



**AGENDA**  
**CUYAHOGA COUNTY COUNCIL REGULAR MEETING**  
**TUESDAY, JUNE 18, 2024**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**5:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 7. APPROVAL OF MINUTES**
  - a) May 28, 2024 Committee of the Whole Meeting [See Page 19]
  - b) May 28, 2024 Regular Meeting [See Page 22]
  - c) June 4, 2024 Committee of the Whole Meeting [See Page 46]
  - d) June 4, 2024 Regular Meeting [See Page 49]
- 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) R2024-0224: A Resolution providing for the appointment of Laura Black as Research & Policy Analyst to serve the Council of Cuyahoga County; and declaring the necessity that this [See Page 66]

Resolution become immediately effective.

Sponsor: Council President Jones

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

- 1) R2024-0225: A Resolution awarding a total sum, not to exceed \$75,000, to the CREW Foundation for the Skill Up/Crew Up initiative from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 68]

Sponsor: Council President Jones

- 2) R2024-0226: A Resolution awarding a total sum, not to exceed \$10,000, to Women of God Outreach Ministries, Inc. for the Socks for Souls Project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 71]

Sponsor: Councilmember Turner

- 3) R2024-0227: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan A-F; and declaring the necessity that this Resolution become immediately effective. [See Page 74]

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

- 4) R2024-0228: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan A-J; and declaring the necessity that this Resolution become immediately effective. [See Page 99]

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

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

- 1) R2024-0198: A Resolution awarding a total sum, not to exceed \$10,000, to Ashbury Community Services Inc. for the Digital Aviator Program from the District 7 ARPA Community

Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 137]

Sponsors: Councilmembers Conwell, Stephens and Miller

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

- 2) R2024-0199: A Resolution awarding a total sum, not to exceed \$5,000, to the Building and Leveraging Opportunities Foundation for the purpose of providing 60 bicycles to Warrensville City Schools from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 145]

Sponsor: Councilmember Turner

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

- 3) R2024-0200: A Resolution awarding a total sum, not to exceed \$250,000, to CHN Housing Capital for the Down Payment Assistance Program from the District 10 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 153]

Sponsors: Councilmembers Stephens and Jones

Committee Assignment and Chair: Community Development– Stephens

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

- 1) R2024-0179: 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 161]

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

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

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

- 1) O2024-0007: An Ordinance amending 804.01(C) of the Cuyahoga County Code to modify the scholarship provisions of Component Two of the Educational Assistance Program; and declaring the necessity that this Ordinance become immediately effective. [See Page 187]

Sponsor: Councilmember Simon

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

- 1) O2024-0006: An Ordinance amending Section 704.01 of the Cuyahoga County Code to extend the Additional Delinquent Tax and Assessment Collection (DTAC) Fee from December 31, 2025, to December 31, 2030; and declaring the necessity that this Ordinance become immediately effective. [See Page 191]

Sponsor: Council President Jones on behalf of the Cuyahoga County Land Reutilization Corporation

Committee Assignment and Chair: Community Development–Stephens

**10. LEGISLATION INTRODUCED BY EXECUTIVE**

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

- 1) R2024-0229: A Resolution amending the 2024/2025 Biennial Operating Budget for 2024 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; and declaring the necessity that this Resolution become immediately effective. [See Page 194]

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

- 2) R2024-0230: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and The International Union of Operating Engineers, Local 18-S, representing approximately 18 employees in 5 classifications from the Cuyahoga County Department of Public Works for the period 5/1/2024 – 4/30/2027; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 202]

Sponsor: County Executive Ronayne/Department of Law/Department of Public Works and the Department of Human Resources

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

- 1) R2024-0231: A Resolution confirming the County Executive's appointment of Linda Johaneck to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 205]

Sponsor: County Executive Ronayne

- 2) R2024-0232: A Resolution confirming the County Executive's appointment of Matthew P. Carroll to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2024 – 6/30/2028, and declaring the necessity that this Resolution become immediately effective. [See Page 213]

Sponsor: County Executive Ronayne

- 3) R2024-0233: A Resolution confirming the County Executive's reappointment of Dr. Deborah A. Abbott to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2023 – 11/30/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 224]
- 4) R2024-0234: A Resolution confirming the County Executive's reappointment of Kieth A. Peppers to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2023

– 11/30/2027, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne

- 5) R2024-0235: A Resolution confirming the County Executive's appointment of Chief Calvin Williams to serve on the Cuyahoga County Diversion Board for the term 3/1/2024 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 239]

Sponsor: County Executive Ronayne

- 6) R2024-0236: A Resolution authorizing an amendment to Contract No. 3098 with Blue Technologies, Inc., for enterprise-wide print management goods and services for the period 10/1/2019 – 9/30/2024, to extend the time period to 9/30/2026 and for additional funds in the amount not-to-exceed \$2,082,811.16; 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 246]

Sponsor: County Executive Ronayne/Department of Public Works and Department of Information Technology

- 7) R2024-0237: A Resolution making an award on RQ14230 to Schirmer Construction, LLC in the amount not-to-exceed \$1,609,858.50 for pier repairs on West 150<sup>th</sup> Street Bridge No. 01.94 over Chatfield Avenue, Greater Cleveland Regional Transit Authority, Norfolk Southern Railroad and Emery Road Extension in the City of Cleveland; authorizing the County Executive to execute Contract No. 4459 and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$1,609,858.50 to fund said contract; and declaring the necessity that this Resolution become immediately effective. [See Page 252]

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

- 8) R2024-0238: A Resolution authorizing an amendment to a Casino Revenue Fund Loan Agreement with the City of Euclid for the benefit of Phase II of the Waterfront Improvement Plan, by extending the loan maturity date from 7/8/2034 to 7/8/2039; 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 258]

Sponsor: County Executive Ronayne/Department of Development

- 9) R2024-0239: A Resolution authorizing an Emergency Rental Assistance 2 Loan to Gordon's Crossing, LP, or its designee, in the amount not-to-exceed \$600,000.00 for a mixed-use, real estate redevelopment project, located at the intersection of East 101<sup>st</sup> Street and Woodward Avenue, City of Cleveland; authorizing the County Executive and/or Director of Housing and Community Development to execute all documents consistent with said loan and this Resolution, and declaring the necessity that this Resolution become immediately effective. [See Page 264]

Sponsor: County Executive Ronayne/Department of Housing and Community Development

- 10) R2024-0240: A Resolution making awards to various municipalities in the total amount of \$600,000.00 for various projects or programs in connection with the FY2024 Community Development Block Grant Program for the period 3/12/2024 – 12/31/2024; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 271]
- a) City of Garfield Heights in the amount not-to-exceed \$150,000.00 for the Garfield Heights Civic Center Parking Lot Project.
  - b) City of Highland Hills in the amount not-to-exceed \$150,000.00 for the Gathering Space Project.
  - c) City of North Olmsted in the amount not-to-exceed \$150,000.00 for the North Olmsted Senior Center Renovation Project.

- d) Village of Olmsted Township in the amount not-to-exceed \$150,000.00 for the Schady Road Sidewalk Project from Stearns Road to Nature Trail/Dog Park property.

Sponsor: County Executive Ronayne/Department of Housing and Community Development

- 11) R2024-0241: A Resolution making an award on Purchase Order No. 24001851 to The MetroHealth System in the amount not-to-exceed \$1,080,000.00 for reimbursements of offsite medical services for inmates for the period 5/9/2024 – 1/31/2025; and declaring the necessity that this Resolution become immediately effective. [See Page 276]

Sponsor: County Executive Ronayne/Sheriff's Department

- 12) R2024-0242: A Resolution making an award on RQ14199 to Galls, LLC in the amount not-to-exceed \$875,000.00 for furnishing uniforms for correction officers, corporals, sergeants and lieutenants for the period 1/1/2025 – 12/31/2027; authorizing the County Executive to execute Contract No. 4517 and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective. [See Page 281]

Sponsor: County Executive Ronayne/Sheriff's Department

- 13) R2024-0243: A Resolution submitting a grant agreement among Say Yes Cleveland and College Now Greater Cleveland, Inc., in the amount not-to-exceed \$1,600,000.00 for administration and fiscal agent services for the Say Yes Cleveland Program for the period 7/16/2024 – 7/15/2025; authorizing the County Executive to execute a Grant Agreement via Contract No. 4575 and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective. [See Page 287]

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

14) R2024-0244: A Resolution authorizing an amendment to a master contract with various providers for the Comprehensive Case Management Employment Program- Employment, Education and Training Services for Young Adults for the period 4/1/2022 – 10/31/2024, for additional funds in the total amount not-to-exceed \$800,461.00, effective 5/1/2024; 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 293]

a) Contract No. 2389 with Verge, Inc. in the amount not-to-exceed \$-0-.

b) Contract No. 2390 with Youth Opportunities Unlimited in the amount not-to-exceed \$800,461.00.

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

15) R2024-0245: A Resolution authorizing a sole source contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$770,000.00 for direct client services assisting low-income families with free tax preparation, financial counseling, legal advocacy, outreach and education services for the period 7/1/2024 – 6/30/2026; authorizing the County Executive to execute Contract No. 4584 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 300]

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

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

1) R2024-0192: A Resolution authorizing an Economic Development Loan to JumpStart Evergreen Fund IV LLC, in the amount not-to-exceed \$2,000,000.00 for the JumpStart Evergreen Fund; authorizing the County Executive and /or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 312]

Sponsor: County Executive Ronayne/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

- 2) R2024-0202: A Resolution adopting the Annual Alternative Tax Budget for the year 2025; and declaring the necessity that this Resolution become immediately effective. [See Page 322]

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

Committee Assignment and Chair: Finance & Budgeting – Miller

- 3) R2024-0203: A Resolution authorizing the issuance and sale of County of Cuyahoga, Ohio Economic Development Revenue Bonds, Series 2024A (Rock and Roll Hall of Fame Expansion Project) in a principal amount not-to-exceed \$50,000,000; providing for the pledge of Nontax Revenues of the County for the payment of such bonds; authorizing the execution of various documents required in connection with said bond issuance, including an amendment to the Agreement related to 2020 County Bed Tax Increase, and authorizing and approving related matters; and declaring the necessity that this Bond Resolution become immediately effective. [See Page 332] [Pending referral from Committee]

Sponsor: County Executive Ronayne/Fiscal Officer

Committee Assignment and Chair: Committee of the Whole – Jones

- 4) R2024-0222: A Resolution authorizing a revenue generating agreement with City of Cleveland in the amount not-to-exceed \$871,500.00 for the operation of the Family Justice Center, located at 75 Erieview Plaza, Cleveland, for the period 1/1/2024 – 12/31/2027; 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 346]

Sponsor: County Executive Ronayne/Department of Public Safety and Justice Services/Division of Witness Victim Services

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) R2024-0154: A Resolution confirming the County Executive's reappointment of Dr. Barbara Gripshover to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2024 – 3/31/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 354]

Sponsor: County Executive Ronayne

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

- 2) R2024-0182: A Resolution amending the 2024/2025 Biennial Operating Budget for 2024 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 the Department of Information Technology; and declaring the necessity that this Resolution become immediately effective. [See Page 366]

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

Committee Assignment and Chair: Finance & Budgeting –  
Miller

- 3) R2024-0204: A Resolution making an award on RQ13887 to various providers in the total amount not-to-exceed \$1,350,000.00 for general engineering services for a period of three (3) years, effective upon contract signature of all parties; 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 377]

- a) Contract No. CM4344 with AECOM Services of Ohio, Inc. in the amount not-to-exceed \$450,000.00.

b) Contract No. CM4345 with Chagrin Valley Engineering, Ltd. in the amount not-to-exceed \$450,000.00.

c) Contract No. CM4346 with HNTB Ohio, Inc. in the amount not-to-exceed \$450,000.00.

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

- 4) R2024-0205: A Resolution making an award on RQ14299 to Terrace Construction Company, Inc. in the amount not-to-exceed \$7,670,965.81 for rehabilitation of East 200<sup>th</sup> Street from Mohican Avenue to Lakeshore Boulevard in the Cities of Cleveland and Euclid in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 4478 and all other documents consistent with said award and this Resolution; authorizing the County Engineer on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$165,437.81 to fund a portion of said contract, and declaring the necessity that this Resolution become immediately effective. [See Page 409]

Sponsor: County Executive Ronayne/Department of Public Works

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

- 5) R2024-0206: A Resolution authorizing an amendment to a Revenue Generating Agreement (via Contract No. 3389 fka Contract No. 2212) with Securus Technologies, LLC for inmate telecommunications system and maintenance services for the period 9/6/2016 – 9/6/2027, to change the terms by adding appropriation language for funding on an annual basis, potential increasing prices due to inflation adjustments, revision of Section 15, and for additional funds in the amount not-to-exceed \$1,365,000.00, effective upon contract signature of all parties; 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 403]

Sponsor: County Executive Ronayne/Sheriff's Department

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

- 6) R2024-0207: A Resolution adopting the Cuyahoga County 9-1-1 Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 433]

Sponsor: County Executive Ronayne/Department of Public Safety and Justice Services

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

- 7) R2024-0211: A Resolution amending the 2024/2025 Biennial Operating Budget for 2024 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 the Office of the County Executive; and declaring the necessity that this Resolution become immediately effective. [See Page 492]

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

Committee Assignment and Chair: Finance & Budgeting – Miller

- 8) R2024-0212: A Resolution confirming the County Executive's appointment of Chief Dorothy Todd to serve on the Cuyahoga County Diversion Board for an unexpired term ending 2/28/2025, and declaring the necessity that this Resolution become immediately effective. [See Page 496]

Sponsors: County Executive Ronayne and Councilmembers Turner, Miller and Gallagher

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

- 9) R2024-0213: A Resolution confirming the County Executive's appointment of Bianca Crawford to serve on the Division of Children and Family Services Advisory Board for the term

3/1/2023 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 500]

Sponsors: County Executive Ronayne and Councilmembers Turner and Miller

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

- 10) R2024-0215: A Resolution confirming the County Executive’s reappointment of Verna Darby to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 507]

Sponsors : County Executive Ronayne and Councilmembers Turner and Miller

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

- 11) R2024-0216: A Resolution confirming the County Executive’s reappointment of various individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2024 - 6/21/2027, confirming the reappointment of various alternates, and declaring the necessity that this Resolution become immediately effective: [See Page 513]

i) Reappointments:

- a) Michael W. Dever
- b) Nichole L. English

ii) Reappointment as alternate:

- a) Thomas Sotak to Michael W. Dever

iii) Appointment as alternate:

- b) Eric Mack to Nichole L. English

Sponsor: County Executive Ronayne

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

- 12) R2024-0217: A Resolution confirming the County Executive's appointment of Gina Vernaci to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2025, and declaring the necessity that this Resolution become immediately effective. [See Page 526]

Sponsor: County Executive Ronayne

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

- 13) R2024-0219: A Resolution approving Right-of-Way Exhibits as set forth in Plat No. M-5057 for the replacement of Schaaf Road Bridge No. 02.89 over West Creek in the City of Independence; authorizing the County Executive through the Department of Public Works to acquire said necessary Right-of-Way; and declaring the necessity that this Resolution become immediately effective. [See Page 530]

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

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

- 14) R2024-0220: A Resolution making an award on RQ14170 to The Triad Engineering and Contracting Co. in the amount not-to-exceed \$589,975.00 for Mayfield Village Hickory Hill Pump Station Improvements in the Village of Mayfield; authorizing the County Executive to execute Contract No. 4484 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 535]

Sponsor: County Executive Ronayne/Department of Public Works

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

- 15) R2024-0221: A Resolution authorizing the County Executive to accept dedication of land for Sunset Drive and Garden Path in The Sanctuary of Olmsted and the Preserve of Olmsted Subdivision (The Sanctuary & Preserve Subdivision) (Phase 4), located in Olmsted Township, as a public street along with

established setback lines, rights-of-ways and easements (1.61 total acres); authorizing the County Executive to accept dedication of easements for public utilities, facilities, and appurtenances within The Sanctuary & Preserve Subdivision (Phase 4) to public use granted to the Olmsted Township and its corporate successors; authorizing the Clerk of Council to execute the Final Plat on behalf of County Council; and declaring the necessity that this Resolution become immediately effective. [See Page 553]

Sponsor: County Executive Ronayne on behalf of Cuyahoga County Planning Commission

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

- 16) R2024-0223: A Resolution authorizing a contract with Lutheran Metropolitan Ministry in the amount not-to-exceed \$869,320.00 for supportive services for youth and young adults experiencing homelessness or housing instability in connection with the Navigation and Housing (NAV) services project for the period 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Contract No. 4509 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 558]

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

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

**g) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING**

- 1) O2024-0005: An Ordinance amending Chapter 501 of the Cuyahoga County Code; and declaring the necessity that this Ordinance become immediately effective. [See Page 567]  
[Pending referral from Committee]

Sponsor: County Executive Ronayne/Department of Purchasing

Committee Assignment and Chair: Committee of the Whole –  
Jones

**11. REPORT BY CLERK ON COUNCIL LEGISLATION WITHDRAWN AT THE REQUEST  
OF THE SPONSOR**

- 1) R2024-0208: A Resolution urging the Cuyahoga County Executive and the County Treasurer to immediately cease any additional County investment in bonds and other sovereign debt issued by the Nation of Israel; and urging the Investment Advisory Committee to amend the County's Investment Policy to prohibit future investments in any foreign securities; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Stephens and Kelly

**12. MISCELLANEOUS COMMITTEE REPORTS**

**13. MISCELLANEOUS BUSINESS**

**14. ADJOURNMENT**

NEXT MEETING

REGULAR MEETING:

TUESDAY, JULY 2, 2024  
5:00 PM / COUNCIL CHAMBERS

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

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



## **MINUTES**

**CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING**

**TUESDAY, MAY 28, 2024**

**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**

**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**

**2:00 PM**

### **1. CALL TO ORDER**

**Council President Jones called the meeting to order at 2:10 p.m.**

### **2. ROLL CALL**

**Council President Jones asked Clerk Richardson to call the roll. Councilmembers Miller, Sweeney, Byrne, Gallagher, Schron, Conwell, Stephens, Kelly and Jones were in attendance and a quorum was determined. Councilmembers Conwell and Simon joined the meeting after the roll call was taken.**

### **3. PUBLIC COMMENT**

**The following individuals addressed Council regarding Resolution No. 2024-0180: A Resolution determining to submit to the electors the question of replacing the excise tax on the sale of cigarettes for the purpose of funding arts and cultural facilities and programs in the County:**

- a) Donna Dabbs, Greater Cleveland Urban Film Foundation**
- b) Sonia Winner, Cleveland Museum of Natural History**
- c) Amy Cronauer, Museum of Contemporary Art – Cleveland**
- d) Michael Gill, Collective Arts Network**
- e) Megan Gargano, The Movement Project**

### **4. ITEMS REFERRED TO COMMITTEE**

- a) R2024-0180: A Resolution determining to submit to the electors the question of replacing the excise tax on the sale of cigarettes for the purpose of funding arts and cultural facilities and programs in the County; and declaring the necessity that this Resolution become immediately effective.**

Ms. Jill Paulsen, Executive Director of Cuyahoga Arts and Culture and Mr. Jeremy Johnson, President and Chief Executive Officer of Assembly for the Arts and Assembly for Action, addressed Councilmembers and provided a presentation for Public Funding for Arts & Culture regarding Resolution No. R2024-0180. Discussion ensued.

Councilmembers asked questions of Ms. Paulsen and Mr. Johnson, pertaining to the item, which they answered accordingly.

On a motion by Ms. Stephens with a second by Mr. Sweeney, Resolution No. R2024-0180 was considered and approved, as substituted, to be referred to the full Council agenda for second reading.

Ms. Turner requested to have her name added as a co-sponsor to the legislation.

- b) O2024-0004: An Ordinance repealing and replacing Chapter 703 of the County Code establishing a Justice Center Capital Projects Fund within the General Fund, and directing the deposit of specified sales and use tax proceeds therein; and declaring the necessity that this Ordinance become immediately effective.

Mr. Greg Huth, Assistant Law Director and Senior Counsel, introduced a proposed substitute to Ordinance No. O2024-0004. Discussion ensued.

A motion was made by Mr. Sweeney, seconded by Ms. Turner and approved by unanimous vote to accept the proposed substitute.

Mr. Schron introduced a proposed amendment to Ordinance No. O2024-0004. Discussion ensued.

Mr. Schron provided clarification regarding the proposed amendment he is sponsoring and requested the item be read into the record. Mr. Schron then made a motion, which was seconded by Mr. Kelly, to amend the previously approved proposed substitute submitted by the Law Department, by incorporating additional modifications to Section 703.02. Discussion ensued.

Mr. Michael King, Special Counsel for Council, addressed Councilmembers regarding the changes in the proposed amendment introduced by Mr. Schron. Discussion ensued.

Council President Jones recommended the item be held for further discussion.

There was no legislative action taken on Ordinance No. O2024-0004.

- c) O2024-0005: An Ordinance amending Chapter 501 of the Cuyahoga County Code; and declaring the necessity that this Ordinance become immediately effective.

There was no legislative action taken on Ordinance No. O2024-0005.

5. EXECUTIVE SESSION

- a) Personnel matters, including:
  - i) The appointment or employment of a public employee
- b) Pending or imminent court action

**A motion was made by Ms. Conwell, seconded by Mr. Sweeney and approved by unanimous roll-call vote to move to Executive Session for the purposes of discussing personnel matters and pending or imminent court action and for no other purpose whatsoever. Executive Session was then called to order by Council President Jones at 4:13 p.m. The following Councilmembers were present: Miller, Sweeney; Byrne; Gallagher, Schron, Conwell, Turner, Stephens, Simon, Kelly and Jones.**

**The following additional attendees were present: Assistant Law Director and Senior Counsel, Gregory Huth; Assistant Civil Division Chief David Lambert; Assistant Prosecuting Attorney Mark Musson; Jerad J. Zibritosky, Chief Counsel – Contracts & Transactions, Law Department; Cuyahoga County Audit Committee Chair Michael Abouserhal; Keith Libman, Audit Committee; Fiscal Officer Michael Chambers; Human Resources Director, Sarah Nemastil; Chief of Operations and Community Innovation Katherine Gallagher; Daniel J. McMullen, Partner at Calfee; Chief Information Officer Andy Johnson;**

6. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

7. ADJOURNMENT

**With no further business to discuss, Council President Jones adjourned the meeting at 5:22 p.m., without objection.**



MINUTES  
CUYAHOGA COUNTY COUNCIL REGULAR MEETING  
TUESDAY, MAY 28, 2024  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
5:00 PM

1. CALL TO ORDER

**Council President Jones called the meeting to order at 5:33 p.m.**

2. ROLL CALL

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

**Council President read a statement regarding the Council Rules and decorum during public comment.**

3. PLEDGE OF ALLEGIANCE

**The Pledge of Allegiance was recited.**

4. SILENT MEDITATION

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

5. PUBLIC COMMENT

- a) **Reverend. E. Regis Bunch addressed Council regarding the County jail and the County's investment policies.**
- b) **Alyssa addressed Council regarding the allocation of funding to non-governmental entities.**

- c) **Loh addressed Council regarding homelessness.**

**The following citizens addressed Council regarding the war in Gaza and modifying the County's investment policy relating to Israel bonds:**

- d) **John Eckerle**
- e) **Gehan Fazio**
- f) **Khalid Hamdallah**
- g) **Sean Abbott-Klafter**
- h) **Alekos Mahramas**
- i) **Noelle Naser**
- j) **Janos Jalics**
- k) **Yusef Naser**
- l) **Tyler Golias**
- m) **Michael Grimm**
- n) **Koby Picker**
- o) **Megan Rose**
- p) **Lisa Tan**
- q) **Tanmay Shah**
- r) **Nima Homami**
- s) **Steve Norris**
- t) **Rachel Milner**
- u) **Dallas Eckman**
- v) **Rob Loftis**
- w) **Jack Johnson**
- x) **Michael Conley**
- y) **Omar Baez Sanchez**
- z) **Basma Hamid**
- aa) **Sara Fadlalla**
- bb) **Justin Evoristo**
- cc) **Mia Brady**
- dd) **Askshai Singh**
- ee) **Heather Hall**
- ff) **Sarah Sesek**

- gg) **Juan Collado Dias addressed Council regarding eco-friendly solutions.**
- hh) **Jeremy Koosed addressed Council regarding toxic chemical exposure.**

**6. APPROVAL OF MINUTES**

- a) **May 14, 2024 Committee of the Whole Meeting**
- b) **May 14, 2024 Regular Meeting**

**A motion was made by Ms. Conwell, seconded by Mr. Byrne and approved by unanimous vote to approve the minutes from the May 14, 2024 Committee of the Whole and Regular meetings.**

**7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**

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

**8. MESSAGES FROM THE COUNTY EXECUTIVE**

**County Executive Ronayne welcomed Nishi Aroshimi Niglala from Sri Lanka, who is in Cuyahoga County on a three-week fellowship and studying justice, democracy, human rights and human trafficking. In commemoration of Memorial Day, he acknowledged members of the armed forces who lost their lives in combat. He also congratulated employees of the Hilton Hotel who won service awards at the Climate Leadership Conference last week. Additionally, he announced that during River Week, the public will be able to tour the Veterans Memorial Bridge and thanked Mary Louise Madigan for over 30 years of service to Cuyahoga County.**

**9. LEGISLATION INTRODUCED BY COUNCIL**

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

**A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2024-0197.**

- 1) R2024-0197: A Resolution appointing Cory Swaisgood, upon taking the oath of office, to serve as the Director of Internal Auditing of Cuyahoga County for the term 7/1/2024 – 6/30/2028; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Council President Jones on behalf of the County Audit Committee

**On a motion by Mr. Jones with a second by Mr. Byrne, Resolution No. R2024-0197 was considered and adopted by unanimous vote.**

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

- 1) R2024-0198: A Resolution awarding a total sum, not to exceed \$10,000, to Ashbury Community Services Inc. for the

Digital Aviator Program from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Conwell

**Council President Jones referred Resolution No. R2024-0198 to the Health, Human Services & Aging Committee.**

- 2) R2024-0199: A Resolution awarding a total sum, not to exceed \$5,000, to the Building and Leveraging Opportunities Foundation for the purpose of providing 60 bicycles to Warrensville City Schools from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

**Council President Jones referred Resolution No. R2024-0199 to the Education, Environment & Sustainability Committee.**

- 3) R2024-0200: A Resolution awarding a total sum, not to exceed \$250,000, to CHN Housing Capital for the Down Payment Assistance Program from the District 10 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Stephens

**Council President Jones referred Resolution No. R2024-0200 to the Community Development Committee.**

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

- 1) R2024-0134: A Resolution awarding a total sum, not to exceed \$10,000, to the Make Them Know Your Name Foundation for the Heart Health Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Turner and Miller

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

**Clerk Richardson read Resolution No. R2024-0134 into the record.**

**Council President Jones introduced a proposed substitute to Resolution No. R2024-0134. Discussion ensued.**

**Mr. Michael King, Special Counsel, addressed Council regarding Resolution No. R2024-0134. Discussion ensued.**

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

**A motion was then made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to accept the proposed substitute.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption, as substituted.**

- 2) R2024-0143: A Resolution awarding a total sum, not to exceed \$10,000, to the Minority Organ Tissue Transplant Education Program of Cleveland, Inc. for the Empowering the Future Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmembers Turner

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

**Clerk Richardson read Resolution No. R2024-0143 into the record.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption.**

- 3) R2024-0169: A Resolution awarding a total sum, not to exceed \$20,000, to the Gathering Place for the purchase of a vehicle to provide services to residents of the City of Cleveland from the District 1 and 2 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Kelly, Miller and Stephens

Committee Assignment and Chair: Community Development–  
Stephens

**Clerk Richardson read Resolution No. R2024-0169 into the record.**

**Council President Jones introduced a proposed substitute to Resolution No. R2024-0169. Discussion ensued.**

**Mr. Michael King, Special Counsel, addressed Council regarding Resolution No. R2024-0169. Discussion ensued.**

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

**A motion was then made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to accept the proposed substitute.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption, as substituted.**

- 4) R2024-0170: A Resolution awarding a total sum, not to exceed \$10,000, to the Near West Theatre, Inc. for safety and security planning from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Sweeney, Turner, Gallagher,  
Miller **and Stephens**

Committee Assignment and Chair: Community Development–  
Stephens

**Clerk Richardson read Resolution No. R2024-0170 into the record.**

**Council President Jones introduced a proposed substitute to Resolution No. R2024-0170. Discussion ensued.**

**Mr. Michael King, Special Counsel, addressed Council regarding Resolution No. R2024-0170. Discussion ensued.**

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

**A motion was then made by Ms. Stephens, seconded by Ms. Conwell and approved by unanimous vote to accept the proposed substitute.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption, as substituted.**

- 5) R2024-0171: A Resolution awarding a total sum, not to exceed \$125,000, to the City Club of Cleveland for the renovation of office space from the District 3 and 10 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Sweeney, Stephens, Kelly and Gallagher

Committee Assignment and Chair: Community Development–Stephens

**Clerk Richardson read Resolution No. R2024-0171 into the record.**

**Council President Jones introduced a proposed substitute to Resolution No. R2024-0171. Discussion ensued.**

**Mr. Michael King, Special Counsel, addressed Council regarding Resolution No. R2024-0171. Discussion ensued.**

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

**A motion was then made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to accept the proposed substitute.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption, as substituted.**

- 6) R2024-0172: A Resolution awarding a total sum, not to exceed \$10,000, to Case Western Reserve University for the National Youth Sports Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Turner and Jones

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

**Clerk Richardson read Resolution No. R2024-0172 into the record.**

**Council President Jones introduced a proposed substitute to Resolution No. R2024-0172. Discussion ensued.**

**Mr. Michael King, Special Counsel, addressed Council regarding Resolution No. R2024-0172. Discussion ensued.**

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

**A motion was then made by Ms. Conwell, seconded by Mr. Miller and approved by unanimous vote to accept the proposed substitute.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption, as substituted.**

- 7) R2024-0173: A Resolution awarding a total sum, not to exceed \$10,000, to the Literacy Cooperative for Dolly Parton's Imagination Library from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

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

**Clerk Richardson read Resolution No. R2024-0173 into the record.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption.**

- 8) R2024-0174: A Resolution awarding a total sum, not to exceed \$50,000, to DNA Rising for the Foundation of Home 2 project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Turner, Conwell and Miller

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

**Clerk Richardson read Resolution No. R2024-0174 into the record.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption.**

- 9) R2024-0175: A Resolution awarding a total sum, not to exceed \$500,000 to the University Hospitals of Cleveland, Department of Ophthalmology Eye Institute for the purpose of enhancing their services and diagnostic capabilities project from the District 10 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Stephens **and Conwell**

Committee Assignment and Chair: Community Development–  
Stephens

**Clerk Richardson read Resolution No. R2024-0175 into the record.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption.**

- 10) R2024-0176: A Resolution awarding a total sum, not to exceed \$250,000, to the Cleveland Metroparks for the Cleveland Community Sailing Center project from the District 10 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Stephens, Turner **and Conwell**

Committee Assignment and Chair: Community Development–  
Stephens

**Clerk Richardson read Resolution No. R2024-0176 into the record.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption.**

- 11) R2024-0177: A Resolution awarding a total sum, not to exceed \$100,000, to FutureHeights Inc. for general operating costs from the District 10 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Stephens

Committee Assignment and Chair: Community Development–  
Stephens

**Clerk Richardson read Resolution No. R2024-0177 into the record.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption.**

- 12) R2024-0180: A Resolution determining to submit to the electors the question of replacing the excise tax on the sale of cigarettes for the purpose of funding arts and cultural facilities and programs in the County; and declaring the necessity that this Resolution become immediately effective.  
[Pending referral from Committee]

Sponsors: Council President Jones on behalf of Cuyahoga County Arts & Culture and Councilmembers Miller and Turner

Committee Assignment and Chair: Committee of the Whole –  
Jones

**Clerk Richardson read Resolution No. R2024-0180 into the record.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption.**

- 13) R2024-0196: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in the Watershed Divide Conservation Initiative in the Cities of Broadview Heights and Brecksville; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmember Turner

**Clerk Richardson read Resolution No. R2024-0196 into the record.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption.**

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

**A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution No. R2024-0178.**

- 1) R2024-0178: A Resolution making an award to College Now Greater Cleveland in the amount of \$1,000,000.00 from the Cuyahoga County Educational Assistance Fund for Component Two of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2029; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Simon

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

**On a motion by Ms. Simon with a second by Mr. Miller, Resolution No. R2024-0178 was considered and adopted by unanimous vote.**

- e) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2024-0131: A Resolution awarding a total sum, not to exceed \$25,000, to Front Steps Housing and Services, Inc. for the purpose of a Sustaining Stability Project from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Sweeney and Byrne

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

**On a motion by Ms. Conwell with a second by Mr. Byrne, Resolution No. R2024-0131 was considered and adopted by unanimous vote.**

- 2) R2024-0140: A Resolution awarding a total sum, not to exceed \$140,000, to the Ohio Aerospace Institute, Great Lakes

Biomimicry Lab for the Cuyahoga County Business Sustainability Initiative from the District 2, District 9 and District 11 ARPA Community Grant Funds and the General Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Miller, Turner and Simon

Committee Assignment and Chair: Economic Development & Planning– Schron

**On a motion by Mr. Miller with a second by Ms. Simon, Resolution No. R2024-0140 was considered and adopted by unanimous vote.**

- 3) R2024-0141: A Resolution awarding a total sum, not to exceed \$284,000, to the City of Garfield Heights for the Park Equipment Upgrade Project from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Jones

Committee Assignment and Chair: Community Development– Stephens

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2024-0141 was considered and adopted by unanimous vote.**

- 4) R2024-0142: A Resolution awarding a total sum, not to exceed \$2,500, to the Cuyahoga County Land Reutilization Corporation for the Mt. Zion Baptist Hill Church Project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

Committee Assignment and Chair: Community Development– Stephens

**On a motion by Mr. Miller with a second by Ms. Stephens, Resolution No. R2024-0142 was considered and adopted by unanimous vote.**

- 5) R2024-0144: A Resolution awarding a total sum, not to exceed \$10,235, to FutureHeights, Inc. for the Heights Music Hop Event from the District 10 ARPA Community Grant Fund; and

declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Stephens

Committee Assignment and Chair: Community Development–  
Stephens

**On a motion by Ms. Stephens with a second by Mr. Miller, Resolution No. R2024-0144 was considered and adopted by unanimous vote.**

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

- 1) O2024-0006: An Ordinance amending Section 704.01 of the Cuyahoga County Code to extend the Additional Delinquent Tax and Assessment Collection (DTAC) Fee from December 31, 2025, to December 31, 2030; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Council President Jones on behalf of the Cuyahoga  
County Land Reutilization Corporation

**Council President Jones referred Ordinance No. O2024-0006 to the Community  
Development Committee.**

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

- 1) O2024-0004: An Ordinance repealing and replacing Chapter 703 of the County Code establishing a Justice Center Capital Projects Fund within the General Fund; and directing the deposit of specified sales and use tax proceeds therein; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Kelly and Stephens

Committee Assignment and Chair: Committee of the Whole –  
Jones

**There was no legislative action taken on Ordinance No. O2024-0004.**

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

**A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2024-0201.**

- 1) R2024-0201: A Resolution amending the 2024/2025 Biennial Operating Budget for 2024 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; and declaring the necessity that this Resolution become immediately effective.

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

**Mr. Miller introduced a proposed substitute to Resolution No. R2024-0201. Discussion ensued.**

**A motion was made by Mr. Miller, seconded by Ms. Simon and approved by unanimous vote to accept the proposed substitute.**

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2024-0201 was considered and adopted by unanimous vote, as substituted.**

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

- 1) R2024-0202: A Resolution adopting the Annual Alternative Tax Budget for the year 2025; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2024-0202 to the Finance & Budgeting Committee.**

- 2) R2024-0203: A Resolution authorizing the issuance and sale of County of Cuyahoga, Ohio Economic Development Revenue Bonds, Series 2024A (Rock and Roll Hall of Fame Expansion

Project) in a principal amount not to exceed \$50,000,000; providing for the pledge of Nontax Revenues of the County for the payment of such bonds; authorizing the execution of various documents required in connection with said bond issuance, including an amendment to the Agreement related to 2020 County Bed Tax Increase, and authorizing and approving related matters; and declaring the necessity that this Bond Resolution become immediately effective.

Sponsor: County Executive Ronayne/Fiscal Officer

**Council President Jones referred Resolution No. R2024-0203 to the Committee of the Whole.**

- 3) R2024-0204: A Resolution making an award on RQ13887 to various providers in the total amount not-to-exceed \$1,350,000.00 for general engineering services for a period of three (3) years, effective upon contract signature of all parties; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- a) Contract No. CM4344 with AECOM Services of Ohio, Inc. in the amount not-to-exceed \$450,000.00.
- b) Contract No. CM4345 with Chagrin Valley Engineering, Ltd. in the amount not-to-exceed \$450,000.00.
- c) Contract No. CM4346 with HNTB Ohio, Inc. in the amount not-to-exceed \$450,000.00.

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

**Council President Jones referred Resolution No. R2024-0204 to the Public Works, Procurement & Contracting Committee.**

- 4) R2024-0205: A Resolution making an award on RQ14299 to Terrace Construction Company, Inc. in the amount not-to-exceed \$7,670,965.81 for rehabilitation of East 200<sup>th</sup> Street from Mohican Avenue to Lakeshore Boulevard in the Cities of Cleveland and Euclid in connection with the 2021-2024 Transportation Improvement Program; authorizing the County

Executive to execute Contract No. 4478 and all other documents consistent with said award and this Resolution; authorizing the County Engineer on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$165,437.81 to fund a portion of said contract, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works

**Council President Jones referred Resolution No. R2024-0205 to the Public Works, Procurement & Contracting Committee.**

- 5) R2024-0206: A Resolution authorizing an amendment to a Revenue Generating Agreement (via Contract No. 3389 fka Contract No. 2212) with Securus Technologies, LLC for inmate telecommunications system and maintenance services for the period 9/6/2016 – 9/6/2027, to change the terms by adding appropriation language for funding on an annual basis, potential increasing prices due to inflation adjustments, revision of Section 15, and for additional funds in the amount not-to-exceed \$1,365,000.00, effective upon contract signature of all parties; 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 Ronayne/Sheriff's Department

**Council President Jones referred Resolution No. R2024-0206 to the Public Safety & Justice Affairs Committee.**

- 6) R2024-0207: A Resolution adopting the Cuyahoga County 9-1-1 Plan; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Safety and Justice Services

**Council President Jones referred Resolution No. R2024-0207 to the Public Safety & Justice Affairs Committee.**

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR  
SECOND READING

- 1) R2024-0187: A Resolution declaring that public convenience and welfare requires the reconstruction of Lee Road from Invermere Avenue to the North Corporation Line in the Cities of Cleveland and Shaker Heights in connection with the Northeast Ohio Areawide Coordinating Agency 2024 – 2027 Transportation Improvement Program; total estimated project cost \$21,040,359.00; 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 municipalities in connection with said project, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Public Works and Councilmember Turner

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

**Clerk Richardson read Resolution No. R2024-0187 into the record.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption.**

- 2) R2024-0188: A Resolution approving Right-of-Way Exhibits as set forth in Plat No. M-5055 for the replacement of Hilliard Boulevard Bridge No. 08.57 over the Rocky River, Valley Parkway and Trail in the Cities of Lakewood and Rocky River; authorizing the County Executive through the Department of Public Works to acquire said necessary Right-of-Way; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Public Works and Councilmembers Miller and Kelly

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

**Clerk Richardson read Resolution No. R2024-0188 into the record.**

**This item will move to the June 4, 2024 Council meeting agenda for consideration for third reading adoption.**

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

**A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2024-0183, R2024-0184, R2024-0185, R2024-0186, R2024-0189, R2024-0190, R2024-0191, R2024-0193 and R2024-0194.**

- 1) R2024-0183: A Resolution confirming the County Executive's appointment of Kathryn Parks to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2027, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne

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

**On a motion by Ms. Conwell with a second by Ms. Stephens, Resolution No. R2024-0183 was considered and adopted by unanimous vote.**

- 2) R2024-0184: A Resolution confirming the County Executive's appointment of Kate McBride to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region, for an unexpired term ending 9/27/2024, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne **and Councilmember Miller**

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

**Council President Jones introduced a proposed substitute to Resolution No. R2024-0184. Discussion ensued.**

**Ms. Zoe Toscos, Special Projects Manager, addressed Council regarding Resolution No. R2024-0184. Discussion ensued.**

**A motion was made by Ms. Conwell, seconded by Ms. Stephens and approved by unanimous vote to accept the proposed substitute.**

**On a motion by Ms. Conwell with a second by Ms. Stephens, Resolution No. R2024-0184 was considered and adopted by unanimous vote, as substituted.**

- 3) R2024-0185: A Resolution confirming the County Executive's appointment of The Honorable Judge Donna Congeni Fitzsimmons to serve on the Cuyahoga County Diversion Board for unexpired term ending 2/28/2025, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne and Councilmembers Conwell, Sweeney, Turner, Gallagher and Miller

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

**On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2024-0185 was considered and adopted by unanimous vote.**

- 4) R2024-0186: A Resolution confirming the County Executive's reappointment of Brandy Carney to serve on the Cuyahoga County Diversion Board for the term 3/1/2024 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne and Councilmembers Turner and Miller

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

**On a motion by Ms. Conwell with a second by Ms. Simon, Resolution No. R2024-0186 was considered and adopted by unanimous vote.**

- 5) R2024-0189: A Resolution authorizing an amendment to Resolution No. R2022-0132 dated 6/7/2022 which authorized a State contract purchase on Purchase Order No. 22001945 nka Purchase Order No. 24001045 to The Safety Company dba MTech Company for the purchase of (1) replacement Dyna-Vac Straight Jet Truck and (2) Cues TV Trucks for the Sanitary Division, by changing the amount not-to-exceed from \$905,461.72 to \$934,683.72; and declaring the necessity that

this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works

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

**On a motion by Mr. Byrne with a second by Ms. Conwell, Resolution No. R2024-0189 was considered and adopted by unanimous vote.**

- 6) R2024-0190: A Resolution making an award on RQ13820 to The Murphy Contracting Company in the amount not-to-exceed \$718,000.00 for the Cuyahoga County Medical Examiner's Building Elevator Modernization; authorizing the County Executive to execute Contract No. 4358 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/ Department of Public Works and Councilmembers Conwell and Turner

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

**On a motion by Mr. Byrne with a second by Ms. Conwell, Resolution No. R2024-0190 was considered and adopted by unanimous vote.**

- 7) R2024-0191: A Resolution making an award on RQ14113 to Anthony Allega Cement Contractor, Inc. in the amount not-to-exceed \$4,456,756.61 for rehabilitation of Garfield Boulevard from Warner Road to Turney Road in the City of Garfield Heights; authorizing the County Executive to execute Contract No. 4372 and all other documents consistent with said award and this Resolution; authorizing the County Engineer on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$709,044.77 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective.

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

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

**On a motion by Mr. Byrne with a second by Mr. Miller, Resolution No. R2024-0191  
was considered and adopted by unanimous vote.**

- 8) R2024-0193: A Resolution authorizing an amendment with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, to change the terms, and for additional funds in the amount not-to-exceed \$1,934,511.00 effective 1/1/2024; 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 Ronayne/Department of Human Resources

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

**On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2024-0193  
was considered and adopted by unanimous vote.**

- 9) R2024-0194: A Resolution authorizing an amendment to Contract No. 228 with The MetroHealth System for Correctional Health Care Services for the Cuyahoga County Jail System for the period 5/9/2019 – 5/8/2024 to extend the time period to 1/31/2025, to add funds in the amount of \$24,931,847.00, for a total not-to-exceed amount of \$110,915,111.00, and to transfer ownership of the jail pharmacy to The MetroHealth System; 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 Ronayne/Sheriff's Department

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

**On a motion by Mr. Gallagher with a second by Mr. Miller, Resolution No. R2024-0194 was considered and adopted by majority vote, with Ms. Conwell casting the only dissenting vote.**

e) **CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION**

- 1) R2024-0129: A Resolution making an award on RQ12232 and authorizing a lease agreement bearing Contract No. 4313 with Cleveland Superior LLC, for the lease of space located at 1801 Superior Avenue, Cleveland, Ohio, 44114, anticipated to commence on 1/31/2025 for an initial term of approximately 17 years in an amount not-to-exceed \$91,000,000.00, which includes but is not limited to rent, initial capital expenditures, management fees, utilities, operating expenses, and a general contingency amount; authorizing the County Executive to execute the lease agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Public Works and Councilmembers Conwell, Miller, Byrne and Turner

Committee Assignment and Chair: Committee of the Whole – Jones

**A motion was made by Mr. Schron, seconded by Ms. Conwell and subsequently withdrawn to adopt Resolution No. R2024-0129.**

**Council President Jones referred Resolution No. R2024-0129 back to the Committee of the Whole.**

- 2) R2024-0166: A Resolution amending Resolution No. R2023-0082 dated 4/11/2023, which authorized an Economic Development Loan in an amount not-to-exceed \$2,000,000.00 to Bridgeworks, LLC or its designee, to assist with funding project costs of a place-based, mixed used development project located at 2429 West Superior Viaduct, in the City of Cleveland which will include 140 apartment units, 132-room hotel, a 120-seat restaurant and bar and a parking garage, by extending the resolution sunset date from twelve months (12) to eighteen (18) months; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Development

Committee Assignment and Chair: Economic Development & Planning– Schron

**On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2024-0166 was considered and adopted by unanimous vote.**

f) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING

- 1) O2024-0005: An Ordinance amending Chapter 501 of the Cuyahoga County Code; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Committee of the Whole – Jones

**There was no legislative action taken on Ordinance No. O2024-0005.**

11. REPORT BY CLERK ON LEGISLATION WITHDRAWN AT THE REQUEST OF SPONSOR

- a) R2024-0195: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Western Reserve Land Conservancy for the conservation of ecologically significant areas adjacent to Euclid Beach Park in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Simon on behalf of Cuyahoga County Planning Commission

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

**Clerk Richardson reported that Resolution No. R2024-0195 was withdrawn at the request of the Planning Commission.**

12. MISCELLANEOUS COMMITTEE REPORTS

**Council President Jones read a statement and announced that upcoming Committee meetings will be held during the week of June 10<sup>th</sup> and that the Council meeting scheduled for August 6<sup>th</sup> is rescheduled for July 30<sup>th</sup>.**

**Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, June 10<sup>th</sup> at 1:00 p.m.**

**Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, June 11<sup>th</sup> at 1:00 p.m.**

**Mr. Byrne reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, June 12<sup>th</sup> at 10:00 a.m.**

**Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, June 12<sup>th</sup> at 1:00 p.m.**

**Ms. Stephens and Mr. Schron reported that there will be a Joint Community Development and Economic Development Committee meeting and will meet on Monday, June 10<sup>th</sup>.**

**Ms. Stephens reported that the Community Reinvestment Advisory Subcommittee would like to present their final report to the Committee of the Whole.**

**Ms. Simon reported that the next Education, Environment & Sustainability Committee meeting is to be determined.**

**On behalf of Ms. Turner, Clerk Richardson reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, June 11<sup>th</sup> at 10:00 a.m.**

**On behalf of Council President Jones, Clerk Richardson reported that the Committee of the Whole will meet on Tuesday, June 4<sup>th</sup> at 3:00 p.m.**

### **13. MISCELLANEOUS BUSINESS**

**Ms. Simon announced that the Haiku challenge is ongoing.**

### **14. ADJOURNMENT**

**With no further business to discuss, Council President Jones adjourned the meeting at 8:08 p.m., without objection.**



## **MINUTES**

**CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING**

**TUESDAY, JUNE 4, 2024**

**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**

**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**

**2:00 PM**

### **1. CALL TO ORDER**

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

### **2. ROLL CALL**

**Council President Jones asked Clerk Richardson to call the roll. Councilmembers Sweeney, Byrne, Gallagher, Schron, Conwell, Turner, Kelly, Miller and Jones were in attendance and a quorum was determined. Councilmembers Stephens and Simon joined the meeting after the roll call was taken.**

### **3. PUBLIC COMMENT**

**There were no public comments given.**

### **4. ITEMS REFERRED TO COMMITTEE**

**[Clerk's Note: Item No. 4.a) was considered after Item No. 5a).]**

- a) R2024-0129: A Resolution making an award on RQ12232 and authorizing a lease agreement bearing Contract No. 4313 with Cleveland Superior LLC, for the lease of space located at 1801 Superior Avenue, Cleveland, Ohio, 44114, anticipated to commence on 1/31/2025 for an initial term of approximately 17 years in an amount not-to-exceed \$91,000,000.00, which includes but is not limited to rent, initial capital expenditures, management fees, utilities, operating expenses, and a general contingency amount; authorizing the County Executive to execute the lease agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Mr. Michael Dever, Director of the Department of Public Works; Mr. Ryan Jeffers, Senior Vice-President of CBRE; Matthew Rymer, Facility Design and Maintenance Administrator of the Department of Public Works, and Mr. Anthony Perlatti, Director of the Board of Elections, addressed Council regarding Resolution No. R2024-0129. Discussion ensued.

Councilmembers asked questions of Mr. Dever, Mr. Rymer and Mr. Perlotti pertaining to the item, which they answered accordingly. Councilmembers Simon and Conwell thanked Mr. Dever and Mr. Rymer for providing details of the lease, the HVAC inspection and for having Osborne Engineering provide and updated assessment of the property. Councilmember Sweeney commented that he looks forward to having an updated and upgraded Board of Elections and voting process, and thanked Mr. Perlotti for his patience during the lease process. Mr. Perlotti thanked Councilmembers for their consideration and support of the Board of Elections and all things election related. Council President Jones stated that this is an incredible upgrade for the Board of Elections and will be more efficient and effective for the voters. Mr. Jones said he is proud of his colleagues for taking the time to do their due diligence.

On a motion by Ms. Conwell with a second by Mr. Sweeney, Resolution No. R2024-0129 was considered and approved by a majority roll-call vote of 9 yeas and 1 nay, to be referred to the full Council agenda with a recommendation for passage under third reading adoption, with Councilmembers Sweeney, Byrne, Schron, Conwell, Turner, Stephens, Simon, Kelly, Miller and Jones voting in the affirmative and Councilmember Gallagher casting a dissenting vote.

- b) O2024-0004: An Ordinance repealing and replacing Chapter 703 of the County Code establishing a Justice Center Capital Projects Fund within the General Fund, and directing the deposit of specified sales and use tax proceeds therein; and declaring the necessity that this Ordinance become immediately effective.

Councilmember Schron asked for clarification on whether the proposed amendment he introduced at the May 28 Committee of the Whole meeting was passed. Discussion ensued.

Mr. Michael King, Special Counsel for Council, addressed Councilmembers regarding the status of the proposed amendment sponsored by Councilmembers Kelly and Schron. Discussion ensued.

Council President Jones recommended the item be held for further discussion.

There was no legislative action taken on Ordinance No. O2024-0004.

## 5. PRESENTATION

[Clerk's Note: Item No. 5.a) was taken out of order before Item No. 4.a).]

- a) David Gilbert, President and Chief Executive Officer for Destination Cleveland and Greater Cleveland Sports Commission – Regarding Use of Bed Tax

**Mr. Jon Pinney, Chairman of the Board of Directors of Destination Cleveland and Mr. David Gilbert, President & CEO of the Greater Cleveland Sports Commission and Destination Cleveland, gave a presentation and provided the Committee with their mission; strategic objectives; primary responsibilities; funding model; budget and benchmarking; budget allocation; return on investment and the impacts of work provided by Destination Cleveland in Cuyahoga County, including an update on visitor and tourism, economic revival and growth and their community collaborations.**

**Councilmembers asked questions of Mr. Pinney and Mr. Gilbert pertaining to the item, which they answered accordingly.**

## **6. EXECUTIVE SESSION**

- a) Collective bargaining matters, including:
  - i) Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 80 employees in 3 classifications in the Department of Public Works/Sanitary Sewer Division for the period 1/1/2024 - 12/31/2026;

**Executive Session was called to order by Council President Jones at 3:22p.m. Council President Jones asked Clerk Richardson to call the role to go into Executive Session. A motion was made by Mr. Sweeney, seconded by Ms. Conwell and approved by unanimous roll-call vote to move to Executive Session for the purposes of discussing a collective bargaining matter and for no other purpose whatsoever.**

**The following Councilmembers were present: Sweeney, Byrne, Gallagher, Schron, Conwell, Turner, Stephens, Simon, Kelly, Miller and Jones. The following additional attendees were present: Law Director Rick Manoloff; Deputy Law Director Nora Hurley; Public Works Director Michael Dever; Human Resources Director Sarah Nemastil; Chief of Staff Joseph Nanni; Legislative Budget Advisor Trevor McAleer and Special Counsel Michael King.**

**At 3:53 p.m., Executive Session was adjourned without objection and Council President Jones then reconvened the meeting.**

## **7. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

## **8. ADJOURNMENT**

**With no further business to discuss, Council President Jones adjourned the meeting at 3:54 p.m., without objection.**



## **MINUTES**

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING  
TUESDAY, JUNE 4, 2024  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
5:00 PM**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

**Council President Jones asked Clerk Richardson to call the roll. Councilmembers Miller, Sweeney, Byrne, Gallagher, Schron, Turner, Simon, Kelly and Jones were in attendance and a quorum was determined. Ms. Stephens joined the meeting shortly after Roll Call. Councilmember Conwell was absent.**

**3. PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance was recited.**

**4. SILENT MEDITATION**

**5. PUBLIC COMMENT**

**Council President Jones read a statement regarding the Council Rules and decorum during public comment.**

- a) Larry Rodriguez addressed Council regarding sensory friendly accommodations within the County.**
- b) Maurice Rhodes addressed Council regarding wheelchair accessibility and fair housing.**
- c) Loh addressed Council regarding various non-agenda items.**
- d) Matthew Ahn addressed Council regarding the County Jail.**

The following individuals addressed Council regarding Resolution No. R2024-0208: A Resolution urging the Cuyahoga County Executive and the County Treasurer to immediately cease any additional County investment in bonds and other sovereign debt issued by the Nation of Israel; and urging the Investment Advisory Committee to amend the County's Investment Policy to prohibit future investments in any foreign securities:

- e) Donna Simmons
- e) Thomas Lockshin
- f) Daniel Pearlman
- g) Daniel Borison
- h) Eliav Sharvit
- i) Councilwoman, Sheri Sax, City of University Heights
- j) Beth Lockshin
- k) David Pearl
- l) Lucas Waggnier
- m) Amanda Christenson
- n) Alec Issacson
- o) Council President Alec Issacson, City of Beachwood
- p) Sarah Seseck
- q) Robin Schaer
- r) Khalid Hamdallah
- s) Brian Duplaisir
- t) Alyssa Wiloger
- u) Riley Petro
- v) Rabbi Rosette Haim
- w) Graham Ball
- x) Nathan Jurcago
- y) Maryam Assar
- z) Chance Zurub
- aa) Avrum Jacobs
- bb) Steve Norris
- cc) Ben Hoen
- dd) Francoise Jacobs
- ee) Daylun Armstrong
- ff) Estelle Raskin
- gg) Eric Synenberg
- hh) Adnan Reddy
- ii) Uri Avatichi
- jj) Roger Klein
- kk) Rubin Guttman
- ll) Barry Guttman
- mm) Louise Gardner

nn) Stephen Werthein  
oo) Tyler Teran  
pp) Nichole Bern Crow  
qq) Sean Abbott Klafter  
rr) Daniel Ehrenreich  
ss) Donna Payravi  
tt) Chris Pinner  
uu) Janos Jalics  
vv) Jesse Cyr  
ww) Justin Evaristo  
xx) Koby Picker  
yy) Julie Conrad  
zz) Brian Huser  
aaa) Josiah Quarles  
bbb) Miriam Geronimus  
ccc) Elana Ross  
ddd) Tanmay Shah  
eee) Nina Homani  
fff) Olivia Cobb  
ggg) Don Bryant  
hhh) Sheren Naser

**A motion was made by Mr. Sweeney, seconded by Ms. Stephens and approved by unanimous vote to excuse Councilmember Yvonne Conwell from the meeting.**

**6. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**

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

**7. MESSAGES FROM THE COUNTY EXECUTIVE**

**County Executive Ronayne spoke about the senseless acts of violence that occurred in the City of Akron over the past weekend and encouraged everyone to wear orange on Friday to acknowledge National Gun Violence Awareness Day and to act and lean in on the issues of gun violence; welcomed the American Public Transit Association who will be visiting the area for several days, as well as the Ohio Common Pleas Judges Association, whose convention begins on June 5<sup>th</sup>; spoke about the climate conference that took place in Cleveland 2 weeks ago that was attended by persons from all over North America who are working to achieve a better climate throughout the world; addressed the celebration of the opening/reopening of a Cleveland hotel that received an investment of \$2 million from the County, which will create 126 jobs over the next 3 years; spoke about the Department of Purchasing's portal which opened last September which will broaden opportunities for vendors to do business with the County; talked about the small business office that opened in the spring, which has received 90 inquiries from local**

small businesses; thanked Councilmembers Conwell and Turner for joining him as they welcomed Morelle McCane, who will be going to Paris for the 2024 Summer Olympics and is the first female boxer from Cleveland to represent the United States in the Olympics; and thanked the 150 County employees who joined him in the Pride Parade over the weekend.

8. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2024-0208: A Resolution urging the Cuyahoga County Executive and the County Treasurer to immediately cease any additional County investment in bonds and other sovereign debt issued by the Nation of Israel; and urging the Investment Advisory Committee to amend the County's Investment Policy to prohibit future investments in any foreign securities.

Sponsors: Councilmembers Stephens and Kelly

**Council President Jones referred Resolution No. R2024-0208 to the Committee of the Whole.**

Councilmember Cheryl Stephens said that she is a good American and does not support racism in any form; commented that with her financial background through education and training, she has historically asked tough questions and required due diligence of the Executive, Council staff and her colleagues, since she became a Councilmember and indicated that she was not a member of Council when these investments were made; said that she appreciates the dialogue among the communities on this matter; and stated that she has listened to the public comments and the concerns of those requesting that Council pause for further consideration of the investment and believes the investment requires further evaluation.

Councilmember Pat Kelly stated that he does not discriminate against any persons, religion or country and does not support the County investing in any foreign securities and urges the County Executive, County Treasurer and the Investment Advisory Committee to amend the County's investment policy to prohibit future investments in any foreign securities; and concluded by stating that the final investment authority lies with the County Treasurer, per the Ohio Revised Code.

Councilmember Simon thanked all who have attended the Council meetings over past several weeks and appreciates them sharing their perspectives; said she opposes this resolution and has concerns on the legality at this time; continued by saying that the sponsors of the resolution are not anti-Semitic and that

Councilwoman Stephens has a long record of supporting the Jewish community, which speaks for itself; stated that we must support efforts to free the hostages, but must also acknowledge the Palestinian families that are also suffering the traumas of war who are lacking essential resources and that the deaths felt in Palestine are also felt by families in Cuyahoga County; said there is extraordinary suffering in Palestine and Israel and we cannot forget our humanity in times of war and that human beings are not collateral damage; expressed that it is her hope for a cease fire and that we can find peace between Palestine and Israel; and concluded that she does not believe that passing Resolution No. R2024-0208 at this time, in this form, is the answer.

b) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR THIRD READING  
ADOPTION

- 1) R2024-0134: A Resolution awarding a total sum, not to exceed \$25,000, to the Make Them Know Your Name Foundation for the Heart Health Program from the Districts 3, 7 & 9 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Turner, Sweeney, Conwell and Miller

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

**On a motion by Mr. Jones with a second by Mr. Sweeney, Resolution No. R2024-0134 was considered and adopted by unanimous vote.**

- 2) R2024-0143: A Resolution awarding a total sum, not to exceed \$10,000, to the Minority Organ Tissue Transplant Education Program of Cleveland, Inc. for the Empowering the Future Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

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

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2024-0143 was considered and adopted by unanimous vote.**

- 3) R2024-0169: A Resolution awarding a total sum, not to exceed \$90,000, to the Gathering Place for the purchase of a vehicle to provide services to residents of the City of Cleveland from Districts 1, 2, 8, 10 & 11 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Kelly, Miller, Jones, Stephens and Simon

Committee Assignment and Chair: Community Development–Stephens

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2024-0169 was considered and adopted by unanimous vote.**

- 4) R2024-0170: A Resolution awarding a total sum, not to exceed \$35,000, to the Near West Theatre, Inc. for safety and security planning from Districts 1, 3, 8, 10, & 11 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Sweeney, Kelly, Jones, Stephens, Simon, Turner, Gallagher and Miller

Committee Assignment and Chair: Community Development–Stephens

**On a motion by Mr. Miller with a second by Ms. Stephens, Resolution No. R2024-0170 was considered and adopted by unanimous vote.**

- 5) R2024-0171: A Resolution awarding a total sum, not to exceed \$155,000, to the City Club of Cleveland for the renovation of office space from Districts 3, 8, 9, 10 & 11 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Sweeney, Stephens, Jones, Turner, Simon, Kelly and Gallagher

Committee Assignment and Chair: Community Development–Stephens

**Clerk Richardson read Resolution No. R2024-0171 into the record. Council President Jones introduced a proposed substitute on the floor to Resolution No. R2024-0171.**

**Mr. Trevor McAleer, Budget Advisor, presented the item. Discussion ensued. A motion was then made by Mr. Miller, seconded by Ms. Stephens and approved by unanimous vote to accept the proposed substitute.**

**On a motion by Mr. Byrne with a second by Mr. Miller, Resolution No. R2024-0171 was considered and adopted by unanimous vote, as substituted.**

- 6) R2024-0172: A Resolution awarding a total sum, not to exceed \$20,000, to Case Western Reserve University for the National Youth Sports Program from Districts 7 & 9 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Turner, Conwell and Jones

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

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2024-0172 was considered and adopted by unanimous vote.**

- 7) R2024-0173: A Resolution awarding a total sum, not to exceed \$10,000, to the Literacy Cooperative for Dolly Parton's Imagination Library from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

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

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2024-0173 was considered and adopted by unanimous vote.**

- 8) R2024-0174: A Resolution awarding a total sum, not to exceed \$50,000, to DNA Rising for the Foundation of Home 2 project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Turner, Conwell and Miller

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

**On a motion by Ms. Simon with a second by Mr. Miller, Resolution No. R2024-0174 was considered and adopted by unanimous vote.**

- 9) R2024-0175: A Resolution awarding a total sum, not to exceed \$500,000 to the University Hospitals of Cleveland, Department of Ophthalmology Eye Institute for the purpose of enhancing their services and diagnostic capabilities project from the District 10 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Stephens and Conwell

Committee Assignment and Chair: Community Development–  
Stephens

**On a motion by Ms. Stephens with a second by Ms. Turner, Resolution No. R2024-0175 was considered and adopted by majority vote, with Councilmember Gallagher casting the only dissenting vote.**

- 10) R2024-0176: A Resolution awarding a total sum, not to exceed \$250,000, to the Cleveland Metroparks for the Cleveland Community Sailing Center project from the District 10 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Stephens, Turner and Conwell

Committee Assignment and Chair: Community Development–  
Stephens

**On a motion by Ms. Stephens with a second by Ms. Turner, Resolution No. R2024-0176 was considered and adopted by unanimous vote.**

- 11) R2024-0177: A Resolution awarding a total sum, not to exceed \$100,000, to FutureHeights Inc. for general operating costs from the District 10 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Stephens

Committee Assignment and Chair: Community Development–  
Stephens

**On a motion by Ms. Stephens with a second by Ms. Turner, Resolution No. R2024-0177 was considered and adopted by unanimous vote.**

- 12) R2024-0180: A Resolution determining to submit to the electors the question of replacing the excise tax on the sale of cigarettes for the purpose of funding arts and cultural facilities and programs in the County; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Jones on behalf of Cuyahoga County Arts & Culture and Councilmembers Miller, Turner, Conwell, Sweeney, **Simon and Stephens**

Committee Assignment and Chair: Committee of the Whole – Jones

**On a motion by Mr. Jones with a second by Mr. Miller, Resolution No. R2024-0180 was considered and adopted by unanimous vote.**

- 13) R2024-0196: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in the Watershed Divide Conservation Initiative in the Cities of Broadview Heights and Brecksville; and declaring the necessity that this Resolution become immediately effective.

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

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2024-0196 was considered and adopted by unanimous vote.**

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

- 1) O2024-0004: An Ordinance repealing and replacing Chapter 703 of the County Code establishing a Justice Center Capital Projects Fund within the General Fund; and directing the deposit of specified sales and use tax proceeds therein; and declaring the necessity that this Ordinance become immediately effective.  
[Pending referral from Committee]

Sponsors: Councilmembers Kelly and Stephens

Committee Assignment and Chair: Committee of the Whole – Jones

**No Legislative action was taken on Ordinance No. O2024-0004.**

9. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2024-0209: A Resolution amending the 2024/2025 Biennial Operating Budget for 2024 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; and declaring the necessity that this Resolution become immediately effective.

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

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2024-0209 was considered and adopted by unanimous vote.**

- 2) R2024-0210: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 80 employees in 3 classifications in the Department of Public Works/Sanitary Sewer Division for the period 1/1/2024 - 12/31/2026; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Law, Department of Human Resources, and the Department of Public Works/Sanitary Sewer Division

**On a motion by Mr. Miller with a second by Mr. Byrne, Resolution No. R2024-0210 was considered and adopted by unanimous vote.**

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

- 1) R2024-0211: A Resolution amending the 2024/2025 Biennial Operating Budget for 2024 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 the Office of the County Executive; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2024-0211 to the Finance & Budgeting Committee.**

- 2) R2024-0212: A Resolution confirming the County Executive's appointment of Dorothy Todd to serve on the Cuyahoga County Diversion Board for an unexpired term ending 2/28/2025, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2024-0212 to the Human Resources, Appointments & Equity Committee.**

- 3) R2024-0213: A Resolution confirming the County Executive's appointment of Bianca Crawford to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2024-0213 to the Human Resources, Appointments & Equity Committee.**

- 4) R2024-0214: A Resolution confirming County Executive's appointment of Daniel Smith to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027, and declaring the necessity that this

Resolution become immediately effective.

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2024-0214 to the Human Resources, Appointments & Equity Committee.**

- 5) R2024-0215: A Resolution confirming the County Executive's reappointment of Verna Darby to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2024-0215 to the Human Resources, Appointments & Equity Committee.**

- 6) R2024-0216: A Resolution confirming the County Executive's reappointment of various individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2024 - 6/21/2027, confirming the reappointment of various alternates, and declaring the necessity that this Resolution become immediately effective:

i) Reappointments:

- a) Michael W. Dever
- b) Nichole L. English

ii) Reappointments as alternates:

- a) Thomas Sotak to Michael W. Dever
- b) Christopher A. George to Nichole L. English

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2024-0216 to the Human Resources, Appointments & Equity Committee.**

- 7) R2024-0217: A Resolution confirming the County Executive's appointment of Gina Vernaci to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2025, and declaring the necessity that this Resolution

become immediately effective.

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2024-0217 to the Human Resources, Appointments & Equity Committee.**

- 8) R2024-0218: A Resolution confirming the County Executive's appointment of Colleen Cotter to serve on the Cuyahoga County Public Defender Commission for the term 1/1/2024 – 12/31/2028, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2024-0218 to the Human Resources, Appointments & Equity Committee.**

- 9) R2024-0219: A Resolution approving Right-of-Way Exhibits as set forth in Plat No. M-5057 for the replacement of Schaaf Road Bridge No. 02.89 over West Creek in the City of Independence; authorizing the County Executive through the Department of Public Works to acquire said necessary Right-of-Way; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2024-0219 to the Public Works, Procurement & Contracting Committee.**

- 10) R2024-0220: A Resolution making an award on RQ14170 to The Triad Engineering and Contracting Co. in the amount not-to-exceed \$589,975.00 for Mayfield Village Hickory Hill Pump Station Improvements in the Village of Mayfield; authorizing the County Executive to execute Contract No. 4484 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works

**Council President Jones referred Resolution No. R2024-0220 to the Public Works, Procurement & Contracting Committee.**

- 11) R2024-0221: A Resolution authorizing the County Executive to accept dedication of land for Sunset Drive and Garden Path in The Sanctuary of Olmsted and the Preserve of Olmsted Subdivision (The Sanctuary & Preserve Subdivision) (Phase 4), located in Olmsted Township, as a public street along with established setback lines, rights-of-ways and easements (1.61 total acres); authorizing the County Executive to accept dedication of easements for public utilities, facilities, and appurtenances within The Sanctuary & Preserve Subdivision (Phase 4) to public use granted to the Olmsted Township and its corporate successors; authorizing the Clerk of Council to execute the Final Plat on behalf of County Council; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne on behalf of Cuyahoga County Planning Commission

**Council President Jones referred Resolution No. R2024-0221 to the Public Works, Procurement & Contracting Committee.**

- 12) R2024-0222: A Resolution authorizing a revenue generating agreement with City of Cleveland in an amount not-to-exceed \$871,500.00 for the operation of the Family Justice Center, located at 75 Erieview Plaza, Cleveland, for the period 1/1/2024 – 12/31/2027; 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 Ronayne/Department of Public Safety and Justice Services/Division of Witness Victim Services

**Council President Jones referred Resolution No. R2024-0222 to the Public Safety & Justice Affairs Committee.**

- 13) R2024-0223: A Resolution authorizing a contract with Lutheran Metropolitan Ministry in the amount not-to-exceed \$869,320.00 for supportive services for youth and young adults experiencing homelessness or housing instability in connection with the Navigation and Housing (NAV) services project for the period 1/1/2024 – 12/31/2025; authorizing the

County Executive to execute Contract No. 4509 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2024-0223 to the Health, Human Services & Aging Committee.**

c) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2024-0129: A Resolution making an award on RQ12232 and authorizing a lease agreement bearing Contract No. 4313 with Cleveland Superior LLC, for the lease of space located at 1801 Superior Avenue, Cleveland, Ohio, 44114, anticipated to commence on 1/31/2025 for an initial term of approximately 17 years in an amount not-to-exceed \$91,000,000.00, which includes but is not limited to rent, initial capital expenditures, management fees, utilities, operating expenses, and a general contingency amount; authorizing the County Executive to execute the lease agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.  
[Pending referral from Committee]

Sponsors: County Executive Ronayne/Department of Public Works and Councilmembers Conwell, Miller, Byrne and Turner

Committee Assignment and Chair: Committee of the Whole – Jones

**On a motion by Mr. Miller with a second by Mr. Byrne, Resolution No. R2024-0129 was considered and adopted by a majority roll-call vote of 9 yeas and 1 nay, with Councilmembers Miller, Sweeney, Byrne, Schron, Turner, Stephens, Simon, Kelly and Jones voting in the affirmative and Councilmember Gallagher casting a dissenting vote.**

- 2) R2024-0187: A Resolution declaring that public convenience and welfare requires the reconstruction of Lee Road from Invermere Avenue to the North Corporation Line in the Cities of Cleveland and Shaker Heights in connection with the Northeast Ohio Areawide Coordinating Agency 2024 – 2027 Transportation Improvement Program; total estimated project

cost \$21,040,359.00; 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 municipalities in connection with said project, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Public Works and Councilmembers Turner, **Stephens and Miller**  
Committee Assignment and Chair: Public Works, Procurement & Contracting – Byrne

**On a motion by Mr. Byrne with a second by Ms. Turner, Resolution No. R2024-0187 was considered and adopted by unanimous vote.**

- 3) R2024-0188: A Resolution approving Right-of-Way Exhibits as set forth in Plat No. M-5055 for the replacement of Hilliard Boulevard Bridge No. 08.57 over the Rocky River, Valley Parkway and Trail in the Cities of Lakewood and Rocky River; authorizing the County Executive through the Department of Public Works to acquire said necessary Right-of-Way; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Public Works and Councilmembers Miller and Kelly

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

**On a motion by Mr. Byrne with a second by Mr. Miller, Resolution No. R2024-0188 was considered and adopted by unanimous vote.**

#### 10. MISCELLANEOUS COMMITTEE REPORTS

**Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, June 10 at 1:00 p.m. for a 1<sup>st</sup> Quarter financial review and for consideration of the information technology related budget amendment package and for other financial legislation submitted.**

**Mr. Byrne, reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, June 12 at 10:00 a.m.**

**Mr. Gallagher reported that the Public Safety and Justice Affairs Committee will meet on Tuesday, June 11 at 1:00 p.m.**

**Mr. Schron reported that the Economic Development & Planning Committee and the Community Development Committee will have a joint meeting on Monday, June 10 at 10:00 a.m.**

**Ms. Turner reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, June 11 at 10:00 a.m.**

**Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, June 12 at 3:00 p.m.**

**On behalf of Ms. Ms. Conwell, Clerk Richardson reported that the Health, Human Services & Aging Committee will meet on Wednesday, June 12 at 1:00 p.m.**

#### **11. MISCELLANEOUS BUSINESS**

**Council President Jones and County Executive staff recited haikus, in response to a challenge issued by Ms. Simon at a prior Council meeting, in recognition of April as National Poetry Month.**

#### **12. ADJOURNMENT**

**With no further business to discuss, Council President Jones adjourned the meeting at 8:41 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0224

Sponsored by: <b>Council President Jones</b>	<b>A Resolution</b> providing for the appointment of Laura Black as Research & Policy Analyst to serve the Council of Cuyahoga County, and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, pursuant to Article III, Section 3.09(1) of the Charter of Cuyahoga County, the Council is granted the power to appoint and provide for the compensation and duties of the Clerk of Council and of such other assistants for the Council as a whole, as the Council determines to be necessary for the efficient performance of its duties; and,

**WHEREAS**, the Council of Cuyahoga County has determined that it is necessary to hire a qualified candidate for the position of Research & Policy Analyst; and,

**WHEREAS**, Laura Black has been identified as a qualified candidate for the position based on her education, employment history, and other qualifications; 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 that the functions of Council can continue, and to provide for the usual, daily operation of Council.

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

**SECTION 1.** That Laura Black is hereby appointed Research & Policy Analyst and shall be compensated at the annual salary of \$100,006.40, effective July 1, 2024. The Research & Policy Analyst shall be eligible to receive the same benefits that are provided to full-time non-bargaining employees of the County Executive.

**SECTION 2.** It is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and that the functions of Council can continue, and to provide for the usual, daily operation of Council. Provided that this Resolution receives the affirmative vote of at least eight (8) members of Council, this Resolution shall take effect and be in force immediately upon its adoption by the Council.

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

Journal CC054  
June 18, 2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0225

Sponsored by: <b>Council President Jones</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$75,000, to the CREW Foundation for the Skill Up/Crew Up initiative from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 8 ARPA Community Grant Fund in the amount of \$75,000 to the CREW Foundation for the Skill Up/Crew Up initiative; and

**WHEREAS**, the CREW Foundation estimates approximately 120 people will be served annually through this award; and

**WHEREAS**, the CREW Foundation estimates approximately 30 permanent and temporary jobs will be created or retained through this project; and

**WHEREAS**, the CREW Foundation estimates the total cost of the project is \$145,000; and

**WHEREAS**, the CREW Foundation indicates the other funding source(s) for this project includes \$25,000 from the Good Community Foundation, \$25,000 from Growth Opportunity Partners, and \$5,000 from RPM; and

**WHEREAS**, the CREW Foundation is estimating the start date of the project will be January 2024 and the project will be completed by December 2024; and

**WHEREAS**, the CREW Foundation requested \$75,000 from the District 8 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$75,000 to the CREW Foundation to ensure this project is completed; 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 critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$75,000 to the CREW Foundation from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Skill Up/Crew Up initiative.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

**SECTION 3.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** 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 7.** 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 8.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0226

Sponsored by: <b>Councilmember Turner</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$10,000, to Women of God Outreach Ministries, Inc. for the Socks for Souls Project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 9 ARPA Community Grant Fund in the amount of \$10,000 to Women of God Outreach Ministries, Inc. for the Socks for Souls Project; and

**WHEREAS**, Women of God Outreach Ministries, Inc. estimates approximately 200 people will be served annually through this award; and

**WHEREAS**, Women of God Outreach Ministries, Inc. estimates the total cost of the project is \$45,825; and

**WHEREAS**, Women of God Outreach Ministries, Inc. is estimating the project will take place in September 2024; and

**WHEREAS**, Women of God Outreach Ministries, Inc. requested \$10,000 from the District 9 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to Women of God Outreach Ministries, Inc. to ensure this project is completed; 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 critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to Women of God Outreach Ministries, Inc. from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Socks for Souls Project.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

**SECTION 3.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** 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 7.** 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 8.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

Journal \_\_\_\_\_

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0227

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

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

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

**WHEREAS**, on April 3, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classifications:

Exhibit A:	Class Title:	<i>Manager, Cashier</i>
	Number:	11211
	Pay Grade:	9A/Exempt

- Exhibit B:     Class Title:   *Manager, Human Resources*  
                  Number:       14113  
                  Pay Grade:    15A/Exempt
- Exhibit C:     Class Title:   *Manager, IT Applications Program*  
                  Number:       16521  
                  Pay Grade:    18B/Exempt
- Exhibit D:     Class Title:   *Manager, Talent Acquisition & Employment*  
                  Number:       14231  
                  Pay Grade:    15A/Exempt

Proposed Revised Classifications:

- Exhibit E:     Class Title:   *Manager, Employee & Labor Relations*  
                  Class Number: 14202  
                  Pay Grade:    16A/Exempt (No change)  
                  \* This classification is being updated to include job duties and tasks currently in an unclassified position. The duties are determined to be in the classified service through an analysis and recommendation of the PRC. Title changed from Manager, Employee Relations to manager, Employee and Labor Relations. No change to pay grade or FLSA status.
- Exhibit F:     Class Title:   *Manager, Employee Benefits*  
                  Class Number: 14072  
                  Pay Grade:    15A/Exempt (No change)  
                  \* This classification is being updated to include job duties and tasks currently in an unclassified position. The duties are determined to be in the classified service through an analysis and recommendation of the PRC. No change to pay grade or FLSA status.

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

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the forgoing Resolution was duly adopted.

Yeas:

Nays:

_____	_____
County Council President	Date

_____	_____
County Executive	Date

_____	_____
Clerk of Council	Date

First Reading/Referred to Committee:

Committee(s) Assigned:

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



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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

Date: April 17, 2024

To: Cuyahoga County Council President Pernel Jones Jr.  
 Council Members, Human Resources, Appointments & Equity  
 Committee

From: Deborah Southerington, Chairwoman  
 Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on April 3, 2024, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED NEW CLASSIFICATIONS			
NEW CLASSIFICATIONS	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT	
Senior and Adult Benefits Program Specialist 13301	8A Non-Exempt	Health and Human Services	
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS <i>(Revised Title)</i>	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Consumer Affairs Investigator 19031	8A Non-Exempt (No Change)	8A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs

Consumer Affairs Specialist 13091	7A Non-Exempt (No Change)	7A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs
Intelligence Analyst 12131	6A Non-Exempt	7A Non-Exempt	Public Safety and Justice Services
Security Lieutenant 12011	10A Exempt	11A Exempt	Sheriff
Supervisor, Weights and Measure 19071	9A Exempt (No Change)	9A Exempt (No Change)	Fiscal Office – Consumer Affairs

cc: Thomas Colaluca, Commissioner  
F. Allen Boseman, Commissioner  
Rebecca Kopcienski, PRC Director  
Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff  
Sarah Nemastil, HR Director  
Kelli Neale, Program Officer 4

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<u>Job Title</u> <b>NEW</b>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
Senior and Adult Benefits Program Specialist	13301	N/A	8A Non-Exempt	Health and Human Services	This is a new classification based on CPQs of current Program Officer 2s who are all performing similar work. This was a joint effort by PRC, HR, and the department to create a classification specific to the work being performed by these employees.

<u>Job Title</u> <b>REVISED</b>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
Consumer Affairs Investigator	19081	8A Non-Exempt (No Change)	8A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs	PRC routine maintenance. Classification last revised in 2020. Changes were made to the technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
Consumer Affairs Specialist	13081	7A Non-Exempt (No Change)	7A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs	PRC routine maintenance. Classification last revised in 2020. Changes were made to the class function, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
Intelligence Analyst	12131	6A Non-Exempt	7A Non-Exempt	Public Safety and Justice Services	Update requested by department. Classification last revised in 2021. Changes were made to the essential functions, minimum qualifications, technology requirements, and language and formatting. No change to FLSA status. The pay grade increased from 6A to 7A.
Security Lieutenant	12011	10A Exempt	11A Exempt	Sheriff	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, distinguishing characteristics, physical requirements, environmental factors, and language and formatting. A technology section was added. No change FLSA status. Pay grade increased from 10A to 11A
Supervisor, Weights and Measure	19071	9A Exempt (No Change)	9A Exempt (No Change)	Fiscal Office – Consumer Affairs	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager Cashier	<b>Class Number:</b>	11211
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	Treasury	<b>EXHIBIT A</b>	

## Classification Function

The purpose of this classification is to supervise Treasury staff in the collection of payments to the County for real estate and child support payments.

## Distinguishing Characteristics

This is a managerial level position that works under the direction of the Investment and Cash Management Officer. The incumbent in this position is responsible for managing the maintenance and balancing of cashier windows of the assigned staff and for providing customer service as the chief point of contact to the public for in-person tax payments. Incumbents must work in compliance with County policies and Ohio Revised Code regulations. This class works under a well-defined framework of policies and procedures.

## Essential Job Functions

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

50% +/- 10%

- Oversees cashiering and collection duties; manages the collection of all tax monies and non-tax receipts via in person walk-ins for real estate, escrow, and mobile homes, the self-pay kiosk, and the drop box; maintains and balances the collection window receipts; posts transactions for real estate and mobile home payments daily; oversees the collection of child support monies and prepares monthly reimbursements for CSEA services provided by Treasurer; balances and posts escrow prepay into real estate module at the end of each collection period; audits the work of cashiers daily to ensure the total collected payments matches what is reported in the County's real estate system (MVP); corrects any errors in the MVP that are reported by the Remittance Unit; acts as principal contact for any issues with the third-party credit card processor; ensures all bank deposits are physically secure until transfer to courier.

25% +/- 10%

- Supervises and directs the work of assigned Treasury staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge; ensures compliance with County policies and Ohio Revised Code regulations.

25% +/- 10%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; responds and provides answers to taxpayer questions pertaining to payment issues; recommends new cash

Effective Date: TBD  
Last Modified: TBD

## Manager, Cashier

handling guidelines, policies, and procedures for the cashier team; assists the Investment and Cash Management Officer in preparation for the annual financial/compliance audit; operates and maintains general office equipment.

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

- Bachelor's degree in accounting, finance, or related field, with two (2) years of cash management experience and two (2) years of management experience, or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No additional licenses required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Excel), and various banking software (MVP, Point and Pay).

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

### **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.

## Manager, Cashier

- Ability to comprehend a variety of informational documents including receipts, time sheets, daily reports, monthly reports, Onestops, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Collective Bargaining Agreement, Records Retention Policy and other Treasury Policies and Procedures.
- Ability to prepare performance reviews, audit reports, reimbursement checks, monthly child support invoice, armored car carrier invoices, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic computer terminology and language.
- Ability to communicate with coworkers, supervisor, the general public, 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

<b>Class Title:</b>	Manager, Human Resources	<b>Class Number:</b>	14113
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Human Resources	<b>EXHIBIT B</b>	

### Classification Function

The purpose of this classification is to develop and implement the Human Resources (HR) strategy, policies, and practices in alignment with the assigned agency's goals and strategies. Assigned agencies include employment, benefits, personnel policy administration, labor and employee relations, and training and development.

### Distinguishing Characteristics

This is a managerial level classification that reports to the Director, Human Resources. Incumbents in this classification are responsible for collaborating with all Managers of Human Resources and other Human Resources personnel to design and facilitate the County agency's broad HR needs related to recruiting and staffing, departmental planning, performance management, employee onboarding and training, employee and labor relations, union contract negotiations, benefits and compensation, and other HR services. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner. The employee works within a framework of regulations, policies, and procedures.

### 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 HR Generalists, HR Associates, HR Business Partners, 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; develops training materials and workflow maps; mentors employees to ensure their practices and procedures are consistent with HR; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, discharge, and in connection with workplace accommodation requests.

20% +/- 10%

- Develops and implements human capital strategies in collaboration with County agency leadership; analyzes assigned County agency practices and designs HR programs to improve agency efficiency and practices; advises agency leadership on HR matters such as equitable and inclusive work practices; ensures departments are complying with reporting requirements for workers compensation.

10% +/- 5%

- Participates in union-management contract negotiations, grievances, and arbitrations; administers existing employee contracts and advises staff regarding the provisions of union contracts; assists agency stakeholders on disciplinary issues, performance issues, and other employee actions; **oversees** the preparing and processing of grievance responses.

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10% +/- 5%

- Collaborates with recruitment and selection efforts with the Manager, Talent Acquisition for classified and unclassified positions within the assigned agencies; administers promotions, transfers, separation procedures, and actions of current employees; works with the Personnel Review Commission and Talent Acquisition to provide roadmap and related suggestions for hiring and selection; supports HR to ensure hiring barriers are reduced or eliminated; works with centralized HR training groups to design and facilitate training and development services and new employee orientations.

10% +/- 5%

- Monitors and evaluates the effectiveness of various HR service deliveries; gathers, analyzes, and provides HR data, records, and metrics, including data related to turnover, employee disciplines and complaints, and any applicable compliance and regulatory information.

5% +/- 2%

- Directs the preparation and maintenance of personnel policies and procedures, employee handbooks, and personnel records and reports; ensures records are appropriately integrated with the HRIS system.

5% +/- 2%

- Monitors attendance of employees within assigned departments; assures leave is administered correctly; manages employee absences and issues timely discipline for employees who are absent without approved time off, tardy, no-call no-show, etc.

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

- Bachelor's degree in human resources management, organizational behavior, labor relations, or related field and five (5) years of human resources experience, and two (2) years of supervisory experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **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.

## Manager, Human Resources

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

## Mathematical Ability

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

## Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including CBAs, personnel files, FMLA requests, medical documentation, seniority reports, discipline documents, time adjustment forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Employment Law, Federal Labor, and Employment Laws and Regulations, Administrative Laws, and Benefits Manual.
- Ability to prepare project management plans, Performance Improvement Plans (PIPs), policies, procedures, templates, organization charts, reports, memos, request for leave of absence notifications, FMLA designations, 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 human resources and relevant legal terminology and language.
- Ability to communicate effectively with County employees, outside agencies, and the general public.

## Environmental Adaptability

- Work is typically performed in an office environment.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, IT Applications Program	<b>Class Number:</b>	16521
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	18B
<b>Dept:</b>	Information Technology	<b>EXHIBIT C</b>	

## Classification Function

The purpose of the classification is to establish and maintain a County-wide Information Technology (IT) applications development and operations program.

## Distinguishing Characteristics

This is a managerial-level classification, responsible for establishing and maintaining a County-wide Information Technology (IT) applications development and operations program including applications related to: program and project management, application and web development, data modeling, database and server configuration and administration, and application maintenance and support. This position works under general direction of the Administrator, Web and Applications Development and the incumbent is responsible for evaluating effectiveness and contributing to development of short- and long-term goals and overall vision of the County's applications development program. The employee is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. This class is responsible for direct and general supervision of professional 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.**

30% +/- 10%

- Designs, implements, and monitors a comprehensive applications development program to ensure the delivery of services County-wide; develops in-depth understanding of County departments' system needs; leads team to design and implement integrated solutions for County departments including applications, databases, and related systems; gathers the requirements for new system(s); leads teams to establish and configure database environments for new and existing applications; reviews designs and codes of database objects to ensure there are no design issues or performance concerns; installs system patches and upgrades; enhances and updates security database configurations; migrates databases and applications from legacy environments to current environments; indexes database objects for application performance; migrates database objects, reports, and code for applications.

20% +/- 10%

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

15% +/- 5%

- Researches, develops, and implements operational policies, standards, and guidelines for application development, maintenance, and support, database administration, and related operational services; leads innovative, long-term strategic planning related to application development in conjunction with

## Manager, IT Applications Program

management and County departments; researches current trends and technologies in the industry relevant to assigned systems; identifies where new solutions or enhancements to current systems may improve operational or functional efficiency of assigned systems; assesses usability and effectiveness of systems.

15% +/- 5%

- Develops and maintains relationships with private and public-sector clients and vendors; analyzes requirements of clients and their agency's mission; understands business requirements; explains technical methods, procedures, and protocols; manages vendor relationships associated with all applications and operational services; communicates with vendors concerning operational and/or mechanical problems, new products, or other issues as appropriate; contributes to Requests for Proposals (RFPs) related to applications development by assisting with specifications, scope of services, and cost estimates for RFPs; contributes to vendor selection by participating in process to review and score proposals.

10% +/- 5%

- Leads and participates in cross-functional, interdisciplinary teams regarding various information technology initiatives and projects; provides expertise and perspective regarding the appropriate direction for IT application uses.

10% +/- 5%

- Develops and oversees effective disaster recovery policies and standards; coordinates the development of implementation plans and procedures to ensure that business-critical services are recovered in the instance of a security event; ensures that data is stored securely in the database.

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

- Bachelor's degree in computer science, computer engineering or related field with ten (10) years of database design/development/administration, applications/web development, or related experience; or an equivalent combination of education, training, and experience.

### Additional Requirements

- No special license or certification is required.

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

#### Physical Requirements

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

#### Technology Requirements

- Ability to operate a variety of software and database systems including application Integrated Development Environments (Visual Studio, Visual Studio Code, Eclipse), spreadsheet software (MS Excel), version control system (Git), word processing software (MS Word), application lifecycle management (JIRA), content management system (Sitefinity), enterprise content/document management system (OnBase).

### Supervisory Responsibilities

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

## Manager, IT Applications Program

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

### **Mathematical Ability**

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

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including proposals, contracts, statements of work, project requests, customer service requests, technical documentation, performance reviews, product specifications, and manuals.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, the department policy manual, computer books and manuals, communications software manuals, hardware manuals, network manuals, and architecture and operation manuals.
- Ability to prepare status and progress reports, project analysis, annual reports, performance reviews, requests for proposals and for bid, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret information technology and computer terminology and language.
- Ability to communicate with internal management, employees, clients, vendors, contractors, and external departmental employees and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Talent Acquisition & Employment	<b>Class Number:</b>	14231
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	TBD15A
<b>Dept:</b>	Human Resources	<b>EXHIBIT D</b>	

## Classification Function

The purpose of this classification is to design and implement talent acquisition and employment strategies and processes that meet the County's current and future staffing needs.

## Distinguishing Characteristics

This is a managerial level classification with responsibility for driving the continued evolution and innovation of how recruitment services are delivered to the County under general direction from the Chief Human Resources Officer. This classification plans, strategizes, and consults on various talent and employment issues. Manages the day-to-day operations of the talent acquisition team, and plans, strategizes, and consults on various talent acquisition and employment issues throughout the County. The employee in this class is expected to use judgment and ensure that work activities are performed in a timely manner and according to policies, procedures, and related regulations. The incumbents exercise discretion in applying procedures to resolve issues. This class oversees all work activities of the talent acquisition division and establishes objectives, policies, budget, and operations.

## 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%

- Determines the overall talent acquisition strategy and vision and oversees the design and implementation of all processes under this strategy, including job postings, candidate sourcing, screening, interviewing, background checks, offers, hiring, and pre-employment processes; develops sourcing and recruitment strategies, as well as effective relationships within the organization and the hiring community, planning strategies that promote the County as an employer of choice; develops campus recruiting programs and other talent pipelines; creates buy-in throughout the county by presenting the strategic approach to senior leadership and County Council; ensures all talent acquisition processes are aligned with various legal and regulatory bodies (e.g. various union contracts, Ohio Revised Code, County Code, and Civil Service Code); regularly reviews processes and data as necessary to ensure proper regulatory alignment; recruits higher-level roles and specialty areas in the county as needed, including full-cycle recruitment from candidate sourcing, screening, interviewing, to job offering.

25% +/- 10%

- Supervises and directs the work of Talent Acquisition and Employment Specialists, Administrative Assistants, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge; directs off-site recruiting activities.

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Last Modified: TBD

25% +/- 10%

- Collaborates with various departments and managers throughout the County; provides consultation to directors and hiring managers; strategizes, plans, directs, and evaluates all existing and new talent acquisition programs and processes based on organizational needs, trends, best practices, employment laws and regulations, and new or emerging technologies; trains and coaches managers on recruitment- and selection-related processes; determines important job competencies for various positions; partners with managers to determine current and future needs within their respective departments; partners with the Personnel Review Commission (PRC) on talent acquisition processes for civil service positions; communicates regularly with the PRC on hiring progress for civil service positions; provides data as necessary to the PRC for compliance reporting and ongoing process improvement and compliance reporting of civil service positions; collaborates cross-functionally with other areas of HR on County-wide HR projects, acting as a representative and subject matter expert for talent acquisition; works to integrate employee selection into other HR processes and initiatives such as organizational design and succession planning; provides SME knowledge and awareness of the requirements for all talent acquisition tools and technologies.

15% +/- 5%

- Monitors, assesses, and reports data on all relevant talent acquisition performance metrics (e.g. time to fill, quality of hire, etc.); reviews the team's overall progress towards talent acquisition goals as developed with the Chief Human Resource Officer and enacts process improvement procedures related to daily operations to achieve team performance goals; presents results to senior leadership and the County Council.

5% +/- 2%

- Manages third party vendor relationships on various talent acquisition services; completes Request for Proposals (RFPs) for new services and renewing and reviewing contracts (e.g., sourcing software, drug screening, etc.); determines if additional vendor services are required and leads efforts to secure contracts.

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

- Bachelor's degree in human resources, labor and employee relations, business management, or a related field with six (6) years of experience in one or more of the major areas of the HR field, such as recruitment and selection, training and development, and compensation, employee & labor relations, or HR Generalist work; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint), word processing software (Microsoft Word), and human resource information system software.

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including vacancy reports, time to fill reports, closure orientation, background check information, new hire paperwork, resumes/applications, classification specifications, job descriptions, temporary work level assignments documents, assessment scores, personnel request forms, PRC guidelines to minimums and timelines, timesheets, and other reports and records.
- Ability to comprehend a variety of books and manuals including the Employee Handbook, fair adverse action process, Ohio Revised Code, Personnel Policies and Procedures Manual, Union Collective Bargaining Agreements, current HR policies, and applicable laws and regulations.
- Ability to prepare charts, graphs, hiring request forms, hiring recommendations, vacancy reports, recruitment plans, written updates to agency directors and hiring managers, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County in various environments, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with supervisor, co-workers, management from other departments, other county employees, outside agencies, job candidates, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Employee and Labor Relations	<b>Class Number:</b>	14202
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16A
<b>Dept:</b>	Human Resources	<b>EXHIBIT E</b>	

### Classification Function

The purpose of this classification is to supervise inter-departmental County employment and labor relations programs, coordinate the employee relations function, supervise lower-level employee relations specialists, and assist the Director of Human Resources - Employee and Labor Relations, with developing and implementing employment and labor relations functions and programs.

### Distinguishing Characteristics

This is a managerial-level classification with responsibility for managing County employment and labor relations programs. This classification works under general direction from the Director of Human Resources - Employee and Labor Relations. Duties require the assessment and resolution of operational, technical, compliance, and administrative issues related to administering employee labor and relations programs. The incumbent exercises discretion in addressing organizational issues according to applicable policies and procedures and ensuring that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

30% +/- 10%

- Provides consultations on employee and labor relations matters including labor negotiations, employee grievances, and disciplinary issues; attends labor negotiations to act as a resource on compliance and operational issues, and to provide guidance from a labor relations perspective; works collaboratively with the County Law Department to gather and prepare information and documentation to support negotiations; reviews and approves grievances and basic grievance remedies (i.e., non-monetary/non-removal remediations).

30% +/- 10%

- Manages inter-departmental County employment relations programs and coordinates employee relations function; collaborates with the Director of Human Resources – Employee and Labor Relations and others to establish program goals for workers compensation, and drug testing; coordinates activities of program consultants; resolves program problems with consultants and vendors; coordinates and evaluates program training; plans and makes recommendations for corrective action; develops, writes, interprets, and recommends policies and procedures relating to labor relations and compliance issues; analyzes state legislative and administrative decisions, laws, regulations, and policies to determine impact on employer-employee relations functions; ensures compliance with Equal Employment Opportunity Commission (EEOC) reporting requirements; trains managers and personnel officers in areas of labor management, performance management, discipline procedures, general employment law, and other areas.

20% +/- 10%

- Supervises and directs the work of Employee and Labor Relations Specialists 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;

Effective Date: 09.01.2009  
Last Modified: 06.28.2017

## Manager, Employee and Labor Relations

responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; monitors needs for labor management conferences; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, discharge, and/or related to workplace accommodation requests.

10% +/- 5%

- Performs special investigations; works collaboratively with the Law Department in fact-finding preparation; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, abuse of authority, etc.; conducts investigations and grievance hearings for complex/unusual situations; reviews and recommends outcomes of investigations and grievance hearings conducted by subordinates.

10% +/- 5%

- Participates in employee complaint procedures; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conferences as needed; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.

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

- Juris Doctorate with five (5) years of employment relations experience.
- A valid driver's license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (Infor/ERP).

### **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.

## Manager, Employee and Labor Relations

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

### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including case files, case law, laboratory reports, medical records and reports, timesheets, personnel records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, labor agreements, Ohio Revised Code, federal laws, administrative laws, and law textbooks.
- Ability to prepare case reports, findings and recommendations, legal filings, program reports, performance appraisals, attendance and discipline audits, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal and human resource terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, attorneys, consultants, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Employee Benefits	<b>Class Number:</b>	14072
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Departments:</b>	Human Resources	<b>EXHIBIT F</b>	

## Classification Function

The purpose of this classification is to manage the administration of health, welfare, and other benefits for County employees and their dependents in accordance with governmental laws and regulations and to assist the Director of Human Resources - Employee Benefits with developing and implementing the County's employee benefits programs.

## Distinguishing Characteristics

This is a managerial classification with responsibility for managing the administration of the health and welfare benefits program and other benefits programs for County employees. This classification works under general direction of the Director of Human Resources - Employee Benefits. Duties require the assessment and resolution of operational, technical, and administrative issues related to administering employee benefits. The incumbent exercises discretion in addressing organizational issues according to applicable policies and procedures and ensuring that assigned activities are completed in a timely and efficient manner.

## Essential Job Functions

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

30% +/- 10%

- Manages the day-to-day administration of the various benefits programs for County employees and their eligible dependents; ensures that all benefits programs maintain compliance with governmental laws and regulations; tracks changes to various applicable laws and regulations; tracks benefits trends; conducts benchmarks;; implements new benefits programs; develops and recommends policies and procedures related to benefits programs; develops marketing materials and employee communications regarding benefits changes; analyzes benefits program design to ensure program is meeting employee needs and County goals; recommends changes to benefits plans and plan designs; researches and resolves payment and eligibility issues; coordinates issues with integrating benefits programs and the human resources information system; coordinates and tests updates to the human resources information system.

30% +/- 10%

- Manages the Open Enrollment process for County employees; edits script, portal, and confirmation testing; prepares open enrollment materials; provides information on more complex benefits questions; evaluates open enrollment process and recommends process improvements; participates in the RFP & renewal process with Director, Human Resources - Employee Benefits; leads the implementation of new plans and changes; develops recommendations for Director of Human Resources - Employee Benefits and other senior management based on evidence, trends, and best practices.

20% +/- 10%

- Supervises and directs the work of Benefits Analysts 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,

Effective Date: 2010  
Last Modified: 11.23.2021

## Manager, Employee Benefits

concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; provides for employee development needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Manages the relationships with the various vendors that provide benefits coverage and options to the County; tracks the work of the vendors to ensure they are carrying out what they are contracted to provide; ensures all communications are in place so that employees are aware and knowledgeable of the options; examines plan performance in terms of cost analysis; provides recommendations for possible vendor changes or changes to plans within a vendor.

10% +/- 5%

- Oversees the deferred compensation programs (e.g., retirement), including program implementation, communications, employee participation, examination of plan performance, and compliance with regulations; makes recommendations of any significant changes to senior management.

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

- Bachelor's degree in human resources management, business management, labor relations, or related field with nine (9) years of benefits management experience including three (3) years in a supervisory capacity; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (Infor/ERP).

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

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

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

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0228

Sponsored by: <b>Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan A-J; 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 June 5, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through J) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classifications:

Exhibit A:	Class Title:	<i>IT Network Engineer 1</i>
	Number:	16281
	Pay Grade:	8B/Non-Exempt

Exhibit B:     Class Title:   *Supervisor, Animal Shelter*  
                  Number:       14113  
                  Pay Grade:    8A/Non-Exempt

Proposed Revised Classifications:

Exhibit C:     Class Title:   *Manager, Hotel/Motel Audit*  
                  Class Number: 11081  
                  Pay Grade:    11A/Exempt (No Change)  
                  \* PRC routine maintenance. Classification last revised in 2019.  
                  Changes were made to the essential functions, related education  
                  and experience, and language and formatting. A technology  
                  section was added. No change to the pay grade or FLSA status.

Exhibit D:     Class Title:   *Medical Examiner Investigator 1*  
                  Class Number: 12221  
                  Pay Grade:    8A/Exempt (No Change)  
                  \* PRC routine maintenance. Classification last revised in 2020.  
                  Changes were made to the essential job functions, physical  
                  requirements, and language and formatting. No change to pay  
                  grade or FLSA status.

Exhibit E:     Class Title:   *Medical Examiner Investigator 2*  
                  Class Number: 12222  
                  Pay Grade:    10A/Exempt (No Change)  
                  \* PRC routine maintenance. Classification last revised in 2020.  
                  Changes were made to the essential job functions, physical  
                  requirements, and language and formatting. No change to pay  
                  grade or FLSA status.

Exhibit F:     Class Title:   *Motor Pool Attendant*  
                  Class Number: 15051  
                  Pay Grade:    1A/Non-Exempt (No Change)  
                  \* PRC routine maintenance. Classification last revised in 2020.  
                  Changes were made to the distinguishing characteristics,  
                  mathematical requirement, and language and formatting. A  
                  technology section was added. No change to pay grade or FLSA  
                  status.

Exhibit G:     Class Title:   *Pathology Assistant*  
                  Class Number: 17001  
                  Pay Grade:    8A/Non-Exempt (No change)  
                  \* PRC routine maintenance. Classification last revised in 2020.  
                  Changes were made to the essential functions, physical  
                  requirement, and language and formatting. A technology section  
                  was added. No change to pay grade or FLSA status.

Exhibit H:     Class Title:   *Supervisor, Motor Pool*

Class Number: 15052

Pay Grade: 6A/Non-Exempt (No change)

\* PRC routine maintenance. Classification last revised in 2020. Changes were made to the distinguishing characteristics, essential job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.

Exhibit I: Class Title: *User Experience Designer*

Class Number: 16301

Pay Grade: 12B/Exempt (No change)

\* PRC routine maintenance. Classification last revised in 2020. Changes were made to the distinguishing characteristics, essential job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit J: Class Title: *Employment Testing Proctor*

Class Number: 10131

Pay Grade: 3A/Non-Exempt

\* The PRC redesigned the role of Employment Testing Proctor to be included in the Employment Testing Associate classification. The PRC does not intend to utilize the Proctor classification in the future.

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

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

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the forgoing  
Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

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



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

**CUYAHOGA COUNTY  
PERSONNEL REVIEW COMMISSION  
MEMORANDUM**

Date: June 7, 2024

To: Cuyahoga County Council President Pernel Jones Jr.  
Council Members, Human Resources, Appointments & Equity  
Committee

From: Deborah Southerington, Chairwoman  
Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on June 5, 2024, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED NEW CLASSIFICATIONS		
NEW CLASSIFICATIONS	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
IT Network Engineer 1 16281	8B Non-Exempt	Information Technology
Supervisor, Animal Shelter 15211	8A Non-Exempt	Public Works

**PROPOSED REVISED CLASSIFICATIONS**

<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Manager, Hotel/Motel Audit 11081	11A Exempt	11A Exempt (No Change)	Fiscal
Medical Examiner Investigator 1 12221	8A Exempt	8A Exempt (No Change)	Medical Examiner
Medical Examiner Investigator 2 12222	10A Exempt	10A Exempt (No Change)	Medical Examiner
Motor Pool Attendant 15051	1A Non-Exempt	1A Non-Exempt (No Change)	Sheriff's
Pathology Assistant 17001	8A Non-Exempt	8A Non-Exempt (No Change)	Medical Examiner
Supervisor, Motor Pool 15052	6A Non-Exempt	6A Non-Exempt (No Change)	Sheriff's
User Experience Designer 16301	12B Exempt	12B Exempt (No Change)	Information Technology

<b>DELETED CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>
Employment Testing Proctor	3A Non-Exempt	Personnel Review Commission

cc: Thomas Colaluca, Commissioner  
F. Allen Boseman, Commissioner  
Rebecca Kopcienski, PRC Director  
Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff  
Sarah Nemastil, HR Director  
Kelli Neale, Program Officer 4

Posted: 5/30/2024  
Meeting: 6/5/2024

<u>Job Title</u> <b>NEW</b>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
IT Network Engineer 1	16281	N\A	8B Non-Exempt	Information Technology	This is a new classification requested by the Information Technology department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Supervisor, Animal Shelter	14113	N\A	8A Non-Exempt	Public Works	This is a new classification created to replace 3 current Animal Shelter positions to allow for a more streamlined approach within the department. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u> <b>REVISED</b>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
Manager, Hotel/Motel Audit	11081	11A Exempt	11A Exempt (No Change)	Fiscal	PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, related education and experience, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
Medical Examiner Investigator 1	12221	8A Exempt	8A Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential job functions, physical requirements, and language and formatting. No change to pay grade or FLSA status.
Medical Examiner Investigator 2	12222	10A Exempt	10A Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential job functions, physical requirements, and language and formatting. No change to pay grade or FLSA status.
Motor Pool Attendant	15051	1A Non-Exempt	1A Non-Exempt (No Change)	Sheriff's	PRC routine maintenance. Classification last revised in 2020. Changes were made to the distinguishing characteristics, mathematical requirements, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
Pathology Assistant	17001	8A Non-Exempt	8A Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, physical requirements, and language and formatting. A technology section was added. No change to pay grade or FLSA status.

Supervisor, Motor Pool	15052	6A Non-Exempt	6A Non-Exempt (No Change)	Sheriff's	PRC routine maintenance. Classification last revised in 2020. Changes were made to the distinguishing characteristics, essential job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
User Experience Designer	16301	12B Exempt	12B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2020. Changes were made to the distinguishing characteristics, essential job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.

<u><b>DELETED CLASSIFICATION</b></u>	<u>PAY GRADE and FLSA STATUS</u>	<u>DEPARTMENT</u>	<u>Rationale</u>
Employment Testing Proctor 10131	3A Non-Exempt	Personnel Review Commission	The PRC has redesigned the role of Employment Testing Proctor to be included in the Employment Testing Associate classification. The PRC does not intend to utilize the Proctor classification in the future.

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	IT Network Engineer 1	<b>Class Number:</b>	16281
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8B
<b>Dept:</b>	Information Technology	EXHIBIT A	

### Classification Function

The purpose of the classification is to install and maintain connectivity to the County's Wide Area Networks (WAN), Local Area Networks (LAN), Virtual Private Network (VPN), Wireless Network, Firewalls, and Uninterruptible Power Supplies.

### Distinguishing Characteristics

This is an entry-level position that works under direction of the Manager, IT Infrastructure and Operations and is responsible for maintaining various County networks and resolving connectivity issues. Employees receive direction from management in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up to date regarding methods, protocols, procedures, and best practices. This class is distinguished from the Network Engineer 2 where the latter requires greater expertise, works with more independence, and has responsibility for 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.**

- 60% +/- 10%
  - Maintains the WAN, LAN, VPN, Wireless Network, Firewalls, and Uninterruptible Power Supplies for County departments to ensure operational uptime of the infrastructure; configures, installs and deploys network devices; monitors alerts regarding IT system errors or malfunctioning equipment; identifies malfunctioning equipment by logging into the network equipment and analyzing the configuration to troubleshoot the issue; interprets results of monitoring systems to prevent and mitigate network issues to maintain optimal performance; installs, configures, and supports network hardware and network device operating systems (e.g. routers, switches) in both physical and virtual environments; generates and maintains network diagrams and inventory repository.
- 30% +/- 10%
  - Provides network administration support to county users and stakeholders; collects information from county employees regarding network issues to determine the nature of the problem and performs ticket analysis for troubleshooting and repair; provides network administration and troubleshooting support for virtual private network (VPN) accounts; communicates with the customer regarding requests for service via phone or email; provides various IT support such as assisting users and vendors in diagnosing issues relating to the network on their device.
- 10% +/- 5%
  - Inspects County building wiring infrastructure and recommends wire updates; performs cleaning of equipment and other maintenance services to maintain quality of network services; contacts vendors regarding malfunctioning equipment and coordinates repair.

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

- High School Diploma or equivalent and 6 months of network administration experience **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
HS diploma/GED or unrelated degree of any level	6 months
Any related associate or higher degree	0 years

Related degree fields: computer science, network administration, communications system infrastructure, management information system, or any computer technology field

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

### Additional Requirements

- No special license or certification is required.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and multifunction printers, and other computer equipment including routers, switches, and servers.

#### Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), email software (Outlook), diagram software (MS VISIO), Infrastructure, and Telnet Applications (PuTTY and Secure CRT).

#### Supervisory Responsibilities

- No supervisory responsibilities required.

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including network monitoring logs, equipment system logs, incident cases, project work breakdown structure, internal department documentation, and other reports and records.

## IT Network Engineer 1

- Ability to comprehend a variety of reference materials and manuals including Employee Handbook, Transmission Control Protocol/Internet Protocol, and computer training and reference manuals.
- Ability to prepare VPN user reports, network monitoring reports, network documentation, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer technology and data communications and infrastructure terminology and language.
- Ability to communicate with a variety of individuals within and outside the Department including users, coworkers, supervisor, management, vendors, 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

<b>Class Title:</b>	Supervisor, Animal Shelter	<b>Class Number:</b>	15211
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Public Works	EXHIBIT B	

## Classification Function

The purpose of this classification is to oversee the day-to-day operations at the Animal Shelter and to ensure the health and wellness of all the animals at the Cuyahoga County Shelter.

## Distinguishing Characteristics

This is a supervisory level classification with responsibility for overseeing and supervising the day-to-day operations at the County Animal Shelter. Employees in this classification work under general supervision from the Chief Dog Warden. Incumbents are expected to exercise independence and judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner and according to applicable policies, procedures, and regulations. This class requires public contact in communicating ownership and control of animals, laws, and regulations. The Cuyahoga County Animal Shelter operates 365 days a year and employees in this position will be required to work varying shifts including weekends and holidays.

## 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 animal shelter operations; oversees treatment and handling of animals regarding health and temperament; plans euthanasia procedures; ensures sufficient housing and care for animal population; determines adoptability of impounded animals; oversees cage sterilization and cleaning; schedules outside services including clinical services (e.g., spay/neuter, dentals, specialty procedures), behavior and training services, and pick-up/delivery of supplies; assists with daily operations of cleaning, playgroup, impounding, adoptions, euthanasia; participates with management in goal setting, evaluation, program development, and planning.

25% +/- 10%

- Supervises and directs the work of Deputy Dog Wardens, Veterinary Technicians, assigned staff, and animal shelter volunteers; directs staff to ensure work completion and maintenance of standards; schedules, 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.

15% +/- 5%

- Manages the flow of dogs throughout the system; determines when dogs transfer in/out, go into fostering, are adopted, or are euthanized; determines when dogs move through stages (e.g., stray hold, available, medical treatment, behavioral modification, temperament testing, evaluation).

Effective Date: TBD  
Last Modified: TBD

15% +/- 5%

- Completes and oversees medical and behavioral assessments; performs and documents behavioral assessments of dogs; determines course of training needed; creates behavior and care management plans for each dog; monitors status of animals on plans.

10% +/- 5%

- Coordinates client relations, public relations, and community awareness functions; addresses the general public's inquiries regarding lost and found dogs, rabies, and dog license information; provides educational information; addresses escalated clients to resolve concerns and complaints; develops educational programs; creates, maintains, and distributes literature pertaining to the wellness of animal, adoption, volunteering, etc.; oversees social media page; oversees program teams and shelter events (e.g. adoption events, food programs, humane education).

5% +/- 2%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, service effectiveness, and outcomes; tracks and reports on shelter's population status; monitors expenditures of resources.

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

- High school diploma with five (5) years of animal handling, animal husbandry, animal welfare, or related experience; or any equivalent combination of education, training, and experience.
- Applicants may substitute a degree for the amount of the experience requirement, as shown in the below table.

<b>Highest degree of education attained</b>	<b>Experience required</b>
High school diploma/GED	5 years
Associate degree	3 years
Bachelor's degree	1 years
Master's/doctoral degree	No experience required

Related experience: law enforcement, emergency response, retail supervision, dog-sitting, animal control, veterinary.

- Valid driver license and proof of automobile insurance.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to utilize animal handling and training tools.

## Supervisor, Animal Shelter

- Ability to physically handle and control animals during transport and veterinary procedures including prolonged standing, walking, balancing, crouching, lifting and/or restraining up to 50 pounds (with or without assistance), pushing, pulling, and bending.
- Ability to distinguish between colors, hear sounds, identify odors, utilize depth perception, communicate orally, and accurately describe animals based on visual perceptions.

### Technology Requirements

- Ability to operate a variety of software and databases including the animal record database (PetPoint), publishing software (MS Publisher, MS Powerpoint), spreadsheet software (MS Excel), and word processing software (MS Word).

### Supervisory Responsibilities

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

### Mathematical Ability

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

### Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including vehicle maintenance reports, impound log, County dog record, deputy investigation report, animal inventory, daily reports (feeding, medication, foster, temperament test, intake/outcome, etc.) playgroup report, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, the Employee Handbook, American Society for the Prevention of Cruelty to Animals best practices, Human Society best practices, DEA guidelines, Ohio Board of Pharmacy regulations, and relevant sections of the Ohio Revised Code.
- Ability to prepare weekly dog report, dangerous dog registration list, contracts (foster, adoption, transfer, and return), revenue reports, applications (visitors, fosters, volunteers), surgery summaries, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

## Supervisor, Animal Shelter

- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic veterinary, animal control, related legal, and marketing terminology and language.
- Ability to communicate with management, Deputy Dog Wardens, volunteers, clients, adoption customers, colleagues, police officers, animal control officers, vendors/contractors, rescue organizations, other County employees, and the general public.

### **Environmental Adaptability**

- Work may involve exposure to temperature/weather conditions, strong odors, toxic/poisonous agents, wetness/humidity, animals/wildlife, disease/bodily fluids, bright/dim lights, animal violence, and noise extremes.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Hotel/Motel Audit	<b>Class Number:</b>	11081
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Fiscal Office	EXHIBIT C	

## Classification Function

The purpose of this classification is to manage the County Lodging Tax unit in the Fiscal Office and oversee the day-to-day functions such as collection, reconciling, and distribution of bed tax returns and revenues and directly supervising staff performing these functions.

## Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County Lodging Tax unit in the Accounting Division of the Fiscal Office and providing direct supervision to assigned staff. Employees in this class work under general supervision from a manager in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations.

## Essential Job Functions

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

50% +/- 10%

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

20% +/- 10%

- Reviews reports for late filings, contract payments, or non-payment of audits to be submitted to the County Prosecutor for filing; consults with the prosecutor's office or Law Department on issues related to liens, contracts, administrative appeals, County Code of Regulations, Ohio Revised Code (ORC), and outstanding court cases; prepares invoices and letters for late filings and letters for outstanding returns; determines if final reassessment of audit findings should be altered based on hotel representatives' arguments and additional documentation during an appeal; obtains all documentation for a Praecipe (a document that commands a defendant to appear and show cause why an act or thing should not be done) when a hotel files an administrative appeal in court; updates the code of regulations verbiage as needed to ensure clarity.

10% +/- 5%

- Oversees the monthly hotel tax return process; files and organizes documentation as it relates to hotel liens and contracts; balances revenue collections using the LAWSON accounting system; distributes all monthly hotel tax audit revenue collections according to the County Code of Regulations; oversees audit process from notification, audit assessment, review of petition, reassessment, to payment; confirms selected establishments to be audited; sets time period for audit;

## Manager, Hotel/Motel Audit

authorizes and produces payment agreement contracts for audit findings; verifies the distribution data of monthly collections.

10% +/- 5%

- Communicates with hotel representatives, management, and attorneys, to provide information regarding the County Code of Regulations, tax forms, and audits; sends out letters to non-registered lodging establishments to enforce compliance.

10% +/- 5%

- Manages and oversees the Lodging Tax financial system; Updates the lodging tax system with hotel information and all spreadsheets relating to hotel audits and revenue collections; researches for establishments doing business as an entity with sleeping accommodations for transient guests without notifying the Fiscal Office; approves all new registered accounts and accounts to be closed.

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

- Bachelor's degree in accounting, business administration, or a related field with five (5) years of experience in accounting, finance, or a related field; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

### **Technology Requirements**

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and accounting system (LAWSON).

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including tax returns, return verification reports, outstanding return reports, revenue receipt reports, distribution reports, invoices, deposit forms, checks, and a variety of other reports, communications, and forms.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, County Lodging Tax Code of Regulations, Policy Handbook, related websites, program manuals and procedures, forms, and checklists.
- Ability to prepare memos, forms, transmittals, worksheets, performance reviews, correspondence, contracts, hotel tax reports, charts, spreadsheet, procedure manuals, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, 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 accounting and relevant regulatory and legal terminology and language.
- Ability to communicate with staff, hotel representatives, County Prosecutor's Office, Law Department, the media, the general public, and other County Employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Medical Examiner Investigator 1	<b>Class Number:</b>	12221
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Medical Examiner's Office	EXHIBIT D	

## Classification Function

The purpose of this classification is to obtain and document information that will assist with accurately determining cause and manner of death, locating the next-of-kin, and positively identifying the decedent as well as to facilitate the collection and/or protection of evidence, property, and medications belonging to the decedent or potentially related to the death as dictated by the circumstances of death.

## Distinguishing Characteristics

This is an entry level classification within the Investigator series. Positions in this classification work under the general supervision of the Chief Investigator and incumbents are expected to exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties. This position is considered essential and shifts may be scheduled 24/7 and during all holidays and County closures.

## 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%

- Performs investigations as to the circumstances of death in compliance with local, state, and federal laws and regulations and department protocol; attends death scenes; interviews individuals and witnesses on the scene to determine circumstances, medical, mental health, and social history of decedent; collects identifying information of witnesses for further contact as necessary; performs preliminary visual examination of body and death scene to look for obvious signs of trauma; examines body to determine if death was due to homicide, suicide, accident, or non-traumatic causes; performs physical examination of the body by checking for any marks or trauma, livor, rigor, degree of decomposition, insect, and animal activity; collects and secures physical and pathological evidence such as clothing, weapons, drugs, bodily fluids, and/or other specimens; establishes chain of custody for evidence collected; photographs the body and the scene of death to ensure appropriate documentation; documents all findings and enters information into the case management system; prepares field report on the scene; reports deaths to Lifebanc for organ/tissue donation.

35% +/- 10%

- Receives calls regarding deaths for County MEO/Coroner's office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches ambulance/livery crews as appropriate.

20% +/- 10%

- Determines the identity of the decedent; utilizes scientific identification methods when the identity of the decedent is tentative or unidentified; researches and locates the family of the decedent; notifies family after identify of decedent has been confirmed; performs viewings with family members to identify unknown decedents; answers questions from family regarding history and circumstances of decedent's death; aids families in the process of indigent burial by ensuring completion of necessary documentation.

5% +/- 2%

- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; collects and documents specimens from police departments; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system; documents date and time of ambulatory systems.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; maintains equipment; washes vehicles; re-stocks supplies; starts generators; runs the mobile freezer and command center.

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

- Bachelor's degree in biology, physiology, anatomy, criminal justice, mortuary science or pathology; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

### **Additional Requirements**

- American Board of Medicolegal Death Investigation (ABMDI) certification is required within 18 months of date of hire.
- 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 and equipment including computers and multifunction printer.
- Ability to operate various investigation equipment such as body lift, body scale, and camera.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, bend, climb, and lift in performance of assigned duties.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (VertiQ).

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, perform routine statistics, and use the principles of 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 such established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including police, medical, and emergency medical services reports, patient records, autopsy reports, pathology evaluations, funeral home documentations; investigation reports, medical records, police reports, nursing home records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental policy and procedures manual, Ohio Revised Code, CCMEIO Investigative Standard Operations of Procedure, HIPAA, and medical terminology book.
- Ability to prepare first call sheets, logs, forms, SUIDI forms, conveyance record, death scene reports, field reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and related legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office and laboratory environment and on-site at death scenes.
- Work requires on-site investigations that may occur in an indoor or outside environment with exposure to heat, cold, dust, loud noises, strong odors, bodily fluids, smoke, toxic agents, and communicable disease.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Medical Examiner Investigator 2	<b>Class Number:</b>	12222
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Medical Examiner's Office	EXHIBIT E	

### Classification Function

The purpose of this classification is to obtain and document information that will assist with accurately determining cause and manner of death, locating the next-of-kin, and positively identifying the decedent as well as to facilitate the collection and/or protection of evidence, property, and medications belonging to the decedent or potentially related to the death as dictated by the circumstances of death.

### Distinguishing Characteristics

This is a journey-level classification within the Investigator series. Positions in this class work under the general supervision of the Chief Investigator and incumbents are expected to exercise discretion in following protocol, procedures, laws and regulations in the performance of duties. This position is considered essential and shifts may be scheduled 24/7 and during all holidays and County closures. This class is distinguished from the Investigator 1 by a greater level of experience and lead worker 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.**

35% +/- 10%

- Receives calls regarding deaths for County MEO/Coroner's office from medical personnel, police, fire/EMS, or other individuals regarding death reports; obtains information regarding circumstances of decedent's death; enters information into case management system; determines if case is within County Medical Examiner's jurisdiction; dispatches livery crews as appropriate.

30% +/- 10%

- Performs investigations into circumstances of death in compliance with local, state, and federal laws and regulations and department protocol; attends death scenes; interviews individuals and witnesses on the scene to determine circumstances, medical, mental health, and social history of decedent; collects identifying information of witnesses for further contact as necessary; performs preliminary visual examination of body and death scene to look for obvious signs of trauma; performs physical examination of the body by checking for any marks or trauma, livor, rigor, degree of decomposition, insect, and animal activity; examines body to determine if death was due to homicide, suicide, accident, or non-traumatic causes; collects and secures physical and pathological evidence such as clothing, weapons, drugs, bodily fluids, and/or other specimens; establishes chain of custody for evidence collected; photographs the body and the scene of death to ensure appropriate documentation; documents all findings and enters information into the case management system; prepares field report on the scene; reports deaths to Lifebank for organ/tissue donation.

20% +/- 10%

- Determines the identity of the decedent; utilizes scientific identification methods when the identity of the decedent is tentative or unidentified; researches and locates the family of the decedent; notifies next-of-kin after identify of decedent has been confirmed; performs viewings with family members to identify unknown decedents; answers questions from family regarding history and circumstances of

## Medical Examiner Investigator 2

decedent's death; aids families in the process of indigent burial by ensuring completion of necessary documentation.

5% +/- 2%

- Receives and releases decedents into the Medical Examiner's Office; ensures correct identification case numbers for decedents are in the case management system; photographs decedents with accompanying case number identification; takes photographs and records external identification characteristics/demographic information of deceased persons (e.g. height, weight, etc.); removes, catalogs, and secures decedents' clothing, property, and medications according to established procedures; collects and documents specimens from police departments; documents specimen collections into database software (VertiQ); prints ID tags for decedent's before moving them into cooler or shelving units; ensures receipt of proper authorizations for decedent to be released; records release of body documentation into case management system.

5% +/- 2%

- Serves as lead worker; assists Medical Examiner Investigator 1s with any issues or questions; gives trainings and presentations to law enforcement positions, medical personnel, and other employees; ensures pending cases are reviewed and being worked on.

5% +/- 2%

- Performs related ancillary responsibilities; attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; maintains equipment, washes vehicles; re-stocks supplies; starts generators; runs the mobile freezer and command center.

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

- Bachelor's degree in biology, physiology, anatomy, criminal justice, mortuary science or pathology and three (3) years of experience in medical or forensic investigations, embalming, or related experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.
- American Board of Medicolegal Death Investigation (ABMDI) certification 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 and equipment including computers and multifunction printer.
- Ability to operate various investigation equipment such as body lift, mobile fingerprint scanner, body scale, and camera.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), presentation software (Microsoft PowerPoint), and database software (VertiQ).

### **Supervisory Responsibilities**

- Ability to provide instruction and training to other employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, perform routine statistics, and use the principles of 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 such established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including police, medical and emergency medical services reports, patient records, autopsy reports, pathology evaluations, funeral home documentations, law enforcement records, burial forms, fire/EMS records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, Employee Handbook, Ohio Revised Code, Investigation Until Standard Operating Procedures (SOP), HIPAA, CCMEIO Investigative Standard Operations of Procedure, medical terminology book, and maps.
- Ability to prepare first call sheets, logs, forms, SUIDI forms, conveyance record, travel paperwork, records request forms, death scene reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office and laboratory environment and on-sight at death scenes.
- Work requires on-site investigations that may occur in an indoor or outside environment with exposure to heat, cold, dust, loud noises, strong odors, bodily fluids, smoke, toxic agents, and communicable disease.

## Medical Examiner Investigator 2

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Motor Pool Attendant	<b>Class Number:</b>	15051
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	1A
<b>Dept:</b>	Sheriff's Office	EXHIBIT F	

### Classification Function

The purpose of this classification is to perform work to ensure that vehicles in the Sheriff's Department motor pool are clean and in good working order.

### Distinguishing Characteristics

This is an entry level class responsible for cleaning, performing minor maintenance, and transporting vehicles for servicing. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Assignments are limited in scope, contain fairly routine tasks, and are performed within a framework established by higher level employees. This class is distinguished from the Supervisor, Motor Pool class as this is an entry-level position that receives supervision from the higher level.

### Essential Job Functions

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

70% +/- 10%

- Inspects, maintains, and cleans vehicles in the motor pool for the Sheriff's department; ensures that vehicles are in good working order including checking tire pressure and tread wear, ensuring that fuel and fluids are filled appropriately, electrical systems are in working order, batteries charged, belts, hoses, and wipers are in good repair, and that vehicles' interiors and exteriors are washed and cleaned; may make minor repairs such as fuse/bulb replacement of soldering broken equipment or wires; removes or installs van seats.

20% +/- 10%

- Transports vehicles to be serviced, garaged, picked-up and delivered; provides roadside assistance; transports people to meetings.

10% +/- 5%

- Cleans and maintains the work area and the level of the parking garage used by the motor pool; cleans and maintains equipment.

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

- High school diploma or equivalent, or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance 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 tools and equipment used for vehicle cleaning and maintenance, such as hoses, brushes, jack, air compressor, battery charger, fuses, and bulbs.

### **Technology Requirements**

- No technology required.

### **Supervisory Responsibilities**

- No supervisory responsibilities.

### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including employee performance evaluations, timesheets, vehicle mileage reports, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department policy manuals, vehicle manuals, and maps.
- Ability to prepare mileage records, fuel receipts, time slips, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to attend to work assignments and to follow instructions or orders.
- Ability to communicate with departmental employees, employees of outside agencies and departments/divisions.

### **Environmental Adaptability**

- Work is primarily performed in a garage environment.
- Work may involve exposure to strong odors, toxic agents, and noise extremes.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Pathology Assistant	<b>Class Number:</b>	17001
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Medical Examiner's Office	EXHIBIT G	

### Classification Function

The purpose of this classification is to perform examining room duties involving the preparation of decedents for autopsy, assisting with the completion of postmortem examinations, and helping to determine cause and manner of death.

### Distinguishing Characteristics

This is a journey-level classification working under general supervision of the Supervisor, Pathology Assistant and assisting Forensic Pathologists. Positions in this class independently perform recurring, well-precedented duties using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, and applicable regulations for the performance of duties. This position is required to work weekends, holidays, and on-call hours when needed.

### Essential Job Functions

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

45% +/- 10%

- Prepares decedents for autopsy; transfers decedents to work area; performs evisceration of decedents; collects specimens and evidence taken during an autopsy; performs x-rays of decedents; assists in external and internal examination of decedents; assists forensic photographer with appropriate positioning; performs specialized dissection techniques; disposes of biohazard materials including fixed tissue, organs, and other items from autopsy; restores, closes, and cleans the deceased after autopsy; prepares decedent for release to funeral home; provides educational assistance during demonstration autopsies and for students/residents in the medical education program; maintains established departmental policies and procedures, quality assurance, and safety protocols in the performance of duties.

25% +/- 10%

- Performs data entry and document procurement; ensures identification data of the deceased (e.g. case number, physical description, etc.) is accurate; enters information obtained from the Investigation Department about the deceased into the computer; prints labels for all specimens and evidence obtained from the deceased; inputs information into the X-ray computer prior to performing X-ray procedures; records number of X-ray images taken; files X-ray reports in appropriate area; burns X-ray files to disks upon request.

15% +/- 5%

- Performs cleaning and maintenance of the work environment before and after autopsy; sets up, restocks, and cleans workstations; places instruments in preparation for autopsy; prepares labels for autopsy samples and specimens; transfers and maintains evidence in storage; maintains inventory supply; maintains radiological and medical equipment; maintains storage facilities for specimens; records internal temperatures of refrigerators and body coolers; performs routine inspections of equipment; records and disposes of stored specimens exceeding time specified by retention policies.

15% +/- 5%

- Attends viewings and assists as needed; aids in deciding if an autopsy should be performed; provides information about the deceased to the appropriate departments; manipulates the deceased to allow thorough external examination and documentation; obtains blood, bodily fluids, and other specimen(s) from the deceased as requested; provides assistance to other departments during examinations as needed.

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

- Associate degree in anatomy, biology, forensic science, funeral services, or related field and three (3) years of experience working in a Medical Examiner's Office, hospital, or funeral home/mortuary; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

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

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including computer and multifunction printer.
- Ability to use a variety of laboratory tools and equipment including x-ray equipment, various surgical instruments, autopsy instruments, and an incinerator.
- Ability to stand for a prolonged period of time, walk, bend, crouch, push or pull up to 700 lbs. (with assistance), and ability to lift up to 200 lbs. (with assistance).

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (VertiQ and PowerDR).

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize, and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including patient records and hospital notes, out-of-county Medical Examiner information, police information, Organ Procurement

## Pathology Assistant

Organizations retrieval list; dosimetry reports, packing slips and order forms, radiology reports, monthly autopsy statistics, case/investigator reports, X-ray dosimetry reports, LifeBanc recovery tags and packets, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including anatomical charts, physician's desk reference, Employee Handbook, National Association of Medical Examiners (NAME) standards for completing forensic autopsies, and equipment manuals.
- Ability to prepare x-ray request form, time sheets, case labels, tissue disposal logs, retained tissue log, permanent save tissue log, daily case log, purchase requests, incineration charge sheets, incinerator temperature sheet, X-ray request forms and logs, cooler temperature logs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, family members, investigators, and the Medical Examiner.

### **Environmental Adaptability**

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

<b>Class Title:</b>	Supervisor, Motor Pool	<b>Class Number:</b>	15052
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Sheriff's Office	EXHIBIT H	

### Classification Function

The purpose of this classification is to supervise and participate in the work performed by Motor Pool Attendants in the Motor Pool Division of the Sheriff's Department.

### Distinguishing Characteristics

This is a first-level supervisory classification that is responsible for supervision of Motor Pool Attendants. This class works under general supervision and the incumbents perform duties within a framework of policies and procedures. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Motor Pool Attendant class as employees in this class are responsible for the operations and activities 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.**

50% +/- 10%

- Manages and coordinates the operations and activities of the Motor Pool division in the Sheriff's department; participates in and oversees inspection, minor maintenance, and cleaning of vehicles in the motor pool; ensures that vehicles are in good working order; tire pressure, tread wear, fuel and fluids are filled appropriately, that electrical systems are in working order, batteries charged, belts, hoses and wipers are in good repair, and that vehicles are cleaned inside and out; decals/stripes the department's Sheriff's Fleet Vehicles; oversees the transport of vehicles to be serviced, garaged, picked-up and delivered, as required; makes minor repairs, such as fuse/bulb replacement, soldering broken equipment or wires; transports vehicles to be serviced, garaged, picked-up and delivered.

30% +/- 10%

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

20% +/- 10%

- Participates in and oversees the cleaning and maintenance of the level of the parking garage used by the motor pool; oversees cleaning and maintenance of equipment.

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

- High School diploma or GED; two (2) years of experience in vehicle maintenance and repair; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance is required.

### **Additional Requirements**

- No license or special certification is required

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

#### **Physical Requirements**

- Ability to operate a variety of tools and equipment used for vehicle maintenance, such as an air compressor, paints, battery charger, fuses, and bulbs.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add and subtract.

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including vehicle mileage reports, insurance cards, vehicle service intervals, recalls, listings, maintenance schedules, and employee performance evaluations, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental policy manual, vehicle manuals, and maps.
- Ability to prepare mileage records, fuel receipts, performance appraisals, time slips, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

## Supervisor, Motor Pool

- 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 basic mechanical and electrical terminology and language.
- Ability to communicate with staff, departmental employees, employees of outside agencies, and departments/divisions.

### **Environmental Adaptability**

- Work is primarily performed in a garage environment.
- Work may involve exposure to strong odors, toxic agents, and noise extremes.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	User Experience Designer	<b>Class Number:</b>	16301
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12B
<b>Dept:</b>	Information Technology	EXHIBIT I	

### Classification Function

The purpose of this classification is to promote user experience design best practices through researching, conceptualizing, designing, and developing applications and web pages to be more user friendly.

### Distinguishing Characteristics

This is an advanced journey level classification, working under the direction of the Web and Applications Administrator. This position is responsible for creating products, systems, and services that are intuitive and efficient for users to interact with. 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.

### Essential Job Functions

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

20% +/- 10%

- Designs and implements voice of customer (VOC) programs; designs and conducts user-centered design research; clarifies and defines research goals; collects and analyzes VOC data to drive improvements, reduce risk, and improve usability; identifies interdependencies across people, processes, and technology that impact design of the customer experience; translates research findings into actionable recommendations; prepares, documents, and presents findings and recommendations to management and stakeholders; collaborates with stakeholders to implement new designs.

20% +/- 10%

- Creates, wireframes, mock-ups, and prototypes for design and development to demonstrate website form and functionality and create seamless, usable, convenient, and enjoyable user experiences; works with cross-functional teams to align on design goals, prioritize features, and ensure a consistent user experience design across different touchpoints; designs visual elements of a product including layout, color, and imagery to create an appealing and cohesive experience; provides guidance to design and development staff to ensure designs are properly coded, meet established technical protocols and standards, are compliant with Web Content Accessibility Guidelines (WCAG), and align with business, stakeholder, and end user priorities; reviews and corrects errors to ensure compliance with WCAG 2.1 standards.

20% +/- 10%

- Tracks, prioritizes, and manages website analytics including advanced code requirements, configurations, settings, custom metrics, and dimensions; creates reports using Google Analytics and other data sources; serves as contact for analytics and tracking requests; monitors website statistics for all County websites; creates quarterly website analytic reports for clients.

20% +/- 10%

- Analyzes, designs, and leads usability tests to ensure applications are working correctly and to determine opportunities to improve usability; tests prototypes and designs with real users to gather

Effective Date: 04.25.2018  
Last Modified: 10.27.2020

## User Experience Designer

feedback and to identify areas of improvement; identifies and documents deficiencies and finds solutions; ensures requirements, specifications, and standards have been met; documents test plans, procedures, and results; coordinates quality assistance (QA) resources internally and externally; meets with clients and stakeholders to gather requirements; acts as key QA point of contact for new releases.

20% +/- 10%

- Performs related administrative duties; responds to emails and phone calls; attends various trainings and meetings; researches and stays up to date on new and emerging technologies, user experience design patterns, trends and methodologies, software development, and infrastructure concepts; assists with creation of training material for clients and application end users.

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

- Bachelor's degree in information technology, visual communications, marketing, business administration, or related field with seven (7) years of web design, front end development, user design/experience management, or related 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 and equipment including a computer and multifunction printer.
- Ability to utilize a variety of website development and maintenance software.

#### **Technology Requirements**

- Ability to operate a variety of software including email word processing software (MS Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), desktop publishing program (Adobe Creative Cloud), presentation software (PowerPoint), editing software (Sitefinity), and other design and analytics programs and software (Monsido, Fathom Analytics, Axure Prototyping, Google Analytics, Hemmingway App, WebAim Contrast Checker, NVDA Screen Reader).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

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

Effective Date: 04.25.2018  
Last Modified: 10.27.2020

## User Experience Designer

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including web analytics, customer surveys, functional specifications, WCAG and Americans with Disabilities Act (ADA) compliance reports, training guides, requests for proposal (RFP), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, computer software manuals, user experience/user interface design best practices, and the ADA and WCAG 2.1 guidelines.
- Ability to prepare user stories, wireframes, mock-ups, test plans, web analytics and reports, user interface design standards and guidelines, system documentation, training documents, department reports, functional specifications, memos, correspondence, accessibility score reports, quarterly analytics reports and presentations, website visitation reports, wireframes, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, subject matter experts, consultants, vendors, and end users.

### 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

<b>Class Title:</b>	Employment Testing Proctor	<b>Class Number:</b>	10131
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	3A
<b>Dept:</b>	Personnel Review Commission	EXHIBIT J	

### Classification Function

The purpose of this classification is to provide administrative and clerical support for the Personnel Review Commission's employment testing functions.

### Distinguishing Characteristics

This is an entry level classification. The incumbent works under general supervision while assisting with test administration(s) and related clerical functions for the Personnel Review Commission (PRC). This class works within a well-defined framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

### Essential Job Functions

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

60% +/- 10%

- Conducts test administration; prepares and maintains testing rooms and materials; compiles test packets; checks candidates' identification before test; distributes and collects test materials; provides instruction and explanation regarding exam process; answers candidates' questions; monitors candidates during test sessions to ensure a secure testing environment; addresses scenarios where cheating is observed or alleged; controls admission to and from the testing room; operates automated grading machines to grade test materials and reports results to ETS; maintains confidentiality and security of all testing materials, test logs, and other test documents.

40% +/- 10%

- Performs supporting administrative duties; maintains organization of electronic testing files and documents; creates check in/check out sheets to monitor candidate attendance during testing periods; scans test materials for record retention; files test packets and disposes of unused and unneeded test packets in accordance with PRC record retention schedule.

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

- High school diploma or equivalent and one (1) year of clerical experience including at least six (6) months of customer service experience; or any equivalent combination of education, training, and experience.

### Additional Requirements

- No special license or certification is required.

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

#### Physical Requirements

## Employment Testing Proctor

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

## Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

## Mathematical Ability

- Ability to add, subtract, multiply, divide, 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 graded answer sheets, interviews, reports, instructions, correspondence, and lists.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Personnel Review Commission Administrative testing rules, and internal team procedures.
- Ability to prepare testing documents, lists and test logs.
- Ability to follow instructions, to record and deliver information, and to explain procedures to large groups of people.
- Ability to communicate with supervisor, coworkers, candidates, other County employees, and the general public.
- Ability to effectively address potential cheating and ensure integrity of test administration practices.

## 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. R2024-0198

Sponsored by: <b>Councilmember Conwell</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$10,000, to Ashbury Community Services Inc. for the Digital Aviator Program from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: <b>Councilmembers Stephens and Miller</b>	

**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 7 ARPA Community Grant Fund in the amount of \$10,000 to Ashbury Community Services Inc. for the Digital Aviator Program; and

**WHEREAS**, Ashbury Community Services Inc. estimates approximately 200 people will be served annually through this award; and

**WHEREAS**, Ashbury Community Services Inc. estimates approximately two permanent and temporary jobs will be created or retained through this project; and

**WHEREAS**, Ashbury Community Services Inc. estimates the total cost of the project is \$10,000; and

**WHEREAS**, Ashbury Community Services Inc. is estimating the start date of the project will be July 2024 and the project will be completed by June 2025; and

**WHEREAS**, Ashbury Community Services Inc. requested \$10,000 from the District 7 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to Ashbury Community Services Inc. to ensure this project is completed; 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 critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to Ashbury Community Services Inc. from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Digital Aviator Program.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

**SECTION 3.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** 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 7.** 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 8.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 28, 2024  
Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested in Committee: June 12, 2024

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



## Cuyahoga County Council

2079 East 9<sup>th</sup> Street, 8<sup>th</sup> Floor • Cleveland Ohio 44115  
(216) 698-2010

### COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

APPLICANT INFORMATION:	
<b>Name of Requesting Entity (City, Business, Non-Profit, etc.):</b>  Asbury Community Computer Center (ASC <sup>3</sup> )	
<b>Address of Requesting Entity:</b>  11011 Ashbury Avenue Cleveland, Ohio, 44106	
<b>County Council District # of Requesting Entity:</b>  7	
<b>Address or Location of Project if Different than Requesting Entity:</b>  	
<b>County Council District # of Address or Location of Project if Different than Requesting Entity:</b>  	
<b>Contact Name of Person Filling out This Request:</b>  Wanda Davis	
<b>Contact Address if different than Requesting Entity:</b>  	
<b>Email:</b>  wdavis@asc3.org	<b>Phone:</b>  216-421-2305
<b>Federal IRS Tax Exempt No.:</b>  30-0100675	<b>Date:</b>  5/20/24

## PROJECT DESCRIPTION

**REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):**

The Ashbury Senior Computer Community Center (ASC) will implement the Digital Aviator Program (DAP), a high-quality digital literacy training and device lending program. The training classes will be conducted at ASC's main campus on Ashbury Ave., and this funding will help in reaching two additional partner sites throughout greater Cleveland. Conducting classes at satellite facilities will allow ASC to deliver geographically diverse services, which will aid in extending the center's reach by serving patrons with transportation barriers, who may not be able to travel to the main campus. Additionally, the multi-site project design fosters greater flexibility in scheduling of days and times of classes, creating more opportunities for increased participation.

This project will also assist in ASC's effort in bringing digital equity services to scale, by providing participants with equipment that will be distributed upon completion of their instruction. The equipment may range from a device such as a computer, tablet or high speed BroadBand, depending on their greatest need.

Outreach efforts target elders in the nearly 100% African American communities. According to the US Census data tracts, a significant majority of these elder residents are on fixed incomes, are disadvantaged economically and socially, do not have computers, nor have they been formally introduced to computer technology. Despite the tremendous need, this population remains underserved in a variety of capacities, including the Digital Equity & Inclusion (DE&I) realm. ASC is the only dedicated training facility in the target areas, with a long-term (8-week), comprehensive, senior-based, proven, digital literacy training program.

DAP runs five 8-week consecutive class sessions, with 10 separate class sections, running concurrently. Classes range from 8-12 students, with an average of 10 students per class. Classes are held twice weekly, two hours per session, for eight weeks, totaling 32 units of structured training per student. Students are able to obtain additional, 1-on-1 assistance during Open Lab at the main campus, at no additional charge. Additionally, individual help and tech support is available via the ASC Hotline for Internet Information Hotline (HII) initiative. This is a call-in service, so patrons receive support from the convenience of their own home.

In efforts to obtain a holistic view of the impact, DAP takes a two-pronged approach in measuring success, utilizing both quantitative and qualitative measures.

For qualitative measures ASC assess the number of participants in each class, at each site, complete the program, return HotSpots, need a booster session, schedule telehealth appt., start banking online, email, virtual socialization, and check out HotSpots at Main Campus. A pre-post assessment is used to collect demographic data and to assess change in digital aptitude and skill level. Digital Navigators (trainers) conduct surveys to assess participant's thoughts on identified benchmarks and to collect anecdotal feedback on DAP.

Quantitative data is reported in aggregate form and qualitative data will be presented in domain themes. Additionally, relevant anecdotal data is extracted in quotes to be used for promotional purposes. All data points serve to inform future initiatives.

**Project Start Date:**

July 1, 2024

**Project End Date:**

June 31, 2025

## IMPACT OF PROJECT:

### Who will be served:

The primary target groups are mature adults aged 45-64 years and senior citizens aged 65 and older. Additionally, the center will continue to target individuals who are disadvantaged economically, academically, and socially. Outreach efforts will be focused on impacting predominantly African-American, Hispanic, Appalachian, and Somali residents living within financially disadvantaged communities. It is important to note, participation and recruitment will not be limited to the aforementioned demographics.

### How many people will be served annually:

200 people will be served annually.

### Will low/moderate income people be served; if so how:

Yes, low/moderate income people will be served with this project. They are served by gaining access to services at ASC that address the digital inequities among marginalized populations. The adoption of technology and training skills is now a critical component of everyday life at every age; it is no longer a luxury.

### How does the project fit with the community and with other ongoing projects:

This project increases awareness of technology and usage, thus, helping to bridge the gap in Cleveland's Digital Divide. Traditionally, there is a linear relationship between education/skills and socioeconomic status. Programs offered at ASC<sup>3</sup> have continued to evolve over the years, in an effort to continue to meet the needs of the community. Throughout its history, ASC<sup>3</sup> has built a vast support network. These collaborations provide a reciprocal benefit to each institution involved while positively impacting the senior population and bringing them to scale in the digital world. This support network is used throughout the course of the project to help provide equipment for the students. ASC<sup>3</sup> continues to partner with local technology refurbishers to provide re-purposed equipment for the participants, as well as equip some technology for the Center. This partnership has paved the way for disadvantaged individuals to gain access to much needed technology devices.

### If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:

The funds will assist in two consultants being retained at two partner sites during the year of funding.

### If applicable, what environmental issues or benefits will there be:

*Climate change is something ASC<sup>3</sup> has incorporated into its office spaces for over 15 years. We first converted to energy-efficient light bulbs and have a policy around turning off computers, lights, and electronics when we are out of the office. Additional climate and green-based practices utilized by ASC<sup>3</sup> include:*

1. Partner with local organizations to provide refurbished electronics to our students. This provides a second-use for otherwise wasted products and ensures our students are given much-needed access to technology in their homes.
2. When building out a new technology center, ASC<sup>3</sup> prioritizes utilizing refurbished equipment and second-hand furniture, when applicable.
3. Eliminated the use of disposable dishware and eating utensils for daily use, to cut down on waste.
4. Purchase from local vendors and suppliers whenever possible.

### If applicable, how does this project serve as a catalyst for future initiatives:

The DAP program is a model that can be adapted by other technical centers, libraries or other community centers, as long as they include viable partners and seek guidance from the community on its needs. The use of collaborators with similar goals, structures the program in a way that utilizes community resources that can reduce costs by lessening the financial burden on a single entity. This collaborative model aids in the replicability of a digital literacy program, thus, making the program accessible and more widely available for people living within the county in the future.

## FINANCIAL INFORMATION:

### Total Budget of Project:

\$10,000

### Other Funding Sources of Project (list each source and dollar amount separately):

None

### Total amount requested of County Council American Resource Act Dollars:

\$10,000

### Since these are one-time dollars, how will the Project be sustained moving forward:

Ashbury Senior Computer Community Center has utilized various methods and strategies to help sustain its services over the past 20 years, they include:

- 1) Class Donations: While all first-time beginning classes remain free of charge, the Center maintains a nominal contribution level for returning students, advanced programming, and specialized seminars. Despite increasing overhead costs, the Center has only increased this suggested donation by \$2 over the past 20 years for the 8-week courses. The \$32 donation only partially covers the class (the actual cost is ~ \$90 per student and the Center absorbs the remaining cost). Of note, students are not denied participation if the class fee is cost-prohibitive.
- 2) Grants: Continuously seek and apply for public, private, and corporate grant funds and donations.
- 3) Fundraising / Board: ASC's Board of Directors holds an annual fundraiser, "An Evening with the Stars" gala.
- 4) Fundraising / Alumni: ASC's Alumni organization hosts at least two events annually.
- 5) Partnerships & Collaborations: ASC consistently seeks partners, collaborators, sponsors, and volunteers to assist with the Center's efforts via monetary and other types of donations, in-kind support, and mentoring, etc.

## DISCLAIMER INFORMATION AND SIGNATURE:

### Disclaimer:

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

### Printed Name:

WANDA DAVIS

### Signature:



### Date:

5/20/2024

## Additional Documents

Are there additional documents or files as part of this application? Please list each documents name:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0199

Sponsored by: <b>Councilmember Turner</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$5,000, to the Building and Leveraging Opportunities Foundation for the purpose of providing 60 bicycles to Warrensville City Schools from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
---	--

**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 9 ARPA Community Grant Fund in the amount of \$5,000 to the Building and Leveraging Opportunities Foundation for the purpose of providing 60 bicycles to Warrensville City Schools; and

**WHEREAS**, the Building and Leveraging Opportunities Foundation estimates approximately 60 people will be served annually through this award; and

**WHEREAS**, the Building and Leveraging Opportunities Foundation estimates the total cost of the project is \$7,000; and

**WHEREAS**, the Building and Leveraging Opportunities Foundation indicates the other funding source(s) for this project includes:

- A. \$1,500 from Dollar Bank;

B. \$1,000 from Iota Phi Theta; and

**WHEREAS**, the Building and Leveraging Opportunities Foundation is estimating the start date of the project will be May 2024 and the project will be completed by June 2024; and

**WHEREAS**, the Building and Leveraging Opportunities Foundation requested \$5,000 from the District 9 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$5,000 to the Building and Leveraging Opportunities Foundation to ensure this project is completed; 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 critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$5,000 to the Building and Leveraging Opportunities Foundation from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the purpose of providing 60 bicycles to Warrensville City Schools.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

**SECTION 3.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** 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 7.** 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 8.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 28, 2024

Committee(s) Assigned: Education, Environment & Sustainability

Journal \_\_\_\_\_

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



## Cuyahoga County Council

2079 East 9<sup>th</sup> Street, 8<sup>th</sup> Floor • Cleveland Ohio 44115  
(216) 698-2010

### COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

<b>APPLICANT INFORMATION:</b>	
<b>Name of Requesting Entity (City, Business, Non-Profit, etc.):</b> The Building & Leveraging Opportunities 501c3 Foundation	
<b>Address of Requesting Entity:</b> 531 East 260 <sup>th</sup> Street Suite, Euclid Ohio 44132	
<b>County Council District # of Requesting Entity:</b> Council District #9	
<b>Address or Location of Project if Different than Requesting Entity:</b> 4270 Northfield Rd, Warrensville Heights, OH 44128	
<b>County Council District # of Address or Location of Project if Different than Requesting Entity:</b> 4270 Northfield Rd, Warrensville Heights, OH 44128	
<b>Contact Name of Person Filling out This Request:</b> Orlando O. Grant	
<b>Contact Address if different than Requesting Entity:</b> 531 East 260th Street Suite, Euclid Ohio 44132	
<b>Email:</b> <a href="mailto:Orlandogrant55@gmail.com">Orlandogrant55@gmail.com</a>	<b>Phone:</b> 216-870-6917
<b>Federal IRS Tax Exempt No.:</b> 87-4655330	<b>Date:</b> 5/8/2024

## PROJECT DESCRIPTION

**REQUEST DESCRIPTION** (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):

The Building & Leveraging Opportunities (BLO) 501c3 Foundation is delighted to announce its partnership with Warrensville City Schools, aiming to provide 60 bicycles to foster healthy lifestyles and community engagement among youth aged 10 to 15 within the Warrensville Heights City School District. These bicycles will be distributed to encourage outdoor activities and reduce reliance on technology as a source of entertainment. Additionally, we will offer extra support to fathers actively involved in their children's biking endeavors, promoting family bonding and physical fitness. As part of the celebration of the 60th anniversary of Iota Phi Theta Fraternity Incorporated, participants will be encouraged to adopt healthy habits, supported by educational materials emphasizing wellness and smart choices. This initiative underscores our commitment to enhancing parental involvement, combating obesity, and promoting outdoor exercise. Moreover, our efforts align closely with national initiatives promoting fatherhood engagement and healthy lifestyles, in sync with the goals of summer 2024.

**Project Start Date:**  
5/15/2024

**Project End Date:**  
6/1/2024

<b>IMPACT OF PROJECT:</b>
<b>Who will be served:</b> We will serve youth and families of children between the ages of 10-15 in Warrensville Heights Ohio, from the Warrensville City School District.
<b>How many people will be served annually:</b> 60 Students and 60 Families for a total of a minimum of 120
<b>Will low/moderate income people be served; if so how:</b> We will serve families who fall within the poverty guidelines and service the families with the attainment of free bicycles for healthy lifestyles.
<b>How does the project fit with the community and with other ongoing projects:</b> With the support of this equipment and services, we intend to increase physical and emotional activities between families and children in the Warrensville city school district.
<b>If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:</b> NA
<b>If applicable, what environmental issues or benefits will there be:</b> We will reduce the carbon footprint and increase more physical activities and efforts associated with emotional intelligence.
<b>If applicable, how does this project serve as a catalyst for future initiatives:</b> We intend on creating a long-term report with Warrensville city schools by creating mentoring programs, supportive services, and fundraising efforts as examples of future endeavors.

<b>FINANCIAL INFORMATION:</b>
<b>Total Budget of Project:</b> <b>Total Budget \$7,000.00</b>
<b>Other Funding Sources of Project (list each source and dollar amount separately):</b> <b>Dollar Bank \$1,500.00</b> <b>Iota Phi Theta \$1,000.00</b>
<b>Total amount requested of County Council American Resource Act Dollars:</b> <b>\$5,000.00</b>
<b>Since these are one-time dollars, how will the Project be sustained moving forward:</b>  We will sustain the project by using this effort to leverage additional funders and supporters to expand upon what we have already done to support additional students who would like to be apart of future endeavors and programming.

## DISCLAIMER INFORMATION AND SIGNATURE:

### Disclaimer:

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

### Printed Name:

Orlando O. Grant, MA

### Signature:

*Orlando O. Grant*

### Date:

05-01-2024

## Additional Documents

Are there additional documents or files as part of this application? Please list each documents name:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0200

Sponsored by: <b>Councilmember Stephens</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$250,000, to CHN Housing Capital for the Down Payment Assistance Program from the District 10 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: <b>Council President Jones</b>	

**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 10 ARPA Community Grant Fund in the amount of \$250,000 to CHN Housing Capital for the Down Payment Assistance Program; and

**WHEREAS**, CHN Housing Capital estimates approximately 6 people will be served annually through this award; and

**WHEREAS**, CHN Housing Capital estimates the total cost of the project is \$1,788,996; and

**WHEREAS**, CHN Housing Capital indicates the other funding source(s) for this project includes:

- A. \$466,250 from CDFI Funding;
- B. \$1,000,000 from the Cuyahoga County Land Reutilization Corporation;
- C. \$53,924 from Cuyahoga County; and

**WHEREAS**, CHN Housing Capital is estimating the start date of the project will be January 2024 and the project will be completed by December 2024; and

**WHEREAS**, CHN Housing Capital requested \$250,000 from the District 10 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$250,000 to CHN Housing Capital to ensure this project is completed; 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 critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$250,000 to CHN Housing Capital from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Down Payment Assistance Program.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

**SECTION 3.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** 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 7.** 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 8.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 28, 2024  
Committee(s) Assigned: Community Development Committee

Additional Sponsorship Requested in Committee: June 10, 2024

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



## Cuyahoga County Council

2079 East 9<sup>th</sup> Street, 8<sup>th</sup> Floor • Cleveland Ohio 44115  
(216) 698-2010

### COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

<b>APPLICANT INFORMATION:</b>	
<b>Name of Requesting Entity (City, Business, Non-Profit, etc.):</b> CHN Housing Capital	
<b>Address of Requesting Entity:</b> 2999 Payne Ave, Suite 134 Cleveland, OH 44114	
<b>County Council District # of Requesting Entity:</b>  CHN Housing Capital: Located in District 7  *Invited by District 10 Councilwoman Cheryl Stephens	
<b>Address or Location of Project if Different than Requesting Entity:</b>  Throughout Cuyahoga County	
<b>County Council District # of Address or Location of Project if Different than Requesting Entity:</b>  N/A	
<b>Contact Name of Person Filling out This Request:</b> 1) Jennifer Lynch-McKinney 2) Laura Boustani	
<b>Contact Address if different than Requesting Entity:</b>  N/A	
<b>Email:</b> jlynchmckinney@chnhousingpartners.org lboustani@chnhousingpartners.org	<b>Phone:</b> Jennifer: 216-774-2368 Laura: 216-774-2337
<b>Federal IRS Tax Exempt No.:</b>  82-4300537	<b>Date:</b>  5/15/2024

## PROJECT DESCRIPTION

**REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):**

CHN Housing Capital (CHNHC) was founded in 2018 by CHN Housing Partners (CHNHP), an established affordable housing developer, service provider and HUD-approved housing counseling agency with a 15-year track record in providing homebuyer and homeowner training and counseling services. It provides capacity and expertise in development services, technology, evaluation, finance, resource development, and housing services. In recent years, as CHNHC has invested in staff and infrastructure to become a certified CDFI (achieved in Feb. 2022), it began providing mortgages and other financial products, and is well-positioned to increase mortgage lending in Cuyahoga and neighboring counties.

As home prices have increased and market conditions have deteriorated in recent years, banks have employed stricter underwriting criteria, making it more difficult for potential Low- to Moderate-Income (LMI) borrowers to secure home mortgage loans. Many lenders have begun to pull away from subsidized lending products (FHA/USDA), which serve LMI clients, due to loan economics, fees, and the perceived risk associated with these borrowers. Moreover, banks don't provide small dollar, affordable loans because of the cost involved in originating and servicing these loans. CHNHC fills this gap with its Believe first and second mortgage products. Launched in 2021, the Believe Mortgage provides smaller first and second, fully amortized mortgage loans (\$20,000-\$250,000), with LTV up to 105%, 30-year terms, and flexible underwriting criteria. In addition, CHNHC offers Down Payment Assistance through Cuyahoga County where up to 10% of the purchase price is provided, and a variety of home repair and lead safe loans, grants, and incentives to ensure safe and stable housing.

The funds we are requesting would be used to provide Down Payment Assistance to homebuyers throughout Cuyahoga County. As home prices continue to rise in much of Northeast Ohio, fewer aspiring homebuyers, especially those who are Low- to Moderate-Income or Black/African American are able to save enough to make an initial down payment. This serves as one of the biggest barriers to entry for those attempting to buy a house in Cuyahoga County. Homeownership is the cornerstone of upward financial mobility, and has been linked with improved economic, health, and educational outcomes. Down Payment Assistance helps to make homeownership more obtainable, and helps to reduce the persistent racial wealth gap in our community. The Cuyahoga County Down Payment Assistance Program is a major resource for small dollar loans. The program is important to increase affordable housing options for underserved communities by increasing access to credit. CHN Housing Capital's mission within CHN Housing Partners is to help our community open a door in the next step for housing stability and creation of generational wealth.

To measure our success in achieving the goals & outcomes of our various lending products, our Housing Capital team uses the CRM platform Salesforce. The scale and efficiencies within Salesforce allow us to share and track data in ways that create streamlined information sharing, service integration using a single CRM, and sustainable, long-term solutions for families. We can build dashboards to track progress toward our goals, display data for easy reference, and set milestones. To evaluate other loan products, including our Believe Mortgage and Down Payment Assistance loans, the path loan origination system is used.

CHN Housing Capital is guided by the belief that homeownership should be within everyone's reach. Stemming from this, our overall goal is to utilize the power of the permanent address to increase homeownership in predominantly Black/ Low-to-Moderate Income areas. In doing so, we want to help vulnerable communities who have historically been locked out of lending, purchase a home, provide capital to repair their home, and begin the process of accumulating generational wealth.

<b>Project Start Date:</b> 01/01/24	<b>Project End Date:</b> 12/31/24
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<b>IMPACT OF PROJECT:</b>
<p><b>Who will be served:</b></p> <p>Funds would be utilized to increase access to housing and homeownership opportunities for our target market: Low- to Moderate-Income (LMI) and Black/African American individuals and families in Cuyahoga County through our Down Payment Assistance program. LMI homebuyers have limited financing options; traditional mortgage lenders are requiring larger down payments and higher credit scores than in the past. At the same time, home prices and mortgage interest rates have increased, market conditions have deteriorated in recent years, and banks have employed stricter underwriting criteria, making it more difficult for potential LMI borrowers to secure home mortgage loans. There continues to be a desperate need for flexible mortgage and Down Payment Assistance products to support low-income and minority homebuyers. CHNHC fills this gap in the market by serving the most vulnerable populations.</p>
<p><b>How many people will be served annually:</b></p> <p>A total of 550 people will be served CHN Housing Capital in 2024; With this award of \$250,000 over two years, we could serve 6 borrowers per year with DPA.</p>
<p><b>Will low/moderate income people be served; if so how:</b></p> <p>As a Community Development Financial Institution certified by the United States Department of Treasury, CHNHC is required to do the majority of its lending in CDFI-eligible census tracts. These census tracts are identified by the Treasury as areas of economic distress or disinvestment. In 2021 – 2022, more than 90% of the loans made by CHNHC served borrowers in eligible census tracts. In addition to standard amortizing loan products, CHN also provides home repair and down payment assistance programs that are intended to be forgivable or deferred loans. All CHNHC’s down payment assistance customers have household incomes at or below 80% of Area Median Income. Similarly, all three of CHNHC’s home repair loan programs provide for loan forgiveness or deferred payment obligations for low- to – moderate income borrowers. These loan terms are made possible by funding from County and municipal governments.</p>
<p><b>How does the project fit with the community and with other ongoing projects:</b></p> <p>The products offered by CHN Housing Capital help individuals realize the dream of homeownership. This creates a stronger and more unified community. Down Payment Assistance provides aspiring homebuyers with the capital needed to build generational wealth in stable, healthy housing. Since 2021, we have proven that the Down Payment Assistance program goes well with our first mortgage product, the Believe Mortgage. The Believe Mortgage was developed to eliminate unnecessary barriers for potential homeowners. It provides low down payment (3%) first mortgages eligible for homebuyers in CHNHC’s service areas. For the Believe Mortgage, there are no first-time homebuyer restrictions, no income restriction, and no monthly Private Mortgage Insurance (PMI). To help LMI communities, buyers with lower credit scores are considered, and buyers are also eligible for a second mortgage in the form of a home repair loan at the time they receive the Believe Mortgage.</p>

<p><b>If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:</b></p> <p>N/A</p>
<p><b>If applicable, what environmental issues or benefits will there be:</b></p> <p>N/A</p>
<p><b>If applicable, how does this project serve as a catalyst for future initiatives:</b></p> <p>CHNHC is rolling out a homeownership initiative and the Down Payment Assistance program melds well with providing DPA and closing cost assistance in a high interest rate environment. We will use the success and momentum of our Down Payment Assistance to push homeownership forward within our communities by marketing the services provided by CHN's Homeownership Center, continuing to offer HUD-approved pre- and post-purchase counseling and group education to eligible clients through CHN's Financial Mobility Department, and increasing CHNHC's presence in service areas outside Cuyahoga County (namely Lake, Lorain, Medina and Summit Counties).</p>

<p><b>FINANCIAL INFORMATION:</b></p>
<p><b>Total Budget of Project:</b></p> <p>\$1,788,996</p>
<p><b>Other Funding Sources of Project (list each source and dollar amount separately):</b></p> <p>2024 Funding – CHN Housing Capital:</p> <p>CDFI Fund: \$466,250</p> <p>Cuyahoga County Land Reutilization Corp.: \$1,000,000</p> <p>Cuyahoga County: \$53,924</p>
<p><b>Total amount requested of County Council American Resource Act Dollars:</b></p> <p>\$250,000</p>
<p><b>Since these are one-time dollars, how will the Project be sustained moving forward:</b></p> <p>The project can be self-sustaining as funds are replenished when loans mature and pay off or when a borrower transfers title due to a sale or refinance. This would allow the funds to be available for future applicants through a revolving loan fund.</p>

## DISCLAIMER INFORMATION AND SIGNATURE:

### Disclaimer:

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

### Printed Name:

Jennifer Lynch-McKinney

### Signature:



### Date:

5/15/2024

## Additional Documents

**Are there additional documents or files as part of this application? Please list each documents name:**

1. Annual Non-Competitive Contract Statement
2. Independent Contractor Form
3. Copy of the Certificate of Insurance naming Cuyahoga County as the certificate holder
4. Copy of the Bureau of Worker's Compensation certificate

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0179

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

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

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

**WHEREAS**, on April 3, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classifications:

Exhibit A:	Class Title:	<i>Senior &amp; Adult Benefits Program Specialist</i>
	Number:	13301
	Pay Grade:	8A/Non-Exempt

Proposed Revised Classifications:

- Exhibit B: Class Title: *Consumer Affairs Investigator*  
Class Number: 19081  
Pay Grade: 8A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2020.  
Changes were made to technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
- Exhibit C: Class Title: *Consumer Affairs Specialist*  
Class Number: 13081  
Pay Grade: 7A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2020.  
Changes were made to the class function, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
- Exhibit D: Class Title: *Intelligence Analyst*  
Class Number: 12131  
Pay Grade: 7A/Non-Exempt  
\* Update requested by department. Classification last revised in 2021.  
Changes were made to the essential functions, minimum qualifications, technology requirements, and language and formatting. The pay grade increased from 6A to 7A.
- Exhibit E: Class Title: *Security Lieutenant*  
Class Number: 12011  
Pay Grade: 11A/Exempt  
\* PRC routine maintenance. Classification last revised in 2020.  
Changes were made to the essential function, distinguishing characteristics, physical requirements, environmental factors, and language and formatting. A technology section was added. No change to FLSA status. Pay grade increased from 10A to 11A.
- Exhibit F: Class Title: *Supervisor, Weights & Measure*  
Class Number: 19071  
Pay Grade: 9A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2020.  
Changes were made to the essential function, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the

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

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

On a motion by\_\_\_\_\_, seconded by\_\_\_\_\_, the forgoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 14, 2024

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

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



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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

Date: April 17, 2024

To: Cuyahoga County Council President Pernel Jones Jr.  
 Council Members, Human Resources, Appointments & Equity  
 Committee

From: Deborah Southerington, Chairwoman  
 Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on April 3, 2024, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED NEW CLASSIFICATIONS			
NEW CLASSIFICATIONS	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT	
Senior and Adult Benefits Program Specialist 13301	8A Non-Exempt	Health and Human Services	
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS <i>(Revised Title)</i>	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Consumer Affairs Investigator 19031	8A Non-Exempt (No Change)	8A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs

Consumer Affairs Specialist 13091	7A Non-Exempt (No Change)	7A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs
Intelligence Analyst 12131	6A Non-Exempt	7A Non-Exempt	Public Safety and Justice Services
Security Lieutenant 12011	10A Exempt	11A Exempt	Sheriff
Supervisor, Weights and Measure 19071	9A Exempt (No Change)	9A Exempt (No Change)	Fiscal Office – Consumer Affairs

cc: Thomas Colaluca, Commissioner  
F. Allen Boseman, Commissioner  
Rebecca Kopcienski, PRC Director  
Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff  
Sarah Nemastil, HR Director  
Kelli Neale, Program Officer 4

Posted: 3/28/2024

Meeting: 4/3/2024

<u>Job Title</u> <b>NEW</b>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
Senior and Adult Benefits Program Specialist	13301	N/A	8A Non-Exempt	Health and Human Services	This is a new classification based on CPQs of current Program Officer 2s who are all performing similar work. This was a joint effort by PRC, HR, and the department to create a classification specific to the work being performed by these employees.

<u>Job Title</u> <b>REVISED</b>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
Consumer Affairs Investigator	19081	8A Non-Exempt (No Change)	8A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs	PRC routine maintenance. Classification last revised in 2020. Changes were made to the technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
Consumer Affairs Specialist	13081	7A Non-Exempt (No Change)	7A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs	PRC routine maintenance. Classification last revised in 2020. Changes were made to the class function, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
Intelligence Analyst	12131	6A Non-Exempt	7A Non-Exempt	Public Safety and Justice Services	Update requested by department. Classification last revised in 2021. Changes were made to the essential functions, minimum qualifications, technology requirements, and language and formatting. No change to FLSA status. The pay grade increased from 6A to 7A.
Security Lieutenant	12011	10A Exempt	11A Exempt	Sheriff	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, distinguishing characteristics, physical requirements, environmental factors, and language and formatting. A technology section was added. No change FLSA status. Pay grade increased from 10A to 11A
Supervisor, Weights and Measure	19071	9A Exempt (No Change)	9A Exempt (No Change)	Fiscal Office – Consumer Affairs	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior and Adult Benefits Program Specialist	<b>Class Number:</b>	13301
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Senior & Adult Services EXHIBIT A		

### Classification Function

The purpose of this classification is to assist senior and disabled adults with applying for applicable benefits and resources as well as creating awareness around the availability of programs offered by the Division of Senior and Adult Services (DSAS) and other providers of social service resources in Cuyahoga County that support aging successfully.

### Distinguishing Characteristics

This is a journey-level classification that is responsible for assisting senior and disabled adults applying for applicable benefits and resources as well as creating awareness around the availability of programs offered by DSAS and other providers of social service resources in Cuyahoga County that support aging successfully. The employee works under general supervision from a Supervisor, Social Services but works independently and exercises judgment in the performance of work. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This class requires extensive public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

### Essential Job Functions

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

55% +/- 10%

- Provides individual benefit checkups utilizing NCOA (National Council on Aging) software with senior and disabled adults who may be eligible for one or more public assistance programs or other social service resources; receives referrals for clients requesting a benefits checkup meeting; schedules and completes checkup meetings with clients over phone or in person; obtains client consent for services; collects client information to determine their benefits eligibility for public assistance and other programs (e.g., Medicaid, SNAP, HEAP, PIP, etc.); interprets the benefit checkup report data and educates client on community programs and resources that may be available for them; provides application forms for clients seeking assistance and helps them complete the appropriate forms; answers any questions that clients may have regarding benefits or the process of obtaining them; provides advocacy and support for clients with service providers; takes notes on each client (e.g., demographics) and the interactions that take place during the visit; maintains communication with clients to stay up to date on benefits application status; researches and identifies programs and services to meet client's needs; works directly with clients and/or families to assess clients' emergency and on-going needs and improve quality of care; provides referrals to community-based resources to help clients connect with other organizations; assists existing clients with applying for Emergency Financial Assistance through DSAS; conducts assessments to verify clients meets criteria of DSAS programs.

25% +/- 10%

- Conducts benefit checkup events at multiple agencies and locations throughout Cuyahoga County; plans events at agencies by contacting senior center managers and social workers who work with older and disabled adults in the County; markets, educates, and promotes available services to create

Effective Date: TBD  
Last Modified: TBD

## Senior and Adult Benefits Program Specialist

an awareness in senior communities; prepares informative guides, forms, pamphlets, and applications that will be distributed to those seeking assistance at each event; presents information to disabled and older adults about the services offered by DSAS; performs benefits check-up one-on-one with people at the event.

15% +/- 5%

- Inputs case notes and data collected during visits into database systems and spreadsheets for record keeping and analyzing purposes; enters case notes to track the services clients receive; enters services provided and billable hours into database for grant reimbursement; tracks clients, services, and programs in a spreadsheet for analysis of effectiveness of DSAS programs; creates reports in database to compare numbers across clients, see trends in services, and track internal goals; researches best practices to improve deficient areas and keep up with current research in serving older and disabled adults.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; attends unit meetings to present on programs and services and assist other staff with making referrals; develops relationships with community partners to facilitate seamless provision of services for clients; participates in intra/inter-agency collaboration to solve issues and improve provision of services for clients; assists with providing feedback and recommendations on department software(s) to increase efficiency/functionality.

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

- Bachelor's degree in social work, psychology, sociology, public administration, human services, or related field with three (3) years of social program experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	8 years
Unrelated associate degree	8 years
Related associate or unrelated bachelor's degree	5 years
Related bachelor's degree	3 years
Related or unrelated master's/doctoral degree	3 years

*Related degree fields:* social work, psychology, sociology, public administration, or human services.

*Related work experience:* social program experience, specifically working with seniors, adults, or disabled adults and managing care planning.

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

### Additional Requirements

- No special license or certification is required.

Effective Date:  
Last Modified:

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

### **Physical Requirements**

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

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Technology Requirements**

- Ability to operate a variety of software and databases including case management database (PeerPlace), database software (System for Award Management), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

### **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 benefits application forms, case file review reports, client application documentation, cost savings reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, benefits program guidelines, and Health Insurance Portability and Accountability Act (HIPPA).
- Ability to prepare mileage reports, Medicare Improvements for Patients and Providers (MIPPA) Report, Home Energy Assistance Program (HEAP) Report, Emergency Assistance Requests, benefits applications, client tracking reports, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret social program terminology and language.
- Ability to communicate with supervisor, coworkers, clients, caregivers, health care providers, other social service agencies, utility companies, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment and at community events.

*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

<b>Class Title:</b>	Consumer Affairs Investigator	<b>Class Number:</b>	19081
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Fiscal Office – Consumer Affairs	EXHIBIT B	

### 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 and prepares summaries 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.

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 operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and other legal research, digital forensic, and mobile phone investigation software.

#### **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.

## Consumer Affairs Investigator

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, consumer laws, training manuals, resource directory, Ohio Consumer Sales Practices Act, Cuyahoga County Bag Ban, 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, consumer scam and questions logs, 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 may require 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

<b>Class Title:</b>	Consumer Affairs Specialist	<b>Class Number:</b>	13081
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Fiscal Office - Consumer Affairs	EXHIBIT C	

## Classification Function

The purpose of this classification is to educate and assist consumers concerning consumer protection, scam prevention, and the Department of Consumer Affairs' work, ~~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, schedules, 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: 08.04.2020

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, marketing, 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, computers, smart devices, and multifunction printer.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (Ready Notify).
- 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.

#### 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, quarterly outreach statistics, 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 and at off-site events.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Intelligence Analyst	<b>Class Number:</b>	12131
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Public Safety and Justice Services	EXHIBIT D	

### Classification Function

The purpose of this classification is to research, analyze, and evaluate criminal intelligence information to generate reports regarding potential risk of known terrorist or criminal activity to assist law enforcement, government, and private sector agencies.

### Distinguishing Characteristics

This is an entry level classification with responsibility for performing intelligence analysis activities in the Northeast Ohio Regional Fusion Center (NEORFC), an organizational partnership between the Cuyahoga County Department of Public Safety & Justice Services and the City of Cleveland Department of Public Safety. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

### Essential Job Functions

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

45% +/- 10%

- Conducts open-source intelligence research and disseminates the information to superiors; collects information from various sources (e.g., local news, internet searches, national databases, social media platforms, etc.) to identify trends in criminal activity and homeland security; analyzes trends to determine the impact on the area of responsibility; receives data (e.g., terrorist and criminal activity, large-scale threats, etc.) from local, state, federal, and private sector contacts; organizes and prioritizes vast amounts of disparate information into a format that is usable to produce finished intelligence products; navigates social media platforms and other intelligence-gathering applications to collect information and identify trends.

35% +/- 10%

- Collects and analyzes data to determine existence of potential threats; receives and analyzes tips and leads submitted to the NEORFC, and carefully reviews to evaluate validity of source information for the existence of potential threats; adjudicates and disseminates authenticated information to appropriate agency; reads and analyzes various forms of qualitative information and determines whether the data can be linked to other bodies of information; verifies originating agency identifier (ORI) and criminal predicate for incoming requests for information (RFIs) that require use of databases containing personally identifiable information (PII) and/or law enforcement sensitive (LES) information; creates threat assessments, intel bulletins, safety bulletins, situational awareness bulletins, suspicious activity reports, and threat briefs; maintains Department of Homeland Security (DHS) SECRET Clearance; conducts research and data mining through the Homeland Secure Data Network (HSDN) and identifies individuals on the Terrorist Watchlist; evaluates critical and timely criminal, terrorist, and suspicious activity related information from stakeholders to inform of potential threats..

20% +/- 10%

- Analyzes, inputs, and summarizes various types of information; creates, prepares, and presents finished intelligence products to various stakeholders; reviews and proofreads written work to correct

Effective Date: 04.13.2017  
Last Modified: 10.15.2021

## **Intelligence Analyst**

errors (e.g., grammar, technical jargon, missing information, unclear ideas, etc.); communicates with National Fusion Center Network to share and receive pertinent intelligence information; coordinates with internal staff and presents collected data in a structured format to determine whether a threat is actionable; engages in open dialogue on potential threats to evaluate various factors of the situation; inputs authenticated information into the appropriate database; disseminates actionable intelligence information to various entities through written correspondence or oral presentation; provides strategic intelligence products (e.g., memos, bulletins, situational awareness postings, etc.) to different levels of first responders to assist them with their duties; combines relevant information from various sources to create finished intelligence products that allow stakeholders to make informed decisions; identifies emerging and cross-jurisdictional factors regarding terrorism and crime within the NEORFC's six-county area of responsibility; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; educates community partners on the mission and purpose of the NEORFC.

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

- Bachelor's degree in business, international studies, intelligence analysis, criminal justice, statistics, or related field; and two (2) years of experience with private security, homeland security, or the criminal justice system, or an equivalent combination of education, training, and experience.

## **Additional Requirements**

- Must complete 28 CFR Part 23 training within 90 days of hire.
- Must complete Fundamentals of Intelligence Analyst Training (FIAT) within one year of hire.
- Must be able to pass extensive background check and maintain secret security clearance as issued by the Department of Homeland Security (DHS)
- Must successfully complete training to ensure baseline proficiency in intelligence analysis and production within six (6) months of being hired. Individuals with two (2) or more years of experience as an intelligence analyst in a Federal intelligence agency, the military, or state and/or local law enforcement intelligence unit may be exempt from completing the training.

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

### **Physical Requirements**

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

### **Technology Requirements**

- Ability to operate a variety of computer applications including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), database software (including internal records management software, , EGuardian, FBI Virtual Command Center, NFCA Dashboard), and other software applications as needed.

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

## Intelligence Analyst

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

## Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including Requests for Information (RFI), Suspicious Activity Report (SAR), raw intelligence information from various sources (e.g., local news, internet searches, national databases, social media platforms, etc.), Terrorist Screening Center Reports, Situational Intel/Awareness reports, intelligence briefs, Special Event Threat Assessments (SETA), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, federal laws, state laws, 28 CFR Part 23, federal guidelines in regard to SECRET security clearance, Executive Order 13-549 Classified National Security Info Program for state, local, and private sector entities, NEORFC policies, and department policies and procedures.
- Ability to prepare correspondence, threat assessments, suspicious activity reports, officer safety bulletins, national/international intelligence bulletins, Request for Information (RFI), criminal intelligence reports, SAR, Special Event Threat assessments, Situational Awareness report, intelligence briefs, 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 intelligence and legal related terminology and language.
- Ability to communicate with supervisor, co-workers, law enforcement and fire service personnel, NEORFC interns, state, federal, and private-sector partner agencies, and the general public.

## Environmental Adaptability

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Security Lieutenant	<b>Class Number:</b>	12011
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Sheriff's Department	EXHIBIT E	

### 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 position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

### 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; ensures accident reports, slip and fall reports, and motor vehicle accident reports are completed and proper photos are taken for insurance, risk management, and worker's compensation claims; 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; maintains firearm records and firearm serial numbers.

40% +/- 10%

- Supervises and directs Security Officer Sergeants and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs such as firearms training, training new cadets, new hire orientation, and active shooter training;

Effective Date: 1993  
Last Modified: 08.04.2020

## Security Lieutenant

meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

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; ensures bullet resistant vests and firearms are replaced when expired according to industry standards.

5% +/- 2%

- Stays abreast of current 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 and equipment including computer and multifunction printer.
- Ability to use a variety of communications and law enforcement tools and equipment including two-way radio, firearm, pepper spray, and handcuffs.
- Ability to lift, push, and pull up to 25 pounds.

## **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and presentation software (Microsoft PowerPoint).

## **Supervisory Responsibilities**

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

## **Mathematical Ability**

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

## **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including incident reports, billing invoices, timesheets, attendance records, vehicle reports, operation equipment reports, invoices, disciplinary reports, grievances, performance evaluations, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Peace Officer Training Commission guidelines, Private Investigators Security Guard Services Standards (PISGS), departmental and county policy manual, department manuals, municipal ordinances, union contracts, Ohio Administrative Code, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, budgets, inventory reports, annual incident reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince, and influence others, to record and deliver information, to explain procedures, 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, noise extremes, and strong odors.

*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

<b>Class Title:</b>	Supervisor, Weights and Measures	<b>Class Number:</b>	19071
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	Fiscal Office – Consumer Affairs	EXHIBIT F	

### 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; coordinates testing with state inspectors for devices that are required to have state permits; 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; delegates consumer complaints to inspectors based on complaint locations; 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.

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; coordinates meetings with service companies for annual testing; compiles statistics and creates annual summary reports for device tests and additional inspections for the County.

### **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; or an equivalent combination of education, training, and experience.

### **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 test standards including weight verification kit, retail fuel prover, and tape measure.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (WinWam).

#### **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.).

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including customer complaint forms, timesheets, calibration reports, inspection reports, price verification reports, package checking reports, mileage reports; correspondence, and other reports and records.
- 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, , 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 regulations, 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 or supervising inspections.
- Work may involve exposure to temperature and weather extremes, fumes, odors, dust, ~~smoke~~, machinery, traffic hazards, 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.*

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2024-0007

Sponsored by: <b>Councilmember Simon</b>	<b>An Ordinance</b> amending 804.01(C) of the Cuyahoga County Code to modify the scholarship provisions of Component Two of the Educational Assistance Program; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 3.09(11) of the Charter of Cuyahoga County vests the Council with power “[t]o establish and provide for the administration of a program to provide scholarships, loans, grants and other forms of financial assistance for residents of the County that will enable them to participate in post-secondary education, including vocational education and job training and retraining... and for the conditions for eligibility for participation in the program by individuals and educational institutions; and

WHEREAS, in 2012 the Council established the Educational Assistance Fund as now codified in Chapter 710 of the Cuyahoga County Code, and Educational Assistance Programs as now codified in Chapter 804 of the Cuyahoga County Code; and

WHEREAS, Section 804.01(C) of the Cuyahoga County Code governs Component Two of the Educational Assistance Program for Post-Secondary College or University Scholarship Program; and which further designates College Now Greater Cleveland as program administrator; and

WHEREAS, Section 804.01(C)(2) of the Cuyahoga County Code caps the individual one year renewable scholarship for eligible students to an initial maximum of \$1,750.00; and

WHEREAS, on May 22, 2024, representatives from College Now Greater Cleveland appeared before the Council’s Education, Environment & Sustainability Committee and requested that the maximum individual one year renewable scholarship be increased to \$2,000 per student beginning in 2024; and

WHEREAS, the Council now desires to raise the maximum individual one year renewable scholarship to \$2,000 per student beginning in 2024 and to provide this maximum may be increased via Resolution of Council in future years; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical service 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.** 804.01(C) of the Cuyahoga County Code is hereby amended to read as follows (additions are underlined, deletions are stricken):

C. Component Two – Post-Secondary College or University Scholarship Program

1. Component Two of the Cuyahoga County Educational Assistance Program provides financial assistance for Cuyahoga County residents seeking a postsecondary college or university degree at institutions located within the State of Ohio.

2. Individual one (1) year renewable scholarships will be awarded up to ~~an initial maximum of \$1,750.00~~ **a maximum of \$2,000.00 or other maximum amount specified for a particular student cohort by Council Resolution**. If allocated and awarded funds are unexpended due to the ineligibility of a scholarship recipient, the administrator of the Program may use such funds to supplement the next amount of budgeted funds annually designated by County Council for Component Two.

3. The County Council shall annually designate an amount of the budgeted funds for Component Two.

4. Initial Eligibility. Cuyahoga County residents who satisfy all of the following criteria are eligible for Component One scholarships:

- a. They are a graduating high school senior attending one of the high schools served by College Now; and
- b. They have not otherwise been awarded College Now funding; and
- c. They complete the College Now scholarship application; and
- d. They plan to attend a two or four-year college or university; and
- e. They have a GPA of at least 2.5; and

- f. They achieve either a score of 18 or higher on the ACT, or a score of 860 or higher on the critical reading and math test of the SAT; and
- g. They meet College Now's income criteria (Pell eligibility).

5. Eligibility for Scholarship Renewal. The Program administrator shall determine when scholarships are eligible for renewal.

6. The Program will be administered by College Now Greater Cleveland, a nonprofit organization providing comprehensive college-access services. The County shall determine annually the administrative fee for program administration. The Program administrator has all of the following responsibilities:

- a. Select scholarship recipients based on the criteria provided in this section; and
- b. Verify continuing eligibility as scholarship recipients progress through their degree program; and
- c. Administer all award payments with postsecondary education institutions; and
- d. Provide all retention services, including mentoring, for all scholarship recipients; and
- e. Report to the Cuyahoga County Council on an annual basis on 1) the number and monetary amount of scholarships awarded, 2) the geographic distribution of the awardees (city of residence and high school attended), 3) a list of postsecondary institutions attended by the scholarship recipients, 4) retention and graduation rates of scholarship recipients, and 5) any highlights or problems of which the Council should be aware.

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

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the

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

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

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

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2024-0006

Sponsored by: <b>Council President Jones on behalf of the Cuyahoga County Land Reutilization Corporation</b>	<b>An Ordinance</b> amending Section 704.01 of the Cuyahoga County Code to extend the Additional Delinquent Tax and Assessment Collection (DTAC) Fee from December 31, 2025, to December 31, 2030.
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WHEREAS, pursuant to paragraph (B) of Section 321.261 of the Ohio Revised Code, County Council may designate an additional five percent (5%) deduction from all collections of delinquent real property, personal property and manufactured and mobile home taxes and assessments (the "Additional DTAC Fee") to be deposited in the delinquent tax and assessment collection fund (the "DTAC Fund") and appropriated for the use of a county land reutilization corporation, including the Cuyahoga County Land Reutilization Corporation (the "Corporation"); and

WHEREAS, pursuant to Ordinance Nos. O2011-0041, O2012-0022, O2013-0019, and O2018-0012, Council enacted the Additional DTAC Fee commencing on November 10, 2011 through December 31, 2019, subject to the limitations provided therein and as currently codified in Chapter 704 of the Cuyahoga County Code; and

WHEREAS, On February 26, 2019, the Council enacted Ordinance No. O2019-0001 to extend the Additional DTAC Fee to continue through December 31, 2025, in conjunction with the establishment of the Cuyahoga County Housing Program; and

WHEREAS, this Council finds that extending the designation of the Additional DTAC Fee through December 31, 2030, subject to the limitation provided for in Chapter 704 of the Cuyahoga County Code, to provide a portion of the Corporation's Annual Base Funding, is in the best interests of the County and is necessary for the Corporation to continue to achieve its mission and public purposes of, among others, alleviating blight of vacant, abandoned and foreclosed properties within the County.

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

**SECTION 1.** 704.01 of the Cuyahoga County Code is hereby amended to read as follows (additions are underlined, deletions are stricken):

**Section 704.01 Additional DTAC Fee**

Pursuant to and in accordance with Section 321.261(B) of the Ohio Revised Code and subject to the other provisions of this Chapter, this Council hereby designates the Additional DTAC Fee in the annual amount of five percent (5%) to be applied on all collections of delinquent real property, personal property and manufactured and mobile home taxes and assessments solely for the use of the Corporation as part of its annual base funding, commencing on January 1, 2014 and continuing through December 31, 2030~~2025~~.

**SECTION 2.** It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 28, 2024  
Committee(s) Assigned: Community Development

Journal \_\_\_\_\_

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0229

Sponsored by: <b>County Executive Ronayne/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> amending the 2024/2025 Biennial Operating Budget for 2024 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, amending Resolution No. R2024-0181 dated 5/14/2024; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 5, 2023, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2024/2025 (Resolution No. R2023-0285) establishing the 2024/2025 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2024 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 2024/2025 Biennial Operating Budget for 2024 be amended to provide for the following additional appropriation increases and decreases:

**Fund Nos./Budget Accounts**

**Journal Nos.**

A. 2285 – Other Judicial	<b>BA2413356</b>
CP285185 – CCA 408 JAIL/MISDEMEANANT	
Other Expenses	\$ (18,000.00)

The Court of Common Pleas is requesting an appropriation decrease of \$18,000.00 to close out the SFY 2010-12 Community Corrections Act Jail Case Management Grant. The original grant was \$251,515.00, of which \$233,515.00, or 93%, was spent. The award was funded by the Ohio Department of Rehabilitation and Correction. There is no cash match required.

B. 2285 – Other Judicial	<b>BA2413359</b>
LL285100 – Law Library Board	
Other Expenses	\$ 3,168.11

The Law Library is requesting an appropriation increase of \$3,168.11 for the Optional Technology Grant to purchase phones, cables, webcams, software, headphones and annual memberships from May 10, 2024 through December 31, 2024. This is a new grant approved by the Board of Control via CON2024-42 on April 29, 2024. The funding source is the Statewide Consortium of County Law Library Resources Boards. There is no cash match required.

C. 1100 – General Fund	<b>BA2413361</b>
FS100400 – Municipal Courts	
Other Expenses	\$ 1,700,000.00

The Office of Budget and Management, on behalf of the Municipal Courts, is requesting an appropriation increase of \$1,700,000 for assigned counsel fees expected to post through December 31, 2024. The Assigned Counsel Fee Schedule was increased in 2022 but this increase was not reflected in the Municipal Courts 2024 budget. The Ohio Public Defender’s Office currently reimburses these costs at 85%. The funding source is the General Fund.

D. 1100 – General Fund	<b>BA2415021</b>
IA100100 – Internal Audit	
Other Expenses	\$ 5,000.00

The Department of Internal Audit is requesting an appropriation increase of \$5,000 to cover staff memberships, training and licenses through December 31, 2024. The funding source is the General Fund.

E.	1100 – General Fund		<b>BA2418180</b>
	BE100125 – Electronic Voting Consultation		
	Other Expenses	\$	121,996.00

The Cuyahoga County Board of Elections is requesting an appropriation increase of \$121,996 for the purchase of network MiFi's to work in conjunction with the purchase of the new Electronic Pollbooks. The funding source is the General Fund.

F.	1100 – General Fund		<b>BA2418181</b>
	BE100125 – Electronic Voting Consultation		
	Other Expenses	\$	75,000.00

The Cuyahoga County Board of Elections is requesting an appropriation increase of \$75,000 to procure hardware and software to comply with new Department of Homeland Security and Ohio Secretary of State elections cybersecurity directives. The funding source is the General Fund.

G.	1100 – General Fund		<b>BA2418182</b>
	BE100115 – General Election		
	Other Expenses	\$	100,000.00

The Cuyahoga County Board of Elections is requesting an appropriation increase of \$100,000 for payment for additional parking, shelter tents, signage, a backup generator, etc. to assist during the transition period to new permanent office space. The funding source is the General Fund.

H.	2275 – Other Community Development		<b>BA2418183</b>
	EX275105 – Sustainability Grants		
	Personal Services	\$	250,000.00

The Department of Sustainability requests an appropriation increase of \$250,000 to establish the Fresh Water Institute Staff Support grant. Funds will be used for the Fresh Water Institute Manager position during the period of May 1, 2024 through April, 30, 2026. This new grant was approved by the Board of Control via CON2024-54 on May 28, 2024. The funding source is the Cleveland Foundation. There is no cash match required.

I.	2305 – Real Estate Assessment		<b>BA2418184</b>
	BR305100 – Board of Revision BR		
	Other Expenses	\$	68,747.00

The Board of Revisions is requesting an appropriation increase of \$68,747 to cover space maintenance charges through December 31, 2024. The

funding source is the Real Estate Assessment Fund. The current cash balance is \$35,343,043.34. Revenues are generated from real estate tax collections.

**SECTION 2.** That the 2024/2025 Biennial Operating Budget for 2024 be amended to provide for the following appropriation transfers:

<b><u>Fund Nos./Budget Accounts</u></b>	<b><u>Journal Nos.</u></b>
A. FROM:1100 – General Fund	<b>BA2413360</b>
DR100105 – Bureau of Support	
Personal Services	\$ 197,500.00
TO: 1100 – General Fund	
DR100105 – Bureau of Support	
Other Expenses	\$ 197,500.00

The Department of Domestic Relations is requesting an appropriation transfer of \$197,500 to realign the budget to cover contractual services for work being completed at the courthouse through December 31, 2024. The funding source is the General Fund.

B. FROM:6765 – Health Insurance	<b>BA2415022</b>
HR765120 – Wellness Benefits	
Other Expenses	\$ 615,000.00
TO: 6765 – Health Insurance	
HR765120 – Wellness Benefits	
Personal Services	\$ 615,000.00

The Department of Human Resources is requesting an appropriation transfer of \$615,000 for the 2023 Wellness Program Incentive that was paid to participating employees in the first quarter of 2024. The Funding source is the Health Insurance Internal Service Fund.

**SECTION 3.** That the 2024/2025 Biennial Operating Budget for 2024 be amended to provide for the following cash transfers between County funds:

<b><u>Fund Nos./Budget Accounts</u></b>	<b><u>Journal Nos.</u></b>
N/A	

**SECTION 4.** That items approved in Resolution No. R2024-0181 dated May 14, 2024 be rescinded as follows to reconcile appropriations for the year 2024 in the County's financial system:

**Resolution No. R2024-0181 dated 05/14/2024:**

**Original Items to be Rescinded – Section 3**

A. FROM: 2280 – Other Health and Safety	<b>CT2410136</b>
PJ280165 – Public Safe Health & Safe Grant	
Trans Out – Transfer Out	\$ 518,093.10
TO: 2280 – Other Health and Safety	
PJ280105 – Wireless 9-1-1 Gov Assist	
Trans In – Transfer In	\$ 518,093.10

The Department of Public Safety and Justice Services requests a cash transfer of \$518,093.10 from CECOMS Emergency Communication Center to Wireless 9-1-1. When received, this item was posted to the incorrect accounting unit. The funding source is the State of Ohio 9-1-1 Fund.

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

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

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

Yeas:

Nays:

_____	_____
County Council President	Date

_____	_____
County Executive	Date

_____	_____
Clerk of Council	Date

Journal CC  
June 18, 2024



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: June 11, 2024

Re: Fiscal Agenda – 6/18/2024 - Proposed

cc: Katherine Gallagher, Chief of Operations & Community Innovation; Michael Chambers, Fiscal Office; Shawntaye McCurdy, David Razum, Deputy Chief of Communications & Strategy

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 **June 18, 2024**. The requested fiscal items are necessary to reconcile the originally adopted 2024 Budget. Items of note on this agenda include:

- Request to provide appropriation increases/decreases
- Request to provide appropriation transfers

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

Department	Amount Requested	Item	Funding Source	Purpose
Common Pleas	\$(18,000.00)	A	Grant – No General/HHS Levy Fund Impact	Appropriation Decrease
Law Library	\$3,168.11	B	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Office of Budget and Management	\$1,700,000.00	C	General Fund	Appropriation Increase
Internal Audit	\$5,000.00	D	General Fund	Appropriation Increase
Board of Elections	\$121,996.00	E	General Fund	Appropriation Increase
Board of Elections	\$75,000.00	F	General Fund	Appropriation Increase
Board of Elections	\$100,000.00	G	General Fund	Appropriation

				Increase
Executive	\$250,000.00	H	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Board of Revision	\$68,747.00	I	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase

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

Department	Amount Requested	Item	Funding Source	Purpose
Domestic Relations	\$197,500.00	A	General Fund	Appropriation Transfer
Human Resources	\$615,000.00	B	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Transfer

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0230

Sponsored by: <b>County Executive Ronayne/Departments of Law, Public Works and Human Resources</b>	<b>A Resolution</b> approving a Collective Bargaining Agreement between Cuyahoga County and The International Union of Operating Engineers, Local 18-S, representing approximately 18 employees in 5 classifications from the Cuyahoga County Department of Public Works for the period 5/1/2024 – 4/30/2027; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Department of Law has been engaged in negotiations with the Local 18-S Union in an effort to negotiate a successor collective bargaining agreement (“CBA”) that includes approximately 18 employees in 5 classifications from the Cuyahoga County Department of Public Works; and,

WHEREAS, the parties have met on multiple occasions in a consolidated effort to negotiate new terms and have reached a tentative agreement on a single successor collective bargaining agreement; and,

WHEREAS, as of June 11, 2024, the members of the bargaining unit met and voted to ratify the proposed successor collective bargaining agreement in full; 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 thirty 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 days after the public employer submits the agreement; and,

WHEREAS, the Department of Law and the County Executive, and the Department of Public Works are recommending that Council approve the proposed Collective Bargaining Agreement for the period 5/1/2024 – 4/30/2027; and,

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

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

**SECTION 1.** The Cuyahoga County Council hereby approves the Collective Bargaining Agreement between Cuyahoga County and The International Union of Operating Engineers, Local 18-S, representing approximately 18 employees in 5 classifications from the Cuyahoga County Department of Public Works for the period 5/1/2024 – 4/30/2027, and authorizes the County Executive to execute all documents consistent with this Resolution.

**SECTION 2.** Funds necessary to implement the CBA between the County and The International Union of Operating Engineers, Local 18-S shall be budgeted and appropriated.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

Journal CC054  
June 18, 2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0231

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Linda Johanek to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2027; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Ohio Revised Code Chapter 340 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and

**WHEREAS**, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

**WHEREAS**, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

**WHEREAS**, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-year term; and

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

**WHEREAS**, the County Executive has nominated Linda Johanek (replacing Michelle Curry) to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2027.

**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 Linda Johanek (replacing Michelle Curry) to serve on the Alcohol, Drug Addiction and Mental Health Services Board for an unexpired term ending 6/30/2027.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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\_\_



Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

June 10, 2024

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

Re: Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board

Dear President Jones:

I am pleased to nominate the following individual for appointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board:

- **Linda Johanek**, Unexpired term ending 6/30/2027
  - Replacing Michelle Curry (Resigned 5/11/2024)
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on no boards or commissions

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services. The ADAMHS Board's mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

An advisory opinion regarding a conflict of interest was requested from the ADAMHS legal team. The ruling is attached. The nominee's resumes are attached for your review. There are 23 candidates on file for this position. Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne  
County Executive

# LINDA JOHANEK

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## Profile

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- + Results-oriented executive with a strong commitment to social impact and proven ability to analyze an organization's critical business requirements, identify deficiencies, and develop innovative and cost-effective solutions to increase revenue and improve program quality.
- + Inclusive, effective leader of a multifunctional, multicultural team of 70 professionals, who uses a team-building, participatory style that fosters a positive environment that is strength-based, and includes feedback, accountability, and celebration.
- + Proven master relationship-builder, community engager, and multi-disciplinary collaborator who has worked at local, national, and international levels. Experienced in creating trauma-informed, equitable, programs and adapting national models to provide more effective services.
- + Experienced Director of residential, community-based, and clinical programs; and a demonstrated success in unifying board/team members with a focus on culture when leading a complex nonprofit merger.

## Skills

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Executive Leadership	Community Engagement	Fundraising & Finance
Advocacy/Systems Change	Training & Facilitation	Media/Public Relations
Cross-sector Collaboration	Team Development	Crisis Intervention

## Experience

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### **LDJ Consulting, Cleveland, OH • 2024 - Present**

**Owner:** Partner with nonprofits as a consultant with deep experience and a proven track record of driving organizational growth and impact through strategic planning, fundraising, program development, and board effectiveness. Skilled in collaborating with diverse stakeholders to identify opportunities, overcome challenges, and achieve sustainable results that advance mission-driven objectives.

### **Morino Ventures, Cleveland, OH • 2017 – 2024**

**Senior Director:** Engage funders, nonprofit leaders, and consultants who are a part of the Leap Ambassadors Community of 350+ global visionaries and changemakers in 9 countries. Help nonprofits become more effective, mission-aligned, fiscally responsible organizations. We aim to impact social-sector leaders nationally and internationally by helping them become high performing organizations for the long term. Facilitate online dialogue, write, curate, publish and provide resources to leaders. Oversee virtual and in-person presentations, gatherings, conferences, and regional meetings.

**Domestic Violence & Child Advocacy Center, Cleveland, OH • 1995 – 2017**

**Chief Executive Officer (2008-2017):** Led implementation of policies and strategic plan set with the Board of Directors. Oversaw children and family programs, partnering with 20 sites to provide services to 25,000 children and adults annually. Communicated mission and vision, engaged community stakeholders, advocated for best practices, policy, and protocol enabling systems change work. Expanded to a national model for a safe, supervised visitation center for children. Initiated a new collaborative county-wide model for child abuse treatment and protocol, developed the strategy, implemented the plan, obtained funding, and ultimately resulted in a thriving Child Advocacy Center helping children and their families. Led nonprofit merger with a new mission, expanded vision and elevated visibility to better serve children and families.

**Development Director (2003-2008):** Led all development activities including individual and corporate donor engagement, grant writing, appeal letters, fundraising activities, event planning, public relations, volunteer program, public speaking, and spearheaded a capital campaign.

**Therapist, Group Facilitator (1998-2002):** Provided individual assessments and therapeutic sessions for domestic violence victims and offenders. Made recommendations to courts.

**Cleveland State University, Cleveland, OH • 2001 – 2003**

**Faculty Liaison:** Oversaw undergraduate/graduate students in their social work internships. Acted as liaison to faculty, including problem-solving and troubleshooting between the student, placement agency, and the university. Assisted with learning contracts, participated in the final evaluation and grade assignment.

## Education

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Master's of Science in Social Administration, Case Western Reserve University, Cleveland, OH  
BA, Social Work, Cleveland State University, Cleveland, OH

## Supplemental Information

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- [Publications](#)
- [In the Press](#)
- [Boards / Volunteers / Activities](#)

## **Chapter 114: Appointment and Confirmation**

### **Section 114.01: Submission of Appointments to County Council**

- 1.** The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1** A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

**N/A**

- 1.2** A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

**Please see attached**

- 1.3** A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

**Professional licenses are not required for this position under County Charter or state law.**

- 2.** A letter from the appointing authority providing the following information:

- 2.1** The title of the board, agency, commission, or authority to which the candidate is being appointed;

**Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board**

- 2.2** Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

**N/A**

- 2.3** The specific term of office during which the candidate would serve;

**Unexpired term ending 6/30/2027**

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

**New Appointment**

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

**Michelle Curry**

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

**N/A**

- 2.7** A cumulative list of individuals who applied for the position;

**Amy K. Kuntz  
Bishara W. Addison  
Matthew Carroll  
Ebony Spano  
Kara Tatum- Johnson  
Dana Corraini  
Carol Beck  
Brenda Stoller  
Demar Sheffey  
Jasmin Santana  
Stuart C. Van Wagenen  
Sharisse Edwards  
Erskine E. Cade  
Rev. Benjamin F. Gohlstin, Sr.  
Delaney Jones  
Kathryn Parks  
Madeline Corchado  
Molly Wimbiscus  
Rebekah Dorman  
Ebony Spano  
Ashley King**

**John Oliver**  
**Michelle Curry**

**2.8** The candidate's city and county of residence;

**Cleveland, Cuyahoga County**

**2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**The candidate does not serve on any boards or commissions.**

**2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

**An ethics opinion was requested from the ADAMHS Board staff. It was ruled that Linda JohaneK does not have a conflict that would preclude her from serving. She is not an employee or a board member of one of her providers, per ORC 340.02(C). For other conflicts, such as where one of the ADAMHS providers would be her clients, she will abstain from the vote.**

**2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

**There is no compensation for this position.**

**2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

## **Section 114.02: Notice of Interim Appointments**

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0232

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Matthew Carroll to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2024 – 6/30/2028; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Ohio Revised Code Chapter 340 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and

**WHEREAS**, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

**WHEREAS**, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

**WHEREAS**, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-year term; and

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

**WHEREAS**, the County Executive has nominated Matthew Carroll (replacing Basheer Jones) to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2024 – 6/30/2028.

**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 Matthew Carroll (replacing Basheer Jones) to serve on the Alcohol, Drug Addiction and Mental Health Services Board for the term 7/1/2024 – 6/30/2028.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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\_\_



Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

June 10, 2024

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

Re: Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board

Dear President Jones:

I am pleased to nominate the following individual for appointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board:

- **Matt Carroll**, 4-year term, 7/1/2024 – 6/30/2028
  - Replacing Basheer Jones, resigned 4/4/2023 (term ends 6/30/2024)
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: Group Plan Commission, Global Cleveland, Say Yes to Education Operating Committee, Workforce Funders Group

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services. The ADAMHS Board's mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

An Advisory Opinion regarding a conflict of interest was requested from the Cuyahoga County Law Department. The ruling is attached. The nominee's resumes are attached for your review. There are 23 candidates on file for this position. Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne  
County Executive

**Matthew P. Carroll**



**WORK EXPERIENCE**

**Cuyahoga County**

<b>Chief of Staff to the County Executive</b>	<b>2011-2014</b>
<b>Interim Director of Health and Human Services</b>	<b>2015-2016</b>
<b>Chief Economic Growth and Opportunity Officer</b>	<b>2016-2022</b>
<b>Office of the Executive</b>	<b>2023-2024</b>
<b>Department of Health and Human Services</b>	<b>2024-present</b>

The Cuyahoga County Executive administers a \$1.5 billion budget and manages over 4,500 employees, including human services, economic development, county justice operations and regional government initiatives; as Chief Economic Growth and Opportunity Officer, had direct supervisory responsibility for the departments of Economic Development, Human Services, Public Works and Sustainability; appointee to the Say Yes to Education Operating Committee, County Budget Commission, Workforce Funders Group, Global Cleveland.

<b>Cleveland State University</b>	<b>2017 - 2021</b>
<b>Instructor, Levin College of Urban Affairs</b>	

Taught “Distressed People, Distressed Places,” a course about poverty in Cleveland and in the United States, to graduate and undergraduate students.

<b>Department of Public Health, City of Cleveland</b>	<b>2002 - 2010</b>
<b>Director</b>	

Directed 180 employee department, including divisions of Health, Environment, Air Quality, with a budget of \$21 million. Department was responsible for all City of Cleveland public health initiatives, including air pollution control, food safety and other inspection services and childhood lead prevention; department operated three neighborhood health centers; grant programs included health promotion, infant mortality reduction, HIV/AIDS prevention, cardiovascular health and substance abuse treatment; appointed Adjunct Assistant Professor at CWRU School of Medicine.

<b>Department of Health &amp; Nutrition, Cuyahoga County</b>	<b>1998 - 2002</b>
<b>Manager, Administrative Operations</b>	

Managed Administrative Operations division of 150 employees, which included budget administration (\$50 million departmental budget), fiscal operations, performance measurement, human resources, fraud investigations and customer service operations; served as Acting Director in absence of Director.

**ParkWorks, Inc.**  
**Deputy Director**

**1994 - 1998**

Project manager of 40,000 street tree planting in contract with the City of Cleveland; wrote grant and managed program for Lila Wallace urban parks project; designed and implemented City of Cleveland vacant lot maintenance program; responsible for green space maintenance operations, supervising 10 employees.

**Department of Law, City of Cleveland**  
**Assistant Director of Law**

**1993 - 1994**

Attorney in Labor and Employment section; represented the city in employment litigation, including trials, arbitrations, civil service hearings, and charges of discrimination; advised departments on human resources and labor related questions; Chairperson of OSHA task force.

**Fingerhut for Congress**  
**Director of Field and Administration**

**1992 - 1993**

Responsible for all field, volunteer and administrative functions of this successful campaign for Congress; coordinated literature distribution, event coverage and volunteer assignment; maintained fund database.

**Baker & Hostetler**  
**Associate**

**1989 - 1992**

Attorney practicing in the labor and litigation areas; represented clients in depositions, arbitrations; performed legal research and wrote briefs, arbitrations and memoranda on a variety of legal topics; appointed as firm Loaned Executive to United Way, 1989.

**EDUCATION**

**Brown University**

**B.A., 1986**

Student Government President and Vice-President; Chairperson, Faculty-Student Committee on South African Divestment; Color Guard for 1986 Commencement (one of two students selected); Joslin Award winner for service to the Brown community; Resident Counselor and Head Counselor.

**Georgetown University Law Center**

**J.D., 1989**

Member of National Moot Court team and Constitutional Law team; Law Fellow – legal writing section instructor for first-year students; Criminal Justice Clinic participant – student attorney representing indigent criminal defendants in D.C. Superior Court, 1988-89.

## **PAST COMMUNITY ACTIVITIES**

<b>Hunger Network of Greater Cleveland</b> Board President (1995-2001)	<b>1989 - 2002</b>
<b>Brown University Alumni Schools Committee</b> Regional Director (2001-2004)	<b>1989 - present</b>
<b>Merrick House</b> Board President (2000-2002)	<b>1998 - 2002</b>
<b>Neighborhood Centers Association</b> Executive Committee Member (2000-2002)	<b>1999 - 2002</b>
<b>Project: LEARN</b> Tutor (1990-1992); Board Member (1991-1997)	<b>1990 - 1997</b>
<b>Ohio City Near West Development Corporation</b> Board Member and Treasurer	<b>1992 - 1995</b>
<b>Northeast Ohio Coalition for the Homeless</b> Board Member and Treasurer	<b>1989 - 1992</b>

Matt Carroll works in the Director's office of the Cuyahoga County Department of Health and Human Services. Carroll serves on the boards of the Group Plan Commission, the Say Yes to Education Operating Committee, Global Cleveland, and the County Budget Commission. Carroll previously served as Chief of Staff under County Executive Edward FitzGerald and as Chief Economic Growth and Opportunity Officer under County Executive Armond Budish.

From 2002 to 2010, Matt was Director of the Cleveland Department of Public Health and before that was a senior manager at the Cuyahoga County Department of Human Services, with Cuyahoga Health and Nutrition. He began his career as an Associate at Baker and Hostetler and also served in the Cleveland Law Department and at the non-profit organization, ParkWorks (now LAND studio). Matt is a graduate of Brown University and Georgetown University Law Center.

## Chapter 114: Appointment and Confirmation

### Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

**N/A**

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

**Please see attached**

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

**Professional licenses are not required for this position under County Charter or state law.**

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

**Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board**

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

**Matt Carroll will fill the following ORC requirement:**

**At least one Director shall fill each of the following categories per ORC §340.02.**

**At least one person who is a parent or other relative of a person who has received or is receiving mental health services;**

**2.3** The specific term of office during which the candidate would serve;

**7/1/2024 – 6/30/2028**

**2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

**New Appointment**

**2.5** For a new appointment: the name of the individual who the candidate would replace;

**Basheer Jones**

**2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

**N/A**

**2.7** A cumulative list of individuals who applied for the position;

**Amy K. Kuntz  
Bishara W. Addison  
Matthew Carroll  
Ebony Spano  
Kara Tatum- Johnson  
Dana Corraini  
Carol Beck  
Brenda Stoller  
Demar Sheffey  
Jasmin Santana  
Stuart C. Van Wagenen  
Sharisse Edwards  
Erskine E. Cade  
Rev. Benjamin F. Gohlstin, Sr.  
Delaney Jones**

**Kathryn Parks  
Madeline Corchado  
Molly Wimbiscus  
Rebekah Dorman  
Ebony Spano  
Ashley King  
John Oliver  
Michelle Curry**

- 2.8** The candidate's city and county of residence;

**Cleveland, Cuyahoga County**

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**Group Plan Commission, Global Cleveland, Say Yes to Education Operating Committee, Workforce Funders Group**

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

**We requested an opinion from the Cuyahoga County Law Department. Greg Huth ruled that as Matt Carroll is not involved in any of the decision-making regarding County funding of the ADAMHS Board, his appointment is not a conflict. Matt Carroll will recuse from any discussion of any County-related issue.**

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

**There is no compensation for this position.**

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

## **Section 114.02: Notice of Interim Appointments**

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0233

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Deborah A. Abbott to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2023 – 11/30/2027; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the Cuyahoga County Archives Advisory Commission is authorized under Cuyahoga County Code Section 206.11 to, among other things, “promote the identification and preservation of Cuyahoga County historical records by identifying the necessary resources and raising the visibility of the Archives;” and

**WHEREAS**, Cuyahoga County Code Section 206.11(C)(2) states that the Archives Advisory Commission shall consist of nine members, including five appointed electors of the County and four ex-officio members; and

**WHEREAS**, Cuyahoga County Code Section 206.11(E)(1) states that Archives Advisory Commission members shall serve four-year terms; and

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

**WHEREAS**, the County Executive has nominated Deborah A. Abbott to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2023 – 11/30/2027.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Deborah A. Abbott to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2023 – 11/30/2027.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5) provided that this resolution receives the affirmative vote of a majority of 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\_\_



Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

June 10, 2024

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

Re: Cuyahoga County Archives Advisory Commission

Dear President Jones:

Pursuant to Cuyahoga County Ordinance No. 0214-0028, Cuyahoga County has established an Archives Advisory Commission. This nine (9) member board promotes the identification and preservation of historical records and ensures access by Cuyahoga County and the general public. I am pleased to nominate the following individuals for re-appointment to the Cuyahoga County Archives Advisory Commission:

- **Deborah A. Abbott**, 4-year term, 12/01/2023 – 11/30/2027
- **Kieth A. Peppers**, 4-year term, 12/01/2023 – 11/30/2027

Attached you will find copies of the nominees' bio/resume for your review. The members of this board are not compensated and serve 4-year terms. There are zero other candidate on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne  
County Executive

## Biography

### Deborah A. Abbott, Ph.D.



Deborah A. Abbott, Ph.D. is a professional genealogist, specializing in African American research, manuscript collections and genealogy methodology. She serves as a Trustee on the Board of the Ohio Genealogical Society (OGS); a member of the Cuyahoga County Archives Advisory Board in Cleveland; and a member of the Board of Directors for the Federation of Genealogical Societies (FGS). She is an associate with the Kentucky-Tennessee Associates based in Springfield, TN; past president of the African American Genealogical Society, Cleveland, OH; and a retired professor of Counseling from Cuyahoga Community College in Cleveland. She holds both the BS and M.Ed. degrees from Tuskegee University in Alabama and the PhD degree from Kent State University in Ohio.

Dr. Abbott is an instructor as well as the Coordinator of the African American track at IGHR in Athens, Georgia. She is an instructor at SLIG in Salt Lake City, Utah; and the African American Genealogy Colloquium at Alabama State University in Montgomery, Alabama. She presents lectures and workshops at a variety of national, state, and local genealogy conferences across the country, as well as colleges, businesses & libraries. She has had articles published in the *Ohio Genealogy News* and *Family Tree Magazines*. Dr. Abbott can also be seen teaching African American research entitled “*Needles & Threads*” on *Ancestry Academy*, an educational website video course for Ancestry.com. .

Dr. Abbott is a member of National Genealogical Society (NGS), the Association of Professional Genealogist (APG), the Genealogical Speakers Guild (GSG), and a life member of the Fred Hart Williams Genealogical Society, Detroit, MI, as well as other state and local genealogical societies. She teaches monthly classes entitled “*Using Ancestry.com in Genealogy Research*” at the Lakewood (Ohio) Public Library and coordinates the “*Genealogy and Family History Clinic*” for the Cleveland Public Library.

A Cleveland native, she is a life member of Alpha Kappa Alpha Sorority, Inc., the Tuskegee University National Alumni Association, and Antioch Baptist Church in Cleveland.

## Chapter 114: Appointment and Confirmation

### Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

**N/A**

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

**Please see attached**

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

**Professional licenses are not required for this position under County Charter or state law.**

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

**Archives Advisory Commission**

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

**No statutory or other qualifications required.**

- 2.3 The specific term of office during which the candidate would serve;

**12/01/2023 – 11/30/2027**

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

**Reappointment**

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

**N/A**

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

**N/A**

- 2.7** A cumulative list of individuals who applied for the position;

**There are no other applications on file.**

- 2.8** The candidate's city and county of residence;

**Cleveland, Cuyahoga County**

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**Lakeview Cemetery Outreach Commission**

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

**No opinion was requested.**

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

**There is no compensation for this position.**

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

### **Section 114.02: Notice of Interim Appointments**

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0234

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Kieth A. Peppers to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2023 – 11/30/2027; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the Cuyahoga County Archives Advisory Commission is authorized under Cuyahoga County Code Section 206.11 to, among other things, “promote the identification and preservation of Cuyahoga County historical records by identifying the necessary resources and raising the visibility of the Archives;” and

**WHEREAS**, Cuyahoga County Code Section 206.11(C)(2) states that the Archives Advisory Commission shall consist of nine members, including five appointed electors of the County and four ex-officio members; and

**WHEREAS**, Cuyahoga County Code Section 206.11(E)(1) states that Archives Advisory Commission members shall serve four-year terms; and

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

**WHEREAS**, the County Executive has nominated Kieth A. Peppers to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2023 – 11/30/2027.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Kieth A. Peppers to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2023 – 11/30/2027.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5) provided that this resolution receives the affirmative vote of a majority of 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\_\_



Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

June 10, 2024

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

Re: Cuyahoga County Archives Advisory Commission

Dear President Jones:

Pursuant to Cuyahoga County Ordinance No. 0214-0028, Cuyahoga County has established an Archives Advisory Commission. This nine (9) member board promotes the identification and preservation of historical records and ensures access by Cuyahoga County and the general public. I am pleased to nominate the following individuals for re-appointment to the Cuyahoga County Archives Advisory Commission:

- **Deborah A. Abbott**, 4-year term, 12/01/2023 – 11/30/2027
- **Kieth A. Peppers**, 4-year term, 12/01/2023 – 11/30/2027

Attached you will find copies of the nominees' bio/resume for your review. The members of this board are not compensated and serve 4-year terms. There are zero other candidate on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne  
County Executive

<p><b>Education</b></p>	<p><b>Cleveland State University</b> Master of Art in History, specializing in Museum Studies, August 2010. Bachelor of Art in History, Summa Cum Laude, May 2009. <b>Library Juice Academy</b> Certificate in Digital Curation, February 2024</p>
<p><b>Courses Taught</b></p>	<p><b>Introduction to Public History (PBH 100)</b> This introductory course emphasizes the production, promotion, and preservation of history for the masses, providing an overview of archival management, museum studies, special collections, oral history, and others.</p> <p><b>Introduction to Archives and Museums (PBH 200X)</b> The course familiarizes students with standard terminology, best practices, and current events in these fields.</p> <p><b>Community Research and Oral History (PBH 300)</b> The course introduces students to local history, an area of study that emphasizes the community and its contributions in a broader context, as well as the theory, literature, and practice of oral history.</p> <p><b>Public History Practicum (PBH 470X)</b> The internship requires students to work for a museum, historical society, library, archive, or other public history organization, garnering hands-on experiential learning and career development.</p> <p><b>Geocaching (HIS 260X)</b> Combining history, technology, and the great outdoors, the course will provide students with a fun opportunity to learn about geocaching and how it can be used to engage with history where it happened.</p> <p><b>Topics in History: Cleveland Torso Murders (HIS 360X)</b> Students are immersed in the infamous murders through field trips to various institutions associated with public history, including archives, museums, special collections, and other relevant sites.</p>
<p><b>Presentations</b></p>	<p><b>"Putting your History Degree to Work" (February 2018)</b> Phi Alpha Theta, Baldwin Wallace Chapter</p> <p><b>"Collaboration Connection: Recipe for Success" (January 2018)</b> NEO-RLS Academic Library Directors Network Group</p> <p><b>"Collaborative Connections: Selection – Funding – Implementation" (August 2017)</b> Ohio Private Academic Libraries Annual Conference</p> <p><b>"Using Your Resources to Spur Collaboration" (August 2017)</b> Ohio Private Academic Libraries Annual Conference</p> <p><b>"Discover-Explore-Connect: Teaching with Primary Sources in the Sciences" (May 2017)</b> Society of Ohio Archivists</p>
<p><b>Publications</b></p>	<p>Peppers, Kieth A., and Wendy Wasman. "Collaborative Connections Among Cultural Compatriots." <i>Ohio Archivist</i>, Spring 2018, 12-15. Spring 2018.</p> <p>Peppers, Kieth A., and Thomas Kubat. <i>Three Communities One Heritage</i>. Cleveland, Ohio: Gray and, 2017.</p> <p>Morris, Jacqueline K., Kieth A. Peppers, and G. Andrew Mickley. "Intentional Excellence in the Baldwin Wallace University Neuroscience Program." <i>Journal of Undergraduate Neuroscience Education</i> 13, no. 3 (Summer 2015): A146-149. Accessed October 4, 2018. <a href="https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4521730/">https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4521730/</a>.</p>

<u>Professional Affiliations</u>	<ul style="list-style-type: none"> <li>▪ Cleveland Archival Roundtable</li> <li>▪ National Council on Public History</li> <li>▪ Society of Ohio Archivists</li> <li>▪ Ohio Museums Association</li> <li>▪ American Alliance of Museums</li> <li>▪ Society of American Archivists</li> </ul>
<u>Grants</u>	<p>Library Services Technology Act Conservation Grant (Fall 2022)</p> <p>Library Services Technology Act Conservation Grant (Fall 2017)</p> <p>National Historical Publications &amp; Records Commission Grant (Spring 2016)</p>
<u>Continued Education</u>	<p>Metadata and Description for Digital Special Collections (October 2023)</p> <p>Ethics and Sustainability for Digital Curation (June 2023)</p> <p>Introduction to Digital Preservation (May 2023)</p> <p>Appraisal and Collection Development for Digital Special Collections (February 2023)</p> <p>Fundamentals of Digital Curation in Libraries, Archives and Museums (January 2023)</p>
<u>Positions in Professional Organizations</u>	<p><b>Programming Chair: Cleveland Archival Roundtable (Fall 2023-present)</b></p> <p><b>Educational Programming Committee Member: Society of Ohio Archivists (Fall 2023-present)</b></p> <p><b>Founding Commission Member of the Cuyahoga County Archival Advisory Commission CCAAC (December 2017 - Present)</b> Appointed by the County Executive of the County of Cuyahoga Ohio</p> <p><b>Ohio Private Academic Libraries Conference Planning Committee (Fall 2016 - Spring 2017)</b></p>
<u>Community Outreach</u>	<p><b>Haunted Walking Tour of Berea (Fall 2021- Fall 2022)</b> Provided the Berea Chamber of Commerce with research and stories on deaths, hauntings, and crimes.</p> <p><b>"Dystopias: Prophecies, Predictions and Paranoia" (September 2019 - April 2020)</b> Co-curated and scheduled the fall event series, which included twenty-four unique lectures, film screenings, presentations, and interactive components. Collaborative work was conducted that saw programming held on campus and at the local branch of the public library system.</p> <p><b>"How to Save What Matters with Professor Peppers" (Fall 2017 &amp; 2018)</b> A two-hour course intended to educate the public about the importance and proper procedures for physically and digitally preserving history. Classes were held at the Berea and South Euclid-Lyndhurst Branches of the Cuyahoga County Public Library.</p> <p><b>Collaborative Partnership with Cleveland Museum of Natural History (2016 - 2018)</b> The Archives of the Cleveland Museum of Natural History, in partnership with Baldwin Wallace University, Cleveland Montessori Middle School, and the University of Akron, created an online repository of Arthur B. Williams' archival, a local naturalist and educator instrumental in starting Cleveland Metroparks' nature centers. The project developed a curriculum for teaching with these primary sources in middle school and high school science classrooms, experiential learning in higher education, and the field. The Archives of the CMNH received a "Literacy and Engagement with Historical Records" grant from the National Historical Publications &amp; Records Commission (NHPRC).</p>

## Chapter 114: Appointment and Confirmation

### Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

**N/A**

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

**Please see attached**

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

**Professional licenses are not required for this position under County Charter or state law.**

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

**Archives Advisory Commission**

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

**No statutory or other qualifications required.**

- 2.3 The specific term of office during which the candidate would serve;

**12/01/2023 – 11/30/2027**

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

**Reappointment**

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

**N/A**

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

**N/A**

- 2.7** A cumulative list of individuals who applied for the position;

**There are no other applications on file.**

- 2.8** The candidate's city and county of residence;

**Brooklyn, Cuyahoga County**

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**This candidate is not any board and commissions.**

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

**No opinion was requested.**

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

**There is no compensation for this position.**

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

#### **Section 114.02: Notice of Interim Appointments**

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0235

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive's appointment of Calvin Williams to serve on the Cuyahoga County Diversion Board for the term 3/1/2024 – 2/28/2027; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, pursuant to Section 208.04 of the Cuyahoga County Code, the Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

**WHEREAS**, the Cuyahoga County Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County; and

**WHEREAS**, members of the Cuyahoga County Diversion Board shall be appointed to serve a three-year term; and

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

**WHEREAS**, the County Executive has nominated Calvin Williams (replacing William Mason) to serve on the Cuyahoga County Diversion Board for the term 3/1/2024 – 2/28/2027.

**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 Calvin Williams (replacing William Mason) to serve on the Cuyahoga County Diversion Board for the term 3/1/2024 – 2/28/2027.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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\_\_



Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

May 23, 2024

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Diversion Board

Dear President Jones:

Pursuant to Section 208.04 of the Cuyahoga County Code, I am pleased to nominate the following individual for reappointment to serve on the Cuyahoga County Diversion Board:

- **Calvin Williams**, three-year term, 3/1/2024 – 2/28/2027
  - Replacing William Mason
  - Resides in Cleveland (Cuyahoga County)

The Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

The Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County.

Attached you will find the nominee's resume for your review. There are five candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", is written over a light blue horizontal line.

Chris Ronayne  
County Executive

Calvin D. Williams is the City of Richmond Heights' Chief of Police. Chief Williams was appointed to the Division of Police on February 24, 1986. In 1989, he was assigned to the SWAT Unit where he served for nine years. Williams was promoted to Sergeant in July 1997 and became the SWAT Unit Supervisor, a position he held for two years. Chief Williams has also served as the supervisor of both the Vice Unit in the Fourth District and the Fugitive Unit.

In 2005, Chief Williams became the Cleveland Police Liaison to the US Marshal's Fugitive Task Force and was promoted to Commander of the Third District in March of 2006. Then in September of 2011, he was promoted to Deputy Chief of Field Operations where he was responsible for the oversight, management and efficiency of the five Neighborhood Police Districts, the Bureau of Community Policing, the Bureau of Traffic and the Office of Special Events for the Division.

For the past nine years, Chief Williams has coached youth football, leading the Sims Raiders in the Cleveland Muny League. When he has free time, the Chief golfs, a sport he took up about four years ago.

## Chapter 114: Appointment and Confirmation

### Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

**N/A**

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

**Please see attached**

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

**Professional licenses are not required for this position under County Charter or state law.**

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

**Cuyahoga County Diversion Board**

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

**N/A**

- 2.3 The specific term of office during which the candidate would serve;

**3/1/2024 – 2/28/2027**

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

**New Appointment**

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

**William Mason**

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

**N/A**

- 2.7** A cumulative list of individuals who applied for the position;

**Demar Sheffey**

**Ashley Johnson**

**Kara Tatum- Johnson**

**Donna Congeni Fitsimmons**

**Dorothy Todd**

- 2.8** The candidate's city and county of residence;

**Cleveland, Cuyahoga County**

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**Chief Williams does not serve on any boards.**

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

**No ethics opinion was requested or issued.**

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

**There is no compensation for this position.**

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

#### **Section 114.02: Notice of Interim Appointments**

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0236

Sponsored by: <b>County Executive Ronayne/Departments of Public Works and Information Technology</b>	<b>A Resolution</b> authorizing an amendment to Contract No. 3098 with Blue Technologies, Inc., for enterprise- wide print management goods and services for the period of 10/1/2019 - 9/30/2024, to extend the time period to 9/30/2026 and for additional funds in the amount not-to-exceed \$2,082,811.16; 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/Departments of Public Works and Information Technology recommends an amendment to Contract No. 3098 with Blue Technologies, Inc., for enterprise- wide print management goods and services for the period of 10/1/2019 - 9/30/2024, to extend the time period to 9/30/2026 and for additional funds in the amount not-to-exceed \$2,082,811.16; and

**WHEREAS**, the primary goal of this project is to continue to provide a cost effective, secure and “green friendly” print management solution managed by an automated management services/integrated information system; and

**WHEREAS**, this project is funded 100% by the General Fund; 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. 3098 with Blue Technologies, Inc., for enterprise-wide print management goods and services for the period of 10/1/2019 - 9/30/2024, to extend the time period to 9/30/2026 and for additional funds in the amount not-to-exceed \$2,082,811.16.

**SECTION 2.** That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

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

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Public Works-Blue Technologies-Print Management Services-Contract Amendment
<b>Department or Agency Name</b>	Department of Public Works
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
(A)	CM 3098	Blue Technologies, Inc.	10/01/2024-09/30/2026	\$2,082,811.16	PENDING	PENDING
(O)	CM 3098	Blue Technologies, Inc.	10/01/2019-09/30/2024	\$5,207,027.92	10/08/2019	R2019-0218

<b>Service/Item Description (include quantity if applicable). Indicate whether <input type="checkbox"/> New or <input checked="" type="checkbox"/> Existing service or purchase.</b> This contract amendment will add an additional not-to-exceed amount of \$2,082,811.16 and extend 2 additional years to the existing Blue Technologies Print Management Systems contract. The extension of this contract allows the County and vendor the flexibility to exercise the renewal option that was in the current/original contract.
<b>For purchases of furniture, computers, vehicles:</b> <input type="checkbox"/> Additional <input type="checkbox"/> Replacement <b>Age of items being replaced:</b> <b>How will replaced items be disposed of?</b>
<b>Project Goals, Outcomes or Purpose (list 3):</b> This contract amendment will add an additional two-year period and new funds in the amount of not-to-exceed \$2,082,811.16 to the existing Blue Technologies Print Management Systems contract. This vendor provides the necessary printing services including management of Konica copiers and printers.
<b>If a County Council item, are you requesting passage of the item without 3 readings.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Blue Technologies, Inc. 5885 Grant Ave. Cleveland, Ohio 44105	Paul Hanna, President
Vendor Council District: NA	Project Council District: NA

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If applicable provide the full address or list the municipality(ies) impacted by the project.	
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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /  <b>NA</b>	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase
<i>NA-amendment</i>	<input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?  <b>NA</b>	<input checked="" type="checkbox"/> Contract Amendment ( <i>list original procurement Competitive RFP</i> ) <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. <b>If yes, complete section below:</b>	
<input checked="" type="checkbox"/> Check if item on IT Standard List of approved purchase. <b>5/10/24 IT Standards Page 17 (Konica)</b>	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.</b>
<b>100% General Funds</b>
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>
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**Commented [CK1]:** Suggestion by MBV - I can't recall exactly how she said it. See text in green below can refer them to instructions and provide more detail in the instruction.

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<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase		Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, in the fields below provide reason for late and timeline of late submission
Reason:		
<b>Timeline:</b> Project/Procurement Start Date (date your team started working on this item):		4.2.24
Date documents were requested from vendor:		4.18.24
Date of insurance approval from risk manager:		NA
Date Department of Law approved Contract:		5.10.24
Date item was entered and released in Infor:		
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:		
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)		
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)		
HISTORY (see instructions):		

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# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0237

Sponsored by: <b>County Executive Ronayne/Department of Public Works/ Division of County Engineer</b>	<b>A Resolution</b> making an award on RQ14230 with Schirmer Construction, LLC in the amount not-to-exceed \$1,609,858.50 for pier repairs on West 150 <sup>th</sup> Street Bridge No. 01.94 over Chatfield Avenue, Greater Cleveland Regional Transit Authority, Norfolk Southern Railroad and Emery Road Extension in the City of Cleveland; authorizing the County Executive to execute Contract No. 4459 and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount \$1,609,858.50 to fund said contract; 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 recommends an award on RQ14230 with Schirmer Construction, LLC in the amount not-to-exceed \$1,609,858.50 for pier repairs on West 150<sup>th</sup> Street Bridge No. 01.94 over Chatfield Avenue, Greater Cleveland Regional Transit Authority, Norfolk Southern Railroad and Emery Road Extension in the City of Cleveland; authorizing the County Executive to execute Contract No. 4459 and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount \$1,609,858.50 to fund said contract;

**WHEREAS**, the project is funded 100% County Motor Vehicle \$7.50 License Tax Fund; and

**WHEREAS**, the project is located in the City of Cleveland, Cuyahoga County District 2; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ14230 with Schirmer Construction, LLC in the amount not-to-exceed \$1,609,858.50 for pier repairs on West 150<sup>th</sup> Street Bridge No. 01.94 over Chatfield Avenue, Greater Cleveland Regional Transit Authority, Norfolk Southern Railroad and Emery Road Extension in the City of Cleveland.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 4459 and all documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

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

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	<b>West 150th Street Rehabilitation of Existing Bridge over Chatfield Avenue . Greater Cleveland Regional Transit Authority, Norfolk Southern Railroad &amp; Emery Road Extension in the City of Cleveland.</b>
<b>Department or Agency Name</b>	<b>Public Works</b>
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
Original	CM4459	Schirmer Construction LLC	N/A	\$1,609,858.50	Pending	Pending

<b>Service/Item Description (include quantity if applicable). Indicate whether <input checked="" type="checkbox"/> New or <input type="checkbox"/> Existing service or purchase.</b> The project consists of the removal and replacement of the pier cap, bearings and patching of existing Pier 5 West 150 <sup>th</sup> St Bridge and extension of Emery Road in the City of Cleveland
<b>For purchases of furniture, computers, vehicles:</b> <input type="checkbox"/> Additional <input type="checkbox"/> Replacement <b>Age of items being replaced:</b> <b>How will replaced items be disposed of?</b> N/A
<b>Project Goals, Outcomes or Purpose (list 3):</b>  The project consists of the removal and replacement of the pier cap, bearings and patching of existing Pier 5 West 150 <sup>th</sup> St Bridge and extension of Emery Road in the City of Cleveland
<b>If a County Council item, are you requesting passage of the item without 3 readings.</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Schirmer Construction LLC 31350 Industrial Parkway North Olmsted, Ohio 44070	Nick Iafigliola   President
Vendor Council District:	Project Council District:
District 1	District 7
If applicable provide the full address or list the municipality(ies) impacted by the project.	Cleveland

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
RQ # if applicable <input checked="" type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ	Provide a short summary for not using competitive bid process.

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<input type="checkbox"/> Informal <input type="checkbox"/> Formal      Closing Date:	*See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received)    1 / 1	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): (    ) DBE ( <b>10%</b> ) SBE (    ) MBE (    ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting (    ).
Recommended Vendor was low bidder: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )
<b>Mathematically balanced to estimate.</b>	<input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase. <b>N/A</b>	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<b>FUNDING SOURCE:</b> i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.  <b>County Funding -100% Road &amp; Bridge \$7.50 Fund</b>
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
<input checked="" type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase	Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
<b>Reason:</b>	
<b>Timeline:</b> Project/Procurement Start Date (date your team started working on this item):	<b>May 15,2024</b>

Commented [CK1]: Suggestion by MHW. - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

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Date documents were requested from vendor:	<b>April 25,2024</b>
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions):</b>

Rev. 7/24/23

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0238

Sponsored by: <b>County Executive Ronayne/Department of Development</b>	<b>A Resolution</b> authorizing an amendment to a Casino Revenue Fund Loan Agreement with the City of Euclid for the benefit of Phase II of the Waterfront Improvement Plan, by extending the loan maturity date from 7/8/2034 to 7/8/2039; 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 Development recommends an amendment to a Casino Revenue Fund Loan Agreement with the City of Euclid for the benefit of Phase II of the Waterfront Improvement Plan, by extending the loan maturity date from 7/8/2034 to 7/8/2039; and

**WHEREAS**, Council adopted Resolution No. R2015-0171 on November 10, 2015, which authorized a Casino Revenue Fund loan in an amount not-to-exceed \$4,000,000.00 (“Loan”) to City of Euclid (“City”) for the benefit of Phase II of the Waterfront Improvement Plan located in the City (“Project”); and

**WHEREAS**, the City and the County entered into that certain Loan Agreement regarding the Loan effective September 10, 2018; and

**WHEREAS**, the primary goal of the Loan is to assist the City with certain Project costs including engineering, designing, permitting, and constructing shoreline erosion control, providing public access, constructing a multipurpose trail and enhancing the beach area; 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 a Casino Revenue Fund Loan Agreement with the City of Euclid for the benefit of Phase II of the Waterfront Improvement Plan, by extending the loan maturity date from 7/8/2034 to 7/8/2039.

**SECTION 2.** That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

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

## ECONOMIC DEVELOPMENT LOAN TRANSACTIONS

<b>Title</b>	2024 – Department of Development; City of Euclid Lakefront Loan; Portfol Loan No. 211-03-02
<b>Department or Agency Name</b>	Department of Development
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
A-2	CE172001 3-01	City of Euclid	Upon Signature for 5 additional Years (7/8/2034 to 7/8/2039)	\$0	Pending	Pending

### Loan Description and Terms.

For the benefit of Phase II of the Waterfront Improvement Plan located in the City of Euclid, Department of Development is seeking approval to modify the existing Loan Maturity Date of July 8, 2034 by providing for a five (5) year extension. Amended Maturity Date, upon approval, will become July 8, 2039.

**Loan Amount:** Cognovit Note B, not to exceed \$2,000,000.00 (fully disbursed April 14, 2020) Outstanding loan balance as of May 2024 is \$1,615,384.60. Semi-Annual payments of principal will resume through proposed amended loan Maturity Date of July 8, 2039

**Loan Terms:** Due 8/1/2024 for 31 6-Month Periods, Principal Only, No Interest

**Loan Security:** unsecured

### Project Purpose/Goals, Outcomes(List 3):

The primary goals of the Council directed Loan was to assist the City with certain Project costs including;

- (1) engineering, designing and permitting, and
- (2) constructing shoreline erosion control, providing public access, and
- (3) constructing a multipurpose trail and enhancing the beach area.

**If a County Council item, are you requesting passage of the item without 3 readings.**   ☐ Yes   ☒ No

**In the boxes below, list Borrower/Vendor, Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
City of Euclid 585 East 222 <sup>nd</sup> Street Euclid, OH 44123	Attention: Mayor

Vendor Council District: 11	Project Council District: 11
If applicable provide the full address or list the municipality(ies) impacted by the project.	City of Euclid

<b>NON-COMPETITIVE PROCUREMENT - X</b>
Provide a short summary for not using competitive bid process.
Economic Development Loan
<input type="checkbox"/> Exemption
<input type="checkbox"/> Alternative Procurement Process
<input type="checkbox"/> Contract Amendment <i>(list original procurement)</i>
<input checked="" type="checkbox"/> Other Procurement Method, please describe: Loan

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant</b> <i>(No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.</i>
Community Development Fund (fka Casino Revenue Fund)
Is funding for this included in the approved budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if "no" please explain): no funds are being disbursed
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Other (please explain): semi-annual

<b>Provide status of project.</b>	
Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission	
<b>Reason:</b>	
<b>Timeline:</b>	
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions):</b>					
<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Date BOC Approved/ Council's Journal Date</b>	<b>Approval No.</b>

CE1720013-01	City of Euclid	9/10/2018 – 7/8/2034	\$4,000,000	11/10/2015	R2015-0171
CE1720013-01	City of Euclid	9/10/2018 – 7/8/2034	\$0.00	10/27/2020	R2020-0216 (Amendment to R2015-0171)

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0239

Sponsored by: **County Executive Ronayne/Department of Housing and Community Development**

**A Resolution** authorizing an Emergency Rental Assistance 2 Loan to Gordon's Crossing, LP, or its designee, in the amount not-to-exceed \$600,000.00 for a mixed-use, real estate redevelopment project, located at the intersection of East 101<sup>st</sup> Street and Woodward Avenue, City of Cleveland; authorizing the County Executive and/or Director of Housing and Community Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

**WHEREAS**, the County Executive/Department of Housing and Community Development recommends an Emergency Rental Assistance 2 Loan to Gordon's Crossing, LP, or its designee, in the amount not-to-exceed \$600,000.00 for a mixed-use, real estate redevelopment project, located at the intersection of East 101<sup>st</sup> Street and Woodward Avenue, City of Cleveland; and

**WHEREAS**, the primary goal of this loan is for the development of a 54-unit general occupancy affordable housing development in the Hough Neighborhood to include 46 low income housing units and 8 market rate units; and

**WHEREAS**, this is a forgivable loan for a term of 20 years; and

**WHEREAS**, this project is funded 100% Emergency Rental Assistance 2 Fund 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 Emergency Rental Assistance 2 Loan to Gordon's Crossing, LP, or its designee, in the amount not-to-exceed \$600,000.00 for a mixed-use, real estate redevelopment

project, located at the intersection of East 101<sup>st</sup> Street and Woodward Avenue, City of Cleveland.

**SECTION 2.** That the County Executive and/or the Director of Housing and Community Development are authorized to execute all documents consistent with said loan and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 3.** That this Resolution shall sunset twenty-four (24) months after County Council approval should the authorized action have not occurred by that date. In the event this Resolution sunsets prior to the authorized action taking place, the Director of Housing and Community Development shall notify the Clerk of Council in writing. The Clerk of Council shall record the sunset of this Resolution in the Council's journal.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

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

## LOAN TRANSACTIONS

<b>Title</b>	2024 – Department of Housing and Community Development; Gordon Crossing LP Affordable Housing Development Loan
<b>Department or Agency Name</b>	Department of Housing and Community Development
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	TBD	Gordon Crossing LP, or their designee	Upon Signature for 20 Years	\$600,000.00	Pending	Pending

### Loan Description and Terms.

The Department of Housing and Community Development is requesting approval of an Emergency Rental Assistance 2 Loan to Gordon Crossing LP, or their designee in an amount not to exceed \$600,000.00.

The proposed development involves the construction of a 54-unit general occupancy affordable housing development in the Hough Neighborhood. The development will utilize a condo structure for 46 low income housing units and 8 market rate units.

The development is located at the intersection of East 101st Street and Woodward Avenue.

**Loan Amount:** \$600,000.00

**Loan Terms:** 20 Year – Forgivable

### Project Purpose/Goals, Outcomes(List 3):

The primary goals of this Project include;

- (1) Provide affordable housing for residents earning at or below 30-80% Area Median Income
- (2) Provide a diversity of housing types in neighborhoods throughout the City
- (3) Encourage the use of 'green building' techniques in new and renovated housing

**If a County Council item, are you requesting passage of the item without 3 readings.**   ☒ Yes   ☐ No

**In the boxes below, list Borrower/Vendor, Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
Gordon Crossing Limited Partnership 500 S. Front Street, 10 <sup>th</sup> Floor Columbus, OH 43215	Sheila Wright, President

Vendor Council District: N/A	Project Council District: 7
If applicable provide the full address or list the municipality(ies) impacted by the project.	

<b>NON-COMPETITIVE PROCUREMENT - X</b>
Provide a short summary for not using competitive bid process.
Emergency Rental Assistance 2 Loan
<input type="checkbox"/> Exemption
<input type="checkbox"/> Alternative Procurement Process
<input type="checkbox"/> Contract Amendment <i>(list original procurement)</i>
<input checked="" type="checkbox"/> Other Procurement Method, please describe: <b>Loan</b>

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.</b>
Emergency Rental Assistance 2 Funds
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain): no funds are being disbursed
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission	
<b>Reason:</b>	
<b>Timeline:</b>	
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions):</b>					
<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Date BOC Approved/ Council's Journal Date</b>	<b>Approval No.</b>

**Woda Cooper Development, Inc. & Frontline Development Group, LLC**  
**Achieving City Goals**

The proposed development involves combining multiple land bank parcels to facilitate the construction of a 54-unit general occupancy affordable housing development in the historic Hough Neighborhood (Ward 7). The development will utilize a condo structure as 46 units will be financed by the low income housing tax credit with Gordon Crossing Limited Partnership as the owner and 8 units will be market rate with Gordon Crossing Market Rate Units, LLC as the owner. Woda Cooper and Frontline are partners on both the affordable units and the market rate units to create a mixed-income community in one four-story elevator building. The proposed development would be located at the intersection of East 101<sup>st</sup> Street and Woodward Avenue and deliver new high-quality infill development close to numerous amenities and employment opportunities including the Cleveland Clinic, Case Western Reserve University, Louis Stokes Cleveland VA Medical Center, Cleveland Museum of Natural History, Cleveland Museum of Art, and Museum of Contemporary Art. The proposed development would be financed primarily through housing tax credits through the Ohio Housing Finance Agency. The project would meet the need for keeping affordable housing in the area while continued investment occurs in the Hough Neighborhood thus allowing low-income residents in the area to not be displaced or priced out of the market.

Furthermore, the development would achieve numerous goals as outlined in the Connecting Cleveland 2020 Citywide Plan specific to housing:

- **Decent and Affordable Housing:** Give highest priority among the City’s housing initiatives to the provision of decent and affordable housing for all Clevelanders.

The development would rent to residents earning at or below 30%-80% Area Median Income.

- **Competitive Places:** Create and preserve neighborhoods that are competitive urban places, characterized by mixed-use development, pedestrian-friendly design, and transit access.

The development will be less than a quarter mile from a transit line along Euclid Avenue.

- **Housing Choice:** Provide a diversity of housing types in neighborhoods throughout the city, maximizing choices for residents of all incomes, ages, ability levels and social circumstances.

Woda Cooper Development, Inc. will meet with the Cuyahoga Metropolitan Housing Authority to further expand access by potentially offering project based rental assistance.

- **Land Assembly:** Promote housing development through strategic, proactive land assembly.

The development would strategically combine multiple land bank parcels to make way for a high-density development.

- **Green Building:** Encourage use of “green building” techniques in new and renovated housing through code changes and financial incentives.

The development will achieve one of the following energy efficiency or green building certifications: 2020 Enterprise Green Communities, LEED - silver or higher, or National Green Building Standard – silver or higher.

- **Housing Accessibility:** Expand the range of residential opportunities for persons with special housing needs.

10% of the units will meet Section 504 as accessible for persons with mobility disabilities and 2% of units will be accessible for persons with hearing or visual disabilities.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0240

Sponsored by: <b>County Executive Ronayne/Department of Housing and Community Development</b>	<b>A Resolution</b> making awards to various municipalities in the total amount of \$600,000.00 for various projects or programs in connection with the FY2023 Community Development Block Grant Program for the period 3/12/2024 – 12/31/2024; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Housing and Community Development recommends awards to various municipalities in the total amount of \$600,000.00 for various projects or programs in connection with the FY2023 Community Development Block Grant Program for the period 3/12/2024 – 12/31/2024; and

**WHEREAS**, the Department of Housing and Community Development staff, working with the Department of Development Fiscal staff subsequently completed a thorough review of the CDBG funding to determine the availability of unused funds for FY2023; and

**WHEREAS**, upon completion of the review, it was determined that funding was available therefore allowing us to take a second look at those Muni grant applications receiving a lower score and thereby unable to be funded with the initial group

**WHEREAS**, the Department of Housing and Community Development reviews and analyzes each of the applications based on scoring criteria which evaluates participants based on project description, proposed project feasibility, and implementation plan; and,

**WHEREAS**, based on the scoring criteria, the following is a list of the municipal grant projects recommended for awards:

- a) City of Garfield Heights in the amount not-to-exceed \$150,000.00 for Garfield Heights Civic Center Parking Lot;
- b) City of Highland Hills in the amount not-to-exceed \$150,000.00 for a gathering space;
- c) City of North Olmsted in the amount not-to-exceed \$150,000.00 for North Olmsted Senior Center Renovation Project;
- d) Village of Olmsted Township in the amount not-to-exceed \$150,000.00 for Schady Road Sidewalk Project from Stearns Road to Nature Trail/Dog Park property; and

**WHEREAS**, the awards are funded 100% by Community Development Block Grant Funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes awards to various municipalities, in the total amount of \$600,000.00 for various projects or programs in connection with the FY2023 Community Development Block Grant Program for the period 3/12/2024 – 12/31/2024:

- a) City of Garfield Heights in the amount not-to-exceed \$150,000.00 for Garfield Heights Civic Center Parking Lot;
- b) City of Highland Hills in the amount not-to-exceed \$150,000.00 for a gathering space;
- c) City of North Olmsted in the amount not-to-exceed \$150,000.00 for North Olmsted Senior Center Renovation Project;
- d) Village of Olmsted Township in the amount not-to-exceed \$150,000.00 for Schady Road Sidewalk Project from Stearns Road to Nature Trail/Dog Park property; and

**SECTION 2.** That the County Executive is authorized to execute the agreements and all other documents in connection with said awards and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health and safety in the County; and additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

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





**DATE:** May 24, 2024  
**TO:** Pernell Jones, Council President  
**FROM:** Sara Parks Jackson  
**SUBJECT:** 2024 CDBG Competitive Muni Grant Recommendations- **2nd Look**  
**CC:** Erik Janas, Debbie Berry, Daray Broadus, Kellie F. Glenn

The 2024 Community Development Block Grant (CDBG) funded competitive Municipal Grant process began August 25, 2023, with the release of applications, due back to the Department of Housing and Community Development by October 31, 2023

The Department of Housing and Community Development staff, working with the Department of Development Fiscal staff subsequently completed a thorough review of the CDBG funding to determine the availability of unused funds for FY2023. Upon completion of the review, it was determined that funding was available therefore allowing us to take a second look at those Muni grant applications receiving a lower score and thereby unable to be funded with the initial group.

Each community was contacted by staff and a discussion held on the deficiencies in their original application. Communities were provided the opportunity to resubmit and have applications re-scored.

Based on the resubmission and rescoring the following are hereby recommended for approval:

Highland Hills	\$150,000.00	A Gathering Space	75
Garfield Heights	\$150,000.00	Garfield Heights Civic Center Parking Lot	75
Olmsted Township	\$150,000.00	Schady Road Sidewalk (Stearns Road to Nature Trail/Dog Park Property)	76
North Olmsted	\$150,000.00	North Olmsted Senior Center Renovation Project	76

All recommended communities have indicated the ability to complete the projects by September 30, 2024.

Please feel free to let me know if you have any questions.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0241

Sponsored by: <b>County Executive Ronayne/Sheriff Department</b>	<b>A Resolution</b> making an award on Purchase Order No. 24001851 with The MetroHealth System in the amount not-to-exceed \$1,080,000.00 for reimbursements of offsite medical services for inmates for the period 5/9/2024 – 1/31/2025; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Sheriff Department recommends an award on Purchase Order No. 24001851 with The MetroHealth System in the amount not-to-exceed \$1,080,000.00 for reimbursements of offsite medical services for inmates for the period 5/9/2024 – 1/31/2025; and

**WHEREAS**, the primary goal of this project is to issue payment for medical services provided outside of the county jail at MetroHealth locations; and

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

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on Purchase Order No. 24001851 with The MetroHealth System in the amount not-to-exceed \$1,080,000.00 for reimbursements of offsite medical services for inmates for the period 5/9/2024 – 1/31/2025.

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

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County and any additional reasons set forth in the

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

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

## PURCHASE-RELATED TRANSACTIONS

<b>Title</b>	METROHEALTH 2024 NTE PO FOR OUTSIDE MEDICAL BILLING					
<b>Department or Agency Name</b>		SHERIFF'S				
<b>Requested Action</b>		<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):				
<b>Original (O)/ Amendment (A-# )</b>	<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Date BOC Approved/ Council's Journal Date</b>	<b>Approval No.</b>
O	24001851	METROHEALTH	2024	1,080,000	CURRENT ITEM	

<b>Service/Item Description (include quantity if applicable). Indicate whether <input type="checkbox"/> New <u>or</u> <input checked="" type="checkbox"/> Existing service or purchase.</b> Outside medical services provided to inmates at Metro Health not covered by the current contract.
<b>For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional   <input type="checkbox"/> Replacement</b> <b>Age of items being replaced:                      How will replaced items be disposed of?</b>
<b>Project Goals, Outcomes or Purpose (list 3):</b> Process claims and issue payment for medical services provided outside of the county jail at MetroHealth locations. Avoid claims being sent to collections and continue to receive care as needed.
<b>If a County Council item, are you requesting passage of the item without 3 readings. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</b>

<b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
MetroHealth System 2500 MetroHealth Dr Cleveland, Ohio 44109	Jessica Archer Paralegal & Contract Specialist
Vendor Council District:	Project Council District:
n/a	n/a
If applicable provide the full address or list the municipality(ies) impacted by the project.	n/a

<b>COMPETITIVE PROCUREMENT</b> RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal              Closing Date:	<b>NON-COMPETITIVE PROCUREMENT</b> Provide a short summary for not using competitive bid process.  Services already provided and billed for.  *See Justification for additional information.
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The total value of the solicitation:	<input checked="" type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain</i> .	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain</i> :	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )  <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant</b> ( <i>No acronyms i.e. HHS Levy, CDBG, etc.</i> ). Include % if more than one source.
<b>100% General Fund</b>
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase	Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
<b>Reason:</b>	
<b>Timeline:</b> Project/Procurement Start Date (date your team started working on this item):	<b>April 25, 2024</b>
Date documents were requested from vendor:	<b>Had forms prior to starting process</b>
Date of insurance approval from risk manager:	<b>Had approval/requirements prior to starting process</b>

Date Department of Law approved Contract:	<b><i>Had approval/requirements prior to starting process</i></b>
Date item was entered and released in Infor:	<b><i>April 25, 2024</i></b>
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: n/a	
If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain)    Services are ongoing.	
Have payments be made? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain)    Services paid under current contract.	

HISTORY (see instructions):						
	24000205	METROHEALTH	2023	485,000	BC2024-72	1/29/24

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0242

Sponsored by: <b>County Executive Ronayne/Sheriff Department</b>	<b>A Resolution</b> making an award on RQ14199 with Galls, LLC in the amount not-to-exceed \$875,000.00 for furnishing uniforms for correction officers, corporals, sergeants and lieutenants for the period 1/1/2025 – 12/31/2027; authorizing the County Executive to execute Contract No. 4517 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Sheriff Department recommends an award on RQ14199 with Galls, LLC in the amount not-to-exceed \$875,000.00 for furnishing uniforms for correction officers, corporals, sergeants and lieutenants for the period 1/1/2025 – 12/31/2027; and

**WHEREAS**, the primary goal of this project is to fit, alter and supply uniforms for the Cuyahoga County Sheriff's Department Corrections staff; and

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

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ14199 with Galls, LLC in the amount not-to-exceed \$875,000.00 for furnishing uniforms for correction officers, corporals, sergeants and lieutenants for the period 1/1/2025 – 12/31/2027.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 4517 and all other documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

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

## PURCHASE-RELATED TRANSACTIONS

<b>Title</b>	2025-2027 CORRECTIONS UNIFORMS					
<b>Department or Agency Name</b>		SHERIFF'S DEPT				
<b>Requested Action</b>		<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):				
<b>Original (O)/ Amendment (A-# )</b>	<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Date BOC Approved/ Council's Journal Date</b>	<b>Approval No.</b>
O		GALLS, LLC	1/1/25- 12/31/27	875,000.00		

<b>Service/Item Description (include quantity if applicable). Indicate whether <input type="checkbox"/> New <u>or</u> <input checked="" type="checkbox"/> Existing service or purchase.</b> During the term of this contract Galls will fit, alter and supply uniforms for the Cuyahoga County Sheriff's Department Corrections staff. The anticipated start-completion dates are 1/1/25 – 12/31/27.
<b>For purchases of furniture, computers, vehicles:</b> <input type="checkbox"/> Additional <input type="checkbox"/> Replacement <b>Age of items being replaced:</b> <b>How will replaced items be disposed of?</b>
<b>Project Goals, Outcomes or Purpose (list 3):</b> Provide and alter uniforms as needed for the Corrections Staff.
<b>If a County Council item, are you requesting passage of the item without 3 readings.</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Galls, LLC 1340 Russell Cave Rd Lexington, KY 40505	Bob Kushner, Regional Account Executive
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

<b>COMPETITIVE PROCUREMENT</b> RQ # <i>if applicable</i> <input checked="" type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal              Closing Date:	<b>NON-COMPETITIVE PROCUREMENT</b> Provide a short summary for not using competitive bid process.  *See Justification for additional information.
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The total value of the solicitation: 875,000.00	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 15 / 2	<input type="checkbox"/> State Contract, list STS number and expiration date
	<input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( 0 ) DBE ( 0 ) SBE ( 0 ) MBE ( 0 ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase
	<input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (list original procurement)
\$573.61 cheaper than next lowest bid.	<input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.</b>
<b>100% General Funds</b>
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase	Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
<b>Reason:</b>	
<b>Timeline:</b> Project/Procurement Start Date (date your team started working on this item):	12/20/23
Date documents were requested from vendor:	5/2/24
Date of insurance approval from risk manager:	4/9/24

Date Department of Law approved Contract:	<b>4/10/24</b>
Date item was entered and released in Infor:	<b>5/20/24</b>
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: n/a	
If late, have services begun? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):						
Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O		SCHWARZ	1/1/22- 12/31/24	875,000.00	10/19/21	R2021-0236

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0243

Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services</b>	<b>A Resolution</b> authorizing a grant award with Say Yes Cleveland and College Now Greater Cleveland, Inc., in the amount not-to-exceed \$1,600,000.00 for administration and fiscal agent services for the Say Yes Cleveland program for the period 7/16/2024 – 7/15/2025; authorizing the County Executive to execute Agreement No. 4575 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Health and Human Services recommends a grant award to Say Yes Cleveland and College Now Greater Cleveland, Inc., in the amount not-to-exceed \$1,600,000.00 for administration and fiscal agent services for the Say Yes Cleveland program for the period 7/16/2024 – 7/15/2025; and

**WHEREAS**, the primary goal of this program is to properly implement a strategy to ensure the healthy development and long-term success of students in the Cleveland Municipal School District; and

**WHEREAS**, this project will be funded 100% Health and Human Services Levy Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a grant award to Say Yes Cleveland and College Now Greater Cleveland, Inc., in the amount not-to-exceed \$1,600,000.00 for administration and fiscal agent services for the Say Yes Cleveland program for the period 7/16/2024 – 7/15/2025.

**SECTION 2.** That the County Executive is authorized to execute Agreement No. 4575 and all other documents consistent with said award and this Resolution. To the extent that any exemptions are necessary under the County Code and

contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

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

## PURCHASE-RELATED TRANSACTIONS

<b>Title</b>	Grant Agreement with College Now for the Say Yes! Cleveland Program
<b>Department or Agency Name</b>	HHS: Office of the Director
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O		College Now	6.14.2024- 6.13.2025	\$1,600,000.00	Pending	Pending

<b>Service/Item Description (include quantity if applicable).</b> To properly implement a strategy to ensure the healthy development and long-term success of students in the Cleveland Municipal School District.  We are providing funding to College Now for the Say Yes! Cleveland program. The most recent funding ended in July of 2023 so this is new funding to a project previously funded.
<b>Indicate whether:</b> <input type="checkbox"/> New service/purchase <input type="checkbox"/> Existing service/purchase <input checked="" type="checkbox"/> Replacement for an existing service/purchase (provide details in Service/Item Description section above)
<b>For purchases of furniture, computers, vehicles:</b> <input type="checkbox"/> Additional <input type="checkbox"/> Replacement <b>Age of items being replaced:</b> _____ <b>How will replaced items be disposed of?</b> _____
<b>Project Goals, Outcomes or Purpose (list 3):</b> <ul style="list-style-type: none"> <li>- Increased post-secondary completion rates by addressing barriers to student success while in public or charter schools.</li> <li>- Higher post-secondary rates</li> <li>- To build local endowments that provide tuition scholarship so public and charter school graduates can afford and complete a postsecondary education.</li> <li>- 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.</li> <li>- To ensure students are on the path to academic successes.</li> </ul>

<b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
College Now Greater Cleveland 1500 W. 3 <sup>rd</sup> Street Suite #125 Cleveland, OH 44113	Lee Friedman, Chief Executive Officer

Rev. 05/07/2024

Vendor Council District:	Project Council District:
District #7	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# _____ (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: _____	Provide a short summary for not using competitive bid process. Grant Award to College Now  *See Justification for additional information.
The total value of the solicitation:	<input checked="" type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.  If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment - (list original procurement)  <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<b>FUNDING SOURCE:</b> Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.  <b>100% Health and Human Services Levy</b>
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):

List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.

Payment Schedule: ☐ Invoiced ☐ Monthly ☐ Quarterly ☒ One-time ☐ Other (please explain):

**Provide status of project.**

Project is currently functioning as intended. These funds are needed to continue the operations for the next year.

Is contract/purchase late ☒ No ☐ Yes, In the fields below provide reason for late and timeline of late submission

**Reason:**

**Timeline**

Project/Procurement Start Date (date your team started working on this item):

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

If late, have services begun? ☐ No ☐ Yes (if yes, please explain)

Have payments been made? ☐ No ☐ Yes (if yes, please explain)

**HISTORY (see instructions):**

Prior Original (O) and subsequent Amendments (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	2908	College Now	11.9.2022-7.23.2023	\$1,000,000.00	12.16.2022	R2022-0434

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0244

Sponsored by: <b>County Executive Ronayne/Health and Human Services/Division of Cuyahoga Job and Family Services</b>	<b>A Resolution</b> authorizing an amendment to a master contract with various providers for the Comprehensive Case Management Employment Program- Employment, Education and Training Services for Young Adults for the period 4/1/2022 – 10/31/2024, to add additional funds in the total amount not-to-exceed \$800,461.95, effective 5/1/2024; 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.
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**WHEREAS**, the County Executive/ Health and Human Services/Division of Cuyahoga Job and Family Services has an amendment to a master contract with various providers for the Comprehensive Case Management Employment Program- Employment, Education and Training Services for Young Adults for the period 4/1/2022 – 10/31/2024, to add additional funds in the total amount not-to-exceed \$800,461.95, effective 5/1/2024, as follows:

- a) Contract No. 2389 with Verge, Inc., no additional funds;
- b) Contract No. 2390 with Youth Opportunities Unlimited adding additional funds in the amount not-to-exceed \$800,461.95; and

**WHEREAS**, the primary goals of this project are (a) provide workforce services to youth and young adults ages 14-24 and (b) provide work experiences enriched with training opportunities that will serve as a significant pipeline to career pathway credential training programs offered throughout the community; and; and

**WHEREAS**, the project is funded 100% Temporary Assistance for Needy Families (TANF) Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to a master contract with various providers for the Comprehensive Case Management Employment Program- Employment, Education and Training Services for Young Adults for the period 4/1/2022 – 10/31/2024, to add additional funds in the total amount not-to-exceed \$800,461.95, effective 5/1/2024 as follows:

- a) Contract No. 2389 with Verge, Inc., no additional funds;
- b) Contract No. 2390 with Youth Opportunities Unlimited adding additional funds in the amount not-to-exceed \$800,461.95.

**SECTION 2.** That the County Executive is authorized to execute the amendments and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

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

### PURCHASE-RELATED TRANSACTIONS

<b>Title</b>	RQ 8476 – 2024 – Youth Opportunities Unlimited (Y.O.U); VERGE, Inc. – Master Contract Amendment – Summer Youth Employment Program
<b>Department or Agency Name</b>	Cuyahoga Job and Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
A-5	2390	Youth Unlimited Opportunities	5/1/2024- 10/31/2024	\$800,461.00	Pending	Pending

<b>Service/Item Description (include quantity if applicable).</b>  Cuyahoga Job and Family Services is requesting approval of an amendment to the master contract with Youth Opportunities Unlimited and VERGE, Inc. to operate the Summer Youth Employment Program serving low-income, in-school, TANF-eligible youth ages 14-24. This amendment is to add funding to Y.O.U for the anticipated cost of \$800,461.00 – effective 5/1/2024.
<b>Indicate whether:</b> <input type="checkbox"/> New service/purchase <input checked="" type="checkbox"/> Existing service/purchase <input type="checkbox"/> Replacement for an existing service/purchase (provide details in Service/Item Description section above)
<b>For purchases of furniture, computers, vehicles:</b> <input type="checkbox"/> Additional <input type="checkbox"/> Replacement <b>Age of items being replaced:</b> _____ <b>How will replaced items be disposed of?</b> _____ <b>N/A</b>
<b>Project Goals, Outcomes or Purpose (list 3):</b> <ul style="list-style-type: none"> <li>To increase the employability of TANF-eligible youth by providing a summer work experience which will result in improved soft skills necessary for success in the workplace</li> <li>To increase the ability of TANF-eligible youth to compete in the current job market by developing a work history and obtaining a positive job reference</li> <li>To improve TANF-eligible youth job retention in paid, unsubsidized employment by enhancing workplace skills and offering youth the opportunity to obtain quality, full time employment with benefits</li> </ul>

<b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Youth Opportunities Unlimited 1228 Euclid Ave, Suite 200 Cleveland, OH 44115	Craig Dorn, CEO
Vendor Council District: <b>07</b>	Project Council District: <b>Countywide</b>

Rev. 05/07/2024

Vendor Name and address:	Owner, executive director, other (specify):
<b>Verge, Inc. 1325 Carnegie Avenue, 2<sup>nd</sup> Floor Cleveland, OH 44115</b>	<b>Shaun woods, President</b>
Vendor Council District: <b>07</b>	Project Council District: <b>Countywide</b>

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# <u>8476</u> (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: <b>1/26/2022</b>	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: <b>\$9,397,120.00</b> Number of Solicitations <b>(94-sent/4-received)</b> <b>There were 94 responses issued to vendors and 4 proposal responses received.</b>	<input type="checkbox"/> Exemption <input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( <input type="checkbox"/> ) DBE ( <input type="checkbox"/> ) SBE ( <input type="checkbox"/> ) MBE ( <input type="checkbox"/> ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.  If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome? <b>N/A</b>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting (    ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment - (list original procurement) <b>Master Contract Amendment 5</b> <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain. <b>N/A</b>	

**FUNDING SOURCE:** Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.

**100% Temporary Assistance for Needy Families**

Is funding for this included in the approved budget? ☒ Yes ☐ No (if "no" please explain):

**List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.**

HS260100 \$800,461.00

Payment Schedule: ☐ Invoiced ☒ Monthly ☐ Quarterly ☐ One-time ☐ Other (please explain):

**Provide status of project.**

Is contract/purchase late ☐ No ☒ Yes, In the fields below provide reason for late and timeline of late submission

**Reason:** The *Notice of Award* was issued by CJFS on 4/15/24. DCAP did not receive funding verification until 4/25/24, further delaying the document collection process. The amendment was changed from *effective upon signature* to 5/1/24 to provide the vendor the opportunity to invoice for May expenses.

**Timeline**

Project/Procurement Start Date (date your team started working on this item): **4/25/2024**

Date documents were requested from vendor: **4/26/2024**

Date of insurance approval from risk manager: **5/9/2024**

Date Department of Law approved Contract: **TBD**

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: **N/A**

If late, have services begun? ☐ No ☒ Yes (if yes, please explain) **The contract is for an existing service.**

Have payments been made? ☒ No ☐ Yes (if yes, please explain)

**HISTORY (see instructions):**

Prior Original (O) and subsequent Amendments (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	2390	Youth Opportunities Unlimited	4/1/22-12/31/2023	\$7,997.121.00	5/24/2022	R2022-0216
A-1	2390	Youth Opportunities Unlimited	4/1/22-12/31/2023	\$1,600,000.00	8/15/2022	R2022-0216
A-2	2390	Youth Opportunities Unlimited	4/1/22-12/31/2023	\$819,123.00	10/2/2022	R2022-0329

A-3	2390	Youth Opportunities Unlimited	4/1/22-12/31/2023	\$829,059.00	8/1/2023	R2023-0200
A-4	2390	Youth Opportunities Unlimited	1/1/24-10/31/2024	\$5,225,319.00	12/5/2023	R2023-0237

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0245

Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Cuyahoga Job and Family Services</b>	<b>A Resolution</b> authorizing a sole source contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$770,000.00 for direct client services assisting low-income families with free tax preparation, financial counseling, legal advocacy, outreach and education services for the period 7/1/2024 – 6/30/2026; authorizing the County Executive to execute Contract No. 4584 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Cuyahoga Job and Family Services recommends a sole source contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$770,000.00 for direct client services assisting low-income families with free tax preparation, financial counseling, legal advocacy, outreach and education services for the period 7/1/2024 – 6/30/2026; and

**WHEREAS**, the primary goals for this project are to (a) maximize participation in the Earned Income Tax Credit (EITC) by providing free income tax preparation services, (b) promote outreach and education amount low income working families, families receiving public benefits from Cuyahoga Jobs and Family Services and immigrant groups, and (c) facilitate the use of the EITC as an entry point for financial education and asset development; and

**WHEREAS**, the project is funded 90% Federal and State Fund and 10% Health and Human Services Levy Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a sole source contract with Enterprise Community Partners, Inc. in the amount not-to-exceed \$770,000.00 for direct client services assisting low-income families with free tax preparation, financial counseling, legal advocacy, outreach and education services for the period 7/1/2024 – 6/30/2026.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 4584 and all other documents consistent with said award and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

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

### PURCHASE-RELATED TRANSACTIONS

<b>Title</b>	RQ 8476 – 2024 – Youth Opportunities Unlimited (Y.O.U); VERGE, Inc. – Master Contract Amendment – Summer Youth Employment Program
<b>Department or Agency Name</b>	Cuyahoga Job and Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
A-5	2390	Youth Unlimited Opportunities	5/1/2024- 10/31/2024	\$800,461.00	Pending	Pending

<b>Service/Item Description (include quantity if applicable).</b>  Cuyahoga Job and Family Services is requesting approval of an amendment to the master contract with Youth Opportunities Unlimited and VERGE, Inc. to operate the Summer Youth Employment Program serving low-income, in-school, TANF-eligible youth ages 14-24. This amendment is to add funding to Y.O.U for the anticipated cost of \$800,461.00 – effective 5/1/2024.
<b>Indicate whether:</b> <input type="checkbox"/> New service/purchase <input checked="" type="checkbox"/> Existing service/purchase <input type="checkbox"/> Replacement for an existing service/purchase (provide details in Service/Item Description section above)
<b>For purchases of furniture, computers, vehicles:</b> <input type="checkbox"/> Additional <input type="checkbox"/> Replacement <b>Age of items being replaced:</b> <b>How will replaced items be disposed of?</b> <b>N/A</b>
<b>Project Goals, Outcomes or Purpose (list 3):</b> <ul style="list-style-type: none"> <li>To increase the employability of TANF-eligible youth by providing a summer work experience which will result in improved soft skills necessary for success in the workplace</li> <li>To increase the ability of TANF-eligible youth to compete in the current job market by developing a work history and obtaining a positive job reference</li> <li>To improve TANF-eligible youth job retention in paid, unsubsidized employment by enhancing workplace skills and offering youth the opportunity to obtain quality, full time employment with benefits</li> </ul>

<b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
<b>Youth Opportunities Unlimited</b> <b>1228 Euclid Ave, Suite 200</b> <b>Cleveland, OH 44115</b>	<b>Craig Dorn, CEO</b>
Vendor Council District: <b>07</b>	Project Council District: <b>Countywide</b>

Rev. 05/07/2024

Vendor Name and address:	Owner, executive director, other (specify):
<b>Verge, Inc.</b> <b>1325 Carnegie Avenue, 2<sup>nd</sup> Floor</b> <b>Cleveland, OH 44115</b>	<b>Shaun woods, President</b>
Vendor Council District: <b>07</b>	Project Council District: <b>Countywide</b>

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# <u>8476</u> (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: <b>1/26/2022</b>	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: <b>\$9,397,120.00</b> Number of Solicitations <b>(94-sent/4-received)</b> <b>There were 94 responses issued to vendors and 4 proposal responses received.</b>	<input type="checkbox"/> Exemption <input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.  If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome? <b>N/A</b>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment - (list original procurement) <b>Master Contract Amendment 5</b> <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain. <b>N/A</b>	

**FUNDING SOURCE:** Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.

**100% Temporary Assistance for Needy Families**

Is funding for this included in the approved budget? ☒ Yes ☐ No (if "no" please explain):

**List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.**

HS260100 \$800,461.00

Payment Schedule: ☐ Invoiced ☒ Monthly ☐ Quarterly ☐ One-time ☐ Other (please explain):

**Provide status of project.**

Is contract/purchase late ☐ No ☒ Yes, In the fields below provide reason for late and timeline of late submission

**Reason:** The *Notice of Award* was issued by CJFS on 4/15/24. DCAP did not receive funding verification until 4/25/24, further delaying the document collection process. The amendment was changed from *effective upon signature* to 5/1/24 to provide the vendor the opportunity to invoice for May expenses.

**Timeline**

Project/Procurement Start Date (date your team started working on this item): **4/25/2024**

Date documents were requested from vendor: **4/26/2024**

Date of insurance approval from risk manager: **5/9/2024**

Date Department of Law approved Contract: **TBD**

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: **N/A**

If late, have services begun? ☐ No ☒ Yes (if yes, please explain) **The contract is for an existing service.**

Have payments been made? ☒ No ☐ Yes (if yes, please explain)

**HISTORY (see instructions):**

Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	2390	Youth Opportunities Unlimited	4/1/22-12/31/2023	\$7,997.121.00	5/24/2022	R2022-0216
A-1	2390	Youth Opportunities Unlimited	4/1/22-12/31/2023	\$1,600,000.00	8/15/2022	R2022-0216
A-2	2390	Youth Opportunities Unlimited	4/1/22-12/31/2023	\$819,123.00	10/2/2022	R2022-0329

A-3	2390	Youth Opportunities Unlimited	4/1/22-12/31/2023	\$829,059.00	8/1/2023	R2023-0200
A-4	2390	Youth Opportunities Unlimited	1/1/24-10/31/2024	\$5,225,319.00	12/5/2023	R2023-0237

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	8476
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	RFP
CM Contract#	CM2390

<b>Youth Opportunities Unlimited- SYEP Amendment 5</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	AL	EB

Late Submittal Required:	Yes <input checked="" type="checkbox"/> X	No <input type="checkbox"/>
Why is the amendment being submitted late?	The <i>Notice of Award</i> was issued by CJFS on 4/15/24. DCAP did not receive funding verification until 4/25/24, further delaying the document collection process. The amendment was changed from <i>effective upon signature</i> to 5/1/24 to provide the vendor the opportunity to invoice for May expenses.	
What is being done to prevent this from reoccurring?	We are continually working with key staff to put processes in place to ensure funding availability, as well as seeking more efficient ways of securing covered services and service areas well before the proposed contract period.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
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Contract Amendments Reviewed by Purchasing				
<b>Youth Opportunities Unlimited- SYEP Amendment 5</b>			<b>Department initials</b>	<b>Purchasing</b>
Justification Form			SM	EB
IG#	20-0365-REG	20-0365-REG 12/31/2024	AL	EB
Annual Non-Competitive Bid Contract Statement - ( <i>only needed if not going to BOC or Council for approval</i> )	Date:	N/A	N/A	N/A
Debarment/Suspension Verified	Date:	5.9.24	AL	EB
Auditor's Finding	Date:	5.9.24	AL	EB
Independent Contractor (I.C.) Requirement	Date:	10.3.23	AL	EB
Cover - <i>Master amendments only</i>			AL	EB
Contract Evaluation			MC	EB
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			AL	EB

Other documentation may be required depending upon your specific item

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

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Revised 1/7/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	AL
Matrix Law Screen shot	SM
COI	AL-
Workers’ Compensation Insurance	AL- expires 7/1/2024
Original Executed Contract (containing insurance terms) & all executed amendments	AL

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
5/1/2024 - 10/31/2024	HS260100	55130	UCH08301	\$800,461.00
			<b>TOTAL</b>	<b>\$800,461.00</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	RFP
<b>Lawson RQ# (if applicable)</b>	8476
<b>CM Contract#</b>	CM2390

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$7,997,121.00		4/1/22-12/31/2023	05/24/2022	R022-0126
<b>Prior Amendment Amounts (list separately)</b>	AMND 1	\$1,600,000.00	4/1/22-12/31/2023	8/2/2022	R022-0126
	AMND 2	\$819,123.00	4/1/22-12/31/2023	10/3/2022	R022-0329
	AMND 3	\$829,059.00	4/1/22-12/31/2023	8/1/2023	R2023-0200
	AMND 4	\$5,225,319.00	1/1/24-10/31/2024	12/5/2023	R2023-0327
<b>Pending Amendment</b>	AMND 5	\$800,461.00	5/1/24-10/31/2024	Pending	Pending
<b>Total Amendments</b>		\$9,273,962.00			
<b>Total Contact Amount</b>		\$17,271,083.00			

### Purchasing Use Only:

Prior Resolutions:	R022-0126; R022-0329; R2023-0200; R2023-0327
Amend:	5

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Revised 1/7/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor Name:	Youth Opportunities Unlimited
ftp:	4/1/2022-10/31/2024
Amount:	\$800,461.00
History/CE:	OK
EL:	OK
Procurement Notes:	Amendment isn't extending time period, its adding additional funds
Purchasing Buyer's initials and date of approval	EB 6/4/2024

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Youth Opportunities Unlimited				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM#2390				
<b>RQ#</b>	8476				
<b>Time Period of Original Contract</b>	4/1/2023-12/31/2023				
<b>Background Statement</b>	The Workforce Innovation and Opportunity Act (WIOA) funds OhioMeansJobs Cleveland-Cuyahoga County to deliver an array of integrated services to individuals seeking jobs and skills training. The WIOA funds are braided with Temporary Assistance to Needy Families (TANF) funding to provide the services for youth in the Comprehensive Case Management and Employment Program (CCMEP).				
<b>Service Description</b>	TANF Summer Youth Employment Program serves low-income, TANF-eligible youth between the ages of 14 and 24. The program provides a quality, paid work experience to eligible youth in order to provide participants with an employment history, practical work experience, job skills and knowledge of the workplace.				
<b>Performance Indicators</b>	<b>Job Retention:</b> <ul style="list-style-type: none"> <li>90% will successfully complete work</li> </ul> <b>Customer Satisfaction:</b> <ul style="list-style-type: none"> <li>85% or higher are satisfied or very satisfied with the program</li> </ul> <b>Customer Satisfaction- Employers:</b> <ul style="list-style-type: none"> <li>85% or higher are satisfied or very satisfied with the program</li> </ul> <b>Employment readiness:</b> <ul style="list-style-type: none"> <li>100% of youth will score “proficient” or “exemplary” on 7 of the 10 foundations skills on the youth evaluation</li> </ul>				
<b>Actual Performance versus performance indicators (include statistics):</b>	<b>Job Retention:</b> <ul style="list-style-type: none"> <li>89% successfully complete work</li> </ul> <b>Customer Satisfaction:</b> <ul style="list-style-type: none"> <li>85% or higher are satisfied or very satisfied with the program</li> </ul> <b>Customer Satisfaction- Employers:</b> <ul style="list-style-type: none"> <li>78% or higher are satisfied or very satisfied with the program</li> </ul> <b>Employment readiness:</b> <ul style="list-style-type: none"> <li>80.7% of youth will score “proficient” or “exemplary” on 7 of the 10 foundations skills on the youth evaluation</li> </ul>				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>			X		

<b>Justification of Rating</b>	Base on previous performance we expect the vendor to achieve their deliverables.
<b>Department Contact</b>	Marcos Cortes 216 698-2586
<b>User Department</b>	CJFS
<b>Date</b>	10/5/2023

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0192

Sponsored by: <b>County Executive Ronayne/Department of Development</b>	<b>A Resolution</b> authorizing an Economic Development Loan to JumpStart Evergreen Fund IV LLC, in the amount not-to-exceed \$2,000,000.00 for the JumpStart Evergreen Fund; authorizing the County Executive and /or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Development has recommended an Economic Development Loan in the amount not-to-exceed \$2,000,000.00 to JumpStart Evergreen Fund IV LLC, fully amortizing over a 7-year term, at 5.5% interest; and

**WHEREAS**, JumpStart Evergreen Fund is an early-stage ‘Seed Stage’ investment vehicle that provides capital to promising technology-based startups to help them establish market traction needed for growth; and

**WHEREAS**, the proposed County loan would be utilized exclusively for investments and loans for companies located within Cuyahoga County, which will improve the County’s global competitiveness, foster economic growth, and broaden the diversity of the County’s tech-based ecosystem; and

**WHEREAS**, an essential objective for the County in making the loan is to provide funding to minority-owned businesses, and JumpStart is committed to emphasizing diversity in the portfolio companies’ leadership teams and workforces with a direct intent to provide funding to minority-owned companies; and

**WHEREAS**, the proposed funding source for the loan is Economic Development Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an Economic Development Loan to JumpStart Evergreen Fund IV LLC, in the amount not-to-exceed \$2,000,000.00 for the JumpStart Evergreen Fund.

**SECTION 2.** That the County Executive and /or Director of Development are authorized to execute all documents consistent with said loan and this Resolution.

**SECTION 3.** That this Resolution shall sunset twelve (12) months after County Council approval should the authorized action have not occurred by that date. In the event this Resolution sunsets prior to the authorized action taking place, the Director of Development shall notify the Clerk of Council in writing. The Clerk of Council shall record the sunseting of this Resolution in the Council's journal.

**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 for 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: May 14, 2024  
Committee(s) Assigned: Economic Development & Planning

Legislation Substituted in Committee: June 10, 2024

Journal \_\_\_\_\_

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

## ECONOMIC DEVELOPMENT LOAN TRANSACTIONS

<b>Title</b>	2024 – Department of Development; JumpStart, Inc; Evergreen Fund; Portfol Loan No. 232-05-01
<b>Department or Agency Name</b>	Department of Development
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	Pending	JumpStart, Inc	Upon Signature for 7 Years (est July 1, 2024- June 30, 2031)	\$2,000,000.00	Pending	Pending

### Loan Description and Terms.

Department of Development is seeking approval of a Loan with JumpStart, Inc., or an affiliate. The loan will be used to assist in funding the JumpStart Evergreen Fund that will be used as an early-stage, i.e. 'Seed Stage' investment vehicle that provides capital to promising technology-based startups to help them establish market traction needed for growth.

**Loan Amount:** not to exceed \$2,000,000.00

**Loan Terms:** 7-years fully amortizing P&I at 5.5% interest

**Loan Security:** security interest in various collateral including Monies and Deposits, Securities Accounts, Equipment, Goods, Inventory and Fixtures, Receivables, Letters of Credit and Letter-of-Credit Rights, Investment Property, Intellectual Property Collateral, any additional or other collateral that the County deems acceptable and necessary to fully secure this commitment. A corporate guarantee of Jumpstart Inc. will also be provided.

### Project Purpose/Goals, Outcomes(List 3):

The Evergreen Fund will focus on investing primarily in the areas of software application for business, healthcare technology and advanced manufacturing, consistent with region's historical need for early-stage investment capital.

These focus areas reflect growth opportunities in the digital economy and industries most venture capitalist investors seek to invest in as well. These opportunities also represent core regional industry clusters driven by world-renowned academic institutions and corporations in Northern Ohio, particularly within Cuyahoga County.

The new \$20M Evergreen Fund will be the only Seed Stage fund of its kind and size in the region, filling a crucial capital gap in support of emerging technology companies when they are at their most fragile stage of development. This fund is part of a larger initiative by JumpStart Ventures to leverage private and public sources

of capital as well as JumpStart's own balance sheet, to form \$100M in new investment capital that is needed to further drive technology-driven innovation in our region.

If a County Council item, are you requesting passage of the item without 3 readings. ☐ Yes ☒ No

In the boxes below, list Borrower/Vendor, Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address:	Owner, executive director, other (specify):
JumpStart, Inc. 6701 Carnegie Avenue, Suite 100 Cleveland, OH 44103	Julie Jacano, CEO
Vendor Council District: 8	Project Council District: All
If applicable provide the full address or list the municipality(ies) impacted by the project.	

#### NON-COMPETITIVE PROCUREMENT - X

Provide a short summary for not using competitive bid process.

Economic Development Loan

☐ Exemption

☐ Alternative Procurement Process

☐ Contract Amendment (*list original procurement*)

☒ Other Procurement Method, please describe:  
**Loan**

**FUNDING SOURCE:** i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (*No acronyms i.e. HHS Levy, CDBG, etc.*). Include % if more than one source.

Economic Development Fund

Is funding for this included in the approved budget? ☒ Yes ☐ No (if "no" please explain):

Payment Schedule: ☒ Invoiced ☐ Monthly ☐ Quarterly ☒ One-time ☐ Other (please explain):

#### Provide status of project.

Is contract late ☒ No ☐ Yes, In the fields below provide reason for late and timeline of late submission

**Reason:**

**Timeline:**

Project/Procurement Start Date

(date your team started working on this item):

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Date item was entered and released in Infor:

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

If late, have services begun? ☐ No ☐ Yes (if yes, please explain)

Have payments be made? ☐ No ☐ Yes (if yes, please explain)

**HISTORY (see instructions):**

<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Date BOC Approved/ Council's Journal Date</b>	<b>Approval No.</b>
2407	JumpStart, Inc. - Third Frontier Entrepreneurial Program	6/30/2022-6/30/2029	\$2,500,000.00	5/10/2022	R2022-0100
1882	JumpStart, Inc. - Next Fund II	9/21/2021-9/20/2028	\$5,000,000.00	5/11/2021	R2021-0095



**Economic Development Loan  
LOAN PRESENTATION PACKAGE**

**JumpStart Inc.**



**EVERGREEN**Fund

**Prepared By:**

**Bob Flauto  
Senior Development Finance Analyst**

## Department of Development PROJECT DESCRIPTION & DETAILS

**PROJECT NAME:** JumpStart Evergreen Fund  
**DOD Program:** Economic Development Loan Fund

### OVERVIEW

1. **Borrower:** JumpStart, Inc
2. **Project Location & Council District:**  
Countywide
3. **CCCIC Review Date:** NA
4. **Qualifies for these Funding Sources:** Economic Development Loan Fund
5. **Funding Partners in the Project:** Ohio Department of Development (ODOD), Manufacturing and Growth Network (MAGNET)

### 6. **Company Background**

JumpStart, a Cleveland-based organization that provides capital, resources and connections to local startup technology companies. For the past 20 years, JumpStart Ventures, the investing division of JumpStart Inc., has provided high-potential, early-stage startups with risk capital as they progress through the early phases of commercial development.

The JumpStart Evergreen Fund is an early-stage, i.e. 'Seed Stage' investment vehicle that provides capital to promising technology-based startups to help them establish market traction needed for growth. The Evergreen Fund will focus on investing primarily in the areas of software application for business, healthcare technology and advanced manufacturing, consistent with region's historical need for early-stage investment capital. These focus areas reflect growth opportunities in the digital economy and industries most venture capitalist investors seek to invest in as well. These opportunities also represent core regional industry clusters driven by world-renowned academic institutions and corporations in Northern Ohio, particularly within Cuyahoga County.

Importantly, this new \$20M Evergreen Fund will be the only Seed Stage fund of its kind and size in the region, filling a crucial capital gap in support of emerging technology companies when they are at their most fragile stage of development. This fund is part of a larger initiative by JumpStart Ventures to leverage private and public sources of capital as well as JumpStart's own balance sheet, to form \$100M in new investment capital that is needed to further drive technology-driven innovation in our region.

### 7. **Project Summary**

All prior capital raised by the Evergreen Fund has been committed leaving a significant gap in the early-stage funding ecosystem. The JumpStart Evergreen Fund is seeking new capital to continue this momentum and help accelerate innovative, primarily Cuyahoga County based

seed-stage technology startups positioned to excel in growth markets.

This loan request is tied to a funding award that JumpStart is in the final stages of securing with the Ohio Department of Development through their SSBCI Ohio Venture Fund Program. Last year, Ohio was approved by the U.S. Department of Treasury to receive funding through the federal State Small Business Credit Initiative (SSBCI) to support early-stage technology businesses across the state. Through this program, JumpStart is seeking \$10M in SSBCI funding that requires one-to-one matching dollars, resulting in the formation of a new \$20M Evergreen Fund. SSBCI final awards are scheduled to be announced within the coming weeks. In addition to the loan request of \$2M from Cuyahoga County, JumpStart is planning to invest \$6M from its balance sheet and is looking to secure \$2M from high-net-worth individuals affiliated with the Manufacturing and Growth Network (MAGNET) and its advanced manufacturing initiatives.

### **COSTS**

1. **Total Project Costs:** \$20,000,000
2. **County Loan Amount Requested:** \$2,000,000
3. **Qualifies for these Funding Sources:** Economic Development Loan

### **Uses and Sources**

<b>USES</b>		<b>SOURCES</b>	
JumpStart Evergreen Fund	\$20,000,000	Equity-Cash	\$6,000,000
		ODOD SSBCI Ohio Venture Fund Program	\$10,000,000
		MAGNET	\$2,000,000
		Cuyahoga County	\$2,000,000
Total Uses	\$20,000,000	Total Sources	\$20,000,000

### **COUNTY TERMS**

1. **Interest Rate:** 5.50%
2. **Term/Repayment:** 7-year term with payments deferred. A balloon payment of principal and interest will be due at the end of the loan term.
3. **Security/Collateral/Guarantor(s):** A security interest in various collateral including Monies and Deposits, Securities Accounts, Equipment, Goods, Inventory and Fixtures, Receivables, Letters of Credit and Letter-of-Credit Rights, Investment Property, Intellectual Property Collateral, any additional or other collateral that the County deems acceptable and necessary to fully secure this commitment. A corporate guarantee of Jumpstart Inc. will also be provided
4. **Success Fee:** In the event that the fund realizes a return on investment that doubles its value (\$40,000,000), JumpStart will pay a success fee equal to 10% on any amount over double the value (>\$40,000,000)

## **RATIONALE FOR PARTICIPATION**

**Job Creation and Economic Impact:** JumpStart Ventures projects that this \$20M Fund will invest in 27 companies operating in the high-growth sectors of strategic importance outlined above, with these portfolio companies going on to raise over \$200M in follow-on funding, generate \$89M+ in revenues, support the creation of 500+ jobs with average salaries over \$89K and generate 3X+ multiple return on invested capital with and 20% internal rate of return. A requirement of the Evergreen Fund is that all companies receiving investment must be headquartered within Ohio, and based on JumpStart Ventures investing history, half of the companies receiving investment (and the resulting impact) will be in companies headquartered within Cuyahoga County.

**JumpStart Ventures Commitment to DEI:** Since its inception and as reflected in its mission statement, JumpStart has endeavored to elevate underrepresented populations and “transform entire communities.” In fact, of the \$95M+ JumpStart Ventures has invested in startups to date across all its funds, ~17% has been invested into companies founded by females, and ~11% has been invested into companies founded by African American or Latino/Hispanic entrepreneurs. This compares favorably with national statistics where, across the US, female-founded companies are receiving only ~8%, and African American-led companies and Latinx-led companies are only receiving 2.4% of all venture investment.

## **RECOMMENDATION:**

With an ongoing partnership with the Ohio Department of Development and Cuyahoga County, it is expected that JumpStart will continue to create a pipeline of companies that will generate economic impact across the region. At the same time, these efforts will generate cash returns that can be reinvested in our collective efforts to further strengthen the region’s innovation economy.

The Department of Development believes that financial support of this project will leverage additional investment, create jobs and increase taxes for our community. The Department of Development, therefore, recommends approval of this Economic Development Loan.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0202

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> adopting the Annual Alternative Tax Budget for the year 2025, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, O.R.C. 5705.28(A)(2) requires that Council, as the taxing authority of Cuyahoga County, adopt a tax budget for the next succeeding fiscal year on or before the fifteenth day of July; and,

WHEREAS, O.R.C. 5705.281 permits the county budget commission to waive the tax budget requirement, but shall require the taxing authority to provide such information to the commission as may be required by the commission to perform its duties under this chapter; and,

WHEREAS, the purpose of the Tax Budget is to demonstrate the need for property taxes levied by the County and to establish the next succeeding fiscal year's revenue estimates; and,

WHEREAS, the Tax Budget establishes tax rates and provides the basis for the Official Certificate of Estimated Resources, the legal document that establishes the legal limitations within which the County must abide when setting appropriations; and,

WHEREAS, the Office of Budget and Management has submitted and recommended approval of the Annual Alternative Tax Budget; and,

WHEREAS, the County Operating Tax Budget for 2025 is \$2,070,010,296; and,

WHEREAS, after due consideration of the Alternative Tax Budget, it is deemed advisable by the Council of Cuyahoga County to adopt said County Alternative Tax Budget for the year 2025.

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

**SECTION 1.** The year 2025 Annual Alternative Tax Budget for the County of Cuyahoga as prepared in accordance with O.R.C. 5705.28, O.R.C. 5705.281, and the requirement of the Cuyahoga County Budget Commission, is hereby approved.

**SECTION 2.** 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.

**SECTION 3.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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: May 28, 2024

Committee(s) Assigned: Finance & Budgeting

Journal \_\_\_\_\_  
\_\_\_\_\_, 2024



To: County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: April 23, 2024

RE: 2025 Alternative Tax Budget

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Pursuant to **Ohio Revised Code §5705.28(A)(2)** and **Ohio Revised Code 5705.281**, the County is required to adopt the annual Alternative Tax Budget by July 15<sup>th</sup>. The intent of the Alternative Tax Budget is to estimate revenue generated by property tax levies for the coming year and to demonstrate, by way of the estimates, the need to continue to levy the taxes.

**A total of 14.85 mills will be levied by the County in voted and unvoted millage in 2025 totaling \$447.2 million.** The revenue generated by this millage supports general operations, debt service, health and human services, and programs and services for the developmentally disabled.

This proposed 2025 Alternative Tax Budget reflects an allocation of the 1.45 inside millage: 1.10 mills to the General Fund and 0.35 mills to the General Obligation Bond Retirement Fund. This is no change from the prior year.

Attached please find the following:

- Resolution R2024-xxxx, adopting the 2025 Alternative Tax Budget
- The 2025 Alternative Tax Budget, Schedules I-V

Please contact Mike Chambers or I with any questions. Thank you for your consideration.

# ALTERNATIVE TAX BUDGET INFORMATION

Political Subdivision/Taxing Unit: Cuyahoga County

For the Fiscal Year Commencing January 1, 2025

Fiscal Officer Signature Michael Chomboy CPA Date 4-23-24

## COUNTY OF CUYAHOGA

### **Background**

Substitute House Bill No. 129 (HB129) effective June 3, 2002, was enacted by the 124th General Assembly in part to allow a county budget commission to waive the requirement that a taxing authority adopt a tax budget for a political subdivision or other taxing unit, pursuant to Ohio Revised Code (ORC) Section 5705.281.

### **Ohio Revised Code Section 5705.281**

Under the amended version of this section pursuant to HB 129, a county budget commission, by an affirmative vote of a majority of the commission, including an affirmative vote by the county auditor, may waive the tax budget for any subdivision or other taxing unit. However, the commission may require the taxing authority to provide any information needed by the commission to perform its duties, including the division of the tax rates as provided under ORC Section 5705.04.

### **County Budget Commission Duties**

The county budget commission must still certify tax rates to each subdivision or other taxing unit, by March 1 for school districts and by September 1 for all other taxing authorities under ORC Section 5705.35, even when a tax budget is waived. Also, the commission is still required to issue an official certificate of estimated resources under ORC Section 5705.35 and amended official certificates of estimated resources under ORC Section 5705.36.

Therefore, when a budget commission is setting tax rates based on a taxing unit's need, for purposes of ORC Sections 5705.32, 5705.34, and 5705.341, its determination must be based on that other information the commission asked the taxing authority to provide under ORC Section 5705.281, when the tax budget was waived. Also, an official certificate must be based on that other information the commission asked the taxing authority to provide.

### **County Budget Commission Action**

On October 11, 2002, during the Cuyahoga County Budget Commission meeting, the commission with an affirmative vote of all members waived the requirement for taxing authorities of subdivisions or other taxing units (Including Schools) to adopt a tax budget as provided under ORC Section 5705.281, but shall require the filing of this Alternative Tax Budget Information document on an annual basis.

### **Alternative Tax Budget Information Filing Deadline**

For all political subdivisions excluding school districts, the fiscal officer must file one copy of this document with the County Fiscal Officer on or before July 20th. For school districts the fiscal officer must file one copy of this document with the County Fiscal Officer on or before January 20th.

# **GUIDELINES FOR COMPLETING THE ALTERNATIVE TAX BUDGET INFORMATION**

## **SCHEDULE 1**

The general purpose of schedule 1 is to meet the requirement of Ohio Revised Code (ORC) Section 5705.04 which requires the taxing authority of each subdivision to divide the taxes levied into separate levies. For help use the schedule B issued by the budget commission for the current year and add any new levies. This will help to ensure that no levies are missed.

In column 1 list only those individual funds which are requesting general property tax revenue. In column 2 purpose refers to the following terms, inside, current expenses, and special levy for example. In column 4 levy type refers to renewal, additional, and replacement for example. In column 9 identify the amount of general property tax you wish to request.

### **NOTE:**

The general purpose of column 9 is to demonstrate the need to produce property tax revenues to cover the estimated expenditures for the budget year. ORC Section 5705.341 states in part;

"Nothing in this section or any section of the ORC shall permit or require the levying of any rate of taxation, whether within the 10 mill limitation or whether the levy has been approved by the electors, the political subdivision or the charter of a municipal corporation in excess of such 10 mill limitation, unless such rate of taxation for the ensuing fiscal year is clearly required by a budget properly and lawfully, adopted under this chapter or by other information required per ORC 5705.281."

Property tax revenue includes real estate taxes, personal property taxes, homestead and rollback, and the personal property 10,000 exempt monies.

## **SCHEDULE 2**

The general purpose of schedule 2 is to produce an Official Certificate of Estimated Resources for all funds.

In column 3, total estimated receipts should include all revenues plus transfers in excluding property taxes and local government revenue. All taxing authority must submit a list of all tax transfers.

## **SCHEDULE 3**

The general purpose of schedule 3 is to provide inside/chapter millage for debt service. The basic security for payment of general obligation debt is the requirement of the levy of ad valorem property taxes within the 10 mill limitation imposed by Ohio law. Ohio law requires a levy and collection of ad valorem property tax to pay debt service on general obligation debt as it becomes due, unless that debt service is paid from other sources.

## **SCHEDULE 4**

The general purpose of schedule 4 is to provide for the proper amount of millage to cover debt service requirements on voted bond issues. Major capital improvement projects are sometimes financed through the use of voted bonds. The taxing authority seeks voter approval of general obligation bonds and of the levy of property taxes outside the indirect debt limitation in whatever amount is necessary to pay debt service on those bonds.

## **SCHEDULE 5**

The general purpose of schedule 5 is to properly account for tax anticipation notes. See schedule 5 for more details.

(Levies Inside & Outside 10 Mill Limitation, Inclusive Of Debt Levies)  
(List All Levies Of The Taxing Authority)

**SCHEDULE 1**

I	II	III	IV	V	VI	VII	VIII	IX
Fund	Purpose	Authorized By Voters On MM/DD/YY	Levy Type	Number Of Years Levy To Run	Tax Year Begins/ Ends	Collection Year Begins/ Ends	Maximum Rate Authorized (Mills)	\$ AMOUNT Requested Of Budget Commission
Board of Developmental Disabilities (Zone 2210)	To support the provision of services to individuals and families affected by developmental disabilities	11/8/2005	Replacement	Continuous	2005/2006	Continuous	3.9	\$109,523,753
HHS Levy Fund (Zone 2255)	To support the provision of health and human services	3/19/2024	Renewal	Eight	2024/2031	2025/2032	4.8	\$134,853,518
HHS Levy Fund (Zone 2255)	To support the provision of health and human services	4/28/2020	Replacement	Eight	2020/2027	2021/2028	4.7	\$144,000,124
General Fund (Zone 1100)	To support general government operations	Inside Millage					1.10	\$44,616,681
GO Bond Retirement Fund (Zone 3500)	To support annual debt service on the three outstanding GO issues	Inside Millage					0.35	\$14,196,217
<b>Totals</b>							<b>14.85 mills</b>	<b>\$447,190,293</b>

# STATEMENT OF FUND ACTIVITY

(List All Funds Individually)

## SCHEDULE 2

I		II		III		IV		V		VI		VII
Fund BY Type	Fund Name	Beginning Estimated Unencumbered Fund Balance	Property Taxes and Local Government Revenue	Other Sources Receipts	Total Resources Available for Expenditures	Total Estimated Expenditures & Encumbrances	Ending Estimated Unencumbered Balance					
1100	General Fund	\$ 212,967,583	\$ 44,616,681	\$ 504,747,722	\$ 762,331,986	\$ 556,861,393	\$ 205,470,594					
2200	ADAMHS	\$ 37,003,761	-	\$ 63,229,833	\$ 100,233,594	\$ 65,475,701	\$ 34,757,893					
2205	ADAMHS Grants	\$ 243,974	-	-	\$ 243,974	-	\$ 243,974					
2210	Board Of Develop. Disabilities	\$ 186,664,751	\$ 109,523,753	\$ 30,762,773	\$ 326,951,277	\$ 158,118,806	\$ 168,832,471					
2215	Children Services	\$ 9,093,856	-	\$ 81,913,299	\$ 91,007,155	\$ 86,183,369	\$ 4,823,756					
2220	Community Development	\$ 21,209,973	-	\$ 6,131,481	\$ 27,341,454	\$ 8,461,822	\$ 18,879,632					
2225	Convention Center	\$ 637,188	-	\$ 503,949	\$ 1,141,137	\$ 503,949	\$ 637,188					
2230	Convention Center Hotel	\$ -	-	-	-	-	-					
2235	County Land Reutilization	\$ -	-	\$ 7,000,000	\$ 7,000,000	\$ 7,000,000	-					
2240	Court	\$ 10,777,928	-	\$ 1,920,888	\$ 12,698,816	\$ 1,384,954	\$ 11,313,862					
2245	Cuyahoga Support Enforcement	\$ -	-	\$ 41,257,659	\$ 41,257,659	\$ 41,257,659	-					
2250	Delinquent Real Estate Assess.	\$ 15,197,451	-	\$ 10,994,621	\$ 26,192,072	\$ 3,786,025	\$ 22,406,047					
2251	Delinquent Real Estate Assess.	\$ 13,485,489	-	\$ 4,936,642	\$ 18,422,131	\$ 2,204,294	\$ 16,217,837					
2255	HHS Levy 4.8 mills	\$ 9,893,486	\$ 134,853,518	\$ 1,711,975	\$ 146,458,979	\$ 141,163,053	\$ 5,295,926					
2256	MetroHealth Subsidy	\$ -	-	\$ 35,000,000	\$ 35,000,000	\$ 35,000,000	-					
2257	HHS Levy 4.7 mills	\$ 29,016,571	\$ 144,000,124	\$ 511,007	\$ 173,527,702	\$ 141,296,334	\$ 32,231,368					
2260	Human Services	\$ -	-	\$ 267,912,059	\$ 267,912,059	\$ 267,912,059	-					
2265	Litter Prevention & Recycling	\$ -	-	-	-	-	-					
2270	Motor Vehicle Gas Tax	\$ 45,404,132	-	\$ 56,321,888	\$ 101,726,020	\$ 45,808,909	\$ 55,917,111					
2275	Other Community Development	\$ 370,836	-	\$ 1,001,761	\$ 1,372,597	\$ 1,205,673	\$ 166,924					
2280	Other Health And Safety	\$ 14,385,545	-	\$ 29,409,445	\$ 43,794,990	\$ 33,909,115	\$ 9,885,875					
2285	Other Judicial	\$ 9,145,579	-	\$ 4,382,710	\$ 13,528,289	\$ 11,337,883	\$ 2,190,406					
2290	Other Legislative And Exec.	\$ 12,178,691	-	\$ 857,928	\$ 13,036,619	\$ 586,843	\$ 12,449,776					
2295	Other Public Works	\$ 290,044	-	\$ 10,267	\$ 300,311	-	\$ 300,311					
2300	Other Social Services	\$ 8,843,038	-	\$ 214,282	\$ 9,057,320	\$ 219,382	\$ 8,837,938					
2305	Real Estate Assessment	\$ 37,856,946	-	\$ 22,519,257	\$ 60,376,203	\$ 16,515,598	\$ 43,860,605					
2310	Solid Waste	\$ 2,752,825	-	\$ 1,002,988	\$ 3,755,813	\$ 2,381,167	\$ 1,374,647					
2315	Sports Facilities Enhancement	\$ 1,697,097	-	\$ 21,688,933	\$ 23,386,030	\$ 21,688,634	\$ 1,697,396					
2320	Treat All For Safer Comm	\$ 5,287,130	-	\$ 1,443,468	\$ 6,730,598	\$ 1,424,704	\$ 5,305,894					
2325	Victim Assistance	-	-	\$ 2,522,403	\$ 2,522,403	\$ 2,513,411	\$ 8,992					
2330	Youth Services	\$ 7,560,844	-	-	\$ 7,560,844	-	\$ 7,560,844					
2335	Lodging Tax Fund	\$ 3,233,916	-	\$ 33,751,500	\$ 36,985,416	\$ 31,623,009	\$ 5,362,407					
2345	Opiloid Mitigation Fund	\$ 78,049,330	-	-	\$ 78,049,330	-	\$ 78,049,330					
2350	COVID-19 CARES Act Fund	\$ 20,916,424	-	-	\$ 20,916,424	-	\$ 20,916,424					
2360	27th Pay Reserve	\$ 8,179,100	-	\$ 1,215,423	\$ 9,394,523	\$ 1,215,423	\$ 8,179,100					
2365	Workforce Development	\$ 1,353,120	-	\$ 17,353,809	\$ 18,706,929	\$ 17,353,809	\$ 1,353,120					
3500	Debt Service	-	\$ 14,196,217	\$ 87,553,822	\$ 101,750,039	\$ 101,750,039	-					
4600	Capital Projects	\$ 28,217,033	-	\$ 10,212,063	\$ 38,429,096	-	\$ 38,429,096					
4605	Road Capital Projects	\$ -	-	-	-	-	-					
4610	Convention Center Hotel Const.	\$ 20,135	-	-	\$ 20,135	-	\$ 20,135					
5700	County Airport	\$ 811,818	-	\$ 1,590,389	\$ 2,402,207	\$ 1,649,984	\$ 752,223					
5705	County Parking Garage	\$ 8,122,608	-	\$ 5,228,953	\$ 13,351,561	\$ 2,049,302	\$ 11,302,259					
5710	CC Information Systems	\$ 2,408,726	-	\$ 714,014	\$ 3,122,740	\$ 681,791	\$ 2,440,950					
5715	Sanitary Engineer	\$ 26,257,107	-	\$ 28,078,607	\$ 54,335,714	\$ 35,141,091	\$ 19,194,623					
5720	Public Utility-Micrgrid	-	-	\$ 378,743	\$ 378,743	\$ 378,743	-					
6745	Sheriff Central Security	\$ -	-	\$ 14,269,043	\$ 14,269,043	\$ 14,269,043	-					
6750	Central Custodial Services	\$ -	-	\$ 53,610,974	\$ 53,610,974	\$ 53,610,974	-					
6755	Maintenance Garage	\$ 670,705	-	\$ 2,501,866	\$ 3,172,571	\$ 1,998,714	\$ 1,173,857					
6765	Health Insurance	\$ 56,446,512	-	\$ 183,535,197	\$ 239,981,709	\$ 143,701,447	\$ 96,280,262					
6770	Workers' Compensation	\$ 177,940	-	\$ 6,639	\$ 184,579	\$ 6,856,980	\$ 6,672,401					
6775	Postane	\$ 1,073,151	-	\$ 1,198,813	\$ 2,271,964	\$ 1,615,646	\$ 656,318					
6780	Printing	\$ -	-	\$ 1,913,735	\$ 1,913,735	\$ 1,913,735	-					
TOTAL ALL FUNDS		\$ 927,902,343	\$ 447,190,293	\$ 1,643,022,828	\$ 3,018,115,464	\$ 2,070,010,296	\$ 948,105,168					

# UNVOTED GENERAL OBLIGATION DEBT

(Include General Obligation Debt To Be Paid From Inside/Charter Millage Only)  
(Do Not Include General Obligation Debt Being Paid By Other Sources)  
(Do Not Include Special Obligation Bonds & Revenue Bonds)

## SCHEDULE 3

I	II	III	IV	V	VI
Purpose Of Bonds Or Notes	Date Of Issue	Final Maturity Date	Principal Amount Outstanding At The Beginning Of The Calendar Year	Amount Required To Meet Calendar Year Principal & Interest Payments	Amount Receivable From Other Sources To Meet Debt Payments
Series 2009B General Obligation Bonds	12/22/2009	12/1/2034	\$85,265,000	\$12,332,480	\$1,905,057
Series 2019A General Obligation Bonds	9/12/2019	12/1/2035	\$37,520,000	\$1,753,150	\$1,753,150
Series 2019B General Obligation Bonds	9/12/2019	12/1/2027	\$14,360,000	\$5,013,318	\$5,013,318
Series 2020A General Obligation Bonds	11/3/2020	12/1/2037	\$33,970,000	\$3,385,200	\$78,000
Series 2020B General Obligation Bonds	11/3/2020	12/1/2035	\$45,630,000	\$1,840,216	\$0
<b>Total</b>			<b>\$216,745,000</b>	<b>\$24,324,364</b>	<b>\$8,749,525</b>

(Bonds Or Notes Must Actually Be Issued In Order To Commence Collection Of Property Taxes For Debt Service)

[illegible]

# TAX ANTICIPATION NOTES

(Schools Only)

## SCHEDULE 5

Tax anticipation notes are issued in anticipation of the collection of the proceeds of a property tax levy. The amount of money required to cover debt service must be deposited into a bond retirement fund, from collections and distribution of the tax levy, in the amounts and at the times required to pay those debt charges as provided in the legislation authorizing the tax anticipation notes. (ORC Section 133.24)

The appropriation to the fund which normally receives the tax levy proceeds is limited to the balance available after deducting the amounts to be applied to debt service.

After the issuance of general obligation securities or of securities to which section 133.24 of the ORC applies, the taxing authority of the subdivision shall include in its annual tax budget, and levy a property tax in a sufficient amount, with any other monies available for the purpose, to pay the debt charges on the securities payable from property tax. (ORC Section 133.25)

	Name Of Tax Anticipation Note Issue	Name Of Tax Anticipation Note Issue
Amount Required To Meet Budget Year Principal & Interest Payments:		
Principal Due		
Principal Due Date		
Interest Due		
Interest Due Date		
Interest Due		
Interest Due Date		
Total		
Name Of The Special Debt Service Fund		

Amount Of Debt Service To Be Apportioned To The Following Settlements:		
February Real		
August Real		
June Tangible		
October Tangible		
Total		
Name Of Fund To Be Charged		

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

RESOLUTION NO. R2024-0203

Sponsored by: <b>County Executive Ronayne/Fiscal Officer</b>	<b>A Resolution</b> authorizing the issuance and sale of County of Cuyahoga, Ohio Economic Development Revenue Bonds, Series 2024A (Rock and Roll Hall of Fame Expansion Project) in a principal amount not to exceed \$50,000,000; providing for the pledge of Nontax Revenues of the County for the payment of such bonds; authorizing the execution of various documents required in connection with said bond issuance, including an amendment to the Agreement Related to 2020 County Bed Tax Increase, and authorizing and approving related matters; and declaring the necessity that this Bond Resolution become immediately effective.
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**WHEREAS**, the County of Cuyahoga, Ohio (the “County” and the “Issuer”), a county and political subdivision duly organized and validly existing under the laws of the State of Ohio, by virtue of the laws of the State of Ohio (the “State”), including Article VIII, Section 13 of the Constitution of the State and Chapter 165 of the Ohio Revised Code, as amended (the “Act”), is authorized and empowered among other things (a) to issue its Economic Development Revenue Bonds, Series 2024A (Rock and Roll Hall of Fame Expansion Project) (the “Series 2024A Bonds”), and loan the proceeds of the Series 2024A Bonds to The Rock and Roll Hall of Fame and Museum, Inc., an Ohio nonprofit corporation (“Borrower”), to (i) finance a portion of the costs of acquiring, constructing, equipping, furnishing and improving a “project”, as defined in Section 165.01, as amended, Ohio Revised Code, including but not limited to the construction of an expansion to the Rock and Roll Hall of Fame and Museum in Cleveland, Ohio comprising a 50,000 square-foot addition including multipurpose spaces for indoor performances, community gatherings and private rentals, a new entrance lobby, open space for event and education programming, on-site archives, and relocation of the administrative offices from the lower level which will create 10,000 square feet of new traveling exhibit space in the original building, and (ii) pay costs of issuance (collectively, the “Project”); (b) to secure the payment of Bond Service Charges on the Series 2024A Bonds with Nontax Revenues of the County; and (c) to enact this Bond Resolution (the “Bond Resolution”) and execute and deliver the agreements and instruments hereinafter identified; and

**WHEREAS**, the Cuyahoga County Community Improvement Corporation has certified to the County that the Project is in accordance with the plan for the industrial, commercial, distribution and research development of the County heretofore confirmed by this Council; and

**WHEREAS**, this Council of the County of Cuyahoga, Ohio (this “Council”), pursuant to the foregoing authority and at the request of, and based upon the representations of the Borrower, has determined that it is willing to authorize the issuance and sale of the Series 2024A Bonds in the maximum aggregate principal amount of \$50,000,000 to assist in the financing of the Project, and in connection with that issuance and sale, to adopt this Bond Resolution, to enter into the Issuer Documents (as hereinafter defined) and to execute and deliver certain other statements, documents and instruments upon the terms set forth in this Bond Resolution and those documents and instruments; and

**WHEREAS**, the Series 2024A Bonds will be issued pursuant to the provisions of the Act and a Trust Indenture (the “Trust Indenture”), by and between the County and U.S. Bank Trust Company, National Association, as trustee (the “Trustee”); and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that the usual daily operation of the County be continued and the public peace, health or safety of the County be preserved and for the further reason that funds be made available in a timely manner for the Project; and

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

**SECTION 1. Definitions.**

(a) As used herein, the following capitalized words and terms shall have the following definitions, unless the context or use indicates another or different meaning or intent:

“Bed Tax Agreement” means the Agreement Related to 2020 County Bed Tax Increase by and between the Borrower and the County, dated September 23, 2019 and made effective January 1, 2020, as amended in accordance with this Resolution.

“Bond Purchase Agreement” means the Bond Purchase Agreement between the County and the Original Purchaser.

“Bond Service Charges” means the principal (at stated maturity or by redemption), premium (if any) and interest required to be paid by the County on the Series 2024A Bonds.

“Borrower” means The Rock and Roll Hall of Fame and Museum, Inc., an Ohio nonprofit corporation.

“County Executive” means the County Executive of the County or designee for the purposes of signing documents.

“County Fiscal Officer” means the Fiscal Officer of the County, including an acting or interim Fiscal Officer of the County or designee for purposes of signing documents.

“Coverage Computation Period” means the three most recent calendar years preceding the date of the certification required by Section 9(b).

“Coverage Ratio” means 150%.

“Final Terms Certificate” means the certificate authorized by Section 5, to be signed by the County Fiscal Officer or the County Executive, setting forth and determining those terms or other matters pertaining to the Series 2024A Bonds and their issuance, sale and delivery as this Resolution requires or authorizes to be set forth or determined therein.

“Indenture” means the Trust Indenture, dated as of August 1, 2024 by and between the County and the Trustee.

“Loan Payments” means the payments to be made by the Borrower to the County pursuant to the Loan Agreement.

“Loan Agreement” means the Loan and Security Agreement between the Borrower and the County, dated as of August 1, 2024.

“Mandatory Sinking Fund Redemption Requirements” means, as to the Series 2024A Bonds, the deposits required to be made in respect of the mandatory redemption requirements indicated in the Indenture.

“Nontax Revenues” means all money of the County that is not money raised by taxation, to the extent available for deposit in the Bond Fund, including, but not limited to the following: (a) charges for services and payments received in reimbursement for services; (b) payments in lieu of taxes now or hereafter authorized by State statute; (c) fines and forfeitures; (d) fees from properly imposed licenses and permits; (e) investment earnings that are credited to the County’s General Fund; (f) proceeds from the sale of assets; (g) rental income; (h) grants from the United States of America and the State; (i) gifts and donations; and (j) Project Revenues; provided that Nontax Revenues do not include the Brownfield Revenues, the Commercial Redevelopment Revenues, the Flats Revenues, Medical Mart/Convention Center Revenues, the Series 2014C Bonds Revenues, the Steelyard Revenues, the Western Reserve Revenues, the Westin Revenues or the MetroHealth Payments (each as defined in the Loan Agreement).

“Official Statement” means, as appropriate, the preliminary official statement or the final official statement authorized by this Resolution.

“Original Purchaser” means such purchaser(s) of the Series 2024A Bonds identified in the Bond Purchase Agreement for the Series 2024A Bonds.

“Parity Obligations” means any bonds, notes or other obligations of or guaranties by the County secured by a pledge of Nontax Revenues on a parity with the Series 2024A Bonds, except that such Parity Obligations shall not be secured by any pledge of the Project Revenues.

“Payment Date” means any Interest Payment Date or any date on which a scheduled payment of principal or of a mandatory sinking fund installment of the Series 2024A Bonds is due.

“Project Revenues” means any amounts deposited to the Project Fund or the Bond Fund established by the Indenture for the Series 2024A Bonds.

“Trustee” means U.S. Bank Trust Company, National Association.

(b) All other capitalized terms used herein and those not otherwise defined herein shall have the respective meanings given to them in the Trust Indenture with respect to the Series 2024A Bonds.

(c) Any reference herein to the County, or to any officers or members thereof, shall include those which succeed to their functions, duties or responsibilities pursuant to or by operation of law or who are lawfully performing their functions.

(d) Unless the context shall otherwise indicate, words importing the singular number shall include the plural number, and vice versa, and the terms “hereof,” “hereby,” “hereto,” “hereunder,” and similar terms, mean this Bond Resolution.

**SECTION 2. Determinations by this Council.** This Council hereby finds and determines, based on the information and representations provided by the Borrower, that the Project constitutes a “project” as defined in the Act and is consistent with the purposes of Section 13, Article VIII of the Ohio Constitution and the Act and will benefit the people of the County by creating or preserving jobs and employment opportunities and promoting the industrial, commercial and economic development of the County and the State. Provision of the loan to assist in the financing of the Project will require the issuance, sale and delivery of the Series 2024A Bonds.

**SECTION 3. Authorization of Series 2024A Bonds.** It is hereby determined to be necessary to, and the County shall, issue, sell and deliver, as provided herein and pursuant to the authority of the Act, the Series 2024A Bonds in an aggregate principal amount not to exceed \$50,000,000, all in accordance with the provisions of the Indenture and the Loan Agreement. The Series 2024A Bonds shall be designated “Economic Development Revenue Bonds, Series 2024A (Rock and Roll Hall of Fame Expansion Project).” The final aggregate principal amount of the Series 2024A Bonds will be determined in the Final Terms

Certificate as provided in Section 5. The Series 2024A Bonds shall be payable and secured as provided herein. The proceeds of the sale of the Series 2024A Bonds shall be deposited as set forth in the Final Terms Certificate and are hereby appropriated for the purposes set forth in the Loan Agreement.

#### **SECTION 4. Terms and Provisions of the Series 2024A Bonds.**

(a) Generally. The Series 2024A Bonds (i) shall be issued only in fully registered form, substantially as set forth in the Indenture; (ii) shall be exchangeable for Series 2024A Bonds of Authorized Denominations, as provided in the Indenture; (iii) shall be numbered in such manner as determined by the Trustee in order to distinguish each Series 2024A Bond from any other Series 2024A Bond; and (iv) shall be in Authorized Denominations. The Series 2024A Bonds may be subject to both optional and mandatory redemption in the amounts, upon the conditions, and at the times and prices set forth in the Final Terms Certificate provided for in Section 5 and in the Indenture. The Series 2024A Bonds shall be dated the Closing Date, or such earlier date, not more than 60 days prior to the Closing Date, as may be established in the Final Terms Certificate.

(b) Principal Amount Interest Rates and Payment Dates. The actual principal amount of the Series 2024A Bonds shall be specified in the Final Terms Certificate. The Series 2024A Bonds shall bear the rate or rates of interest per year (computed on the basis of a 360-day year consisting of 12 30-day months), as shall be established, subject to subsection (d) of this Section, in the Final Terms Certificate. Interest on the Series 2024A Bonds shall be payable at such rate or rates on the Interest Payment Dates until the principal amount has been paid or provided for. The Series 2024A Bonds shall bear interest from the most recent date to which interest has been paid or provided for or, if no interest has been paid or provided for, from their date.

(c) Principal Payment Schedule. The Series 2024A Bonds shall mature or be payable pursuant to Mandatory Sinking Fund Redemption Requirements on the Principal Payment Dates in principal amounts as shall be determined by the signing officer, subject to subsection (d) of this Section, in the Final Terms Certificate, consistent with that officer's determination of the best interest of and financial advantages to the County.

Consistent with the foregoing and in accordance with that officer's determination of the best interest of and financial advantages to the County, the County Fiscal Officer or County Executive shall specify in the Final Terms Certificate (i) the aggregate principal amount of Series 2024A Bonds to be issued as Serial Bonds, the Principal Payment Dates on which those Series 2024A Bonds shall be stated to mature and the principal amount thereof that shall be stated to mature on each such Principal Payment Date, and (ii) the aggregate principal amount of Series 2024A Bonds to be issued as Term Bonds, the Principal Payment Date or Dates on which those Series 2024A Bonds shall be stated to mature, the amount thereof that shall be stated to mature on each such Principal Payment Date, the Principal Payment Date or Dates on which Term Bonds shall be subject to mandatory sinking fund redemption (Mandatory

Redemption Dates) and the amount thereof that shall be payable pursuant to Mandatory Sinking Fund Redemption Requirements on each Mandatory Redemption Date.

(d) Conditions for Establishment of Interest Rates and Principal Payment Dates and Amounts. The first Principal Payment Date shall occur on such date as set forth in the Final Terms Certificate determined to be necessary and advisable to the sale of the Series 2024A Bonds and in the best interests and financial advantages of the County, and the final Principal Payment Date shall occur not later than August 1, 2054. The weighted average of the rate or rates of interest per year (i.e. trust interest cost) to be borne by the Series 2024A Bonds, determined by taking into account the respective principal amounts of the Series 2024A Bonds and terms to maturity or mandatory sinking fund redemption of those principal amounts of Series 2024A Bonds, shall not exceed 7.0% per year.

(e) Payment of Bond Service Charges. The Bond Service Charges on the Series 2024A Bonds shall be payable in lawful money of the United States of America without deduction for the services of the Trustee as paying agent. Principal of and any premium on the Series 2024A Bonds shall be payable when due upon presentation and surrender of the Series 2024A Bonds at the designated corporate trust office of the Trustee in accordance with the Indenture. Interest on the Series 2024A Bonds shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name the Series 2024A Bond was registered, and to that person's address appearing, on the Bond Register at the close of business on the Regular Record Date. Notwithstanding the foregoing, if and so long as the Series 2024A Bonds are issued in a book entry system, principal of and interest and any premium on the Series 2024A Bonds shall be payable in the manner provided in any agreement entered into by the County Fiscal Officer or the County Executive, in the name and on behalf of the County, in connection with the book entry system.

**SECTION 5. Authorization of Trust Indenture, Loan Agreement, Bond Purchase Agreement, and All Other Documents to be Executed by the County.** To provide for the issuance and sale of the Series 2024A Bonds, and to better secure the payment of the principal of, and premium, if any, and interest on, the Series 2024A Bonds as the same shall become due and payable, the County Executive or the County Fiscal Officer are authorized and directed, for and in the name of the County and on its behalf, to sign and deliver the Trust Indenture, the Loan Agreement and the Bond Purchase Agreement (collectively, the "Issuer Documents") in substantially the forms now on file with the Clerk. The Issuer Documents are hereby approved, with such changes therein that are not materially inconsistent with this Resolution and not adverse to the County and that are permitted by the Constitution of Ohio and shall be approved by the official(s) signing such documents. The approval of such changes, and the determination that such changes are not adverse to the County, shall be conclusively evidenced by the execution and delivery of such Issuer Documents by such official(s).

The County Executive, the County Fiscal Officer, the Clerk, the Director of Law, the Prosecuting Attorney and other County officials, as appropriate, are further authorized to

sign any notices, certifications, financing statements, other agreements (including amendments, if necessary), documents, instruments and opinions, and to take such other actions, as are desirable, advisable, necessary or appropriate to perfect the assignments set forth in the Indenture and to consummate the transactions contemplated by, and any actions required or authorized by, this Resolution, the Indenture, the Loan Agreement and the Bond Purchase Agreement.

**SECTION 6. Sale of Series 2024A Bonds; Official Statement; Continuing Disclosure; Ratings and Credit Enhancement.**

(a) Sale of the Series 2024A Bonds. The Series 2024A Bonds shall be awarded to the Original Purchaser. The County Executive and the County Fiscal Officer are hereby authorized to work with the Original Purchaser to determine the interest rates on and the aggregate principal amount and principal maturities and other terms of the Series 2024A Bonds in order to consummate the sale of the Series 2024A Bonds. The County Executive or the County Fiscal Officer is authorized to approve the final principal amount of the Series 2024A Bonds (provided that such principal amount shall not exceed the amount authorized in Section 3), the interest rate(s) on the Series 2024A Bonds, the dated date of the Series 2024A Bonds and a maturity schedule, all as set forth in and subject to the limitations contained in Section 4, and to determine the amount of the proceeds of the Series 2024A Bonds to be allocated to each of the appropriate funds and accounts of the Indenture. Such approval shall be evidenced by the signing of the Final Terms Certificate by the County Executive or the County Fiscal Officer that shall set forth the principal amount of and interest rates on the Series 2024A Bonds and the maturity schedule and the dated date of the Series 2024A Bonds together with any other matters required under this Resolution. The Final Terms Certificate shall be incorporated in and form a part of this Resolution.

At the time of the signing of the Final Terms Certificate, the County Executive or the County Fiscal Officer is authorized to sell the Series 2024A Bonds to the Original Purchaser at the purchase price established in the Final Terms Certificate, which purchase price shall not be less than 97% of the aggregate original offering price to the public, plus accrued interest, and in accordance with the terms and provisions of this Resolution, including the Final Terms Certificate, and the Bond Purchase Agreement. The County Executive or the County Fiscal Officer is further authorized to sign, acknowledge and deliver, in the name of and on behalf of the County, a Bond Purchase Agreement substantially in the form now on file with the Clerk. The form of Bond Purchase Agreement is approved with such changes therein that are not materially inconsistent with this Resolution and not adverse to the County and that are permitted by the Constitution of Ohio and shall be approved by the official signing the Bond Purchase Agreement. The approval of such changes, and the determination that such changes are not materially inconsistent with this Resolution and not adverse to the County, shall be conclusively evidenced by the signing and delivery of the Bond Purchase Agreement by that official. The County Executive or the County Fiscal Officer is authorized to make the necessary arrangements on behalf of the County to establish the date, location, procedure and conditions for the delivery of the Series 2024A Bonds to the Original Purchaser. That

officer is further authorized to take all actions necessary to effect due signing, authentication and delivery of the Series 2024A Bonds under the terms of this Resolution, the Bond Purchase Agreement and the Indenture.

It is determined that the parameters for the purchase price for and the terms of the Series 2024A Bonds, and the sale thereof, all as provided for in this Resolution, are in the best interest of and most advantageous for the County and in compliance with all legal requirements, as advised by Bond Counsel.

(b) Official Statement. The distribution of a preliminary Official Statement of the County relating to the original issuance of the Series 2024A Bonds is authorized and approved, and the County Executive or the County Fiscal Officer and any other official of the County are authorized and directed to complete and sign, on behalf of the County and in their official capacities, a final Official Statement, with such modifications, changes and supplements as are necessary or desirable for the purposes thereof as such officers shall approve. Such officers are authorized to use and distribute, or authorize the use and distribution of, the preliminary and the final Official Statement and any supplements thereto as so signed in connection with the original issuance of the Series 2024A Bonds, and are authorized and directed to advise the Original Purchaser in writing regarding limitations on the use of the Official Statement and any supplements thereto for purposes of marketing or reoffering the Series 2024A Bonds as the acting officer deems necessary or appropriate to protect the interests of the County. The County Executive or the County Fiscal Officer and any other official of the County are authorized to sign and deliver, on behalf of the County and in their official capacities, such certificates in connection with the accuracy of the preliminary and final Official Statement and any supplements thereto as, in their judgment, may be necessary or appropriate and to determine, and to certify or otherwise represent, when the official statement is to be “deemed final” (except for permitted omissions) by the County as of its date or is a final official statement for purposes of SEC Rule 15c2-12(b)(1), (3) and (4).

(c) Agreement to Provide Continuing Disclosure. If deemed necessary and requested by the Original Purchaser, the County shall agree, as the only obligated person with respect to the Series 2024A Bonds under the Rule, to provide or cause to be provided such financial information and operating data, financial statements and notices, in such manner, as may be required for purposes of paragraph (b)(5) of the Rule. In order to describe and specify certain terms of the County’s continuing disclosure agreement for that purpose, and thereby to implement that agreement, including provisions for enforcement, amendment and termination, the County Executive or the County Fiscal Officer is authorized to sign and deliver, in the name and on behalf of the County, the Continuing Disclosure Certificate substantially in the form now on file with the Clerk, with any changes or amendments that are not inconsistent with this Resolution and not adverse to the County and that are approved by that official on behalf of the County, all of which shall be conclusively evidenced by the signing and delivery of that Certificate or amendments to it. The agreement formed, collectively, by this paragraph and that Certificate, shall be the County’s continuing

disclosure agreement for purposes of the Rule, and its performance shall be subject to the availability of funds and their annual appropriation to meet costs the County would be required to incur to perform it.

The County Executive or the County Fiscal Officer is further authorized and directed to establish procedures in order to ensure compliance by the County with its continuing disclosure agreement, including timely provision of information and notices. Prior to making any filing in accordance with that agreement or providing notice of the occurrence of any other events, the responsible County officer shall consult with and obtain legal advice from, as appropriate, the Director of Law and bond or other qualified independent special counsel selected by the County. That County officer, acting in the name and on behalf of the County, shall be entitled to rely upon any such legal advice in determining whether a filing should be made.

(d) Authorization for Application for Ratings or Credit Enhancement. If, in the judgment of the County Executive or the County Fiscal Officer, the filing of an application for (i) a rating on the Series 2024A Bonds by one or more nationally recognized rating services or (ii) a policy of insurance or other credit enhancement facility from a company or companies to better assure the payment of principal of and interest on the Series 2024A Bonds is in the best interest of and financially advantageous to this County, such determination shall be set forth in the Final Terms Certificate, and the County Executive or the County Fiscal Officer is authorized to prepare and submit those applications, to provide to each such service or provider, such information as may be required for the purpose, and to provide further for the payment of the cost of obtaining each such rating, facility or policy, except to the extent paid by the Original Purchaser, from the proceeds of the Series 2024A Bonds to the extent available and otherwise from any other funds lawfully available and that are appropriated or shall be appropriated for that purpose.

## **SECTION 7. Security for the Series 2024A Bonds; Covenant Regarding Parity Obligations.**

(a) Special Obligations. The Series 2024A Bonds are special obligations of the County, and the Bond Service Charges on the Series 2024A Bonds are payable solely, first, from the Project Revenues, and second, from the Nontax Revenues, and such payment is secured by a pledge of and an assignment of the Nontax Revenues and the assignment of and grant of a security interest in the Project Revenues as provided in this Resolution and in the Loan Agreement and the Indenture. The County hereby covenants and agrees that, as provided in the Indenture, it shall appropriate in its annual appropriation measure for each Year, and shall deposit in the Nontax Revenue Account of the Bond Fund to the extent required by Section 5.05 of the Indenture, Nontax Revenues in an amount sufficient to pay all Bond Service Charges due and payable in the then current Year, less any amounts remaining in the Bond Fund after all Bond Service Charges for the prior Year have been paid. The County hereby further covenants and agrees that in the event the amount in the Nontax Revenue Account of the Bond Fund is not sufficient to pay Bond Service Charges

due and payable on the Series 2024A Bonds thirty (30) days prior to any Payment Date, the County shall, if necessary, make a supplemental appropriation for, and shall deposit in, the Nontax Revenue Account of the Bond Fund an amount sufficient to make up any such deficiency.

The payments due hereunder and under the Series 2024A Bonds are payable solely from the Project Revenues and the Nontax Revenues as defined in this Resolution, which Nontax Revenues are hereby determined by this Council to be money that is not raised by taxation. The Series 2024A Bonds do not and shall not represent or constitute a debt or pledge of the faith or credit or taxing power of the County, and the owners of the Series 2024A Bonds have no right to have taxes levied by the County for the payment of Bond Service Charges.

Nothing herein shall be construed as requiring the County to use or apply to the payment of Bond Service Charges any funds or revenues from any source other than Nontax Revenues. Nothing herein, however, shall be deemed to prohibit the County, of its own volition, from using, to the extent that it is authorized by law to do so, any other resources for the fulfillment of any of the terms, conditions or obligations of this Resolution or of the Series 2024A Bonds, including but not limited to funds received by the County pursuant to the terms of the Loan Agreement described in paragraph (c).

(b) Covenant Regarding Parity Obligations. The County covenants that, so long as any of the Series 2024A Bonds are outstanding, it shall not issue any Parity Obligations, unless, prior to adoption of the resolution authorizing the issuance of such Parity Obligations, the County shall have certified to the Trustee that the average annual Nontax Revenues during the Coverage Computation Period, adjusted to reflect, if necessary, changes in the rates or charges resulting in the Nontax Revenues, will aggregate in amount not less than the Coverage Ratio of the highest amount of (i) Bond Service Charges and (ii) required payments on such proposed Parity Obligations and any outstanding Parity Obligations due in any succeeding Year.

(c) Loan Agreement. The Borrower has agreed in the Loan Agreement to make Loan Payments (as defined in the Loan Agreement) in amounts sufficient to pay Bond Service Charges on the Series 2024A Bonds. Loan Payments and any other funds of the Borrower or other proceeds received by or due to the County pursuant to the Loan Agreement will be deposited as Project Revenues into the appropriate account of the Bond Fund as required by the Indenture. Pursuant to the Loan Agreement, the County and Borrower further agree that if Loan Payments received by the County (or received by the Trustee, at the County's direction) are insufficient to pay Bond Service Charges on the Series 2024A Bonds, amounts due to the Borrower from the County (the "Rock Hall Payments") pursuant to the Bed Tax Agreement shall be withheld by the County. Such withheld Rock Hall Payments are not pledged to the payment of Bond Service Charges on the Series 2024A Bonds, but are hereby appropriated for such use at the discretion of the County Fiscal Officer. The County Fiscal Officer is authorized to withhold such Rock Hall Payments in accordance with the

terms of the Loan Agreement and to apply such funds as the County Fiscal Officer deems appropriate and in the best interests of the County.

**SECTION 8. Covenants of the County.** The County, by issuance of the Series 2024A Bonds, covenants and agrees with the Holders of the Series 2024A Bonds that:

Use of Proceeds. The County will use the proceeds of the Series 2024A Bonds for the purposes stated herein.

Segregation of Funds. The County will segregate, for accounting purposes, any funds established under the Indenture and held by the County from all other funds of the County.

Transcript of Proceedings. The Clerk, or other appropriate officer of the County, will furnish to the Original Purchaser and to the Trustee a true transcript of proceedings, certified by the Clerk or other officer, of all proceedings had with reference to the issuance of the Series 2024A Bonds together with such information from the County's records as is necessary to determine the regularity and validity of such issuance.

Further Acts. The County will, at any and all times, cause to be done all such further acts and things and cause to be signed and delivered all such further instruments as may be necessary to carry out the purpose of the Series 2024A Bonds and any resolution authorizing the same or as may be required by the Act.

Obligations of the County. The County will observe and perform all its agreements and obligations provided for by the Series 2024A Bonds, the Indenture or this Resolution. All of the obligations under this Resolution and the Indenture are hereby established as duties specifically enjoined by law and resulting from an office, trust or station upon the County within the meaning of Section 2731.01 of the Revised Code.

**SECTION 9. Federal Tax Considerations.** The Series 2024A Bonds may be issued as securities the interest on which is intended to be excluded from gross income for federal income tax purposes, in accordance with the Internal Revenue Code of 1986, as amended (the "Code"). The County covenants that it will use, and will restrict the use and investment of, the proceeds of the Series 2024A Bonds in such manner and to such extent as may be necessary so that the Series 2024A Bonds will not (a) constitute arbitrage bonds under Section 148 of the Code, or (b) be treated other than as bonds the interest on which is excluded from gross income under Section 103 of the Code.

The County further covenants that it will (a) take or cause to be taken such actions that may be required of it for the interest on the Series 2024A Bonds to be and to remain excluded from gross income for federal income tax purposes, (b) not take or authorize to be taken any actions that would adversely affect that exclusion and (c) ensure that persons acting for it will, among other acts of compliance, (i) apply the proceeds of the Series 2024A Bonds to the governmental purposes of the borrowing, (ii) restrict the yield on investment property acquired with those proceeds, (iii) make timely and adequate payments to the federal

government, (iv) maintain books and records and make calculations and reports and (v) refrain from certain uses of those proceeds and, as applicable, of property financed with such proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code.

The County Fiscal Officer, or any other officer of the County having responsibility for issuance of the Series 2024A Bonds is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval, or waiver on behalf of the County with respect to the Tax-Exempt Bonds as the County is permitted to or required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections provided for in or available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting favorable tax treatment or status of the Series 2024A Bonds or interest thereon or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments, as determined by that officer, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of the County, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Series 2024A Bonds, and (c) to give one or more appropriate certificates of the County, for inclusion in the transcript of proceedings for the Series 2024A Bonds, setting forth the reasonable expectations of the County regarding the amount and use of all the proceeds of the Series 2024A Bonds, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on and the tax status of the Series 2024A Bonds.

**SECTION 10. Amendment to Bed Tax Agreement.** In order to effect certain necessary updates to the Bed Tax Agreement in connection with the Series 2024A Bonds, the County Executive or the County Fiscal Officer is authorized to sign and deliver, in the name and on behalf of the County, an Amendment to the Bed Tax Agreement, substantially in the form now on file with the Clerk, with any changes or amendments that are not inconsistent with this Resolution and not adverse to the County and that are approved by that official on behalf of the County, all of which shall be conclusively evidenced by the signing and delivery of that Amendment.

**SECTION 11. Bond Counsel.** This Council hereby retains the legal services of Tucker Ellis LLP, as Bond Counsel to the County, in connection with the authorization, sale, issuance and delivery of the Series 2024A Bonds, pursuant to the authority in Section 165.02 of the Revised Code. In providing those legal services, as an independent contractor and in an attorney-client relationship, Bond Counsel shall not exercise any administrative discretion on behalf of the County in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, or of the County, or of any other political subdivision of the State, or the execution of public trusts.

**SECTION 12. Council Determinations.** This Council determines that all acts and conditions necessary to be performed by the County or to have been met precedent to and in the issuing of the Series 2024A Bonds in order to make them legal, valid and binding special obligations of the County have been performed and have been met, or will at the time of delivery of the Series 2024A Bonds have been performed and have been met, in regular and due form as required by law, as advised by Bond Counsel; and that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Series 2024A Bonds.

**SECTION 13. No Personal Liability.** No recourse under or upon any obligation, covenant, acceptance or agreement contained in this Bond Resolution, or in any Bond, or in the Issuer Documents, or under any judgment obtained against the County or by the enforcement of any assessment or by any legal or equitable proceeding by virtue of any constitution or statute or otherwise, or under any circumstances, shall be had against any officer or employee as such, past, present, or future, of the County, either directly or through the County, or otherwise, for the payment for or to the County or any receiver thereof, or for or to any holder of any Bond, or otherwise, of any sum that may be due and unpaid by the County upon any of the Series 2024A Bonds. Any and all personal liability of every nature, whether at common law or in equity, or by statute or by constitution or otherwise, of any such officer or employee, as such, to respond by reason of any act or omission on his or her part, or otherwise, for, directly or indirectly, the payment for or to the County or any receiver thereof, or for or to the owner or any holder of any Bond, or otherwise of any sum that may remain due and unpaid upon any Bond, shall be deemed to be expressly waived and released as a condition of and consideration for the execution and delivery of the Issuer Documents and the issuance of the Series 2024A Bonds.

**SECTION 14. No Debt or Tax Pledge.** Anything in this Bond Resolution, the Trust Indenture, the Series 2024A Bonds or any other agreement or instrument to the contrary notwithstanding, neither this Bond Resolution, the Series 2024A Bonds, the Trust Indenture, the Loan Agreement, nor the Bond Purchase Agreement shall represent or constitute a debt or pledge of the faith and credit of or the taxing power of the County, and each Bond shall contain on the face thereof a statement to that effect and to the effect that the Series 2024A Bonds shall be paid solely from the Project Revenues received pursuant to the Loan Agreement, the Nontax Revenues or otherwise in accordance with the Trust Indenture.

**SECTION 15. Severability.** If any section, paragraph or provision of this Bond Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Bond Resolution.

**SECTION 16. Open Meetings.** This Council hereby finds and determines that all formal actions relative to the adoption of this Bond Resolution, and that all deliberations of this Council and of its committees, if any, which resulted in those formal actions were in meetings open to the public, in full compliance with the law, including Section 121.22, Ohio Revised Code.

**SECTION 17. Effective Date.** It is necessary that this Bond Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Bond 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.

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: May 28, 2024  
Committee(s) Assigned: Committee of the Whole

Journal \_\_\_\_\_  
\_\_\_\_\_, 2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0222

Sponsored by: <b>County Executive Ronayne/Department of Public Safety and Justice Services/Division of Witness Victim Services</b>	<b>A Resolution</b> authorizing a revenue generating agreement with City of Cleveland in an amount not-to-exceed \$871,500.00 for the operation of the Family Justice Center, located at 75 Erieview Plaza, Cleveland, for the period 1/1/2024 – 12/31/2027; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Public Safety and Justice Services/Division of Witness Victim recommends a revenue generating agreement with City of Cleveland in an amount not-to-exceed \$871,500.00 for the operation of the Family Justice Center, located at 75 Erieview Plaza, Cleveland, for the period 1/1/2024 – 12/31/2027; and

**WHEREAS**, the primary goal of the agreement with the City of Cleveland is for the operation of the Family Justice Center at 75 Erieview Plaza, Cleveland; and

**WHEREAS**, this is a revenue generating agreement with the City of Cleveland; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a revenue generating agreement with City of Cleveland in an amount not-to-exceed \$871,500.00 for the operation of the Family Justice Center, located at 75 Erieview Plaza, Cleveland, for the period 1/1/2024 – 12/31/2027.

**SECTION 2.** That the County Executive is authorized to execute the agreement and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 4, 2024

Committee(s) Assigned: Public Safety & Justice Affairs

Journal \_\_\_\_\_

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

## PURCHASE-RELATED TRANSACTIONS

<b>Title</b>	PSJS – Revenue Generating Agreement with The City of Cleveland for the Family Justice Center
<b>Department or Agency Name</b>	Public Safety and Justice Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	4508	City of Cleveland	1/1/2024 – 12/31/2027	\$871,500.00	TBD	TBD

**Service/Item Description (include quantity if applicable). Indicate whether ☐ New or ☐ Existing service or purchase.**

The City of Cleveland agrees to provide funding for the Lease Agreement for the Family Justice Center, including allocable utility, operating, and maintenance costs.

**For purchases of furniture, computers, vehicles:** ☐ Additional   ☐ Replacement  
**Age of items being replaced:**                      **How will replaced items be disposed of?**

**Project Goals, Outcomes or Purpose (list 3):**

- To continue support of the Family Justice Center.
- To reimburse the County for its share of the costs associated with operations.

**If a County Council item, are you requesting passage of the item without 3 readings.**   ☐ Yes   ☒ No

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
<b>City of Cleveland</b> <b>Department of Public Safety</b> <b>601 Lakeside Avenue, Room 230</b> <b>Cleveland, OH 44114</b>	<b>Dornat Drummond - Interim Director</b>
<b>Vendor Council District:</b>	<b>Project Council District:</b>
<b>District 10</b>	<b>County Wide</b>

If applicable provide the full address or list the municipality(ies) impacted by the project.	
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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain</i> .	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain</i> :	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> ) <input checked="" type="checkbox"/> Other Procurement Method, please describe: <b>Revenue Generating Agreement</b>

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant</b> (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.  <b>N/A Revenue Generating Agreement</b>
Is funding for this included in the approved budget? <input type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain): N/A Revenue Generating Agreement
Payment Schedule: <input type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Other (please explain): Annual Payments Received.

**Provide status of project.**

☐ New Service or purchase ☒ Recurring service or purchase

Is contract late ☐ No ☒ Yes, In the fields below provide reason for late and timeline of late submission

**Reason:**

**PSJS did not receive the draft agreement until May 1<sup>st</sup> 2024**

**Timeline:**

Project/Procurement Start Date

(date your team started working on this item):

**N/A**

Date documents were requested from vendor:

**N/A**

Date of insurance approval from risk manager:

**N/A**

Date Department of Law approved Contract:

**N/A**

Date item was entered and released in Infor:

**N/A**

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: **N/A**

If late, have services begun? ☒ No ☐ Yes (if yes, please explain)

Have payments be made? ☒ No ☐ Yes (if yes, please explain)

**HISTORY (see instructions):**

<u>Period</u>	<u>\$</u>	<u>RESO #</u>	<u>RESO Date</u>
06/01/14 -			
05/31/19	\$ 875,000.00	R2014-0177	08/12/14
06/01/19 -			
05/31/23	\$ 771,900.00	R2019-0159	07/23/19
	\$ 1,646,900.00		

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO# Code (if applicable):	REVG
Event #	N/A
CM Contract#	4508

Briefing Memo	Department initials AF	Clerk of the Board <input type="checkbox"/> ATTACHED
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Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	We did not receive the draft agreement until May 1 <sup>st</sup> 2024	
What is being done to prevent this from reoccurring?	N/A – We initiated this project in 2023	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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### REVENUE-GENERATING NON-COMPETITIVE RFP Exemptions (Contract) Reviewed by Purchasing

			Department initials	Purchasing
Justification Form, if purchase over \$5k			AF	CQ
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	NA
IG#			N/A – Government Entity	NA-GOVT ENTITY
Debarment/Suspension Verified	Date:	5/14/2024	AF	CQ
Auditor's Finding	Date:	5/14/2024	AF	CQ
Cover - <i>Master contracts only</i>			N/A	NA
Contract Evaluation – <i>if required</i>			N/A	NA
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	NA
Checklist Verification			AF	CQ

Other documentation may be required depending upon your specific item

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

### Reviewed by Law

	Department initials
Agreement/Contract and Exhibits	AF
Matrix Law Screen shot	N/A
COI	N/A
Workers' Compensation Insurance	N/A

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2024 – 12/31/2024	REVG	REVG		\$207,750.00
1/1/2025 – 12/31/2025	REVG	REVG		\$214,500.00
1/1/2026 – 12/31/2026	REVG	REVG		\$221,250.00
1/1/2027 – 12/31/2027	REVG	REVG		\$228,000.00
			<b>TOTAL</b>	\$871,500.00

<b>Contract History CE/AG# (if applicable)</b>					
<b>Infor/Lawson PO# and PO Code (if applicable)</b>					
<b>Lawson RQ# (if applicable)</b>					
<b>CM Contract#</b>		NA			
	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>					
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>					

### Purchasing Use Only:

Prior Resolutions:	NA
CM#:	4508
Vendor Name:	City of Cleveland
ftp:	1/1/2024 – 12/31/2027
Amount:	(revenue-generating)
History/CE:	OK
EL:	OK
Procurement Notes:	AGREEMENT NEEDS TO BE SIGNED BY BOTH PARTIES

Purchasing Buyer approval: CQ 5/16/2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0154

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Dr. Barbara Gripshover to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2024 – 3/31/2027, and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the mission of the Cuyahoga Regional HIV Prevention and Care Planning Council (“HIV Planning Council”) is to plan for the comprehensive delivery of HIV/AIDS services and allocation of resources for the Transitional Grant Area of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties, and to serve as a sounding board and to provide input for the targeted populations at high risk of HIV/AIDS and STI infections to ensure there are no gaps in HIV/AIDS interventions; and

**WHEREAS**, the Membership and Outreach committee of the HIV Planning Council recommend the nominees based on satisfaction of the Membership guidelines as outlined in the 2009 Ryan White Treatment Extension Act, Section 2602, matching Membership positions that were needed on the Planning Council, and those who acknowledged the time requirements for membership; and

**WHEREAS**, the HIV Planning Council is a 35-member body serving staggered terms; and

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

**WHEREAS**, the County Executive has nominated Dr. Barbara Gripshover to serve on the HIV Planning Council for the term 4/1/2024 – 3/31/2027.

**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 re-appointment of Dr. Barbara Gripshover to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2024 – 3/31/2027.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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: April 23, 2024

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

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



Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

April 10, 2024

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

Re: Cuyahoga Regional HIV Prevention and Care Planning Council

Dear President Jones:

Pursuant to provisions contained in the Ryan White HIV/AIDS Treatment Extension Act of 2009, I am nominating the individuals listed below and in the attached documents to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council. The Council has specific membership requirements and a brief summary of the applicable mandates is attached for review as well.

**Re-appointment**

- **Billy Gayheart Jr.**, 3-year term, 10/28/2023 – 10/27/2026
- **Dr. Barbara Gripshover**, 3-year term, 4/1/2024 – 3/31/2027
- **Deairius Houston**, 3-year term, 10/28/2023 – 10/27/2026
- **Naimah O'Neal**, 3-year term, 4/1/2024 – 3/31/2027
- **Julia Patterson**, 3-year term, 10/28/2023 – 10/27/2026
- **Faith Ross**, 3-year term, 10/28/2023 – 10/27/2026
- **Karla Ruiz**, 3-year term, 4/1/2023 – 3/31/2026
- **Stephanice Washington**, 3-year term, 10/28/2023 – 10/27/2026

**Appointment**

- **Tiffany Greene**, 3-year term, 4/1/2024-3/31/2027
- **Lorsonja Moore**, 3-year term, 4/1/2024-3/31/2027
- **Rhonda Watkins**, 3-year term, 10/28/2023-10/27/2026

The HIV Prevention and Care Planning Council is formed pursuant to Federal Law and serves the Transitional Grant Area comprised of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties. The Council strives to identify HIV positive individuals and link them to appropriate care and living situations to improve quality of life and relevant health outcomes.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne  
County Executive

**CURRICULUM VITAE FOR  
Case Western Reserve University School of Medicine  
University Hospitals Cleveland Medical Center**

**Date:** 11/1/2023

**Personal Information**

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**Name:** Gripshover, Barbara Marie

**Education:**

Miami University, Oxford, OH  
BS Magna cum laude, Botany, BA Chemistry  
1980

Purdue University, W. Lafayette, IN  
MS Cell Biology  
1983

Vanderbilt University Medical School, Nashville TN  
MD  
1987

**Postgraduate Training:**

University Hospitals of Cleveland, Cleveland, Ohio  
Internal Medicine Resident  
1987-90

University Hospitals of Cleveland, Cleveland, Ohio  
Chief Medical Resident  
1990-91

University Hospitals of Cleveland, Cleveland, Ohio  
Fellow, Division of Infectious Diseases  
1991-93

Johnson and Johnson/UCLA Health Care Executive Program  
2006

**Contact Information:**



  
**Professional Appointments**

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Medical Director, John T. Carey Special Immunology Unit  
University Hospitals of Cleveland, Department of Medicine  
1997-present

Infectious Diseases and Internal Medicine Attending Physician  
University Hospitals of Cleveland, Department of Medicine  
1993-present

Associate Medical Director, John T. Carey Special Immunology Unit  
Co-medical Director, Continuing Medical Education  
University Hospitals of Cleveland, Department of Medicine  
1996-97

Medical Director, HIV Inpatient Care  
University Hospitals of Cleveland, Department of Medicine  
1994-96

**Academic Appointments**

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Professor of Medicine, Division of Infectious Diseases and HIV Medicine  
Case Western Reserve University School of Medicine, Department of Medicine  
8/2019-present

Associate Professor of Medicine, Division of Infectious Diseases and HIV Medicine  
Case Western Reserve University School of Medicine, Department of Medicine  
2001- 7/2019

Assistant Professor of Medicine, Division of Infectious Diseases  
Case Western Reserve University School of Medicine, Department of Medicine  
1993-2001

**Certification and Licensure**

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National Board of Medical Examiners  
Part I 1985; Part II 1986; Part III 1988

Ohio Medical Board Medical License  
1990  


11/2/1990-1/1/2025

American Board of Internal Medicine  
1990; Recertified, ABIM 2004, 2014

ABIM, Subspecialty of Infectious Diseases  
1994; Recertified, ABIM Subspecialty of Infectious Diseases 2004, 2014

### **Honors and Awards**

Faculty Development Award for Subspecialty Clinical Teaching, CWRU Department of Medicine 1996, 1997

Best Doctors, Best Doctors Inc  
2001-2, 2003-4, 2005-6, 2007-8, 2009-2010, 2011-12, 2013-4, 2015-6, 2017-8, 2019-20, 2021-22, 2023

Master Clinician Educator Award, CWRU/UHCMC/VA Department of Medicine 2018

Infectious Diseases Exceptional Teaching Award CWRU/UHCMC/VA ID fellows 2020, 2022

University Hospitals Distinguished Physician 2020

Leonard Tow Humanism in Medicine Award, Case Western Reserve University School of Medicine 2022

HIVMA Citation Award, ID Week 2023

### **Membership in Professional Societies**

Infectious Diseases Society of America (IDSA) 1993-present  
Fellow, IDSA 2009

HIV Medicine Association of IDSA (HIVMA) 2000-present

International AIDS Society 1998-present

### **Professional Services**

**Reviewer:**

International AIDS Society International AIDS Conference and IAS Pathogenesis Conference abstract reviewer 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023

Clinical Infectious Diseases and Open Forum Infectious Diseases *ad hoc*

**Advisory Groups:**

Ohio Department of Health HIV, STI and Hepatitis Medical Advisory Group 2020-ongoing

Ryan White Title I/Part A Planning Council for Northeast Ohio, 1997-ongoing

Ryan White Part A Planning Council Quality Subcommittee 2012-ongoing

Cuyahoga County Board of Health Congenital Syphilis Review Board 2020-ongoing

Ohio Department of Health AIDS Drug Assistance Program/Ryan White Part B Advisory Committee, 1996-2020

Cuyahoga County Plan to End the HIV Epidemic Advisory Committee 2020

Clinton HIV/AIDS Initiative, Clinical Mentor, Bahamas National AIDS Program 2008

**Committee Service**

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**National:**

2005-7 HIVMA Ryan White Reauthorization Working Group

2006-present HIVMA Ryan White Medical Provider Coalition Steering Committee  
2012-2014 Steering Committee Co-chair

2011-2012 HRSA National Quality Center in+Care Campaign Technical Advisory Group

2012 IDSA Maintenance of Certification (MOC) Development Panel for HIV module

9/6/2017 HRSA Technical Expert Panel on Preliminary Proposed Methodology for Ryan White HIV/AIDS Program Services Provider Benchmarking

5/31/2016-11/30/2019 FDA Antimicrobial Drug Advisory Committee Standing Member

**Hospital (University Hospitals Cleveland Medical Center):**

1993-1995 University Hospitals Infection Control Committee

1994-1996 TB Collaborative Carepath,

1994-2012 Department of Medicine Intern Selection Committee

1995-2001 Anti-infective Utilization Subcommittee of the Pharmacy and Therapeutics Committee

1997-1998 Department of Medicine Chair Search Committee

2002-2006 Department of Medicine Promotions and Tenure committee

2007-2012 Department of Medicine Institutional Review Board committee

**University:**

2013-14 Chair, DSMB for Dr. Grace McComsey's NIH-funded Randomized placebo-controlled trial of rosuvastatin in HIV-infected subjects to modulate cardiovascular risk and inflammation

2013-16 DSMB member for Dr. Jacquelyn Slomka's RO1: Randomized Trial of an HIV Navigation Program for Early Palliative Care

2015-2017 DSMB member for Dr. Allison Webel's American Heart Association funded study: "A Randomized Clinical Trial of SystemCHANGE to improve Exercise, Diet, and Health in HIV- Infected Adults" and the accompanying sub-study protocol "The Effect of SystemCHANGE on Cognitive Processing and Cardiac Health in HIV+ Adult

2016-ongoing Chair, DSMB for Dr. Grace McComsey's NIH-funded R21-AT009153 Phase1 and R33 Pilot study of zinc supplementation in HIV-infected subjects

2018-20 Chair, DSMB for Dr. Irina Pikuleva's Alzheimer's Drug Development Foundation sponsored Proof-of -concept Clinical Research Study of Efavirenz in Patients with Alzheimer's Disease

**Teaching Activities**

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**Course lectures/small groups:**

3<sup>rd</sup> year internal/family medicine UH/VA clerkship students "HIV for Primary Care Providers" lecture 4-5 times/year 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023

Block 5 Second year medical students "Immunocompromised Host Cases" 2 hours 10/16, 10/17, 10/18, 9/20

## **Chapter 114: Appointment and Confirmation**

### **Section 114.01: Submission of Appointments to County Council**

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

**N/A**

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

**Please see attached**

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

**Professional licenses are not required for this position under County Charter or state law.**

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

**Cuyahoga Regional HIV Prevention and Care Planning Council**

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

**N/A**

- 2.3 The specific term of office during which the candidate would serve;

**4/1/2024-3/31/2027**

- 2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

**Reappointment**

- 2.5 For a new appointment: the name of the individual who the candidate would replace;

**N/A**

- 2.6 For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

**N/A**

- 2.7 A cumulative list of individuals who applied for the position;

**Laconya Witherspoon**

**Kara Tatum-Johnson**

**Barbara Gripshover**

**Billy Gayheart Jr.**

**Deairius Houston**

**Faith Ross**

**Julia Patterson**

**Karla Ruiz**

**Lorsonja Moore**

**Naimah O'Neal**

**Rhonda Watkins**

**Stephanice Washington**

**Tiffany Greene**

- 2.8 The candidate's city and county of residence;

**University Heights, Cuyahoga County**

- 2.9 An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**N/A**

- 2.10 An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

**No ethics opinion was requested or issued.**

- 2.11 If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

**There is no compensation for this position.**

- 2.12 In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

### **Section 114.02: Notice of Interim Appointments**

1. In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0182

Sponsored by: <b>County Executive Ronayne/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> amending the 2024/2025 Biennial Operating Budget for 2024 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 the Department of Information Technology; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, on December 5, 2023, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2024/2025 (Resolution No. R2023-0285) establishing the 2024/2025 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2024 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 2024/2025 Biennial Operating Budget for 2024 be amended to provide for the following additional appropriation increases and decreases:

**Fund Nos./Budget Accounts**

**Journal Nos.**

N/A

**SECTION 2.** That the 2024/2025 Biennial Operating Budget for 2024 be amended to provide for the following appropriation transfers:

<b><u>Fund Nos./Budget Accounts</u></b>	<b><u>Journal Nos.</u></b>
A. FROM:2305 – Real Estate Assessment FS305100 – Real Estate Assessment Fund Personal Services \$ 343,511.00	<b>BA2418162</b>
TO: 2305 – Real Estate Assessment IT305100 – Geograph Info Syst – Real Prop Personal Services \$ 343,511.00	

The Department of Information Technology requests an appropriation transfer of \$343,511 to realign the budget for expected Personal Services costs through December 31, 2024. The funding source is the Real Estate Assessment Fund.

B. FROM:1100 – General Fund IT100100 – IT Administration Personal Services \$ 39,961.87	<b>BA2418166</b>
TO: 1100 – General Fund IT100130 – Project Management Personal Services \$ 39,961.87	

The Department of Information Technology is requesting an appropriation transfer of \$39,961.87 to realign the budget for expected Personal Services costs through December 31, 2024. The funding source is the General Fund.

C. FROM:1100 – General Fund IT100100 – IT Administration Other Expenses \$ 21,000.00	<b>BA2418167</b>
TO: 1100 – General Fund IT100130 – Project Management Other Expenses \$ 21,000.00	

The Department of Information Technology is requesting an appropriation transfer of \$21,000 to realign the budget for expected Other Expenses through December 31, 2024. The funding source is the General Fund.

D. FROM:1100 – General Fund **BA2426403**

IT100100 – IT Administration  
Other Expenses \$ 698,801.36

TO: 1100 – General Fund  
IT100140 – Engineering Services  
Other Expenses \$ 698,801.36

The Department of Information Technology is requesting an appropriation transfer of \$698,801.36 to realign the budget for expected Other Expenses through December 31, 2024. The funding source is the General Fund.

E. FROM:1100 – General Fund **BA2426404**

IT100100 – IT Administration  
Other Expenses \$ 14,250.00

TO: 1100 – General Fund  
IT100155 – Service Management  
Other Expenses \$ 14,250.00

The Department of Information Technology is requesting an appropriation transfer of \$14,250 to realign the budget for expected Other Expenses through December 31, 2024. The funding source is the General Fund.

F. FROM:1100 – General Fund **BA2418168**

IT100110 – Application Development  
Personal Services \$ 157,766.00

TO: 1100 – General Fund  
IT100130 – Project Management  
Personal Services \$ 157,766.00

The Department of Information Technology is requesting an appropriation transfer of \$157,766 to realign the budget for expected Personal Services costs through December 31, 2024. The funding source is the General Fund.

G. FROM:1100 – General Fund **BA2418169**

IT100110 – Application Development  
Other Expenses \$ 407,703.00

TO: 1100 – General Fund  
IT100150 – EUX-end User Experience  
Other Expenses \$ 407,703.00

The Department of Information Technology is requesting an appropriation transfer of \$407,703 to realign the budget for expected Other Expenses through December 31, 2024. The funding source is the General Fund.

H. FROM:1100 – General Fund **BA2418171**  
IT100135 – Security and Disaster Recovery  
Other Expenses \$ 60,825.66  
  
TO: 1100 – General Fund  
IT100140 – Engineering Services  
Other Expenses \$ 60,825.66

The Department of Information Technology is requesting an appropriation transfer of \$60,825.66 to realign the budget for expected Other Expenses through December 31, 2024. The funding source is the General Fund.

I. FROM:1100 – General Fund **BA2426405**  
IT100135 – Security and Disaster Recovery  
Other Expenses \$ 544,682.34  
  
TO: 1100 – General Fund  
IT100150 – EUX-End User Experience  
Other Expenses \$ 544,682.34

The Department of Information Technology is requesting an appropriation transfer of \$544,682.34 to realign the budget for expected Other Expenses through December 31, 2024. The funding source is the General Fund.

J. FROM:1100 – General Fund **BA2418172**  
IT100140 – Engineering Services  
Personal Services \$ 68,997.13  
  
TO: 1100 – General Fund  
IT100130 – Project Management  
Personal Services \$ 68,997.13

The Department of Information Technology is requesting an appropriation transfer of \$68,997.13 to realign the budget for expected Personal Services costs through December 31, 2024. The funding source is the General Fund.

K. FROM:1100 – General Fund **BA2426406**  
IT100140 – Engineering Services  
Personal Services \$ 114,417.00  
  
TO: 1100 – General Fund

IT100135 – Security and Disaster Recovery  
Personal Services \$ 114,417.00

The Department of Information Technology is requesting an appropriation transfer of \$114,417 to realign the budget for expected Personal Services costs through December 31, 2024. The funding source is the General Fund.

L. FROM:1100 – General Fund **BA2426407**

IT100140 – Engineering Services  
Personal Services \$ 382,490.00

TO: 1100 – General Fund  
IT100145 – Enterprise Applications  
Personal Services \$ 382,490.00

The Department of Information Technology is requesting an appropriation transfer of \$382,490 to realign the budget for expected Personal Services costs through December 31, 2024. The funding source is the General Fund.

M. FROM:1100 – General Fund **BA2426408**

IT100140 – Engineering Services  
Personal Services \$ 801,758.87

TO: 1100 – General Fund  
IT100150 – EUX-End User Experience  
Personal Services \$ 801,758.87

The Department of Information Technology is requesting an appropriation transfer of \$801,758.87 to realign the budget for expected Personal Services costs through December 31, 2024. The funding source is the General Fund.

N. FROM:1100 – General Fund **BA2418173**

IT100180 – Communications Services  
Personal Services \$ 109,128.00

TO: 1100 – General Fund  
IT100150 – EUX-End User Experience  
Personal Services \$ 109,128.00

The Department of Information Technology is requesting an appropriation transfer of \$109,128 to realign the budget for expected Personal Services costs through December 31, 2024. The funding source is the General Fund.

O. FROM:1100 – General Fund **BA2418174**

IT100145 – Enterprise Applications

Other Expenses	\$	298,160.00
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TO: 1100 – General Fund		
IT100150 – EUX-End User Experience		
Other Expenses	\$	298,160.00

The Department of Information Technology is requesting an appropriation transfer of \$298,160 to realign the budget for expected Other Expenses through December 31, 2024. The funding source is the General Fund.

P. FROM:1100 – General Fund		<b>BA2418175</b>
IT100180 – Communications Services		
Other Expenses	\$	83,849.00

TO: 1100 – General Fund		
IT100140 – Engineering Services		
Other Expenses	\$	83,849.00

The Department of Information Technology is requesting an appropriation transfer of \$83,849 to realign the budget for expected Other Expenses through December 31, 2024. The funding source is the General Fund.

Q. FROM:1100 – General Fund		<b>BA2426409</b>
IT100180 – Communications Services		
Other Expenses	\$	712,742.87

TO: 1100 – General Fund		
IT100150 – EUX-End User Experience		
Other Expenses	\$	712,742.87

The Department of Information Technology is requesting an appropriation transfer of \$712,742.87 to realign the budget for expected Other Expenses through December 31, 2024. The funding source is the General Fund.

R. FROM:1100 – General Fund		<b>BA2426410</b>
IT100180 – Communications Services		
Other Expenses	\$	35,855.00

TO: 1100 – General Fund		
IT100165 – WAN Services		
Other Expenses	\$	35,855.00

The Department of Information Technology is requesting an appropriation transfer of \$35,855 to realign the budget for expected Other Expenses through December 31, 2024. The funding source is the General Fund.

S. FROM:1100 – General Fund	<b>BA2418176</b>
IT100180 – Communications Services	
Other Expenses	\$ 70,457.13

TO: 1100 – General Fund	
IT100150 – EUX-End User Experience	
Personal Services	\$ 70,457.13

The Department of Information Technology is requesting an appropriation transfer of \$70,457.13 to realign the budget for expected Personal Services costs through December 31, 2024. The funding source is the General Fund.

T. FROM:1100 – General Fund	<b>BA2426411</b>
IT100180 – Communications Services	
Other Expenses	\$ 877,151.00

TO: 1100 – General Fund	
IT100155 – Service Management	
Personal Services	\$ 877,151.00

The Department of Information Technology is requesting an appropriation transfer of \$877,151 to realign the budget for expected Personal Services costs through December 31, 2024. The funding source is the General Fund.

U. FROM:1100 – General Fund	<b>BA2426412</b>
IT100180 – Communications Services	
Other Expenses	\$ 113,978.00

TO: 1100 – General Fund	
IT100165 – WAN Services	
Personal Services	\$ 113,978.00

The Department of Information Technology is requesting an appropriation transfer of \$113,978 to realign the budget for expected Personal Services costs through December 31, 2024. The funding source is the General Fund.

**SECTION 3.** That the 2024/2025 Biennial Operating Budget for 2024 be amended to provide for the following cash transfers between County funds:

<b><u>Fund Nos./Budget Accounts</u></b>	<b><u>Journal Nos.</u></b>
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N/A

**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: May 14, 2024  
Committee(s) Assigned: Finance & Budgeting

Journal \_\_\_\_\_

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



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: May 9, 2024

Re: Fiscal Agenda – 5/14/2024 - Proposed

cc: Katherine Gallagher, Chief of Operations & Community Innovation; Michael Chambers, Fiscal Office; Shawntaye McCurdy, David Razum, Deputy Chief of Communications & Strategy

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 **May 14, 2024**. The requested fiscal items are necessary to reconcile the originally adopted 2024 Budget. Items of note on this agenda include:

- Request to provide appropriation transfers

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

Department	Amount Requested	Item	Funding Source	Purpose
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**Appropriation Transfer Summary** – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

Department	Amount Requested	Item	Funding Source	Purpose
Department of IT	\$343,511.00	A	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Transfer
Department of IT	\$39,961.87	B	General Fund	Appropriation Transfer
Department of IT	\$21,000.00	C	General Fund	Appropriation Transfer

Department of IT	\$698,801.36	D	General Fund	Appropriation Transfer
Department of IT	\$14,250.00	E	General Fund	Appropriation Transfer
Department of IT	\$157,766.00	F	General Fund	Appropriation Transfer
Department of IT	\$407,703.00	G	General Fund	Appropriation Transfer
Department of IT	\$60,825.66	H	General Fund	Appropriation Transfer
Department of IT	\$544,682.34	I	General Fund	Appropriation Transfer
Department of IT	\$68,997.13	J	General Fund	Appropriation Transfer
Department of IT	\$114,417.00	K	General Fund	Appropriation Transfer
Department of IT	\$382,490.00	L	General Fund	Appropriation Transfer
Department of IT	\$801,758.87	M	General Fund	Appropriation Transfer
Department of IT	\$109,128.00	N	General Fund	Appropriation Transfer
Department of IT	\$298,160.00	O	General Fund	Appropriation Transfer
Department of IT	\$83,849.00	P	General Fund	Appropriation Transfer
Department of IT	\$712,742.87	Q	General Fund	Appropriation Transfer
Department of IT	\$35,855.00	R	General Fund	Appropriation Transfer
Department of IT	\$70,457.13	S	General Fund	Appropriation Transfer
Department of IT	\$877,151.00	T	General Fund	Appropriation Transfer
Department of IT	\$113,978.00	U	General Fund	Appropriation Transfer

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

Department	Amount Requested	Item	Funding Source	Purpose
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# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0204

Sponsored by: <b>County Executive Ronayne/Department of Public Works/ Division of County Engineer</b>	<b>A Resolution</b> making an award on RQ13887 with various providers in the amount not-to-exceed \$1,350,000.00 for general engineering services for the period of three (3) years, effective upon contract signature of all parties; authorizing the County Executive to execute 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 recommends awards on RQ13887 with various providers in the amount not-to-exceed \$1,350,000.00 for general engineering services for the period of three (3) years, effective upon contract signature of all parties, as follows:

- a) Contract No. CM4344 with Aecom Services of Ohio, Inc. in an amount not-to-exceed \$450,00.00.
- b) Contract No. CM4345 with Chagrin Valley Engineering Ltd. in an amount not-to-exceed \$450,000.00.
- c) Contract No. CM4346 with HNTB Ohio, Inc. in an amount not-to-exceed \$450,000.00.

**WHEREAS**, the primary goal of this project is to perform general engineering services for roadway and bridge projects; and

**WHEREAS**, the project is funded 100% Road and Bridge Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes awards on RQ13887 with various providers in the amount not-to-exceed \$1,350,000.00 for general engineering services for the period of three (3) years, effective upon contract signature of all parties as follows:

- b) Contract No. CM4344 with Aecom Services of Ohio, Inc. in an amount not-to-exceed \$450,00.00.
- d) Contract No. CM4345 with Chagrin Valley Engineering Ltd. in an amount not-to-exceed \$450,000.00.
- e) Contract No. CM4346 with HNTB Ohio, Inc. in an amount not-to-exceed \$450,000.00.

**SECTION 2.** That the County Executive is authorized to execute 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: May 28, 2024

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

Journal \_\_\_\_\_

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

## PURCHASE-RELATED TRANSACTIONS

<b>Title</b>	2024 DPW requesting approval to submit and award the contract agreements with AECOM Services of Ohio, Inc., Chagrin Valley Engineers, Ltd., and HNTB of Ohio, Inc. for the General Engineering Services for Road and Bridge in the amount or \$450,000 per contract.
<b>Department or Agency Name</b>	Department of Public Works
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O		AECOM	3-Years from Effective date	\$450,000		
O		CVE	3-Years from Effective date	\$450,000		
O		HNTB	3-Years from Effective date	\$450,000		

<b>Service/Item Description (include quantity if applicable). Indicate whether <input checked="" type="checkbox"/> New or <input type="checkbox"/> Existing service or purchase.</b> Department of Public Works requesting approval of contracts with AECOM Services of Ohio, Inc., Chagrin Valley Engineers, Ltd., and HNTB of Ohio, Inc. for the amount of \$450,000 per contract. These contracts are for General Engineering Services for Road and Bridge projects.	
<b>For purchases of furniture, computers, vehicles:</b> <input type="checkbox"/> Additional <input type="checkbox"/> Replacement <span style="float: right;">N/A</span> <b>Age of items being replaced:</b> <b>How will replaced items be disposed of?</b>	
<b>Project Goals, Outcomes or Purpose (list 3):</b> The primary goal of this request is to approve these contracts with AECOM Services of Ohio, Inc., Chagrin Valley Engineers, Ltd., and HNTB of Ohio, Inc. These contracts are to engage each firm to perform General Engineering Services for Road and Bridge.	
<b>If a County Council item, are you requesting passage of the item without 3 readings.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">N/A</span>	

<b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
AECOM Services of Ohio, Inc. 1300 East 9 <sup>th</sup> Street, Suite 500 Cleveland, Ohio 44114	Angela Marinucci, PE Project Manager
Vendor Council District:	Project Council District:
7	Various
If applicable provide the full address or list the municipality(ies) impacted by the project.	Various
Vendor Name and address:	Owner, executive director, other (specify):
Chagrin Valley Engineers, Ltd. 22999 Forbes Road, Suite B	Beth Fulton, PE, CMQ/OE Partner

Rev. 7/24/23

Oakwood Village, Ohio 44146	
Vendor Council District:	Project Council District:
6	Various
If applicable provide the full address or list the municipality(ies) impacted by the project.	Various
Vendor Name and address:	Owner, executive director, other (specify):
HNTB of Ohio, Inc. 1100 Superior Avenue, Suite 1701 Cleveland, Ohio 44114	Matt Wahl, PE Project Manager
Vendor Council District:	Project Council District:
7	Various
If applicable provide the full address or list the municipality(ies) impacted by the project.	Various

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # if applicable <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input checked="" type="checkbox"/> RFQ #13887 <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: March 4, 2024	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) / 11 Statements of Qualifications (SOQs) were received for review, 3 SOQs were selected of which 1 was an SBE set aside.	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE (20%) SBE (8%) MBE (2%) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
The selection was made based on qualifications.	
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (list original procurement)
The selection was made based on qualifications.	<input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	

Are services covered under the original ERP Budget or Project? ☐ Yes ☐ No, please explain.

Are the purchases compatible with the new ERP system? ☐ Yes ☐ No, please explain.

**FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant** (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.

100% Road and Bridge General Fund

Is funding for this included in the approved budget? ☒ Yes ☐ No (if "no" please explain):

Payment Schedule: ☒ Invoiced ☒ Monthly ☐ Quarterly ☐ One-time ☐ Other (please explain):

**Provide status of project.**

☒ New Service or purchase ☐ Recurring service or purchase

Is contract late ☒ No ☐ Yes, In the fields below provide reason for late and timeline of late submission

Reason: N/A

**Timeline:**

Project/Procurement Start Date

(date your team started working on this item):

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Date item was entered and released in Infor:

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

If late, have services begun? ☐ No ☐ Yes (if yes, please explain)

Have payments be made? ☐ No ☐ Yes (if yes, please explain)

**HISTORY (see instructions):**

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	13887
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	5171
CM Contract#	4344

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

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFQ Reviewed by Purchasing				
			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)			MP	OK
Bid Specification Packet			MP	OK
Final DEI Goal Setting Worksheet			MP	OK (attached 5/2/2024)
Diversity Documents – <i>if required (goal set) See Vendor Submission</i>			MP	OK
Award Letter (sent to awarded vendor)			MP	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			MP	OK (attached 5/8/2024)
Evaluation with Scoring Summary (Names of evaluators to be included, must have minimum of three evaluators).			MP	OK
IG#	20-0215-REG 31DEC2024		MP	OK
Debarment/Suspension Verified	Date:	03/28/2024	MP	OK
Auditor’s Finding	Date:	03/26/2024 5/2/2024	MP	OK (corrected attached 5/2/2024)
Vendor’s Submission			MP	OK
Independent Contractor (I.C.) Requirement	Date:	03/26/2024	MP	OK
Cover - <i>Master contracts only</i>			N/A	OK
Contract Evaluation – <i>if required</i>			MP	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			MP	OK

Other documentation may be required depending upon your specific item

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	MP
Matrix Law Screen shot	MP
COI	MP
Workers’ Compensation Insurance	MP

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
Effective Date–12/31/24	PW270205	73300			\$300,000
1/1/25 – 12/31/25	PW270205	73300			\$150,000
1/1/26 – 12/31/26	PW270205	73300			
1/1/27- 3-years from effective date	PW270205	73300			
			<b>TOTAL</b>		<b>\$450,000</b>

### CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)		8603			
CM Contract#		2471			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$450,000		7/11/22 – 7/10/25	<del>7/7/22</del> 7/5/2022	R2022-0146
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$450,000				

### PURCHASING USE ONLY

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Revised 7/28/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Prior Resolutions	R2022-0146
CM#:	4344
Vendor Name:	AECOM Services of Ohio, Inc.
ftp:	Effective Date – 3 years from effective date, effective as of the date upon full execution by both parties
Amount:	\$450,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	5/9/2024: Award 1 of 3 5/8/2024: Must attach department-completed tab sheet using revised tab sheet. 5/2/2024: Attach revised auditor findings for recovery with vendor's full contracted name; PO Code must be RFQ. Attach final DEI-completed goal setting worksheet. Can only certify the \$300,000.00 requested and line description must be changed from “2023 Remaining Funds”. Must delete line of \$150,000.00. Contract signature page does not have EO2023-0003; however, Law has approved.
Purchasing Buyer's initials and date of approval	OK, ssp 5/9/2024

## CONTRACT EVALUATION FORM

<b>Contractor</b>	AECOM Services of Ohio, Inc.				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	<p>RFQ 8603 GENERAL ENGINEERING SERVICES – 2022. Contract No. 2471.</p> <p>The current contract being processed is for a NEW project – General Engineering Services for Roadway and Bridge.</p> <p>INFOR Req # for 2024 General Engineering Services is 13887.</p>				
<b>RQ#</b>	RFQ #13887				
<b>Time Period of Original Contract</b>	07/11/2022 – 07/10/2025				
<b>Background Statement</b>	The General Engineering Services for Roadway and Bridge contract with AECOM consists of highway and bridge infrastructure type of projects.				
<b>Service Description</b>	Consultant hired to perform general engineering services for Roadway and Bridge departments of Cuyahoga County Department of Public Works.				
<b>Performance Indicators</b>	AECOM has provided the County with quality professional engineering services for the General Engineering Services for Roadway and Bridge Contract No. 2471.				
<b>Actual Performance versus performance indicators (include statistics):</b>	AECOM has provided above average services as per the contract.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	According to the contract,				
<b>Department Contact</b>	Eric Mack				
<b>User Department</b>	Public Works				
<b>Date</b>	03/26/2024				

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	13887
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	5171
CM Contract#	4345

Briefing Memo	Department initials MP	Clerk of the Board <input type="checkbox"/>
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Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFQ Reviewed by Purchasing				
			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)			MP	OK
Bid Specification Packet			MP	OK
Final DEI Goal Setting Worksheet			MP	OK (attached 5/2/2024)
Diversity Documents – <i>if required (goal set) See Vendor Submission</i>			MP	OK
Award Letter (sent to awarded vendor)			MP	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			MP	OK (attached 5/8/2024)
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).			MP	OK
IG#	20-0124-REG 31DEC2024		MP	OK
Debarment/Suspension Verified	Date:	03/28/2024 3/26/2024	MP	OK
Auditor’s Finding	Date:	03/26/2024	MP	OK
Vendor’s Submission			MP	OK
Independent Contractor (I.C.) Requirement	Date:	03/26/2024 3/25/2024	MP	OK
Cover - <i>Master contracts only</i>			N/A	OK
Contract Evaluation – <i>if required</i>			MP	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			MP	OK

Other documentation may be required depending upon your specific item

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

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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	MP
Matrix Law Screen shot	MP
COI	MP
Workers’ Compensation Insurance	MP

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
Effective Date–12/31/24	PW270205	73300			\$300,000
1/1/25 – 12/31/25	PW270205	73300			\$150,000
1/1/26 – 12/31/26	PW270205	73300			
1/1/27- 3-years from effective date	PW270205	73300			
			<b>TOTAL</b>		<b>\$450,000</b>

### CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)		12381			
CM Contract#		3585			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$450,000		8/10/23 – 8/9/26	8/9/23 8/1/2023	R2023-0214
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$450,000				

### PURCHASING USE ONLY

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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Prior Resolutions	R2023-0214
CM#:	4345
Vendor Name:	Chagrin Valley Engineering, Ltd.
ftp:	Effective Date – 3 years from effective date, effective as of the date upon full execution by both parties
Amount:	\$450,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	5/9/2024: Award 2 of 3 5/8/2024: Must attach department-completed tab sheet using revised tab sheet. 5/2/2024: PO Code must be RFQ. Attach final DEI-completed goal setting worksheet. Can only certify the \$300,000.00 requested and line description must be changed from “2023 Remaining Funds”. Must delete line of \$150,000.00. Contract signature page does not have EO2023-0003; however, Law has approved. Re: Diversity, as vendor was ruled not compliant with their review: This vendor was seemingly not negotiated into compliance. Department must verify whether or not they have notified the vendor of the Administrative Reconsideration Panel process for non-compliance. Contact DEI, if needed.
Purchasing Buyer’s initials and date of approval	OK, ssp 5/9/2024

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## CONTRACT EVALUATION FORM

<b>Contractor</b>	Chagrin Valley Engineering, LTD				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	<p>RFQ 12381 GENERAL ENGINEERING SERVICES – 2023. Contract No. 3585.</p> <p>The current contract being processed is for a NEW project – General Engineering Services for Roadway and Bridge.</p> <p>INFOR Req # for 2024 General Engineering Services is 13887.</p>				
<b>RQ#</b>	RFQ #13887				
<b>Time Period of Original Contract</b>	08/10/2023 – 08/09/2026				
<b>Background Statement</b>	The General Engineering Services for Roadway and Bridge contract with Chagrin Valley Engineering consists of highway and bridge infrastructure type of projects.				
<b>Service Description</b>	Consultant hired to perform general engineering services for Roadway and Bridge departments of Cuyahoga County Department of Public Works.				
<b>Performance Indicators</b>	Chagrin Valley Engineering has provided the County with quality professional engineering services for the General Engineering Services for Roadway and Bridge Contract No. 3585.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Chagrin Valley Engineering has provided above average services as per the contract.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	According to the contract,				
<b>Department Contact</b>	Eric Mack				
<b>User Department</b>	Public Works				
<b>Date</b>	03/26/2024				

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	13887
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	5171
CM Contract#	4346

Briefing Memo	Department initials MP	Clerk of the Board <input type="checkbox"/>
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Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFQ Reviewed by Purchasing		
	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	MP	OK
Bid Specification Packet	MP	OK
Final DEI Goal Setting Worksheet	MP	OK (attached 5/2/2024)
Diversity Documents – if required (goal set) See Vendor Submission	MP	OK
Award Letter (sent to awarded vendor)	MP	OK
Vendor's Confidential Financial Statement – if RFP requested	N/A	N/A
Tabulation Sheet	MP	OK (attached 5/8/2024)
Evaluation with Scoring Summary (Names of evaluators to be included, must have minimum of three evaluators).	MP	OK
IG# 21-0328-REG 31DEC2024	MP	OK
Debarment/Suspension Verified Date: 03/28/2024	MP	OK
Auditor's Finding Date: 03/26/2024	MP	OK
Vendor's Submission	MP	OK
Independent Contractor (I.C.) Requirement Date: 04/04/2024	MP	OK
Cover - Master contracts only	N/A	OK
Contract Evaluation – if required	MP	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	MP	OK

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials

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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	
Matrix Law Screen shot	
COI	
Workers' Compensation Insurance	MP

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
Effective Date–12/31/24	PW270205	73300			\$300,000
1/1/25 – 12/31/25	PW270205	73300			\$150,000
1/1/26 – 12/31/26	PW270205	73300			
1/1/27- 3-years from effective date	PW270205	73300			
			<b>TOTAL</b>		<b>\$450,000</b>

### CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)		8603			
CM Contract#		2472			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$450,000		7/11/22 – 7/10/25	7/7/22 4/5/2022	R2022-0146
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$450,000				

### PURCHASING USE ONLY

Prior Resolutions	R2022-0146
CM#:	4346

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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor Name:	HNTB OHIO, INC.
ftp:	Effective Date – 3 years from effective date, effective as of the date upon full execution by both parties
Amount:	\$450,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	5/9/2024: Award 3 of 3 5/8/2024: Must attach department-completed tab sheet using revised tab sheet. 5/2/2024: PO Code must be RFQ. Attach final DEI-completed goal setting worksheet. Can only certify the \$300,000.00 requested and line description must be changed from “2023 Remaining Funds”. Must delete line of \$150,000.00. Contract signature page does not have EO2023-0003; however, Law has approved.
Purchasing Buyer’s initials and date of approval	OK, ssp 5/9/2024

## CONTRACT EVALUATION FORM

<b>Contractor</b>	HNTB Ohio, Inc.				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	RFQ 8603 GENERAL ENGINEERING SERVICES – 2022. Contract No. 2472.  The current contract being processed is for a NEW project – General Engineering Services for Roadway and Bridge.  INFOR Req # for 2024 General Engineering Services is 13887.				
<b>RQ#</b>	RFQ #13887				
<b>Time Period of Original Contract</b>	07/11/2022 – 07/10/2025				
<b>Background Statement</b>	The General Engineering Services for Roadway and Bridge contract with HNTB consists of highway and bridge infrastructure type of projects.				
<b>Service Description</b>	Consultant hired to perform general engineering services for Roadway and Bridge departments of Cuyahoga County Department of Public Works.				
<b>Performance Indicators</b>	HNTB has provided the County with quality professional engineering services for the General Engineering Services for Roadway and Bridge Contract No. 2471.				
<b>Actual Performance versus performance indicators (include statistics):</b>	HNTB has provided above average services as per the contract.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	According to the contract.				
<b>Department Contact</b>	Eric Mack				
<b>User Department</b>	Public Works				
<b>Date</b>	03/26/2024				



## Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 13887	Event 5171	TYPE: RFQ	ESTIMATE: \$1,350,000.00			
CONTRACT PERIOD:		RFQ DUE DATE: March 4, 2024	SOLICITATIONS ISSUED	MANUAL RESPONSES	ELECTRONIC RESPONSES	TOTAL RESPONSES
REQUESTING DEPARTMENT: Department of Public Works		COMMODITY DESCRIPTION: 2024 General Engineering Services	100	1	10	11
DIVERSITY GOAL: SBE Non-Set Aside 20%		DIVERSITY GOAL: MBE 8%	DIVERSITY GOAL: WBE 2%			
DIVERSITY GOAL SBE Set Aside: SBE Prime		DIVERSITY GOAL Set Aside: MBE 8%	DIVERSITY GOAL Set Aside: WBE 2%			

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
1 AECOM Technical Services, Inc. 1300 East 9 <sup>th</sup> Street Suite 500 Cleveland, Ohio 44114	Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 23-0438 Planholder: <input checked="" type="checkbox"/> Yes Purchasing Review: SSP	Subcontractor Name(s):	(MAPA) 2LMN, Inc SBE/MBE 15% (FW) Lawhon & Associates, Inc SBE/WBE 5% (MAPA) Barr engineering, Inc. DBA National Engineering & Architecture, Inc. SBE/MBE 8% (FW) Charles P. Braman & CO., Inc SBE/WBE 1% (FW) Vavro Conservation Services, LLC WBE 1%		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

RQ13887

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
		SBE/MBE/WBE Prime: (Y/N)			
		Total %	SBE Set Aside Prime -SBE: Prime N/A% MBE: <u>8</u> % WBE: <u>2</u> % NON SBE Set Aside -SBE: <u>20</u> % MBE: <u>8</u> % WBE: <u>2</u> %		
		SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 3/11/2024 (Non-SBE Set Aside) <input type="checkbox"/> No		
		SBE/MBE/WBE Comments and Initials:	Div-1 provided, diversity goals met, no waiver requested. L.Lyons 3/6/2024 Prime vendor is non-SBE Cuyahoga county certified. Prime met non SBE set aside diversity goals, div-2 provided for subs, additional doc's submitted with Cuyahoga county certified subs certificate and letters. No waiver requested, JW 3/7/24 LL 3/11/2024		
		Subcontractor Name(s):	(MW) Chagrin Valley Engineering. LTD SBE 20% (FW) Lawhon & Associates, Inc. SBE/WBE 2% (5/3/24 JW) (MAPA) CTL Engineering, Inc. MBE 8% (5/3/24 JW) (MW) Euthenics SBE 10% (5/3/24 JW)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2 Chagrin Valley Engineering, Ltd. 22999 Forbes Road Suite B Cleveland, Ohio 44146	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0124 Planholder: <input checked="" type="checkbox"/> Yes				

RQ13887

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE			
	Purchasing Review: SSP				
		SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		
		Total %	SBE SetSide Prime -SBE: <u>Prime 20%</u> MBE: <u>0%</u> WBE: <u>0%</u>  NON SBE SetSide -SBE: <u>20%</u> MBE: <u>0 %</u> WBE: <u>0%</u>  SBE Set Aside Prime -SBE: <u>Prime +10%</u> MBE: <u>8%</u> WBE: <u>2%(5/3/2024)</u>  NON SBE Set Aside -SBE: <u>30%</u> MBE: <u>8%</u> WBE: <u>2% (5/3/2024)</u>		
		SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes <u>LL 5/6/2024 (Non-SBE Set Aside/SBE Set Aside)</u> <input checked="" type="checkbox"/> No <u>LL 3/11/2024 (Non-SBE Set Aside/SBE Set Aside)</u>		

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comments and Initials:</p> <p>no div-1 submitted for SBE prime vendor. vendor provided div-2 completed top and bottom. No div-2 for subs. No waiver requested, L.Lyons, 3/6/2024 no signed div-1 provided, no div-2 provided for subcontractors, prime SBE did provide copy of Cuyahoga County Contractor and Lobbyist Ethics Training certificate for their self, Lawhon &amp; Associates, inc, and CTL Engineering, inc. no waiver requested, no subcontractor participation verification these subs will be used on bid and what amounts. JW 3/7/2024 Only received/able to view Div-2 for the Prime Vendor. Div-1, Div-2 with subcontractors, and/or DIV-3 missing/not readable. LL 3/11/2024 Reviewed provided diversity forms that were not available in initial review. Prime is Cuyahoga county certified, provided signed div-1, signed div-2 and certification documentation for Cuyahoga county certified subs used. No waiver requested as prime satisfies diversity goals. JW 5/3/2024 On 5/3/24, DoP provided a scan of the CVE proposal submission and the previously blank pages on the CVE proposal used by DEI in the initial review were visible. Hence, DEI re-evaluated the CVE proposal for compliance with diversity goal. The CVE proposal is compliant with diversity requirements. LL 5/6/2024</p>		

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
3 DLZ Ohio, Inc. 4208 Prospect Avenue Cleveland, Ohio 44103	Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 23-0425  Planholder: <input checked="" type="checkbox"/> Yes  Purchasing Review: SSP	SBE / MBE / WBE	(MW) Chagrin Valley Engineering. LTD SBE 20% (FW) Lawhon & Associates, Inc SBE/WBE 5% (MAPA) Pro-Geotech, Inc SBE/MBE 3% (FW) Charles P. Braman & CO., Inc SBE/WBE 2% (MAPA) DLZ Ohio, Inc. MBE 20%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		Subcontractor Name(s):			
		SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		
		Total %	SBE Set Aside Prime -SBE: <u>N/A</u> Prime 0% MBE: <u>23</u> % WBE: <u>7</u> %  NON SBE Set Aside -SBE: <u>20</u> % MBE: <u>23</u> % WBE: <u>7</u> %		
		SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 3/11/2024 (Non-SBE Set Aside) <input type="checkbox"/> No		
		SBE/MBE/WBE Comments and Initials:	div-1 provided, non SBE prime, div-2 provided with subs, no waiver requested. L.Lyons 3/6/2024 Prime is non Cuyahoga county SBE certified, prime is MBE certified. Prime		

RQ13887

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE			
			provided div-2 with certified Cuyahoga county subs, goals met, no waiver requested, JW 3/7/2024 LL 3/11/2024		
4 Dynotec, Inc. 30505 Bainbridge Road Suite 195 Solon, Ohio 44139	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0301 Planholder: <input checked="" type="checkbox"/> Yes Purchasing Review: SSP	Subcontractor Name(s):  (MALA) Dynotec, Inc. SBE/MBE 20% (MW) Euthenics, Inc SBE 25% (FW) Lawhon & Associates, Inc SBE/WBE 5% (FAPA) Resource International, Inc. SBE/WBE 5% (MAPA) DLZ Ohio, Inc. MBE 10%			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> No		
		Total %	SBE Set Aside Prime -SBE: Prime +25% MBE: 10 % WBE: 10%		
			NON SBE Set Aside -SBE:45% MBE: 10 % WBE: 10%		
		SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 3/11/2024 (Non-SBE Set Aside/SBE Set Aside)		

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE	Prime is SBE, provided signed div-2 for subs, no div-1 or div-2 for prime, no waiver requested, L.Lyons 3/6/2024 No signed div-1, div-2 provided for subs, prime is Cuyahoga county SBE, met goals, no waiver requested. JW 3/7/2024 Div-1 missing -- must be submitted LL 3/11/2024		
		SBE/MBE/WBE Comments and Initials:			
5 Euthenics, Inc. 8235 Mohawk Drive Cleveland, Ohio 44136	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 23-0320 Planholder: <input checked="" type="checkbox"/> Yes Purchasing Review: SSP	Subcontractor Name(s):  (MW) Euthenics, Inc SBE 20% (MW) Chagrin Valley Engineering. LTD SBE 20% (MAPA) DLZ Ohio, Inc. MBE 8% (FW) Lawhon & Associates, Inc SBE/WBE 5% (MAPA) Barr engineering, Inc. DBA National Engineering & Architecture, Inc. SBE/MBE 2%			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		
		Total %	SBE Set Aside Prime -SBE: Prime+20% MBE: 8 % WBE: 7%  NON SBE Set Aside -SBE:40% MBE: 8 % WBE: 7%		

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE	<input checked="" type="checkbox"/> Yes LL 3/11/2024 (Non-SBE Set Aside/SBE Set Aside) <input type="checkbox"/> No		
		SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 3/11/2024 (Non-SBE Set Aside/SBE Set Aside) <input type="checkbox"/> No		
		SBE/MBE/WBE Comments and Initials:	Prime SBE provided signed div-1, div-2 provided with subs, no waiver requested. L.Lyons 3/6/2024 Signed div-1 provided, div-2 provided for subs, diversity goals met, no waiver requested, JW 3/7/2024 LL 3/11/2024		
6 HNTB Ohio, Inc. 1100 Superior Avenue Suite 1701 Cleveland, Ohio 44114	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0328 Planholder: <input checked="" type="checkbox"/> Yes Purchasing Review: SSP	Subcontractor Name(s): (FW)ASC Group, Inc SBE/WBE 2% (MW) Chagrin Valley Engineering. LTD SBE 20% (MAPA) Barr engineering, Inc. DBA National Engineering & Architecture, Inc. SBE/MBE 8%	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
		Total %	SBE Set Aside Prime -SBE:N/A Prime 0% MBE: 8 % WBE: 2% NON SBE Set Aside -SBE:20% MBE: 8 % WBE: 2%		

RQ13887

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 3/11/2024 (Non-SBE Set Aside) <input type="checkbox"/> No</p> <p>SBE/MBE/WBE Comments and Initials: Prime non SBE, provided signed div-1, div-2 provided with subs, no waiver requested.- L.Lyons 3/6/2024 Signed div-1, prime is SBE, provided div-2 for subs, no waiver requested, diversity goals met. JW 3/7/2024 LL 3/11/2024</p>		
7 Palmer Engineering Company 3745 Medina Road Suite A Medina, Ohio 44256	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p> <p>IG Number: 20-0239</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Purchasing Review: SSP</p>	<p>Subcontractor Name(s): (MAPA) Barr engineering, Inc. DBA National Engineering &amp; Architecture, Inc. SBE/MBE 8% (MW) Euthenics, Inc SBE 15% (FW) Lawhon &amp; Associates, Inc SBE/WBE 4.5% (FW) Charles P. Braman &amp; CO., Inc SBE/WBE 2% (MW) Smith &amp; Nejedlik, Inc. SBE 0.5%</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE Set Aside Prime -SBE: <u>N/A</u> Prime % MBE: <u>8</u> % WBE: <u>2</u>% NON SBE Set Aside -SBE: <u>20</u>% MBE: <u>8</u> % WBE: <u>2</u>%</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

RQ13887

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE	<input checked="" type="checkbox"/> Yes LL 3/11/2024 (Non-SBE Set Aside) <input type="checkbox"/> No		
		SBE/MBE/WBE Comply: (Y/N)			
		SBE/MBE/WBE Comments and Initials:	div-1 provided, prime non SBE, no waiver requested, L.Lyons 3/6/2024 Div-1 and div-2 provided, prime vendor is not an Cuyahoga county certified SBE, diversity goals met, no waiver requested, JW 3/7/2024 LL 3/11/2024		
8 The Thrasher Group, Inc. 400 3rd Street SE Suite 309 Canton, Ohio 44702	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered Planholder: <input checked="" type="checkbox"/> Yes Purchasing Review: SSP	Subcontractor Name(s):	(MAPA) Barr engineering, Inc. DBA National Engineering & Architecture, Inc. SBE/MBE 15% (FW) Lawhon & Associates, Inc SBE/WBE 5%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
		Total %	SBE Set Aside Prime -SBE: Prime N/A 0% MBE: 15 % WBE: 5 % NON SBE Set Aside -SBE:0% MBE: 15 % WBE: 5%		

RQ13887

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 3/11/2024 (Non-SBE Set Aside/SBE Set Aside)		
		SBE/MBE/WBE Comply: (Y/N)			
		SBE/MBE/WBE Comments and Initials:	Prime is not certified and submitted div 2 for TMS engineers but they are not certified with us. L.Lyons 3/6/2024 Prime vendor is not an Cuyahoga county certified SBE, diversity goals not met, no waiver requested, no additional documents provided to support a good faith effort. JW 3/7/2024 LL 3/11/2024		
9 TRC Engineers, Inc. 1382 West Ninth Street Suite 400 Cleveland, Ohio 44113	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0010 Planholder: <input checked="" type="checkbox"/> Yes Purchasing Review: SSP	Subcontractor Name(s): (MW) Euthenics, Inc SBE 20% (FW) Lawhon & Associates, Inc SBE/WBE 3% (MAPA) CTL Engineering, Inc MBE 8%			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
		Total %	SBE Set Aside Prime -SBE: <u>N/A</u> Prime 0% MBE: <u>8 %</u> WBE: <u>3%</u> NON SBE Set Aside -SBE: <u>20%</u> MBE: <u>8 %</u> WBE: <u>3%</u>		

RQ13887

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE	<input checked="" type="checkbox"/> Yes LL 3/11/2024 (Non-SBE Set Aside) <input type="checkbox"/> No		
		SBE/MBE/WBE Comply: (Y/N)			
		SBE/MBE/WBE Comments and Initials:	div-1 provided, div-2 provided for subs, no waiver requested, L.Lyons 3/6/2024 prime vendor is not an Cuyahoga county certified SBE, div-1 provided, div-2 provided for subs, diversity goals met, no waiver requested, JW 3/7/2024 LL 3/11/2024		
1 WSP USA Inc. 1660 West Second Street Suite 820 Cleveland, Ohio 44113	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2159 Planholder: <input checked="" type="checkbox"/> Yes Purchasing Review: SSP	Subcontractor Name(s):	(MW) Chagrin Valley Engineering. LTD SBE 20% (MAPA) Barr engineering, Inc. DBA National Engineering & Architecture, Inc. SBE/MBE 8% (FW) Lawhon & Associates, Inc SBE/WBE 2%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
		Total %	SBE Set Aside Prime -SBE: <u>N/A</u> Prime 0% MBE: <u>8</u> % WBE: <u>2</u> % NON SBE Set Aside -SBE: <u>20</u> % MBE: <u>8</u> % WBE: <u>2</u> %		

RQ13887

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE			
			<input checked="" type="checkbox"/> Yes LL 3/11/2024 (Non-SBE Set Aside) <input type="checkbox"/> No		
		SBE/MBE/WBE Comply: (Y/N)			
		SBE/MBE/WBE Comments and Initials:	div-1 provided, div-2 provided for subs no waiver requested, L.Lyons, 3/6/2024 Div-1 provided, div-2 provided for subs, diversity goals met. Prime is not a Cuyahoga county certified SBE, JW 3/7/2024 LL 3/11/2024		
1 2LMN, Inc. 1422 Euclid Avenue Suite 1044 Cleveland, Ohio 44115	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 23-0158 Planholder: <input checked="" type="checkbox"/> Yes Purchasing Review: SSP	Subcontractor Name(s):  (MAPA) 2LMN, Inc SBE/MBE 20% (MAPA) Barr engineering, Inc. DBA National Engineering & Architecture, Inc. SBE/MBE 8% (FW) Lawhon & Associates, Inc SBE/WBE 5%	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SBE/MBE/WBE Prime: (Y/N)			
		Total %	SBE Set Aside Prime -SBE: Prime 20% MBE: 8 % WBE: 5%		

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE			
			NON SBE Set Aside - SBE:20% MBE: 8 % WBE: 5%		
		SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 3/11/2024 (Non-SBE Set Aside/SBE Set Aside) <input type="checkbox"/> No		
		SBE/MBE/WBE Comments and Initials:	Prime provided div-1, div-2 provided for subs, no div-3 L.Lyons 3/6/2024 Prime is a Cuyahoga county certified SBE/MBE, goals met, no waiver requested, JW 3/7/2024 LL 3/11/2024		

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0205

Sponsored by: <b>County Executive Ronayne/Department of Public Works</b>	<b>A Resolution</b> making an award on RQ14299 to Terrace Construction Company, Inc. in the amount not-to-exceed \$7,670,965.81 for rehabilitation of East 200 <sup>th</sup> Street from Mohican Avenue to Lakeshore Boulevard in the Cities of Cleveland & Euclid in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 4478 and all other documents consistent with said award and this Resolution; authorizing the County Engineer on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$165,437.81 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective..
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**WHEREAS**, the County Executive/Department of Public Works recommends an award on RQ14299 to Terrace Construction Company, Inc. in the amount not-to-exceed \$7,670,965.81 for rehabilitation of East 200<sup>th</sup> Street from Mohican Avenue to Lakeshore Boulevard in the Cities of Cleveland & Euclid in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 4478 and all other documents consistent with said award and this Resolution; authorizing the County Engineer on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$165,437.81 to fund a portion of said contract; and

**WHEREAS**, the primary goal of this includes planing of the existing pavement surface, performing pavement repairs as required based on condition, installing of ADA compliant ramps, resurfacing of the roadway, replacement of

pavement markings and replacement of installation of 6,500 feet of water main; and

**WHEREAS**, the project is funded as follows: (a) \$4,714,177.00 from Municipal Funds, (b) \$1,760,000.00 from Federal funds, (c) \$1,031,351.00 from Ohio Public Works Commission Grant Fund, and (d) \$165,437.81 from Road and Bridge \$5.00 Motor Vehicle Fund; and

**WHEREAS**, this project is located in County Council District No. 11; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ14299 to Terrace Construction Company, Inc. in the amount not-to-exceed \$7,670,965.81 for rehabilitation of East 200<sup>th</sup> Street from Mohican Avenue to Lakeshore Boulevard in the Cities of Cleveland & Euclid.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 4358 and all other documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 4, 2024

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

Journal \_\_\_\_\_

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

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	<b>East 200<sup>th</sup> Street (CR-114) Rehabilitate Existing Roadway from Mohican Avenue to Lakeshore Boulevard (SR-283) in the Cities of Cleveland and Euclid, Ohio</b>
<b>Department or Agency Name</b>	Public Works
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
Original	CM4478	Terrace Construction Company, Inc.	N/A	\$7,670,965.81	Pending	

<b>Service/Item Description (include quantity if applicable). Indicate whether <input type="checkbox"/> New or <input type="checkbox"/> Existing service or purchase. - The project includes the rehabilitation of 1.3 miles of East 200<sup>th</sup> Street from Mohican Avenue to Lakeshore Boulevard including planning of the existing pavement surface, performing pavement repairs as required based on condition, installation of ADA compliant ramps, resurfacing of the roadway, replacement of pavement markings, and replacement and installation of 6,500 feet of water main.</b>
<b>For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional   <input type="checkbox"/> Replacement</b> <b>Age of items being replaced:                      How will replaced items be disposed of?                      N/A</b>
<b>Project Goals, Outcomes or Purpose (list 3):</b>  <b>(SEE ITEM DESCRIPTION)</b>
<b>If a County Council item, are you requesting passage of the item without 3 readings.   <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</b>

<b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
Terrace Construction Com. Inc. 3965 Pearl Road Cleveland, Ohio 4410-9	Jeffrey Nock - President
<b>Vendor Council District:</b>	<b>Project Council District:</b>
<b>District 7</b>	<b>District 11</b>
<b>If applicable provide the full address or list the municipality(ies) impacted by the project.</b>	<b>East 200<sup>th</sup> Street Euclid</b> <b>Cities of Cleveland and Euclid</b>

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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input checked="" type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 10 / 3	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( 8% ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain</i> .	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain</i> :	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> ) <input type="checkbox"/> Other Procurement Method, please describe:
<b>Balanced and Competitive</b>	

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<b>FUNDING SOURCE:</b> i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.	
<b>Federal Funding (23%) , OPWC Funding (13%) , Muni Funding (61%) , County Funding – R&amp;B \$5.00 Fund (2%)</b>	
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):	
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):	

<b>Provide status of project. Pending Approval</b>	
<input checked="" type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase	Is contract late <input type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text in green, for we can refer them to instructions and provide more detail in the instruction.

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<b>Reason:</b>	
<b>Timeline:</b>	
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
<b>HISTORY (see instructions):</b>	

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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	14299
Infor/Lawson PO # Code (if applicable):	RFB
Event #	5417
CM Contract#	4478

	Department	Clerk of the Board
Briefing Memo	WB	

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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### FULL AND OPEN COMPETITION Construction Projects – Road & Bridge Reviewed by Purchasing

	Department initials	Purchasing
Notice of Intent to Award ( <i>sent to all responding vendors</i> )	WB	OK AJ 5/2/2024
Bid Specification Packet ( <i>includes Legal Notice to Bidders</i> )	WB	OK AJ 5/2/2024
Final DEI Goal Setting Worksheet	WB	OK AJ 5/2/2024
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter (sent to awarded vendor)	WB	OK AJ 5/2/2024
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>	N/A	N/A
Non-Collusion Affidavit	WB	OK AJ 5/2/2024
Public Works Bid Results	WB	OK AJ 5/2/2024
Tabulation Sheet SEE DPW TAB SHEET	WB	OK AJ 5/2/2024
Prevailing Wage Public Improvement Agreement	WB	OK AJ 5/2/2024
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>	WB	OK AJ 5/2/2024
Worktype Worksheets, <i>if applicable</i>	WB	OK AJ 5/2/2024
SBE Worktype Worksheets, <i>if applicable</i>	N/A	N/A
Drug Free Workplace, <i>if applicable</i>	WB	OK AJ 5/2/2024
Project of Similar Complexity, <i>if applicable</i>	WB	OK AJ 5/2/2024
EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>	WB	OK AJ 5/2/2024
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets) IN PROPOSAL	WB	OK AJ 5/2/2024
Other, <i>per Section 3 “Required Bid Documents”</i>	WB	OK AJ 5/2/2024
IG# 12-2690-REG 12/31/24	WB	OK AJ 5/2/2024
Debarment/Suspension Verified	Date: 4/30/2024	WB
		OK AJ 5/2/2024 dated within 60 days
Auditor’s Finding	Date: 4/30/2024	WB
		OK AJ 5/2/2024 dated within 60 days

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Revised 12/15/2021

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor’s Submission ( <i>Form of Proposal</i> )		WB	OK AJ 5/2/2024
Independent Contractor (I.C.) Requirement	Date: 4/30/2024	WB	OK AJ 5/2/2024 dated within 1 year
Contract Evaluation – <i>if required</i>		N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	N/A
Checklist Verification		WB	OK AJ 5/2/2024

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	WB
Bid Guarantee & Contract Bond	WB
Matrix Law Screen shot	WB
COI	WB
Workers’ Compensation Insurance	WB
Railroad Insurance – <i>if required</i>	N/A

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
6/10/2024 to 12/31/2024	PW605100	73300	CRDOT0003701	\$2,500,000.00
1/1/2025 to 9/12/2025	PW605100	73300	CRDOT0003701	\$5,170,965.81
			<b>TOTAL</b>	<b>\$7,670,965.81</b>

### Purchasing Use Only:

Prior Resolutions:	
CM#:	4478
Vendor Name:	Terrace Construction Company, Inc.
ftp:	6/10/2024 – 9/12/2025
Amount:	\$7,670,965.81
History/CE:	OK
EL:	OK
Procurement Notes:	Buyer Review Completed
Purchasing Buyer’s initials and date of approval	AJ 5/2/2024



## Department of Purchasing Tabulation Sheet

<b>REQUISITION NUMBER: 14299 Event #5417</b>		<b>TYPE: (RFB/RFP/RFQ): RFB</b>		<b>ESTIMATE: \$7,671,809.44    10% = \$8,438,990.384</b>	
<b>CONTRACT PERIOD:</b>		<b>RFB/RFP/RFQ DUE DATE: April 16, 2024</b>		<b>SOLICITATIONS ISSUED</b>	
				<b>MANUAL RESPONSES</b>	
				<b>ELECTRONIC RESPONSES</b>	
				<b>TOTAL RESPONSES</b>	
<b>REQUESTING DEPARTMENT: Public Works</b>		<b>COMMODITY DESCRIPTION: East 200<sup>th</sup> Street (CR-114) Rehabilitate Existing Roadway from Mohican Avenue to Lakeshore Boulevard (SR-283) in the Cities of Cleveland and Euclid</b>		<b>10      2      1      3</b>	
<b>DIVERSITY GOAL/SBE    0%</b>		<b>DIVERSITY GOAL/MBE    0%</b>		<b>DIVERSITY GOAL/WBE    0%</b>	
<b>Does CCBB Apply: <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No-Low bidder is in Cuyahoga County, JW 4/18/2024 LL 4/18/2024</b>		<b>CCBB: Low Non-CCBB Bid: \$9,142,616.04</b>		<b>Add 2%, Total is: \$9,325,468.36</b>	
<b>Does CCBEIP Apply: <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No-The low bidder is certified as an "Inclusive Business" in CCBEIP, JW 4/18/2024 LL 4/18/2024</b>		<b>CCBEIP: Low Non-CCBEIP Bid \$: 9,142,616.04</b>		<b>Add 2%, Total is: \$9,325,468.36</b>	
<b>*PRICE PREFERENCE LOWEST BID REC'D \$ 7,670,965.81</b>		<b>RANGE OF LOWEST BID REC'D \$ &gt;5,000,000</b>		<b>Minus \$, =</b>	
<b>PRICE PREF % &amp; \$ LIMIT: \$250,000</b>		<b>MAX SBE/MBE/WBE PRICE PREF \$ 7,920,965.81</b>		<b>DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes    <input type="checkbox"/> No    N/A – RFP/RFQ or No diversity goals LL 4/18/2024</b>	

<b>Bidder's / Vendors Name and Address</b>	<b>Bid Bond / Check</b>	<b>Actual Bid Amount (enter "N/A" if RFP or RFQ)</b>	<b>Buyer Administrative Review: Buyer Initials</b>	<b>Price Preference</b>	<b>CCBB / CCBEIP Registered</b>	<b>Diversity Program Review: SBE / MBE / WBE</b>	<b>Dept. Tech. Review</b>	<b>Award: (Y/N)</b>
1 Terrace Construction Company, Inc. 3965 Pearl Road Cleveland, OH 44109	Bid Bond 100% Western Surety Company	\$7,670,965.81	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): No diversity subcontractors		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)								
			<p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>PH: <input checked="" type="checkbox"/> Yes</p> <p>Buy American: <input checked="" type="checkbox"/> Yes</p> <p>EEO Certification: <input checked="" type="checkbox"/> Yes</p> <p>Proposal Form: <input checked="" type="checkbox"/> Yes</p> <p>Bid Bond: <input checked="" type="checkbox"/> Yes</p> <p>Worksheets: <input checked="" type="checkbox"/> Yes</p> <p>Drug-Free: <input checked="" type="checkbox"/> Yes</p> <p>Certificate of Compliance: <input checked="" type="checkbox"/> Yes</p> <p>DOP Buyer Initials: AJ 4/17/2024</p>			<table border="1"> <tr> <td>SBE/MBE/WBE Prime: (Y/N)</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE  <input checked="" type="checkbox"/> No </td> </tr> <tr> <td>Total %</td> <td>SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %</td> </tr> <tr> <td>SBE/MBE/WBE Comply: (Y/N)</td> <td> <input type="checkbox"/> Yes  <input type="checkbox"/> No </td> </tr> <tr> <td>SBE/MBE/WBE Comments and Initials:</td> <td>           No diversity goals. 4/17/24 HM            JW 4/18/2024            LL 4/18/2024 </td> </tr> </table>	SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No	Total %	SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:	No diversity goals. 4/17/24 HM JW 4/18/2024 LL 4/18/2024		
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No															
Total %	SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %															
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No															
SBE/MBE/WBE Comments and Initials:	No diversity goals. 4/17/24 HM JW 4/18/2024 LL 4/18/2024															

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)										
2 CATT Construction, Inc. 21223 Aurora Road Warrensburg Heights, OH 44146	Bid Bond 100% Western Surety Company	\$7,915,085.17	Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> No  NCA: <input checked="" type="checkbox"/> Yes  PH: <input checked="" type="checkbox"/> Yes  Buy American: <input checked="" type="checkbox"/> Yes  EEO Certification: <input checked="" type="checkbox"/> Yes  Proposal Form: <input checked="" type="checkbox"/> Yes  Bid Bond: <input checked="" type="checkbox"/> Yes  Worksheets: <input checked="" type="checkbox"/> Yes  Drug-Free: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>Subcontractor Name(s):</td><td>No diversity subcontractors</td></tr> <tr> <td>SBE/MBE/WBE Prime: (Y/N)</td><td><input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</td></tr> <tr> <td>Total %</td><td>SBE: 0 % MBE: 0 % WBE: 0 %</td></tr> <tr> <td>SBE/MBE/WBE Comply: (Y/N)</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr> <tr> <td>SBE/MBE/WBE Comments and Initials:</td><td>No diversity goals 4/17/2024 HM JW 4/18/2024 LL 4/18/2024</td></tr> </table>	Subcontractor Name(s):	No diversity subcontractors	SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No	Total %	SBE: 0 % MBE: 0 % WBE: 0 %	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:	No diversity goals 4/17/2024 HM JW 4/18/2024 LL 4/18/2024		<input type="checkbox"/> Yes <input type="checkbox"/> No
Subcontractor Name(s):	No diversity subcontractors																	
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No																	
Total %	SBE: 0 % MBE: 0 % WBE: 0 %																	
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																	
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Transaction ID:

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			Certificate of Compliance: <input checked="" type="checkbox"/> Yes DOP Buyer Initials: AJ 4/17/2024					

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
3 Mr. Excavator, Inc. 8616 Euclid Chardon Road Kirtland, OH 44094	Bid Bond 100% Merchants Bonding Company (Mutual)	\$9,142,616.04	Compliant: <input checked="" type="checkbox"/> No*  *over 10% threshold  IG Registration Complete: <input checked="" type="checkbox"/> Yes  IG Number: 23-0451-REG  NCA: <input checked="" type="checkbox"/> Yes  PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): No diversity subcontractors  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  Total % SBE: 0 % MBE: 0 % WBE: 0 %		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
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Transaction ID:

## GOAL SETTING WORKSHEET

Department Name: Public Works  
 Contact Name: William Boyd  
 Contact Phone#: 216-443-3761  
 Contact Email: wboyd@cuyahogacounty.us  
 RQ#: 14299  
 RQ Description: East 200th Street Rehabilitation of Existing Roadway

NOTE: User Department completes the YELLOW AREAS ONLY.

Work Category/Scope	NIGP Code (5 digits)	Work/Scope Amount (\$)	Disparity Study Work/Scope Availability # (All Vendors)	Disparity Study Work/Scope Availability # (MBE)	Disparity Study Work/Scope Availability % (MBE)	Disparity Study Work/Scope Availability \$ (MBE)	Disparity Study Work/Scope Availability # (WBE)	Disparity Study Work/Scope Availability % (WBE)	Disparity Study Work/Scope Availability \$ (WBE)
Bridge Rehabilitation	91300	\$7,671,809.44	1		0.00	0.00		0.00	0.00
Construction/Heavy			1		0.00	0.00		0.00	0.00
Totals (\$):		\$7,671,809.44	1		0.00	0.00		0.00	0.00

### Project Diversity Goals:

MBE Goal	0%	8% DBE Goal	0%	0%
WBE Goal	0%			
SBE Goal (not calculated)	0%			

Comments: LL 3/20/2024  
 NIGP 913\*\*:  
 25t/3m/1w w/o  
 duplicates  
 NAICS 237990 or  
 237310:  
 12t/4m/1w  
 w/duplicates  
 TOTAL NIGP/NAICS:  
 37t/7m/2w w/o  
 duplicates

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0206

Sponsored by: <b>County Executive Ronayne/Sheriff's Department</b>	<b>A Resolution</b> authorizing an amendment to a Revenue Generating Agreement (via Contract No. 3389 fka Contract No. 2212) with Securus Technologies, LLC for inmate telecommunications system and maintenance services for the period 9/6/2016 – 9/6/2027, to change the terms by adding appropriation language for funding on an annual basis, potential increasing prices due to inflation adjustments, revision of Section 15, and for additional funds in the amount not-to-exceed \$1,365,000.00, effective upon contract signature of all parties; 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.
--	---

**WHEREAS**, the County Executive/Sheriff's Department recommends an amendment to a Revenue Generating Agreement (via Contract No. 3389 fka Contract No. 2212) with Securus Technologies, LLC for inmate telecommunications system and maintenance services for the period 9/6/2016 – 9/6/2027, to change the terms by adding appropriation language for funding on an annual basis, potential increasing prices due to inflation adjustments, revision of Section 15, and for additional funds in the amount not-to-exceed \$1,365,000.00, effective upon contract signature of all parties; and

**WHEREAS**, the primary goal of the amendment is to continue to offer an inmate telephone system to the County Jail along with other services designed to assist inmates and their families as well as streamline jail operations; and

**WHEREAS**, the project will be funded 100% Commissary Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to a Revenue Generating Agreement (via Contract No. 3389 fka Contract No. 2212) with Securus Technologies, LLC for inmate telecommunications system and maintenance services for the period 9/6/2016 – 9/6/2027, to change the terms, by adding appropriation language for funding n an annual basis, potential increasing prices due to inflation adjustments, revision of Section 15, and for additional funds in the amount not-to-exceed \$1,365,000.00 effective upon contract signature of all parties,.

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

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 28, 2024  
Committee(s) Assigned: Public Safety & Justice Affairs

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

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b> 2024 SECURUS 3 <sup>RD</sup> AMENDMENT						
<b>Department or Agency Name</b>		SHERIFF'S DEPARTMENT				
<b>Requested Action</b>		<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):				
<b>Original (O)/ Amendment (A-# )</b>	<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Date BOC Approved/ Council's Journal Date</b>	<b>Approval No.</b>
O	3389	SECURUS	10/1/16 – 9/6/27	800,000.00	2/21/22	BC2022-110 CON2019-29 R2016-0167

**Service/Item Description (include quantity if applicable). Indicate whether ☐ New or ☐ Existing service or purchase.**

**Sheriff Department requesting approval to amend the agreement with Securus whom provides inmate communications services to all the County jails adding funds NTE \$1,365,000.00.**

**For purchases of furniture, computers, vehicles: ☐ Additional ☐ Replacement**

**Age of items being replaced: How will replaced items be disposed of?**

**Project Goals, Outcomes or Purpose (list 3):**

**Continue to provide communication services to all County jails.**

**If a County Council item, are you requesting passage of the item without 3 readings. ☐ Yes ☐ No**

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

Vendor Name and address:	Owner, executive director, other (specify):
--------------------------	---

Securus Technologies, INC 4000 International Parkway Carrollton, TX 75007	<b>Veronica Rushing, Account Manager</b>
---	--

Vendor Council District:	Project Council District:
--------------------------	---------------------------

If applicable provide the full address or list the municipality(ies) impacted by the project.
---

**COMPETITIVE PROCUREMENT**

RQ # if applicable

☐ RFB ☐ RFP ☐ RFQ

☐ Informal

☐ Formal Closing Date:

**NON-COMPETITIVE PROCUREMENT**

Provide a short summary for not using competitive bid process.

Rev. 7/24/23

	*See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment (list original procurement RFP) <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<b>FUNDING SOURCE:</b> i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.
<b>100% General Funds</b>
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase	Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason: N/A	
Timeline: Project/Procurement Start Date (date your team started working on this item):	9/28/23
Date documents were requested from vendor:	9/28/23

Commented [CK1]: Suggestion by MBB - I can't recall exactly how she said it. See text in green for we can refer them to instructions and provide more detail in the instruction.

Rev. 7/24/23

Date of insurance approval from risk manager:	9/28/23
Date Department of Law approved Contract:	April 2024
Date item was entered and released in Infor:	4/25/24
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: N/A	
If late, have services begun? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions):</b>

Rev. 7/24/23

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Buyspeed RQ# (if applicable):	SH16-32983
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	3389

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	TG	

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			TG	Ok signed and uploaded
IG#	21-0247-REG EXP 12/31/25		TG	Securus Technologies, LLC 21-0247-REG 12/31/2025
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1/18/24	TG	n/a going to boc
Debarment/Suspension Verified	Date:	4/24/24	TG	Ok-valid within 60 days
Auditor's Finding	Date:	4/25/24	TG	Ok-valid within 60 days
Independent Contractor (I.C.) Requirement	Date:	1/18/24	TG	Ok-1 yr
Cover - <i>Master amendments only</i>			N/A	
Contract Evaluation			TG	ok
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	
Checklist Verification			TG	ok

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	TG- SIGNED AMENDMENT
Matrix Law Screen shot	TG

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Revised 1/7/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	TG
Workers’ Compensation Insurance	TG
Original Executed Contract (containing insurance terms) & all executed amendments	TG- ALREADY UPLOADED

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/24 – 12/31/24	SH285185	55130	SH-COMMISSARY	\$1,000,000.00
1/1/25 – 12/31/25	SH285185	55130	SH-COMMISSARY	\$365,000.00
			<b>TOTAL</b>	<b>\$1,365,000.00</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	N/A
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	N/A

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$800,000		<del>10/1/16-9/30/24</del> 9/6/2016-9/5/2024		R2016-0167
<b>Prior Amendment Amounts (list separately)</b>		\$0	<del>NONE 5/31/2019-9/5/2024</del>		CON2019-29
		\$0	<del>10/1/16-9/6/27</del> 10/26/2021-9/5/2027		BC2022-110
		\$			
<b>Pending Amendment</b>		\$1,365,000.00	NONE effective upon signature of all parties-9/5/2027		
<b>Total Amendments</b>		\$1,365,000.00			
<b>Total Contact Amount</b>		\$2,165,000.00			

### Purchasing Use Only:

Prior Resolutions:	R2016-0167
Amend:	Amendment 3

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Revised 1/7/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor Name:	Securus Technologies, LLC
ftp:	Effective upon signature of all parties-9/5/2027
Amount:	\$1,365,000.00
History/CE:	ok
EL:	ok
Procurement Notes:	Sent to law to review verbiage on second amendment effective date. Third amendment contract states it was effective February 23, 2022. Although it was signed then, the second amendment contract mentions the terms are effective on or about 10/26/2021. Law decided to move forward with securus' version (see email copied below).
Purchasing Buyer's initials and date of approval	Lz 5.1.2024

**From:** Heather Holt <hholt01@cuyahogacounty.us>

**Sent:** Monday, April 29, 2024 1:37 PM

**To:** Tanisha Gates <tgates@cuyahogacounty.us>

**Cc:** Chris Costin <ccostin@cuyahogacounty.us>

**Subject:** FW: Securus Amendment with Cuyahoga County

Hi Tanisha,

We can just use this version that Securus signed. For our records, we can record that the end date is through 9/5/2027. It does not spell it out in the Amendment, but we know in our records what the end date is per the Original Agreement and the Amendment. Therefore this should suffice.

## CONTRACT EVALUATION FORM

<b>Contractor</b>	SECURUS TECHNOLOGIES INC				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	3389				
<b>RQ#</b>	SH16-32983				
<b>Time Period of Original Contract</b>	10/1/16-9/30/24				
<b>Background Statement</b>	PROVIDE INMATE COMMUNICATIONS IN ALL COUNTY JAIL FACILITIES.				
<b>Service Description</b>	PROVIDE INMATE COMMUNICATIONS IN ALL COUNTY JAIL FACILITIES.				
<b>Performance Indicators</b>	ABILITY FOR INMATES TO COMMUNICATE WITH FRIENDS AND LOVED ONES WITHOUT INTERRUPTION. SECURUS RESOURCES PROVIDED IN ORDER TO CONTINUE TO IMPLEMENT ALL PHASES OF THE CONTRACT.				
<b>Actual Performance versus performance indicators (include statistics):</b>	SECURUS HAS WORKED CLOSELY WITH THE CCSD STAFF IN ORDER TO CONTINUE TO PROCEED WITH ALL PHASES OF THE CURRENT CONTRACT.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>	X				
<b>Justification of Rating</b>	SECURUS HAS PROVIDED ANY RESOURCES NECESSARY IN ORDER TO KEEP THE CONTRACT AND PHASES OF THE CONTRACT ON TIME. SECURUS HAS ALSO CONTINUED TO PROVIDE UPDATES ON NEW STATE OF THE ART TECH THAT WOULD BE AVAILABLE TO THE SHERIFF'S DEPT.				
<b>Department Contact</b>	TANISHA K. GATES				
<b>User Department</b>	SHERIFF'S DEPARTMENT				
<b>Date</b>	4/24/24				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0207

Sponsored by: <b>County Executive Ronayne/Department of Public Safety and Justice Services</b>	<b>A Resolution</b> adopting the Cuyahoga County 9-1-1 Plan; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the municipalities of Cuyahoga County, Ohio are most vulnerable to natural and human-made hazards which may result in loss of life and property, economic hardship, and threats to public health and safety; and

**WHEREAS**, Section 128 of the Ohio Revised Code was updated, and those changes became law in October 2023. The annual filing of the 9-1-1 Plan required for each County now requires 9-1-1 Plan approval from the Board of County Commissions of the County, as well as municipal corporations and townships within the County. Local approval is made via resolution of approval by each of the legislative bodies of the County. Adoption of the 9-1-1 Plan is met by approvals of adoption from both the County and from local resolution of approval from at least 60% of the population of the county;

**WHEREAS**, Cuyahoga County acknowledges the requirement of Section 128 of the Ohio Revised Code to have an approved Cuyahoga County 9-1-1 Plan; and

**WHEREAS**, the Cuyahoga County 911 Plan includes all legislative requirements specified in Sections 128.01 through 128.99 of the Ohio Revised Code (ORC) and 5507-1-01 through 5507-1-19 of the Ohio Administrative Code (OAC).

**WHEREAS**, the Cuyahoga County 9-1-1 Program Review Committee, a five-member board required by ORC Chapter 128 adopted this 9-1-1 Plan on March 6 of 2024; 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 Cuyahoga County 9-1-1 Plan.

**SECTION 2.** The respective officials and agencies identified in the implementation strategy of the Cuyahoga County 9-1-1 Plan are hereby directed to implement the recommended activities assigned to them.

**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: May 28, 2024  
Committee(s) Assigned: Public Safety & Justice Affairs

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

<b>Title</b>	Adoption of Cuyahoga County 911 Plan
<b>Department or Agency Name</b>	Public Safety & Justice Services

<b>Requested Action</b>	<input type="checkbox"/> Amendment to Approval (BOC or Council) <input checked="" type="checkbox"/> Other action; please describe
<b>Date BOC Approved/ Council's Journal Date</b>	<b>Approval No.</b>
Council 05/28/24	TBD

**Description/Explanation of request:**

This request is for first reading adoption of the County's 911 Plan.

Section 128 of the Ohio Revised Code which became law in October 2023 now requires an annual filing of a 9-1-1 plan for each county. In addition to filing the plan, the plan also needs local approval which is deemed to be resolutions by the County and legislative bodies representing at least 60% of the population of the county.

The attached plan was approved by the County's 911 Committee on 03/06/24.

The process requiring the County's approval of the plan is new.

# CUYAHOGA COUNTY

## 9-1-1 PLAN



*Adopted:*

March 6, 2024

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## **RECORD OF REVISIONS**

<b>Version</b>	<b>Date</b>	<b>Description/Changes</b>
1.0 (Initial Plan)	March 24, 1986	Creation of Document
2.0	May 10, 2006	Updates to reflect the processing of Wireless 9-1-1 calls.
3.0	February 26, 2013	Updates to reflect new consolidated PSAPs, new County governmental structure, updated PSAP territory index and updated 911 Fund disbursements
3.1	April 2, 2013	Update to page 57, North Randall PSAP, Insert new Appendix C – PSAP Territory to Community Index, Update page numbers and Index accordingly.
3.2	April 19, 2013	Update document to include signed signature page.
3.3	August 1, 2013	Update document to reflect PSAP consolidation of Gates Mills to Chagrin Falls
4.0	June 11, 2014	Updated all ORC numbers to reflect re-numbering by Legislative Services Commission. Update Section 2.3 and 2.4 to reflect upgrades to NG911. Update Section 4.3 to designate Cleveland as a wireless 911 answering point. Update Section 4.5 with current fund disbursements. Update Appendix A to reflect consolidation of North Royalton PSAP to Strongsville and North Randall and Highland Hills to Chagrin Valley Regional Dispatch. Update Appendix D to current wireless service providers.
5.0	February 10, 2021	<p>Removes City of Cleveland as wireless 9-1-1 call handling PSAP. Also removed subsidy associated with call handling responsibilities</p> <p><b><u>Updated</u></b></p> <ul style="list-style-type: none"> <li>• Format &amp; Numbering</li> <li>• Program Review Committee members.</li> <li>• Language on History, Cuyahoga 9-1-1 History, Funding, PSAP Territories.</li> <li>• Appendix 4</li> </ul> <p><b><u>Added</u></b></p> <ul style="list-style-type: none"> <li>• 9-1-1 Coordinator Responsibilities</li> <li>• language on current system, Text-To-911, ESINet, Advanced Location Services, State of Ohio and Cuyahoga County Operational Requirements, Cuyahoga County System Requirements, misdirected calls, MARCS PSAP Talkgroups, PSAP Relocation, PSAP Redundancies, Future Operations (ECW Refresh, Future Consolidation &amp; Cost Structure, Long-Term Planning)</li> <li>• Appendix 5, Appendix 6</li> </ul>

5.1	June 9, 2022	<p>Change to Section 7.2 to reflect postponement of charges to PSAP for AT&amp;T circuit.</p> <p><u>Updated</u></p> <ul style="list-style-type: none"> <li>• Format &amp; Numbering</li> <li>• Program Review Committee members and acknowledgements</li> <li>• Recent consolidations</li> <li>• Language replacing “CallWorks” with “NG911 system”</li> <li>• Update Appendix 5</li> </ul>
6.0	December 13, 2023	<p>Updated Committee name, composure of committee, member names and titles.</p> <p>Modified State ESInet Committee to 9-1-1 Steering Committee</p> <p>Updated Network equipment due to change from ECW to Vesta</p> <p>Updated Wireless Government Fund to NG9-1-1 Access fee</p> <p>Modified 9-1-1 Coordinator responsibilities</p> <p>Added new requirements based on ORC 128 revisions</p> <p>Removed acknowledgements and system requirements no longer needed with Vesta.</p>
7.0	March 6, 2024	<p>Updated Committee Roster</p> <p>Updated Committee Membership Language to reflect verbatim ORC 128.06 (B)</p>

**Version X.0 – Major Revision**

**Version X.I – Minor Revision**

## **9-1-1 PROGRAM REVIEW COMMITTEE**

The County of Cuyahoga 9-1-1 Planning Committee was established on July 1, 1985 by the Cuyahoga County Board of Commissioners (Resolution Nos. 523321 and 526327), pursuant to Section 128.06 of the Ohio Revised Code (ORC).

On July 3, 2023, Ohio Governor DeWine signed legislation which requires every county to maintain a county 9-1-1 Program Review Committee. The legislation replaces the option for a planning committee.

ORC 128.06(B) In counties with fewer than five townships, a population in excess of seven hundred fifty thousand, and which contains more than one public safety answering point, the composition of the 9-1-1 program review committee shall consist of five members as follows:

- (1) A member of the board of county commissioners, or a designee, who shall serve as chairperson of the committee;
- (2) The chief executive officer of the most populous municipal corporation in the county. Population residing outside the county shall be excluded when making this determination.
- (3) A member from one of the following, whichever is more populous:
  - (a) The chief executive officer of the second most populous municipal corporation in the county;
  - (b) A member of the board of township trustees of the most populous township in the county as selected by majority vote of the board of trustees.
- (4) The chief executive officer of a municipal corporation in the county selected by the majority of the legislative authorities of municipal corporations in the county pursuant to resolutions they adopt;
- (5) A member of a board of township trustees selected by the majority of boards of township trustees in the county pursuant to resolutions they adopt.

## **9-1-1 COMMITTEE MEMBERS / ALTERNATES**

Chris Ronayne  
Cuyahoga County Executive

Brandy Carney (Alternate)  
Public Safety Director – Cuyahoga County

Mayor Justin M. Bibb  
City of Cleveland

Dornat Drummond (Alternate)  
Acting Public Safety Director – Cleveland

Mayor Tim DeGeeter  
City of Parma

Robert Coury Alternate  
Public Safety Director – Parma

Trustee Lisa Zver  
Olmsted Township

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Mayors Rep (Vacant)

## **9-1-1 TECHNICAL ADVISORY COMMITTEE**

The purpose of the 9-1-1 Technical Advisory Committee (TAC) is to make recommendations to the 9-1-1 Program Review Committee regarding the operation of the 9-1-1 system.

The 9-1-1 (TAC) committee shall include:

One member appointed by the Cuyahoga County Police Chief's Association

One member appointed by the Cuyahoga County Fire Chief's Association

One member appointed by the Cuyahoga County Sheriff

One member appointed by the Ohio Highway Patrol Representative

One Representative of the local Telephone Company

One member appointed by the Township Trustee Association

One member of Cuyahoga County Emergency Management

One member of Cuyahoga Emergency Communications System (CECOMS)

## **PLAN ADOPTION**

This document titled “The Cuyahoga County 9-1-1 Plan” is adopted by the 9-1-1 Program Review Committee pursuant to the requirements specified in Section 128 of the Ohio Revised Code.

As adopted on this 6<sup>th</sup> day of March, 2024.

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Cuyahoga County Executive  
Chris Ronayne

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City of Cleveland  
Mayor Justin M. Bibb

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City of Parma  
Mayor Timothy DeGeeter

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Olmsted Township  
Lisa Zver, Trustee

---

Mayors Representative

## **SCOPE**

This document has been prepared pursuant to the requirements specified in Sections 128.01 through 128.99 of the Ohio Revised Code (ORC) and 5507-1-01 through 5507-1-19 of the Ohio Administrative Code (OAC).

## **9-1-1 PLAN AND AMENDMENT APPROVAL REQUIREMENTS**

This plan will be reviewed annually, and subsequent modifications to this plan shall be signed and dated by Cuyahoga County 9-1-1 Program Review Committee members. The Plan will be modified and amended as needed with respect to new information, emerging technologies, accumulated experiences, or in response to legislative changes. Cuyahoga County is committed to working with the local jurisdictions in pursuit of the most cost-effective and efficient implementation of NG9-1-1 services within the County.

The 9-1-1 Program Review Committee shall, not later than April 3, 2024, file a copy of the current 9-1-1 Plan with the Ohio 9-1-1 Program Office and every March thereafter. In addition, any revisions or amendments to the plan must be filed no later than 90 days after adoption.

Pursuant to the Ohio Revised Code Section 128.07, the 9-1-1 Program Review Committee shall send a copy of the final plan to the County Executive, and to the legislative authority of each municipal corporation in the county, and to the board of township trustees of each township in the county either by certified mail or, if the committee has record of an internet identifier of record associated with the board or legislative authority, by ordinary mail and by that internet identifier of record.

A copy of the plan shall also be delivered to the board of trustees, directors, or park commissioners of each subdivision that will be served by a public safety answering point under the plan.

Additionally, pursuant to Ohio Revised Code 128.08, within sixty days after receipt of the final plan as discussed above, the County Executive and the legislative authority of each municipal corporation in the county and of each township whose territory is proposed to be included in the countywide 9-1-1 system shall act by resolution to approve or disapprove the plan. Each such authority immediately shall notify the County Executive in writing of its approval or disapproval of the final plan. Failure by a board or legislative authority to notify the County Executive of approval or disapproval within such sixty-day period shall be deemed disapproval by the board or authority.

The countywide plan is deemed effective if all of the following entities approve the plan in accordance with this section:

- (1) The County Executive;
- (2) The legislative authority of a municipal corporation that contains at least thirty per cent of the county's population;
- (3) The legislative authorities of municipal corporations and townships that contain at least sixty per cent of the county's population or, if the plan has been approved by a municipal corporation that contains at least sixty per cent of the county's population, by

the legislative authorities of municipal corporations and townships that contain at least seventy-five per cent of the county's population.

After a countywide plan approved in accordance with this section is adopted, all of the telephone companies, subdivisions, and regional councils of governments included in the plan are subject to the specific requirements of the plan and to this chapter.

The final plan shall specify:

- Which telephone companies serving customers in the county and, as authorized in division (A) of section 128.03 of the Revised Code, in an adjacent county will participate in the 9-1-1 system;
- The location and number of public safety answering points (PSAP);
- How the public safety answering points will be connected to a county's preferred next generation 9-1-1 system;
- From what geographic territory each public safety answering point will receive 9-1-1 calls; whether enhanced 9-1-1 or next generation 9-1-1 service will be provided within such territory;
- What subdivisions will be served by the public safety answering point;
- And whether a public safety answering point will respond to calls by directly dispatching an emergency service provider, by relaying a message to the appropriate emergency service provider, or by transferring the call to the appropriate emergency service provider;
- How originating service providers must connect to the core 9-1-1 system identified by the final plan and what methods will be utilized by the originating service providers to provide 9-1-1 voice, text, other forms of messaging media, and caller location to the core 9-1-1 system;
- That in instances where a public safety answering point, even if capable, does not directly dispatch all entities that provide the emergency services potentially needed for an incident, without significant delay, that request shall be transferred or the information electronically relayed to the entity that directly dispatches the potentially needed emergency services;
- Which subdivision or regional council of governments will establish, equip, furnish, operate, and maintain a particular public safety answering point;
- A projection of the initial cost of establishing, equipping, and furnishing and of the annual cost of the first five years of operating and maintaining each public safety answering point;
- Whether the cost of establishing, equipping, furnishing, operating, or maintaining each public safety answering point should be funded through charges imposed under section 128.35 of the Revised Code or will be allocated among the subdivisions served by the answering point and, if any such cost is to be allocated, the formula for so allocating it;

- How each emergency service provider will respond to a misdirected call or the provision of a caller location that is either misrepresentative of the actual location or does not meet requirements of the federal communications commission or other accepted national standards as they exist on the date of the call origination

All applicable requirements can be found throughout this document.

Any amendment to the final plan shall require a two-thirds vote of the committee. Amendments are required for any of the following purposes:

- Expanding the territory included in the countywide 9-1-1 system;
- Upgrading any part or all of the countywide 9-1-1 system
- Adjusting the territory served by a public safety answering point;
- Permitting a regional council of governments to operate a public safety answering point;
- Re-prescribing the funding of public safety answering points as between the alternatives set forth in division (A)(7) of section 128.07 of the Revised Code;
- Providing for wireless enhanced 9-1-1;
- Adding, changing, or removing a 9-1-1 system service provider as a participant in the countywide 9-1-1 system;
- Providing that the state highway patrol or one or more public safety answering points of another 9-1-1 system function as a public safety answering point or points for the provision of wireline or wireless 9-1-1 for all or part of the territory of the system established under the final plan, as contemplated under division (I) of section 128.03 of the Revised Code;
- (9) Making any other necessary adjustments to the plan.

Changes to the plan are documented in the following manner:

- The new Plan version number following the annual review and update cycle, or following any interim update that was necessary. The number given at that time is a full number, that is, 1.0, 2.0 etc.
- Any changes made to the Plan on an interim cycle are given a fractional number, that is, 1.1 or 1.2, etc.

Upon approval by the 9-1-1 Program Review Committee, the plan shall serve as the reference on the configuration of Public Safety Answering Point (PSAP) territories in Cuyahoga County.

In addition, it is a requirement of this Plan that agencies considering consolidation or adjusting the territory served by a PSAP must inform the 9-1-1 Coordinator of such efforts.

## **9-1-1 SYSTEM FISCAL REPORT**

Pursuant to Ohio Revised Code, the County Program Review Committee shall, not later than the first day of March of each year, submit a report to the political subdivisions within the county and to the 9-1-1 Program Office detailing the sources and amounts of revenue expended to support and all costs incurred to operate the countywide 9-1-1 system and the public safety answering points that are a part of that system for the previous calendar year.

# **1 HISTORY OF 9-1-1**

The concept of a three-digit uniform emergency telephone number has existed for decades in the United States and for even longer in Great Britain and other European countries. In 1957, the National Association of Fire Chiefs recommended the use of a single number for reporting fires. While no action was taken at the time, the concern of the firefighting community set the groundwork for future governmental action.

In 1967, a Presidential Advisory Commission recommended establishment of a common nationwide telephone number for public use in an emergency. In November 1967, the FCC met with the American Telephone and Telegraph Company (AT&T) to find a means of establishing a universal emergency number that could be implemented quickly. In 1968 the digits 9-1-1 were reserved for this purpose. Later that same year, the first 9-1-1 call was placed from the Haleyville City Hall in Alabama to the city's police station.

In the early 1970's technological advances in communications led to the establishment of Enhanced 9-1-1 (E911) services that originally included 9-1-1 selective routing, automatic location information (ALI) and automatic number identification (ANI). By the end of 1976, 9-1-1 was serving about 17 percent of the population of the United States. In 1979, approximately 26 percent of the population of the United States had 9-1-1 service, and nine states had enacted 9-1-1 legislation. At this time, 9-1-1 service was growing at the rate of 70 new systems per year. By 1987, those figures had grown to indicate that 50 percent of the US population had access to 9-1-1 emergency service numbers.

E911 eventually evolved to include selective transfer, fixed transfer, alternate routing, default routing, PSAP evacuation (abandonment) routing and call detail record. The ability to automatically identify the location of the telephone from which the call originated made 9-1-1 an even more attractive system for urban, multi-jurisdictional areas. At the end of the 20th century, nearly 93 percent of the population of the United States was covered by some type of 9-1-1 service. Ninety-five percent of that coverage was Enhanced 9-1-1 (E9-1-1). Currently, 96 percent of the geographic US is currently covered by some type of 9-1-1.

Location-based functionality remains at the center of our legacy 9-1-1 system today. When a 9-1-1 call is made, it arrives at the appropriate PSAP after it is routed across the Public Switched Telephone Network (PSTN) to a special, often dedicated, telephony switching platform called a selective router. To determine routing, the tandem office 9-1-1 selective router queries the selective routing database (SRDB) using the ANI to match the location of the caller to the emergency service number (ESN), which defines the appropriate PSAP. The ESN is predetermined for each possible originating telephone number using master street address guide (MSAG). When the voice call with its associated ANI is delivered to the PSAP, another query is made from the PSAP's equipment to the ALI database, again using the ANI as a search key. The associated ALI record is then returned to the PSAP where the customer premise equipment (CPE) displays the location on the call taker computer display.

When wireless telephone service emerged and began to sweep the country in the early 1990s, the legacy 9-1-1 network faced another challenge. At that time, wireless phones were not usually used for wireline replacement but rather for mobile calling typically outside of a building. In the E9-1-1 system, location information was based on the fixed

installed-location address of an originating telephone number. Because wireless devices have no fixed service location, new technologies had to be created in order to provide E9-1-1 services to all wireless callers.

In 1996, the Federal Communications Commission (FCC) responded to this need by issuing the Wireless Enhanced 9-1-1 Rules. This order established and required enhanced wireless 9-1-1 services. In order to provide carriers with a staged implementation, the FCC ordered wireless carriers to provide the service in two phases. Under Phase I, within six months of a valid request by a PSAP, wireless carriers had to deliver the 9-1-1 caller's voice and originating cell site location to the most appropriate PSAP. Phase II required wireless carriers, as of October 1, 2001 and within six months of a PSAP request for location information, to improve the location information used for call routing and caller location by providing the 9-1-1 system with the latitude and longitude of callers. Carriers were allowed to choose handset-based location technology within individual wireless phones – or network-based location technology using cell-tower triangulation.

The order also set technical and accuracy requirements for carriers based on the type of implementation they chose. Location accuracy for handset-based technology had to be within 50 meters for 67 percent of calls and within 150 meters for 90 percent of calls. Location accuracy for network-based solutions had to be within 300 meters for 90 percent of calls.

Next Generation 9-1-1 (NG9-1-1) refers to an initiative aimed at updating the 9-1-1 service infrastructure in the United States and Canada to improve public emergency communications services in a wireless mobile society. In addition to calling 9-1-1 from a phone, it intends to enable the public to transmit text, images, video and data to the 9-1-1 call center (PSAP). The NG9-1-1 system is viewed as an evolutionary transition to enable the general public to make a 9-1-1 “call” from any wired, wireless, or internet Protocol (IP) based device, and allow the emergency services community to take advantage of E9-1-1 call delivery and other functions through new internetworking technologies based on open standards. By enabling the general public to access 9-1-1 services through virtually any communications device, the NG9-1-1 system provides a more direct ability to request help or share critical data with emergency services providers from any location. In addition, call takers at the PSAP will be able to transfer emergency calls to another PSAP and forward the location and other critical data, such as text messages, images, video, with the call.<sup>1</sup>

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<sup>1</sup> Information for the section titled “History” gathered from NENA “9-1-1 Origin & History” and The Industry Council for Emergency Response Technologies, “History of 911”  
County history collected from archived files and courtesy Mr. John Snack.

## **1.1 Cuyahoga County 9-1-1**

Prior to the mid-1960s, traumatic injury and sudden illness accounted for a large portion of deaths throughout the country. There were no organized emergency medical response plans in place. There was no central telephone number to contact to request assistance. If you were able to dial a number where someone could send help, often the local mortician or a police vehicle would respond and deliver the victim to the hospital. Hospital personnel rarely had any prior knowledge of what they might face when injured victims arrived. Precious time was lost in transport of critical injuries and lack of preparation at the hospital.

Cuyahoga County initially became involved with emergency communications some time before 9-1-1 came into existence in this region. In the mid-1970s, with funding from the Robert Wood Johnson Foundation (CEO of Johnson & Johnson) and the Greater Cleveland Hospital Association, Central Medical Emergency Dispatch (C-MED) was formed.

Forty-three regions in 32 states were chosen out of 251 applications to receive funding from the Robert Wood Johnson Foundation. Cuyahoga County Regional EMS Response Program received a total of \$398,580 between July 1974 and June 1977. These funds were used to purchase two-way radios for hospitals and ambulances and to build out a central communications center (C-Med). Cleveland EMS Medic 9 (based out of University Hospitals at that time) responded to its first call at 9:00 a.m. on October 13, 1975.

Establishing communications between “first responders” and hospitals was a critical step in trauma survival support. Housed at 1021 Euclid Avenue, and staffed by Emergency Medical Technicians, C-MED’s main function was to coordinate communications between ambulances and hospitals for the City of Cleveland. By the late 1970s, C-MED was performing this function for the majority of jurisdictions in Cuyahoga County.

The Robert Wood Johnson Foundation continued to fund the backbone infrastructure nationally and facilitate cooperation with large corporations and telecommunications providers throughout the 1970’s to form the nation’s first 9-1-1 system. During the early 1980’s C-Med partnered with Military Assistance to Safety and Traffic (MAST) to provide communications and coordination between EMS units and Army medical helicopters stationed at Cleveland Hopkins Airport to provide med-evac services throughout the county.

In early 1985, Cleveland EMS decided to take their EMS communications in-house. C-MED became Cuyahoga Emergency Communications System (CECOMS) and was moved to the first floor of 1255 Euclid Avenue. While still taking calls for Cleveland EMS and surrounding communities, their priority during this time was to assist Cleveland with training and migration to their own EMS dispatch, coordinating records, and creating the Master Street Address Guide (MSAG) for Cuyahoga County.

On July 1, 1985, Cuyahoga County’s 9-1-1 Planning Committee was established by the Board of County Commissioners’ Resolution No. 523321, as amended by Resolution No. 526327.

In January 1986, “The Proposal for the Implementation of a Countywide 9-1-1 System” was presented by the 9-1-1 Planning Committee to the Cuyahoga County Board of

Commissioners. Prior to this date, there had been no organized system of 9-1-1 anywhere in the county. This document was prepared pursuant to the requirements specified in the Ohio Revised Code (ORC). It provided the County's Board of County Commissioners, municipal corporations and boards of township trustees with written description of the proposed Countywide 9-1-1 System, the proposed Public Safety Answering Point (PSAP) territories, the location of the PSAPs, the System's features and operations, and the initial and recurring costs. The Ohio Bell Telephone Company estimated that the 9-1-1 System could be implemented county-wide 14-18 months after the plan was approved making it feasible that 9-1-1 services would be available to individuals in the County during the last quarter of 1987.

A one-time cost of installing the 9-1-1 Network and establishing the Data Management System's database was estimated to be \$3,650,218. The State of Ohio paid these costs via a tax credit to Ohio Bell. The estimated annual cost of maintaining the 9-1-1 Network and Data Management System's database was \$938,856. All telephone subscribers in the county would equally contribute to this ongoing monthly cost at a rate of 12 cents per line.

Costs for each Public Safety Answering Point (PSAP) were primarily related to the equipment installed and maintained at the Primary, Secondary and Default PSAPs. It was determined the cost savings derived from leasing equipment from Ohio Bell as opposed to purchasing and maintaining equipment from another vendor was significant. Initial one-time installation fees were estimated to be \$1,256,673 and monthly lease and maintenance fees totaled approximately \$59,713. These costs included all Primary, Default and Secondary PSAPs and included the following functions and services: selective routing, default routing, automatic number identification (ANI), call transfer, call hold, call return, forced disconnect, alternate routing, automatic location identification (ALI), hard copy with and without address. This plan was adopted and executed on March 24, 1986. Cuyahoga County's 9-1-1 system went live in November 1987.

As cell phone service proliferated during the early 1990s, CECOMS became the Primary Safety Answering Point for all wireless 9-1-1 calls made in the County. CECOMS staff would establish the location of the caller and then route the call to the appropriate PSAP for dispatch.

In addition, CECOMS became a regional information gathering and deciphering point for AMBER Alerts, mutual aid coordination, severe weather alerts and telephone support for county PSAPs.

In 2012, Cuyahoga County contracted with Attevo to complete a detailed assessment of the 48 PSAPs that existed at that time. The purpose of the study was to determine where overlaps between PSAPs existed and to develop a plan for efficiencies including PSAP consolidations. Overall, the study concluded that Cuyahoga County should work to significantly reduce the number of PSAPs countywide. Cuyahoga County made the reduction of PSAPs a priority while furthering the County's mission for regional collaboration in 2011.

In order to support these collaborations, Cuyahoga County invested over 15 million dollars to provide state of the art Next Generation 9-1-1 (NG9-1-1) equipment with built-in redundancies such as dual connections to both the Cleveland and Columbus host.

When the NG9-1-1 System went live in 2015, 140 workstations were deployed to 37 primary and 2 secondary PSAPs throughout the county.

In addition to the NG9-1-1 equipment and 10-year maintenance and support contract, Cuyahoga County entered into a five-year contract with AT&T to supply the backend infrastructure to support network connectivity. The costs for both ECW and AT&T are currently supported by Cuyahoga County's portion of the Wireless Government Assistance Fund.

During 2014, Cuyahoga County began implementation of NG9-1-1 network for all Cuyahoga County PSAPs. Under contract with Emergency Call Works (ECW) and AT&T, PSAP cutovers to this new technology continued through mid-2015. This technology features a hosted system with redundant technology that allows agency users to log in from any ECW station and receive their calls.

On July 1, 2017, Cuyahoga County deployed a web-based Text-To-911 service, allowing anyone within the boundaries of Cuyahoga County to be able to text message 9-1-1.

Currently, there are 22 Primary PSAPs throughout the county. CECOMS continues to provide support through wireless call answering and routing, Text-To-911 coordination, AMBER alerts, weather advisories, assistance to PSAPs in locating callers, MABAS support, media alerts, , license plate reader program management, back-up EMD for all PSAPs, countywide dispatcher training, hospital restrictions and over-rides, HAZMAT reporting, Radio Communications/MTAC assignments, mass notifications coordination, major emergency incident communications coordination, State of Ohio Emergency Response Plan and mass casualty incident coordination.

The county entered into a contract with Mission Critical Partners in 2022 and is currently working on a county-wide emergency communications assessment, due to be complete in October 2022.

## **1.2 9-1-1 Coordinator Responsibilities**

Legislation requires each county to appoint a county 9-1-1 coordinator to serve as the administrative coordinator for all PSAPs participating in the countywide 9-1-1 final plan. The coordinator must also serve as a liaison with other county coordinators and the 9-1-1 Program Office.

The County 9-1-1 Coordinator, after consultation with representatives of the county, the municipalities and local public safety agencies shall:

- Maintain a county plan for 9-1-1 enhanced service throughout the county. The plan shall specify:
  - The number and locations of all PSAPs serving municipalities within the county;
  - The procedure each PSAP will employ for continuing essential 9-1-1 services during the loss of commercial power;
  - The number of lines and call-taker position that each PSAP will utilize
- Monitor for compliance with the standards and report the results on a regular basis to the 9-1-1 Program Review Committee.

- Ensure that address and mapping data is updated in the emergency services communication system database and mapping system within thirty days of receipt of notice or request for change.
- Management and maintenance of the 9-1-1 database is a primary responsibility of the County 9-1-1 Coordinator. A very important component of this task is the information provided by the call takers and dispatchers at each PSAP. PSAPs shall provide information about erroneous location information provided on the ALI screen and any corrections provided by the caller. Each PSAP shall complete a Trouble Report/Inquiry Form for every 9-1-1 call that experiences problems (ANI failures, database errors, etc.). These trouble reports shall be routed to the 9-1-1 Coordinator who shall ensure that 9-1-1 trouble reports are consistently completed and incorporated into the Master Street Address Guide (MSAG) database.
- In order to maintain an accurate MSAG, the governing body of each municipality shall provide the data necessary for the Automatic Location Identification capability of the 9-1-1 Emergency Telecommunication System as follows:
  - Correct or verify the accuracy of the street and address information;
  - Where necessary, supplement the street and address information;
  - Label the map to indicate political boundaries, fire service zones, emergency medical service zones and police service zones;
  - Advise of any new developments, streets and or addresses
- Provide for a complete annual review of the emergency services communication system land line database by obtaining current records from the appropriate telecommunications companies.
- Oversee training for PSAP operators on various issues.
- Ensure PSAP equipment works correctly and efficiently.
- Evaluate new equipment.
- Work with addressing authorities, telephone companies, and GIS personnel to provide for the accuracy of the 9-1-1 database.
- Maintain the law enforcement, fire, and emergency medical service response boundaries for the public safety answering point service area.

## **2 CURRENT COUNTYWIDE 9-1-1 SYSTEM**

Under the 9-1-1 system in Cuyahoga County, persons in need of police, fire and/or emergency medical services dial or text 9-1-1. In Cuyahoga County CECOMS is the only wireless PSAP. This means that all 9-1-1 wireless and VoIP calls and texts within the County automatically route to CECOMS, which then directs the call to the appropriate PSAP.

Selective alternate and default routing are 9-1-1 call routing methods that use an E9-1-1 control office/selective router to send wireline calls to the appropriate PSAP based on the location of the caller.

Basic 9-1-1 systems have an inherent disparity between central office/tandem/LEC boundaries and public-safety agency jurisdictional boundaries. Selective routing overcomes this problem by routing calls to appropriate PSAPs based on the caller's telephone number (ANI) and its associated Emergency Service Number (ESN). The ESN designates a specific geographical area having a unique combination of law enforcement, fire and medical response agencies.

Alternate routing provides call handling at a pre-selected PSAP, when the identified primary PSAP is incapable of handling traffic due to being too busy or offline. Default routing is the capability of routing the 9-1-1 call to a pre-designated default PSAP, when the 9-1-1 call cannot be selectively routed due to ANI failure or unavailable ALI.

Cuyahoga County currently has 22 Primary and 1 Secondary PSAP Territories. Each PSAP position is equipped with network connectivity, CPU with software installed, keyboard, and two monitors. In addition, the NG9-1-1 System will display at the Primary PSAP the Automatic Number Identification (ANI) and Automatic Location Identification (ALI) from which the 9-1-1 call is originating along with mapping and GPS coordinates.

Cuyahoga County shall determine the number of 9-1-1 workstations allocated to each PSAP based on several factors including call volume, staffing and back-up responsibilities. In addition to the number of designated workstations, a PSAP may elect to purchase additional workstations from the 9-1-1 system vendor. All costs for additional workstations – including initial purchase and recurring maintenance – will be the responsibility of the PSAP.

## **2.1 Text To 9-1-1**

Cuyahoga County implemented Text-to-9-1-1 on July 1, 2017 utilizing a web-based application through Comtech. As with 9-1-1 calls, text messages sent within the jurisdictional boundaries of Cuyahoga County are routed directly to CECOMS. CECOMS identifies the sender location, gathers pertinent dispatch information and relays it to the appropriate PSAP.

In November of 2018, Cuyahoga County completed an upgrade to an improved i3 solution for Text-To-9-1-1 enabling CECOMS to transfer verified text to 9-1-1 calls for service to the appropriate PSAP.

## **2.2 Advanced Location Services**

In October 2018, Cuyahoga County integrated Rapid SOS into the NG9-1-1 system. This integration allows for enhanced location accuracy with inbound wireless 9-1-1 calls by providing precise handset location from a variety of sensors on modern devices such as GPS, Wi-Fi access points, cell towers, Bluetooth beacons and barometric pressure sensors. This technology provides more accurate location identification of callers which is essential in providing fast and accurate processing of 9-1-1 calls.

## **2.3 ESINet**

An Emergency Services Internet Protocol Network (ESINet) is a network capable of receiving and relaying emergency calls, texts and other forms of media to PSAPs. As of the date of this plan, the State of Ohio is in the planning stages of implementing a statewide ESINet.

In Ohio, nearly twelve million 9-1-1 calls are made each year by residents and visitors. The legacy 9-1-1 system, although once highly effective, is often incapable of transferring data and location information. Today's modern communications devices utilize protocols that are incompatible with legacy 9-1-1. Additionally, current 9-1-1 infrastructure is inadequate to support even modest increases in bandwidth.

In order to maintain a high level of service, Ohio's future 9-1-1 systems must be capable of accepting "calls" from any communication device. Most Ohio PSAPs are not equipped to accept or respond to calls from large segments of the population who utilize the ever-expanding spectrum of communications devices. In addition, some of the key infrastructure on which the legacy system depends is aging and will become progressively vulnerable if it is not maintained, upgraded or replaced by newer, more resilient technology.

For these reasons, the Ohio General Assembly recognized the importance of transitioning to NG9-1-1 system that uses an Emergency Services Internet Protocol Network to deliver and process 9-1-1 traffic.

As the State of Ohio moves closer to implementing statewide NG9-1-1, the County will work to devise a long-term plan for implementation while being cognizant of the needs for the daily operations and any additional impacts a NG9-1-1 environment will have on infrastructure, policies, call routing and training. We will partner with our chosen call handling equipment (CHE) vendor, local exchange carriers, Internet service providers and wireless carriers to assist with a successful transition to NG9-1-1.

The increase in data that will be available to PSAPs will likely result in PSAP staff needing additional skill sets that may be overlooked in today's 9-1-1 environment. The County will work closely with PSAP's help prepare for upcoming changes. PSAP managers should be prepared to deal with telecommunicators now having the ability to view photos and/or videos of an incident that may be disturbing. And lastly, we will keep stakeholders informed about project tasks and milestones, and any possible impacts that can be expected throughout the transition.

The NG9-1-1 PSAP environment, from new technology, capabilities and job skill requirements, may potentially create a more stressful work environment for 9-1-1 professionals. PSAP managers should be aware of this and the need to ensure that best practices regarding training, staffing and wellness programs are understood and followed.

In an integrated NG9-1-1 environment, it will be more likely that calls are routed to alternate PSAPs, which may impact the ability of telecommunicators to interact in the same localized manner with callers. PSAP managers should be aware of this and work with their personnel to provide the appropriate support to minimize any negative impacts to call processing for those emergency calls which are answered by an alternate PSAP.

PSAP managers should ensure that their personnel are fully trained on the steps to take to successfully process calls from other PSAPs, including the process necessary to dispatch the appropriate resources when the normal PSAP is unavailable for any reason.

### **3 OPERATIONAL CONSIDERATIONS**

The continued success of the countywide 9-1-1 system is dependent upon maintaining high standards and standardized processing of 9-1-1 calls. To provide and maintain the highest possible quality of public safety service to Cuyahoga County, the Cuyahoga County 9-1-1 Program Review Committee shall review, recommend, and facilitate updates in the policies and procedures of the Public Safety Answering Point (PSAP) operation relative to 9-1-1 operations, and upgrades in equipment and facilities. The Cuyahoga County 9-1-1 Operating Procedures Manual approved by the Program Review Committee shall provide guidance to all PSAPs for the operation of the Cuyahoga County 9-1-1 System.

All PSAPS operating in Cuyahoga County shall comply with applicable law. This Plan strives to recognize a variety of options for the organization of 9-1-1 services throughout the County. The following terms describe the types of 9-1-1 services currently being utilized in Cuyahoga County via Public Safety Answering Points (PSAPs). Cuyahoga County recognizes multiple types of PSAPs:

#### **Primary PSAP**

The Primary PSAP is a fully operational and staffed 24/7 answering point that receives incoming 9-1-1 land-line based calls from the public and typically but not always directly dispatches police, fire, and emergency medical service personnel in response to the call. For each call, the dispatcher will be able to view the caller's telephone number and address when received via a landline, as well as the police, fire, or emergency medical jurisdiction for that address. The PSAP will dispatch appropriate personnel for the departments and jurisdictions it serves or will transfer the call to a PSAP Associate with independent dispatch. There can only be one Primary PSAP per PSAP Territory. Refer to Appendix 1 for a list of the Primary PSAPs in Cuyahoga County. The following outlines required standards for a PSAP in Cuyahoga County:

- Primary PSAP that operates 24-hours-per-day and seven-days-a-week; capable of answering all three types of calls: police, fire, and EMS.
- Each PSAP must have a written 9-1-1 protocol.
- Each PSAP must utilize standardized, technically compatible 9-1-1 hardware and software for PSAP installations.
- All PSAPs must coordinate with their alternate PSAPs, so backup for loss of emergency communications can occur immediately.

#### **Secondary PSAP**

The PSAP to which the Primary PSAP may transfer 9-1-1 calls. A Secondary PSAP may be a Primary PSAP in a different PSAP Territory and may serve as a secondary PSAP

for a number of Primary PSAPs. Section 6.0 identifies the recognized Secondary PSAPs in Cuyahoga County.

#### Alternate PSAP

A PSAP to which 9-1-1 calls are routed when the lines are busy or there is an equipment failure at a Primary PSAP. An Alternate PSAP may be a Primary PSAP in a different PSAP service area.

#### Subdivision PSAP

Located within the territory of a municipal corporation or township that serves as a Primary PSAP and dispatches emergency services. May operate as a Secondary PSAP if a Memorandum of Understanding (MOU) has been established between the Subdivision and the Primary PSAP regarding the transfer of 9-1-1 calls to the Subdivision.

#### Default PSAP

The PSAP to which the 9-1-1 calls are routed when the network system cannot determine the PSAP Territory from which the 9-1-1 calls are originating, and thus, the Primary PSAP to which the 9-1-1 calls should be routed. The CECOMS Center PSAP shall serve as the default PSAP for Cuyahoga County.

#### Consolidated or Regional PSAP

Consolidated or Regional PSAPs are a result of merging multiple PSAPs into a single, unified team with common operating platforms. This includes the sharing of space, personnel, equipment and procedures for 9-1-1 services among Primary PSAP territories and/or by providing countywide services. A consolidated or regional PSAP provides 9-1-1 call answering and emergency service dispatching to all portions of the joint service district. The administrative organizational structure can be memorialized by contractual agreement or Council of Governments (COG).

***For the purposes of this plan, any consolidation of two to four primary PSAPs shall be considered “Consolidated” and five or more as “Regional”.***

Each physical location, whether it operates under contractual agreement or COG will be recognized as a separate PSAP, operating in separate facilities, with separate ORI's, separate MPLS and separate operating authorities.

#### Wireless PSAP

A Wireless PSAP is a Primary PSAP wherein wireless and VoIP calls are routed directly. CECOMS is the only Wireless PSAP in Cuyahoga County.

#### Remote Dispatch

The NG9-1-1 system supports the virtual PSAP Operator position capability as a standard function of its client software. This feature allows any installed and configured operator position in the network to securely access the system by logging in at another PSAP to receive calls for their “home” PSAP. The capability does not require software to be installed or any configuration of the workstation, as all users and respective settings are loaded to the remote workstation from the server. In effect, this feature provides a

telecommunicator with access to distinct PSAP settings, resources, and configurations anywhere in the network.

### **3.1 State of Ohio Operational Requirements**

In order to maintain funding through the NG9-1-1 Assistance Fund, all PSAPs must achieve compliance with Ohio Administrative Code (OAC), which requires adherence to certain technical, training and operational standards and promotes best practices that ensure consistent, quality 9-1-1 service delivered by well trained personnel to all residents of, visitors to, and individuals who work in Cuyahoga County. These disbursements benefit all Primary and Secondary PSAPs in Cuyahoga County as the funding provides support for costs of the system's equipment, call-taking application, and connectivity.

The Ohio Revised Code requires the 9-1-1 Steering Committee to establish operational standards for public safety answering points eligible for wireless reimbursement. The 9-1-1 Steering Committee adopted such standards on April 26, 2016. The office of the 9-1-1 administrator, in partnership with the local 9-1-1 coordinators and PSAP managers, review these standards every five (5) years and make recommendations for addition, deletion, and/or revision to the state 9-1-1 steering committee. The last update occurred in 2021.

### **3.2 Cuyahoga County Operational Requirements**

Cuyahoga County receives monthly disbursements from the State NG9-1-1 Assistance Fund. These disbursements benefit all Primary and Secondary PSAP's in Cuyahoga County as the funding provides support for costs of the system's equipment, call-taking application and connectivity.

The Cuyahoga County 9-1-1 Program Review Committee believes the best interest of public safety is served by utilizing these standards for all 9-1-1 calls including calls transferred within the system. Additionally, ORC 128.021 requires PSAP's not originally required to be compliant, to comply with all OAC 5507 standards not later than two years after the effective date of October 2, 2023.

It is the intent of this document to maintain compliance with OAC 5507. Authority over compliance is maintained by the Ohio Department of Administrative Services, 9-1-1 Program Office. Any changes or revisions to OAC 5507 will be reflected within this document upon approval of the Cuyahoga County 9-1-1 Program Review Committee.

### **3.3 Cuyahoga County – Current 9-1-1 System Requirements**

The equipment installed at a PSAP determines the Enhanced 9-1-1 features that will be available to the individual answering the 9-1-1 call. The minimum system requirements for the Cuyahoga County 9-1-1 network includes Selective Routing, Alternate (overflow) routing, Default routing, ANI/ALI delivery, redundant infrastructure to include voice and data delivery to each PSAP. Overflow conditions at a Primary PSAP, or conditions requiring evacuation or other temporary change in routing of 9-1-1 calls, will result in the use of an alternate PSAP.

The minimum ANI equipment for a PSAP is the ANI Controller, the ANI Transfer/Display unit/computer screen, and a regular telephone instrument or phone system (computerized) on which the call is actually answered. In addition, an ANI auxiliary controller and ANI additional trunk equipment may be required dependent upon the number of incoming trunk lines and the number of ANI Transfer/Display units at the PSAP.

ANI equipment is needed for the 9-1-1 system to display at the PSAP the telephone number from which the 9-1-1 call is being made, and for the alternate routing call transfer, forced disconnect, call hold, call return, and hard copy record features.

ANI equipment is a prerequisite for the ALI equipment which, at a minimum, would consist of the ALI Controller and the ALI display unit. In addition, miscellaneous wiring is needed for each ALI display unit. Also, an ALI auxiliary controller may be needed depending of the number of ALI display units at the PSAP. The ALI equipment is needed in order for the 9-1-1 system to display at the PSAP the address from which the 9-1-1 call is originating.

### TRUNK AND TELEPHONE LINES

A PSAP must maintain at least one ten-digit telephone number. All PSAPs must be equipped with a minimum of two CAMA trunk lines dedicated to 9-1-1 call processing.

### SELECTIVE ROUTING

This feature automatically routes the 9-1-1 call to the PSAP serving the area in which the 9-1-1 call originates.

### ANI – AUTOMATIC NUMBER IDENTIFICATION

This feature displays the telephone number from which the 9-1-1 call is being made.

### ALI – AUTOMATIC LOCATION IDENTIFICATION

This feature displays the telephone number, address, and type of telephone (residential, business, cellular, or pay) from which the 9-1-1 call is being made, and also displays the police, fire, and emergency medical service providers for the listed address. Primary PSAP CPE (customer premise equipment) minimum requirements include ANI/ALI receipt/display, a database of 9-1-1 call data, one button transfer, and abandoned call display.

## **3.4 Special Call Handling**

### **Misrouted Calls**

Calls initially misdirected to the wrong PSAP may be transferred to the appropriate PSAP via one-button transfer when possible. If one-button transfer cannot be made, all information shall be obtained and dispatched or relayed to the proper dispatch point/PSAP via most expeditious method – radio or telephone. If the misdirection is a result of an improper transfer, the caller shall NOT be transferred again. All information shall be obtained and, via most expeditious method, dispatched or relayed to the appropriate agency.

- 9-1-1 Calls may be transferred to the appropriate PSAP when required.

- When a 9-1-1 Call is transferred from one PSAP to another the transferring PSAP must announce the transfer. The announcement must include the name of the PSAP making the transfer and the Name of the PSAP that is receiving the transfer.
- The transferring PSAP must remain on the line to verify that the receiving PSAP has the caller and the address. For PSAPS who cannot remain on the line during a transfer they must contact the receiving PSAP to verify the call has been received.
- In instances where the ANI/ALI information is not transferred between PSAPS the transferring PSAP shall give the receiving PSAP any location and call back number information they have available.
- In any instance where the call is not able to be transferred the PSAPS shall gather all information from the caller as to the nature of the call and provide any pre-arrival instructions required. The information shall then be transferred to the appropriate dispatch point via the most expeditious method available (radio or telephone).
- Misdirected calls that indicate a data base error shall be reported to the 9-1-1 Coordinator by completing an ANI/ALI discrepancy form and emailing it.

### **Abandoned Calls**

An abandoned call, sometimes referred to as a hang-up call or a short duration call, occurs:

- When the caller disconnects before the call has been received at the PSAP or can be answered by the telecommunicator, and,
- When the telecommunicator does not have enough information to determine if the call is an emergency.
- If a valid callback number is available, the PSAP receiving an abandoned call shall attempt to re-establish contact.

### **Disconnected Calls**

A disconnected call occurs:

- When the caller disconnects after the call has been received at the PSAP or answered by the telecommunicator, or
- When the telecommunicator does not have enough information to determine if the call is an emergency.
- If a valid callback number is available, the PSAP receiving an abandoned call shall attempt to re-establish contact.

### **Non-Responsive / Silent Voice Calls**

A non-responsive call is an open voice line call or a non-voice communication where the caller is not responding to the telecommunicator. All non-responsive calls **MUST** be interrogated with a TTY/TDD to determine if the caller is attempting to report an emergency using a special communications device for deaf, hard of hearing, or speech impaired individuals.

On a non-responsive call, if the telecommunicator hears background noises that indicate an emergency is occurring, such as domestic violence or difficulty breathing, the telecommunicator SHALL initiate the appropriate response. The telecommunicator should continue to monitor the open line until contact is established or the call is disconnected. If the call is disconnected, the telecommunicator SHOULD attempt to re-establish contact once, at a minimum, to determine if assistance is needed. If no direct contact (line busy, no answer, voice mail) is made after the initial attempt, any additional attempts to contact the caller should be made in accordance with local policy.

Regardless of the type or source, if a valid callback number is available a PSAP should attempt to reestablish contact with all hang-up, abandoned, or disconnected 9-1-1 calls for service once, at a minimum.

### **9-1-1 Misdialed Calls**

A call is classified as a 9-1-1 misdial when the caller stays on the line and admits to the misdial. The telecommunicator, at a minimum, should verify the location of the caller and attempt to verify that the call is actually a misdial.

### **Repetitive Harassing 9-1-1 Callers**

Repetitive 9-1-1 callers create a type of denial of service (DoS) where their calls intentionally tie up a Telecommunicator as well as potentially block out legitimate 9-1-1 calls. Pursuant to ORC 128.96 (G), "No person shall knowingly use a 9-1-1 system for a purpose other than obtaining emergency service." Violation of section 128.96 of the Ohio Revised Code is guilty of a misdemeanor of the fourth degree on a first offense and a felony of the fifth degree on each subsequent offense.

## **3.5 Cuyahoga County PSAP Training Program**

CECOMS PSAP training program provides PSAPs with support needed to maintain the highest standards in emergency call processing. Cuyahoga County provides training in Public Safety Telecommunications (PST), CPR, First Aid, Emergency Medical Dispatch (EMD) and NG9-1-1 system specific user training. PSAPs are required to advise the County 9-1-1 Coordinator when new dispatchers are hired as they will be required to take the NG9-1-1 system application training. PSAPs who are enrolled in the county EMD program will have opportunities throughout the year to enroll new and existing staff for PST and EMD training. All PSAPs are invited to participate in the county training program.

## **4 NETWORK EQUIPMENT**

As of the approval of this Plan, each PSAP is equipped with a designated number of positions that include NG9-1-1 system with mapped ALI, dual monitors, keyboard, CPU, Genovation keypad and a telephone handset. All positions are connected to the network which includes two geo-diverse hosted servers located at secure data centers.

County-owned positions are those positions currently covered under the County's monthly maintenance contract with the NG9-1-1 system vendor. Furthermore, only those County-owned positions that were installed during the period commencing with contract execution through the end of 2017 will be eligible for the upgrade. Equipment purchased after 2017 does not qualify for the contractual upgrade.

In addition to the equipment provided to the PSAP's and data center hosts, 10 remote positions were purchased. The remotes can be connected back to the primary 9-1-1 call handling system controller using a virtual private network (VPN) via wireline, wireless or satellite Internet connection.

The County currently bears the financial responsibility for maintenance to the system not covered under the NG9-1-1 system contract including Text-to-9-1-1 capabilities and upgrades to maintain the highest industry standards. The County will continue to maintain this baseline commitment through March of 2025.

#### **4.1 Additional Equipment**

Establishing an integrated countywide 9-1-1 system demands the equipment each PSAP uses on that system is compatible with the other equipment in use. To establish a mechanism for assuring the compatibility of new, upgraded, and replacement equipment with the County's 9-1-1 System so that public funds are not spent on incompatible equipment. Any PSAP wishing to install new, upgraded, or replacement equipment, hardware or software shall be reviewed and approved by the 9-1-1 Coordinator in order to verify:

- (a) Its Necessity to Maintain Current Operations,
- (b) Its Compatibility with Future County 9-1-1 System Architecture,
- (c) Its Consistency with Past Reimbursement Requests, and
- (d) The Availability of Funds for Reimbursement.

In the event of a disagreement this shall be decided by the 9-1-1 Program Review Committee.

### **5 COMMUNICATIONS SERVICE PROVIDERS**

Any wireless service, multiline telephone system, and voice over internet protocol system to which a service or system is registered to a subscriber's address within the state of Ohio or the subscriber's primary place of use is in this state **and** the service or system is capable of initiating a direct connection to 9-1-1.

#### **MULTILINE SYSTEM**

Each operator of a multiline telephone system that was installed or substantially renovated on or after the effective date of October 3, 2023 shall provide to the end user the same level of 9-1-1 service that is provided to other end users of 9-1-1 within the state. That service shall include the provision of Legacy automatic number identification and automatic location identification;

Each operator of a multiline telephone system that was installed or substantially renovated on or after the effective date of October 3, 2023, shall provide an emergency-response-location identifier as part of the location transmission to the public safety answering point, using legacy private-switch automatic location identification.

Each operator of a multiline telephone system that was installed or substantially renovated on or after the effective date of October 3, 2023, shall identify the specific location of the caller using an emergency response location that includes the public

street address of the building from which the call originated, a suite or room number, the building floor, and a building identifier, if applicable.

All locations provided shall be master-street-address-guide 9-1-1-location-validation-function valid.

These requirements do **not** apply to a multiline telephone system in a workspace of less than seven thousand square feet in a single building, on a single level of a structure, having a single public street address.

## **BUSINESS SERVICES**

Beginning not later than one year after the effective date of October 3, 2023, a business service user that provides residential or business facilities, owns or controls a multiline telephone system or voice over internet protocol system in those facilities, and provides outbound dialing capacity from those facilities shall ensure both of the following:

- In the case of a multiline telephone system that is capable of initiating a 9-1-1 call, the system is connected to the public switched telephone network in such a way that when an individual using the system dials 9-1-1, the call connects to the public safety answering point without requiring the user to dial any additional digit or code.
- The system is configured to provide notification of any 9-1-1 call made through the system to a centralized location on the same site as the system. The business service user is not required to have a person available at the location to receive a notification

A business service user to which all of the following apply is exempt from these requirements until two years after the effective date of October 3, 2023:

- The requirements would be unduly and unreasonably burdensome.
- The multiline telephone system or voice over internet protocol system needs to be reprogrammed or replaced.
- The business service user made a good-faith attempt to reprogram or replace the system.
- The business service user agrees to place an instructional sticker next to the telephones that explains how to access 9-1-1 in case of emergency, provides the specific location where the device is installed, and reminds the caller to give the location information to the 9-1-1 call taker.

## **6 FUNDING**

The countywide 9-1-1 system is funded by the 9-1-1 Government Assistance Fund. ORC 128.57 stipulates that disbursements from the State Wireless Fund shall be used for:

- Designing, upgrading, purchasing, leasing, programming, installing, testing, or maintaining the necessary data, hardware, software, and connectivity required for the public safety answering point or points of the 9-1-1 system to provide wireless, enhanced or next generation 9-1-1 service;

- Processing 9-1-1 emergency calls from the point of origin to include any expense for interoperable bidirectional computer aided dispatch data transfers with other public safety answering points or emergency services organizations and transferring and receiving law enforcement, fire, and emergency medical service data via wireless or internet connections from public safety answering points or emergency services organizations to all applicable emergency responders, exclusive of mobile radio service costs.
- Any costs of training the staff of the public safety answering point or points to provide wireless enhanced 9-1-1.

CECOMS is currently the only wireless PSAP in Cuyahoga County.

## **SYSTEM COSTS**

There are two segments of cost associated with the implementation and operation of the Enhanced 9-1-1 System. The first is the network costs consisting of one-time start-up costs and monthly maintenance. The other segment is local-government PSAP costs also comprised of start-up and monthly costs. Ohio House Bill No.491 clearly defines the responsibility for these various cost elements. Ohio House Bill No.361 clearly defines the responsibility for various cost elements associated with wireless funding.

## **NETWORK COSTS**

As stated, the county's 10-year contract with Motorola CallWorks will expire in March, 2025. During that period, obligations for the countywide system are the sole responsibility of Cuyahoga County. Cohesiveness and interoperability are and will continue to be the focus of the county. Coverage of AT&T ASE circuits is covered in Section 7 of this plan.

## **PUBLIC SAFETY ANSWERING POINT COSTS**

The PSAP costs for wireline 9-1-1 calls are funded through local government budgets. Costs are primarily related to the equipment installed and maintained at the PSAP locations. This plan does not address anything outside of items mentioned in Section 8.2.

## **6.1 Fund Disbursements**

Funds received from the State of Ohio 9-1-1 Government Assistance Fund shall be placed in a separate fund at the Cuyahoga County Treasurer's Office. Funds shall be disbursed to Cuyahoga County to cover costs associated with implementing and maintaining the countywide NG911 system.

## **7 PSAP OVERVIEW**

Cuyahoga County is comprised of 38 cities, 19 villages and 2 townships and recognizes the benefits of consolidating PSAPs and regionalizing emergency dispatch to provide more efficient and cost-effective emergency services for residents and visitors. A PSAP number is an identifying number assigned to each PSAP by AT&T that is used to electronically identify the equipment number and respective destination of each 9-1-1 call.

Each PSAP is also assigned a three-digit Emergency Service Number (ESN) by the telephone company. The ESN identifies a unique combination of emergency service

agencies designated to serve a specific range of addresses within a particular geographical area, or Emergency Service Zone (ESZ). In summary, the ESN facilitates selective routing and selective transfer, if required, of calls to the appropriate PSAP and the dispatching of proper service agency(ies).

There are multiple public safety answering points to serving the residents of Cuyahoga County. There is one Wireless PSAP. Ohio Revised Code permits a County's Final Plan the authority to adjust the territory served by a Public Safety Answering Point. PSAP service area alignment may require minor changes to reflect technological changes and requested changes by governmental jurisdictions. Such changes may be accomplished as long as they are consistent with the general purpose and intent of the Final Plan.

Existing contractual arrangements, user fee-structure, and determination of operational costs unrelated to 9-1-1 are not subject to the provisions of this plan

## **7.1 PSAP Notification Methods**

There are four primary methods available to process a 9-1-1 call to the emergency responder or appropriate agency.

1. DIRECT NOTIFICATION is used when the PSAP initially receiving the 9-1-1 call is the dispatch point for the agency that is the proper emergency responder for the type and location of the 9-1-1 call.
2. CALL TRANSFER is used when the initial PSAP is not the dispatch point for the appropriate emergency responder therefore the caller is transferred to the appropriate PSAP or dispatch point.
3. CALL RELAY is used when a PSAP obtains information from a caller and notifies another PSAP about the information received.
4. CALL REFERRAL is used when the PSAP receives a non-emergency call for an agency and provides the caller with the appropriate phone number to contact that agency.

When the territory served by a PSAP changes by Plan amendment, appropriate changes in wireline 9-1-1 call routing will be made by the 9-1-1 coordinator.

## **7.2 PSAP Consolidation**

Although PSAP consolidation is a local decision made by each municipality, formation of PSAPs that serve multiple municipal emergency response agencies is encouraged. As stated, consolidation, where municipalities combine and operate multiple public-safety agencies in a single E911 facility, reduces costs and increases efficiency. E911 system capabilities, which provide the caller's telephone number, location and respective jurisdictional response agencies, have reduced the need for municipally-based PSAPs. Community and county leaders should work together to consolidate PSAP facility and equipment resources.

Any PSAP(s) planning to relocate or consolidate are required to submit the new PSAP physical address to the county 9-1-1 Coordinator at least six (6) months prior to actively receiving 9-1-1 calls.

Appendix 4 summarizes the assignment of costs under various scenarios of PSAP relocation.

### **7.3 PSAP Redundancies**

Each Primary PSAP shall establish a back-up PSAP or have an arrangement for back-up provided by another PSAP. Agencies may also pool resources and create regional back-up centers. Alternate methods for receiving and processing 9-1-1 calls may include interlocal agreements among one or more PSAPs for sharing physical resources, entail a use of portable equipment that may be implemented wherever secure network connectivity is accessible, construction and maintenance of a back-up PSAP facility that would only be utilized when the Primary PSAP is inoperable, or other alternative solution.

The back-up PSAP shall be:

- Capable, when staffed, of performing the emergency functions performed at the primary PSAP.
- Separated geographically from the primary PSAP at a distance that ensures the survivability of the alternate center.
- Annually tested back-up PSAP plan.
- Capable of operation long enough to enable the transfer of operations to the back-up PSAP in the event of an emergency in the PSAP or in the building that houses the PSAP.
- The back-up PSAP shall be capable of executing a local management approved, written, dated, and annually tested back-up PSAP plan.

The plan shall include:

1. Any local agreements which may exist, or which are anticipated, that provide for the back-up PSAP.
2. The ability to reroute incoming 9-1-1 call traffic to the back-up center and to process and dispatch 9-1-1 calls at that center.

A list of Primary and Secondary PSAPs and their back-up centers is available in Appendix 1.

### **7.4 Annual PSAP Assessment**

The County has established an annual PSAP assessment program. Through the assessment program, the County 9-1-1 Coordinator assesses each PSAP in Cuyahoga County annually. During the assessment, the County evaluates the PSAP according to a checklist of criteria to verify compliance with the requirements of the State PSAP Operations Rules (OAC 5507), as adopted by the 9-1-1 Steering Committee in 2016 and updated in 2021. The checklist is also used to identify and provide additional information and technical service that is of value to the PSAP client.

## **8 FUTURE OPERATIONS**

The overall goal is to ultimately route wireless 9-1-1 calls to eligible PSAP's. In order for a PSAP to be considered eligible, the PSAP must be:

1. 100% compliant with all State of Ohio Administrative Rules;
2. In compliance with the County's 9-1-1 PSAP Audit.

PSAP's that are not deemed eligible will continue to receive wireless 9-1-1 calls from CECOMS.

Relative to the transition to NG9-1-1, Cuyahoga County will continue the process of collecting data to determine the path forward and examine the most effective and efficient method to implement wireless 9-1-1 call handling at eligible PSAP's.

### **8.1 NG9-1-1 System Equipment Refresh**

The contract between Cuyahoga County and the NG9-1-1 vendor included a hardware refresh 60 months after the initial implementation date in April, 2015. Beginning in July, 2022, the vendor replaced the existing "Front-End" (User) hardware with new hardware to keep the system current. In September, 2022 the County & Motorola agreed to replace the "Back-End" equipment and software with Vesta 9-1-1 instead of CallWorks. Installation of Vesta 9-1-1 was completed in October 2023.

During this refresh, a review of staffing, call volume and use of current positions by the County 9-1-1 Coordinator was done and position counts were adjusted at some sites. As future changes to the County's Call-Handling solution occur, additional assessments may be necessary. Per the L.R. Kimball report on 10/31/2014, each PSAP will have a minimum of two positions funded via Ohio Wireless Fund through January 1, 2025. PSAP's that desire to maintain additional workstations, may elect to self-fund the position(s) through the County's current contract with Motorola under the following conditions:

- The PSAP is responsible for the purchase, installation and engineering of any additional 9-1-1 workstations.
- The PSAP agrees to reimburse Cuyahoga County on a quarterly basis, the sum of \$525.00 per workstation, per month for support and maintenance fees associated with the NG9-1-1 equipment, software and licensing.
- The PSAP agrees to pay these maintenance costs until the end of the contract period between vendor and Cuyahoga County, approximate date of April 2025.
- The PSAP agrees to reimburse Cuyahoga County for any/all move, decommission and/or termination fees charged by vendor.
- The PSAP will be responsible for all contractual and financial obligations with AT&T for installation, maintenance and monthly fees for any additions or upgrades to the current AT&T OPT-E-MAN Silver ASE Circuit.
- The PSAP agrees to reimburse the County for any installation, maintenance, and monthly recurring costs and/or administrative costs charged by AT&T in excess of their current monthly rate per month.

- In the event the PSAP were to terminate AT&T circuits early, the PSAP will be responsible for any and all early termination fees charged by AT&T.
- The PSAP is responsible for contacting NG9-1-1 system vendor directly to address any system technical issues.

## **8.2 Future Consolidation and Cost Structure**

Due to the increased cost of operating the enhanced 9-1-1 system, combined with the stagnant amount of state funding, Cuyahoga County will continue to pursue consolidation of emergency dispatch centers. Currently, Cuyahoga County pays 100 percent of the cost for the following system resources utilized at each PSAP:

- NG9-1-1 system Positions (varies per dispatch)
- Text-To-911 Services
- AT&T data Circuit
- AT&T IPFlex / Admin Line Options (SIP trunking service that provides unified access for analog or PBX systems through a combination of voice & data to a single provider, transport method, and application management platform)
- DS1 (Also known as T1 - refers to a carrier system that transmits information, such as the voice signals of a telephone call and the video signals of television)
- AT&T Switched Ethernet Services

Beginning in 2023<sup>2</sup>, only the following entities will receive funding for the aforementioned AT&T OPT-E-Man Silver ASE Circuits:

- Wireless PSAP
- City of Cleveland
- Regional PSAPs (comprised of five (5) or more municipal agencies)

Under that criteria, the following PSAPS will qualify for ASE Circuit funding:

- **CECOMS**
  - Wireless Call Taking
  - Cuyahoga County Municipalities (1)
- **City of Cleveland**
  - Cuyahoga County Municipalities (1) - Cleveland
- **Chagrin Valley Dispatch – Bedford**
  - Cuyahoga County Municipalities (16) - Bedford, Bentleyville, Bratenahl, Chagrin Falls, Chagrin Falls Township, Euclid, Gates Mills, Glenwillow,

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<sup>2</sup> These changes were originally slated to take effect on July 1, 2022. The original date was deferred by vote of the 9-1-1 Program Review Committee due to several fluid changes taking place at both the county and state level. Additional planning meetings throughout 2022 and 2023, along with the completion of the county-wide emergency communications assessment and ongoing data collection efforts, will assist in determining the status of this recommendation into 2024.

Highland Hills, Hunting Valley, Maple Heights, Moreland Hills, North Randall, Orange Village, Solon, Woodmere

- *Non-Cuyahoga County Municipalities (1) – South Russell (Geauga)*
- **Chagrin Valley Dispatch – Brecksville**
  - Cuyahoga County Municipalities (9) – Brecksville, Broadview Heights, Brooklyn, Brooklyn Heights, Cuyahoga Heights, Independence, Newburgh Heights, Seven Hills, Valley View
  - Non-Municipality Agency – Cleveland Metroparks
- **Heights Hillcrest Communications Center – Cleveland Heights**
  - Cuyahoga County Municipalities (5) - Cleveland Heights, Richmond Heights, Shaker Heights, South Euclid, University Heights
- **Southwest Emergency Dispatch Center**
  - Cuyahoga County Municipalities (7) – Berea, Brook Park, Middleburg Heights, North Royalton, Olmsted Falls, Olmsted Township, Strongsville

Temporary deferments of cost for non-Regional PSAPs may be granted due to pending mergers but will require a recommendation from the County 9-1-1 Coordinator and subsequent approval of the Director of Public Safety & Justice Services. If deferments are granted, the Director of Public Safety & Justice Services will report out to the 9-1-1 Program Review Committee via email correspondence the request and subsequent basis for the decision within 30 days of the request being granted.

PSAPs may utilize the County's contract with AT&T to obtain ASE circuits under the following conditions:

- The PSAP is responsible for the purchase, installation and engineering of any additional equipment needed or costs that exceed the rate charged to the County under the most current contract with Motorola Solutions.
- The PSAP agrees to reimburse Cuyahoga County for support and maintenance fees associated with the AT&T OPT-E-Man Silver ASE Circuits.
  - This may be paid on a quarterly or bi-annual basis contingent term of a Memorandum of Understanding executed between the PSAP and Cuyahoga County.

In coordination with the funding dates, Dispatch Centers serving agencies located outside Cuyahoga County may have funding reduced by an amount proportional to agency membership attributes.

#### *Countywide Emergency Call Handling Study (2022)*

In April 2022, Cuyahoga County Public Safety & Justice Services entered into contract with Mission Critical Partners (MCP) for a study to be completed reviewing the current landscape in both dispatching and call handling in Cuyahoga County. That study was finalized with a report in 2023. That study was finalized with a report in 2023. Some of the major recommendations that came out of the study include:

- The overarching programmatic theme is that the County should continue to serve as the focal point of 9-1-1 services in Cuyahoga County for years to come.
- The County should use this responsibility by conveying and implementing state and national or even local standards to ensure a common level of 9-1-1 service across the county.
- The County should focus efforts on developing a countywide standard that ensures a consistent level of service for every 9-1-1 caller, no matter where the call is placed.
- There should also be a comprehensive and ongoing review of the standard by the County, representatives of Cuyahoga County PSAPs, and elected leadership.
- MCP recommends the County consider a review of the internal design of the CECOMS facility in alignment with its role in the future direction of the County's 9-1-1 system. It would be beneficial to maximize operational efficiencies, sound and communication management, and furnishings designed for industry needs as well as ergonomics and occupational health concerns.
- MCP recommends that Cuyahoga County's PSAPs consider the implementation of a common CAD platform for all agencies, simplifying call delivery, processing, and dispatch requirements. This
- Following completion of the VESTA refresh, MCP recommends that the County redirect wireless 9-1-1 calls to the PSAPs that can dispatch the appropriate responder agencies but only if they are able to operate within acceptable standards established nationwide, by the State of Ohio, and that they do so consistently per the County's discretion.
- As the State rolls out the new NG9-1-1 solution, the County must acknowledge that systems will need upgrades (hardware and software); there will be new equipment to install at PSAPs and in datacenters.
- All aspects of the 9-1-1 ecosystem need to be considered in order to deploy a proper ESINet foundation that is flexible and can evolve as features and technologies evolve.

### **Emergency Call Taking Software (2023)**

On an ongoing basis, the County 9-1-1 Coordinator will work with the 9-1-1 Technical Advisory Committee to prepare review needs for future equipment and operational requirements for the county's E911 system. Once developed, a plan should be designed to provide the 9-1-1 Program Review Committee, County management and PSAP managers with a list of anticipated resources and required funding to maintain a fully-enhanced 9-1-1 system.

As noted previously in this document, the County's contract with Motorola CallWorks expires on March 31, 2025. Cuyahoga County formed a committee to develop specifications for an RFP for the next installment of the countywide 9-1-1 system beginning in June, 2023. The committee included subject matter experts in the fields of law enforcement, fire, emergency medical services, and 9-1-1 communications.

APPENDIX 1						
PSAP	PSAP LOCATION	PSAP GEOGRAPHIC TERRITORY	SUBDIVISIONS SERVED	CALL ORIGATION TYPE	CALL RESPONSE	PSAP BACKUP
Bay Village PD	28000 Wolf Rd. Bay Village, OH	Bay Village	Bay Village Police	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Westlake
Beachwood	3777 Richmond Rd. Beachwood OH	Beachwood, Pepper Pike	Beachwood Police, Fire, EMS Pepper Pike Police, Fire, EMS	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Chagrin Valley - Bedford
Bedford Heights	5661 Perkins Rd. Bedford Hts., OH	Bedford Hts., Oakwood Village	Bedford Hts. Police, Fire, EMS Oakwood Vlg. Police, Fire, EMS	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Internal
CECOMS	88 Center Rd. Bedford, OH	Cuyahoga County	All County	Countywide Enhanced Wireless 9-1-1 calls & SMS	Call transfer to appropriate PSAP	Cleveland
Chagrin Valley Dispatch Bedford	88 Center Rd. Bedford, OH	Bedford, Bentleyville, Bratenahl, Chagrin Falls Village, Chagrin Falls Twp., Euclid, Gates Mills, Glenwillow, Highland Hills, Hunting Valley, Maple Hts., Moreland Hills, N. Randall, Orange Village, Solon, So. Russell, Woodmere	Police, Fire, EMS for all <b>Except</b> Bratenahl Police only	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Internal
Chagrin Valley Dispatch Brecksville	9018 Brecksville Rd. Brecksville, OH	Brecksville, Broadview Hts., Brooklyn, Brooklyn Hts., Cuyahoga Hts., Independence, Newburgh Hts., Seven Hills, Valley View, Cleveland Metroparks, Cuyahoga County SO	Police, Fire, EMS for all	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Internal

Chagrin Valley Dispatch Heights Hillcrest	10 Severance Circle Cleveland Hts., OH	Cleveland Hts., Richmond Hts., Shaker Hts., South Euclid, University Hts.	Police, Fire, EMS for all	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Internal
City of Cleveland	4501 Chester Ave. Cleveland, OH	Cleveland, Linndale, Bratenahl	Cleveland Police Cleveland Fire Cleveland EMS Bratenahl Fire/EMS Linndale Fire/EMS	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS direct & transfers, 10-digit emergency & non- emergency	Direct Dispatch	CECOMS
East Cleveland	14340 Euclid Ave. East Cleveland, OH	East Cleveland	East Cleveland Police, Fire, EMS	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	CECOMS
Garfield Heights	5555 Turney Rd. Garfield Hts., OH	Garfield Heights	Garfield Hts. Police, Fire, EMS	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Chagrin Valley - Bedford
Highland Heights	5827 Highland Rd. Highland Hts., OH	Highland Heights	Highland Hts. Police, Fire, EMS	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Mayfield Village
Lakewood	12650 Detroit Rd. Lakewood, OH	Lakewood	Lakewood Police, Fire, EMS	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	North Olmsted
Lyndhurst	5301 Mayfield Rd. Lyndhurst, OH	Lyndhurst	Lyndhurst Police, Fire, EMS	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Mayfield Heights

Mayfield Heights	6154 Mayfield Rd. Mayfield Hts., OH	Mayfield Heights	Mayfield Hts. Police, Fire, EMS	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Lyndhurst
Mayfield Village	620 SOM Center Rd. Mayfield, OH	Mayfield Village	Mayfield Village Police, Fire, EMS	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Highland Heights
North Olmsted	27243 Lorain Rd. North Olmsted, OH	North Olmsted	North Olmsted Police, Fire, EMS Fairview Park Police	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Westlake
Parma	7335 Ridge Rd. Parma, OH	Parma, Parma Heights.	Parma Police, Fire, EMS Parma Hts. Police, Fire, EMS	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Southwest Emergency Dispatch Center
Rocky River	21012 Hilliard Blvd. Rocky River, OH	Rocky River	Rocky River Police	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	North Olmsted
Southwest Emergency Dispatch Center (SWEDC)	13213 Pearl Rd. Strongsville, OH	Berea, Brook Park, Middleburgh Hts., North Royalton, Olmsted Falls, Olmsted Twp., Strongsville	Police, Fire, EMS for all	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Parma
Walton Hills	7595 Walton Rd. Walton Hills, OH	Walton Hills	Walton Hills Police	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Chagrin Valley - Bedford

Warrensville Heights	4743 Richmond Rd. Warrensville Hts., OH	Warrensville Heights	Warrensville Hts. Police, Fire, EMS	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Chagrin Valley - Bedford
Westlake	27300 Hilliard Rd. Westlake, OH	Westlake	Westlake Police	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Bay Village
SECONDARY PSAPS						
PSAP	PSAP LOCATION	PSAP GEOGRAPHIC TERRITORY	SUBDIVISIONS SERVED	CALL ORIGATION TYPE	CALL RESPONSE	PSAP BACKUP
Westcom	29000 Center Ridge Rd. Westlake, OH	Bay Village, Fairview Park, Rocky River, Westlake	Bay Village Fire & EMS Fairview Park Fire & EMS Rocky River Fire & EMS Westlake Fire & EMS	Enhanced Wireline 9-1-1, Enhanced Wireless 9-1-1 call transfers, SMS transfers, 10-digit emergency & non-emergency	Direct Dispatch	Internal

## **APPENDIX 2 - GLOSSARY**

### **911**

A three-digit telephone number to facilitate the reporting of an emergency requiring response by a public safety agency.

### **911 Service Area**

The geographic area that has been granted authority by a state or local governmental body to provide 9-1-1 service.

### **Abandoned Call**

A call placed to 9-1-1 in which the caller disconnects before the call can be answered by the Public Safety Answering Point (PSAP) attendant.

### **Alternate PSAP**

A PSAP designated to receive calls when the primary PSAP is unable to do so.

### **Alternate Routing**

Alternate routing provides for a predetermined routing for 911 calls when the tandem office is unable to route the calls over the 911 trunks for a particular PSAP due to troubles or all trunks busy.

### **American Standard Code for Information Interchange (ASCII)**

This standard defines the code for a character set to be used for information interchange between equipment of different manufacturers and is a standard for data communications over telephone lines. In the context of TDD/TTY this refers to both a binary code and modulation method used for 110/300 baud TDD/TTY communications.

### **Automatic Location Identification (ALI)**

Automatic Location Identification provides for an address display of the subscriber calling 911. With ALI, the PSAP receives the ANI display and an ALI display on a screen. The ALI display includes the subscriber's address, community, state, type of service and if a business, the name of the business. The PSAP will also get a display of the associated ESN information (police, fire, rescue).

### **Automatic Number Identification (ANI)**

Automatic Number Identification corresponds to the subscriber's ten-digit telephone number. The ANI displays at the PSAP on the digital ANI display console. ANI Failure of the end office to identify the call and provide the ANI (telephone number) to the tandem office; or, an ANI failure between the tandem office and the PSAP.

### **Anonymous Call**

If a subscriber misdials and dials the ten-digit number associated with the PSAP position, they will come in direct and ANI display as 911-0000 which will ALI as an anonymous call. The ten-digit numbers associated with the PSAP positions are not published even to the PSAPs.

### **Call Detail Record**

When the 911 call is terminated by the PSAP operator, the ANI will automatically print-out on the teletypewriter located at the PSAP. The printout will contain the time the call came into the PSAP, the time it was picked up by an operator, the operator number, the time the call was transferred, if applicable, the time the call was terminated and the trunk group number associated with the call. Printouts of the ALI display are now also available, if the PSAP has purchased the required equipment.

### **Cell**

The wireless telecommunications (Cellular or PCS) antenna serving a specific geographic area.

### **Cell Sector**

One face of a cell antenna (typically 3-sided) that operates independently of the other sectors.

### **Cell Site**

The location of a cell and related equipment.

### **Computer Aided Dispatch (CAD)**

A computer-based system, which aids PSAP telecommunicators by automating selected dispatching and record keeping activities.

**Data Base**

An organized collection of information, typically stored in computer systems, comprised of fields, records (data) and indexes. In 9-1-1, such data bases include MSAG, telephone number/ESN, and telephone customer records.

**Data Base Management System (DBMS)**

A system of manual procedures and computer programs used to create, store and update the data required to provide Selective Routing and/or Automatic Location Identification for E9-1-1 systems.

**Dedicated Trunk**

A telephone circuit used for a single purpose; such as transmission of 9-1-1 calls.

**Default Routing**

Provides for routing of 911 calls when there is an ANI failure. The call will be routed to the "default" ESN associated with the he NNX the caller is calling from. Default ESNs are pre-assigned in translations and are usually the predominant ESN for a given wire center.

**Digital Subscriber Line (DSL)**

A subscriber loop supporting one of the digital transmission techniques.

**Direct Dispatch**

The performance of 9-1-1 call answering and dispatching by personnel at the primary PSAP.

**E9-1-1**

Enhanced 911: Features available include selective routing, selective transfer, fixed transfer, alternate routing, default routing, Automatic Number Display, Automatic Location Identification, night service, default routing, call detail record.

**Emergency Location Identification Number (ELIN)**

A valid North American Number Plan format telephone number assigned to the MLTS Operator by the appropriate authority that is used to route the call to a PSAP and is used to retrieve the ALI for the PSAP. The ELIN may be the same number as the ANI. The North American Numbering Plan number may in some cases not be a dialable number.

**Emergency Service Number (ESN)/Emergency Service Zone (ESZ)**

An ESN is a three to five-digit number representing a unique combination of emergency service agencies (Law Enforcement, Fire, and Emergency Medical Service) designated to serve a specific range of addresses within a particular geographical area, or Emergency Service Zone (ESZ). The ESN facilitates selective routing and selective transfer, if required, to the appropriate PSAP and the dispatching of the proper service agency(ies).

**Emergency Services Routing Digit (ESRD)/Emergency Services Routing Key (ESRK)**

A 10-digit number used for the purpose of routing an E9-1-1 call to the appropriate Public Service Answering Point (PSAP) when that call is originating from wireless equipment. The Emergency Services Routing Digit (ESRD) identifies the cell site and sector of the call origination in a wireless call scenario. The Emergency Services Routing Key (ESRK) uniquely identifies the call in a given cell site/sector and correlates data that is provided to a PSAP by different paths, such as the voice path and the Automatic Location Identification (ALI) data path. Both the ESRD and ESRK define a route to the proper PSAP. The ESRK alone, or the ESRD and/or Mobile Identification Number (MIN), is signaled to the PSAP where it can be used to retrieve from the ALI database, the mobile caller's call-back number, position and the emergency service agencies (e.g., police, fire, medical, etc.) associated with the caller's location. If a NANP TN is used as an ESRD or ESRK, this number cannot be assigned to a customer.

**Enhanced 9-1-1 (E9-1-1)**

A location technology advanced by the FCC that will enable mobile, or cellular phones to process 911 emergency calls and enable emergency services to locate the geographic position of the caller.

**Forced Disconnect**

The capability of a PSAP attendant to disconnect a 9-1-1 call even if the calling party remains off-hook. This feature is used to prevent overloading of 9-1-1 trunks.

**Geographic Information System (GIS)**

A computer software system that enables one to visualize geographic aspects of a body of data. It contains the ability to translate implicit geographic data (such as a street address) into an explicit map location, query and analyze date in

order to receive the results in the form of a map. It can also be used to graphically display coordinates on a map, i.e. Latitude/Longitude from a wireless 9-1-1 call.

### **Global Positioning System (GPS)**

A satellite-based Location Determination Technology (LDT).

### **Internet Protocol (IP)**

The method by which data is sent from one computer to another on the internet or other networks.

### **Manual Transfer**

The capability of a PSAP attendant to transfer a 9-1-1 call to another location by manually dialing the destination number or speed dialing code.

### **MSAG Master Street Address Guide**

A data base of street names and house number ranges within their associated communities defining Emergency Service Zones (ESZ) and their associated Emergency Service Numbers (ESN) to enable proper routing of 9-1-1 calls.

### **Misroute**

Any condition that results in the 911 call going to the wrong PSAP. A call can be misrouted if the ESN and associated routing information are incorrect in the E9-1-1 data base and/or tandem data base. A call can also be misrouted if the call is an ANI failure, which automatically default routes.

### **Multi-line Telephone System (MLTS)**

A system comprised of common control unit(s), telephone sets, and control hardware and software.

### **Multi-line Telephone System (MLTS) Operator**

The entity that either owns, or leases/rents from a third party, and operates a MLTS through which a caller/person may place a 9-1-1 call through the public switched network.

### **N911 Assignments**

The FCC has assigned several three-digit numbers for emergency and non-emergency access, and has posted a complete explanation on their Web site.

### **Next Generation 9-1-1 (NG9-1-1)**

Refers to an initiative aimed at updating the 9-1-1 service infrastructure in the United States and Canada to improve public emergency communications services in a wireless mobile society. In addition to calling 9-1-1 from a phone, it intends to enable the public to transmit text, images, video and data to the PSAP.

### **Night Service**

Night service works the same as alternate routing in that the calls coming into a given PSAP will automatically be routed to another preset PSAP when all trunks are made busy due to the PSAP closing down for the night.

### **No ANI**

This condition means the PSAP received a call, but no telephone number displayed on the ANI console. The PSAP should report this condition immediately to the SSC/MAC.

### **No Displays**

A condition where the PSAP ALI display screen is blank. This type of trouble should be reported immediately to the SSC/MAC. If all screens at the PSAP are blank, it is an indication that the problem is in the circuits from the PSAP to the E9-1-1 computer. If more than one PSAP is experiencing no display, it may be a problem with the Node computer or the E9-1-1 computer. The SSC/MAC should contact the MMOC to determine the health of the HOST computer.

### **No Record Found (NRF)**

A condition where no ALI information is available for display at the PSAP.

### **North American Numbering Plan (NANP)**

Use of 10-digit dialing in the format of a 3-digit NPA followed by 3-digit NXX and 4-digit line number.

### **One-button-transfer**

The capability of a PSAP attendant to transfer a 9-1-1 call to a pre-determined location by activating a single button.

## **PSAP**

An entity responsible for receiving requests for emergency services sent by dialing 9-1-1 within a specified territory and processing those requests for emergency service according to a specific operational policy that includes directly dispatching the appropriate emergency service provider or transferring the request to the appropriate emergency service provider.

## **PSAP Not Receiving Calls**

If a PSAP cannot receive calls or request retrievals from the E9-1-1 host computer, i.e., cable cut, the calls into that PSAP must be rerouted to another PSAP. The Switching Control Center must be notified to reroute the calls in the tandem office E9-1-1 translations.

## **Record Not Found**

If the host computer is unable to do a look up on a given ANI request from the PSAP, it will forward a Record Not Found message to the PSA ALI screen. This is caused by service order activity for a given subscriber not being processed into the E9-1-1 data base, or HOST computer system problems whereby the record cannot be accessed at that point in time

## **Selective Routing**

The capability to route a call to the particular PSAP serving the address associated with the TN making the 911 call. Selective routing is achieved by building TN/ESN translations in the tandem central office. These translations are driven by the E9-1-1 data base which assigns the ESN to each telephone number based on the customer's address. Service order activity keeps the E9-1-1 data base updated. The E9-1-1 data base, in turn, generates recent change to the tandem office (through the SCC or RCMAC) to update the TN/ESN translations in the tandem data base.

## **Selective Transfer**

Provides the PSAP with the ability to transfer the incoming 911 call to a fire or rescue service for the particular number calling 911 by pushing one button for fire or rescue. For example, if an incoming 911 call was reporting a fire, the PSAP operator would push the fire button on the ANI console; the call would go back to the tandem office, do a lookup for the seven-digit number associated with fire department, for the ESN assigned to the calling TN, and automatically route the call to that fire department. This differs from "fixed" transfer which routes every call to the same fire or rescue number whenever the fire or rescue button is pushed. The PSAP equipment is optioned to provide either fixed or selective transfer capabilities.

## **Spurious 911 Call**

Occasionally, the PSAP will get a call that is not associated with a subscriber dialing 911 for an emergency. It could be a subscriber who has not dialed 911, but is dialing another number, or has just picked up their phone and was connected with the PSAP. These problems are equipment related, particularly when the calls originate from electromechanical or step by step offices, and are reported by the E9-1-1 Center to Network Operations upon receipt of the PSAP inquiry reporting the trouble. The PSAP may get a call and no one is there; if they call the number back, the number may be disconnected or no one home. Again, these are network troubles and must be investigated. Cordless telephones can also generate "spurious" calls in to the PSAPs. Generally, the PSAP will hear conversation on the line, but the subscribers are not calling 911. The PSAP may report spurious calls to repair if they become bothersome, for example, the same number ringing in continually.

## **Telecommunications Device for the Deaf (TDD/TTY)**

A device capable of information interchange between compatible units using a dial up or private line telephone network connection as the transmission medium and automatically detects TDD/TTY tones.

## **Voice over Internet Protocol, Voice over IP (VoIP)**

Provides distinct packetized voice information in digital format using the Internet Protocol The IP address assigned to the user's telephone number may be static or dynamic.

## **Wireless Phase I**

Required by FCC Report and Order 96-264 pursuant to notice of Proposed Rulemaking (NPRM) 94-102. The delivery of a wireless 9-1-1 call with callback number and identification of the cell-tower from which the call originated. Call routing is usually determined by call-sector.

**Wireless Phase II**

Required by FCC Report and Order 96-264 pursuant to notice of Proposed Rulemaking (NPRM) 94-102. The delivery of a wireless 9-1-1 call with Phase I requirements plus location of the caller within 125 meters 67% of the time and Selective Routing based upon those coordinates.

**APPENDIX 3**  
**CUYAHOGA COUNTY WIRELINE/WIRELESS CARRIERS**

As of the approval of this document, the following wireless carriers are operating in Cuyahoga County:

**AT&T Wireless**  
**Sprint PCS Wireless**

**T-Mobile/Sprint Wireless**  
**Verizon Wireless**

As of April 27, 2022, the following wireline carriers are operating in Cuyahoga County:

Windstream Ohio

AT&T

## **APPENDIX 4 - FUNDING SCENARIOS RELOCATION/CONSOLIDATION**

<b>SCENARIO</b>	<b>COSTS TO AGENCY (all may not apply)</b>	<b>COSTS COVERED BY COUNTY (all may not apply)</b>
<b>Relocation or renovation with no change in PSAP's agency membership</b>	Purchase of any additional 9-1-1 hardware	None
	Monthly maintenance costs for additional 9-1-1 hardware	
	Fees for relocation/decommission of existing 9-1-1 hardware	
	Installation of new or additional network circuit	
	Relocation of current network circuit, if possible	
	Circuit upgrades (increase in mbps)	
	Early termination fees for network circuit	
	Any monthly cost in excess of current paid by County	
	Cuyahoga County costs of administration and invoicing	
<b>Relocation for the purpose of consolidation, and resulting consolidated PSAP has more than one (1) but less than five (5) agencies</b>	Purchase of additional 9-1-1 hardware	AT&T circuit install/relocation
	Monthly maintenance costs for additional 9-1-1 hardware	Monthly costs for network circuit
	Fees for relocation/decommission of 9-1-1 hardware	Early termination fee for network circuit
	Additional network circuits (more than 1)	
	Monthly recurring cost in excess of current paid by County	
<b>Relocation for the purpose of consolidation, and resulting consolidated PSAP has five (5) or more agencies</b>	Purchase of additional 9-1-1 hardware	9-1-1 hardware relocation fee
	Monthly maintenance costs for additional 9-1-1 hardware	network circuit relocation/installation
	Additional/redundant network circuit (more than 1)	Monthly costs for network circuit
		Early termination fee for network circuit
		Circuit upgrade cost (mbps increase)
<b>Relocation resulting in separation of member agencies; i.e. reduction in consolidation</b>	Relocation or decommission of 9-1-1 hardware	None
	Monthly maintenance for 9-1-1 hardware	
	Relocation of current network circuit	
	Installation of new or additional network circuit	
	Early termination fee for network circuit	
	Cuyahoga County costs of administration and invoicing	
<b>PSAP withdraws from the Countywide 9-1-1 system</b>	Decommission of CH hardware	None
	Relocation or installation of network CAMA trunks	
	Network circuit early termination fees	
	Any costs associated with system transition	
<b>Private PSAP joins the Countywide 9-1-1 system</b>	Purchase and installation of call-processing hardware	None
	Monthly maintenance for CH hardware, per position	
	network circuit installation	
	network circuit monthly costs	
	Any misc. costs associated with integration to County system	

## **APPENDIX 5**

### **OHIO ADMINISTRATIVE CODE 5507**

#### **Ohio Administrative Code 5507**

#### **Chapter 5507-1 | 9-1-1 Public Safety Answering Points**

##### **Rule 5507-1-01 | Purpose.**

*Effective: August 20, 2021*

In the course of providing citizens with their most vital link to emergency response, 9-1-1 public safety answering points ("PSAP's") in the state of Ohio shall comply with technical and operational standards and recognize and promote best practices that will provide consistent, quality service by well trained personnel utilizing a high level of secure technology.

*Last updated August 20, 2021 at 8:52 AM*

*Authorized By: 128.021*

*Prior Effective Dates: 5/12/2016*

##### **Rule 5507-1-02 | Scope.**

*Effective: May 12, 2016*

These operational standards apply to all public safety answering points (PSAP) eligible to receive disbursements through section 128.55 of the Revised Code.

*Last updated June 3, 2021 at 8:07 AM*

*Authorized By: 128.021*

##### **Rule 5507-1-03 | Definitions.**

*Effective: August 20, 2021*

(A) Public Safety Answering Point (PSAP), as defined in section 128.01 of the Revised Code, means an entity responsible for receiving requests for emergency services sent by dialing 9-1-1 within a specified territory and processing those requests for emergency service according to specific operational policy that includes directly dispatching the appropriate emergency service provider, relaying a message to the appropriate emergency service provider or transferring the request to the appropriate emergency service provider.

(1) Primary PSAP: An abbreviation for a public safety answering point that operates on a 24-hour basis; and whose primary function is to receive incoming wireless and wireline 9-1-1 request for emergency assistance and relay those requests to an appropriate responding public safety responder or agency.

(2) Secondary PSAP: An abbreviation for a public safety answering point that operates as a dispatch center for a public safety agency and receives rollover and/or transferred wireless, and direct or rollover and/or transferred wireline 9-1-1 requests.

(B) Telecommunicator: Anyone who answers 9-1-1 service requests for public assistance at both a primary or secondary PSAP.

*Last updated August 20, 2021 at 8:52 AM*

*Authorized By: 128.021*

*Prior Effective Dates: 5/12/2016*

**Rule 5507-1-04 | Periodic review.**

*Effective: May 12, 2016*

The office of the 9-1-1 administrator, in partnership with the local 9-1-1 coordinators and PSAP managers, shall periodically review these standards and make recommendations for addition, deletion, and/or revision of these standards to the state 9-1-1 steering committee.

*Last updated June 3, 2021 at 8:07 AM*

*Authorized By: 128.021*

**Rule 5507-1-05 | Minimum staffing.**

*Effective: May 12, 2016*

A minimum of two telecommunicators must be on duty and available to receive and process calls at all times. For 9-1-1 systems with automatic rollover to a secondary PSAP, the secondary PSAP fulfills this obligation.

The PSAP shall ensure employment of a sufficient number of telecommunicators to allow for prompt receipt and processing of emergency calls in accordance with established call answering standards. The PSAP may participate in a virtual PSAP system where calls are automatically routed to one of multiple facilities within the system.

*Last updated June 3, 2021 at 8:07 AM*

*Authorized By: 128.021*

**Rule 5507-1-06 | Prioritization.**

*Effective: August 20, 2021 Promulgated Under:119.03*

The PSAP shall provide standard operating procedures that ensure telecommunicators prioritize emergency functions over non-emergency functions and include the following:

(A) 9-1-1 requests for service are always an emergency function.

(B) When calls need to be transferred to another PSAP:

(1) An advisement to the caller to remain on the line as well as notification to the caller of the PSAP to which they are being transferred.

(2) That the transfer will be initiated without delay.

(3) That the telecommunicator will remain on the line during the transfer to ensure the caller is properly connected.

(4) A recommendation that, if at all possible, the following information be relayed to the receiving PSAP once the transfer is complete:

(a) Name of the agency making the transfer

(b) Location of the emergency

(c) Nature of the call

(d) Call back number

(e) Known safety information

*Last updated August 20, 2021 at 8:53 AM*

*Authorized By: 128.021*

**Rule 5507-1-07 | Minimum training standards.**

*Effective: August 20, 2021 Promulgated Under:119.03*

(A) The state 9-1-1 steering committee shall oversee the development, implementation and revision of minimum training standards for telecommunicators who answer and process 9-1-1 requests for service in the state of Ohio and ensure they are kept up to date with industry standards. Resources to consult with include the national emergency number association, the association of public safety communication officials, the United States department of transportation and other industry resources.

(B) The office of the 9-1-1 administrator will establish a process for certifying that telecommunicators meet the minimum training requirements contained in this rule.

(C) Any person who answers 9-1-1 requests for service shall be trained to the minimum training standards before handling such 9-1-1 requests without direct oversight.

(D) The components of the minimum training program required are listed in this paragraph. Agencies can utilize a commercially available program that contains these components, or develop a local training program that contains the required instructional components. Training will consist of a minimum of forty hours of instruction.

(1) Component 1 - general knowledge

(a) Knowledge and awareness of population and demographics

(b) Knowledge and awareness of geography

(c) Knowledge and awareness of first responder agencies and their jurisdictions

(d) Knowledge and awareness of the incident command system (ICS), national incident management system (NIMS), federal, state and local interoperable communication plans and federal, state and local emergency operations plans

(2) Component 2 - general skills

(a) Ability to quickly process information and make logical decisions

(b) Stress management

(c) Provide good customer service

(d) Multi-task in a fast-paced environment

(e) Work effectively with others to solve problems

(f) Communicate clearly in written and oral form, especially when relaying emergency information to first responders or communicating with the public requesting emergency assistance

(g) Ability to operate and/or respond to emergency alerts, including but not limited to amber, blue, missing adult, and emergency weather alerts

(h) Ability to achieve and maintain certification and operate applications and databases necessary to answer and process 9-1-1 requests for service

(3) Component 3 - agency skills

(a) Ability to operate agency computer equipment

(b) Ability to operate agency telecommunication equipment

(c) Ability to operate agency computer applications and systems

(d) Ability to read, comprehend and apply agency policies and procedures

(4) Component 4 - call taking skills

(a) Ability to answer and process calls in accordance with established procedures

- (b) Ability to obtain complete information
- (c) Ability to properly classify and prioritize the request for service
- (d) Ability to process available information to identify conditions that may affect safety
- (e) Ability to document call details accurately
- (f) Ability to accurately verify, document and relay initial dispatch information
- (g) Ability to handle/de-escalate hostile, hysterical or difficult callers to obtain information
- (h) Ability to initiate emergency call tracing procedures and subscriber information requests in exigent circumstances
- (i) Ability to recognize phase 1 versus phase 2 location technology, understanding how to use both
- (j) Understanding the procedures for processing and responding to text messages, photos and video sent to 9-1-1, if applicable

*Last updated August 20, 2021 at 8:53 AM*

*Authorized By: 128.021*

#### **Rule 5507-1-08 | Continuing training standards.**

*Effective: August 20, 2021 Promulgated Under: 119.03*

(A) The state 9-1-1 steering committee shall oversee the development, implementation and revision of continuing training standards for telecommunicators in the state of Ohio and ensure they are kept up to date with industry standards. Resources to consult will include the national emergency number association, the association of public safety communications officials, the United States department of transportation and other industry sources.

(B) The office of the 9-1-1 administrator will establish a process to certify that telecommunicators meet the continuing training requirements established by the committee.

(C) Any person working in a PSAP and receiving 9-1-1 requests for service shall be required to meet the continuing training standards as follows:

Annually, before the first day of February of each calendar year, the office of the 9-1-1 administrator will distribute subject matter of timely, industry standard educational information. The distribution will be in the form of an instructional video, curriculum package or train-the-trainer package to all county 9-1-1 coordinators. The training will constitute a two-hour training block to be completed by all 9-1-1 telecommunicators subject to this chapter.

All 9-1-1 telecommunicators subject to this chapter will also complete six hours annually of additional job relevant training, as determined by the local PSAP manager. The PSAP operations subcommittee will annually provide a list of recommended training topics and/or resources online through the office of the 9-1-1 administrator.

(D) Each PSAP is responsible for maintaining training records for individual telecommunicators and to make those records available upon request to the county 9-1-1 coordinator and/or the office of the 9-1-1 administrator.

*Last updated August 20, 2021 at 8:53 AM*

*Authorized By: 128.021*

#### **Rule 5507-1-09 | Emergency medical dispatching.**

*Effective: August 20, 2021 Promulgated Under: 119.03*

(A) The PSAP is required to provide emergency dispatching either:

(1) By establishing an emergency medical dispatching protocol, that provides pre-arrival instruction, through a recognized training provider that meets the standards as set forth by the United States department of transportation, and includes certified emergency medical dispatchers; or

(2) By establishing a local emergency medical dispatching protocol approved by the local medical authority, that provides pre-arrival instruction and includes specifically trained emergency medical dispatchers; or

(3) By agreement with a third-party emergency medical dispatch provider that can be conferenced on with the caller during an emergency.

(B) If the PSAP does not provide emergency medical services dispatching, the PSAP may meet this requirement by having an agreement in place to transfer the call to a center that provides emergency medical dispatching in compliance with paragraph (A)(1) or paragraph (A)(2) of this rule.

(C) Any person who answers 9-1-1 requests for service shall be trained in the agency's emergency medical dispatching protocol before handling such requests without direct oversight.

*Last updated August 20, 2021 at 8:53 AM*

*Authorized By: 128.021*

*Prior Effective Dates: 5/12/2016*

#### **Rule 5507-1-10 | Emergency power.**

*Effective: May 12, 2016 Promulgated Under:119.03*

(A) The PSAP shall have a minimum one alternate/emergency power supply capable of supporting (maintaining) 9-1-1 call handling/processing equipment and necessary related public safety (communications) services for a minimum of twenty-four hours.

(B) An uninterrupted power supply (UPS) and battery system shall be installed and sufficient enough to prevent power surges and provide continuous power to essential 9-1-1 equipment until the generator or other backup power source can fully activate.

*Last updated June 3, 2021 at 8:07 AM*

*Authorized By: 128.021*

#### **Rule 5507-1-11 | Security.**

*Effective: August 20, 2021 Promulgated Under:119.03*

(A) 9-1-1 personnel and equipment shall be housed in a secure location with appropriate measures taken to allow access to authorized personnel only.

(B) A facility housing a 9-1-1 answering point shall have an emergency operation plan (EOP), evacuation plan and a continuity of operation plan (COOP) for the continued operation of the 9-1-1 center and its staff, each of which contemplates the response to all relevant natural and human made disasters that may strike the facility, including but not limited to power failure, fire, severe weather, building evacuations, and gas leaks.

Additionally, each plan should include the process for re-routing of 9-1-1 requests for service, where they will be answered, and by whom.

*Last updated August 20, 2021 at 8:54 AM*

*Authorized By: 128.021*

*Prior Effective Dates: 5/12/2016*

**Rule 5507-1-12 | Minimum capability.**

*Effective: May 12, 2016 Promulgated Under:119.03*

(A) A 9-1-1 answering point shall have multiple methods of notification to response agencies.

(B) A 9-1-1 answering point shall have a minimum of two 9-1-1 "lines" and two 9-1-1 answering devices in addition to a minimum of one "line" available for outbound dialing only.

*Last updated June 3, 2021 at 8:07 AM*

*Authorized By: 128.021*

**Rule 5507-1-13 | Temporary PSAP.**

*Effective: May 12, 2016 Promulgated Under:119.03*

The temporary PSAP is a PSAP that has been established to provide 9-1-1 service for a defined geographic area for a limited time/duration under the following circumstances:

(A) A planned special event with a defined duration (example: convention, sporting event, state/county/local fair).

(B) An unplanned situation requiring a temporary relocation of an existing PSAP.

(C) Any natural or man-made disaster or public safety critical incident or special operation requiring localized incident management/command post operation where establishing a temporary PSAP would benefit citizens and/or public safety responders.

When a temporary PSAP is established for an unplanned event/emergency, mandated standards shall become best practices applicable to the temporary PSAP for the duration of the emergency.

*Last updated June 3, 2021 at 8:07 AM*

*Authorized By: 128.021*

**Rule 5507-1-14 | Call processing software.**

*Effective: May 12, 2016 Promulgated Under:119.03*

The PSAP will provide telecommunicators with software, including mapping, to assist in initiating calls for service, dispatching, and maintaining the status of responding resources in the field and the archiving of incident information.

*Last updated June 3, 2021 at 8:07 AM*

**Rule 5507-1-15 | Logging/recording.**

*Effective: August 20, 2021 Promulgated Under:119.03*

(A) The PSAP will have the capability of logging/recording 9-1-1 requests for service including voice, data, video and other media, if used.

(B) The PSAP will retain recordings in accordance with state law and local records retention requirements.

(C) The PSAP will provide telecommunicators the capability to instantly play back recent 9-1-1 requests.

*Last updated August 20, 2021 at 8:54 AM*

*Authorized By: 128.021*

*Prior Effective Dates: 5/12/2016*

**Rule 5507-1-16 | Graphical information systems.**

*Effective: August 20, 2021 Promulgated Under:119.03*

(A) PSAP's should utilize map data that meets or exceeds the Ohio location based response system data specification for road center lines and addressable structures.

(B) Geographical information systems should, at a minimum, include road center lines, emergency service zone and/or responding entity polygons, and PSAP boundary polygons.

(C) The PSAP shall have the ability to electronically accept, display and plot caller location data on an electronic map display. Any application that allows the PSAP to automatically accept, display and plot caller location data on an electronic map display is acceptable.

*Last updated August 20, 2021 at 8:54 AM*

*Authorized By: 128.021*

*Prior Effective Dates: 5/12/2016*

#### **Rule 5507-1-17 | Statistical analysis.**

*Effective: August 20, 2021 Promulgated Under:119.*

The PSAP will collect, analyze and report the following statistics:

(A) Total 9-1-1 call volume.

(B) 9-1-1 calls by hour of the day.

(C) 9-1-1 calls by day of week.

(D) 9-1-1 call ring/answer times.

(E) 9-1-1 abandoned call counts.

(F) 9-1-1 calls by type (wireline/wireless/VoIP/etc.).

(G) All other data a required by the 9-1-1 steering committee or the state 9-1-1 administrator.

The PSAP will compile and review this data and make it available to their local 9-1-1 coordinator upon request. The 9-1-1 coordinator will be responsible for reporting this data on an annual basis to the office of the state 9-1-1 administrator during their annual support and compliance review, or at other times upon request of the office of the 9-1-1 administrator.

*Last updated August 20, 2021 at 8:55 AM*

*Authorized By: 128.021*

#### **Rule 5507-1-18 | Minimum call answering standards.**

*Effective: August 20, 2021 Promulgated Under:119.03*

Ninety percent of 9-1-1 calls/requests received will be answered within fifteen seconds; with ninety-five per cent of 9-1-1 calls/requests received being answered within twenty seconds. For the purposes of determining compliance, all calls, including abandoned or unanswered calls, are factored in the calculation of the performance metric.

*Last updated August 20, 2021 at 8:55 AM*

*Authorized By: 128.021*

#### **Rule 5507-1-19 | Rules enforcement.**

*Effective: August 20, 2021 Promulgated Under:119.03*

(A) When a PSAP is found out of compliance with any rule contained in this chapter, the office of the state 9-1-1 administrator will contact the county 9-1-1 coordinator and offer assistance in complying with the rule. The state 9-1-1 administrator will also notify the county 9-1-1 Program Review committee of a sixty-day time period to correct the issue and achieve compliance.

(B) When the state 9-1-1 administrator concludes that a PSAP has not achieved compliance within the sixty-day time period, the office of state 9-1-1 administrator will notify the county 9-1-1

coordinator that the administrator finds the county out of compliance and county 9-1-1 coordinator will be scheduled for appearance before the 9-1-1 steering committee within sixty days. The 9-1-1 steering committee will review the issue, hear from the interested parties and make a formal determination of whether the PSAP is out of compliance with the established rule.

(C) When a finding of non-compliance has been determined by the 9-1-1 steering committee as outlined in paragraph (B) of this rule, the county 9-1-1 coordinator will, within thirty days, formulate and submit a written response outlining the county's plans to reach compliance.

(D) The 9-1-1 steering committee will review the submitted plan outlined in paragraph

(C) of this rule and determine a date by which the county must come into compliance.

(E) If the county has not reached compliance by the date set in paragraph (D) of this rule, the office of the state 9-1-1 administrator will notify the department of taxation to suspend funding from the NG9-1-1 Access fund to the affected county until such time as the county returns to compliance. The funding suspension is for the entire county, as the county has sufficient authority to compel compliance at the local PSAP.

(F) Upon written notification of compliance by the county 9-1-1 coordinator, the office of state 9-1-1 administrator will, without unnecessary delay, verify compliance. If compliance is confirmed, the office of the state 9-1-1 administrator will notify the department of taxation to resume the funding to the county from the NG9-1-1 Access fund. No escrow or suspended funds will be restored to the county for the period of the suspension.

(G) The 9-1-1 steering committee serves as the final authority in determining when the PSAP has achieved compliance.

(H) For purposes of this chapter, the office of the state 9-1-1 administrator has the exclusive authority to audit and review PSAPs for compliance.

*Last updated August 20, 2021 at 8:55 AM*

*Authorized By: 128.021*

## **APPENDIX 6**

### **CUYAHOGA COUNTY POPULATION BY CITY/TOWNSHIP/VILLAGE55**

#### **2020 CENSUS POPULATION**

Bay Village	16,166	Maple Hts.	23,691
Beachwood	14,043	Mayfield Heights	20,347
Bedford	13,144	Mayfield Village	3,354
Bedford Heights	11,016	Middleburg Heights	16,018
Bentleyville	901	Moreland Hills	3,464
Berea	18,525	Newburgh Heights	1,861
Bratenahl	1,430	North Olmsted	32,443
Brecksville	13,642	North Randall	955
Broadview Heights	19,932	North Royalton	31,330
Brook Park	18,599	Oakwood	3,571
Brooklyn	11,358	Olmsted Falls	8,577
Brooklyn Heights	1,521	Olmsted Twp.	14,519
Chagrin Falls	4,191	Orange	3,420
Chagrin Falls Twip.	130	Parma	81,117
Cleveland	372,632	Parma Hts.	20,854
Cleveland Heights	45,315	Pepper Pike	6,796
Cuyahoga Heights	572	Richmond Heights	10,797
East Cleveland	13,788	Rocky River	21,764
Euclid	49,689	Seven Hills	11,722
Fairview Park	17,301	Shaker Heights	29,443
Garfield Heights	29,782	Solon	24,264
Gates Mills	2,266	South Euclid	21,888
Glenwillow	994	Strongsville	46,485
Highland Heights	8,721	University Heights	13,915
Highland Hills	671	Valley View	1,901
Hunting Valley	626	Walton Hills	2,034
Independence	7,584	Warrensville Heights	13,774
Lakewood	50,929	Westlake	34,238
Linndale	110	Woodmere	644
Lyndhurst	14,048	<b>Total Population</b>	<b>1,264,812</b>

Data provided by Cuyahoga County Planning April 1, 2020

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0211

Sponsored by: <b>County Executive Ronayne/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> amending the 2024/2025 Biennial Operating Budget for 2024 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 the Office of the County Executive; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 5, 2023, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2024/2025 (Resolution No. R2023-0285) establishing the 2024/2025 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2024 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 2024/2025 Biennial Operating Budget for 2024 be amended to provide for the following additional appropriation increases and decreases:

**Fund Nos./Budget Accounts**

**Journal Nos.**

A. 1100 – General Fund	<b>BA2426413</b>
EX100100 – County Executive	
Other Expenses	\$ 180,000.00

The County Executive office is requesting an appropriation increase of \$180,000 for strategic planning consultants and lobbying services. The funding source is the General Fund.

**SECTION 2.** That the 2024/2025 Biennial Operating Budget for 2024 be amended to provide for the following appropriation transfers:

<b><u>Fund Nos./Budget Accounts</u></b>	<b><u>Journal Nos.</u></b>
---	----------------------------

N/A

**SECTION 3.** That the 2024/2025 Biennial Operating Budget for 2024 be amended to provide for the following cash transfers between County funds:

<b><u>Fund Nos./Budget Accounts</u></b>	<b><u>Journal Nos.</u></b>
---	----------------------------

N/A

**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: June 4, 2024

Committee(s) Assigned: Finance & Budgeting

Journal CC

June , 2024



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: May 28, 2024

Re: Fiscal Agenda – 6/4/2024 - Proposed

cc: Katherine Gallagher, Chief of Operations & Community Innovation; Michael Chambers, Fiscal Office; Shawntaye McCurdy, David Razum, Deputy Chief of Communications & Strategy

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 **June 4, 2024**. The requested fiscal items are necessary to reconcile the originally adopted 2024 Budget. Items of note on this agenda include:

- Request to provide appropriation increases/decreases
- Request to provide cash transfers
- Request to approve grant setups

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

Department	Amount Requested	Item	Funding Source	Purpose
County Executive	\$180,000.00	A	General Fund	Appropriation Increase

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0212

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive's appointment of Dorothy Todd to serve on the Cuyahoga County Diversion Board for an unexpired term ending 2/28/2025; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: <b>Councilmembers Turner, Miller and Gallagher</b>	

**WHEREAS**, pursuant to Section 208.04 of the Cuyahoga County Code, the Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

**WHEREAS**, the Cuyahoga County Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County; and

**WHEREAS**, members of the Cuyahoga County Diversion Board shall be appointed to serve a three-year term; and

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

**WHEREAS**, the County Executive has nominated Dorothy Todd (replacing Wayne Drummond) to serve on the Cuyahoga County Diversion Board for an unexpired term ending 2/28/2025.

**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 Dorothy Todd (replacing Wayne Drummond) to serve on the Cuyahoga County Diversion Board for an unexpired term ending 2/28/2025.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety

in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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: June 4, 2024

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

Additional Sponsorship Requested in Committee: June 11, 2024

Journal \_\_\_\_\_

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



Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

May 23, 2024

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Diversion Board

Dear President Jones:

Pursuant to Section 208.04 of the Cuyahoga County Code, I am pleased to nominate the following individual for reappointment to serve on the Cuyahoga County Diversion Board:

- Dorothy Todd, unexpired term ending 2/28/2025
  - New appointment
  - Replacing Wayne Drummond
  - Resides in North Ridgeville (Lorain County)

The Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

The Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County.

Attached you will find the nominee's resume for your review. There are five candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", with a long horizontal flourish extending to the right.

Chris Ronayne  
County Executive



## Division of Police



### Chief Dorothy A. Todd



Chief Todd's journey in Public Safety began as a Traffic Controller in 1998 and transitioned to the Cleveland Division of Police in September of 2000. Through her steadfast commitment and exemplary performance, she steadily rose through the ranks, attaining the positions of Sergeant in 2012, Lieutenant in 2017, and

Commander of the Third District in 2019. Her leadership as Commander extended across many of the city's vibrant neighborhoods, including Downtown, Fairfax, Hough, Central, and Little Italy. She adeptly fulfilled the role of Incident Commander for numerous high-profile events in the downtown area, including Presidential visits, debates, MLB All Star, the NFL Draft, NBA All-Star, the Cleveland Air Show, as well as various parades, marches, demonstrations, and festivals.

### Overview

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0213

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Bianca Crawford to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: <b>Councilmembers Turner and Miller</b>	

**WHEREAS**, Cuyahoga County Code Section 205.10 established the Division of Children and Family Services Advisory Board (“DCFS Board”) to serve as the “advisory committee on children services” for Cuyahoga County, pursuant to Section 5153.05 of the Ohio Revised Code; and

**WHEREAS**, the DCFS 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 County Code Section 205.10, the DCFS Board shall consist of ten (10) appointed members, each to serve a four-year term; and

**WHEREAS**, the County Executive has nominated Bianca Crawford (replacing Natasha Davis) to serve on the Division of Children and Family Services (DCFS) Advisory Board for the term 3/1/2023 – 2/28/2027; and

**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 Bianca Crawford (replacing Natasha Davis) to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027.

**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. Pursuant to Cuyahoga

County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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: June 4, 2024

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

Additional Sponsorship Requested in Committee: June 11, 2024

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



Chris Ronayne  
Cuyahoga County Executive

May 23, 2024

Pernel Jones, President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

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

Dear President Jones,

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

- **Bianca Crawford**, 4-year term 3/1/2023 – 2/28/2027
  - New appointment
  - Replacing Natasha Davis
  - Twinsburg, Summit County

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 5 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 Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", is written over a light blue horizontal line.

Chris Ronayne  
Cuyahoga County Executive

## BIANCA CRAWFORD

### EDUCATION

Kent State University <b>M.A. Human Development and Family Services</b>	<b>2020-Present</b>
Kent State University <b>Bachelor of Integrative Studies</b> Areas of Concentration: Justice Studies; Justice Administration Minor: Criminology	<b>2020</b>
Kent State University <b>Associates of Arts</b> Areas of Concentration: Criminology	<b>2020</b>

### MASTER'S PROJECT

Girls Resource Center	<b>2020-Present</b>
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### LICENSURE

Lean Six Sigma <b>Yellow Belt</b>	<b>2019</b>
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### TEACHING EXPERIENCE

National Youth Advocate Program <b>Instructor-Independent Living</b> Developed curriculum and overall course structure. Developed training handbook and references.	<b>2020</b>
<b>Instructor- "How to Write Grants"</b> Developed curriculum and overall course structure.	<b>2018-2020</b>
<b>Instructor- "P.E.A.R.L Academy"</b> Developed curriculum and course structure.	<b>2012-2020</b>
<b>Instructor- "Black Women Promote"</b>	<b>2012-2020</b>

Developed curriculum and course structure on mind shift change in business.

## RELATED EXPERIENCE

Motivated and Empowered Inc

**Executive Director**

**2012 – Present**

Girls Center for girls ages 7-18 years. Create and provide resources and activities that ignite youth to find purpose and push pass adversity. MENTOR GIRLS ACROSS THE CITY. MANAGE MULTIPLE INTERS. CREATE PROGRAMS FOR MENTAL, EMOTIONAL AND SPIRITUAL GROWTH. DESIGNED CURRICULUM TO SUPPORT THOSE EFFORTS.

National Youth Advocate Program

**Bridges Liaison**

**2020 – Present**

Work with Emancipated Youth from the State of Ohio. Managing Assigned Cases. Conducting Home Visits. Meeting and Assessing Clients. Developing Service Plans and Goals. Intervention in Disaster Situations. Designed Independent Living Curriculum. Trained Independent Living. Taught Independent Living Skills to Youth. Collaborating w/ various agencies. Case Review. Attending Court Hearings. Preparing and Submitting Reports. Connecting Young Adults to Resources.

Department of Defense-Defense Finance and Accounting Service

**Customer Service Specialist**

**2018-2020**

ASSIST MILITARY RETIREES. UPDATE & MANAGE ACCOUNTS. MAKE UPDATES TO MAINTAIN RETIREES ACCOUNTS. ENTER PERSONNEL INFORMATION. REVIEWING PAY; DOCUMENTS AND SUBMITTING REQUEST FOR PROCESSING OF PAY OR PAY CHANGES WORK ON SPECIALIZED TEAM- Create new procedures to help simplify practices for employees and the customer. Process Pay Information and Request.

Appointment Specialist

**Appointment Specialist**

**2017-2018**

SCHEDULE APPOINTMENTS FOR OVER 300 PATIENTS. UPDATE AND VERIFY INSURANCE. DETERMINE PROPER DIAGNOSIS AND DOCTOR TO BE SEEN. CERTIFIED IN HIPPA. TRAIN NEW EMPLOYEES.

## GRANTS WON

Aldi Smart Kids

2020

Walmart Community Grant	2020
Neighborhood Connection	2020
Neighborhood Connection	2021
Cleveland Foundation	2021
Amity California	2023
Neighborhood Up	2023
Aldi	2023
Detroit Industrial School	2023

### INTERNSHIPS

Davidson County General Session Court

**Judge Rachel Bell**

**2015**

OBSERVED HOW TO SERVE THE COMMUNITY FROM THE BENCH WHILE ALLOWING THE LAW TO BE THE FOCUS OF JUSTICE.

Portage County Prosecution Office

**Intern**

**2010**

OBSERVED HOW TO SERVE THE COMMUNITY FROM THE BENCH WHILE ALLOWING THE LAW TO BE THE FOCUS OF JUSTICE. CREATING MOTIONS AND SUBPOENAS FOR THE COURT. REQUESTING EVIDENCE. PREPARING DOCUMENTS FOR TRIALS.

Cuyahoga County Prosecution Office

**Intern**

**2005**

SET IN ON A CAPITAL MURDER TRAIL. OBSERVED JURY SELECTION, MOTIONS, AND OPENING ARGUMENTS. LEARNED THE PROCESS OF WRITING A BRIEF AND RESEARCHING CASE REFERENCES.

### BOOKS

Broken 2 Grace	<b>2019</b>
I'm Just A Girl and I like It.....	<b>2019</b>
Girl! Clean Out Your Closet	<b>2023</b>

### MEMBERSHIPS

Order of Eastern Star

NAACP

Black Women Political Action Committee

National Council Negro Women

## **Meet Our Founder: Bianca Marie Crawford**

Bianca M. Crawford's journey is a testament to resilience, determination, and the transformative power of purpose. From enduring a childhood marked by trauma and adversity to becoming a beacon of hope for countless others, Bianca's story is one of triumph over seemingly insurmountable odds.

Born to a teenage mother, Bianca faced societal stigma and expectations from the moment she entered this world. However, her spirit remained unbroken despite experiencing homelessness, molestation, rape, abuse, and abandonment by the tender age of eight. Education became her sanctuary, her refuge from the chaos surrounding her. Graduating high school a year early and earning acceptance to 22 different colleges and universities showcased her unwavering commitment to rise above her circumstances.

But Bianca's struggles didn't end there. College brought its own set of challenges, including domestic violence, homelessness, and financial hardship. Despite these obstacles, Bianca refused to be defined by her past. Instead, she embraced her calling to empower and uplift others who may have experienced similar traumas.

Motivated by her own pain and fueled by a desire to prevent others from enduring the same, Bianca founded Motivated and Empowered Inc. This organization serves as a beacon of hope for girls in need, offering mentorship, resources, and support to help them discover their voice, beauty, and purpose. Through Motivated and Empowered Inc., Bianca is dedicated to creating systems and policies that break down barriers and provide access to resources for those who need it most.

In addition to her work with Motivated and Empowered Inc., Bianca is a prolific author, entrepreneur, and community leader. She co-owns Crawford Mortuary Transportation Services with her husband, where they provide dignified transportation services for the deceased. Bianca is also the founder of several other impactful ventures, including Youth 2 Church, Purpose Consulting, and Bianca Marie coaching and mentoring services.

Bianca's mission is clear: to help women embrace their purpose, unlock their potential, and leave a lasting legacy. Through her tireless advocacy, she has helped her clients secure over \$500,000 in funding and has transformed countless lives in the process.

Bianca's story serves as a powerful reminder that no matter where you come from or what challenges you face, it is possible to rise above adversity and create a life of purpose, passion, and fulfillment. She is proof that with faith, determination, and a relentless commitment to making a difference, anything is possible.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0215

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Verna Darby to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: <b>Councilmembers Turner and Miller</b>	

**WHEREAS**, Cuyahoga County Code Section 205.10 established the Division of Children and Family Services Advisory Board (“DCFS Board”) to serve as the “advisory committee on children services” for Cuyahoga County, pursuant to Section 5153.05 of the Ohio Revised Code; and

**WHEREAS**, the DCFS 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 County Code Section 205.10, the DCFS Board shall consist of ten (10) appointed members, each to serve a four-year term; and

**WHEREAS**, the County Executive has nominated Verna Darby to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027; and

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Verna Darby to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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: June 4, 2024

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

Additional Sponsorship Requested in Committee: June 11, 2024

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



Chris Ronayne  
Cuyahoga County Executive

May 23, 2024

Pernel Jones, President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

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

Dear President Jones,

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

- **Verna Darby**, 4-year term 3/1/2023 – 2/28/2027
  - Reappointment
  - Euclid, Cuyahoga County

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 5 candidates on file that applied for this position.

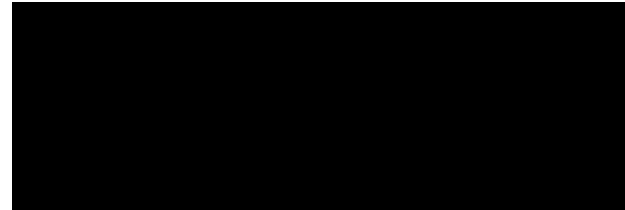
Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", is written over a light blue horizontal line.

Chris Ronayne  
Cuyahoga County Executive

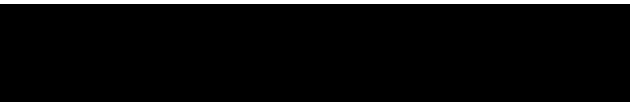
**Verna D. Darby**



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**Work Experience:**

**Birth Beautiful Communities**



**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 [REDACTED]

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**Department of Veteran Affairs**

10701 East Blvd

Cleveland, OH 44106 United States

**12/2006 - 03/2016**

[REDACTED]  
**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 [REDACTED]

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**Department of Veteran Affairs**

10701 East Blvd

Cleveland, OH 44106 United States

**03/2000 - 12/2006**

[REDACTED]  
**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 [REDACTED]

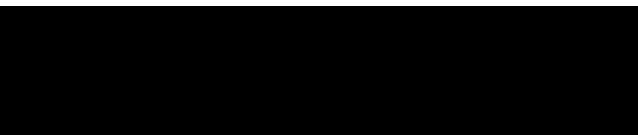
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**Department of Veteran Affairs**

10701 East Blvd

Cleveland, OH 44106 United States

**03/1999 - 03/2000**



**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



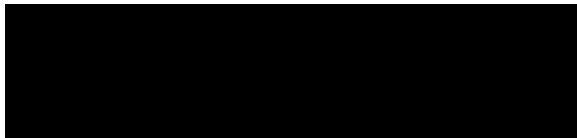
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**Internal Revenue Service**

1240 East Ninth Street

Cleveland, OH 44199 United States

**07/1986 - 03/1999**



**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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0216

Sponsored by: County Executive Ronayne	<b>A Resolution</b> confirming the County Executive's reappointment of various individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2024 – 6/21/2027; confirming the appointment and reappointment of various alternates; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the District One Public Works Integrating Committee of Cuyahoga County evaluates capital improvement projects submitted by its local subdivisions using project selection criteria based on criteria listed in the Ohio Revised Code Section 164; and

**WHEREAS**, the District One Public Works Integrating Committee seeks to preserve the functional integrity of existing infrastructure in Cuyahoga County, and uses the allocation of funds to improve public health and safety while enhancing economic development and overall wellness for the County; and

**WHEREAS**, pursuant to the Ohio Revised Code Section 164.04, the District One Public Works Integrating Committee is composed of seven members who represent both the public and private sectors; and

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

**WHEREAS**, County Executive Ronayne has nominated Michael Dever to serve on the District One Public Works Integrating Committee for the term 6/22/2024 – 6/21/2027; and

**WHEREAS**, County Executive Ronayne has nominated Thomas Sotak to serve on the District One Public Works Integrating Committee as alternate to Michael Dever; and

**WHEREAS**, County Executive Ronayne has nominated Nichole English to serve on the District One Public Works Integrating Committee for the term 6/22/2024 – 6/21/2027; and

**WHEREAS**, County Executive Ronayne has nominated Eric Mack to serve on the District One Public Works Integrating Committee as alternate to Nichole English.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Michael Dever to serve on the District One Public Works Integrating Committee for the term 6/22/2024 – 6/21/2027 and the reappointment of Thomas Sotak to serve as alternate to Michael Dever.

**SECTION 2.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Nichole English to serve on the District One Public Works Integrating Committee for the term 6/22/2024 – 6/21/2027 and the appointment of Eric Mack to serve as alternate to Nichole English.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

**SECTION 4.** 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: June 4, 2024

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

Legislation Substituted in Committee: June 11, 2024

Journal \_\_\_\_\_

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



Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

June 6, 2024

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: District One Public Works Integrating Committee

Dear President Jones

I am pleased to nominate the following individuals to serve on the District One Public Works Integrating Committee (DOPWIC). This letter serves as an amendment to the May 23, 2024 letter that had designated Christopher George as the alternate for Nichole English. Eric Mack is instead being nominated as Ms. English's alternate:

**Reappointment**

- **Michael Dever**, 3-year term, 6/22/2024 – 6/21/2027
  - **Alternate:** Mr. Thomas Sotak, P.E.
- **Nichole English**, 3-year term, 6/22/2024 – 6/21/2027
  - **Alternate:** Mr. Eric Mack, P.E.

This committee is established by Section 164 of the Ohio Revised Code and oversees and evaluates capital improvement projects submitted by various political subdivisions.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne  
County Executive

## **Michael W. Dever**

In March 2015, Cuyahoga County Executive Armond Budish appointed Michael Dever as the Cuyahoga County Director of Public Works. Michael oversees a diverse staff of nearly 600 employees that plan, design, construct and maintain a network of bridges, buildings, and sewers throughout Cuyahoga County. Additionally, the County's Airport and Animal Shelter are under the charge of this Department.

Prior to his appointment as Director of Public Works, Michael Dever served in various capacities related to the county's infrastructure. In 2001, he was hired by Cuyahoga County Engineer Bob Klaiber as the county's Construction Administrator. Where he oversaw many of the major road and bridge projects throughout the county.

In 2008, Mike was appointed by the County Commissioners as the Deputy to the Sanitary Engineer. In that capacity, Mike led the effort to expand regional sewer services to the county municipalities. Today that office provides sewer services to more than 40 of the 59 communities of Cuyahoga County.

In 2011, with the reorganization of county government and the creation of the new Department of Public Works, Michael Dever was appointed as the Maintenance Administrator/Deputy Director.

Mike is a member of the Cuyahoga County Planning Commission and the County Solid Waste District Board.

He earned his master's degree in Public Administration from Cleveland State University, Levin College of Urban Affairs and a Bachelor of Arts Degree from Slippery Rock University in Pennsylvania.

Michael was elected in 2003 as an At-Large Council member to the City of Lakewood. He retained the position until 2009, serving as Council President from 2008-2009.

Mike and his wife Stacy reside in Lakewood and have five children ranging from 15 to 24 years old.

## Nichole L. English, P.E.

### WORK EXPERIENCE

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#### **Cuyahoga County Department of Public Works**

##### **Planning and Programming Administrator**

Cleveland, Ohio

10/2019-present

- Manage Planning, Animal Shelter, Mailroom, Archives, Parking Services and Print Shop divisions under Public Works

##### **Planning and Programming Chief Section Engineer**

Cleveland, Ohio

1/2016-10/2019

- Manage project programming of Public Works projects including project selection, preparing legislation, RFQ development, and consultant selection and contracting
- Supervise staff of engineers, project managers and administrative support
- Serve as assistant to Director of Public Works on internal and external matters
- Planning and supervising operations of department and coordinating projects with other departments in Public Works and County
- Serve as project manager on priority projects – Hilton hotel, Justice Center Programming, COVID response
- Liaison between County and funding agencies – NOACA, ODOT, DOPWIC
- Represent Public Works project specific legislative items to Board of Control and County Council
- Coordinate with Communications Department on responses to public information requests
- Reestablished cooperative education program for Public Works department in 2017

##### **Engineer IV**

Cleveland, Ohio

6/2010-1/2016

- Manage project programming of Highway and Bridge projects including project selection, preparing legislation, RFQ development, and consultant selection and contracting
- Assist Department Manager with planning and supervising operations of department and coordinating projects with other departments in Public Works and County
- Serve as project manager on Downtown Cleveland Hilton hotel project including managing all consultant hiring, contracts and invoicing. Assist Director in decision making related to the project.
- Coordinate project programming and development with ODOT and NOACA for local let program
- Temporarily served as Land Deputy in acquiring right of way for road, bridge, sanitary, facilities projects
- Contribute to development and updates to capital improvement plan
- Manage General Engineering Services contracts and task orders
- Coordinate environmental documents, permits and other requirements
- Lead for County Real Estate Consolidation project including acquisition of new County Headquarters building and disposition of 13 excess properties
- Serve as main contact for Public Works Planning Department for legislative process and coordination with Clerk of Council on department items
- Represent Public Works project specific legislative items to Board of Control or County Council
- Coordinate with Communications Department on responses to public information requests

#### **HNTB Corporation**

##### **Ohio Transportation Planning Service Area Leader**

Cleveland, Ohio

9/2008-5/2010

##### **Cleveland Transportation Planning Section Leader/Project Manager/Engineer**

Cleveland, Ohio

2/2003-8/2008

- Technical Skills
  - Authored numerous studies, including traffic impact, signal warrant, safety and congestion, intersection operation, feasibility, interchange modification and corridor studies.
  - Increased traffic modeling experience with a variety of traffic software programs, including HCS, Synchro, CORSIM, and VISSIM.
  - Led public involvement activities, including publication/notification, public presentations and material development and preparation, on a variety of projects

- Guided the planning and environmental process for projects following both local and ODOT's major and minor project development processes
- Project Management
  - Performed project management duties on local and ODOT jobs and task order contracts.
  - Consistently delivered tasks and projects ahead of budget and on schedule.
  - Served as project manager for the following projects:
    - ❖ CUY 480/Tiedeman Road Interchange Study and Design, client: City of Brooklyn
    - ❖ Uptown Development Traffic Study, client: University Circle Inc.
    - ❖ FRA 270/Broad Street Interchange Study, client: ODOT District 6
    - ❖ MLK/E.105<sup>th</sup> Street Roadway Reconfiguration Planning project, client: University Circle Inc.
    - ❖ Various Safety and Congestions Studies, client: ODOT District 12
  - Served as deputy project manager for the Opportunity Corridor project, a multi-million dollar roadway and economic development project currently in Step 5 of ODOT's major PDP. Leading planning, traffic engineering, public involvement, scheduling and budget tracking activities.
- Leadership
  - Managed a department of up to 15 located in Cleveland, Columbus and Cincinnati
  - Recruited, managed and trained engineers and other office staff.
  - Developed cross-training techniques and staff development strategies for technical services.
  - Worked closely with project managers to ensure the necessary reviews took place and quality standards were met on transportation planning department projects.
  - Mentored assistant to assume the department manager role.
  - Committed to personal development through on the job training, HNTB training courses, outside training courses and professional society presentations and meetings.
- Business Development
  - Developed client relationships with staff at Ohio MPOs and local agencies
  - Led marketing efforts on numerous pursuits including pre-proposal information gathering, proposal preparation, interview and scope and fee development
  - Presented safety improvement proposals to ODOT Central Office Safety Program leadership, including tours of the project sites. Managed the preparation of applications for Cuyahoga County (\$3,200,000), City of Westlake (\$2,100,000) and City of Shaker Heights (\$4,000,000)
  - Presented strategic planning data in a way that was consistently used as the standard going forward.
    - State DOT Market Sector Assessment: Designed database to help scrutinize extensive amounts of data for all states and all HNTB offices. Prepared analysis and draft report (April 2005) under DOT market sector leader
    - Ohio Strategic Plans: Prepared 2007-2010 and 2008-2011 plans

## **Parsons Brinckerhoff**

### **Engineer**

Cleveland, Ohio

5/2001-9/2001

### **Engineering Intern**

Cleveland, Ohio

Summer 1999, 2000

- Performed traffic analysis and computations
- Authored traffic studies and reports and assisted with preparation of roadway and bridge plans
- Prepared materials for public involvement activities including presentations, handouts and boards

## **LICENSES**

- Professional Engineer: OH, 2006 (#71476)

## **EDUCATION**

**University of Dayton** Dayton, OH

*Masters of Science, Transportation Engineering*

December 2002

*Bachelor of Civil Engineering (Magna Cum Laude)*

May 2001



## Thomas P. Sotak, P.E.

**Objective** To obtain a challenging position with the opportunity for continued professional growth, managing projects and personnel, and building upon my educational and professional experiences concerning the overall management of large scale public works processes and projects.

**Professional Certifications** Registered Professional Engineer – October 1990  
Ohio Registration # 55013

**Education** 1978–1982 Padua Franciscan High School  
  
1982–1986 University of Dayton, Dayton, Ohio  
**Bachelor of Civil Engineering April 1986**  
  
1992–1996 Cleveland State University, Cleveland, Ohio  
**Master of Science in Civil Engineering March 1996**

**Work Experience** August 2017 – Present **Cuyahoga County Department of Public Works**  
**Chief Deputy – Engineering**

- Direct engineering design and construction activities of highway, bridge, and sanitary sewer projects, as well as, surveying and mapping activities. Analyze and solve operational, technical, administrative, and management issues related to highway, bridge, and sanitary sewer projects.
- Manage and supervise engineering and administrative personnel primarily through supervisory staff. Coordinate with section heads (Bridge Inspection, Bridge Design, Sanitary Design, Highway Design and Construction Administration) to plan, schedule and assign work.
- Interview job applicants and effectively select those suitable for hire. Participate in the labor/management process and effectively resolve labor/management disputes, as required.
- Develop and apply policies and procedures to resolve organizational breakdowns and ensure assigned engineering and construction activities are completed in a timely and efficient manner.
- Represent and act under the authority of the County Engineer in his absence or as otherwise requested, act as a liaison with other county agencies and political subdivisions.

August 2016 – July 2017 **Michael Baker International**  
**Construction Manager**

- Responsible for the overall management of public works road and bridge projects for company clients typically consisting of local governmental agencies
- Manage field-based construction staff located on projects located throughout northern Ohio
- Meet with local governmental agencies for purposes related to marketing and business development
- Responsible for approving, monitoring, and managing financial status of company projects utilizing Oracle software
- Collaborate with Michael Baker Ohio staff to coordinate, develop and review proposals for engineering and construction management services

**June 2008 – April 2016 Cuyahoga County Engineer/Cuyahoga County Department of Public Works  
Chief Construction Engineer**

- Responsible for overall supervision/management of Cuyahoga County Department of Public Works Construction Department consisting of 32 full-time employees, along with additional seasonal employees
- Responsible for coordinating Construction Department project staffing requirements
- Provide guidance/direction to Project Engineers/Supervisors and Area Engineers concerning construction specifications and/or contract provisions
- Develop/coordinate engineering policies/specifications related to County highway/bridge construction projects
- Monitor/coordinate the hiring and deployment of any needed engineering consultants for such items as construction testing and inspection
- Represent Cuyahoga County at various public meetings including meetings with business owners, public officials, and property owners
- Coordinate with County Stormwater Manager regarding Construction Department responsibilities under Department of Public Works “MS4” permit for meeting “NPDES” National Pollutant Discharge Elimination Standards
- Provide recommendation of award of construction contracts to the lowest responsible bidder
- Responsible for Construction Department approval of all amended construction agreements and construction pay estimates
- Act as a liaison between Cuyahoga County Department of Public Works and the Ohio Department of Transportation on all federally funded “LPA” (Local Public Agency) Projects

**April 2000 – June 2008 Cuyahoga County Engineer  
Area Construction Engineer**

- Provided direct oversight to the project field staffs of various construction projects for the Cuyahoga County Engineer
- Work involved dealing with unique, and sometimes controversial, field related engineering issues/problems that periodically arise on Cuyahoga County construction projects
- Acted on behalf of Chief Construction Administrator when absent
- Assisted Project Engineers/Supervisors in interpreting/enforcing Cuyahoga County construction specifications
- Assisted Chief Construction Administrator with the planning and implementation of educational seminars and presentations
- Monitored construction projects for compliance with SWPPP “Stormwater Pollution Prevention Plan” as per Ohio EPA requirements
- Monitored construction projects for compliance with U.S. Army Corps of Engineers Nationwide Wetlands and Water Quality Permits
- Implemented any required design changes, change orders, or extra work orders at any point of the construction process

**Representative Projects** Turney Road Reconstruction, Cities of Garfield Hts., and Maple Hts.  
Fairmont Blvd. Reconstruction, City of Cleveland Heights  
Pleasant Valley Road Reconstruction, City of Parma  
Hillside Road Bridge, Cuyahoga Valley National Park, City of Valley View  
Sprague Road Reconstruction, Cities of Middleburg Heights, and Strongsville  
Eastland Road Reconstruction/CSX Overpass, Cities of Berea, Brook Park, and Middleburg Heights,

**May 1993 – June 2000 Cuyahoga County Engineer  
Highway Design Engineer V**

- Planned, performed, coordinated, directed, and reviewed work on large complex highway projects
- Prepared cost estimates and contract documents necessary to advertise highway projects
- Interpreted and applied ODOT Construction and Material Specifications, ODOT Location and Design Manual, Standard Construction Drawings, etc. as needed for specific Cuyahoga County highway projects
- Reviewed work of consulting engineers for conformance with standards and accepted practice, including review of invoices and proposals
- Designed and coordinated utility relocation work made necessary by highway improvements

**Representative Projects** Lakewood Heights Boulevard & Bridge Reconstruction, Cities of Cleveland and Lakewood  
Bagley Road Reconstruction, Bagley Road Bridge over Rocky River, Cities of Berea and Olmsted Falls  
Ridgebury Boulevard Resurfacing Project, Cities of Highland Heights, Lyndhurst, and Mayfield Heights  
Smith Road Reconstruction, City of Brook Park  
Riverview Road Slide Repair, City of Brecksville  
Wagar Road Reconstruction, City of Rocky River  
Dunham Road Reconstruction, Village of Walton Hills  
Olmsted Township Safety Study, Olmsted Township

**February 2001 – May 1993 Cuyahoga County Engineer  
Junior Civil Engineer**

**January 1987 – February 1991 Cuyahoga County Engineer  
Engineer in Training II**

**September 1986 – January 1987 Cuyahoga County Engineer  
Engineer in Training I**

**June 1985 – August 1985  
June 1986 – August 1986 Cuyahoga County Engineer  
Summer College Intern**

**Computer Skills** Proficient in Microsoft Word, Excel, Power Point, Outlook, SharePoint, Construction CMS Program  
Knowledgeable in AutoCAD, HEC – RAS, Claim Digger 2.0, Bid Tabs Plus, Primavera Suretrack

**Professional Affiliations** American Society of Highway Engineers, Lake Erie Chapter  
Engineers Without Borders – Northeast Ohio Professional Chapter

References Available Upon Request

## **ERIC C. MACK, P.E.**

### **CHIEF SENIOR ENGINEER**

Department Manager | Project Management | Transportation Planning Strategist

Versatile senior engineer, leveraging almost 20 years' experience in transportation infrastructure to lead advanced projects and programs with full budget oversight. Evaluates projects and provides critical, high-level improvement recommendations that save time, money, and resources without sacrificing quality. Leader of the planning and programming department - trains and mentors new team members and contingent workers to maximize their potential as top performers in multidiscipline atmosphere. Works hand in hand with County administration to develop transportation programming. A strong relationship-builder, analytical thinker, and expert problem-solver who excels in rapidly changing and challenging work cultures, driving sustainable infrastructure solutions to achieve operational and service excellence. Proactively manages the budget, schedule, technical requirements, contractual obligations, and communications to deliver projects that are quality, on time, and on budget. Multi-discipline projects range from \$1 Million to \$65 Million in size.

#### **Experience:**

TranSystems: April 2006 - July 2010

WSP/Parsons Brinckerhoff: July 2010 – June 2017

Cuyahoga County Department of Public Works: June 2017 - Present

#### **Education**

M.B.A., Baldwin Wallace University, May 2015

M.S., Civil Engineering, Cleveland State University, 2006

B.S., Civil Engineering, Cleveland State University, 2004

#### **Affiliations**

NOACA Emerging Leaders Committee: 2021 - Present

Cleveland Metropolitan School District True2U Mentor: 2017 – Present

Cleveland Loyola Club President: 2019 - 2020

Cleveland Loyola Club Steering Committee: 2013 – Present

Cleveland Leadership Institute: Winter 2019

Association for Bridge Construction and Design: Executive Board 2011 – 2017

#### **Professional Registrations**

Professional Engineer: Ohio, 2010 (E-74835)

NCEES Record (49482)

#### **Projects at Cuyahoga County**

- CARES Act Covid-19 Emergency Building Modifications: Project Manager for new building modifications, build-outs, and general office and building remodeling work - \$30 million Design-Build Construction Project with over 100 task orders and 16 contractors. Modifications included: Entry way / vestibule / waiting rooms / public interface modifications; Security checkpoint modifications; Courtroom modifications; Office area reconfigurations; Juvenile Detention / County Jail facility modifications; Any facility modification required for the safety of the general public and employees; Technology and security upgrades/improvements. Over 30 locations at various facilities owned and leased within Cuyahoga County.
- Cuyahoga County Lakefront Public Access Study: Project Manager for 30 mile-long Lake Erie shoreline providing a comprehensive, integrated, and connected transportation network to provide better access to important Lake Erie assets that will positively impact the lives of residents and create economic development opportunities for the greater region. It will also address the growing problem of shoreline erosion, water quality, and wildlife and vegetative habitat. The study will develop a multi-jurisdictional, collaborative, active multimodal transportation plan to better connect all 6 cities with Cleveland Metroparks Reservations along the lakefront.
- Cuyahoga County General Engineering Service Contracts (four total yearly): Lead, review and task manage the design service contracts amounting to \$1.8 million design services annually. Task based

## **ERIC C. MACK, P.E.**

oriented projects with unique size and scope. Coordinates the advertisement, award, and execution. Involvement during planning, design development implementation and assists in providing technical direction to the scope of projects. Proactively manages the budget, schedule, technical requirements, contractual obligations, and communications to deliver projects that are quality, on time, and on budget.

- Green Road Combined Sewer Overflow Structure Removal & Rehabilitation: Project Manager & Lead Engineer for the design of sewer overflow vault removal and sewer modifications as well as road and bridge rehabilitation in the City of South Euclid. Coordinates utility relocation, plan development, and grant applications with the joint efforts of the city of South Euclid, NEORS and Cleveland Metroparks.
- Harris Road Superstructure Replacement: Project Manager & Lead Engineer for the design of new box beam superstructure. Coordinating utility relocation, plan development and design of single 60' span.
- Mastick Road Rehabilitation of Existing Side-hill Structure: Project Manager/Owner Representative for the plan development of 13 span continuous reinforced concrete slab bridge with a 169' radius. Plans currently are in Stage 3 development by Michael Baker.
- Hilliard Road Bridge Rehabilitation/Replacement: Project Manager/Owner Representative for the plan development of 893' multiple span open spandrel reinforced concrete arch superstructure. The plans are being developed by TranSystems and are currently in preliminary plan development.
- Jefferson Road Bridge Replacement: Project Manager/Owner Representative for the plan development of single span thru girder bridge over NS Railroad in the Tremont neighborhood of Cleveland.

### **Projects at WSP/Parsons Brinckerhoff**

- Cleveland Airport System (CAS), Cleveland, Ohio: Project Manager for the design services for the Parking Redevelopment Program – Phase I, Design-Build Project. \$14M Construction. The city of Cleveland is the Owner, the Department of Port Control (DPC) is the Operator and Kokosing Construction is the prime contractor. Project scope included: the installation of Smart Parking Technology into the existing the short term garage; demolition of the existing long term garage; re-development of existing parking lots; design and construction of the revenue control system building; design and construction of new bomb squad building.
- George V. Voinovich, CCG2 Project: Independent Quality Engineer. Parsons Brinckerhoff served as the independent quality firm (IQF) for the TGR Joint Venture, which comprises Trumbull Corporation, The Great Lakes Construction Company, and The Ruhlin Company. The Owner was the Ohio Department of Transportation (ODOT). The \$273M project included the demolition of the existing I-90 viaduct bridge, and replacement with an eastbound structure. New eastbound and westbound twin bridges each carry five lanes of one-way traffic over the Cuyahoga River Valley. Parsons Brinckerhoff was responsible for the overall management and implementation of the project's Quality Program.
- Flats East Bank Bulkhead Reconstruction, Cleveland-Cuyahoga County Port Authority (CCCCPA), Cleveland, Ohio: the project involved the design of a 900' replacement bulkhead along the Cuyahoga River as part of the larger Flats East Bank Redevelopment. Responsibilities included field investigation and assessment, plan development, and construction services.
- FRA-315-00.33 Emergency Bridge Rehabilitation Franklin County, Ohio: Task lead and lead structural engineer responsible for the coordination, final design and plan preparation of the rehabilitation of a 32' wide, 110 ft long, single span ramp bridge over S.R. 315 in downtown Columbus. The design included analyzing the straight existing girders on a 483' radius horizontal curve, converting to existing girders to composite and developing a longitudinal profile that would satisfy haunch requirements and existing girder camber. Responsibilities included designing final plans and coordination with other both ODOT and the contractor. This was an emergency design completed in one month because the existing bridge deck broke apart during hydro-demolition by the contractor.
- Southwest Light Rail Transit (SWLRT), Hennepin County, MN: Design Engineer for the final design of one bridge as part of the light rail corridor Green Line Extension in the southwest Minneapolis Metro Area. The structure was a 1,000', 7 span curved prestressed girder, direct fixation track rail bridge. The design included complex thermal rail/structure interaction modeling to account for the continuous rail over the jointed bridge.
- LUC-75 Lucas County, Ohio: served as the design engineer for the preparation of final plans for the six bridges near Toledo, Ohio. Each report required the development of feasible structure alternatives, an evaluation of each option, and preliminary plans and cost estimates. Structures impacted this study had maximum spans of 270 feet and total lengths of over 1,800 feet. The existing geotechnical

## **ERIC C. MACK, P.E.**

conditions required the abundant use of drilled shafts to avoid complicated substructure interactions while providing significant load capacity for large spans. Several bridges were either curved or required flared girder arrangements. This project was in an urban area which required working with rigid geometric conditions and sensitive construction phasing. Additional work on this project included the development of detailed plans and calculations for construction.

- HAM-75-14.26 Hamilton County, Ohio: structural engineer responsible for the final design and plan preparation of the replacement of a 100' wide, 264 ft long, 4-span bridge over I-75 using phased construction. The design included MSE wall pile abutments, temporary tied-back walls, cap and column piers on piles and continuous painted steel beams. Responsibilities included designing Stage 2 through final plans and coordination with other disciplines and consultants.
- Clinton River Bridges in Rochester Hills, Michigan (2 Bridges): Structural engineer responsible for the preliminary and final plan preparation of 2 bridges over the Clinton River. The design included full height abutments, spread box beams and prestressed concrete beams sections. The project is located in an environmental sensitive location where rehabilitation techniques were critical factors. Hydraulic and scour mitigation were also considered to protect the substructure units. Responsibilities included working on the design team to provide preliminary through final plans and coordination with other disciplines.
- Highland Road Bridges (4 Bridges), Cuyahoga County Department of Public Works, Ohio: structural engineer responsible for the inspection, preliminary and final plan preparation of 4 rehabilitated bridges over the Euclid Creek. The design included full height abutments, temporary tied-back walls, cap and column piers, and weathering steel rolled beam sections. The project was located in an environmental sensitive location where rehabilitation techniques were critical factors. Hydraulic and scour mitigation were also considered to protect the substructure units. Responsibilities included working on the design team to provide preliminary through final plans and coordination with other disciplines.
- CHIA On-Call General Engineering Services Contract - Terminal Security Bollards Project, Cleveland, Ohio: Structural engineer and project manager responsible for the design of additional security features (bollards, planter, benches and curb adjustments) to deter and prevent vehicular impacts to the terminal façade. The project included structural design of connection details and a capacity analysis of the existing structure to accept the proposed loads. Responsibilities included working on the design team from preliminary through final plans, client coordination and review of the final design submittal.
- ALL-75-0.21 (10 Bridges), Allen County, Ohio: Structural engineer responsible for the final design and plan preparation of two overhead bridges, one dual mainline bridge and two temporary structure widenings for MOT. The design included tall semi-integral abutments, MSE wall abutments, Temporary tied-back walls, cap and column piers on piles, prestressed concrete beams and slab bridges. The beams were designed using 10ksi concrete to reduce the beam depth due to vertical clearance considerations. Responsibilities included working on the design team to provide Stage 2 through final plans and coordination with other disciplines.
- I-69, Indiana: For an effort involving 55 miles of new alignment, consisting of 90 bridges, he was a structural engineer responsible for two design-bid-build bridges with an aggressive schedule. The project included dual main line, overhead roadway, and waterway bridges with integral and semi-integral abutments. Skews range from 3.25 degrees to 55 degrees. The project also included seismic design and MSE walls for the roadway structures. Due to the size and pace of the project, extensive coordination with other Parsons Brinckerhoff (PB) offices and subconsultants was required to ensure the client received a quality product.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0217

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive's appointment of Gina Vernaci to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2025; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, pursuant to Ohio Revised Code Chapter 3381, a regional arts and cultural district was established in Cuyahoga County to provide programs and activities in areas directly concerned with the arts or cultural heritage; and

**WHEREAS**, such regional arts and cultural district is governed by a Board of Trustees called the Cuyahoga Arts and Culture Board of Trustees consisting of five (5) members having broad knowledge and experience in the arts or cultural heritage and shall have other qualifications as outlined in the by-laws; and

**WHEREAS**, pursuant to Ohio Revised Code Section 3381.05, the Board of Trustees shall be appointed to a three (3) year term; and

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

**WHEREAS**, the County Executive has nominated Gina Vernaci (replacing Nancy Mendez) to be appointed to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2025.

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

**SECTION 1.** The Council of Cuyahoga County hereby confirms the County Executive's appointment of Gina Vernaci (replacing Nancy Mendez) to serve on the Cuyahoga Arts and Culture Board of Trustees for an unexpired term ending 3/31/2025.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety

in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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: June 4, 2024

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

Journal \_\_\_\_\_

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



Cuyahoga County

March 4, 2024

Chris Ronayne  
Cuyahoga County Executive

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

Re: Cuyahoga Arts and Culture (CAC) Board of Trustees

Dear President Jones,

I submit the following nomination for appointment to the Cuyahoga Arts and Culture (CAC) Board of Trustees:

- **Gina Vernaci** , unexpired term ending 3/31/2025
  - Currently resides in Lakewood (Cuyahoga)

Cuyahoga Arts & Culture (CAC) is authorized by Ohio Revised Code Chapter 3381. The CAC is the public funder for arts & culture events and, since 2007, has awarded \$246 million through 4,000 grants to 485 organizations serving Cuyahoga County residents. The Board consists of five members appointed by the County Executive, subject to Council confirmation. ORC 3381.05 outlines the qualifications for trustees as a set of persons who:

- Have broad knowledge and experience in the arts or cultural heritage;
- At least two members...shall be persons who devote a major portion of their time to practicing, performing, or teaching any of the arts or who are professional administrators in any field of the arts or cultural heritage;
- Shall be qualified electors in Cuyahoga County.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 40 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", with a stylized flourish at the end.

Chris Ronayne  
County Executive

### **Gina M. Vernaci - Bio**

As President and Chief Executive Officer of Playhouse Square, Gina Vernaci was responsible for all operations of the not-for-profit performing arts center, including more than 1,000 annual performances with gross sales of \$48 million, and supervising a full- and part-time staff of 400 as well as the much loved “RedCoats” volunteer corps of 2000. Playhouse Square owned/managed 6.5M square feet of real estate throughout Northeast Ohio. A special source of pride was the 200,000 students served through the center’s highly acclaimed education programs.

She led initiatives that have helped to position Playhouse Square as the region’s premier cultural, tourist and entertainment destination and the country’s largest performing arts center, second only to New York City’s Lincoln Center. The Broadway series has the largest subscriber base in North America.

Vernaci secured and built a Broadway series for E.J. Thomas Hall at the University of Akron and championed programming collaborations with libraries, colleges, resident companies and area non-profit theaters.

In recognition of her contributions to the community, Baldwin Wallace University presented her with an Honorary Doctorate of Humane Letters in May 2021. Nationally, Vernaci is a lifetime Tony voter.

Since stepping down as President & CEO in 2023, Vernaci is working as an advisor to executives in the performing arts and Broadway industries. Additionally, she is a co-producer of the tour and Broadway revival of the beloved musical *The Wiz*.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0219

Sponsored by: <b>County Executive Ronayne/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> approving Right-of-Way Exhibits as set forth in Plat No. M-5057 for the replacement of Schaaf Road Bridge No. 02.89 over West Creek in the City of Independence; authorizing the County Executive through the Department of Public Works to acquire said necessary Right-of-Way; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Public Works/Division of County Engineer recommends approving Right-of-Way Exhibits as set forth in Plat No. M-5057 for the replacement of Schaaf Road Bridge No. 02.89 over West Creek in the City of Independence; and

**WHEREAS**, the primary goal of this project is to obtain Council's review and approval of the right-of-way plans, and approval of the required acquisition needed for the replacement of Schaaf Road Bridge No. 02.89 over West Creek in the City of Independence; and

**WHEREAS**, the project is located in Council Districts 1 and 2; and

**WHEREAS**, the anticipated right-of-way acquisition cost is \$9,000.00 which will be funded by County Road and Bridge Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby approves Right-of-Way Exhibits as set forth in Plat No. M-5057 for the replacement of Schaaf Road Bridge No. 02.89 over West Creek in the City of Independence.

**SECTION 2.** That the County Executive through the Department of Public Works is hereby authorized to acquire the Right-of-Way necessary for said improvement.

**SECTION 3.** That all proceedings relative to Right-of-Way as set forth in Plat No. M-5057 are hereby ordered copied into the Road Record of the County by the Department of Public Works and copied into all other proper records of the County by the Fiscal Officer as required by law. 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: June 4, 2024  
Committee(s) Assigned: Public Works, Procurement & Contracting

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

## **Seeking Authority to Acquire Right-of-Way for the CUY-Schaaf Road Bridge 02.89 Project**

### **A. Scope of Work Summary**

#### **1. This Legislative Action Request does not involve a contract.**

The Department of Public Works is seeking the following in connection with the replacement of Schaaf Road Bridge 02.89 over West Creek in the City of Independence, Ohio: (1) approval of the Right-of-Way Exhibit M-5055 and Legal Descriptions (2) authority to acquire required right-of-way; (3) allowing payment of the fair market value estimate ruling that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements.

Since May 22, 2024 and continuing until the Resolution granting the requested action is either adopted or rejected, the Department of Public Works has posted and provided continuous notice of the following on its website:

- The Department of Public Works has submitted the Project's Exhibits and Legal Descriptions (M-5057) for County Council approval and that the same are available for viewing on said website;
- The Department of Public Works intends to acquire right-of-way for said improvement;
- That a First Reading of the Resolution approving the revised right-of-way plans will be made by the Cuyahoga County Council at its meeting scheduled to begin at 5:00 p.m. on June 4, 2024; and,
- That general public access and ability to review the right-of-way plans via an electronic link as indicated.

There are a total of 4 ownerships and 8 parcels associated with the acquisition of right-of-way for this project

- a. The primary goal of this project is to obtain Council's review and approval of the right-of-way plans Schaaf Road Bridge 02.89 Road Bridge Project
- b. Location: Schaaf Road Bridge over West Creek in the City of Independence Ohio.
- c. District 1 and 2

### **B. Procurement –N/A**

### **C. Contractor Information- N/A**

### **D. Project Status**

1. Acquisition must be completed by the Fall 2024. The Project is anticipated for construction in the Spring 2025.

### **E. Funding**

Acquisition Cost Estimate: \$9,000.00 (Road and Bridge Funds)



# CUY-SCHAAF RD BRIDGE PROJECT

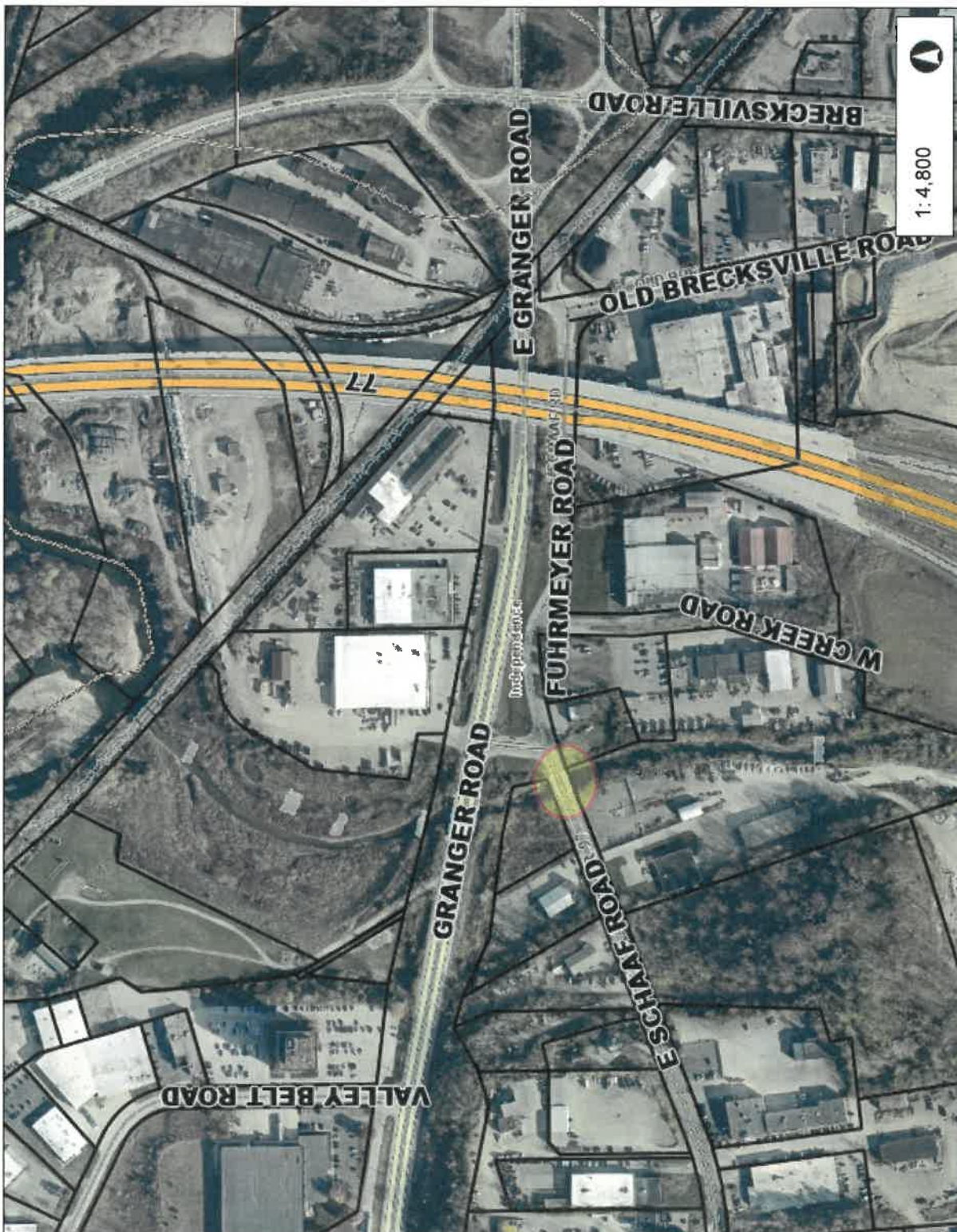


Date Created: 5/21/2024

## Legend

- ☐ Municipalities
- ☐ Platted Centerline
- ☐ Parcel

Cuyahoga County  
**Enterprise GIS**  
PUTTING CUYAHOGA COUNTY ON THE MAP



800 0 400 800 Feet

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Projection:  
WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0220

Sponsored by: <b>County Executive Ronayne/Department of Public Works</b>	<b>A Resolution</b> making an award on RQ14170 with The Triad Engineering and Contracting Co. in the amount not-to-exceed \$589,975.00 for Mayfield Village Hickory Hill Pump Station Improvements in the Village of Mayfield; authorizing the County Executive to execute Contract No. 4484 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Public Works recommends an award on RQ14170 and to entering a contract with The Triad Engineering and Contracting Co. in the amount not-to-exceed \$589,975.00 for Mayfield Village Hickory Hill Pump Station Improvements in the Village of Mayfield; and

**WHEREAS**, the primary goal of this project is the construction of the proposed pump station and sewers, including maintaining the flow in the existing sanitary sewers, storm sewers and combined sewers, protecting the integrity of the existing infrastructure and restoration work; and

**WHEREAS**, the project is funded 100% Village of Mayfield Current Cash Sewer Account Balance; and

**WHEREAS**, this project is located in Cuyahoga County Council District 6; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ14170 and authorizes entering into a contract with The Triad Engineering and Contracting Co. in the amount not-to-exceed \$589,975.00 for Mayfield Village Hickory Hill Pump Station Improvements in the Village of Mayfield.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 4484 and all other documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 4, 2024

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

Journal \_\_\_\_\_

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

## PURCHASE-RELATED TRANSACTIONS

<b>Title</b>	Mayfield Village Hickory Hill Lane Pump Station
<b>Department or Agency Name</b>	Public Works
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
Original		The Triad Engineering and Contracting Co.	N/A	\$589,975.00	Pending	

**Service/Item Description (include quantity if applicable). Indicate whether ☒ New or ☐ Existing service or purchase. Construction of the proposed pump station and sewers, including maintaining the flow in the existing sanitary sewers, storm sewers, and combined sewers, protecting the integrity of the existing infrastructure, restoration work, and any work necessary for the construction of the proposed improvements and for the completion of the work as specified in the contract.**

**For purchases of furniture, computers, vehicles:** ☐ Additional   ☐ Replacement

**Age of items being replaced:**                      **How will replaced items be disposed of?**                      N/A

**Project Goals, Outcomes or Purpose (list 3):**    SEE ITEM DESCRIPTION

**If a County Council item, are you requesting passage of the item without 3 readings.**   ☒ Yes   ☐ No

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
The Triad Engineering and Contracting Co. 8715 Clinton Road Brooklyn, Ohio 44144	Phillip J. Kassouf – Vice President
<b>Vendor Council District:</b>	<b>Project Council District:</b>
District 3	District 6
If applicable provide the full address or list the municipality(ies) impacted by the project.	Village of Mayfield

**COMPETITIVE PROCUREMENT**

**NON-COMPETITIVE PROCUREMENT**

<b>RQ # if applicable</b> <input checked="" type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: <b>\$589,975.00</b>	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) <b>7 / 4</b>	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( 20% ) SBE ( 8% ) MBE (2%) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?  <b>Balanced</b>	<input type="checkbox"/> Contract Amendment (list original procurement)  <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. <b>N/A</b>	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. <b>N/A</b>	

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.</b>  <b>Mayfield Village Current Cash Sewer Account Balance</b>
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
<input checked="" type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase	Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason:	
Timeline:	<b>270 calendar days</b>

Rev. 7/24/23

Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	<b>4/29/2024</b>
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions):</b>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	14170
Infor/Lawson PO# Code (if applicable):	RFB
Event #	5334
CM Contract#	4484

	Department	Clerk of the Board
Briefing Memo	WB	

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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### FULL AND OPEN COMPETITION Construction Projects – Buildings Reviewed by Purchasing

	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	WB	OK AJ 5/13/2024
Bid Specification Packet (includes Legal Notice to Bidders)	WB	OK AJ 5/13/2024
Final DEI Goal Setting Worksheet	WB	OK AJ 5/13/2024
Diversity Documents – if required (goal set)	WB	OK AJ 5/13/2024
Award Letter (sent to awarded vendor)	WB	OK AJ 5/13/2024
Vendor’s Confidential Financial Statement – if RFB requested	N/A	N/A
Non-Collusion Affidavit	WB	OK AJ 5/13/2024
Public Works Bid Results-	WB	OK AJ 5/13/2024
Tabulation Sheet SEE TAB SHEET	WB	OK AJ 5/13/2024
Prevailing Wage Public Improvement Agreement	WB	OK AJ 5/13/2024
Sales and Use Tax Construction Contract Exemption Form, if applicable	WB	OK AJ 5/13/2024
Worktype Worksheets, if applicable	WB	OK AJ 5/13/2024
SBE Worktype Worksheets, if applicable	WB	OK AJ 5/13/2024
Drug Free Workplace, if applicable	WB	OK AJ 5/13/2024
Project of Similar Complexity, if applicable	WB	OK AJ 5/13/2024
EEOC (Equal Employment Opportunity Commission), if applicable	N/A	N/A
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets) - In Bid	WB	OK AJ 5/13/2024
Other, per those listed in the Project Manual - see: Article 3, Section B. 2. “Bid Proposal Shall Contain the Following Document; and “Supplements Cuyahoga County Form of Proposal”		OK AJ 5/13/2024

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

IG#	24-0168REG	12/31/2028	WB	OK AJ 5/13/2024
Debarment/Suspension Verified	Date:	5/7/2024	WB	OK AJ 5/13/2024 dated within 60 days
Auditor’s Finding	Date:	5/7/2024	WB	OK AJ 5/13/2024 dated within 60 days
Vendor’s Submission ( <i>Form of Proposal</i> )			WB	OK AJ 5/13/2024
Independent Contractor (I.C.) Requirement	Date:	5/2/2024	WB	OK AJ 5/13/2024 dated within 1 year
Contract Evaluation – <i>if required</i>			N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			WB	OK AJ 5/13/2024

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	WB
Matrix Law Screen shot -SEE NOTE FROM LAW	WB
COI	WB
Workers’ Compensation Insurance	WB
Bid Guarantee & Contract Bond	WB

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
7/10/2024 to 12/31/2024	PW715100	70000		\$500,000.00
1/1/20225 to 4/7/2025	PW715100	70000		\$89,975.00
			<b>TOTAL</b>	<b>\$589,975.00</b>

### Purchasing Use Only:

Prior Resolutions:	
CM#	4484
Vendor Name:	The Triad Engineering and Contracting Co.
Amount:	\$589,975.00
History/CE:	OK
EL:	OK
Procurement Notes:	Buyer Review Completed

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Purchasing Buyer's initials and date of approval	AJ 5/13/2024
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## Department of Purchasing Tabulation Sheet

<b>REQUISITION NUMBER: 14170 Event #5334</b>		<b>TYPE: (RFB/RFP/RFQ): RFB</b>		<b>ESTIMATE: \$627,423.50</b>		<b>20% = \$752,908.20</b>	
<b>CONTRACT PERIOD:</b>		<b>RFB/RFP/RFQ DUE DATE: April 24, 2024 at 2:00 P.M.</b>		<b>SOLICITATIONS ISSUED</b>		<b>TOTAL RESPONSES</b>	
<b>REQUESTING DEPARTMENT: Public Works</b>		<b>COMMODITY DESCRIPTION: Mayfield Village, Hickory Hill Pump Station Improvements</b>		<b>MANUAL RESPONSES</b>		<b>ELECTRONIC RESPONSES</b>	
<b>DIVERSITY GOAL/SBE 20%</b>		<b>DIVERSITY GOAL/MBE 8%</b>		<b>7</b>		<b>2</b>	
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No-The low bidder is in Cuyahoga county, JW 4/29/2024 LL 4/29/2024		CCBB: Low Non-CCBB Bid \$:598,650.00		<b>2</b>		<b>4</b>	
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No-The low bidder is certified as an "Inclusive Business" in the CCBEIP, JW 4/29/2024 LL 4/29/2024		CCBEIP: Low Non-CCBEIP Bid \$:598,650.00		<b>2</b>		<b>4</b>	
<b>*PRICE PREFERENCE LOWEST BID REC'D \$589,975.00</b>		<b>RANGE OF LOWEST BID REC'D \$500,000.01-\$1,000,000.00</b>		<b>DIVERSITY GOAL/WBE 2%</b>			
<b>PRICE PREF % &amp; \$ LIMIT: (10%) \$58,997.50 (Max \$80,000.00)</b>		<b>MAX SBE/MBE/WBE PRICE PREF \$648,972.50</b>		<b>Add 2%, Total is:\$610,623.00</b>			
				<b>Add 2%, Total is: :\$610,623.00</b>			
				<b>Minus \$, =</b>			
				<b>DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Low Bidder is compliant LL 4/29/2024</b>			

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. The Triad Engineering & Contracting Co. 9715 Clinton Road Brooklyn, OH 44144	Bid Bond 100% Travelers Casualty and Surety Company	\$589,975.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): (MW) Triad Engineering & Contracting Co. SBE 20% (MAA) Northstar Contracting, Inc. SBE/MBE 10.59% (FW) Cuyahoga Fence, LLC SBE/WBE 5.56%		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)												
	of America		NCA: <input checked="" type="checkbox"/> Yes  PH: <input checked="" type="checkbox"/> Yes  CCBB (Form Attached) <input checked="" type="checkbox"/> Yes (Agree Match) <input checked="" type="checkbox"/> Yes to  CCBEIP: (Form Attached) <input checked="" type="checkbox"/> Yes (Agree Match) <input checked="" type="checkbox"/> Yes to  Proposal Form: <input checked="" type="checkbox"/> Yes  Prime Worksheets: <input checked="" type="checkbox"/> Yes  Drug-Free: <input checked="" type="checkbox"/> Yes			<table><tr><td></td><td></td></tr><tr><td>SBE/MBE/WBE Prime: (Y/N)</td><td><input checked="" type="checkbox"/>Yes <input checked="" type="checkbox"/>SBE <input type="checkbox"/>MBE <input type="checkbox"/>WBE <input type="checkbox"/>No</td></tr><tr><td>Total %</td><td>SBE: <u>20 %</u> MBE: <u>10.59 %</u> WBE: <u>5.56 %</u></td></tr><tr><td>SBE/MBE/WBE Comply: (Y/N)</td><td><input checked="" type="checkbox"/>Yes LL 4/29/2024 <input type="checkbox"/>No</td></tr><tr><td>SBE/MBE/WBE Comments and Initials:</td><td>DIV 1 Completed and signed DIV 2 Completed and signed SS 04/25/2024 The prime is a Cuyahoga County certified vendor, self-fulfilling primes can only get up to 20% in one certified category. Prime met goals. No waiver requested, JW 4/29/2024 LL 4/29/2024</td></tr><tr><td></td><td></td></tr></table>			SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: <u>20 %</u> MBE: <u>10.59 %</u> WBE: <u>5.56 %</u>	SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 4/29/2024 <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:	DIV 1 Completed and signed DIV 2 Completed and signed SS 04/25/2024 The prime is a Cuyahoga County certified vendor, self-fulfilling primes can only get up to 20% in one certified category. Prime met goals. No waiver requested, JW 4/29/2024 LL 4/29/2024				
SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																			
Total %	SBE: <u>20 %</u> MBE: <u>10.59 %</u> WBE: <u>5.56 %</u>																			
SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 4/29/2024 <input type="checkbox"/> No																			
SBE/MBE/WBE Comments and Initials:	DIV 1 Completed and signed DIV 2 Completed and signed SS 04/25/2024 The prime is a Cuyahoga County certified vendor, self-fulfilling primes can only get up to 20% in one certified category. Prime met goals. No waiver requested, JW 4/29/2024 LL 4/29/2024																			

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials Bid Bond: <input checked="" type="checkbox"/> Yes DOP Buyer Initials: AJ 4/25/2024	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials Compliant: <input checked="" type="checkbox"/> No * *Missing Non-Collusion Affidavit IG Registration Complete: <input checked="" type="checkbox"/> No NCA: <input checked="" type="checkbox"/> No PH: <input checked="" type="checkbox"/> Yes	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE Subcontractor Name(s): N/A SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE: 0 % MBE: 0 % WBE: 0 %	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
2.	A-1 Industrial Resources 984 Coitsville - Hubbard Rd Youngstown, OH 44505	Bid Bond 100% Old Republic Surety Company	\$598,650.00						

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				<p>CCBB (Form Attached) <input checked="" type="checkbox"/> Yes (Agree Match) <input checked="" type="checkbox"/> No</p> <p>CCBEIP: (Form Attached) <input checked="" type="checkbox"/> Yes (Agree Match) <input checked="" type="checkbox"/> No</p> <p>Proposal Form: <input checked="" type="checkbox"/> Yes</p> <p>Prime Worksheets: <input checked="" type="checkbox"/> Yes</p> <p>Drug-Free: <input checked="" type="checkbox"/> Yes</p> <p>Bid Bond: <input checked="" type="checkbox"/> Yes * outdated Surety financials</p>			<p>SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 4/29/2024 <input type="checkbox"/> No</p> <p>SBE/MBE/WBE Comments and Initials: DIV 1 Completed and signed DIV 2 Signed DIV 3 Full waiver requested due to lack of responses from qualified subcontractors/suppliers. A list of the sub-contractors contacted was provided. SS 04/25/2024 Prime provided list of potential subs contacted, contract compliance officer followed up with phone calls to potential subs and verified they were contacted by prime. Waiver requested, JW 4/29/2024 Sufficient details on good faith effort to achieve the diversity goals. Outreach summary is lacking details on decisions on utilization based on responses (i.e., for future items, need details on why diversity vendors who responded were not used). LL 4/29/2024</p>		

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				DOP Buyer Initials: AJ 4/25/2024					

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
3.	Nerone & Sons, Inc. 19501 S. Miles Rd., Ste 1 Warrensburg Heights, OH 44128	Bid Bond 100%  Travelers Casualty and Surety Company of America	\$632,090.00	Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> No  IG Number: 22-0352-REG  NCA: <input checked="" type="checkbox"/> Yes  PH: <input checked="" type="checkbox"/> Yes  CCBB (Form Attached) <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  (MW) Nerone & Sons, Inc. SBE 20% (MHA) Garcia Surveyors, Inc. MBE .63% (FW) Timeline Photography, LLC SBE/WBE .60% (FW) Construction Support Solutions WBE .96%  SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE  Total % SBE: 20 % MBE: 0.63% WBE: 1.56 %		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			to (Agree Match) <input checked="" type="checkbox"/> Yes  CCBEIP: (Form Attached) <input checked="" type="checkbox"/> Yes (Agree Match) <input checked="" type="checkbox"/> No  Proposal Form: <input checked="" type="checkbox"/> Yes  Prime Worksheets: <input checked="" type="checkbox"/> Yes  Drug-Free: <input checked="" type="checkbox"/> Yes  Bid Bond: <input checked="" type="checkbox"/> Yes  *expired certificate of compliance  DOP Buyer Initials: A14/25/2024			SBE/MBE/WBE Comply: (Y/N)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 4/29/2024  SBE/MBE/WBE Comments and Initials:  DIV 1 Completed and signed DIV 2 Completed and signed DIV 3 Waiver requested. They attached a solicitation report without details of who was contacted or the method of contact. SS 04/25/2024 Prime vendor is Cuyahoga county certified. Prime provided additional documents-spreadsheet of breakdown of goals, and also good faith effort statement see attached. Waiver requested per vendor is short on diversity MBE/WBE goals. JW 4/29/2024 Insufficient details on good faith effort to achieve the diversity goals. Outreach summary is lacking details on outreach date, content/request/deadlines, details on responses received, and/or decisions on utilization based on responses. LL 4/29/2024		

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				*Addendum 3 not acknowledged					
	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
4.	S.E.T., Inc. 235 E. Water St. Lowellville, OH 44436	Bid Bond 100% Fidelity and Deposit Company of Maryland	\$662,046.45	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB (Form Attached) <input checked="" type="checkbox"/> Yes (Agree to Match) <input checked="" type="checkbox"/> Not filled out	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (MAA) Petty Group, LLC SBE/MBE 3.46% (MW) G & B Electric, Co. SBE 20.01% (MHA) Garcia Surveyors, Inc. MBE .6% (FAA) Speedy Video, LLC SBE/MBE/WBE .1%		<input type="checkbox"/> Yes <input type="checkbox"/> No
							SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			CCBEIP: (Form Attached) <input checked="" type="checkbox"/> Yes (Agree Match) <input checked="" type="checkbox"/> Not filled out Proposal Form: <input checked="" type="checkbox"/> Yes Prime Worksheets: <input checked="" type="checkbox"/> Yes Drug-Free: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes *outdated Surety financials DOP Buyer Initials: AJ 4/25/2024			Total % SBE: 20.01 % MBE: 4.06 % WBE: .1% SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 4/29/2024 SBE/MBE/WBE Comments and Initials: DIV 1 Completed and signed DIV 2 Completed and signed DIV 3 Waiver requested due to subcontract opportunities being limited due to S.E.T. self-performing. Attached a solicitation report, did not attach method of contact or date of contact. SS 04/25/2024 Vendor requested waiver, provided print out of a vendor listing-the listing is not Cuyahoga county certified vendors. JW 4/29/2024 Insufficient details on good faith effort to achieve the diversity goals. Outreach summary is lacking details on outreach date, content/request/deadlines, details on responses received, and/or decisions on utilization based on responses. LL 4/29/2024		

Transaction ID:

## GOAL SETTING WORKSHEET

**Department Name:** Public Works  
**Contact Name:** Laura Weber  
**Contact Phone#:** 216 443 8205  
**Contact Email:** [Lweber@cuyahogacounty.us](mailto:Lweber@cuyahogacounty.us)  
**RQ#:** (RFP) 14170  
**RQ Description:** Hickory Hill Pump Station Improvements

**NOTE: User Department completes the YELLOW AREAS ONLY.**

Work Category/Scope	NIGP Code (5 digits)	Work/Scope Amount (\$)	Disparity Study Work/Scope Availability # (All Vendors)	Disparity Study Work/Scope Availability # (MBE)	Disparity Study Work/Scope Availability % (MBE)	Disparity Study Work/Scope Availability \$ (MBE)	Disparity Study Work/Scope Availability # (WBE)	Disparity Study Work/Scope Availability % (WBE)	Disparity Study Work/Scope Availability \$ (WBE)
Sewage collection, treatment, and disposal-Engineering	92587	\$209,141.17	16	1	0.06	13071.32	0	0.00	0.00
Pumping Equipment and Accessories	72000	\$209,141.17	37	7	0.19	39567.25	2	0.05	11304.93
Sewage and Sludge Pumps, Submersible	72064	\$209,141.17	10	0	0.00	0.00	0	0.00	0.00
<b>Totals (\$):</b>		<b>\$627,423.50</b>	<b>1</b>		<b>0.00</b>	<b>52638.57</b>		<b>0.00</b>	<b>11304.93</b>

### Project Diversity Goals:

Comments: LL 2/22/2024

NIGP 913\*\*:  
 26t/4m/1w w/duplicates  
 NIGP 92587:  
 21t/1m/0w w/duplicates  
 NIGP 92587:  
 16t/1m/0w w/duplicates  
 NIGP 72000:  
 0t/0m/0w & NIGP 72064:  
 10t/0m/0w no duplicates

MBE Goal 8%

NAICS 237990 or 237310:  
 15t/5m/2w w/duplicates  
 NAICS 237990 or 237310:  
 12t/4m/1w w/o duplicates

WBE Goal 2%

SBE Goal (not calculated) 20%

TOTAL NIGP/NAICS:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0221

Sponsored by: <b>County Executive Ronayne on behalf of Cuyahoga County Planning Commission</b>	A <b>Resolution</b> authorizing the County Executive to accept dedication of land for Sunset Drive and Garden Path in The Sanctuary of Olmsted and the Preserve of Olmsted Subdivision (The Sanctuary & Preserve Subdivision) (Phase 4), located in Olmsted Township, as a public street along with established setback lines, rights-of-ways and easements (1.61 total acres); authorizing the County Executive to accept dedication of easements for public utilities, facilities, and appurtenances within The Sanctuary & Preserve Subdivision (Phase 4) to public use granted to the Olmsted Township and its corporate successors; authorizing the Clerk of Council to execute the Final Plat on behalf of County Council; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, pursuant to Ohio Revised Code Section 711.10, the Cuyahoga County Planning Commission has authority to adopt regulations and procedures governing the proposed divisions of land to review and approve, approve with conditions, or to disapprove the proposed preliminary plan of new major subdivisions; and

**WHEREAS**, the Cuyahoga County Land Development Regulations originally adopted November 8, 2007 and amended December 9, 2010, require the Cuyahoga County Planning Commission to refer the final dedication plat to the County “for acceptance of dedication of land for any public street, highway or other public ways, open space, or public easement on the final plat;” and

**WHEREAS**, the Cuyahoga County Planning Commission has granted conditional approval of the Final Plat for The Sanctuary & Preserve Subdivision (Phase 4) on July 13, 2023; and

**WHEREAS**, pursuant to the above regulations, Cuyahoga County Planning Commission recommends the acceptance of the dedication of land for Sunset Drive and Garden Path in The Sanctuary & Preserve Subdivision (Phase 4) as a public street along with established setback lines, right-of-way, and easements (1.61 acres total), the acceptance of which does not entail maintenance responsibilities for the County for said roadways; and

**WHEREAS**, Cuyahoga County Planning Commission recommends the acceptance and dedication of easements for the construction, maintenance, and operation of public utilities, facilities, and appurtenances in The Sanctuary & Preserve Subdivision (Phase 4), the acceptance of which does not entail operation and maintenance responsibilities for the County for the storm sewers or other public or private utilities with the exception of the sanitary sewers; 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 County Council hereby authorizes the County Executive to accept dedication of land for Sunset Drive and Garden Path in Sanctuary & Preserve Subdivision (Phase 4), located in the Olmsted Township, as a public street, along with established setback lines, rights-of-way, and easements (1.61 acres total); to accept dedication of easements for public utilities, facilities, and appurtenances in The Sanctuary & Preserve Subdivision (Phase 4) to public use granted to the Olmsted Township and its corporate successors.

**SECTION 2.** The operation and maintenance of sanitary sewers shall be the responsibility of the County. The responsibility for the maintenance and operation of roadways and storm sewers, whether located in the Olmsted Township rights-of-way or easements, shall be the responsibility of Olmsted Township.

**SECTION 3.** That the Clerk of Council is authorized to execute the Final Plat on behalf of County Council in connection with said dedications of land.

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

Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 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: June 4, 2021

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

Journal \_\_\_\_\_

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



A RESOLUTION AUTHORIZING THE COUNTY EXECUTIVE TO ACCEPT DEDICATION OF LAND FOR SUNSET DRIVE AND GARDEN PATH IN THE SANCTUARY & PRESERVE SUBDIVISION (PHASE 4) AS PUBLIC STREETS ALONG WITH ESTABLISHED SETBACK LINES, RIGHTS-OF-WAY, AND EASEMENTS; AND AUTHORIZING THE COUNTY EXECUTIVE TO ACCEPT DEDICATION OF EASEMENTS OF PUBLIC UTILITIES, FACILITIES, AND APPURTENANCES WITHIN THE SANCTUARY & PRESERVE (PHASE 4) TO PUBLIC USE GRANTED TO THE OLMSTED TOWNSHIP AND ITS CORPORATE SUCCESSORS

**Description:**

A Resolution authorizing the County Executive to accept dedication of land for Sunset Drive and Garden Path in The Sanctuary of Olmsted and the Preserve of Olmsted Subdivision (The Sanctuary & Preserve Subdivision) (Phase 4), located in Olmsted Township, as public streets along with established setback lines, rights-of-way, and easements (1.61 total acres); authorizing the County Executive to accept dedication of easements for public utilities, facilities, and appurtenances within The Sanctuary & Preserve Subdivision (Phase 4) to public use granted to the Olmsted Township and its corporate successors; authorizing the Clerk of Council to execute the Final Plat on behalf of County Council; and declaring the necessity that this Resolution become immediately effective.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0223

Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</b>	<b>A Resolution</b> authorizing a contract with Lutheran Metropolitan Ministry in the amount not-to-exceed \$869,320.00 for supportive services for youth and young adults experiencing homelessness or housing instability in connection with the Navigation and Housing (NAV) services project for the period of 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Contract No. 4509 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services recommends entering into a contract with Lutheran Metropolitan Ministry in the amount not-to-exceed \$869,320.00 for supportive services for youth and young adults experiencing homelessness or housing instability in connection with the Navigation and Housing (NAV) services project for the period of 1/1/2024 – 12/31/2025; and

**WHEREAS**, the primary goal of this project is to provide support to youth and young adults experiencing homelessness or housing instability through connections with housing, developing community connections, empowering self-determination and facilitating access to additional resources that meet their identified needs; and

**WHEREAS**, this project is funded 100% U.S. Department of Housing and Development (HUD) Youth Homelessness Demonstration Program (YHDP) Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a contract with Lutheran Metropolitan Ministry in the amount not-to-exceed \$869,320.00 for supportive services for youth and young adults experiencing homelessness or housing instability in connection with the Navigation and Housing (NAV) services project for the period of 1/1/2024 – 12/31/2025.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 4509 and all other documents consistent with said award and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 4, 2024

Committee(s) Assigned: Health, Human Services & Aging

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

## PURCHASE-RELATED TRANSACTIONS

<b>Title</b>	OHS; Lutheran Metropolitan Ministry; 2024 – 2025; Contract for Youth and Young Adult Navigation Services
<b>Department or Agency Name</b>	Office of Homeless Services
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	4509	Lutheran Metropolitan Ministry	1/1/24 – 12/31/25	\$869,320.00	pending	pending

**Service/Item Description (include quantity if applicable). Indicate whether ☒ New or ☐ Existing service or purchase.**

OHS received a grant from the US Department of Housing and Urban Development for the Youth Homeless Demonstration Program to propose new approaches to drastically reduce the number of youth experiencing homelessness. Awarded YHDP communities must develop a Coordinated Community Plan (CCP) to lay the groundwork for YHDP implementation and provide a framework for proposed YHDP projects. Through the development of this plan, the Continuum of Care identified the need for youth-focused navigators within the community to help youth and young adults access homeless system resources.

Lutheran Metropolitan Ministry will act as the lead agency for Nav Collab which will provide navigation services to youth and young adults, ages 18-24, who are experiencing or are at risk of homelessness. LMM has partnered with subrecipient agencies to provide services that are specialized for identified subpopulations, including unsheltered, BIPOC, LGBTQIA+, and parenting youth. Partner agencies are: Family Promise of Greater Cleveland, Northeast Coalition for the Homeless, Bellefaire JCB, and FrontLine Service.

Navigators will provide wrap-around services and meet immediate needs including providing targeted financial assistance (i.e., referrals, connection to mainstream benefits, emergency financial assistance, transportation assistance, ID and documentation, food, clothing, etc.) to assist YYA in finding and maintaining safe and appropriate housing without a stay in a shelter, whenever possible. Services will be provided with an emphasis on youth choice and individualized, client-driven supports. Navigators will have lived experience of homelessness to better provide peer support. The team will be mobile to increase the number of youth-dedicated access points in our community and will work system-wide to create cohesive support for YYA.

This project will serve a minimum of 175 households per year for an average of 12 months.

**For purchases of furniture, computers, vehicles:**   ☐ Additional   ☐ Replacement  
**Age of items being replaced:** \_\_\_\_\_ **How will replaced items be disposed of?**   **N/A**  
**Project Goals, Outcomes or Purpose (list 3):**

- Provide support to YYA experiencing homelessness or housing instability through connections with housing, developing community connections, empowering self-determination, and facilitating access to additional resources that meet their identified needs.
- Ensure that YYA receive adequate and equitable services as they navigate systems resources
- Improve system coordination and continuity of care, and strengthen awareness of community resources

If a County Council item, are you requesting passage of the item without 3 readings. ☒ Yes ☐ No

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address: Lutheran Metropolitan Ministry 4515 Superior Avenue Cleveland, Ohio 44103	Owner, executive director, other (specify): Maria Foschia, executive director
Vendor Council District: 7	Project Council District: County-wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	N/A

#### COMPETITIVE PROCUREMENT

RQ # if applicable

☐ RFB ☐ RFP ☐ RFQ

☐ Informal

☐ Formal Closing Date:

**N/A – RFP EXEMPTION**

The total value of the solicitation:

Number of Solicitations (sent/received) /

**N/A – RFP Exemption**

Participation/Goals (%): ( ) DBE ( ) SBE  
( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: ☐ Yes ☐ No, please explain.

**N/A**

Recommended Vendor was low bidder: ☐ Yes  
☐ No, please explain:

**N/A**

How did pricing compare among bids received?

#### NON-COMPETITIVE PROCUREMENT

**Provide a short summary for not using competitive bid process.**

This was competitively procured using an approved alternative procurement process.

\*See Justification for additional information.

☐ Exemption

☐ State Contract, list STS number and expiration date

☐ Government Coop (Joint Purchasing Program/GSA), list number and expiration date

☐ Sole Source ☐ Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).

☐ Government Purchase

☒ Alternative Procurement Process  
OHS received approval (BC2023-241, approved 4/17/23) for Sisters of Charity Foundation to release an RFP on behalf of the Cuyahoga County Continuum of Care. The planholder list included CoC and social service providers throughout the county. LMM was the only provider that submitted a proposal. Proposals were reviewed and scored by the YHDP core team, which included OHS.

☐ Contract Amendment (list original procurement)

N/A	<input type="checkbox"/> Other Procurement Method, please describe:
-----	---

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below: N/A	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant</b> (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.
<ul style="list-style-type: none"> <li>100% US Department of Housing and Urban Development YHDP SSO grant</li> </ul>
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
<input checked="" type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase	Is contract late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason: OHS had to work with HUD to ensure all components of the proposed project are in alignment with requirements, which took much longer than expected because this is a new project. This was not complete until March 2024. This needed to be completed before we could move forward with program development with LMM.	
Timeline: Project/Procurement Start Date (date your team started working on this item):	7/24/23 (RFP released)
Date documents were requested from vendor:	1/16/24, 1/22/24, 2/8/24, 2/22/24, 3/5/24, 3/8/24, 3/25/24, 4/10/24, 4/22/24, 5/1/24, 5/13/24
Date of insurance approval from risk manager:	5/15/24
Date Department of Law approved Contract:	5/15/24
Date item was entered and released in Infor:	5/15/24
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain) Provider has begun offering services but understands that payment is dependent on final council approval of contract	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions): N/A						
Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO # Code (if applicable):	EXMT
CM Contract#	4509

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	ER	EB

Late Submittal Required:	Yes <input checked="" type="checkbox"/> X	No <input type="checkbox"/>
Why is the contract being submitted late?	OHS had to work with HUD to ensure all components of the proposed project aligned with requirements, which took much longer than expected because this is a new project. This was not complete until March 2024. This needed to be completed before we could move forward with program development with LMM.	
What is being done to prevent this from reoccurring?	OHS has established all program components in compliance with HUD so there should not be any additional time needed for this in future contracts/amendments.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
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### OTHER THAN FULL AND OPEN COMPETITION

#### RFP Exemptions (Contract)

#### Reviewed by Purchasing

Family Promise				Department initials	Purchasing
Justification Form				ER	EB
IG#	21-0372-REG 31DEC2025			ER	EB
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:			N/A	N/A
Debarment/Suspension Verified	Date:	5/14/24		ER	EB
Auditor's Finding	Date:	5/14/24		ER	EB
Vendor's Submission				ER	EB
Independent Contractor (I.C.) Requirement	Date:	8/26/23		ER	EB
Cover - <i>Master contracts only</i>				N/A	N/A
Contract Evaluation – <i>if required</i>				N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				N/A	N/A
Checklist Verification				ER	EB

Other documentation may be required depending upon your specific item

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

### OTHER THAN FULL AND OPEN COMPETITION

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Revised 9/17/2021

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

RFP Exemptions (Contract) Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	ER
Matrix Law Screen shot	ER
COI	ER
Workers' Compensation Insurance	ER

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2024 – 12/31/2024	HS220105	55130	HS-21-YHDP	<b>\$869,320.00</b>
1/1/2025 – 12/31/2025	HS220105	55130	HS-21-YHDP	<b>\$0</b>
			<b>TOTAL</b>	<b>\$869,320.00</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	
<b>CM Contract#</b>	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$869,320.00</b>		<b>1/1/2024 - 12/31/2025</b>	<b>Pending</b>	<b>pending</b>
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		<b>\$869,320.00</b>			

### Purchasing Use Only:

Prior Resolutions:	N/A
CM#:	4509
Vendor Name:	LUTHERAN METROPOLITAN MINISTRY

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Revised 9/17/2021

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

fip:	1/1/2024 -12/31/2025
Amount:	\$869,320.00
History/CE:	OK
EL:	OK
Procurement Notes:	COI EXPIRES 6/1/2024

Purchasing Buyer approval: **EB 5/20/2024**

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2024-0005

Sponsored by: <b>County Executive Ronayne</b>	<b>An Ordinance</b> amending Chapter 501 of the Cuyahoga County Code; and declaring the necessity that this Ordinance become immediately effective.
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**WHEREAS**, Chapter 501 of the County Code establishes the Contracts and Purchasing Procedures for Cuyahoga County; and,

**WHEREAS**, the County Council and the Board of Control are each responsible for approving various exemptions and contracts up to and between various dollar thresholds; and

**WHEREAS**, Chapter 501 of the County Code establishes the County Executive's authority to direct the solicitation, purchasing, and contracting practices of the County through the appropriate departments of county government; and

**WHEREAS**, in the interest of effective and efficient operations, swifter approval of contracts and purchases, and increased vendor interest in working with the County, the County Executive recommends various revisions and changes to Chapter 501 of the County Code related to solicitation types and requirements, approval thresholds, and transaction types; and

**WHEREAS**, it is necessary that this Ordinance 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.** Chapter 501 of the Cuyahoga County Code is hereby amended as follows (deletions are ~~stricken~~, additions are **bold and underlined**):

### **Chapter 501: Contracts and Purchasing Procedures**

#### **Section 501.01 Home Rule Powers Asserted**

A. The County expressly asserts its home rule powers with respect to all contracting and procurement matters, including, but not limited to, all competitive bidding requirements and the County's contracting capabilities.

B. Notwithstanding any requirements or limitations of the Ohio Revised Code, Ohio Administrative Code, or any other applicable law or regulation, pursuant to the County's

home rule powers, the County may enter into any real-estate and real-estate related transactions, and there shall be no limitations on the duration of any such transactions.

C. Notwithstanding any requirements or limitations of the Ohio Revised Code, including, but not limited to ORC 5543.19, the Ohio Administrative Code, or any other applicable law or regulation, pursuant to the County's home rule powers, the County's Department of Public Works may employ laborers and vehicles, use County employees and property, lease implements and tools, purchase materials, and do any other act as necessary in the construction, reconstruction, improvement, maintenance, or repair of roads, bridges, culverts, county property and facilities, or any other construction or property management undertaken by the County. In so doing, the Department shall obtain all requisite approvals for any contracts, purchases, change orders, or amendments from the appropriate approval authorities pursuant to the requirements of Chapter 501 of the County Code.

D. Notwithstanding any requirements or limitations of the Ohio Revised Code, Ohio Administrative Code, or any other applicable law or regulation, pursuant to the County's home rule powers, the County Executive or his/her designees may:

1. issue requests for bids, proposals, or qualifications which allow the responder to choose among two or more alternative approaches for completing the work;
2. advertise for bids or request proposals or qualifications either on-line through the County's website or through a newspaper of general circulation that serves the County, or both, with the option to supplement such advertising through the use of additional media; and
3. on or after August 1, 2011, and in accordance with any implementing legislation on alternative construction delivery systems enacted by County Council, choose among the various available construction project delivery systems, in order to achieve the best possible combination of cost, quality, time to completion, and risk control.

## **Section 501.02 Definitions Applicable to Chapter 501**

A. Usage of the Terms. For the purposes of Chapter 501 of the County Code, ~~“Contract” and “Sale”~~:

**1. “transaction” means any contract, purchase, sale, lease, grants to or from the County, loans, revenue generating agreements; and**

**2. “contract” and “transaction” shall not include an employment contract between the County and any regular full-time or part-time employee of the County or any contract entered into in settlement of litigation;**

**2. “sale” shall include sales of assets.**

B. Definition of Value. For the purposes of Chapter 501 of the County Code, the value of any **transaction** ~~contract, purchase, sale, grant made by the County~~, or loan shall be the total amount obligated, received or contracted for, even if over multiple years, but shall not include

any optional extensions. Whenever a construction or renovation project requires the execution of two or more contracts, the sum of the value of the multiple contracts required shall be used as the value for each contract, except that contracts for phases of construction or renovation project, executed before it is known whether the total project cost will exceed \$1,500,000, may be handled as a separate contract.

**1. For the purposes of Chapter 501 of the County Code, the value of any lease of real estate shall be deemed to be the greater of:**

**a. The actual amount reflected in the lease; or**

**b. The fair market value of the lease as determined by the Department of Public Works, if the lease is for less than fair market value.**

C. Definition of New Item. For the purposes of Chapter 501 of the County Code, a “new item” in a change order or amendment to a ~~transaction~~contract is any item not provided for in the prior version of the ~~transaction~~contract, and does not include a change in the quantity, version, style, manufacturer, or supplier of any item included in the prior version of the ~~transaction~~contract.

D. Change Orders or Amendments on Contracts. A change order or amendment to a contract may be presented in the form of a list of proposed changes, rather than submitting items individually. For the purposes of Chapter 501 of the County Code, the value of a change order or amendment submitted as a list of items shall be the greater of:

1. the net change to the value of the contract after all additions, are added and all deletions or reductions are subtracted; or
2. or the total value of all new items, as defined in Section 501.01(F) of this Section, in the change order or amendment.

~~The term “change order or amendment” shall include the use of county contingency funds.~~

### **Section 501.03 County Executive’s Authority**

A. The County Executive, through the appropriate departments of county government acting under his/her direction or other county entities, may solicit bids, proposals, qualification statements, or any other contractual solicitation; enter into all ~~contracts~~**transactions**; manage ~~contracts~~**transactions** through their conclusion and execute all necessary documents for the administration and conclusion of ~~contracts~~**transactions**; accept completeness of projects; terminate ~~contracts~~**transactions**; release escrow funds; apply for, accept, or make grants; purchase, sell, and lease any real estate or real estate interests; accept or grant access, easements, licenses, and other rights of entry on real estate; and provide or enter into loans; ~~provided that all requirements of Chapter 501 of the County Code applicable to that action are met.~~ For actions requiring approval of the County Council or the Board of Control, such approvals shall be obtained prior to execution of the action, except as provided for under the County Executive Emergency Authority and Time Sensitive, Mission Critical Purchases.

Actions not requiring approval of the County Council or the Board of Control may be executed by the County Executive in accordance with procedures established by Chapter 501 of the County Code and the County Executive.

**1. The following transactions, subject to prior appropriation of funds by Cuyahoga County Council through the budget process and regardless of value only require the approval of the County Executive:**

- i. **Expert witness fees and expenses for trials, arbitrations, or other litigation;**
- ii. **Court reporters fees;**
- iii. **Court assigned counsel fees and expenses;**
- iv. **Jury duty payments;**
- v. **Poll worker payments;**
- vi. **Foster care payments;**
- vii. **Real property tax refund payments;**
- viii. **Unclaimed fund payments;**
- ix. **United States Postmaster payments and postage;**
- x. **Purchases of books and literature for the Cuyahoga County Law Library;**
- xi. **Payments to government entities for taxes, inspections, or permits; and**
- xii. **Temporary tradespeople fringe benefits payments pursuant to a collective bargaining agreement**

B. The County Executive may perform any of the functions that he or she may perform under Chapter 501 of the County Code through his or her duly authorized designees.

C. Chapter 501 of the County Code is intended to fulfill any state, federal or other requirement for a Ordinance or Ordinance granting the County Executive the authority to apply for or accept grants on behalf of the County.

D. Chapter 501 of the County Code is intended to fulfill any state, federal, or other requirement for a Ordinance or Ordinance granting the County Executive the authority to enter into a contract or perform any other act allowed by Chapter 501 of the County Code unless approval for such action is specifically required under Section 501.04 of the Code.

E. Chapter 501 is intended to fulfill any state, federal, or other requirement for a Ordinance or Ordinance of Support to apply or accept grants on behalf of the County or to enter into a contract or perform any other act allowed by this Chapter.

F. Chapter 501 shall not be construed to limit or restrict the powers, duties, and responsibilities of the County Executive as provided by the Charter or State law and the listing of any specific powers, duties, or responsibilities of the County Executive in this Chapter shall not be construed to exclude any other power, duty, or responsibility provided for the Charter or by the general law of the State of Ohio.

## Section 501.04 Required Approvals

### A. Items Requiring County Council Approval.

1. The following transactions and other actions shall require approval by the County Council:

a. All **transactions** ~~contracts, purchases, sales, grants provided by the county, or loans provided by the county resulting in the County's expenditure of more than \$1,500,000.00. If the transaction does not have an end date, the County shall calculate the anticipated expenditures for purposes of determination of the appropriate approval authority based on a five-year term;~~

b. ~~All revenue generating agreements with anticipated revenue above \$500,000.00 during the term of the agreement. If the revenue generating agreement does not have an end date, the County shall calculate the anticipated revenue for purposes of determination of the appropriate approval authority based on a five-year term;~~

c. ~~Any loan in which the County, or any entity thereof, is the borrower;~~

d. ~~All contracts, purchases, loans, leases, or other transactions which create an obligation that would require the appropriation of additional funds not previously authorized;~~

e. ~~All purchases or sales of real estate interests for any purpose other than making or repairing roads, including bridges, for more than \$50,000.00 and all leases of real estate or real estate interests as lessor or lessee in which the value of the purchase, sale, or lease is more than \$50,000.00;~~

f. ~~All purchases, sales, or leases of real estate in excess of six months other than at fair market value;~~

**b.g.** All transfers of cash or appropriation authority between accounts within the County budget and all appropriation changes that result in an increase or decrease in authorized appropriations;

h. ~~Any change order or amendment to a contract that is submitted to the Board of Control and does not receive an affirmative vote of one County Council member on the Board of Control.~~

**c.i.** Any **transaction** ~~other specific contract, purchase, sale, lease, grant made by the County, or loan made by the County, or any exemption, procedure, or other action within the process of completing any such transaction contract, purchase, sale, lease, grant made by the County, or loan made by the County for which the County Council, by Ordinance of Council, requires approval of the County Council; Any other contract, purchase, sale, lease, grant made by the County, loan made by the County, or any exemption, procedure, or other action within the process of completing any such contract, purchase, sale,~~

~~lease, grant, exemption, or loan~~ **transaction**, exemption, procedure, or other action that requires approval by the County Council pursuant to any other provision of Chapter 501 or any other provision of the County Code;

**d.j.** Any other **transaction** ~~contract, purchase, sale, lease, grant made by the County, loan made by the County, or any exemption, procedure, or other action within the process of completing any such contract, purchase, sale, lease, grant, exemption, or loan~~ that does not otherwise require Council approval, but the County Executive or Board of Control determines to submit to Council for its consideration, review, and approval or denial; and

**e.k.** Any other ~~contract, purchase, sale, lease, grant made by the County, loan made by the County, or any exemption, procedure, or other action within the process of completing any such contract, purchase, sale, lease, grant,~~ **transaction or** exemption ~~or loan~~ that the Council President requests its transfer or review to the County Council by written communication to the County Executive and his or her designee prior to approval.

2. Sections 501.04(A)(1)(~~e~~) and (~~f~~) ~~are~~ **is** not intended to interfere with the Executive and Director of Public Works' ability to manage the County's property, including, without limitation, granting access, easements, licenses, rights of way, or other rights of entry on the County's property and establishing the terms for such entry without seeking Council approval for such action.

3. A Ordinance approving any "Item Requiring County Council Approval" under this Section shall be deemed an administrative act of the County Council and shall therefore take effect immediately upon adoption of the Ordinance by a simple majority of County Council or signature of the County Executive, whichever is applicable. This paragraph shall not apply to any Ordinance in which County Council specifically exercises its legislative powers granted under the County Charter or general law.

#### B. Items Requiring Board of Control Approval.

The following transactions and other actions shall require approval by the Board of Control:

1. All **transactions** ~~contracts, purchases, sales, grants provided or by the County, or loans provided by the County~~ resulting in the County's expenditure of more than **\$25,000.00** but not more than **\$1,500,000.00**. If the transaction does not have an end date, the County shall calculate the anticipated expenditures for purposes of determination of the appropriate approval authority based on a five-year term;

**2. All purchases, sales, leases, or any other transfer of any real estate interest in an amount not more than \$1,500,000.00, except as provided in Section 501.03.**

~~2. All revenue generating agreements with anticipated revenue more than \$5,000.00 but not more than \$500,000.00 during the term of the agreement. If the revenue generating agreement does not have an end date, the County shall calculate the~~

anticipated revenue for purposes of determination of the appropriate approval authority based on a five year term;

~~3. All purchases or sales of real estate or real estate interests for more than \$5,000.00 but not more than \$50,000.00 and all leases of real estate or real estate interests as lessor or lessee in which the total value of the transaction is more than \$5,000.00 but not more than \$50,000.00;~~

~~4. Any change order or amendment resulting in the County's expenditure of more than \$5,000.00 that do not otherwise require Council approval using the definition provided in Section 501.02(D) of the County Code for contracts with a value of less than five million dollars; and~~

~~5. All purchases, including, the acquisition through settlement of eminent domain litigation, of any real estate interests for the purpose of making or repairing roads, including bridges, in excess of \$50,000.00.~~

C. All contracts, purchases, sales, grants or loans provided by the County, purchases or sales of real estate or real estate interests, leases of real estate or real estate interests as lessor or lessee, in which the total value of the transaction is more than \$10,000.00 but less than **or equal to \$25,000.00** shall be reported monthly to the Board of Control. Each transaction shall be presented to the Board of Control no later than the 15<sup>th</sup> day of the following month, and shall include a brief description, the approval or execution date, name of the contractor, and the amount of the transaction.

## **Section 501.05 Approval Procedures**

A. Single Approval Generally Required; Exceptions.

1. Except as provided for in Sections 501.04(A)(1)(h) and (i), Section 501.4(B)(4), and Section 501.04(A) and (B) of the County Code, the approvals provided for in Section 501.04 of the County Code shall be required to enter into a **transaction** ~~contract, lease, purchase, sale, loans made by the County, and grants made by the County,~~ and not at other stages of the process of completing these transactions.

2. Purchases made under a requirements, supplies, or other contract under which multiple purchases are to be made, such as an office supply contract or a county printing contract, shall not require additional individualized approvals by the County Council or Board of Control so long as the contract under which the purchases are to be made is properly approved under Chapter 501 of the County Code.

B. Thresholds for Exercise of Options. Exercise of an option on a contract shall require approval of the County Council or the Board of Control if the thresholds provided for in Section 501.04(A) or (B), respectively, for approval of contracts are met.

C. Contracts with Multiple Vendors.

1. Unless an exemption is approved under Section 501.05(C)(2) herein, the values of proposed contracts to be entered pursuant to a single Request for Bids (RFB), Request

for Proposals (RFP), Request for Qualifications (RFQ), or any other contractual solicitation shall be aggregated and treated as a single contract for purposes of applying the monetary thresholds under Section 501.04 of the County Code.

2. Requests for exemption from the requirements of Section 501.05(C)(1) shall be submitted to the Board of Control, which is hereby authorized to review such requests and to approve or disapprove them.

#### D. Approval Thresholds for Change Orders or Amendments.

For the purposes of Chapter 501 of the County Code, a change order or amendment to a contract shall ~~not~~ be considered a separate contract transaction, and shall be subject to the requirements of Sections 501.04(A)(1)(h) and 501.04(B)(4) **Contracts awarded from the same requisition shall be treated as separate contracts when being amended for purposes of applying the monetary thresholds under Chapter 501 of the County Code.**

#### ~~E. Monthly Reports on Contract changes.~~

~~During any construction or renovation project, the director of the department responsible for the project in conjunction with the project manager, or other person responsible for the project shall provide the following information monthly to the Board of Control:~~

- ~~1. A description of all changes made in the project since the previous report and the cost or savings associated with each change, and~~
- ~~2. The percentage of contingency funds used in the project up to that point and how that percentage compares with the projected use of contingency funds at that point in the project.~~

#### **E.F.** Identification of Funding Sources.

Any item submitted to the County Council or the Board of Control which includes a request for approval for the expenditure of money shall specify the funding source(s) to be used.

### **Section 501.06 Law Department Empowered to Authorize Minor Deviations from Approval Actions.**

The Law Department may authorize minor deviations from the original approval actions of ~~contracts, revenue generating agreements, purchases, sales, leases, grants, loans, change orders, amendments, or any other approved~~ transactions, including, but not limited to, the identification of the vendor's name and starting and ending dates. If the Law Department approves such deviations, the Department of Purchasing shall process the contractual documents. The Law Department shall report all such approved deviations from the original approval actions ~~on a monthly basis~~ **as they occur** to the requisite approval authorities.

**Section 501.07 Referral to Council Reserved**~~A. The County Executive may refer any item to the County Council for approval that otherwise would require approval from the Board of Control.~~

#### **Section 501.08 Emergency Contracting Authority**

A. In an emergency which threatens the life, health, or property in the County, as declared and determined by the County Executive, and in which official action is needed prior to when a meeting of the County Council or the Board of Control could take place:

1. the County Executive, or their designee, is authorized to enter into contracts or leases or make purchases not to exceed \$1,500,000.00 for any one emergency event, without obtaining the approval of the County Council or the Board of Control.
2. the County Executive, or their designee, is authorized to enter into contracts or leases or make purchases in excess of \$1,500,000.00 for any one emergency event, without obtaining the approval of the County Council or the Board of Control, provided same is otherwise approved by the President of Council, or their designee.

Whenever this power is exercised, the County Executive shall immediately or as soon as practicable, send a report to County Council and post the report on the county's website, describing the nature of the emergency, the actions taken, and the estimated cost and sources of funding for the actions taken.

#### **Section 501.09 Application for and Acceptance of Grants**

A. The County Executive may apply for and accept grants on behalf of the County, and execute all agreements and any other documents in connection with same, without specific approval from the Board of Control, or the County Council, provided that any expenditures of grand funds shall be made from funds properly appropriated and any transactions ~~purchases, grants, leases, or loans made~~ using grant funds shall be done in accordance with the provisions of Chapter 501 of the Cuyahoga County Code.

B. As an exception to Section 501.09(A)(1), specific approval shall be required by the Board of Control for the County's acceptance of grants of more than \$25,000.00; or County Council for the County's acceptance of grant of more than \$1,500,00.00, when either of the following applies:

1. The County has the discretion to select from multiple potential grant sub-recipients, and the County voluntarily designates a specific sub-recipient as part of the application process; or
2. Acceptance of the grant requires a local match for which a specific appropriation has not been provided in the applicable operating budget.

## **Section 501.10 Purchases to be Executed by Various Departments and the Department of Purchasing**

All purchases of goods and services shall be done by the Department of Purchasing, under the direction of the County Executive. The various departments may use office vouchers and procurement cards for purchases ~~not to exceed~~ **not more than** \$10,000.00. Office vouchers shall be used only for unexpected or uncommon purchases. Recurring purchases of goods and services from the same vendor, originally contemplated in the development of an agency's budget shall be paid through the use of an encumbrance voucher.

## **Section 501.11 Information Technology Purchases**

All information technology purchases by the County, its officers, departments, offices, agencies, boards, commissions, courts, or other authorities of the County shall be coordinated with the County's Chief Information Officer and approved by him/her, in accordance with the procedures and policies established by his/her office, before being submitted for approval to the appropriate approval authority under Section 501.04 of the Cuyahoga County Chapter.

## **Section 501.12 Competitive Bidding Requirements and Exemptions**

~~A. Except as otherwise provided in Chapter 501 of the County Code, including, but not limited to, Sections 501.12, 501.14, and 501.01(D), all contracts, purchases, or leases shall be done in accordance with the competitive bidding procedures provided for in Sections 307.86 through 307.921 of the Ohio Revised Code. If any conflict arises between the procedures, requirements, or any other terms of the Ohio Revised Code, Ohio Administrative Code, or any other law or regulation, and Chapter 501 of the County Code, the procedures, requirements, and terms of this Chapter shall prevail.~~

~~B. Competitive bidding is not required when any of the following apply:~~

- ~~1. The estimated cost is less than \$50,000.00;~~
- ~~2. The purchase is for professional services, such as architectural, legal, medical, veterinary, financial, insurance, information technology, engineering, consulting, surveying, appraisal, brokerage, or construction management services;~~
- ~~3. The purchase is made in response to an emergency as provided for in Section 501.08 of the County Code or the purchase is approved by the County Council or the Board of Control, as applicable, to be made without competitive bidding in response to an emergency;~~
- ~~4. The transaction is for the purchase, sale, lease (as lessor or lessee), conveyance, transfer, exchange, easement, right of way, license, or any other disposition or acquisition of real property or real estate interests;~~
- ~~5. The purchase is for used personal property, material, or supplies which are to be sold by the submission of written bids or at an auction open to the public;~~

6. The purchase is for services, supplies, replacements or supplemental parts, for a product or equipment owned or leased by the county, and the only source of the services, supplies, replacements or parts is limited to a single supplier;
7. The purchase is for services related to information technology, such as programming services, that are proprietary or limited to a single source;
8. The transaction is with the federal government, a state or political subdivision thereof, a county or contracting authority thereof, a board of education, a township, a municipal corporation or a contracting authority thereof, a court, or any other one or more political subdivisions or other governmental entities, including, but not limited to, a county hospital, a regional transportation authority, a board of developmental disabilities, an alcohol, drug addiction and mental health services board, a veterans service commission, a county land reutilization corporation (land bank), a sewer district, or a port authority;
9. The purchase is made by a county department performing the duties provided for in Section 329.04 of the Ohio Revised Code and consists of family services duties or workplace development activities;
10. The purchase is made by a public children services agency performing the duties provided for in Section 5153.16 of the Ohio Revised Code and consists of family services, programs, or ancillary services that provide case management, prevention, or treatment services for children at risk of being or alleged to be abused, neglected, or dependent children;
11. The purchase consists of criminal justice services, social services programs, family services, or workplace development activities from nonprofit corporations or associations under programs funded by the federal government or by state grants;
12. The purchase is for an insurance policy, health care plan, or child care services for provision to county employees;
13. The purchase is for goods and services provided by persons with severe disabilities and provided for in Sections 4115.31 through 4115.35 of the Ohio Revised Code;
14. The Board of Control determines, upon its review of a request for an exemption from the requirements of competitive bidding, that the use of competitive sealed proposals would be advantageous to the county and the contracting authority complies with Section 307.862 of the Ohio Revised Code, as modified by Section 501.01(D) of this Chapter;
15. The Board of Control determines, upon its review of a request for an exemption from the requirements of competitive bidding, that an alternative procurement process would be advantageous to the County. The request to the Board must specify the details of the proposed alternative procurement process, and the Board may approve

the request as presented or may impose any other changes or additional requirements as it deems appropriate.

~~16. The program, contract, or agreement is funded through a federal, state, or other grant or program and is awarded by the County to the recipient(s) pursuant to the criteria or requirements of the grant or program, such as contracts entered pursuant to the Community Development Block Grant Program, the Store Front Renovation Rebate Program, the McKinney Vento Homeless Assistance Renewal Grant, or other similar grants or programs. To be eligible for this exemption, the program's criteria and requirements for the selection of the recipients must first be approved by the Board of Control. This approval can be done singularly for the entire program without the need for individualized consideration.~~

~~17. The purchase is for any other purpose that may be done without competitive bidding pursuant to the Ohio Revised Code;~~

~~18. The purchase is made through a joint purchasing program authorized by the Ohio Revised Code, including, but not limited to, Ohio Revised Code Section 9.48; and,~~

~~19. The purchase is made through a state contract authorized by the Ohio Revised Code, including, but not limited to, Ohio Revised Code Section 125.04 and Ohio Revised Code Section 5513.01.~~

~~C. Any purchase of professional design services provided by architects, engineers, or surveyors shall be done as provided for in Sections 153.65 through 153.71 of the Ohio Revised Code. The contracting authority, however, may deviate from the requirements of Ohio Revised Code Section 153.691 if the County Executive, with the approval of the Board of Control, determines that doing so would be advantageous to the County.~~

~~D. Except in the case of contracts and purchases made under Sections 501.12(B)(8), (15), and (16) of the County Code, unless a request for an exemption is granted by the Board of Control, as presented or with any other changes or additional requirements deemed appropriate by the Board, if the County seeks to make contracts or purchases of \$250,000.00 or more other than by competitive bidding, and the contracting authority is able to identify more than one source through which the purchase could be made, the contracting agency shall:~~

~~1. Develop requests for proposals or qualifications, specifying the products or services to be purchased and the criteria that will be considered prior to making the purchase;~~

~~2. Receive responses from prospective vendors/contracting parties meeting the criteria specified in the request for proposals or qualifications by giving notice in a manner substantially similar to the procedures established for giving notice under section 307.87 of the Ohio Revised Code as modified by Section 501.01(D) of the County Code; and~~

3. The contracting authority negotiates with the prospective vendors/contracting parties to obtain a contract which best satisfies the criteria specified in the request for proposals or qualifications.

~~E. If the County seeks to make contracts or purchases greater than \$1,000 25,000.00 but less than \$50,000, the County shall solicit bids or proposals for the contract/purchase for a period of no less than eight hours on the County's web site and through a vendor email notification system that is approved by the Department of Purchasing and the Law Department. The County shall make best efforts to ensure that the posting hours take place between 5:00 a.m. and 7:00 p.m. EST. If the online process does not result in at least three bids, the County shall exercise best efforts to obtain three bids through additional solicitation efforts.~~

~~F. If the County seeks to make contracts or purchases of \$50,000 or more, and it is unable to identify more than one source and a vendor provides the County with a verified statement, subject to the penalty of perjury, certifying its sole source status, the County shall then solicit the availability of vendors for the contract/purchase. The solicitation shall be for a period of no less than 48 hours on the County's web site and through a vendor email notification system that is approved by the Department of Purchasing and the Law Department. If the posting fails to identify any additional vendor, the County may then proceed to submit the proposed purchase/contract to the appropriate approval authority as a sole source. If, however, the posting results in the identification of more than one possible vendor, the County shall only proceed with the procurement through the requisite competitive process under Chapter 501 of the Cuyahoga County Code unless the County receives an appropriate exemption in accordance with the requirements of the Code. The request for an exemption shall be made on a form established by the Department of Purchasing, and approved by the Law Department, and shall include a verified statement by the vendor, subject to the penalty of perjury, certifying the vendor's sole source status. If the sole source request is approved, the purchase or contract must still receive the requisite approval by the County Council or the Board of Control pursuant to Section 501.04 of the County Code.~~

## **Section 501.12 Competitive Solicitation Requirements and Exceptions**

### **A. Definitions. As used in this Chapter 501 of the Cuyahoga County Code:**

**1. "Competitive Bidding" means the competitive bidding procedures provided for in Sections 307.86 through 307.921 of the Ohio Revised Code.**

**2. "Competitive Sealed Proposals" means the procedures provided for in Ohio Revised Code Section 307.862.**

**3. "Request for Qualifications: is the process by which the County shall solicit responses from potential vendors regarding their qualifications and ability to deliver specific services or goods as defined by the County in the solicitation document. This process follows the 'Competitive Sealed Proposals' process as it relates to the submission of documents, the 30-day opening period, and offering both an electronic and physical submission. Additionally, specific scores are assigned to each section of the RFQ, and**

submissions are reviewed and scored in a manner that results in an award to the highest-scoring vendor or vendors.

4. “Competitive Solicitation” includes Competitive Bidding, Competitive Sealed Proposals, and Requests for Qualifications.

5. “Informal Competitive Solicitation” is the process by which the County shall solicit bids or proposals for the contract, purchase, or lease, for a period of no less than eight hours on the County’s website and through a vendor email notification system that is approved by the Department of Purchasing and the Law Department. The County shall make best efforts to ensure that the posting hours take place between 5:00 a.m. and 7:00 p.m. EST. If the online process does not result in at least three bids, the County shall exercise best efforts to obtain three bids through additional solicitation efforts.

6. “Sole Source Purchase” If the County seeks to make contracts or purchases of more than \$250,000.00, and it is unable to identify more than one source and a vendor provides the County with a verified statement, subject to the penalty of perjury, certifying its sole source status, the County shall then solicit the availability of vendors for the contract/purchase. The solicitation shall be for a period of no less than 48 hours on the County’s web site and through a vendor email notification system that is approved by the Department of Purchasing and the Law Department. If the posting fails to identify any additional vendor, the County may then proceed to submit the proposed purchase/contract to the appropriate approval authority as a sole source. If, however, the posting results in the identification of more than one possible vendor, the County shall only proceed with the procurement through the requisite competitive process under Chapter 501 of the Cuyahoga County Code.

B. The estimated value of any contract, purchase, or lease determines whether Competitive Solicitation or Informal Competitive Solicitation, is required or not.

1. Any contract, purchase, or lease with an estimated value equal to or less than \$25,000.00 does not require either Competitive Solicitation or Informal Competitive Solicitation.

2. Any contract, purchase, or lease with an estimated value greater than \$25,000.00, but less than or equal to \$250,000.00, requires Informal Competitive Solicitation, unless any of the following apply:

- i. It is for professional services, such as architectural, legal, medical, veterinary, financial, insurance, information technology, engineering, consulting, surveying, appraisal, brokerage, or construction management services;

- ii. It is for professional design services provided by architects, engineers, or surveyors shall be done as provided for in Sections 153.65 through 153.71 of the Ohio Revised Code. The contracting authority, however, may deviate from the requirements of Ohio Revised Code Section 153.691 if the County Executive, with the approval of County Council or Board of Control, determines that doing so would be advantageous to the County.
- iii. It is made in response to an emergency as provided for in Section 501.08 of the County Code or the purchase is approved by the County Council or the Board of Control, as applicable, to be made without competitive bidding in response to an emergency;
- iv. It is for the purchase, sale, lease (as lessor or lessee), conveyance, transfer, exchange, easement, right of way, license, or any other disposition or acquisition of real property or real-estate interests;
- v. It is for used personal property, material, or supplies which are to be sold by the submission of written bids or at an auction open to the public;
- vi. It is for services, supplies, replacements or supplemental parts, for a product or equipment owned or leased by the County, and the only source of the services, supplies, replacements or parts is limited to a single supplier;
- vii. It is for services that are proprietary or limited to a single source as determined by the Sole Source Purchase process;
- viii. It is with the federal government, a state or political subdivision thereof, a county or contracting authority thereof, a board of education, a township, a municipal corporation or a contracting authority thereof, a court, or any other one or more political subdivisions or other governmental entities, including, but not limited to, a county hospital, a regional transportation authority, a board of developmental disabilities, an alcohol, drug addiction and mental health services board, a veterans service commission, a county land reutilization corporation (land bank), a sewer district, or a port authority;
- ix. It is made by a county department performing the duties provided for in Section 329.04 of the Ohio Revised Code and consists of family services duties or workplace development activities;
- x. It is made by a public children services agency performing the duties provided for in Section 5153.16 of the Ohio Revised Code and consists of family services, programs, or ancillary services that provide case management, prevention, or treatment services for

children at risk of being or alleged to be abused, neglected, or dependent children;

- x. It consists of criminal justice services, social services programs, family services, or workforce development activities from nonprofit corporations or associations under programs funded by the federal government or by state grants;
- xii. It is for an insurance policy, health care plan, or child care services for provision to county employees;
- xiii. It is for goods and services provided by persons with severe disabilities and provided for in Sections 4115.31 through 4115.35 of the Ohio Revised Code;
- xiv. The County Council or Board of Control determines that an alternative procurement process would be advantageous to the County. The request to County Council or Board of Control must specify the details of the proposed alternative procurement process, and the County Council or Board of Control may approve the request as presented or may impose any other changes or additional requirements as it deems appropriate.
- xv. It is funded through a federal, state, or other grant or program and is awarded by the County to the recipient(s) pursuant to the criteria or requirements of the grant or program, such as contracts entered pursuant to the Community Development Block Grant Program, the Store Front Renovation Rebate Program, the McKinney Vento Homeless Assistance Renewal Grant, or other similar grants or programs;
- xvi. It is made through a joint purchasing program authorized by the Ohio Revised Code, including, but not limited to, Ohio Revised Code Section 9:48; or the purchase is made from another party upon equivalent terms, conditions, and specifications at the same or lower price than the joint purchasing program;
- xvii. It is made through a state contract authorized by the Ohio Revised Code, including, but not limited to, Ohio Revised Code Section 125.04 and Ohio Revised Code Section 5113.01; or
- xviii. The County Council or Board of Control determines that an exemption from Competitive Solicitation would be advantageous to the County.
- xix. It is for any of the following categories:

  - 1. Gongwer News Service;

2. Payments to landlords to avoid evictions by county residents;
  3. Payments to banks to avoid foreclosures of county residents;
  4. Court or arbitration costs;
  5. Law Enforcement Automated Data Systems payments;
  6. Accreditation or certification payments;
  7. Greater Cleveland Regional Transit Authority tickets and passes;
  8. Books and literature used by the Cuyahoga County Law Library;
  9. Newspaper advertisements/public notices in publication of general circulation;
  10. Application fee payments to railroad companies for bridge inspection and projects equal to or less than \$25,000.00;
  11. Prisoner board and care agreements with other counties or municipalities; and
  12. Any transactions listed in Section 501.03(A)(1).
3. Any contract, purchase, or lease with an estimated value greater than \$250,000.00, requires Competitive Solicitation, unless any of the exceptions listed in sub-section 501.12(B)(i) through (xix) apply.

### **Section 501.13 Encouragement of Diversity**

In designing specifications for bids, requests for proposals, and requests for qualifications, the County ~~shall consider~~ may dividing ~~divide~~ requests into smaller components when doing so would create a larger pool of potential bidders without reducing the cost-effectiveness of the project.

### **Section 501.14 Standards for Awarding Contracts**

**Transactions** Contracts and purchases which require competitive bidding, and are awarded in accordance with Chapter 501 of the County Code, shall be awarded to the lowest and best bidder meeting the specifications that are most advantageous to Cuyahoga County. The County reserves the right to consider all elements entering into the question of determining the lowest and best bid, including the following:

- a. whether the bidder has the appropriate experience, reputation, and workforce to perform the required work;
- b. the bidder's past performance on legal and ethical matters;

- c. whether the bidder exhibits a history of workforce stability and workplace safety, and provides workers a fair wage and fair benefits, as evidenced by payroll and employee records, for the required work, based on market conditions;
- d. whether the bidder has adhered to all conditions and requirements of the bid and specifications;
- e. the quality of the product or service provided by the bidder on previous projects;
- f. with respect to a bidder whose bid is substantially below that of the next lowest bidder, supplemental details regarding the bid and/or historical information regarding performance and costs on similar contracts to demonstrate the bidder's ability to complete the contract at the price specified;
- g. whether the bidder is able to comply with the criteria outlined in Section 501.15 of the County Code;
- h. whether the bidder's past performance has demonstrated a commitment to diversity in employment and subcontracting;
- i. maintenance costs and warranty provisions provided for in the bid;
- j. the delivery or completion date provided for in the bid;
- k. whether, with respect to work done in a construction trades, the bidder will use only construction trades personnel who were trained in a state or federally approved apprenticeship program or career technical program, or who are currently enrolled in a state or federally approved apprenticeship program or career technical program, or who have at least three years of experience in a particular trade; except that for the purposes of full inclusion and creation of entry-level opportunities, up to 10% of the construction trades personnel may be participants in pre-apprenticeship programs or otherwise have less training and experience;
- l. whether the bidder, unless otherwise agreed to in a collective bargaining agreement, makes available a minimum health care plan for those employees working on the contract, such benefits being part of the employees' regular compensation and not merely on the contract and provides a copy of the plan on request;
- m. whether the bidder, unless otherwise agreed to in a collective bargaining agreement, makes available a minimum health care plan for those employees working on the contract, such benefits being part of the employees' regular compensation and not merely on the contract and provides a copy of the plan on request;
- n. whether the bidder has had the professional license of any of its principals or employees revoked for malfeasance or misfeasance;
- o. any other requirements determined by the County to be specifically relevant to the proposed contract;
- p. on federally or state funded projects, which require the County to comply with specific federal and/or state criteria in selecting the lowest and best bid and/or bidder, the County shall

comply with the applicable federal or state mandated criteria to avoid the loss of federal or state funding for the project(s).

**Transactions which arise from solicitation methods other than competitive bidding in accordance with Section 501 of the County Code, shall be awarded to the highest scoring vendor(s) based on scoring criteria clearly identified in the solicitation document.**

### **Section 501.15 Requirements of Contractors**

A. On federally or state funded projects, which require the County to comply with specific federal and/or state criteria or forms for certifications by the successful contractor(s), the County shall comply with the federal and/or state requirements to avoid the loss of federal or state funds, including the use of the federal and/or state certification forms in lieu of the County's mandated certification forms. Where possible on federally or state funded projects and on all other projects, at the time of execution of the contract, the successful contractor shall:

1. for public improvements contracts, the contractor shall be in compliance with Ohio's Drug-Free Workplace requirements as provided in Ohio Revised Code Section 153.03. All contractors shall maintain a written substance abuse policy to which its personnel are subject on the contract (the successful contractor shall provide this policy upon request);
2. for public improvement contracts, the contractor shall not have an Experience Modification Rating greater than 1.5 with respect to the Bureau of Workers Compensation risk assessment rating;
3. the contractor shall be in compliance and will remain in compliance with Federal and Ohio Equal Opportunity Employment Laws;
4. for public improvement contracts, the contractor shall pay the prevailing wage rate and comply with other provisions set forth in Sections 4115.03 through 4115.16 of the Ohio Revised Code and Sections 4101:9-4-01 through 4101:9-4-28 of the Ohio Administrative Code, including but not limited to the filing of certified payroll reports;
5. for public improvement contracts, the contractor shall not have been debarred from public contracts for prevailing wage violations or found or determined by the state to have underpaid the required prevailing wage, whether intentionally or unintentionally, even if settled subsequent to the finding, more than three times in the last ten years, provided that, when aggregating for any single project, no finding of any underpaid amount of less than \$1,000.00 shall be considered, and no single finding based upon a journeyman-to-apprenticeship ration shall be considered a violation of this provision unless as part of multiple, similar findings;
6. the contractor shall not have been penalized or debarred from any federal, state or local public contract or falsified certified payroll records, have an Adverse Determination of Wage Theft or Payroll Fraud as defined in Section 505.03(B)(4) of

this Code, or has otherwise been found, after appeals, to have violated the Fair Labor Standards Act in the past seven years, or during the contractor's entire time of doing business, if less than seven years;

7. the contractor shall not have violated any unemployment or workers compensation law during the past five years, or during the contractor's entire time of doing business, if less than five years;

8. the contractor at the time of contract award, shall not have final, unsatisfied judgments against it which in total amount to 50% or more of the contract amount.

9. the contractor shall utilize, for work performed under the contract supervisory personnel that have three or more years of experience in the specific trade and who maintain the appropriate state license(s), if any;

10. the contractor shall be properly licensed to perform all work as follows

a. if performing a trades contract, shall be licensed pursuant to Ohio Revised Code Section 4740 as a heating, ventilating, and air conditioning contractor, refrigeration contractor, electrical contractor, plumbing contractor, or hydronics contractor;

b. if performing work regulated under Section 3737.65 of the Ohio Revised Code, be certified by the State Fire Marshall; and

c. if performing work under any other trade, occupation, or profession licensed under Title 47 of the Ohio Revised Code, be licensed for that trade, occupation, or profession as provided in the Ohio Revised Code;

11. the contractor shall, if performing a trade contract pursuant to Ohio Revised Code Section 4740, not subcontract more than 25% of the labor, excluding materials, for its awarded contract, unless to subcontractors also licensed pursuant to Ohio Revised Code Section 4740 or certified by the State Fire Marshall pursuant to Ohio Revised Code Section 3737.65;

12. the contractor shall provide access as needed and allow the Agency of the Inspector General to perform the functions provided for in Section 501.21 of the County Code; and

13. the contractor shall require all of its subcontractors, at the time of execution of a subcontract, to make all of the certifications required in Section 501.15(A), except for subsections 7 and 9, of the County Code.

B. If any material breach of contractual obligations or the certifications provided for in this Section occurs during the contract performance by the contractor, the County may exercise any or all contractual remedies, including, but not limited to, contract termination for cause **or convenience.**

### **Section 501.16 Retention of Experts and Consultants**

The County Executive may enter into contracts with experts or consultants in connection with the administration of the affairs of the County, as provided for in Article 3, Section 9, Subsection 3 of the Cuyahoga County Charter, subject to the approval process and other requirements regarding contracts provided for in Chapter 501 of the County Code and the specific notice requirement provided for in Section 501.23(D) of this Chapter.

### **Section 501.17 Legal Review and Approval by the Law Department**

All transactions ~~contracts, purchases, sales, leases, grants or loans~~ must undergo legal review before being executed. Use of a standard form, approved in advance by the Law Department, for a specific type of transaction shall satisfy the requirement of this section.

### **Section 501.18 Appropriation, Warrant Procedures and Payment Methodology**

All expenditures related to any transaction ~~contract, purchase, sale, lease, grant or loan~~ must be made in accordance with the appropriation and proper warrant provisions of Section 5705.41 of the Ohio Revised Code. Notwithstanding any contrary requirements of the Ohio Revised Code and without regard to the transaction's dollar amount, provided that any prerequisite approvals are obtained pursuant to this Chapter, the County shall be free to utilize any payment methodology approved by the Fiscal Officer, including, but not limited to, the use of credit cards, electronic transfers, p-cards, and vouchers.

In any case in which a transaction ~~contract~~ is entered upon a per unit basis, the head of the department, board, or commission for the benefit of which the contract is made shall make an estimate of the total amount to become due upon such contract, which estimate shall be certified in writing to the Fiscal Officer. Such contract may be entered into if the appropriation covers such estimate, or so much thereof, as may be due during the current year. In such a case, the certificate of the Fiscal Officer based upon the estimate shall be a sufficient compliance with the law requiring a certificate.

### **Section 501.19 Registration, Ethics Training, and Certification**

A. No transaction ~~contract~~ shall be entered into unless all the provisions of State and County laws related to ethics policy have been met.

B. Registration.

Except as provided in Subsection (B), every contractor whose annual aggregate amount of contracting with the County exceeds ten thousand dollars (\$10,000) shall register with the Inspector General prior to doing business with the County. Registration shall take place prior to entering any contract that would bring a Contractor's annual aggregate amount above ten thousand dollars (\$10,000). Contractors shall re-register every four (4) calendar years. Every

registered contractor shall pay a registration filing fee of one hundred dollars (\$100.00). Contractors shall be responsible for keeping track of their annual aggregate amount of contracting with the County. Each registered contractor must provide to the Inspector General the contractor's corporate name, federal tax identification number, address, names of the contractor's principals, and any other information as may be required by the Inspector General, unless such information is explicitly exempt from disclosure by this Code or general law. Fees collected pursuant to this section shall support the Inspector General's cost of administering the contractor and lobbyist registries.

C. Ethics Training and Certification.

1. Every contractor whose annual aggregate amount of contracting with the County exceeds ten thousand dollars (\$10,000) shall complete an ethics training program, including information regarding wage theft laws, prescribed by the Inspector General prior to doing business with the County. The Department of Consumer Affairs shall partner with Ohio Means Jobs and/or any successor organization to inform county residents of their workplace rights under federal, state, and local law.
2. Upon successful completion of any ethics training program, contractors shall acknowledge, electronically or in writing, that they have received, read, understood, and agree to abide by the County ethics policy, including the provisions of this Title, Ohio Revised Code Chapter 102 and Ohio Revised Code Sections 2921.42 and 2921.43.
3. Ethics training certification shall expire on December 31 of the respective year that is four (4) calendar years following the date of the ethics training. A contractor may only renew its ethics training certification by completing a subsequent ethics training program prescribed by the Inspector General. Any contractor who fails to renew its ethics training certification shall be removed from the registry of approved contractors.

D. No approval authority shall award a contractor to any contractor who fails to comply with the requirements of this Section.

E. Notwithstanding paragraphs (A) and (C), the following entities shall not be mandated to comply with the requirements of this Section and shall not be required to pay the registration filing fee:

1. Political subdivisions, public utilities, and other governmental entities.
2. Persons or entities that receive either direct payments or reimbursements from the County for the emergency purchase of items required to serve basic needs, including, but not limited to, temporary foster care providers and grocery or department stores that accept vouchers for basic needs.
3. Court reporters or expert witnesses in connection with civil litigation or criminal prosecution.

4. Persons or entities that receive County funds through a County-sponsored rebate program, including, but not limited to, the County Storefront Renovation Rebate Program.

5. Accrediting bodies.

F. The Inspector General may, on his or her own initiative or upon request, grant exemptions from the registration and/or training requirements of this Section with the approval of the Board of Control. Requests for exemptions shall be submitted to the Inspector General. Should either the Inspector General or the Board of Control deny an exemption request, the aggrieved party may appeal the decision to the full Council.

### **Section 501.20 Unlawful Interest in a Public Contract**

Any contract entered into in violation of Ohio Revised Code Section 2921.42(H) and/or related provisions of the County Code concerning unlawful personal interest in a public contract shall be void and unenforceable **at the sole discretion of the County.**

### **Section 501.21 Inspector General's Authority**

The Inspector General shall have the power to audit, investigate, inspect and review the operations, activities, and performance of the contracting and procurement processes of Cuyahoga County government in order to detect corruption and fraud and ensure compliance with the County Code and state and county ethics laws relating to contracting and procurement. Areas within the purview of such power shall include the following:

1. the establishment of bid specifications;
2. bid submittals;
3. activities of contractors, including their departments, agents, and employees that specifically relate to performance on a contract with the county; and
4. relevant activities of public officials and employees of the county.

Provided that, in the reasonable judgment of the Inspector General's agency, doing so does not jeopardize any existing or anticipated investigation, the Inspector General's agency shall promptly report any wrongdoing to the County Executive, the County Council, Director of Public Works, the Director of Purchasing, the Director of Law, the Prosecuting Attorney, and other appropriate officials, as needed, to ensure that proper action is taken in response to its findings.

### **Section 501.22 Purchasing Policy and Procedure Manual**

The County Executive shall promulgate regulations to be implemented by the Department of Purchasing governing purchasing and contracting policies and procedures. The regulations shall be adopted in accordance with Chapter 113 of the County Code.

### **Section 501.23 Notification Requirements**

#### **A. Procurement Database.**

The County Executive shall develop, maintain, and post on the county's website a procurement database, ~~which shall include two separate parts,~~ which shall contain descriptions of:

1. all executed contracts, purchases, and sales, other than real estate transactions, for \$1,000.00 or more; and
2. all executed purchases, sales, leases (as either lessor or lessee) of real estate. The database shall be searchable by purpose, vendor, purchaser, dollar amount, funding source, department, transaction date, and other relevant factors.

#### **B. Grants and Loans Database.**

The County Executive shall develop, maintain, and post on the county's website a grants and loans database, which shall include two separate parts, which shall contain descriptions of:

1. all grants and loans received, searchable by purpose, funding source, department, date of receipt, length of term, and other relevant factors; and
2. all grants and loans provided, searchable by purpose, recipient, funding source, department, date provided, and other relevant factors.

#### **C. Pending Transactions Database.**

The County Executive shall develop, maintain, and post on the county's website on a pending transactions database, which shall include four separate parts, describing all pending transactions of \$50,000.00 or more which have been initiated by formal, public action but not yet completed, as follows:

1. contracts, purchases, and sales, other than real estate transactions,
2. real estate transactions,
3. grants and loans to be received, and
4. grants and loans to be provided.

The database shall provide a log of date and event for each major step in the process for each transaction and shall be searchable by purpose, department, date of initiation, funding source, and other relevant factors.

#### **D. Special Procurement Events Database.**

The County Executive shall develop, maintain and post on the county's website a special procurement events database, which shall include two parts, as follows:

1. Any time that the County Executive initiates formal, public action to contract for goods or services that are substantially different from goods or services that the county currently contracts for or has contracted for within the last three years. Contracting to achieve the same purpose using improved technology shall not require notice under this subsection unless the new technology is sufficiently different so as to constitute an entirely new product; and
2. Any time that the County Executive initiates formal public action to contract for the services of experts or consultants as provided for in Article 3, Section 9, Subsection 3 of the Charter.

The County Executive shall promptly send specific notice to the County Council whenever any of these events occur.

**E. Notification to County Councilperson.**

Whenever the County Executive initiates the formal, public action for a contract, purchase, sale, lease, grant, or loan with an expected value of \$25,000.00 or more that is located in or primarily affects a particular County Council District, the County Executive shall provide written notification to the Councilperson from that district.

**~~F. Historical Information not Required in Databases.~~**

~~The databases provided for in Sections 501.23(A) and 501.23(B) of this Chapter shall be required to include only transactions executed on or after the initiation date of each part of these databases. The databases provided for in Sections 501.23(C) and 501.23(D) shall not be required to include only transactions initiated by formal, public action on or after the initiation date of each part of these databases.~~

**FG. Exclusion of Confidential Information.**

Notwithstanding any other provisions of this Chapter, the databases provided for in Sections 501.23(A), (B), (C), and (D) of this Chapter shall not include any information required to be kept confidential by federal or state law or federal or state administrative rule may exclude any other information that is not a public record according to Section 149.43 of the Ohio Revised Code.

**GH. Notice of Executed Contracts, Purchases and Sales.**

On or about the 5<sup>th</sup> calendar day prior to each regular meeting of County Council, the Executive shall provide the County Council a list of all contracts, purchases or sales executed and all grants or loans made or received for more than \$50,000.00 since the previous list was provided. Any change or amendment in which the total additions exceed \$50,000.00 shall also be included. Provided that all other requirements of this Chapter have been met, this list does not need to be provided prior to the transactions being executed.

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

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

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 23, 2024

Committee(s) Assigned: Committee of the Whole

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