with Supplemental Trust Indenture No. 5 between the County and The Huntington National Bank as Trustee, dated October 1, 2017 (“Indenture”); said amount to be drawn by the Trustee from funds being held in trust in the County Account of the Sports Facility Improvement Fund under the Indenture.

SECTION 2. The County Executive, or his authorized designee, is hereby authorized to execute the agreement and all other documents consistent with this Resolution. To the extent an exemption is needed for anything contemplated herein, it is hereby authorized.

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 21, 2020

Committee(s) Assigned: Committee of the Whole

Journal CC039

August 4, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0156

Sponsored by: County Executive Budish/Department of Development	A Resolution adopting the 2020 Economic Recovery 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, in light of the unprecedented economic impact of the COVID-19 pandemic, the Cuyahoga County Economic Development Commission voted unanimously on May 6, 2020, to recommend adopting a one year Economic Recovery Plan in place of the usual five year Economic Development Plan; and

WHEREAS, the disruption caused by the pandemic in recent months delayed preparation of the Economic Recovery Plan by one month beyond the usual June 1st date for submission of the Economic Development Plan to County Council; 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 2020 Economic Recovery Plan, in place of the usual 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 2020 Economic Recovery Plan

ONE-YEAR COVID-19 RECOVERY PLAN

July 2020 – July 2021

JULY 2020

Armond Budish, County Executive
Chair, Cuyahoga County Economic Development Commission
Cuyahoga County Council
Department of Development



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

Harriett Applegate

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, Greater Cleveland Partnership

Joe Roman

President and CEO, Greater Cleveland Partnership

Mayor Katie Gallagher

City of Brooklyn, Representing the Mayors and Managers of Cuyahoga County

Marc Byrnes

Chairman, Oswald Companies

Department of Development Staff Contributors

Theodore Carter

Chief Economic Development & Business Officer

Paul Herdeg

Deputy Chief Economic Development Officer

Regina Johnson

National Urban Fellow

Introduction

As we begin the promise of a new decade, Cuyahoga County has continued to build on its recent economic momentum. Many successes have occurred throughout the past few years, with a highlight being that in 2019 the GDP in Cuyahoga County reached \$88 Billion, which was the highest in Ohio.

COVID-19, however, has devastated the foundation of our economy, specifically the hospitality and service sectors, and created a 23% unemployment rate as of April 2020. These current economic conditions, formed by the impact of the COVID-19 mandatory shutdown of businesses, necessitates a focus on the essential strategies that will drive our economic recovery in the near term. These strategies will help the County emerge stronger when the economy fully reopens, to be better positioned than it was pre-COVID. With a focused recovery plan, we will be prepared to capitalize on our strengths, enabling the County to resume growth at a faster pace than its peers.

This current situation has also been exacerbated by the ongoing national conversation concerning the harmful impact of structural racism. This requires that Cuyahoga County and its partners have a sense of urgency in the execution of a plan that collaboratively addresses both the COVID-19 crisis and the economic dimensions of structural racism. Hence, the Economic Development Commission presents a submission that will focus on a plan to drive recovery during a period of one year, July 2020 – July 2021, resuming its Charter mandate of 5-year planning in its June 2021 submission.

The underlying framework of this plan is to intentionally focus on and alter the trajectory of historic economic disparities that currently exist within the County, and have impeded economic growth and equity, now exacerbated by COVID-19. The recent “Two Tomorrows” report highlights the negative economic impact that continued systemic racial and gender disparities have on employment, earnings, and, ultimately, growth. The Economic Development ecosystem is compelled to recognize and address the historic economic disparities which have been well documented that exist in minority communities within the County. We must be intentional in our **collective efforts** to address and alter the trajectory of our County’s economy. These continued disparities will ultimately prevent our County from being competitive, equitable, or a leading community in terms of economic growth and opportunity. The objectives listed within this Recovery Plan lay the foundation for substantial recovery of the County’s economy through the support of its businesses and residents. Cuyahoga County will play a lead role in improving constituent lives economically, socially, and culturally.

Recovery Plan Primary Goals

- Reduce unemployment
- Reduce poverty, particularly in communities of color
 - By continuing to support catalytic place-based investments and projects
- Invest private and public sector capital intentionally and strategically to achieve equitable growth
- Drive innovation, entrepreneurship and create the infrastructure to support technology commercialization across the ecosystem
- Invest in target industries and sectors that will be essential in a post-COVID-19 environment
 - Industry focuses - manufacturing, distribution (including exports), healthcare, PPE, and emerging technologies and services that support remote work and learning (i.e., data centers; distance learning; and remote work technologies)
- Continue to promote and sustain system collaboration with urgency

RECOVERY PLAN

The One-Year COVID-19 Recovery Plan offers strategies that Cuyahoga County Economic development ecosystem will utilize to address each of these Economic Development goals within the year. Of critical importance is the need to retain and grow existing businesses, which is at the core of the strategy to rebuild the County post-COVID-19. Reducing unemployment, specifically for low wage and minority workers, will play a significant role in restoration as well. In thinking of enhancing the present and looking towards the future, we must also support strategies that advance innovation and entrepreneurship. Marketing our strengths that distinguish Cuyahoga County from peer economies is essential; both locally, to bring customers back to existing businesses, and nationally, to attract external business to the County.

Finally, for all action items to be successfully implemented, active collaboration among ecosystem partners is required. The strategies listed below are ambitious, and we acknowledge that not all will be completed within this shorter time frame but will instead set the foundation for areas of focus over the five-year cycle. However, due to the national climate, this is not the time to be timid. We can elevate the County's place within the national economy as we make prudent strategic investments during this reset period. In these times, we must be assertive, aggressive, and strengthen the work that will sustain our County, now and in the future. We must be offense-minded.

As an Economic Development ecosystem, we will continue to advance the strategic principles that were presented in the 2019 adopted version but keenly focus on further defined strategies. The strategies below include workforce, innovation, and small business tactics that will be implemented to achieve targeted outcomes within the next year. Along with the immediate focuses, other initiatives will be worked on and continued into the five-year plan.

STRATEGIES

RESTORE CUYAHOGA: The One-Year Immediate Foci

- Continued Investment in Support of Small and Minority Businesses and Residents
- Investing in and Expanding Innovation
- Accelerating and Scaling of Existing Workforce Initiatives – Reduce Unemployment

BUILD CUYAHOGA: Continuation and Growth of Initiatives

- Marketing the County Locally and Nationally

THE ONE-YEAR IMMEDIATE FOCUS

Targeted Strategies and Outcomes

RESTORE CUYAHOGA:

Continued Investment and Support of Small and Minority Businesses

Cuyahoga County is fortunate to be home to a vibrant small and minority-owned business ecosystem that provides both capital and technical assistance. As part of the ecosystem's support of these businesses, the County will encourage reasonable flexibility by banks, landlords, and creditors in the repayment of financial obligations as a result of the COVID-19 crisis. This action will be coupled with the focus of also providing more effective technical assistance to impacted businesses on a sustained basis. Training and workforce development opportunities will also be offered to businesses and residents.

The County's Small Business ecosystem demonstrated collaboration in the creation of the Business Stabilization Fund and Resource Center. These initiatives were conceived and implemented to support the small business community in the wake of the COVID-19 economic shutdown in the Spring of 2020. These collaborative efforts, as well as regional efforts, should continue to renew and restart the economy, which includes the City of Cleveland's ReStart CLE Initiative. These efforts will be supported by leveraging the data, engagement, energy, and alignment of resources that resulted from collective grant efforts. Priority will be given to more effectively directing capital to minority businesses for their growth and stability, particularly those lifestyle businesses that are the backbone of Cuyahoga County neighborhoods. This strategy will be complemented with a focus on fostering businesses that create traded sector jobs. Renewed focus and energy will be directed to advance the intent of the City of Cleveland's Neighborhood Transformation Initiative and the Opportunity Zones across the County.

Opportunity Zone investment will continue to be an economic focal point. The investment will be driven by the County's Arctaris Social Impact Fund and the Cleveland Development Advisors, a division of the Greater Cleveland Partnership. This work will include an assessment of the social impact of potential projects within designated Opportunity Zones. Cuyahoga County will work with partners to assess actions that can strengthen communities, including investments in different types of businesses, such as neighborhood businesses as well as businesses that are supported by revenue outside of their neighborhoods.

In addition, Cuyahoga County will continue to offer loan financing for blighted and under-utilized structures and property improvements, to include remediation and modernization, as well as fund business assistance programs and growing minority businesses. The focus on inclusive public and private sector investments will be a point of emphasis, particularly to create jobs.

SMALL BUSINESS TARGETED ACTIONS AND OUTCOMES:

- Cuyahoga County will work to create a working group that will launch a comprehensive assessment and analysis of the small business environment. This assessment will help shape future policy on public and private sector lending, with an emphasis on equity and inclusion. This work will include a detailed analysis of the condition of small minority-owned businesses within

Cuyahoga County, including an assessment of business size, profitability, hiring velocity, wage levels, industry, corporate structures, and business needs, particularly with respect to utilization of technology.

- There is an urgent need for additional ecosystem collaboration and role clarity. The County will partner to utilize data to prioritize issues and encourage a better definition of partner roles.
- Greater Cleveland Partnership (GCP) will continue forums to solicit private sector input and guidance from business owners on retention and growth strategies. This action will ensure that business owners are engaged in informing ecosystem leaders of their needs. This strategy will be complemented through the utilization of GCP INGEAR, a centralized online portal providing businesses with access to the resources, providers, and information they need to thrive.
- **OUTCOME:** Better alignment of strategies and deployment of capital to support small business growth and job creation.

**RESTORE CUYAHOGA:
Investing in and Expanding Innovation**

Cuyahoga County is rapidly being recognized as a national innovation center of excellence. Cuyahoga County has a growing presence in innovation, research, and strategy that can be built out to increase this reputation. Health care is an enormous strength of our economy, with more than 270,000 employees, as well as significant MedTech and biotech innovation. This innovation is anchored by the Cleveland Clinic and augmented by other healthcare resources, notably, University Hospital, MetroHealth, St. Vincent, the Veterans Administration, and more than 700 healthcare companies. Many innovative companies are growing in the County, including the Cleveland HeartLab (spun out of the Cleveland Clinic), Cardio Insight (recently purchased by Medtronic), Explorys (acquired by IBM and now part of IBM Watson Health), among many others. Partnerships with other centers of innovation include the NASA Glenn Research Center, Case Western University (which is home to a partnership with Microsoft and its HoloLens technology), Jumpstart, and Nottingham & Spirk, to name a few. Working with innovation partners, the County will continue to advocate with key stakeholders on the importance of having measurable equity and inclusion at the forefront of these efforts. This commitment must be demonstrated in the deployment of capital to start-up and entrepreneurial entities.

Cuyahoga County supports the strategy and direction of the Cleveland Innovation Project, which has identified four focus areas that will drive future job creation, innovation, and the growth of our economy. A foundational principle of this effort is ensuring equity and inclusion.

Cuyahoga County is also working with its Department of Sustainability and other County partners to support and build-out several different initiatives. One example is the Blue Economy Initiative, a regional effort to identify, attract, and foster innovative water industry companies. Another example of a project that Cuyahoga County will continue to support is its aspiration to create a Microgrid. When built, this project will help distinguish Cleveland as an innovation center to attract new businesses that want to connect with reliable power.

INNOVATION TARGETED ACTIONS AND OUTCOMES:

- The Economic Development ecosystem will organize to support and invest in the areas identified by the Cleveland Innovation Project.

- The County will work with key partners to create a plan on how to invest in, support, and build out innovation hubs such as the Midtown Innovation District and the Aerozone Alliance, anchored by NASA-Glenn, by 2025.
- **OUTCOME:** The County, working with the innovation ecosystem, will advance the work recommended by the McKinsey Innovation Study. The focus on innovation is the key to building new industries that will lead to job creation in the short and long term.

<p>RESTORE CUYAHOGA: Accelerating and Scaling Existing Workforce Initiatives</p>

Our Workforce efforts will complement and build on the innovation efforts described above. Reducing unemployment, specifically in communities of color, is job one. Addressing this issue includes reducing poverty by strategically investing public and private sector capital in these communities. Cuyahoga County has the benefit of having an active workforce ecosystem, supported by many notable higher-education institutions and workforce providers, ranging from the United Way to Cuyahoga Community College (Tri-C), which have developed various workforce initiatives. Cuyahoga County Government, working with the Workforce Funders Group, will continue to utilize a variety of approaches to align and connect intermediaries and partners to achieve specific workforce targets. An additional step that must be taken this year is to strengthen the workforce pipeline and to streamline and leverage the talent supply provided by Tri-C, Ohio Means Jobs (OMJ) providers, and our Community Development Corporations (CDCs). **Another critical step is to address the documented shortcomings and disparities concerning access to the tools of distance learning and internet connectivity by providing affordable broadband infrastructure.**

We are calling for an intensification of three areas that are currently underway to support and upskill residents: Workforce Connect, SkillUp, and Virtual Job Fairs. The County has invested heavily in the Workforce Connect Sector Partnership initiative that creates a talent pipeline between residents and the private sector within the Manufacturing, Healthcare, and IT sectors. Each industry has now identified intermediaries to connect residents and employers and is building out pilot programs to train residents for employment in these industries. This effort needs to be complemented and augmented by the current efforts and investment of TRI-C, GCP, and OMJ, among others, to ensure that strategies are aligned to reduce unemployment over in short to long-term.

A focus for the future should be to look at how to better support low-wage workers to get relevant industry credentials. Current strategies should ensure that minority communities are being supported with training and educational opportunities to increase and improve their skill sets to adapt to the new jobs that will be created in a post-COVID-19 environment. Accelerating the upskilling of our workforce helps to reduce unemployment that will increase market competitiveness.

WORKFORCE DEVELOPMENT TARGETED ACTIONS AND OUTCOMES:

- Partnering with OMJ, the County will increase the utilization of analytics to assess data and develop clear metrics that can showcase how we can eliminate the gap between in-demand jobs and residents
- The County will continue to collaborate with Ecosystem partners to advance the SkillUp initiative. The County will also work with businesses to help existing employees gain the skills to advance their careers, continue to support virtual job fairs, and work with OMJ to connect employees looking for work with companies looking to hire.

- Cuyahoga County will continue its active support of initiatives like the Paradox Prize and the Job Hubs Strategy, which have focused on addressing the disparities of unemployment that are associated with job access and transportation barriers.
- A plan to create access to broadband will be a core focus of the next year to improve business connectivity with the impending arrival of 5G and to improve broadband investment and access at the residential level, a critical effort between the County, Cleveland Foundation, and others.
- **OUTCOME:** We expect that these foci, in concert with other job creation efforts within the ecosystem, will lead to a reduction in unemployment.

CONTINUATION AND GROWTH OF INITIATIVES

Beginning in the Next Year and Continuing into the 2021 Five-Year Plan

BUILD CUYAHOGA: Marketing Cuyahoga County Locally and Nationally

Our regional strengths present an excellent opportunity to market the County to attract new businesses, residents, and tourists. Cleveland, at its peak, was one of the nation's leading cities and a major industrial distribution center for manufacturing, and we believe it continues to be a national manufacturing leader. The Greater Cleveland area possesses many assets that make it highly competitive, including interstate and maritime access, which position the County as a national logistics and distribution hub. Cuyahoga County is logistically located within proximity to superior transportation, infrastructure, and population centers nationally. Our Port infrastructure should continue to be marketed as a strength, with the maritime dependence of Cuyahoga County emphasized. The Port should be more fully utilized to reflect its equity and inclusion work. Lake Erie should continue to be promoted as an engine for economic development.

These strengths create the opportunity to market Cuyahoga County for commercial investment locally, nationally, and internationally, particularly with respect to positioning the County as an ideal locale for manufacturing reshoring. Additionally, in a post-COVID environment, the County should promote itself as a safe locale for tourism and new talent. The County will benefit from an increase in marketing that also promotes the County's low cost-of-living and quality-of-life advantages, and particularly its natural assets (park system, water amenities), biotechnology, and the healthcare system. The creation of a focused and targeted marketing campaign can be accomplished, in collaboration with the County, Greater Cleveland Partnership (GCP), and Team NEO/JobsOhio, and with assistance from a national marketing agency. Any campaign should be coordinated with Destination Cleveland's talent campaign.

MARKETING TARGETED ACTION AND OUTCOMES:

- We expect that the ecosystem will develop, identify, fund, and launch a strategic and focused multi-year national marketing strategy.
- Partner collaboration will also focus on local marketing to encourage consumers to return to businesses, as well as promote the availability of local resources for small businesses to recover and expand.

- **OUTCOME:** Intentionally marketing the County’s strengths, particularly with respect to manufacturing reshoring, will improve national visibility, increase local business growth, and attract other business opportunities to the County.

[PROPOSED SUBSTITUTE]

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0156

Sponsored by: County Executive Budish/Department of Development	A Resolution adopting the 2020 five-year Economic development Recovery 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, in light of the unprecedented economic impact of the COVID-19 pandemic, the Cuyahoga County Economic Development Commission voted unanimously on May 6, 2020, to recommend adopting a one year Economic Recovery Plan ~~in place of the usual five-year Economic Development Plan~~; and

WHEREAS, the disruption caused by the pandemic in recent months delayed preparation of the Economic Recovery Plan by one month beyond the usual June 1st date for submission of the Economic Development Plan to County Council; 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 2019 five-year economic development plan, adopted by this Council on August 6, 2019, is hereby amended to incorporate the 2020 Economic Recovery Plan recommended by the Economic Development Commission; the 2019 five-year plan, as amended, shall be the County’s 2020 five-year economic development plan. ~~in place of the usual five-year economic development plan.~~ **The County’s 2020 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

First Reading/Referred to Committee: July 21, 2020
Committee(s) Assigned: Economic Development & Planning

Legislation and Exhibit A Substituted on the Floor: August 4, 2020

Journal CC039
August 4, 2020



EXHIBIT A

CUYAHOGA COUNTY
FIVE- YEAR ECONOMIC
DEVELOPMENT PLAN

20~~19~~20-20~~23~~24

~~June 1~~July 29, 2019~~2020~~

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

Harriett Applegate

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

Joe Roman

President and CEO, Greater Cleveland Partnership

Mayor ~~Michael Summers~~ Katie Gallagher

City of ~~Lakewood~~ Brooklyn, Mayors and Managers

Marc Byrnes

Chairman, Oswald Companies

Development Staff

Theodore Carter

Chief Economic Development & Business Officer

Paul Herdeg

~~Director of Strategic Planning & Analytics~~ Deputy Chief Economic Development Officer

Introduction: This limited update of the 2019-2023 Economic Development Plan is coordinated with and includes Cuyahoga County's One Year COVID-19 Recovery Plan

Cuyahoga County is still in the process of economic restructuring and transition-- from its traditional manufacturing-dominated economy, to a knowledge-based economy supporting 21st-century industries in technology, advanced manufacturing, big-data and health care innovation.

The 2019-2020 plan is the culmination of eight years of planning and discussion among leaders of the County's economic development ecosystem. Cuyahoga County ~~is~~was uniquely poised in 2019 and prior to the COVID-19 pandemic in 2020 to advance its economy through its commitment to the following principles.

- Collaborative development;
- Inclusive economic growth;
- Innovation
- Workforce Development
- Proactive & intentional business engagement with business
- Creation of vibrant neighborhoods through placed based investment

Initiatives that support these principles to drive the intended outcomes include:

- Microgrid Initiative
- ~~Blockland Innovation Hub~~
- Climate Action Plan
- Innovation Assessment
- Cleveland 2030
- ~~Appreciative Inquiry~~
- Opportunity Cleveland – Federal Opportunity Zone Initiative

Internal Department of Development program priorities overlap with the initiatives listed above in furtherance of the overarching development principles we have adopted. The programmatic priorities include:

Workforce Innovation and Sector Partnerships

Cuyahoga County has invested substantial time, energy, and money in the development of the current

Sector Partnership initiative. We are beginning to see concrete actions in the Manufacturing sector, with the Healthcare sector slated to begin operation this year and the Information Technology sector (including emerging Blockchain technology) not far behind. We will continue to focus both County and outside actors on implementing this initiative to address the talent gaps in these sectors.

Internally, the Department of Development has built out its SkillUp operation to the point where significant numbers of businesses are directly engaged with our staff. The interventions we seek to apply have led a significant number of businesses to think and act differently as they approach the issue of organizational structure, talent sourcing, training, and retaining human capital.

By Spring 2020, all three sector partnerships will be in operation, and our SkillUp service will be on its way to its goal of engaging 5000 businesses.

Opportunity Zones / Equity and Inclusion

Working closely with the City of Cleveland, Greater Cleveland Partnership, the Gund and Cleveland Foundations, and the Fund for our Economic Future, the Department of Development coordinates work to leverage the federal Opportunity Zone tax incentive to drive investment in under-served neighborhoods across Cuyahoga County. By Spring 2020, we expect to work with our collaborative partners to support at least 20 Opportunity Zone projects with capital.

Research done by the Fund for our Economic Future demonstrates that systemic racial disparities continue to exist in earnings and employment. Gender disparities also continue to exist. While our major lending programs are open to all business owners, the Department of Development will continue to support activities specifically designed to support innovation, entrepreneurship, and employment in good jobs of those who are still at a disadvantage. Our work includes funding minority business assistance programs, capitalizing loan funds directed towards growing minority businesses and supporting the innovative “Paradox Prize” competition, which seeks to overcome the distance discrimination barrier to employment of those who do not own private cars. We will be conscious of the need for substantive investments from an equity and inclusion standpoint across all our programs.

Sustainability and the MicroGrid

Actions to address climate change and use sustainable resources have positive economic impacts. The Department of Development is now taking an active role in promoting Cuyahoga County’s sustainability work, including our “first to market” downtown MicroGrid. Incentives will be provided to economic development projects that create jobs accessible by public transit. County-funded real-estate projects will be expected to include sustainable design features. The MicroGrid already shows promise to attract businesses to locate in downtown Cleveland and is expected to be a competitive advantage helping to distinguish Cleveland from other similar cities.

Innovation and Entrepreneurship

New business formation, research commercialization, and other support for innovation are fundamental to sustaining our County’s economic growth. We are fortunate to have centers of innovation in our geography, including the NASA Glenn Research Center, our Universities and our two major hospital systems. Access to the resources needed to start and grow an innovative enterprise is not uniform, and the Department of Development seeks to support initiatives that will make these resources more accessible to underserved populations. We will also seek, in partnership with our Aerozone Alliance, to attract federally-recognized innovative startups to locate and grow here. Our goal is to have the attraction plan in place and to have at least one growing business within the next year. With respect to Blockland, we ~~expect~~ continue to evaluate options to support the new City Place site in 2020.

Housing Program Implementation

The Department of Development led Cuyahoga County's work to create a robust Housing Policy. County Council has now authorized funding to carry out a housing program addressing the major issues identified by our Housing Policy. Work to implement the housing program is shared between our County Land Bank and the Community Development Division of the Department of Development. Our staff will devote substantial time and effort over the next year to begin to implement the elements of the housing program and monitor activity to be sure the activities are addressing identified needs. Goals for the Housing Program are being established jointly with our County Land Bank.

Primary Objectives of This Five Year Economic Development Plan

Cuyahoga County's ~~2019-2023~~2020-2024 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. Increase the county's population, which will increase its tax base and provide talent for business growth.
3. Advance equity and inclusion, by promoting equity in the allocation of capital 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. Cuyahoga County's Economic Development Commission will advance the discussion in identifying the four to five big economic development bets that will drive regional economic growth. The County, with its partners, will continue in [2019-2020](#) to explore opportunities to position export and foreign direct investment as growth strategies. There has been increasing interest by foreign consuls in trade opportunities within the County. This strategy will be coordinated with leaders of the Port and Hopkins International Airport.

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.

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.

Cuyahoga County Government will lead in creating a shared focus on aligning programmatic efforts of funders and providers to scale up approaches that business leaders believe are effective to eliminate the demand-supply gap for their in-demand job. In [2019-2020](#)

, the Sector Partnerships Initiative will focus on talent needs of Manufacturing, Health Care, and Information Technology (including Blockchain).

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.

This activity will ultimately create 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 a MicroGrid

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 three innovation clusters:

- Additive Manufacturing
- Energy Storage (with Case Western Reserve University as a lead)
- Smart Devices

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 County's partnership with the Economic Community Development Institute (ECDI).

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 1.3.4: Leverage Cuyahoga County's leadership in Blockchain to attract reserachers to a new Blockland hub with strong connections to opportunities for County residents to engage in Blockchain technology. (No longer active in 2020)

Activity 1.3.5: Build upon existing assets, such as 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, like the Global Center for Health Innovation and the major hospital systems, to attract health care businesses to the region.

Activity 1.3.7: Develop a Microgrid in downtown Cleveland and use it to attract new businesses.

Strategy 1.4: Carry out key County activities to re-establish standing as a regional and national economic hub

Activity 1.4.1: Coordinate active and consistent regional participation in national organizations and activities that focus on economic development and real estate, such as the International Council for Shopping Centers; Select USA, Urban Land Institute, CORENet, Consumer Electronics Show, SXSW, the Great Lakes Council of Governors & Premiers, American Association of Port Authorities, and American Great Lakes Port Authority Association.

Activity 1.4.2: Partner with the County's education stakeholders to improve the County's educational attainment and competitive position. This will include Pre-Cle, all K-12 education providers, Say Yes, and Tri C.

Activity 1.4.3: Promote key regional business assets, including NASA Glenn Research Center, Plug and Play, Global Health Innovation Center and the increasing the number of residents with advanced degrees and relevant industry certification.

Activity 1.4.4: With Greater Cleveland Partnership, the County, and other key partners, leverage Destination Cleveland's 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 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 1.4.8: Partner with key economic institutions such as University Circle Incorporated, higher education institutions, and the County’s healthcare system to support growth in the “Eds and Meds” sectors.

Activity 1.4.9: Promote wider and more equitable access to broadband as a tool for business attraction and expansion, as a path to digital technology literacy and innovation, and to enhance the education system.

Activity 1.4.10: Promote vocational training for advanced manufacturing.

Activity 1.4.11: Collaborate 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.

Strategy 1.5: Support research, commercialization, and technology transfer

Activity 1.5.1: Effectively manage and strategize around the emerging regional knowledge society by understanding how Cuyahoga County is economically restructuring. As Cleveland State University’s Center for Population Dynamics has noted, the commercialization of knowledge should not be viewed as the cause of economic growth; it is an effect that comes when the best knowledge is being produced.

Greater Cleveland is known for its excellence in “Eds and Meds” – higher education and world class health care. Research at Cuyahoga County’s universities, University Hospitals, and the Cleveland Clinic, creates knowledge with high value for commercialization. Research also attracts highly educated and skilled individuals to move to Cuyahoga County. The focused research itself, along with the potential stream of startup companies it spins off, are economic development activities worth funding and supporting.

Activity 1.5.2: Support the ongoing regional cross-sector collaboration to make Greater Cleveland a center of Blockchain innovation, research, and commercialization. (No longer active in 2020)

Goal 2: Foster positive job and population growth & opportunity

Strategy 2.1: Attract new residents, through both domestic and international immigration, and retain current residents

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 2.1.4: Utilize resources including Destination Cleveland's brand assets and insights to market the entire County as an attractive living and working environment for Millennials. The County's Department of Development will continue to engage with Millennials to design and promote initiatives to attract and retain highly skilled residents county-wide. Housing affordability is a key part of this effort.

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

Cuyahoga County, collaborating with the Greater Cleveland Partnership, will enhance its business attraction, expansion and retention ecosystem through coordinated and metrics/results oriented work.

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: Led by Destination Cleveland, 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 partnership with the Greater Cleveland Partnership, Team NEO, and Jobs Ohio, 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: Collaborate with communities and the Greater Cleveland Partnership to identify and consider modifying local policies, such as tax rates or land use regulations, which might be discouraging businesses from choosing otherwise attractive sites for their locations, and encourage appropriate calibration of economic development incentives. Support efforts to regionalize public services to decrease their cost.

Activity 2.4.2: Maintain and continue to enhance Cuyahoga County's high quality natural and cultural assets.

Activity 2.4.3: Build on previous work done by the County Planning Commission in which ten priority areas for Place Based Economic Development were identified, create criteria for funding neighborhood place based economic development projects which have high potential for positive economic development impact on a regional scale. Align this work with current research on Job Hubs.

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, to eventually increase Cuyahoga County's tree canopy from 14 to 30 percent by the year 2040.

Activity 2.5.2: Organize and fund a Green Bank to lend money and invest in clean energy projects, such as 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: Advance balanced, diverse and equitable economic and job growth

Cuyahoga County will promote in its development approach the philosophy that “everybody matters”. The County will seek to promote opportunities to all residents, especially those in disconnected and under-served populations. When considering financial support to business, the County’s Department of Development will consider not only the quantity, but also the quality of jobs created, and accessibility of jobs from neighborhoods with housing affordable to the workers holding those jobs.

Activity 3.1: Housing Policy and Housing Plan

In 2015, County Executive Budish directed a thorough review of Cuyahoga County’s housing conditions and policy, in consultation with a wide range of stakeholders. In 2016, the County Planning Commission completed a statistical analysis of housing conditions in Cuyahoga County as a step toward completion of a comprehensive housing plan for Cuyahoga County. Based on this analysis and on significant housing policy development work led by the County Executive and Deputy Director of Development for Housing, Cuyahoga County has set forth six key areas for coordinated effort to improve housing conditions:

- Access to Capital
- Tax Collection and Delinquency
- Housing Insecurity
- Special Populations
- Fair Housing
- Confidence in the Housing Market

The Cuyahoga County Housing Plan (Plan) was completed in 2017. In 2019, Cuyahoga County Council created the Cuyahoga County Housing Program (Program) to provide resources for implementation of 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. The thirty-million dollars from the Community Development Fund allocated to this Program focuses on expanding and creating programming for home repair, low dollar mortgages, and other activities to increase property values throughout the County.

Activity 3.2: Inclusion

In order to become a transformative region, the County is striving to be an economically welcoming place, providing opportunity to economically isolated populations, current residents, Cleveland expatriates, “boomerangers” who have returned, and newcomers, both transplants and immigrants alike. The future success of the County is inextricably tied to the success of historically isolated populations. As part of business growth, we will work to grow the number and size of female and minority-owned enterprises, expand access for minority and economically isolated residents to educational training and business opportunities, and build a sustainable system that generates opportunities for economic access for all residents, particularly historically isolated populations. To advance this goal the County has adopted legislation designed to improve County government opportunities for small, minority and female owned businesses to compete for County government contracts and to support the concept of community benefits. The County additionally supports and will work to increase access to technology and the digital economy for all residents, including the positioning of innovation hubs in underserved neighborhoods.

Appendix 1: Cuyahoga County Guiding Principles

In achieving these goals and objectives, Cuyahoga County will follow a set of guiding principles, focusing on the vision that Cuyahoga County will convene and, with its partners, facilitate regional economic development work. **Its Department of Development will be recognized as an economic and community development center of excellence and innovation.** It is the desire of the Economic Development Commission that Cuyahoga County economic development stakeholders will:

Lead

1. Support and facilitate developing the vision for regional economic development.
2. Facilitate and foster job creation and linkage to Cuyahoga County's workforce development priorities.
3. Work collaboratively with education stakeholders to improve the County's education system.
4. Build on and leverage existing partnerships with the 59 Cuyahoga County communities and regional, public, private, and non-profit organizations to achieve the objectives and identify industries of the 21st century that will be the source of job creation and regional growth
5. Strive to partner, foster and support sustainable economic development and infrastructure investments/projects and promote sustainability as an end goal in the implementation of our economic development mission.
6. leveraging strategic partnerships to bring new jobs, companies and investment, and grow existing businesses.
7. Integrate social services and transportation with economic development to enhance the County's workforce.
8. Implement and advance the countywide Housing Plan.
9. The County will take prudent risks to achieve and advance its economic vision.
10. With partners, focus on growing target sectors, including healthcare, IT, and manufacturing.
11. Focus on and maximize the economic potential of Lake Erie for trade, recreation, wind energy, transportation, and as a water source.

Execute

1. Execute programs with the goal of becoming the premier county in Ohio for economic growth, quality of life, education and opportunity.
2. Collaborate with the 59 municipalities in Cuyahoga County to advance and implement this economic and community development vision.
3. **Innovate to create economic value for Cuyahoga County's communities and residents.**
4. Prudently and effectively invest public capital to facilitate job creation and positive economic value for communities and residents countywide, and support efforts to create and maintain quality neighborhoods.
5. **Foster more vibrant communities through investment in place-making, commercial corridor revitalization, increased community access to amenities, assessment of environmental contamination and remediation of contaminated sites with identified end-users, as appropriate.**
6. **Execute economic development with the highest integrity, transparency, and accountability.**
7. **Achieve measurable results through analytic, research-based strategies that focus on results, not process, and report these results to the public.**
8. **Integrate workforce, economic and community development work to make best use of limited resources.**
9. **Continue to support entrepreneurship and small businesses, emphasizing the need for diversity and inclusion in this space.**
10. Leverage existing county assets, including the Global Center for Health Innovation, Huntington Convention Center of Cleveland, and the County Airport.
11. Work with local stakeholders to reduce entrance barriers for small businesses and potential investors looking to locate or grow in the region.

Market and Communicate

1. **Advocate regionally for transportation, infrastructure, investments and planning that will connect jobs to people and enhance the competitiveness of the county/region.**
2. **Focus on the value of labor mobility as an economic development priority.**
3. Promote the region's ability to manufacture and sell products to international markets by leveraging our location with relation to maritime and roadway accessibility.
4. **Focus on opportunity and inclusion in all economic development work.**
5. Promote arts, culture and tourism as a key component of the county's economic development strategies in the place-making realm.
6. **Promote Cuyahoga County as a global destination, building on its reputation as a medical innovation and manufacturing hub.**
7. **Promote and integrate education and workforce training to create a pipeline of employees for businesses and to create career opportunities for residents.**

Appendix 2: 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.

Ohio Aerospace Institute/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.

Plug & Play: Located at the Global Center for Health Innovations, this internationally recognized startup accelerator nurtures innovative new enterprises that may choose 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.

Community Assessment Initiative (CAI): Provides grant funding and professional services to conduct certified assessments of environmental conditions on eligible properties toward jumpstarting redevelopment.

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.

Cuyahoga County provides direct economic development loans in this area to reinvigorate our economic competitiveness, encourage private investment and business growth, and create high value jobs. To the greatest extent feasible, loans will be made from a revolving loan fund under terms that bring in repayments so that the fund is sustainable. These four strategies address the fundamental gaps that often stifle growth and hinder investment.

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 nonprofit partners, NDC and 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.

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 3:

Cuyahoga County Economic Development Financing Product and Program Offerings

Innovation and Commercialization County Economic Development Fund

- Pre-Seed for Innovation investments from JumpStart
- Technical Assistance from NASA, Flashstarts, BioEnterprise, etc.
-

Entrepreneurship and Opportunity

Economic Development Fund and/or Federal

- Microenterprise loans through ECDI
- Pre-Seed for Innovation Ventures loans through JumpStart
- Early Stage investments through JumpStart
- Accelerated Growth loans through Growth Opportunity Partners
- Capital Access Fund loans through National Development Council (with technical assistance from 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)

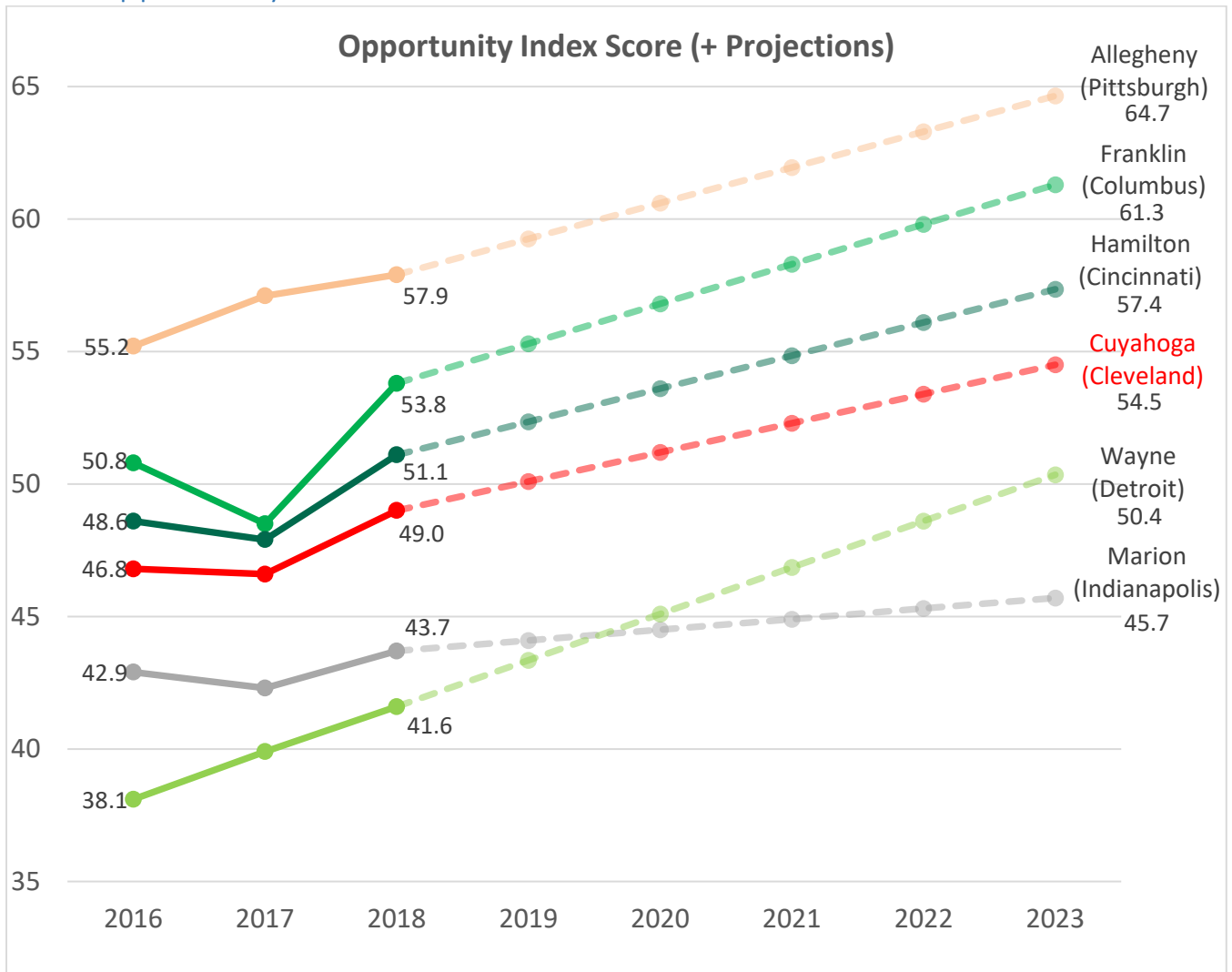
Future Initiatives

Infrastructure, Redevelopment, and Modernization – new sources of capital for Brownfield Cleanup, Site Preparation, and Placemaking

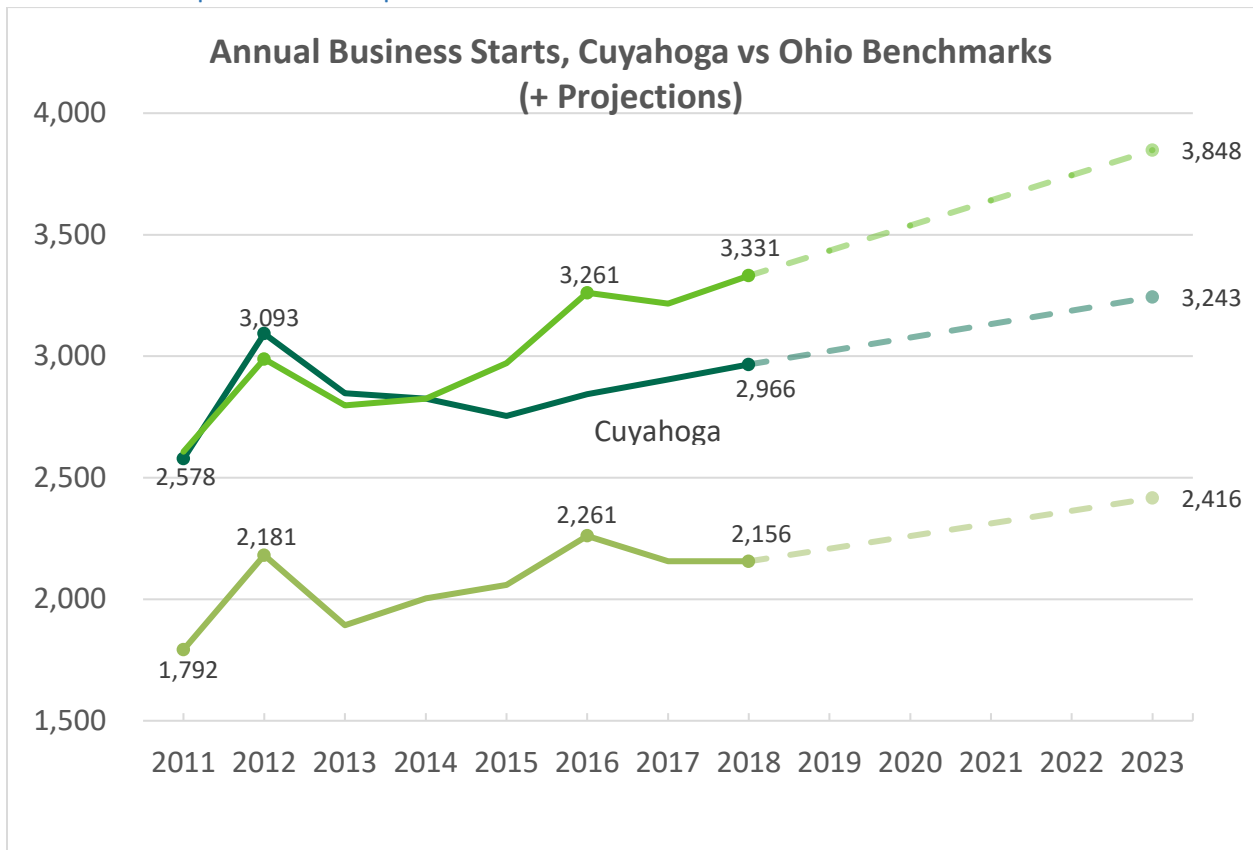
Export Assistance leveraging Cuyahoga County's Advanced Manufacturing industry cluster and prime logistical location for water, rail, road, and air transportation.

Appendix 4: Detail and data projection for major success indicators (metrics)

1. Opportunity Index

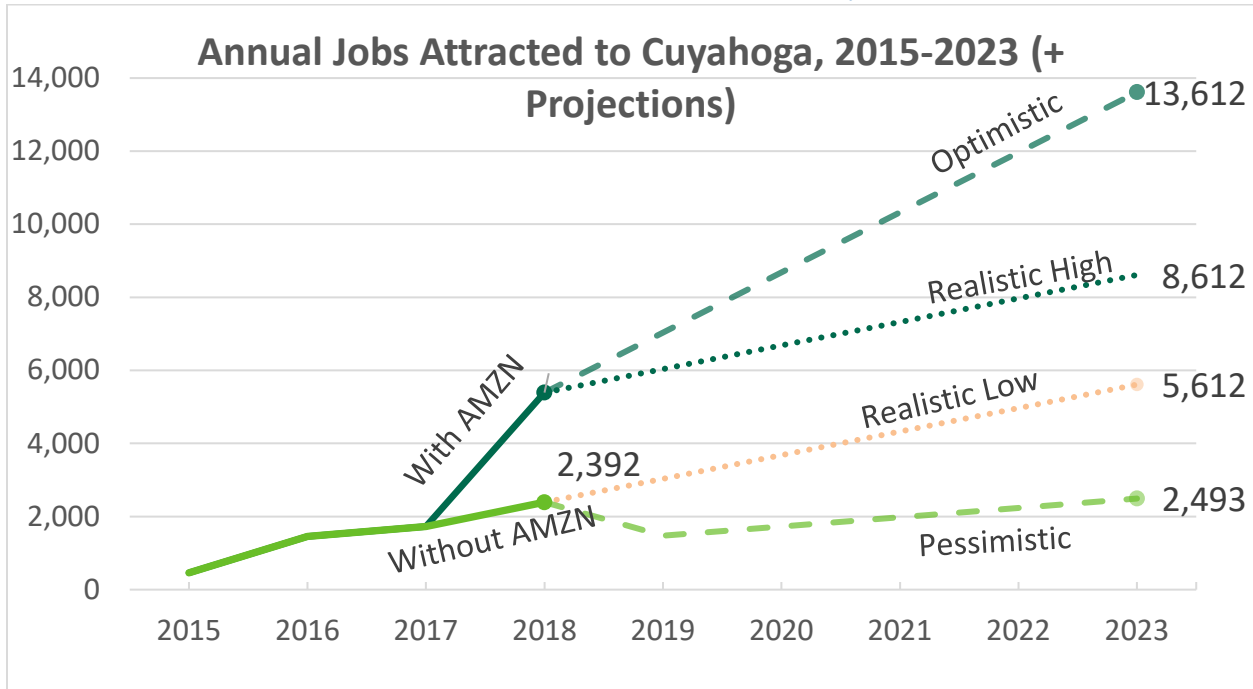


2. Entrepreneurship: Business Starts

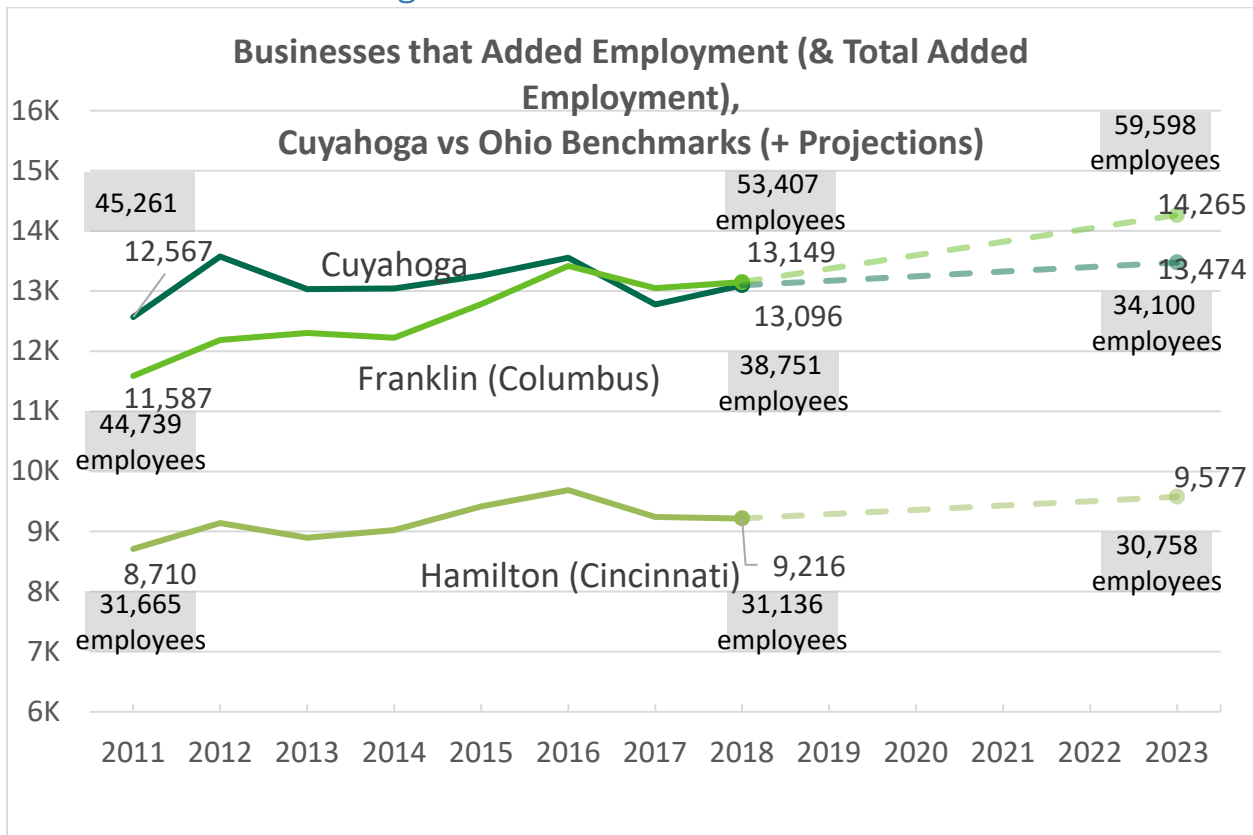


- In 2018, Cuyahoga County added 2,966 new business starts with a total employment of 22,402
 - In addition, 157 businesses relocated to Cuyahoga County with a total employment of 3,583
- In 2023, Cuyahoga County is projected to add 3,243 new businesses with a total employment of 29,181
 - In addition, 183 businesses will relocate to Cuyahoga County with a total employment of 5,024

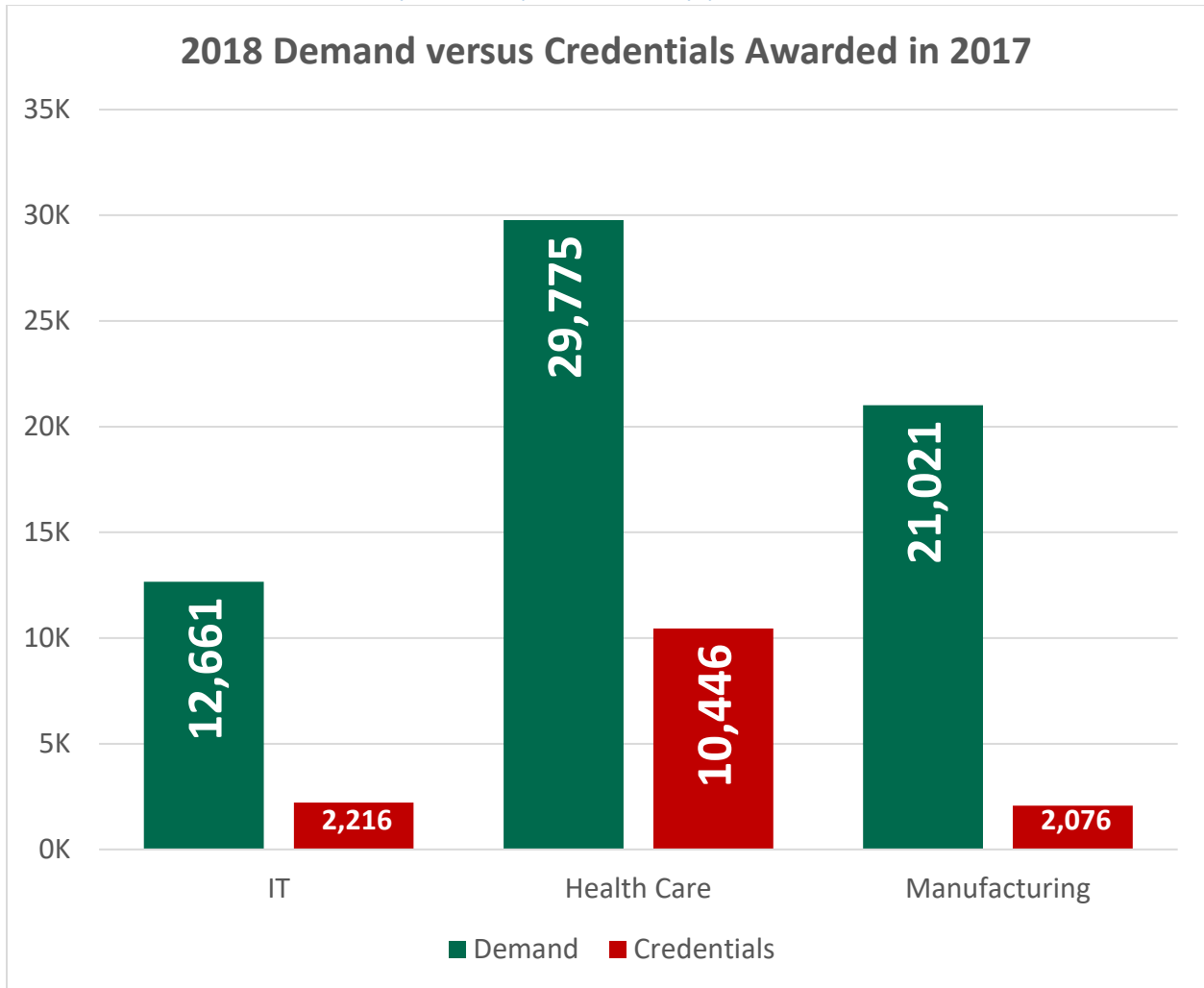
3. Business Attraction: JobsOhio Attraction/Expansion



4. Growth of Existing Business



5. Workforce Development (Talent Gap)



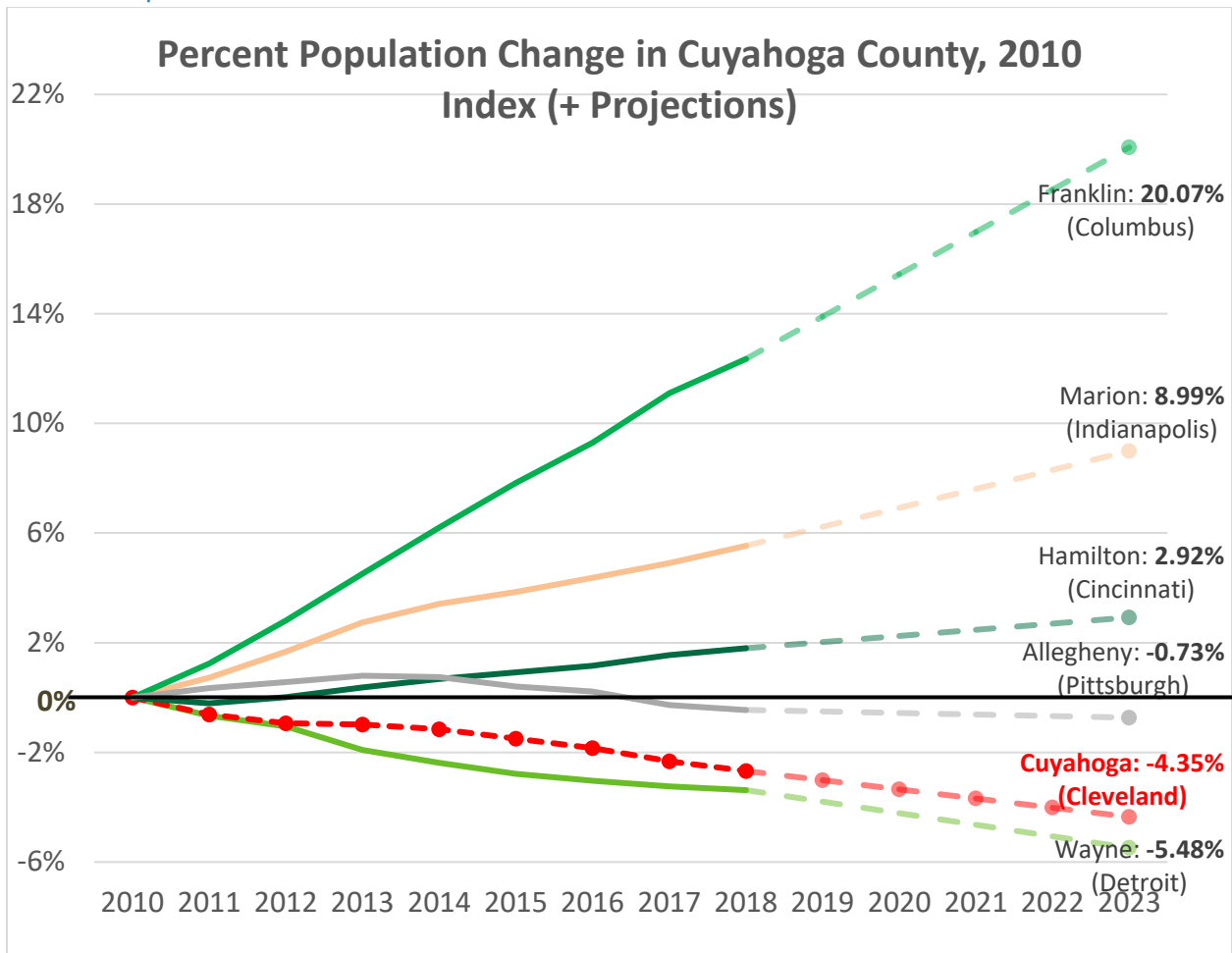
- Northeast Ohio retains 47% of graduates
- If NEO grew retention by 10% the region could retain an additional:
 - 3,130 BA+ grads
 - 445 health care BA+ grads
 - 162 IT BA+ grads
 - 263 architecture & engineering BA+ grads

6. Economic Inclusion: Labor Force Participation Rate

Year	Population 16-64 years	Labor Force Part. Rate	Unemployment Rate	Median Earnings
White Alone				
2013	523,313	77.8%	6.6%	\$34,832
2014	516,313	78.5%	6.1%	\$33,958
2015	513,358	77.4%	5.6%	\$35,352
2016	505,058	78.7%	5.2%	\$36,726
2017	497,476	78.6%	4.8%	\$38,215
Non-White				
2013	291,805	70.1%	19.3%	\$24,715
2014	294,050	70.3%	18.6%	\$23,083
2015	291,806	70.9%	17.1%	\$23,823
2016	295,809	69.7%	12.7%	\$23,536
2017	296,411	70.4%	12.3%	\$25,283

- There is a persistent gap in employment and earnings for white and non-white residents of Cuyahoga County
- Projections of current trends do show this gap shrinking for unemployment, but widening for median earnings (for men and women both)

7. Population: Total



2018 Total Cuyahoga Population Estimate = 1,243,857
2023 Total Cuyahoga Population Projection = 1,222,458

Partner Engagement

Cuyahoga County designs and executes its economic development strategy through engagement with many organizations. The following list is not intended to be complete, but illustrates the range of our engagement:

The Aerozone Alliance
BioEnterprise
Case Western Reserve University
59 Cuyahoga County Cities, Villages, and Townships
Cleveland / Cuyahoga County Port Authority
Cuyahoga County Land Reutilization Corporation (County Land Bank)
CHN Partners (formerly the Cleveland Housing Network)
The Cleveland Foundation
Cleveland Neighborhood Progress
Cleveland State University
The Commission on Economic Inclusion
Cuyahoga Community College
Cuyahoga County Mayors and Managers Association
Destination Cleveland
Digital C
Economic and Community Development Institute
Enterprise Community Partners
First Suburbs Consortium
The Fund for our Economic Future
The George Gund Foundation
Global Cleveland
Greater Cleveland Partnership
Greater Cleveland Regional Transit Authority
Growth Opportunity Partners
Hispanic Business Center
Jobs Ohio
JumpStart
MAGNET
National Development Council
Northeast Ohio Areawide Coordinating Agency
Ohio Means Jobs
The Presidents' Council
The RITE Board
Team NEO
United States Department of Housing and Urban Development
United States Small Business Administration
The Urban League of Greater Cleveland

2020-2024 ECONOMIC DEVELOPMENT PLAN: 2020 COVID-19 RECOVERY GOALS AND STRATEGIES

JULY 2020

Armond Budish, County Executive
Chair, Cuyahoga County Economic Development Commission
Cuyahoga County Council
Department of Development



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

Harriett Applegate

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, Greater Cleveland Partnership

Joe Roman

President and CEO, Greater Cleveland Partnership

Mayor Katie Gallagher

City of Brooklyn, Representing the Mayors and Managers of Cuyahoga County

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Introduction

As we begin the promise of a new decade, Cuyahoga County has continued to build on its recent economic momentum. Many successes have occurred throughout the past few years, with a highlight being that in 2019 the GDP in Cuyahoga County reached \$88 Billion, which was the highest in Ohio.

COVID-19, however, has devastated the foundation of our economy, specifically the hospitality and service sectors, and created a 23% unemployment rate as of April 2020. These current economic conditions, formed by the impact of the COVID-19 mandatory shutdown of businesses, necessitate a focus on the essential strategies that will drive our economic recovery in the near term. These strategies will help the County emerge stronger when the economy fully reopens, to be better positioned than it was pre-COVID. With a focused recovery plan, we will be prepared to capitalize on our strengths, enabling the County to resume growth at a faster pace than its peers.

This current situation has also been exacerbated by the ongoing national conversation concerning the harmful impact of structural racism. This requires that Cuyahoga County and its partners have a sense of urgency in the execution of a plan that collaboratively addresses both the COVID-19 crisis and the economic dimensions of structural racism. Hence, the Economic Development Commission presents a submission that will focus on a plan to drive recovery during a period of one year, July 2020 – July 2021, resuming its Charter mandate of 5-year planning in its June 2021 submission.

The underlying framework of this plan is to intentionally focus on and alter the trajectory of historic economic disparities that currently exist within the County, and have impeded economic growth and equity, now exacerbated by COVID-19. The recent “Two Tomorrows” report highlights the negative economic impact that continued systemic racial and gender disparities have on employment, earnings, and, ultimately, growth. The Economic Development ecosystem is compelled to recognize and address the historic economic disparities which have been well documented that exist in minority communities within the County. We must be intentional in our **collective efforts** to address and alter the trajectory of our County’s economy. These continued disparities will ultimately prevent our County from being competitive, equitable, or a leading community in terms of economic growth and opportunity. The objectives listed within this Recovery Plan lay the foundation for substantial recovery of the County’s economy through the support of its businesses and residents. Cuyahoga County will play a lead role in improving constituent lives economically, socially, and culturally.

Recovery Plan Primary Goals

- Reduce unemployment
- Reduce poverty, particularly in communities of color
 - By continuing to support catalytic place-based investments and projects
- Invest private and public sector capital intentionally and strategically to achieve equitable growth
- Invest in target industries and sectors that will be essential in a post-COVID-19 environment
 - Industry focuses - manufacturing, distribution (including exports), healthcare, PPE, and emerging technologies and services that support remote work and learning (i.e., data centers; distance learning; and remote work technologies)
- Continue to sustain a sense of system collaboration and urgency that has been fostered because of COVID-19

RECOVERY PLAN

The One-Year COVID-19 Recovery Plan offers strategies that Cuyahoga County will utilize to address each of these Economic Development goals within the year. Of critical importance is the need to retain and grow existing businesses, which is at the core of the strategy to rebuild the County post-COVID-19. Reducing unemployment, specifically for low wage and minority workers, will play a significant role in restoration as well. In thinking of enhancing the present and looking towards the future, we must also support strategies that advance innovation and entrepreneurship. Marketing our strengths that distinguish Cuyahoga County from peer economies is essential; both locally, to bring customers back to existing businesses, and nationally, to attract external business to the County.

Finally, for all action items to be successfully implemented, active collaboration among ecosystem partners is required. The strategies listed below are ambitious, and we acknowledge that not all will be completed within this shorter time frame but will instead set the foundation for areas of focus over the five-year cycle. However, due to the national climate, this is not the time to be timid. We can elevate the County's place within the national economy as we make the prudent strategic investments during this reset period. In these times, we must be assertive, aggressive, and strengthen the work that will sustain our County, now and in the future. We must be offensive minded.

As an Economic Development ecosystem, we will continue to advance the strategic principles that were presented in the 2019 adopted version, but keenly focus on further defined strategies. The strategies below include workforce, innovation, and small business tactics that will be implemented to achieve targeted outcomes within the next year. Along with the immediate foci, other initiatives will be worked on and continued into the five-year plan.

STRATEGIES

RESTORE CUYAHOGA: The One-Year Immediate Foci

- Continued Investment in Support of Small and Minority Businesses and Residents
- Investing in and Expanding Innovation
- Accelerating and Scaling of Existing Workforce Initiatives – Reduce Unemployment

BUILD CUYAHOGA: Continuation and Growth of Initiatives

- Marketing the County Locally and Nationally

LONG TERM RECOVERY: Sustaining Growth

- Adjusting the Five Year Economic Development Plan

THE ONE-YEAR IMMEDIATE FOCUS

Targeted Strategies and Outcomes

RESTORE CUYAHOGA:

Continued Investment and Support of Small and Minority Businesses

Cuyahoga County is fortunate to be home to a vibrant small and minority-owned business ecosystem that provides both capital and technical assistance. As part of the ecosystem's support of these businesses, the County will encourage reasonable flexibility by banks, landlords, and creditors in the repayment of financial obligations as a result of the COVID-19 crisis. This action will be coupled with the focus of also providing more effective technical assistance to impacted businesses on a sustained basis. Training and workforce development opportunities will also be offered to businesses and residents.

The County's Small Business ecosystem demonstrated collaboration in the creation of the Business Stabilization Fund and Resource Center. These initiatives were conceived and implemented to support the small business community in the wake of the COVID-19 economic shutdown in the Spring of 2020. These collaborative efforts, as well as regional efforts, should continue to renew and restart the economy, which includes the City of Cleveland's ReStart CLE Initiative. These efforts will be supported by leveraging the data, engagement, energy, and alignment of resources that resulted from collective grant efforts. Priority will be given to more effectively directing capital to minority businesses for their growth and stability, particularly those lifestyle businesses that are the backbone of Cuyahoga County neighborhoods. This strategy will be complemented with a focus on fostering businesses that create traded sector jobs. Renewed focus and energy will be directed to advance the intent of the City of Cleveland's Neighborhood Transformation Initiative and the Opportunity Zones across the County.

Opportunity Zone investment will continue to be an economic focal point. The investment will be driven by the County's Arctaris Social Impact Fund and the Cleveland Development Advisors, a division of the Greater Cleveland Partnership. This work will include an assessment of the social impact of potential projects within designated Opportunity Zones. Cuyahoga County will work with partners to assess actions that can strengthen communities, including investments in different types of businesses, such as neighborhood businesses as well as businesses that are supported by revenue outside of their neighborhoods.

In addition, Cuyahoga County will continue to offer loan financing for blighted and under-utilized structures and property improvements, to include remediation and modernization, as well as fund business assistance programs and growing minority businesses. The focus on inclusive public and private sector investments will be a point of emphasis, particularly to create jobs.

SMALL BUSINESS TARGETED ACTIONS AND OUTCOMES:

- Cuyahoga County will work to create a working group that will launch a comprehensive assessment and analysis of small business environment. This assessment will help shape future policy on public and private sector lending, with an emphasis on equity and inclusion. This work will include a detailed analysis of the condition of small minority-owned businesses within

Cuyahoga County, including an assessment of business size, profitability, hiring velocity, wage levels, industry, corporate structures, and business needs, particularly with respect to utilization of technology.

- There is an urgent need for additional ecosystem collaboration and role clarity. The County will partner to utilize data to prioritize issues and encourage better definition of partner roles.
- Greater Cleveland Partnership (GCP) will continue forums to solicit private sector input and guidance from business owners on retention and growth strategies. This action will ensure that business owners are engaged in informing ecosystem leaders of their needs. This strategy will be complemented through the utilization of GCP INGEAR, a centralized online portal providing businesses with access to the resources, providers, and information they need to thrive.
- **OUTCOME:** Better alignment of capital and strategies in the County to support small business growth and job creation.

**RESTORE CUYAHOGA:
Investing in and Expanding Innovation**

Cuyahoga County is rapidly becoming known as an innovation center of excellence. Cuyahoga County has a growing presence in innovation, research, and strategy that can be built out to increase this reputation. Health care is an enormous strength, anchored by the Cleveland Clinic, University Hospital, Metrohealth, St. Vincent, The Veterans Administration, and more than 700 healthcare companies. More than 270,000 individuals work locally in the healthcare field. Many innovative companies are growing in the County, including the Cleveland HeartLab (spun out of the Cleveland Clinic), Cardio Insight (founded by the Case Western female biomedical engineering graduate students), Explorys (purchased by IBM and now part of IBM Watson Health), among many others. Partnerships with other centers of innovation include the NASA Glenn Research Center, Case Western University, Jumpstart, and Nottingham & Spirk, to name a few. Cuyahoga County will work to ensure that equity and inclusion are at the forefront of these efforts. Working with innovation partners, the County will continue to advocate with key stakeholders on the importance of having measurable equity and inclusion at the forefront of these efforts. This commitment must be demonstrated in the deployment of capital to start-up and entrepreneurial entities.

Cuyahoga County supports the Cleveland Innovation Project, which has identified four areas that will drive future job creation, innovation, and the growth of our economy. Cuyahoga County is also working with its Department of Sustainability and other County partners to support and build-out several different initiatives. One example is the Blue Economy Initiative, a regional effort to identify, attract, and foster innovative regional water-related industry companies. Another example of a project that Cuyahoga County will continue to support is the creation of a downtown Microgrid. When built, this project is expected to help distinguish Cleveland as an innovation center to help attract new businesses that want to connect with the most reliable power in the world.

INNOVATION TARGETED ACTIONS AND OUTCOMES:

- The Economic Development ecosystem will organize to support and invest in the areas identified by the Cleveland Innovation Project.
- The County will work with key partners to create a plan on how to invest in and support innovation hubs such as the Midtown Innovation District and the Aerozone Alliance, anchored by NASA-Glenn, within the next several years.

- **OUTCOME:** The County, working with the innovation ecosystem, will advance the work recommended by the McKinsey Innovation Study. The focus on innovation is the key to building new industries that will lead to job creation in the short and long term.

RESTORE CUYAHOGA: Accelerating and Scaling Existing Workforce Initiatives
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Our Workforce efforts will complement and build on the innovation efforts described above. Reducing unemployment, specifically in communities of color, is job one. Addressing this issue includes reducing poverty by strategically investing public and private sector capital in these communities. Cuyahoga County has the benefit of having an active workforce ecosystem, supported by many notable higher-education institutions and workforce providers, ranging from the United Way to Cuyahoga Community College (Tri-C), which have developed various workforce initiatives. Cuyahoga County Government, working with the Workforce Funders Group, will continue to utilize a variety of approaches to align and connect intermediaries and partners to achieve specific workforce targets. An additional step that must be taken this year is to strengthen the workforce pipeline and to streamline and leverage the talent supply provided by Tri-C, Ohio Means Jobs (OMJ) providers, and our Community Development Corporations (CDCs). **Another critical step is to address the documented shortcomings and disparities concerning access to the tools of distance learning and internet connectivity by providing affordable broadband infrastructure.**

We are calling for an intensification of three areas that are currently underway to support and upskill residents: Workforce Connect, SkillUp, and Virtual Job Fairs. The County has invested heavily in the Workforce Connect Sector Partnership initiative that creates a talent pipeline between residents and the private sector within the Manufacturing, Healthcare, and IT sectors. Each industry has now identified intermediaries to connect residents and employers and is building out pilot programs to train residents for employment in these industries. This effort needs to be complemented and augmented by the current efforts and investment of TRI-C, GCP, and OMJ, among others, to ensure that strategies are aligned to reduce unemployment over in the short to long-term.

A focus for the future should be to look at how to better support low-wage workers to get relevant industry credentials. Current strategies should ensure that minority communities are being supported with training and educational opportunities to increase and improve their skill sets to adapt to the new jobs that will be created in a post-COVID-19 environment. Accelerating the upskilling of our workforce helps to reduce unemployment that will increase market competitiveness.

WORKFORCE DEVELOPMENT TARGETED ACTIONS AND OUTCOMES:

- Partnering with OMJ, the County will increase the utilization of analytics to assess data and develop clear metrics that can showcase how we can eliminate the gap between in-demand jobs and residents
- The County will continue to collaborate with Ecosystem partners to advance the SkillUp initiative. The County will also work with businesses to help existing employees gain the skills to advance their careers, continue to support virtual job fairs, and work with OMJ to connect employees looking for work with companies looking to hire.
- Cuyahoga County will continue its active support of initiatives like the Paradox Prize and the Job Hubs Strategy, which have focused on addressing the disparities of unemployment that are associated with job access and transportation barriers.

- A plan to create access to broadband will be a core focus of the next year to improve business connectivity with the impending arrival of 5G and to improve broadband investment and access at the residential level, a critical effort between the County, Cleveland Foundation, and others.
- **OUTCOME:** It is our expectation that these foci, in concert with other job creation efforts within the ecosystem, will lead to a reduction in unemployment.

CONTINUATION AND GROWTH OF INITIATIVES

Beginning in the Next Year and Continuing into the 2021 Five-Year Plan

BUILD CUYAHOGA: Marketing Cuyahoga County Locally and Nationally

Our regional strengths present an excellent opportunity to market the County to attract new businesses, residents and tourists. Cleveland, at its peak, was one of the nation's leading cities and a major industrial distribution center for manufacturing, and we believe it continues to be a national manufacturing leader. The Greater Cleveland area possesses many assets that make it highly competitive, including interstate and maritime access, which position the County as a national commercial distribution hub. Cuyahoga County is logistically located within proximity to superior transportation, infrastructure, and population centers nationally. Our Port infrastructure should continue to be marketed as a strength, with the maritime dependence of Cuyahoga County emphasized. The Port should be more fully utilized to reflect its equity and inclusion work. Lake Erie should continue to be promoted as an engine for economic development.

These strengths create the opportunity to market Cuyahoga County for commercial investment locally, nationally, and internationally, particularly with respect to positioning the County as an ideal locale for manufacturing reshoring. Additionally, in a post-COVID environment, the County should promote itself as a safe locale and a driver for tourism and new talent. The County will benefit from an increase in marketing that also promotes the County's low cost-of-living and quality-of-life advantages, and particularly its natural assets (park system, water amenities), biotechnology, and the healthcare system. The creation of a focused and targeted marketing campaign can be accomplished, in collaboration with the County, Greater Cleveland Partnership (GCP), and Team NEO/JobsOhio, and with assistance from a national marketing agency. Any campaign should be coordinated with Destination Cleveland's talent campaign.

MARKETING TARGETED ACTION AND OUTCOMES:

- It is our expectation that the ecosystem will develop, identify, fund, and launch a multi-year national marketing strategy.
- Collaboration with partners will also focus on local marketing to encourage consumers to return to businesses as well as support businesses in rebuilding and promote utilization of local resources.
- **OUTCOME:** Intentionally marketing the County's strengths, particularly in manufacturing, will improve national visibility, increase local business growth, and attract other business opportunities to the County.

LONG TERM RECOVERY: Sustaining Growth

Over the next year, Cuyahoga County and its economic development partners will use the best available information on the economic impact of the COVID-19 pandemic to adjust the Five Year Economic Development Plan. This work will be informed by the work and recommendations Cuyahoga County's Advisory Committee on Equity.

PLANNING ACTIONS AND OUTCOMES:

- In consultation with its Economic Development Commission, Cuyahoga County will prepare its 2021-2026 Five Year Economic Development Plan, incorporating work during this one year recovery period.
- **OUTCOME:** The full Five Year Plan will be available by June 2021 as a guide to long term actions.

Five Year Economic Development Plan - Action Item Status Report to Economic Development Commission

	A	B	C	D	E	F	G	H	I	J	K	M	N	O
1	Activity / Key Actor(s)	ED Commission	County Government	County ED Department	Municipal Governments	Workforce System	Transportation System	GCP	Team NEO	Sector Partners	Global Cleveland	Status July 2020	2019 Progress	2020 Rating
2	Goal 1: Re-establish Cuyahoga County as a national economic hub	X	X	X				X	X		X		55%	Yellow
3	Strategy 1.1: Facilitate the creation of a workforce that is a competitive advantage for Northeast Ohio.											Three Sector Intermediary leaders hired	50%	
4	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.		X	X		X				X		Operationalized Skill-Up within the Propel Cuyahoga framework	55%	Green
5	Activity 1.1.2: Assist residents with employment barriers that keep them outside the pipeline to become skilled workers pursuing career and wage pathways inside the pipeline.		X			X						Expanding Work Opportunity Resource Center as part of Propel Cuyahoga; using CRM system to link residents to opportunities	20%	Yellow
6	Activity 1.1.3: Build alignment among public, private and philanthropic funders to invest our separate workforce dollars in ways that move forward shared goals and priorities, and measure success by shared outcomes and impact.		X			X		X	X	X	X	Continuing to align workforce entities, through the Funders Group	70%	Yellow
7	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													
8	Strategy 1.2: Support manufacturing and promote innovation among small and medium manufacturers	X	X	X	X			X		X		Continuing Economic Development lending for growth and continuing to execute Skill-Up with emphasis on manufacturing firms	75%	75%
9	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.			X				X	X	X				
10	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.													Yellow
11	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.													
12	Activity 1.2.4: Work with the Port to develop a more holistic export strategy including goods, services, and tourism.													
13	Strategy 1.3: Create an innovation / entrepreneurship continuum												50%	

Five Year Economic Development Plan - Action Item Status Report to Economic Development Commission

	A	B	C	D	E	F	G	H	I	J	K	M	N	O
1	Activity / Key Actor(s)	ED Commission	County Government	County ED Department	Municipal Governments	Workforce System	Transportation System	GCP	Team NEO	Sector Partners	Global Cleveland	Status July 2020	2019 Progress	2020 Rating
14	Activity 1.3.1: Form partnerships with public and private entities to assure funding for startup and early stage businesses creating jobs of the future, for example technology and health care. Strive to include minority entrepreneurs and organizations in these partnerships and funding streams.			X	X					X		Cleveland Innovation Project:Continuing existing partnerships; adding NASA, Aerozone, and Ohio Aerospace Institute; continuing coordination with BioEnterprise	80%	Yellow
15	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 County's partnership with the Economic Community Development Institute (ECDI)		X		X	X						Expanding the County Library partnership including innovation labs, Aspire for high school completion and social service access; adding engagement with other library systems	80%	
16	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.		X	X	X					X		Cleveland Innovation Project:Renewing and extending SBA Municipal Matching Grant program; Imbedding and integrating the Capital Access Fund, Growth Capital Fund, and ECDI		Yellow
17	Activity 1.3.4: Leverage Cuyahoga County's leadership in Blockchain to attract reserachers to a new Blockland hub with strong connections to opportunities for County residents to engage in Blockchain technology.											Marketing strategy being developed		Red
18	Activity 1.3.5: Build upon existing assets, such as 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.		X					X	X	X		1st Lead marketing plan complete, marketing to build in Full	40%	Yellow

Five Year Economic Development Plan - Action Item Status Report to Economic Development Commission

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1	Activity / Key Actor(s)	ED Commission	County Government	County ED Department	Municipal Governments	Workforce System	Transportation System	GCP	Team NEO	Sector Partners	Global Cleveland	Status July 2020	2019 Progress	2020 Rating
19	Activity 1.3.6: Utilize existing assets, like the Global Center for Health Innovation and the major hospital systems, to attract health care businesses to the region.		X	X				X	X	X		Continuing to offer Global Center space and attractive financing to companies in the health care space; BioEnterprise managing Global Center; Plug and Play located in Global Center	80%	
20	Activity 1.3.7: Develop a Microgrid in downtown Cleveland and use it to attract new businesses.													
21	Strategy 1.4: Carry out key county activities to re-establish standing as a regional and national economic hub												50%	
22	that focus on economic development and real estate, such as the International Council for Shopping Centers; Select USA, Urban Land Institute, CORENet, Consumer Electronics Show, SXSW, the Great Lakes Council of Governors & Premiers, American Association of Port Authorities, and American Great Lakes Port Authority Association.		X	X	X			X	X			Represented municipalities and region and ICSC and Select USA conferences; hosted 2017 Meeting of the Minds conference deemed most successful in the organization's 10 year history; continuing in 2018	80%	
23	Activity 1.4.2: Partner with the County's education stakeholders to improve the County's educational attainment and competitive position. This will include Pre-Cle, all K-12 education providers, Say Yes, and Tri C.	X	X		X	X				X		Engaging school superintendents around workforce preparation needs	20%	Red
24	Activity 1.4.3: Promote key regional business assets, including NASA Glenn Research Center, Plug and Play, Global Health Innovation Center and the increasing the number of residents with advanced degrees and relevant industry certification.			X				X	X			Cleveland Innovation Project		
25	Activity 1.4.4: With Greater Cleveland Partnership, the County, and other key partners, leverage Destination Cleveland's 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.		X	X	X			X	X			Restructuring the County's ED website and marketing collateral across all platforms; prepared materials for IEDC and Site Selectors	60%	Green
26	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.		X	X	X			X		X		Continuing to support JumpStart, Growth Capital, MAGNET and sharpening focus on water as a competitive advantage for the county	30%	Green

Five Year Economic Development Plan - Action Item Status Report to Economic Development Commission

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1	Activity / Key Actor(s)	ED Commission	County Government	County ED Department	Municipal Governments	Workforce System	Transportation System	GCP	Team NEO	Sector Partners	Global Cleveland	Status July 2020	2019 Progress	2020 Rating
27	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 in each Cuyahoga County community.		X	X	X		X	X	X			Continuing Brownfield Assessments; implementing CRM as a system with potential to better expose suitable county properties to the market	30%	
28	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.			X					X	X		Closing on loan with Arctaris and identifying projects	15%	Green
29	Activity 1.4.8: Partner with key economic institutions such as University Circle Incorporated, higher education institutions, and the County's healthcare system to support growth in the "Eds and Meds" sectors.		X	X	X					X		Continuing to engage Bio Enterprise and the health sector; Plug & Play cohort at Glogal Center focussing on medical innovation	60%	
30	Activity 1.4.9: Promote wider and more equitable access to broadband as a tool for business attraction and expansion, as a path to digital technology literacy and innovation, and to enhance the education system.		X	X	X					X		Cleveland Innovation Project: Ongoing discussions with funders to support broadband expansion and digital inclusion	30%	Yellow
31	Activity 1.4.10: Promote vocational training for advanced manufacturing.		X	X	X				X			Continuing Skill-Up collaboration with MAGNET	70%	
32	Activity 1.4.11: Collaborate with the Aerozone Alliance and its member municipalities and organizations to facilitate economic development spin-offs that take advantage of our proximity to NASA-Glenn Research Center, Cleveland Hopkins Airport, and other airports in the county.			X	X		X	X				Continuing to support the Aerozone Alliance; deepening connection with NASA and outreach to NASA's "SBIR" participant companies to attract them to locate and grow in Aerozone cities	50%	Yellow
33	Strategy 1.5: Support research, commercialization, and technology transfer		X	X			X			X		Continuing engagement with JumpStart; expanding Ohio Aerospace Institute /NASA technology transfer	40%	Yellow
34	Activity 1.5.1: Effectively manage and strategize around the emerging regional knowledge society by understanding how Cuyahoga County is economically restructuring. As Cleveland State University's Center for Population Dynamics has noted, the commercialization of knowledge should not be viewed as the cause of economic growth; it is an effect that comes when the best knowledge is being produced.											Focus on NASA partnerships with GCP / JumpStart		Yellow
35	Activity 1.5.2: Support the ongoing regional cross-sector collaboration to make Greater Cleveland a center of Blockchain innovation, research, and commercialization.													
36	Goal 2: Foster positive job and population growth & opportunity													

Five Year Economic Development Plan - Action Item Status Report to Economic Development Commission

	A	B	C	D	E	F	G	H	I	J	K	M	N	O
1	Activity / Key Actor(s)	ED Commission	County Government	County ED Department	Municipal Governments	Workforce System	Transportation System	GCP	Team NEO	Sector Partners	Global Cleveland	Status July 2020	2019 Progress	2020 Rating
37	Strategy 2.1: Attract new residents, through both domestic and international immigration, and retain current residents			X						X	X	Destination Cleveland ongoing work with Global Cleveland	35%	Yellow
38	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.		X	X	X			X	X	X	X	Continuing to support Global Cleveland	40%	
39	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.		X	X	X				X		X	Continuing to develop collateral for use across all platforms, including materials prepared for Amazon HQ bid	40%	
40	Activity 2.1.3: Develop a strategy to engage regional college students to stay in Greater Cleveland – connect them with projected job openings.													
41	Activity 2.1.4: Utilize resources including Destination Cleveland's brand assets and insights to market the entire County as an attractive living and working environment for Millennials. The County's Department of Development will continue to engage with Millennials to design and promote initiatives to attract and retain highly skilled residents county-wide. Housing affordability is a key part of this effort.		X	X	X							Continuing to support attraction of skilled talent in all age ranges; County housing plan calls for supporting targeted new and renovated housing development in "pinch areas" to attract skilled talent	30%	
42	Strategy 2.2: Improve transportation, labor mobility, and job access	X				X	X				X	Continuing Job Clusters and related work with Fund for our Economic Future and Greater Cleveland RTA	50%	
43	Activity 2.2.1: Partner with the Greater Cleveland Regional Transit Authority, the Northeast Ohio Areawide Coordinating Agency, the Port of Cleveland, 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.	X	X	X	X		X					Supporting Job Clusters labor mobility work with NOACA and the Fund for our Economic Future	50%	
44	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.													
45	Strategy 2.3: Improve business retention and expansion												55%	
46	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.		X	X	X			X	X			Adding County staff capacity to use and pursue additional federal funding for brownfield assessment and cleanup; updating site inventory; need to develop additional funding for site improvements	50%	

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47	Activity 2.3.2: Led by Destination Cleveland, promote Cuyahoga County's assets including affordable housing, quality of life, and skilled workforce, to attract both regional and national business relocations.		X	X	X			X	X		X	Continuing to develop and improve collateral for use across all platforms; regional promotion materials produced for Amazon HQ bid	50%	
48	Activity 2.3.3: Continue partnership with the Greater Cleveland Partnership, Team NEO, and Jobs Ohio, 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.		X	X	X			X		X		Continuing coordination with GCP and Team NEO; Skill-Up outreach staff using CRM to refer businesses to resources for capital and other needs.	60%	
49	Strategy 2.4: Emphasize place-based development		X		X								55%	
50	Activity 2.4.1: Collaborate with communities and the Greater Cleveland Partnership to identify and consider modifying local policies, such as tax rates or land use regulations, which might be discouraging businesses from choosing otherwise attractive sites for their locations, and encourage appropriate calibration of economic development incentives. Support efforts to regionalize public services to decrease their cost.		X	X	X			X	X	X		Continuing quarterly countywide meetings with municipalities which include best practices exchange and training on calibrating incentives	50%	
51	Activity 2.4.2: Maintain and continue to enhance Cuyahoga County's high quality natural and cultural assets.		X		X							Continuing support for Cuyahoga Arts & Culture	80%	
52	Activity 2.4.3: Build on previous work done by the County Planning Commission in which ten priority areas for Place Based Economic Development were identified, create criteria for funding neighborhood place based economic development projects which have high potential for positive economic development impact on a regional scale. Align this work with current research on Job Hubs.		X	X	X			X	X			Taking action to support re-use of underutilized inner ring suburban sites, including vacant malls and vacant retail sites; for example infrastructure investments leveraged two new Amazon distribution centers at former mall sites	40%	
53	Strategy 2.5: Address Climate Change through a Climate Action Plan		X		X		X			X		Support Office of Sustainability initiatives including solar panel installation; jointly funded brownfields position.	60%	
54	Activity 2.5.1: Invest \$5 million to plant thousands of trees across the region by 2024, to eventually increase Cuyahoga County's tree canopy from 14 to 30 percent by the year 2040.													
55	Activity 2.5.2: Organize and fund a Green Bank to lend money and invest in clean energy projects, such as residential solar panels.													
56	Activity 2.5.3: Build more pedestrian bike paths and connect existing networks of bike paths.													
57	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.													
58	Activity 2.5.5: Create a robust electric vehicle charging station infrastructure.													
59	Activity 2.5.6: Work with the Northeast Ohio Areawide Coordinating Agency to better time traffic signals, reducing idling and speeding up commutes.													
60	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.													
61	Goal 3: Advance balanced, diverse and equitable economic and job growth												65%	
62	Activity 3.1: Housing Policy and Housing Plan		X	X	X							Proposed a Housing Fund in 2018-2019 County budget; working to identify a suitable funding mechanism	50%	

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63	Activity 3.2: Inclusion		X	X		X	X					Continuing ongoing support for the Capital Access Fund & other minority business development support	70%	

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0157

<p>Sponsored by: County Executive Budish/Department of Information Technology/Office of Innovation and Performance</p> <p>Co-sponsored by: Councilmembers Miller, Brown, Jones, Conwell and Gallagher</p>	<p>A Resolution authorizing a Grant Agreement with The Cleveland Foundation in the amount not-to-exceed \$1,500,000.00 to provide matching funds for The Cleveland Foundation Digital Inclusion Fund to support digital equity activities and efforts in Cuyahoga County for the period 8/1/2020 - 8/31/2021; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Information Technology/Office of Innovation and Performance recommends a Grant Agreement with The Cleveland Foundation in the amount not-to-exceed \$1,500,000.00 to provide matching funds for The Cleveland Foundation Digital Inclusion Fund to support digital equity activities and efforts in Cuyahoga County for the period 8/1/2020 - 8/31/2021; and

WHEREAS, the goal for this project is to support digital equity activities and efforts to: (a) address immediate needs of students, strivers, and seniors due to COVID-19, (b) increase digital literacy, (c) improve connectivity and (d) meet specific technology needs of individuals and households in Cuyahoga County; and

WHEREAS, this project is 100% funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act 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 a Grant Agreement with The Cleveland Foundation in the amount not-to-exceed \$1,500,000.00 to provide matching funds for The Cleveland Foundation Digital Inclusion Fund to support digital equity activities and efforts in Cuyahoga County for the period 8/1/2020 - 8/31/2021.

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

SECTION 3. 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 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 21, 2020

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

Additional Sponsorship Requested: July 28, 2020

Journal CC039

August 4, 2020

County Council of Cuyahoga County, Ohio

Ordinance No. O2020-0015

Sponsored by: County Executive Budish	An Uncodified Ordinance authorizing the County Executive or his designee to temporarily expand the Electronic Equipment and Communications Policy to define requirements for County employees working from home and connecting to the County network, and declaring the necessity that this uncodified Ordinance become immediately effective.
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WHEREAS, the novel coronavirus disease (“COVID-19”) is rapidly spreading, as numerous members of the community have been infected with the disease and the risk of serious illness is imminent and the resulting impact of the disease on Cuyahoga County residents and businesses is potentially catastrophic; and

WHEREAS, in light of the COVID-19 pandemic, many County employees are continuing to work from home and it is, therefore, necessary to temporarily expand the Electronic Equipment and Communications Policy to define requirements for County employees working from home and connecting to the County network; 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 or his designee to temporarily expand the Electronic Equipment and Communications Policy to define requirements for County employees working from home and connecting to the County network; such authorization shall expire on the earlier of the date on which the emergency no longer exists, such time to be determined by the Cuyahoga County Health Commissioner, pursuant to the declaration of emergency issued by the County Executive, or December 19, 2020. Any temporary expansion that the County Executive or his designee makes to the Electronic Equipment and Communications Policy pursuant to this uncodified Ordinance shall take effect seven (7) calendar days after said expansion is submitted to County Council in writing.

SECTION 2. It is necessary that this uncodified Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble.

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

First Reading/Referred to Committee: July 21, 2020

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

Legislation Amended in Committee: July 28, 2020

Journal CC039

August 4, 2020

County Council of Cuyahoga County, Ohio

Ordinance No. O2020-0016

Sponsored by: County Executive Budish	An Uncodified Ordinance authorizing the County Executive to approve hazard pay to non-bargaining County employees in accordance with the Coronavirus Relief Fund established by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act; and declaring the necessity that this uncodified Ordinance become immediately effective.
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WHEREAS, the novel coronavirus disease (“COVID-19”) is rapidly spreading, as numerous members of the community have been infected with the disease and the risk of serious illness is imminent and the resulting impact of the disease on Cuyahoga County residents and businesses is potentially catastrophic; and

WHEREAS, the County recognizes that certain employees should be eligible for hazard pay based on the frequency of interaction with the general public, both inside and outside of County buildings, as well as, other County employees who have increased exposure to COVID-19 in the performance of the employee’s job duties; 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 to approve hazard pay to non-bargaining County employees in accordance with the Coronavirus Relief Fund (“CRF”) established by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, said hazard pay to be funded from monies provided to the County under the CRF. The County Executive shall provide County Council with a list of all non-bargaining classifications for which he approves hazard pay pursuant to this uncodified Ordinance.

SECTION 2. It is necessary that this uncodified Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble.

