



**AGENDA**  
**CUYAHOGA COUNTY COUNCIL REGULAR MEETING**  
**TUESDAY, JULY 2, 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) June 18, 2024 Committee of the Whole Meeting [See Page 16]
  - b) June 18, 2024 Regular Meeting [See Page 20]
8. **MESSAGES FROM THE COUNTY EXECUTIVE**
9. **LEGISLATION INTRODUCED BY COUNCIL**
  - a) **CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
    - 1) R2024-0246: A Resolution awarding a total sum, not to exceed \$6,000, to the United Black Fund of Greater Cleveland for the Afro PACT Summit from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 45]

Sponsor: Councilmember Jones

- 2) R2024-0247: A Resolution awarding a total sum, not to exceed \$10,000, to Birthing Beautiful Communities for the Birth Center Facility Project from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 48]

Sponsor: Councilmember Jones

- 3) R2024-0248: A Resolution awarding a total sum, not to exceed \$10,000, to S.H.I.N.E. for the S.H.I.N.E. Girlz Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 52]

Sponsor: Councilmember Turner

- 4) R2024-0249: A Resolution awarding a total sum, not to exceed \$25,000, to the Spread the Love Foundation for the Interest 2 Income Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 55]

Sponsor: Councilmember Turner

- 5) R2024-0250: A Resolution awarding a total sum, not to exceed \$20,000, to the Western Reserve Historical Society for the Carl B. Stokes History & Legacy Project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 59]

Sponsor: Councilmember Turner

- 6) R2024-0251: A Resolution awarding a total sum, not to exceed \$200,000, to Karamu House for the Karamu's Next Generation Capital Improvements Project from the District 10 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 63]

Sponsor: Councilmember Stephens

- 7) R2024-0252: A Resolution awarding a total sum, not to exceed \$295,000, to the Home Repair Resource Center for the Challenge Fund Loan Program from the District 10 ARPA

Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 67]

Sponsor: Councilmember Stephens

- 8) R2024-0253: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 70]

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

- 9) R2024-0254: A Resolution amending Resolution No. R2023-0349 dated 12/5/2023, as amended by Resolution Nos. R2016-0218, R2018-0067, R2020-0061, R2022-0049 and R2023-0020, which authorized funding in the amount of \$2,500,000.00 to Variety Properties LLC for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset provision from May 31, 2024, to November 30, 2024; converting the funding from a grant to a partially or fully forgivable loan; requiring review and approval of terms by the Cuyahoga County Community Improvement Corporation; and declaring the necessity that this Resolution become immediately effective. [See Page 82]

Sponsor: Councilmember Sweeney

- 10) R2024-0266: A Resolution amending Rule 17 of the Cuyahoga County Rules of Council to establish additional guidelines and procedures for public comment at Council and Committee meetings; and declaring the necessity that this Resolution become immediately effective. [See Page 86]

Sponsors: Councilmembers Jones, Kelly, Miller, Sweeney, Gallagher, Schron, Conwell, Turner, Byrne and Simon

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

- 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 89]

Sponsor: Council President Jones

Committee Assignment and Chair: Community Development–  
Stephens

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

- 1) 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 110]

Sponsors: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission and Councilmember Miller

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

- 2) 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 135]

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

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

**d) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR THIRD READING ADOPTION**

- 1) R2024-0198: A Resolution awarding a total sum, not to exceed \$20,000, to Ashbury Community Services Inc. for the Digital Aviator Program from the Districts 7 & 9 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective. [See Page 173]

Sponsors: Councilmembers Conwell, Turner, 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 181]

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 189]

Sponsors: Councilmembers Stephens and Jones

Committee Assignment and Chair: Community Development– Stephens

**e) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR THIRD READING ADOPTION**

- 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 197]

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) R2024-0255: 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 200]

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

- 2) R2024-0256: A Resolution approving a proposed settlement in the matter of *Glass v. Clark*, Case No. 1:20-cv-2041, in the United States District Court for the Northern District of Ohio; authorizing the County Executive and/or his designee to execute a settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective. [See Page 206]

Sponsor: County Executive Ronayne/Department of Law

- 3) R2024-0257: A Resolution accepting the report containing findings and recommendations of Fact-Finder Daniel Zeisler regarding negotiations between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 180 employees in the classification of Deputy Sheriff in the Cuyahoga County Sheriff's Department for a collective bargaining agreement for the period 1/1/2024-12/31/2024; and declaring the necessity that this Resolution become immediately effective. [See Page 208]

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

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

- 1) R2024-0258: A Resolution confirming the County Executive's reappointment of Bishara Addison 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 210]

Sponsor: County Executive Ronayne

- 2) R2024-0259: A Resolution confirming the County Executive's reappointment of Reverend Benjamin F. Gohlstin, Sr. 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 219]

Sponsor: County Executive Ronayne

- 3) R2024-0260: A Resolution authorizing a revenue generating agreement (via Contract No. 4618) with Step Forward in the amount not-to-exceed \$323,190.00 for lease of space at the William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, for the period 7/1/2024 – 6/30/2026; authorizing the County Executive to execute agreement and all other documents consistent with said Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 222]

Sponsor: County Executive Ronayne/Department of Public Works

- 4) R2024-0261: A Resolution making an award on RQ13412 to JADCO Construction Services, Inc. in the amount not-to-exceed \$559,490.00 for restriping and pavement markings in the Cuyahoga County Huntington Park Garage, effective upon contract signature of all parties, through 12/31/2024; authorizing the County Executive to execute Contract No. 4470 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 227]

Sponsor: County Executive Ronayne/Department of Public Works

- 5) R2024-0262: A Resolution making an award on RQ14474 to Independence Excavating, Inc. in the amount not-to-exceed \$10,812,068.09 for the construction of 2.66 miles of shared use path along North Marginal Road Connector from East 9<sup>th</sup> Street to East 55<sup>th</sup> Street in the City of Cleveland; authorizing the County Executive to execute Contract No. 4637 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 233]

Sponsors: County Executive Ronayne/Department of Public Works

- 6) R2024-0263: A Resolution approving and authorizing a supplemental lease-purchase agreement and related documents providing for the refinancing of the costs of acquisition of real property and facilities, including a convention center hotel facility; and authorizing and approving other related documents and matters; and declaring the necessity that this Resolution become immediately effective. [See Page 250]

Sponsor: County Executive Ronayne/Department of Public Works

- 7) R2024-0264: A Resolution adopting the 2024 Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code; and declaring the necessity that this Resolution become immediately effective. [See Page 259]

Sponsor: County Executive Ronayne/Department of Development

- 8) R2024-0265: A Resolution authorizing an amendment to Contract No. 2497 (formerly Contract No. 2238) with Alcohol Monitoring Systems, Inc. for GPS, alcohol bracelets and monitoring services for the period 4/1/2022 – 12/31/2024, to extend the time period to 12/31/2026 and for additional funds in the amount not-to-exceed \$2,400,000.00; and declaring the necessity that this Resolution become immediately effective. [See Page 273]

Sponsor: County Executive Ronayne/Sheriff's Department



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

- 1) 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 279]

Sponsor: County Executive Ronayne/Sheriff's Department

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) R2024-0155: A Resolution confirming the County Executive's reappointment of Deairius Houston to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/28/2023 - 10/27/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 295]

Sponsor: County Executive Ronayne

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

- 2) 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. [See Page 308]

Sponsor: County Executive Ronayne

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

- 3) 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 313]

Sponsors: County Executive Ronayne and Councilmembers Conwell and Miller

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

- 4) 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 322]

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

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

- 5) 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 329]

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

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

- 6) 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 339]

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

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

- 7) 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 351]

Sponsors: County Executive Ronayne/Department of Development and Councilmember Simon

Committee Assignment and Chair: Community Development–Stephens

- 8) 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 357}

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

Committee Assignment and Chair: Community Development–Stephens

- 9) 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 364]
- 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.

Sponsors: County Executive Ronayne/Department of Housing and Community Development and Councilmembers Kelly, Turner and Jones

Committee Assignment and Chair: Community Development–Stephens

- 10) 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 369]

Sponsor: County Executive Ronayne/Sheriff's Department

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

- 11) 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 377]

Sponsors: County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services and Councilmembers Turner, Conwell, Miller and Sweeney

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

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

- 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 386]

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 396]

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 406]

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 421]

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

**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. [See Page 429] [Pending referral from Committee]

Sponsor: County Executive Ronayne/Department of Purchasing

Committee Assignment and Chair: Committee of the Whole – Jones

**11. MISCELLANEOUS COMMITTEE REPORTS**

**12. MISCELLANEOUS BUSINESS**

**13. ADJOURNMENT**

NEXT MEETING

REGULAR MEETING:

TUESDAY, JULY 16, 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, JUNE 18, 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 2:04 p.m.**

### 2. ROLL CALL

**Council President Jones asked Clerk Richardson to call the roll. Councilmembers 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. Councilmembers Sweeney and Byrne were absent.**

### 3. PUBLIC COMMENT

**The following individuals addressed Council regarding Ordinance No. O2024-0005: An Ordinance amending Chapter 501 of the Cuyahoga County Code; and declaring the necessity that this Ordinance become immediately effective:**

- a) **Craig Dorn, Youth Opportunities Unlimited**
- b) **Elaine Gimmel, Executive Director, Emerald Development & Economic Network, Inc.**
- c) **Dave Wondolowski, Cleveland Building Trades Council**
- d) **Glen Shumate, Construction Employers Association and Contracts Assistance Association**

**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) **Jason Wuliger, Jewish Federation of Cleveland**
- f) **Amy Kaplan, Jewish Federation of Cleveland**



**g) Attorney Adam Rosin**

**4. ITEMS REFERRED TO COMMITTEE**

- a) 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 Resolution become immediately effective.

**Clerk Richardson read Resolution No. R2024-0203 into the record.**

**Council President Jones introduced a proposed substitute to Resolution No. R2024-0203.**

**Mr. Gregory Huth, Assistant Law Director and Senior Counsel, addressed Council regarding Resolution No. R2024-0203. Discussion ensued.**

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

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

**Mr. Michael Chambers, Fiscal Officer addressed Council regarding Resolution No. R2024-0203. Discussion ensued.**

**Mr. Tim Offtermatt, Construction Project Executive for the Cleveland Rock and Roll Hall of Fame, provided a presentation regarding the Rock and Roll Hall of Fame Museum Expansion Project. Discussion ensued.**

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

**On a motion by Ms. Simon with a second by Ms. Conwell, Resolution No. R2024-0203 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading, as substituted.**

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

**Council President Jones stated that the Committee will not be voting on this item today, this will be an introductory conversation for Ordinance No. O2024-0005.**

**Ms. Katherine Gallagher, Chief of Operations and Community Innovation for the Office of the County Executive, Mr. Paul Porter, Director of the Department of Purchasing and Ms. Mary Beth Vaughn, Manager of Business Services, Department of Public Safety & Justice Services, addressed Council regarding Ordinance No. O2024-0005. Discussion ensued.**

**Councilmembers asked questions of Ms. Gallagher and Mr. Porter, pertaining to the item, which they answered accordingly.**

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

## **5. EXECUTIVE SESSION**

- a) Collective bargaining matters, including:
  - i) 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;
- b) Pending or imminent court action

**Executive Session was called to order by Council President Jones at 3:41 p.m. Council President Jones asked Clerk Richardson to call the roll to go into Executive Session. A motion was made by Mr. Miller, seconded by Ms. Turner and approved by unanimous roll-call vote to move to Executive Session for the purposes of discussing a collective bargaining matter and pending or imminent court action and for no other purpose whatsoever.**

**The following Councilmembers were present: Gallagher, Schron, Conwell, Turner, Stephens, Simon, Kelly, Miller and Jones.**

**The following additional attendees were present: Law Director Rick Manoloff; Deputy Chief Law Director Nora Hurley; Ryan Geary, Assistant Law Director; Assistant Division Civil Chief Dave Lambert; Public Works Director Michael Dever; County Prosecutor Michael O'Malley; Assistant Prosecuting Attorney Brendan Healy; Jake Elliot, Prosecutor's Office; Aaron Reece, Sheriff's Department; Nestor Rivera, Deputy Sheriff Major; Employee and Labor Relations Specialist Brian Adams; Chief of Staff Joseph Nanni; Legislative Budget Advisor Trevor McAleer and Special Counsel Michael King.**

**At 4:47 p.m., Executive Session was adjourned without objection and Council President Jones then reconvened the meeting.**

## **6. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

7. ADJOURNMENT

**With no further business to discuss, Council President Jones adjourned the meeting at 4:47 p.m., without objection.**



## **MINUTES**

**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**

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

**2. ROLL CALL**

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

**3. PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance was recited.**

**4. SILENT MEDITATION**

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

**5. PUBLIC COMMENT**

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

- a) Maurice Rhodes addressed Council regarding wheelchair accessibility and fair housing.**
- b) Carlos Mickler addressed Council regarding OPERS, Contribution, Employer, Rate Increases.**

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:

- c) Mark Ashed
- d) Mora Weiss
- e) Thomas Lockshin
- f) Susan Borisan
- g) Vice-Mayor of University Heights, Michelle Weiss
- h) Susan Efraymson
- i) Catherine Catino
- j) Donna Meister Simons
- k) Sean Abbott Klafter
- l) Alec Issacson
- m) Justin Evaristo
- n) Wendy Bilgen
- o) Luca Waggoner
- p) Nathan Jurcago
- q) Marc Freimuth
- r) Barbara Somogyi
- s) Maryam Assar
- t) Chance Zurub
- u) Matt Hildebrand
- v) Diana Sette
- w) Jonah Roth
- x) Marshall Barron
- y) Lucie Schiffmand
- z) Basma Hamid
- aa) Jenna Muhieddine
- bb) David Peral
- cc) Isabella Robert Llorens
- dd) Tahm Lytle
- ee) Dan Shoag
- ff) Lauren Daggieri
- gg) Daylun Armstrong
- hh) Graham Ball
- ii) Emily Moreno Miller
- jj) Janos Jalics
- kk) Sarah Sesek
- ll) Riley Petro
- mm) Francoise Jacobs

nn) Noelle Naser  
oo) Rabbi Rosie Haim  
pp) Avi Jacobs  
qq) David Shutkin  
rr) Matthew Habermusch  
ss) Reverend E. Regis Bunch  
tt) Steve Norris  
uu) Shereen Naser  
vv) Nima Homami  
ww) Jason Smith  
xx) Nicole Born Crow  
yy) Mara Lakhn  
zz) Estelle Raskin  
aaa) Dallas Eckman  
bbb) Warda Hamdah  
ccc) Emily Ernst  
ddd) Mia Brady  
eee) Carley Riggins  
fff) Rob Loftis  
ggg) Eric Deamer  
hhh) Tanmay Shah  
iii) Michael Grimm  
jjj) Koby Picker  
kkk) Ari Finkel  
lll) Loh  
mmm) Lisa Tan  
nnn) Jonah Ross  
ooo) Tyler Golias  
ppp) Skylar Urban  
qqq) Ceila de Wolff  
rrr) Bernard Kotton  
sss) Sara Fadalla  
ttt) Maryam Assar  
uuu) Akshai Singh  
vvv) Adnan Reddy

6. APPROVAL OF MINUTES

- a) May 28, 2024 Committee of the Whole Meeting
- b) May 28, 2024 Regular Meeting
- c) June 4, 2024 Committee of the Whole Meeting
- d) June 4, 2024 Regular Meeting

**A motion was made by Ms. Turner, seconded by Mr. Gallagher and approved by unanimous vote to excuse Councilmembers Martin Sweeney and Mike Byrne from today's meeting.**

**A motion was made by Ms. Conwell, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the May 28, 2024 and June 4, 2024 Committees of the Whole and Regular meetings.**

**7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**

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

**8. MESSAGES FROM THE COUNTY EXECUTIVE**

**County Executive Ronayne congratulated the City of Cleveland on their Juneteenth event that took place over the weekend and said that he is proud that our County, along with our Nation, celebrates this holiday and wishes the employees, families and citizens well on Juneteenth; spoke about the Fatherhood Initiative events, which he attended with some of the Councilmembers, where Council President Jones served as keynote speaker, and said he appreciates the continued investment over the past 20 years to reconnect families through the various Fatherhood Initiative Programs; referenced an article that appeared on Cleveland.com related to the Freshwater Institute and said he is looking forward to continuing to work together to draw education, attention, access, advocacy and economic development in a non-extractive way to our great lakes and fresh water; thanked the finance team in the Fiscal Office for conducting the Great Estates Program and Sexennial Reappraisal public meetings throughout the community to educate the citizens of Cuyahoga County on what to expect and to answer their questions; encouraged continued discussions with Council on the 501 legislation that is before Council for their consideration; announced upcoming events including Cleveland Vegfest 2024 on June 22<sup>nd</sup> at the Huntington Convention Center and free tours of the Veterans Memorial Bridge beginning on June 21<sup>st</sup> and continuing through the weekend.**

**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. R2024-0224.**

- 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 Resolution become immediately effective.

Sponsor: Council President Jones

**On a motion by Mr. Jones with a second by Mr. Miller, Resolution No. R2024-0224 was considered and adopted by unanimous vote.**

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.

Sponsor: Council President Jones

**Council President Jones referred Resolution No. R2024-0225 to the Community Development Committee.**

- 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.

Sponsor: Councilmember Turner

**Council President Jones referred Resolution No. R2024-0226 to the Education, Environment & Sustainability Committee.**

- 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.

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

**Council President Jones referred Resolution No. R2024-0227 to the Human Resources, Appointments & Equity Committee.**



- 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.

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

**Council President Jones referred Resolution No. R2024-0228 to the Human Resources, Appointments & Equity Committee.**

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.

Sponsors: Councilmembers Conwell, Stephens and Miller

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

**Clerk Richardson read Resolution No. R2024-0198 into the record.**

**Council President Jones introduced a proposed substitute to Resolution No. R2024-0198.**

**Mr. Trevor McAleer, Budget Advisor, addressed Council regarding Resolution No. R2024-0198.**

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

**This item will move to the July 2, 2024 Council meeting agenda for consideration for third reading adoption, as substituted.**

- 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

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

**Clerk Richardson read Resolution No. R2024-0199 into the record.**

**This item will move to the July 2, 2024 Council meeting agenda for consideration for third reading adoption.**

- 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.

Sponsors: Councilmembers Stephens and Jones

Committee Assignment and Chair: Community Development–Stephens

**Clerk Richardson read Resolution No. R2024-0200 into the record.**

**This item will move to the July 2, 2024 Council meeting agenda for consideration for third reading adoption.**

- b) 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 Rules 9D and to place on final passage Resolution No. R2024-0179.**

- 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.

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

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

**On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2024-0179 was considered and adopted by unanimous vote.**

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.

Sponsor: Councilmember Simon

**Council President Jones referred Resolution No. O2024-0007 to the Education, Environment & Sustainability Committee.**

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.

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

Committee Assignment and Chair: Community Development–  
Stephens

**Clerk Richardson read Ordinance No. O2024-0006 into the record.**

**This item will move to the July 2, 2024 Council meeting agenda for consideration for third reading adoption.**

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

**A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2024-0229 & R2024-0230.**

- 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.

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. R2024-0229 was considered and adopted by unanimous vote.**

- 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.

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

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2024-0230 was considered and adopted by unanimous vote.**

- 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.

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2024-0231 to the Human Resources, Appointments & Equity Committee.**

- 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.

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2024-0232 to the Human Resources, Appointments & Equity Committee.**

- 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.

**Council President Jones referred Resolution No. R2024-0233 to the Human Resources, Appointments & Equity Committee.**

- 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

**Council President Jones referred Resolution No. R2024-0234 to the Human Resources, Appointments & Equity Committee.**

- 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.

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2024-0235 to the Human Resources, Appointments & Equity Committee.**

- 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.

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

**Council President Jones referred Resolution No. R2024-0236 to the Public Works, Procurement & Contracting Committee.**

- 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.

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

**Council President Jones referred Resolution No. R2024-0237 to the Public Works, Procurement & Contracting Committee.**

- 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.

Sponsor: County Executive Ronayne/Department of Development

**Council President Jones referred Resolution No. R2024-0238 to the Community Development Committee.**

- 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.

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

**Council President Jones referred Resolution No. R2024-0239 to the Community Development Committee.**

- 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:

- 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.

Sponsors: County Executive Ronayne/Department of Housing and Community Development **and Councilmembers Kelly, Turner and Jones**

**Council President Jones referred Resolution No. R2024-0240 to the Community Development Committee.**

- 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.

Sponsor: County Executive Ronayne/Sheriff’s Department

**Council President Jones referred Resolution No. R2024-0241 to the Public Safety & Justice Affairs Committee.**

- 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.

Sponsor: County Executive Ronayne/Sheriff’s Department

**Council President Jones referred Resolution No. R2024-0242 to the Public Safety & Justice Affairs Committee.**



- 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.

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

**Council President Jones referred Resolution No. R2024-0243 to the Education, Environment & Sustainability Committee.**

- 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:

- 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

**Council President Jones referred Resolution No. R2024-0244 to the Education, Environment & Sustainability Committee.**

- 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.

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

**Council President Jones referred Resolution No. R2024-0245 to the Education, Environment & Sustainability Committee.**

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.

Sponsor: County Executive Ronayne/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

**Clerk Richardson read Resolution No. R2024-0192 into the record.**

**This item will move to the July 2, 2024 Council meeting agenda for consideration for third reading adoption.**

- 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.

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

Committee Assignment and Chair: Finance & Budgeting – Miller

**Clerk Richardson read Resolution No. R2024-0202 into the record.**

**This item will move to the July 2, 2024 Council meeting agenda for consideration for third reading adoption.**

- 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.

Sponsor: County Executive Ronayne/Fiscal Officer

Committee Assignment and Chair: Committee of the Whole – Jones

**Clerk Richardson read Resolution No. R2024-0203 into the record.**

**This item will move to the July 2, 2024 Council meeting agenda for consideration for third reading adoption.**

- 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.

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

**Clerk Richardson read Resolution No. R2024-0222 into the record.**

**This item will move to the July 2, 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. R2024-0154; R2024-0182; R2024-0204; R2024-0205; R2024-0206; R2024-0207; R2024-0211; R2024-0212; R2024-0213; R2024-0215; R2024-0216; R2024-0217; R2024-0219; R2024-0220; R2024-0221 & R2024-0223.**

- 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.

Sponsor: County Executive Ronayne

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

**On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2024-0154 was considered and adopted by unanimous vote.**

- 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.

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

Committee Assignment and Chair: Finance & Budgeting –  
Miller

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2024-0182 was considered and adopted by unanimous vote.**

- 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

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2024-0204 was considered and adopted by unanimous vote.**

- 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.

Sponsors: County Executive Ronayne/Department of Public Works **and Councilmembers Stephens and Simon**

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

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2024-0205 was considered and adopted by unanimous vote.**

- 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

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

**On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2024-0206 was considered and adopted by unanimous vote.**

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

Sponsors: County Executive Ronayne/Department of Public Safety and Justice Services **and Councilmember Kelly**

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

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2024-0207 was considered and adopted by unanimous vote.**

- 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.

Sponsor: County Executive Ronayne/Fiscal Officer/Office of

Budget and Management

Committee Assignment and Chair: Finance & Budgeting –  
Miller

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2024-0211 was considered and adopted by unanimous vote.**

- 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.

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

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

**On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2024-0212 was considered and adopted by unanimous vote.**

- 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.

Sponsors: County Executive Ronayne and Councilmembers  
Turner and Miller

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

**On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0213 was considered and adopted by unanimous vote.**

- 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.

Sponsors : County Executive Ronayne and Councilmembers  
Turner and Miller

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

**On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0215  
was considered and adopted by unanimous vote.**

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:

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

**On a motion by Mr. Schron with a second by Ms. Turner, Resolution No. R2024-0216  
was considered and adopted by unanimous vote.**

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.

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



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

**On a motion by Mr. Schron with a second by Ms. Turner, Resolution No. R2024-0217 was considered and adopted by unanimous vote.**

- 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.

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. Miller with a second by Ms. Conwell, Resolution No. R2024-0219 was considered and adopted by unanimous vote.**

- 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.

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

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

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2024-0220 was considered and adopted by unanimous vote.**

- 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.

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

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

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2024-0221 was considered and adopted by unanimous vote.**

- 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.

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

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2024-0223 was considered and adopted by unanimous vote.**

- 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.  
[Pending referral from Committee]  
Sponsor: County Executive Ronayne/Department of Purchasing

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 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

**Clerk Richardson reported that Resolution No. R2024-0208 was withdrawn at the request of the sponsors.**

12. MISCELLANEOUS COMMITTEE REPORTS

**Mr. Miller reported that the Finance & Budgeting Committee will not meet before the next Council meeting.**

**Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, June 25<sup>th</sup> at 1:00 p.m.**

**Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, June 26<sup>th</sup> at 1:00 p.m.**

**Ms. Stephens reported that the Community Development Committee meeting will meet on Monday, June 24<sup>th</sup> at 2:00 p.m.**

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

13. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

14. ADJOURNMENT

**With no further business to discuss, Council President Jones adjourned the meeting at 9:18 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0246

Sponsored by: <b>Councilmember Jones</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$6,000, to the United Black Fund of Greater Cleveland for the Afro PACT Summit from the District 8 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 8 ARPA Community Grant Fund in the amount of \$6,000 to the United Black Fund of Greater Cleveland for the Afro PACT Summit; and

**WHEREAS**, the United Black Fund of Greater Cleveland estimates approximately 100 people will be served annually through this award; and

**WHEREAS**, the United Black Fund of Greater Cleveland estimates the total cost of the project is \$15,000; and

**WHEREAS**, the United Black Fund of Greater Cleveland indicates the other funding source(s) for this project includes:

- A. \$2,000 from the United Black Fund;
- B. \$3,000 from the Bryant Training Group;
- C. \$1,500 from individual donors;
- D. \$1,000 from Friends of Juanita Brent; and

**WHEREAS**, the United Black Fund of Greater Cleveland is estimating the start date of the project will be May 2024 and the project will be completed by September 2024; and

**WHEREAS**, the United Black Fund of Greater Cleveland requested \$6,000 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 \$6,000 to the United Black Fund of Greater Cleveland 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 \$6,000 to the United Black Fund of Greater Cleveland from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Afro PACT Summit.

**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. R2024-0247

Sponsored by: <b>Councilmember Jones</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$10,000, to Birthing Beautiful Communities for the Birth Center facility project from the District 8 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 8 ARPA Community Grant Fund in the amount of \$10,000 to Birthing Beautiful Communities for the Birth Center facility project; and

**WHEREAS**, Birthing Beautiful Communities estimates approximately 700 people will be served annually through this award; and

**WHEREAS**, Birthing Beautiful Communities estimates approximately 30-45 permanent and temporary jobs will be created or retained through this project; and

**WHEREAS**, Birthing Beautiful Communities estimates the total cost of the project is \$12,625,375; and

**WHEREAS**, Birthing Beautiful Communities indicates the other funding source(s) for this project includes:

- A. The Cleveland Foundation - \$1,500,000



- B. The George Gund Foundation - \$1,000,000
- C. The City of Cleveland - \$1,000,000
- D. State of Ohio - Strategic Community Investment Fund - \$400,000
- E. George W. Codrington Charitable Foundation - \$100,000
- F. William and Dorothy K. O'Neill Foundation - \$85,000
- G. Bruening Foundation - \$75,000
- H. Birth Center Equity - \$25,000
- I. Huntington Bank - \$20,000
- J. Loring, Wolcott & Coolidge Trust - \$10,000
- K. Cuyahoga County - \$10,000; and

**WHEREAS**, Birthing Beautiful Communities is estimating the start date of the project will be Q3 of 2024 and the project will be completed by Q1 of 2026; and

**WHEREAS**, Birthing Beautiful Communities requested \$10,000 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 \$10,000 to Birthing Beautiful Communities 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 Birthing Beautiful Communities from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Birth Center facility 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. R2024-0248

Sponsored by: <b>Councilmember Turner</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$10,000, to S.H.I.N.E. for the S.H.I.N.E. Girlz program 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 \$10,000 to S.H.I.N.E. for the S.H.I.N.E. Girlz program; and

**WHEREAS**, S.H.I.N.E. estimates approximately 40 people will be served annually through this award; and

**WHEREAS**, S.H.I.N.E. estimates the total cost of the project is \$10,000; and

**WHEREAS**, S.H.I.N.E. is estimating the start date of the project will be October 2024 and the project will be completed by May 2025; and

**WHEREAS**, S.H.I.N.E. requested \$10,000 from the District 4 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 S.H.I.N.E. 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 S.H.I.N.E. from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the S.H.I.N.E. Girlz 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:  
Committee(s) Assigned:

Journal \_\_\_\_\_

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0249

Sponsored by: <b>Councilmember Turner</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$25,000, to the Spread the Love Foundation for the Interest 2 Income program 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 \$25,000 to the Spread the Love Foundation for the Interest 2 Income program; and

**WHEREAS**, the Spread the Love Foundation estimates approximately 30 to 45 people will be served annually through this award; and

**WHEREAS**, the Spread the Love Foundation estimates approximately 7 permanent and temporary jobs will be created or retained through this project; and

**WHEREAS**, the Spread the Love Foundation estimates the total cost of the project is \$130,000 annually; and

**WHEREAS**, the Spread the Love Foundation indicates the other funding source(s) for this project includes:

- A. \$50,000 from the City of Cleveland’s Neighborhood Safety Fund (Cleveland Foundation);
- B. \$45,000 from the Cleveland Community Police Commission (City of Cleveland);
- C. \$10,000 from the United Black Fund (pending); and

**WHEREAS**, the Spread the Love 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 Spread the Love Foundation requested \$25,000 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 \$25,000 to the Spread the Love 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 \$25,000 to the Spread the Love Foundation from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Interest 2 Income 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:  
Committee(s) Assigned:

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0250

Sponsored by: <b>Councilmember Turner</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$20,000, to the Western Reserve Historical Society for the Carl B. Stokes History & Legacy Project 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 \$20,000 to the Western Reserve Historical Society for the Carl B. Stokes History & Legacy Project; and

**WHEREAS**, the Western Reserve Historical Society estimates approximately 30,000 people will be served annually through this award; and

**WHEREAS**, the Western Reserve Historical Society estimates approximately 7 permanent and temporary jobs will be created or retained through this project; and

**WHEREAS**, the Western Reserve Historical Society estimates the total cost of the project is \$512,000 for the Lake View Cemetery Monument and \$1,106,739 for the Legacy Project; and

**WHEREAS**, the Western Reserve Historical Society indicates the other funding source(s) for this project includes:

- A. \$135,000 from the St. Luke’s Foundation;
- B. \$10,000 from Cordell Stokes; and

**WHEREAS**, the Western Reserve Historical Society is estimating the start date of the project will be September 2024 and the project will be completed by August 2025; and

**WHEREAS**, the Western Reserve Historical Society requested \$20,000 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 \$20,000 to the Western Reserve Historical Society 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 \$20,000 to the Western Reserve Historical Society from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Carl B. Stokes History & Legacy 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. R2024-0251

Sponsored by: <b>Councilmember Stephens</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$200,000, to Karamu House for the Karamu’s Next Generation capital improvements project from the District 10 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 10 ARPA Community Grant Fund in the amount of \$200,000 to Karamu House for the Karamu’s Next Generation capital improvements project; and

**WHEREAS**, Karamu House estimates approximately 25,000 people will be served annually through this award; and

**WHEREAS**, Karamu House estimates approximately 204 permanent and temporary jobs will be created or retained through this project; and

**WHEREAS**, Karamu House estimates the total cost of the project is \$5,377,060; and

**WHEREAS**, Karamu House indicates the other funding source(s) for this project includes:

- A. \$500,000 from the City of Cleveland;
- B. \$92,780 from J.M. Smucker Co.;
- C. \$1,400,000 from the George Gund Foundation;
- D. \$1,280,000 from the Cleveland Foundation;
- E. \$75,000 from the National Trust for Historic Preservation;
- F. \$300,000 from KeyBank;
- G. \$529,280 from the Ohio Facilities Construction Commission;
- H. \$1,000,000 from Bank of America; and

**WHEREAS**, Karamu House is estimating the start date of the project will be March 2022 and the project will be completed by July 2024; and

**WHEREAS**, Karamu House requested \$200,000 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 \$200,000 to Karamu House 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 \$200,000 to Karamu House from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Karamu’s Next Generation capital improvements 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. R2024-0252

Sponsored by: <b>Councilmember Stephens</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$295,000, to the Home Repair Resource Center for the Challenge Fund Loan Program from the District 10 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 10 ARPA Community Grant Fund in the amount of \$295,000 to the Home Repair Resource Center for the Challenge Fund Loan Program; and

**WHEREAS**, the Home Repair Resource Center estimates approximately 50 homeowners will be served annually through this award; and

**WHEREAS**, the Home Repair Resource Center estimates approximately one job will be created or retained through this project; and

**WHEREAS**, the Home Repair Resource Center estimates the total cost of the project is \$380,000; and

**WHEREAS**, the Home Repair Resource Center indicates the other funding source(s) for this project includes:

- A. \$70,000 from the City of Cleveland Heights

B. \$10,000 from the City of University Heights; and

**WHEREAS**, the Home Repair Resource Center is estimating the start date of the project will be October 2024 and the project will be completed by October 2026; and

**WHEREAS**, the Home Repair Resource Center requested \$300,000 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 \$295,000 to the Home Repair Resource Center 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 \$295,000 to the Home Repair Resource Center from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Challenge Fund Loan 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:

Committee(s) Assigned:

Journal \_\_\_\_\_

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0253

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.
--	---

**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 14, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A & B) 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.

**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: *Administrator, IT Organizational Change Management*  
Number: 16512  
Pay Grade: 18B/Exempt

Exhibit B:    Class Title:    *Community Outreach Coordinator*  
                  Number:        13281  
                  Pay Grade:     9A/Exempt

**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 14, 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 14, 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:

<b>PROPOSED NEW CLASSIFICATIONS</b>		
<b>NEW CLASSIFICATIONS</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Administrator, IT Organizational Change Management 16512	18B Exempt	Information Technology
Community Outreach Coordinator 13281	9A Exempt	All Departments

cc: Thomas Colaluca, Commissioner  
 F. Allen Boseman, Commissioner  
 Rebecca Kopcienski, PRC Director

Joseph Nanni, Council Chief of Staff  
 Sarah Nemastil, HR Director  
 Andria Richardson, Clerk of Council

Posted: 6/6/2024  
 Meeting: 6/14/2024

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>NEW</b>					
Administrator, IT Organizational Change Management	16512	N/A	18B Exempt	Information Technology	This is a new classification requested by the IT department. The classification reflects the essential functions and minimum qualifications of the position.
Community Outreach Coordinator	13281	N/A	9A Exempt	All Departments	This is a new classification based on the essential functions and minimum qualifications of several Program Officers across various departments performing the same or similar work.

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Administrator, IT Organizational Change Management	<b>Class Number:</b>	16512
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	18B
<b>Dept:</b>	Information Technology	<b>EXHIBIT A</b>	

## Classification Function

The purpose of this classification is to provide a structured approach to change management activities and processes- to maximize employee adoption of Information Technology solutions.

## Distinguishing Characteristics

This is a supervisory-level classification that is responsible for overseeing the creation of change management strategies and operational plans for change initiatives to ensure maximum employee adoption and usage. This classification supervises and directs the work of IT Change Management Specialists. Incumbents 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%
- Develops change management strategies for projects that are aligned with business objectives; ensures successful adoption of organizational changes related to IT projects; creates detailed change management plans including communication, training, sponsor and executive coaching, and stakeholder engagement strategies, to support the implementation of major projects and initiatives; identifies potential risks and issues related to change management and prepares risk mitigation tactics; determines the scope of change and the impact of change to users/agencies; determines resources required to deliver the change; determines the type of change management strategies that are required; defines roles and responsibilities of key individuals in the change management process, manages change management schedule.
- 25% +/- 10%
- Supervises and directs the work of IT Change Management 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; 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%
- Leads change management activities within a structured process framework; identifies key stakeholders, assess their needs, and creates engagement plans to gain their support and commitment throughout the change process; identifies and addresses sources that are resistant to change; works closely with a team to mitigate potential obstacles to ensure a smooth transition; develops communication materials to keep employees informed about changes and the impacts and benefits those changes have; defines and tracks key performance indicators (KPIs) to measure the

Effective Date:  
Last Modified:

## Administrator, IT Organizational Change Management

success of change initiatives; creates data-driven improvements when necessary; identifies training requirements and develops training plan and schedule for projects; integrates lessons learned from past changes into future change strategies.

5% +/- 2%

- Keeps up to date on industry trends and leading best practices; incorporates best practices into the evolving methodology, tools, templates, processes, and organizational thinking for continuous improvement.

### Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, computer science, or engineering or related field with six (6) years of change management experience; **or any equivalent combination of training and experience as defined below:**

Highest degree of education attained	Experience required
High school diploma/GED	10 years
Unrelated associate degree	9 years
Related associate degree	8 years
Unrelated bachelor's degree	7 years
Related bachelor's degree	6 years
Unrelated master's degree	5 years
Related master's degree	4 years
Unrelated doctoral degree	3 years
Related doctoral degree	2 years

Related degree fields: business administration, computer science, or engineering

Related work experience: Project management

- PROSCI Certified Change Practitioner OR Certified Change Management Professional (CCMP) from Association of Change Management Professionals (ACMP) 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 office machines and equipment including a computer and multifunction printer.

#### Technology Requirements

- Ability to operate a variety of software including email word processing software (MS Word), spreadsheet software (Microsoft Excel), and electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), project management software (Microsoft Project), and digital marketing software (Constant Contact).

Effective Date:  
Last Modified:

### **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**

- 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 project intake forms, statements of work, project charters, RACI charts, risk registers, status reports, service level agreements, technology plans, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, ISO 9001 Standards, HIPPA, NIST, ISO/IEC 2000, and ITIL Change Management best practices.
- Ability to prepare communications plans, organizational change management process plans, change management reports, post-implementation reviews, 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, to follow instructions, and to drive change adoption by delivering information succinctly.
- Ability to use and interpret change management process related terminology and language.
- Ability to communicate with IT leadership, co-workers, IT department project managers, business end users, other County departments, and stakeholders.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

Administrator, IT Organizational Change Management

*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>	Community Outreach Coordinator	<b>Class Number:</b>	13281
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	All Departments	<b>EXHIBIT B</b>	

## Classification Function

The purpose of this classification is to educate community members on programs provided by an assigned department through coordinating various outreach events, creating and distributing promotional materials, and maintaining relationships with stakeholders.

## Distinguishing Characteristics

This is a journey-level classification that is responsible for serving as a liaison with the public and providing education and awareness regarding department programs. This class works under general supervision from a supervisor/manager level position. Incumbents are expected to become/remain up to date regarding methods, protocols, procedures, and applicable 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%

- Facilitates community education and outreach efforts for assigned department; engages in outreach activities to increase awareness of services and programs; conducts informational presentations about available services; attends and presents at various outreach events, presentations, and festivals throughout the County; develops, plans, and implements different options to enhance outreach events, including improving participation and attendance; manages video projects for public awareness campaigns, program promotions, training, etc.; maintains and updates outreach event calendar.

40% +/- 10%

- Creates content to help promote assigned department; maintains and updates department websites, blogs, and various social media sites (e.g., Facebook, Instagram, Twitter, etc.); creates letters for mailing campaigns to various community organizations; prepares and distributes various communications such as newsletters, editorials, promotional materials, and press releases; creates content for all-staff emails sent by assigned department; coordinates the ordering and distribution of marketing materials and supplies such as nameplates and business cards; ensures the County's mission, vision, and values are reflected in all content and materials.

15% +/- 5%

- Serves as liaison between assigned department and community partners; maintains ongoing communication with clients; educates and explains programs to clients and community partners; answers and follows up with community members with concerns or complaints; researches answers to community questions; prepares and maintains a mailing list of contacts; monitors and responds to public inquiries and requests for information; engages with community partners to increase inclusion and involvement.

5% +/- 2%

Effective Date: TBD  
Last Modified: TBD

## Community Outreach Coordinator

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; tracks inventory and expenses of marketing materials; serves on various committees and attends meetings.

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

- Bachelor's degree in communications, public administration, marketing, journalism, public relations, or related field and three (3) years of experience in communications, event planning, community outreach, graphic design, marketing, or any equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including a telephone, computer, and multifunction printer.
- Ability to lift, push, and pull up to 25 lbs.

#### **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), editing software (Photoshop, InDesign), and desktop publishing software (Adobe).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including program applications, purchase orders, public records requests, community initiatives, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook and agency policies and procedures.



## Community Outreach Coordinator

- Ability to prepare mileage reports, press releases, presentations, social media posts, correspondence, newsletters, job aids, memos, 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 communicate effectively with supervisor, management, coworkers, director, vendors, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.
- May involve exposure to temperature/weather extremes during outdoor outreach 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.*

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0254

Sponsored by: <b>Councilmember Sweeney</b>	<b>A Resolution</b> amending Resolution No. R2023-0349 dated 12/5/2023, as amended by Resolution Nos. R2016-0218, R2018-0067, R2020-0061, R2022-0049 and R2023-0020, which authorized funding in the amount of \$2,500,000.00 to Variety Properties LLC for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset provision from May 31, 2024, to November 30, 2024; converting the funding from a grant to a partially or fully forgivable loan; requiring review and approval of terms by the Cuyahoga County Community Improvement Corporation and declaring the necessity that this Resolution become immediately effective.
--	---

**WHEREAS**, the primary goal of this project is to redevelop and restore 25,160 square feet of space to create a Variety Theater Complex along Lorain Avenue from West 110<sup>th</sup> Street to West 123<sup>rd</sup> Street in the City of Cleveland, which is located in County Council District 3 (the “Project”); and

**WHEREAS**, the Project is anticipated to help revitalize an historic anchor in the City of Cleveland upon completion; and

**WHEREAS**, County Council previously approved an award in the amount of \$2,500,000.00, which included the following fundings sources:

- a) \$1,000,000.00 from the County’s Community Development Fund; and
- b) \$1,500,000.00 from the County’s Economic Development Fund; and

**WHEREAS**, on December 13, 2016, County Council approved Resolution No. R2016-0218, which authorized an Economic Development Fund Redevelopment and Modernization Loan in the amount of \$2,500,000.00 to Detroit Shoreway Community Development Organization with a sunset date of December 13, 2017; and

**WHEREAS**, on April 10, 2018, County Council approved Resolution No. R2018-0067, which extended the sunset date of the Economic Development Fund Redevelopment and Modernization Loan in the amount of \$2,500,000.00 to Detroit Shoreway Community Development Organization from December 13, 2017, to April 10, 2020; and

**WHEREAS**, on March 16, 2020, County Council approved Resolution No. R2020-0061 which authorized the following:

- a) Extended the sunset date of the Economic Development Fund Redevelopment and Modernization Loan in the amount of \$2,500,000.00 to Detroit Shoreway Community Development Organization from April 10, 2020, to March 16, 2022; and
- b) Converted the Economic Development Fund Redevelopment and Modernization Loan to a Grant; and
- c) Changed the funding recipient from the Detroit Shoreway Community Development Organization to the Friends of Historic Variety Theatre, Inc.; and

**WHEREAS**, on April 12, 2022, County Council approved Resolution No. R2022-0049, which extended the sunset provision from March 16, 2022, to February 28, 2023, and changed the funding recipient from Friends of History Variety Theatre, Inc. to Variety Properties LLC; and

**WHEREAS**, on February 28, 2023, County Council approved Resolution No. R2023-0020, which extended the sunset provision from February 28, 2023, to November 30, 2023; and

**WHEREAS**, on December 5, 2023, County Council approved Resolution No. R2023-0349, which extended the sunset provision from November 20, 2023, to May 31, 2024; and

**WHEREAS**, unforeseen circumstances have prevented implementation of the actions authorized in Resolution Nos. R2016-0218, R2018-0067, R2020-0061, R2022-0049, and R2023-0020 and R2023-0349; and

**WHEREAS**, County Council now desires to extend the sunset provision from May 31, 2024 to November 30, 2024 while returning the type of funding to an Economic Development Fund Redevelopment and Modernization Loan, which may be partially or fully forgivable depending on final underwriting; 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 County Council hereby amends Resolution No. R2016-0218 dated December 13, 2016, as amended by Resolution Nos. R2018-0067, R2020-0061, R2022-0049, R2023-0020 and R2023-0349 which authorized a Grant in the amount of \$2,500,000.00 to Variety Properties LLC for the benefit of the Project located at 11801 - 11825 Lorain Avenue in the City of Cleveland to:

- a) Convert the Grant to an Economic Development Fund Redevelopment and Modernization Loan, at a 5.5% rate of interest, which may be partially or fully forgivable depending on final underwriting of the project; and
- b) Require review and approval of the specific terms of the Economic Development Fund Redevelopment and Modernization Loan, including but not limited to its security, guarantee(s), term, any initial period of deferment or interest-only payments, and any provision for partial or full forgiveness, by the Cuyahoga County Community Improvement Corporation; and
- c) Extend the sunset date of the Economic Development Fund Redevelopment and Modernization Loan to November 30, 2024

**SECTION 2.** That County Council staff, and County Executive staff is authorized to prepare all documents to effectuate said Grant.

**SECTION 3.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said Grant and this Resolution.

**SECTION 4.** That all other provisions of Resolutions No. R2016-0218, R2018-0067, R2020-0061, R2022-0049, R2023-0020 and R2023-0349 not in conflict with this Resolution shall remain unchanged and in effect.

**SECTION 5.** The County Council authorizes the County Executive and the Fiscal Office to transfer and appropriate \$1,000,000.00 from the County's Community Development Fund and \$1,500,000.00 from the County's Economic Development fund in the event the project is ready to proceed before the sunset date of November 30, 2024.

**SECTION 6.** 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 7.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and 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. R2024-0266

Sponsored by: <b>Councilmembers Jones, Kelly, Miller, Sweeney, Gallagher, Schron, Conwell, Turner, Byrne and Simon</b>	<b>A Resolution</b> amending Rule 17 of the Cuyahoga County Rules of Council to establish additional guidelines and procedures for public comment at Council and committee meetings; and declaring the necessity that this Resolution become immediately effective.
--	---

**WHEREAS**, Article III, Section 3.10(2) of the Cuyahoga County Charter provides that County Council shall adopt its own rules; and

**WHEREAS**, County Council originally adopted its rules pursuant to Motion No M2011-0007 on April 26, 2011 and such rules have been subsequently amended by Motion Nos. M2011-0017, M2012-0004, M2012-0030, and M2013-0021, and by Resolution Nos. R2014-0229, R2015-0016, and R2018-0002; and

**WHEREAS**, Council desires to amend Rule 17 of the Rules of Council to establish additional guidelines and procedures for public comment at Council and committee meetings; 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 amends Rule 17 of the Cuyahoga County Rules of Council as follows (deletions stricken, additions underlined):

Rule 17. Requests to Address Council

~~Rule 17A: Public Comment at Committee Meetings~~

~~The Council encourages the public to direct any address or presentation to the applicable Committee of Council. Requests to address a committee shall be made in writing to the Chairperson of the committee, prior to addressing the committee on a form to be provided for this purpose. The~~

request shall include the name of the requesting party and the topic(s) on which the requesting party wishes to speak.

Rule ~~17B~~**17A**: Public Comment Available at All Committee Meetings

**The Council encourages the public to direct their comments to the applicable committee of Council.** The **committee** Chairperson shall honor all requests to address **a committee received before the start of a committee meeting in accordance with the rules and procedures established pursuant to Rule 17C** and shall honor requests received during a committee meeting whenever it is practical to do so. **The request shall include the name of the requesting party and the topic(s) on which the requesting party wishes to speak.** The Chairperson may impose a reasonable time limit per presentation, and such time limit may be extended at the discretion of the Chairperson.

Rule ~~17C~~**17B**: Public Comment at Council Meetings

The Council shall provide time at the beginning of each Council meeting for public comment ~~relating to county business.~~ Requests to address Council shall be made in writing to the Clerk prior to the meeting on a form to be provided for this purpose. Requests submitted to the Clerk not later than 12 Noon on the day of the meeting shall be given priority in the order of presentation. After being recognized by the President, the presenter shall state his/her name and address and may speak for not more than three (3) minutes, unless such time is extended at the discretion of the President.

**Rule 17C: Procedures for Public Comment**

**The public comment period at each Council and committee meeting shall be limited to twenty (20) speakers. Additional speakers may be permitted at the discretion of the Chairperson. Requests to address Council shall be made in writing to the Clerk on a form to be provided for this purpose. The Chief of Staff and Clerk shall post guidelines on the Council website specifying time, place, and manner for individuals to register and speak during the public comment period. Individuals may submit written testimony to the Clerk prior to the meeting in lieu of verbal public comment on a form to be provided for this purpose.**

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County Council and the reasons set

forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall take effect and be in force immediately upon its passage. 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 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\_\_\_\_



# 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.
--	--

**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: June 18, 2024

Committee(s) Assigned: Community Development

Journal \_\_\_\_\_

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

THE CREW FOUNDATION  
*Skill Up | Crew Up*

This Proposal has been prepared and presented to the following stakeholder: Cuyahoga County Council



6815 Euclid Ave  
Cleveland OH | 44106

216.505.6806

[thecrewfoundation.org](http://thecrewfoundation.org)  
[info@thecrewfoundation.org](mailto:info@thecrewfoundation.org)

May 20, 2024

Pernel Jones Jr., President  
Cuyahoga County Council  
2079 East Ninth Street  
Cleveland, Ohio 44115

cc: Cheryl L. Stephens, Vice Chair  
Meredith M. Turner, County Council Member, District 9

Dear President Jones, et. al,

I hope this letter finds you well. On behalf of the CREW Foundation, I would like to extend our heartfelt gratitude for the invaluable support provided by County Council last year and your leadership around expanding support this year. Your commitment to our program has played a crucial role in fostering the growth and development of aspiring filmmakers from our community.

**Reflecting on Last Year’s Success:**

Last year's summer program, which focused on training and developing a pipeline of students from Ginn Academy, was a resounding success. The students created narrative and commercial film projects, received industry certifications, and gained real work exposure through immersive clinics with the production team of the Cleveland Browns. These experiences were instrumental in closing knowledge gaps and equipping students with hands-on skills applicable to a wide range of job opportunities.

**Due Diligence:**

Since we met in the spring, with your commitment of support, our team used this time to conduct a thorough due diligence process to ensure the highest quality and most effective program expansion. We spent considerable time refining our approach, utilizing detailed rubrics, scoring systems for student selection, and ensuring that every aspect of the program is designed to provide an exceptional experience for participants. Our goal was to do the necessary groundwork before formalizing our request to ensure the success and sustainability of our initiative.

**Expanding the Vision for This Year:**

Building on the success of our previous two cohorts, we are excited to announce the expansion of our program into the Year-Round *Skill Up | CREW Up* Initiative. This comprehensive year-long engagement will provide continuous support and opportunities for skill development in film and digital media production. Key components of this expanded initiative include:

1. Expanded Trainee Pool: This year, we will welcome participants not only from Ginn Academy but also from Collinwood High School and The School of the Arts. We will also prescreen interested adult participants for year-long engagement.
2. Enhanced Access to Technology: An increased budget will allow us to procure essential equipment, ensuring participants have the necessary tools for film production.
3. Digital Literacy and Equity: We will integrate digital literacy training, equipping participants with essential technological competencies and promoting digital equity principles.
4. Community Engagement and Inclusivity: Strengthened partnerships with local stakeholders and expanded mentorship opportunities will foster an inclusive learning environment celebrating diversity.
5. Employer Engagement: We will continue collaborating with the Cleveland Browns and other major companies to develop a talent pipeline for real job opportunities and to prepare talent for incoming productions. This strategy aligns with Ohio's increased investment in the film industry through the Ohio film credit and the Ohio Film Office, ensuring we develop talent for shops and strengthen the regional production ecosystem. Both approaches are essential.

**Our Commitment to Excellence:**

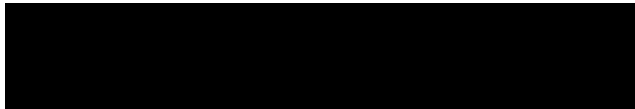
Enclosed, please find our application for funding for the Year-Round Skill Up | CREW Up Initiative. **The total cost for the expanded program is \$145,000.** This includes \$84,750 for the summer program and \$60,250 for the year-long engagement. We are eager to continue our collaboration with the County Council and to drive economic growth in Northeast Ohio through the empowerment of local talent in the film and digital media production industry.

Thank you for your consideration and ongoing support. We are excited for the opportunity to continue this vital work together.

Warm regards,

*Sheila Wright*

*Sheila Wright  
CREW Foundation  
6815 Euclid Avenue  
Cleveland, OH 44103*



## PROGRAM DESCRIPTION

### THE CREW Foundation: Year-Round *Skill Up* | *Crew Up* Initiative

Expanding the *Skill Up* | *Crew Up* Initiative into a year-round program requires a strategic shift to sustain engagement and ensure continued growth and development. Here's how we can extend the program:

#### **Year-Long Engagement Model:**

The *Skill Up* | *Crew Up* Initiative now operates as a comprehensive year-long engagement, providing continuous support and opportunities for skill development to CREW Participants. The program's structure consists of a summer intensity training lab for emerging production professionals as well as monthly sessions integrated into the remainder of the year for students and adults.

#### **Intensity Training: Summer Studio Spotlight: Digital Film and Media Production Lab.**

Participants immerse themselves in an intensive training program focused on exposure and skill development in film and digital media production. Participants will receive hands-on experience with state-of-the-art equipment, engage in practical workshops led by industry professionals, and develop foundational skills in scriptwriting, directing, cinematography, editing, sound design, and production management. CREW Foundation will provide access to equipment and resources to accommodate the enhanced learning experience.

#### **Summer Program Description:**

Through the *Skill Up* | *Crew Up* Initiative, we will spend six weeks during the summer developing a pipeline of emerging talent from previously under sourced communities.

#### **Program Objectives:**

1. **Expanded Trainee Pool:** This year, the summer training initiative will move beyond Ginn Academy and welcome participants from Collinwood High School, and The School of the Arts. Additionally, The CREW Foundation will begin to prescreen interested adult participants to participate in the year long program.
2. **Expanded Access to Technology:** With an increased budget, we will procure essential equipment such as cameras, computers, editing software, and audio recording devices to ensure that participants have the necessary tools for film production. See list attached.
3. **Enhanced Development Framework and Skill Enhancement:** We will expand our development framework to cover various aspects of digital media and film production, including scriptwriting, directing, cinematography, editing, sound design, and production management. Emphasis will be placed on practical, hands-on learning experiences to effectively augment skills. **See Program Attachment.**



4. **Introduction to Digital Equity and Digital Literacy:** As part of the expanded program, we will integrate digital literacy training to equip participants with essential technological competencies. This includes instruction on computer usage, software navigation, comprehension of file formats, leveraging online resources for learning and collaboration, and understanding digital equity principles to ensure fair access and opportunity.
5. **Increased Inclusivity and Diversity:** The initiative will continue to foster an inclusive learning environment that celebrates diversity and encourages participation from individuals of all backgrounds. Mentorship opportunities and networking events will be expanded to connect participants with industry professionals.
6. **Community Engagement:** We will continue our partnerships with local stakeholders including Case Western Reserve, The Federal Reserve Bank, The Cleveland Browns, Dollar Bank, Get Worker Fit, Karamu House and Art of Me.

**Program Implementation:**

**Collaborative Development framework Design:** We will partner with industry experts and educators to execute an expanded development framework that meets industry standards and best practices in film and production.

**-Equipment Procurement:** With an increased budget, we will procure additional equipment and resources to establish production facilities and training spaces equipped with state-of-the-art technology.

**- Training and Mentorship:** Hands-on training sessions led by experienced instructors and industry professionals will be expanded to accommodate more CREW Participants. Mentorship programs will be extended to provide guidance and support throughout the participants' journey.

**- Evaluation and Improvement:** Regular assessments and evaluations will be conducted to measure program effectiveness and identify areas for improvement. Feedback from participants, instructors, and stakeholders will inform program enhancements and modifications.

**Budget**

Annual Budget for Skill Up | Crew Up Initiative

I. Summer Program Costs:

1. Trainee Stipends:
  - \$1,500 per trainee for 25 trainees = \$37,500
2. Lead Instructor:
  - Summer payment: \$7,500
3. Support Person:
  - Summer payment: \$5,000
4. Meals:
  - Lunch: \$15 per trainee, 5 days/week for 6 weeks
  - 25 trainees \* \$15/day \* 5 days/week \* 6 weeks = \$11,250

- Breakfast: \$10 per trainee, 5 days/week for 6 weeks
- 25 trainees \* \$10/day \* 5 days/week \* 6 weeks = \$7,500

5. Equipment:

- Summer equipment: \$3,500

6. Administrative Fees:

- Program-related administrative expenses: \$3,000

7. T-Shirts:

- For trainees and staff: \$2,000

8. DEI Training:

- Training for staff and contractors: \$2,000

9. Marketing:

- Marketing expenses: \$5,000

10. Insurance:

- Program insurance: \$500

**Summer Program Costs: \$84,750**

II. Annual Program Costs:

1. \*\*Year-Round Staff Compensation:

- Lead Instructor Annual Salary: \$20,000 (including \$12,500 reallocated from the director's salary)

- Support Person Annual Salary: \$7,500 (including \$2,500 reallocated from the director's salary)

- Total reallocated from Director's Salary: \$27,500

2. Rent:

- \$60 per month - 12 months = \$720

3. Digital Literacy Implementation:

- Costs for software, training materials, guest instructors: \$10,000

4. Administrative Overhead and Miscellaneous Expenses:

- Office Supplies and Materials: \$1,800

- General office supplies (paper, pens, notebooks, etc.): \$1,000

- Printing and copying costs (program materials, brochures, flyers, etc.): \$800

- Utilities and Communication: \$1,500

- Internet and phone services: \$1,000

- Utilities (electricity, water, etc.): \$500

- Program Support and Development: \$4,700

- Software licenses and subscriptions (e.g., editing software, collaboration tools): \$1,200

- Professional development for staff (workshops, training sessions): \$1,500

- Guest speakers and workshop leaders (honorariums and fees): \$2,000

- Transportation and Travel: \$2,200

- Local travel for staff (public transport, mileage reimbursement): \$1,000

- Travel expenses for guest speakers and trainers: \$1,200

- Events and Meetings: \$2,000

- Costs for organizing community engagement events: \$1,200

- Costs for monthly meetings with trainees (refreshments, venue rental if needed): \$800
- Maintenance and Repairs: \$1,300
  - Minor repairs and maintenance of equipment: \$800
  - Cleaning supplies and services: \$500
- Reserve Fund for Program Improvements: \$6,000
  - Set aside for enhancements and improvements based on feedback and evaluation
- Miscellaneous Expenses: \$3,030
  - Any additional unforeseen expenses that do not fall into the above categories: \$3,030

**Annual Costs: \$60,250**

Total Combined Budget (Summer + Annual Costs):  
\$145,000

Budget Breakdown:

1. Summer Program Costs:

- Trainee Stipends: \$37,500
- Lead Instructor: \$7,500
- Support Person: \$5,000
- Meals (Lunch and Breakfast): \$18,750
- Equipment: \$3,500
- Administrative Fees: \$3,000
- T-Shirts: \$2,000
- DEI Training: \$2,000
- Marketing: \$5,000
- Insurance: \$500
- **\*\*Subtotal: \$84,750\*\***

2. Annual Program Costs:

- Lead Instructor Annual Salary: \$20,000
- Support Person Annual Salary: \$7,500
- Rent: \$720
- Digital Literacy Implementation: \$10,000
- Administrative Overhead and Miscellaneous Expenses: \$22,030
  - Office Supplies and Materials: \$1,800
  - Utilities and Communication: \$1,500
  - Program Support and Development: \$4,700
  - Transportation and Travel: \$2,200
  - Events and Meetings: \$2,000
  - Maintenance and Repairs: \$1,300
  - Reserve Fund for Program Improvements: \$6,000
  - Miscellaneous Expenses: \$3,030
- **\*\*Subtotal: \$60,250\*\***

**3. Annual Budget: \$145,000**

**Notes:**

- Year-Round Staff Compensation: The instructor and support staff are allocated additional funds to ensure they are compensated for their year-round work with the trainees.
- Digital Literacy Implementation: Includes costs for procuring necessary software, additional training materials, and possible guest speakers or instructors specialized in digital literacy.
- Reserve Fund for Program Improvements: Set aside to accommodate enhancements and improvements based on feedback and evaluation.
- Administrative Overhead: Covers additional miscellaneous expenses, potential small-scale events, minor repairs, and other unforeseen costs to ensure the program runs smoothly throughout the year.

The *Skill Up | Crew Up* Initiative represents a concerted effort to empower interested and committed individuals with the skills, resources, and opportunities needed to succeed in the film and digital media production industry. Through expanded access, enhanced development framework, increased community engagement, and the introduction of digital literacy principles, we aim to create a more inclusive and diverse workforce that reflects the richness of our communities. With your support, we can continue to propel accessible film media production skill development as well as digital learning and drive economic growth in Northeast Ohio.

**Integration into Academic Year:**

Once the summer session concludes, the program seamlessly transitions into the academic year with weekly sessions held at each participating school. These sessions serve as an opportunity to reinforce and build upon the knowledge and skills acquired during the summer intensive training. Collaborative development framework design ensures alignment with industry standards and best practices, while mentorship programs provide ongoing guidance and support.

**Digital Literacy and Equity:**

To complement production skills, participants receive instruction in digital literacy to equip them with essential technological competencies. They learn computer usage, software navigation, comprehension of file formats, and how to leverage online resources for learning and collaboration. Emphasis is placed on understanding digital equity principles to ensure fair access and opportunity for all CREW Participants.

**Community Engagement and Expansion:**

The program expands its reach to accommodate 20 CREW Participants from each participating school, providing scholarships and financial aid to remove barriers to participation. Partnerships with

local stakeholders, including Case Western Reserve, The Federal Reserve Bank, The Cleveland Browns, Get Worker Fit, Karamu House, and Art of Me, are strengthened to enhance community engagement and provide networking opportunities for participants.

**Evaluation and Improvement:**

Regular assessments and evaluations are conducted to measure program effectiveness and identify areas for improvement. Feedback from participants, instructors, and stakeholders informs program enhancements and modifications, ensuring continued relevance and impact.

**Budget Allocation:**

The budget is adjusted to accommodate a more enhanced experience for CREW Participants, expanded equipment needs, development framework development, staffing, instructional costs, outreach, scholarships, financial aid, administrative expenses, and contingency funds.

The *Skill Up | Crew Up* Initiative's transformation into a year-long program represents a commitment to empowering local talent with the skills, resources, and opportunities needed to succeed in the film and digital media production industry in a growing digital age. Through sustained engagement, community collaboration, and a new focus on digital equity, we strive to create a more inclusive and diverse workforce that reflects the richness of our communities. With continued support, we can drive economic growth in Northeast Ohio.



**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>	
Name of Requesting Entity (City, Business, Non-Profit, etc.):	
THE CREW FOUNDATION	
Address of Requesting Entity:	
6815 EUCLID AVE CLEVELAND OHIO 44103	
County Council District # of Requesting Entity:	
7	
Address or Location of Project if Different than Requesting Entity:	
Richey Mixon Building, 11201 Cedar Ave, Cleveland, OH 44106	
County Council District # of Address or Location of Project if Different than Requesting Entity:	
7	
Contact Name of Person Filling out This Request:	
SHEILA M WRIGHT	
Contact Address if different than Requesting Entity:	
Email:	Phone:
SWRIGHT@THECREWFOUNDATION.ORG	[REDACTED]
Federal IRS Tax Exempt No.:	Date:
38-4163693	APRIL 13, 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):

**PLEASE SEE ATTACHMENTS.**

**Project Start Date:**

SUMMER PROGRAM JUNE 17, 2024  
ANNUAL PROGRAM JANUARY 1, 2024

**Project End Date:**

SUMMER PROGRAM AUGUST 2, 2024  
ANNUAL PROGRAM DECEMBER 31, 2024

**IMPACT OF PROJECT:**

<p>Who will be served:</p> <p>UNDER SERVED AND UNDERREPRESENTED RESIDENTS IN CUYAHOGA COUNTY          LOWER INCOME RESIDENTS          ADULTS          STUDENTS</p>
<p>How many people will be served annually:</p> <p><b>SUMMER PROGRAM WILL INCLUDE AN INTENSIVE LAB OF 20 STUDENTS</b>  <b>ANNUAL PROGRAM WILL ENCOMPASS ALL STUDENTS AT THREE HIGH SCHOOLS THROUGHOUT SCHOOL YEAR: GINN, SCHOOL OF THE ARTS, COLLINWOOD</b>  <b>ADULT PROGRAM WILL ACCEPT 100 PARTICIPANTS FOR 2024.</b></p>
<p>Will low/moderate income people be served; if so how:</p> <p>Yes. Our trainees have been identified as low to moderate income. We will provide them with technical training, connection with employers, industry certifications, resume support and referrals.</p>
<p><b>How does the project fit with the community and with other ongoing projects:</b> With investments like the Cleveland Innovation Project that seek to employ professionals in knowledge-economy jobs, Northeast Ohio needs industries that allow everyday people to make a competitive wage, like the old steel and auto industries in the region. Ohio has increased its investment to attract large film productions here. Also, in Cuyahoga County, a portion of Severance Mall has become a local repurposed soundstage for productions. Northeast Ohio stakeholders have been investing in the film space for decades, but do not have a large population working year-round in this field. The CREW Foundation's programming builds on previous investments over the past decade and a half and represents the next necessary step to begin funneling those investments directly to trainees and the local production ecosystem. With a lean crew, we can ensure that the lion's share of our dollars goes directly to impact rather than salaries and operations. This strategic move will bolster the production economy in Northeast Ohio by investing directly in trainees, developing a skilled local workforce for organizations hiring and nurturing local talent. This investment ensures resources benefit the community and the existing ecosystem, creating more direct impact and sustainable growth.</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>30 temporary jobs will be created over the summer at the discretion of the CREW Foundation. Through partnerships with local employers, we will track the number of hires that come from this year's training pool. From previous cohorts, we have 16 that have achieved full time employment in film, digital media, marketing and workforce development training with the following employers, Digital C, Future Plans, Marcus Samuelsson Productions, Universal Studios and Amazon, Netflix and Nike.</p>
<p>If applicable, what environmental issues or benefits will there be:</p> <p>N/A</p>



**If applicable, how does this project serve as a catalyst for future initiatives:**

For Ohio to be successful in its relationships and investments into film, television and digital media productions, local markets will need to demonstrate their ability to stand up local production economies. Currently the investments support efforts that hire outside of Ohio. Our Skill Up | CREW Up program removes the barriers of training by providing financial resources and wrap around support our trainees. It is through these kinds of direct impact allocations we will build the workforce we need to support investments by the state and other stakeholders.

Cleveland has incredible investments around innovation, technology, health care and real estate. The goal of these investments is a thriving economy. Leveraging the state's investment into the film industry in a direct funding impact model ensures residents will be able to access training and meet the workforce needs of projects and stand up a local thriving production economy.

**FINANCIAL INFORMATION:**

Total Budget of Project: 145,000

Summer Budget – 84,750

Annual Budget – 60,250

Other Funding Sources of Project (list each source and dollar amount separately):

The Good Community Foundation –\$25,000

Growth Opportunity Partners – \$25,000

RPM – \$5,000

Total amount requested of County Council American Resource Act Dollars:

\$75,000

Since these are one-time dollars, how will the Project be sustained moving forward:

Multi-Year Federal Funding

Board Support

Y.O.U. Programming

State of Ohio Funding

Employee Sponsorships

- Moving our model beyond the summer and building capacity within the CREW Foundation positions the organization to pursue additional dollars.

**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:**

Sheila Wright

**Signature:**



**Date:**

April 13, 2024

**Additional Documents**

Are there additional documents or files as part of this application? Please list each documents name:

1. ARPA application (attached)
2. Non-competitive Bid form (attached)
3. Independent Contractor form (attached)
4. Current W9
5. Bureau of Worker's Compensation certificate
6. Certificate of Liability Insurance (minimum requirements attached)
7. ARPA draft grant agreement, attached.

Schedule for *Skill Up / CREW Up* Summer Program

<b>Date</b>	<b>Agenda</b>	<b>Tutorials/lecture</b>	<b>Workshop/Hands-on</b>
<b>Week 1</b>			
<i>M</i>	Training	<ul style="list-style-type: none"> <li>• Intros</li> <li>• Terms</li> <li>• Roles</li> </ul>	<ul style="list-style-type: none"> <li>• Lighting equipment</li> </ul>
<i>T</i>	Training	<ul style="list-style-type: none"> <li>• Lighting techniques</li> <li>• Film examples</li> </ul>	<ul style="list-style-type: none"> <li>• Lighting equipment</li> <li>• Location scouting</li> </ul>
<i>W</i>	Training	<ul style="list-style-type: none"> <li>• Story</li> <li>• Genre</li> <li>• Film examples</li> </ul>	<ul style="list-style-type: none"> <li>• Break into teams</li> <li>• Breaking the story</li> <li>• Scripting</li> </ul>
<i>R</i>	Training	<ul style="list-style-type: none"> <li>• Cameras</li> <li>• Camera settings</li> <li>• Lenses</li> </ul>	<ul style="list-style-type: none"> <li>• Camera work</li> <li>• Workshopping stories</li> <li>• Scripting</li> </ul>
<i>F</i>	Training	<ul style="list-style-type: none"> <li>• Film examples</li> <li>• Storyboards</li> </ul>	<ul style="list-style-type: none"> <li>• script</li> <li>• Storyboarding</li> </ul>
<b>Week 2</b>			
<i>M</i>	Preproduction/training	<ul style="list-style-type: none"> <li>• Film examples</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop storyboards</li> </ul>
<i>T</i>	Preproduction/training	<ul style="list-style-type: none"> <li>• Sound equipment and techniques</li> <li>• Film examples</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize script</li> <li>• Sound: boom and lav</li> </ul>
<i>W</i>	Preproduction		<ul style="list-style-type: none"> <li>• Revisit locations – visualize shoot – make adjustments</li> </ul>
<i>R</i>	Preproduction/training	<ul style="list-style-type: none"> <li>• Sound equipment and techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule</li> <li>• Assign roles</li> <li>• Shot lists</li> <li>• Sound: boom and lav</li> </ul>
<i>F</i>	Preproduction	<ul style="list-style-type: none"> <li>• Review equipment, techniques, roles</li> </ul>	<ul style="list-style-type: none"> <li>• Practice shoot</li> <li>• Finalize production schedule</li> </ul>
<b>Week 3</b>			
<i>M</i>	Production		<ul style="list-style-type: none"> <li>• Production A shoot – day 1</li> </ul>
<i>T</i>	Production		<ul style="list-style-type: none"> <li>• Production A shoot – day 2</li> </ul>
<i>W</i>	Production		<ul style="list-style-type: none"> <li>• Production A shoot – day 3</li> </ul>
<i>R</i>	Production		<ul style="list-style-type: none"> <li>• Production B shoot – day 1</li> </ul>

<b>Date</b>	<b>Agenda</b>	<b>Tutorials/lecture</b>	<b>Workshop/Hands-on</b>
<i>F</i>	Production		<ul style="list-style-type: none"> <li>• Production B shoot – day 2</li> </ul>
<b>Week 4</b>			
<i>M</i>	Production		<ul style="list-style-type: none"> <li>• Production B shoot – day 3</li> </ul>
<i>T</i>	Production		<ul style="list-style-type: none"> <li>• Production C shoot – day 1</li> </ul>
<i>W</i>	Production		<ul style="list-style-type: none"> <li>• Production C shoot – day 2</li> </ul>
<i>R</i>	Production		<ul style="list-style-type: none"> <li>• Production C shoot – day 3</li> </ul>
<i>F</i>	Production		<ul style="list-style-type: none"> <li>• Reshoots/makeups</li> </ul>
<b>Week 5</b>			
<i>M</i>	Editing	<ul style="list-style-type: none"> <li>• Software</li> <li>• Cataloging footage</li> <li>• File management</li> </ul>	<ul style="list-style-type: none"> <li>• Practice with software</li> </ul>
<i>T</i>	Editing	<ul style="list-style-type: none"> <li>• Film examples/techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Work on edit</li> </ul>
<i>W</i>	Editing	<ul style="list-style-type: none"> <li>• Film examples/techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Work on edit</li> </ul>
<i>R</i>	Editing	<ul style="list-style-type: none"> <li>• Film examples/techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Work on edit</li> </ul>
<i>F</i>	Editing	<ul style="list-style-type: none"> <li>• Film examples/techniques</li> <li>• Sound editing</li> </ul>	<ul style="list-style-type: none"> <li>• Work on edit</li> <li>• Sound editing</li> </ul>
<b>Week 6</b>			
<i>M</i>	Editing	<ul style="list-style-type: none"> <li>• Sound editing</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Sound editing</li> </ul>
<i>T</i>	Editing	<ul style="list-style-type: none"> <li>• Color correction</li> <li>• Color grading</li> <li>• Film examples/techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Color correction</li> <li>• Color grading</li> </ul>
<i>W</i>	Editing	<ul style="list-style-type: none"> <li>• Film examples/techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Color correction</li> <li>• Color grading</li> </ul>
<i>R</i>	Editing	<ul style="list-style-type: none"> <li>• Titles/graphics/special effects</li> </ul>	<ul style="list-style-type: none"> <li>• Titles/graphics/special effects</li> </ul>
<i>F</i>	Editing	<ul style="list-style-type: none"> <li>• Rendering</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize edit</li> </ul>

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0227

<p>Sponsored by: <b>Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission</b></p> <p>Co-sponsored by: <b>Councilmember Miller</b></p>	<p><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.</p>
---	--

**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: *Manager, Cashier*  
 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: June 18, 2024

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

Additional Sponsorship Requested in Committee: June 25, 2024

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 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:

<b>PROPOSED NEW CLASSIFICATIONS</b>		
<b>NEW CLASSIFICATIONS</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Manager, Cashier 11211	9A Exempt	Treasury
Manager, Human Resources 14113	15A Exempt	Human Resources
Manager, IT Applications Program 16521	18B Exempt	Information Technology
Manager, Talent Acquisition & Employment 14231	15A Exempt	Human Resources

**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, Employee and Labor Relations 14202	16A Exempt	16A Exempt (No Change)	Human Resources
Manager, Employee Benefits 14072	15A Exempt	15A Exempt (No Change)	Human Resources

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: 2/29/2024

Meeting: 3/6/2024

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>NEW</b>					
Manager, Cashier	11211	N\A	9A Exempt	Treasury	This is a new classification derived from a position that is currently unclassified but determined to be in the classified service through an analysis and recommendation of the PRC. The classification reflects the essential functions and minimum qualifications of the position.
Manager, Human Resources	14113	N\A	15A Exempt	Human Resources	This is a new classification derived from a position that is currently unclassified but determined to be in the classified service through an analysis and recommendation of the PRC. The classification reflects the essential functions and minimum qualifications of the position.
Manager, IT Applications Program	16521	N\A	18B Exempt	Information Technology	This is a new classification derived from a position that is currently unclassified but determined to be in the classified service through an analysis and recommendation of the PRC. The classification reflects the essential functions and minimum qualifications of the position.
Manager, Talent Acquisition & Employment	14231	N\A	15A Exempt	Human Resources	This is a new classification derived from a position that is currently unclassified but determined to be in the classified service through an analysis and recommendation of the PRC. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>REVISED</b>					
Manager, Employee and Labor Relations	14202	16A Exempt	16A Exempt (No Change)	Human Resources	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.
Manager, Employee Benefits	14072	15A Exempt	15A Exempt (No Change)	Human Resources	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.

## 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.

Effective Date: TBD  
Last Modified: TBD

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.

Effective Date: TBD

Last Modified: TBD

## 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.

*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, 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.

Effective Date: TBD  
Last Modified: TBD

## Manager, Talent Acquisition & Employment

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; communications 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.

Effective Date: TBD  
Last Modified: TBD

### **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.

## Manager, Talent Acquisition & Employment

*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 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;

## 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, HIIPA 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.
--	--

**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:    *IT Network Engineer 1*  
                  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: June 18, 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: 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:

<b>PROPOSED NEW CLASSIFICATIONS</b>		
<b>NEW CLASSIFICATIONS</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
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>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>NEW</b>					
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>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>REVISED</b>					
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>DELETED CLASSIFICATION</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:**

<b>Highest degree of education attained</b>	<b>Experience required</b>
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).

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.

Highest degree of education attained	Experience required
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 guest 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.

*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>	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.

## Medical Examiner Investigator I

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.

Effective Date: 07.28.2014  
Last Modified: 01.29.2020

### **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.

*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>	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	<b>EXHIBIT E</b>	

### 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-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.

## Medical Examiner Investigator 2

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<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.

*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>	Pathology Assistant	<b>Class Number:</b>	17001
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Medical Examiner's Office	<b>EXHIBIT G</b>	

### 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.

Supervisor, Motor Pool

### **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

<p>Sponsored by: <b>Councilmembers Conwell and Turner</b></p> <p>Co-sponsored by: <b>Councilmembers Stephens and Miller</b></p>	<p><b>A Resolution</b> awarding a total sum, not to exceed \$20,000, to Ashbury Community Services Inc. for the Digital Aviator Program from the Districts 7 &amp; 9 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.</p>
---	---

**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 \$15,000 in funding from the District 7 ARPA Community Grant Fund and \$5,000 in funding from the District 9 ARPA Community Grant Fund for a total amount of \$20,000 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 \$20,000 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 \$20,000 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

Legislation Substituted on the Floor: June 18, 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>	
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>	<b>Phone:</b>
wdavis@asc3.org	216-421-2305
<b>Federal IRS Tax Exempt No.:</b>	<b>Date:</b>
30-0100675	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 Somalian 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 Board of Directors holds an annual fundraiser, "An Evening with the Stars" gala.
- 4) Fundraising / Alumni: ASC 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

**IMPACT OF PROJECT:****Who will be served:**

We will serve youth and families of children between the ages of 10-15 in Warrensville Heights Ohio, from the Warrensville City School District.

**How many people will be served annually:**

60 Students and 60 Families for a total of a minimum of 120

**Will low/moderate income people be served; if so how:**

We will serve families who fall within the poverty guidelines and service the families with the attainment of free bicycles for healthy lifestyles.

**How does the project fit with the community and with other ongoing projects:**

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.

**If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:**

NA

**If applicable, what environmental issues or benefits will there be:**

We will reduce the carbon footprint and increase more physical activities and efforts associated with emotional intelligence.

**If applicable, how does this project serve as a catalyst for future initiatives:**

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.

**FINANCIAL INFORMATION:**

**Total Budget of Project:**  
**Total Budget \$7,000.00**

**Other Funding Sources of Project (list each source and dollar amount separately):**  
**Dollar Bank \$1,500.00**  
**Iota Phi Theta \$1,000.00**

**Total amount requested of County Council American Resource Act Dollars:**  
**\$5,000.00**

**Since these are one-time dollars, how will the Project be sustained moving forward:**

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>  Co-sponsored by: <b>Council President Jones</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.
--	--

**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
--	--------------------------------------

**IMPACT OF PROJECT:**

**Who will be served:**

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.

**How many people will be served annually:**

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.

**Will low/moderate income people be served; if so how:**

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.

**How does the project fit with the community and with other ongoing projects:**

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.

**If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:**

N/A

**If applicable, what environmental issues or benefits will there be:**

N/A

**If applicable, how does this project serve as a catalyst for future initiatives:**

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).

**FINANCIAL INFORMATION:**

**Total Budget of Project:**

\$1,788,996

**Other Funding Sources of Project (list each source and dollar amount separately):**

2024 Funding – CHN Housing Capital:

CDFI Fund: \$466,250

Cuyahoga County Land Reutilization Corp.: \$1,000,000

Cuyahoga County: \$53,924

**Total amount requested of County Council American Resource Act Dollars:**

\$250,000

**Since these are one-time dollars, how will the Project be sustained moving forward:**

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.

**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

## Ordinance No. O2024-0006

<b>Sponsored by: 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.
--	--

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. R2024-0255

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; 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.**



A. 2345 – OPIOID Mitigation Fund	<b>BA2410151</b>
EX345100 – OPIOID Mitigation	
Other Expenses	\$ 196,836.00

The Department of Public Safety & Justice Services request appropriations of \$196,836 for a contract with Cleveland State University supporting the DRUGHELP.CARE website relating to the OPIOID Awareness and Prevention Campaign for the period of July 1, 2024 through December 31, 2026. The funding source is the Opioid Mitigation Fund. The current cash balance as of June 13, 2024 is \$73,690,520.57, net of encumbrances.

B. 2260 – Human Services	<b>BA2411716</b>
HS260100 – Ofc of the Director	
Other Expenses	\$ 360,000.00

The Department of Health and Human Services – Administration requests an appropriation increase of \$360,000 for moving consultant and CBRE, Inc. consultant service costs associated with relocation of the Department of Health & Human Services to 1801 Superior Avenue, Cleveland, Ohio 44114. The funding source is the Human Services Fund.

C. 2285 – Other Judicial	<b>BA2413362</b>
SH285165 – Law Enforcement CPT	
Other Expenses	\$ 25,000.00

The Sheriff's Department is requesting an appropriation increase of \$25,000 for the Law Enforcement Division to cover Continuing Professional Training (CPT). The funding source is revenue received from the State of Ohio. The current cash balance as of June 13, 2024 is \$231,494.19, net of encumbrances.

D. 2285 – Other Judicial	<b>BA2413363</b>
CP285130 – Probation Supervision Fees	
Personal Services	\$ 150,000.00

The Court of Common Pleas is requesting an appropriation increase of \$150,000 for funding of the Supervision Fee Fund for the period of January 01, 2024 through December 31, 2024. The funding source is revenue received from House Bill 406. The current cash balance as of June 16, 2024 is \$2,799,244.59, net of encumbrances. Revenues are generated from fees collected from probation supervision.

E. 2220 – Community Development		<b>BA2415032</b>
DV220175 – Brownfield Grants		
Other Expenses	\$	(152,952.00)

The Department of Housing and Community Development is requesting an appropriation decrease of \$152,952 for the Brownfield Grants for the period of January 25, 2011, to December 31, 2023. There will be no future revenues or expenditures posting to this grant and this decrease will allow the grant to be closed. The amount spent is \$1,847,048.00, which is 92.4% of the grant received. This is a reimbursement grant and does not require a cash transfer.

**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>
---	----------------------------

A. FROM: 2255 – Health and Human Services Levy		<b>CT2416576</b>
FS255105 – HHS Levy 4.8 Subsidies (2016)		
Trans Out – Transfer Out	\$	1,708,333.33
2257 – HHS Levy 4.7		
FS257110 – HHS Levies 4.7 Subsidies (2020)		
Trans Out – Transfer Out	\$	1,708,333.33
TO: 2200 – ADAMHS		
AB200100 – ADAMHS		
Trans In – Transfer In	\$	3,416,666.66

The Office of Budget and Management requests a cash transfer of \$3,416,666.66 for the ADAMHS Board subsidy from the Health and Human Services Levy for July 2024. This is the seventh of twelve transfers approved by the subsidy agreement (execution version 11.21.2023). The funding sources are the 4.7 and 4.8 Health and Human Services Levies.

**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





To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: June 17, 2024

Re: Fiscal Agenda – 7/2/2024 - 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 **July 2, 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
- Request to provide cash 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
Public Safety & Justice Services	\$196,836.00	A	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Human Services – Administration	\$360,000.00	B	Human Services Fund	Appropriation Increase
Sheriff’s Department	\$25,000.00	C	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Common Pleas Court	\$150,000.00	D	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase

Housing and Community Development	\$ (152,952.00)	E	Grant – No General/HHS Levy Fund Impact	Appropriation Decrease
-----------------------------------	-----------------	---	---	------------------------

**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
ADAMHS	\$3,416,666.66	A	HHS Levies	Cash Transfer

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0256

<p>Sponsored by: <b>County Executive Ronayne/Department of Law</b></p>	<p><b>A Resolution</b> approving a proposed settlement in the matter of <i>Glass v. Clark</i>, Case No. 1:20-cv-2041, in the United States District Court for the Northern District of Ohio; authorizing the County Executive and/or his designee to execute a settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, Plaintiff Chantelle Glass, filed a civil action docketed as *Glass v. Clark*, Case No. 1:20-cv-2041, in the United States District Court for the Northern District of Ohio; and

WHEREAS, Plaintiff and the County of Cuyahoga, Ohio wish to fully and completely resolve with finality any and all alleged claims of whatever kind or nature that Plaintiff has or may have against the County of Cuyahoga and its officers or employees; and

WHEREAS, the parties have reached a settlement agreement that, if performed, will fully settle and resolve the matter; and

WHEREAS, Council, having been briefed about the facts and the history of the case, approves of the proposed settlement.

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

**SECTION 1.** The Cuyahoga County Council hereby authorizes a settlement agreement with Plaintiff in the matter of *Glass v. Clark*, Case No. 1:20-cv-2041, in the United States District Court for the Northern District of Ohio, in an amount not to exceed Three Hundred Thousand Dollars (\$300,000.00), inclusive of all costs and attorneys' fees.

**SECTION 2.** The County Executive (or the Executive's authorized designee) is hereby authorized to execute said settlement agreement and any other documents to effectuate the settlement in accordance with this Resolution.

**SECTION 3.** If any specific appropriation is necessary to effectuate this settlement, such appropriation is approved, and the Director of the Office of Budget and Management

is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

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

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

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

Yeas:

Nays:

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

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

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

Journal \_\_\_\_\_

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0257

Sponsored by: <b>County Executive Ronayne/Department of Law and County Sheriff</b>	<b>A Resolution</b> accepting the report containing findings and recommendations of Fact-Finder Daniel Zeisler regarding negotiations between Cuyahoga County and Laborers’ International Union of North America, Local 860, representing approximately 180 employees in the classification of Deputy Sheriff in the Sheriff’s Department for a collective bargaining agreement for the period 1/1/2024-12/31/2024 at the Cuyahoga County Sheriff’s Department; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Cuyahoga County (“County”) has been engaged in negotiations with the Laborers’ International Union of North America, Local 860 (“Local 860”) for a successor collective bargaining agreement that covers approximately 180 employees in the classification of Deputy Sheriff at the Cuyahoga County Sheriff’s Department; and

WHEREAS, O.R.C. 4117.14(C)(3) expressly authorizes parties who are engaged in collective bargaining negotiations to request fact-finding, an impasse resolution procedure, and the appointment of a fact-finding panel to assist the parties to resolve an impasse in contract negotiations; and

WHEREAS, the parties reached impasse in contract negotiations and submitted their unresolved issues to fact-finding pursuant to O.R.C. 4117.14(C)(3), and a fact-finding hearing took place before Daniel Zeisler; and

WHEREAS, pursuant to O.R.C. 4117.14(C)(6)(a), the legislative body, by a three-fifths vote of its total membership, may reject the recommendations not later than seven (7) calendar days after the findings and recommendations are sent, and if the recommendations are not rejected, the recommendations shall be deemed agreed upon as the final resolution of the issues submitted and a collective bargaining agreement shall be executed between the parties, including the fact-finding panel’s recommendations, except as otherwise modified by the parties by mutual agreement; and

WHEREAS, Fact-Finder Daniel Zeisler sent his findings and recommendations to the OPBA and the County on **June 26, 2024**, and the County Executive, Department of Law, and County Sheriff are recommending that the Fact-Finding report be accepted; and





# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0258

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Bishara Addison 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.
---	--

**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 Bishara Addison 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 reappointment of Bishara Addison 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\_\_



June 24, 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 reappointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board:

- **Bishara Addison**, 4 year term, 7/1/2024 – 6/30/2028
  - Reappointment
  - Resides in Shaker Heights (Cuyahoga County)
  - Currently serves on advisory committees: the Cuyahoga County Workforce Funders Group (representing the Fund For Our Economic Future), NOACA Community Advisory Council (selected, representing herself), and the Community Advisory Board for Ideastream (representing herself)

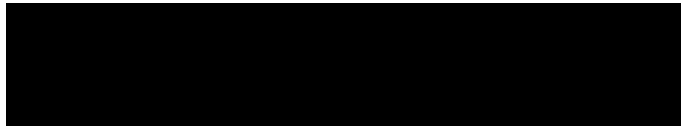
The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. Ms. Addison fulfills the ORC membership requirement of a board member “who has received or is receiving mental health services”. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, 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.

No advisory opinion was requested. The nominee’s resume is 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,

Chris Ronayne  
County Executive



**Skills:** strategy development and implementation; policy analysis; coalition building; public speaking; proposal development; innovation and system alignment; relationship management; grant review; change management; advocacy; knowledge of reentry and criminal justice reform best practices as well as knowledge of workforce development best practices

**Education:**

- Georgetown University, National Urban Fellow, Masters in Policy Management, July 2020
- Georgetown University, Certificate in Education Finance, expected September 2020
- The George Washington University, Bachelor of Arts, Political Science, May 2010
- Georgetown University, Fund for American Studies- Institute of Philanthropy & Voluntary Service, Summer 2008

**Professional Experience:**

Towards Employment

Cleveland, OH

*Nonprofit that's helped over 130,000 people navigate careers, remove barriers and climb a career ladder since 1976*

**Senior Manager, Policy & Strategic Initiatives**

April 2016- Present

- Coordinates work dedicated to building a network of workforce and social service providers with a goal to enhancing service delivery, spreading effective practices and promoting systems and policy change that embrace career pathways and inclusive economic growth
- Supports TE's Board Policy/Advocacy Committee and serves on TE's Management Team, by developing policy positions, gaining consensus, developing and implementing associated work-plans
- Researches and remains aware of emerging trends, opportunities and uses that information to assist in the preparation and writing of funding proposals, grant applications, blogs and op-eds
- Represents TE on numerous community initiatives through chairing the P16 Employment Committee, serves as a member of the United Way Council of Agency Executives Policy Committee, co-chairs the Policy Committee of the Greater Cleveland Reentry Leadership Coalition, operating as the state lead for the National Skills Coalition-Ohio Delegation, and is the Vice Chair of NOACA's community advisory council
- Supported Cleveland Browns commitment to social justice through education and planning experiences around reentry and criminal justice reform
- Served as coordinator for nonprofit education on the 2018 Issue 1 campaign, a ballot initiative that sought to reduce the prison population and reinvest savings into drug treatment and mental health services

Cleveland Metropolitan School District

Cleveland, OH

*School District for 39,000 students in the midst of an aggressive educational reform plan*

**Project Manager, Strategy Implementation**

August 2014- April 2016

- Designed and developed Principal School Planning Cycle tools, an effort to help school Principals plan for when they should engage in strategic activities during school year to prepare for the next school year
- Served as the project manager for new district initiatives through the Cleveland Plan/HB525 by helping to open 2 schools, close two schools, roll out the non-union evaluation system, and the Districts' customer service training
- Project lead for the city-wide Get2School, You Can Make It attendance campaign in partnership with the Cleveland Browns in its first year which resulted in an 11.7% increase in student attendance
- Trained over 100 staff members on the new Performance Development & Evaluation System
- Coordinated collaboration, data collection and communication to internal/ external stakeholders of initiatives with district-wide impact like the implementation of school based budgeting
- Planned and led the execution process of closing two K-8 schools such that parents could choose from newer schools nearby

**Executive Fellow to the CEO**

July 2013- July 2014

- Added capacity to the CEO by supporting projects such as: Army of Believers Scholarship Luncheon, analyzing excerpts for the Teachers Union Contract, and planning the Cleveland Conference on Education
- Provided project management to the start-up of two high schools using a mastery based learning approach
- Trained over 100 staff members on customer service through the Communicate with HEART program
- Collated data and information from different departments for external stakeholders and the CEO

Towards Employment  
Policy Associate  
Policy & Research Intern  
and 2010

Cleveland, OH  
October 2011- July 2013  
Summer 2009

- Analyzed legislation and ordinances at the county, state, and federal level
- Wrote recommendations on existing legislation and educated stakeholders on advocacy opportunities
- Developed briefing materials and social media updates on research related to workforce and reentry
- Composed articles, letters to the editor, and op-eds on behalf of the Executive Director
- Supported organizational fundraising through collection of labor market data, research, & engaging partners
- Created a five research analysis about collateral consequences in relation to employment for ex-offenders

New Sector Alliance  
Nuestra Comunidad Development Corporation

Boston, MA  
Roxbury, MA

*Fellowship program that brings together cohorts of highly-motivated and skilled early career professionals to pursue their commitment to working in the social sector.*

Resident in Social Enterprise, Development Associate

September 2010-August 2011

- Researched demographic trends in Roxbury and Greater Boston and prepared market analysis for organization grants & managed the \$1,000,000 grant calendar
- Wrote grants and letters of interest for funding opportunities, including proposals for the organization's place-based initiatives leading to Nuestra's selection as a Massachusetts Smart Growth Alliance Great Neighborhood with support from an Enterprise Rose Fellow and \$200,000 in consulting services and TA

LIFT- National Office

Washington, DC

*LIFT trains college students to be advocates to partner with individuals to set goals, make connections to social services, and strengthen ties to the local community so that they can accelerate their transition out of poverty.*

Development Intern

February 2010-May 2010

- Researched potential donors by developing giving profiles for individuals
- Participated in major fundraisers to connect potential donors with organization
- Facilitated site visits at the LIFT-DC office with potential donors, community partners, and interest groups

LIFT- DC

Washington, DC

*LIFT- DC supports individuals who were low income, homeless, or previously incarcerated by promoting self-sufficiency, through job search assistance, referrals and the procurement of public benefits.*

Student Advocacy Coordinator

January 2010-May 2010

Student Director

January 2009-December 2009

Student Advocate

January 2008- December 2008

- Managed office and 35 student volunteers by: recruiting new volunteers, planning and executing trainings, contacting speakers, managing volunteers, and developed materials for volunteers to do advocacy
- Assisted clients with composing resumes and cover letters, as well as performing job searches
- Coordinated services with other service providers for our clients and working on benefit applications

### **Achievements:**

- Selected participant for the Cleveland Foundation Inaugural Cohort, Foundations in Philanthropy 2019-20
- Selected Fellow for the National Urban Fellows, Class of 2019-20 – training for mid-career professionals committed to equity and public service to support the acceleration of their careers and leadership
- Selected for the Cleveland Leadership Center Inaugural Stokes Policy Fellowship, Class 2017-18
- Selected as 2017 Crain's Cleveland 20 in their 20's Class
- 25 Under 35 Movers and Shakers Award, Class of 2014
- Selected graduation speaker for the Institute of Philanthropy and Voluntary Service, August 2008

### **Leadership Experience**

- Member: African American Philanthropy Committee of the Cleveland Foundation, Steering Committee for The Soul of Philanthropy, City Club of Cleveland Debate Committee, Fresh Water Editorial Advisory Board, Vice Chair, NOACA Community Advisory Council, member of Greater Cleveland Partnership Innovation Group Steering Committee, former Partner and Board Member for Social Venture Partners Cleveland

March 21, 2024

Mr. Chris Ronayne  
County Executive  
Cuyahoga County  
2079 East Ninth Street  
Cleveland, Ohio 44115

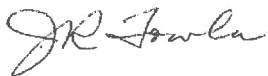
**RE: Recommendation for Reappointment to the Board of Directors**

Dear Executive Ronayne:

I am writing to recommend Bishara W. Addison for reappointment to the Board of Directors of the ADAMHS Board for a second term. I have had the privilege of working with Ms. Addison on the Board for several years and believe that her passion to serve others, leadership experience and wealth of knowledge will continue to be an asset to the ADAMHS Board and the citizens of Cuyahoga County, especially in the realm of behavioral health and addiction treatment and recovery services.

For the forgoing reasons, please strongly consider reappointing Ms. Addison to the Board of Directors of the ADAMHS Board. Should you require any additional information or have further inquiries, please feel free to contact me at 216.403.9448.

Sincerely,



J. Robert Fowler, Ph.D.  
ADAMHS Board Chair

*Copy to: Scott S. Osiecki, Chief Executive Officer, ADAMHS Board of Cuyahoga County  
Zoe Toscos, Special Projects Manager, Office of County Executive Chris Ronayne  
Bishara W. Addison, Board Member, ADAMHS Board of Cuyahoga County*

## 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;

**ADAMHS Board**

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

**The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. Ms. Addison fulfills the ORC membership requirement of a board member "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 – 5/3/2028**

**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;

**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;

**Shaker Heights, Cuyahoga County**

**2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**Cuyahoga County Workforce Funders Group, NOACA Community Advisory Council, and the Community Advisory Board for Ideastream.**

**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. R2024-0259

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Reverend Benjamin F. Gohlstin, Sr. 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.
---	---

**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 Reverend. Benjamin F. Gohlstin, Sr. 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 reappointment of Reverend Benjamin F. Gohlstin, Sr. 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\_\_



June 24, 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 reappointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board:

- **Rev. Benjamin F. Gohlstin, Sr.**, 4 year term, 7/1/2024 – 6/30/2028
  - Reappointment
  - Resides in Shaker Heights (Cuyahoga County)
  - Currently serves on Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County; and a Life Board member of the Hunger Network of Greater Cleveland.

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. Mr. Gohlstin fulfills the ORC membership requirement of a board member “who is a parent or other relative of a person has received or is receiving addiction services”. 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.

No advisory opinion was requested. The nominee’s resume is 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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0260

<b>Sponsored by: County Executive Ronayne/Department of Public Works</b>	<b>A Resolution</b> authorizing a revenue generating agreement with the Step Forward in the amount not-to-exceed \$323,190.00 for lease of space located at William Patrick Day Services Center located at 2421 Community College Avenue, Cleveland, for the period 7/1/2024 – 6/30/2026; authorizing the County Executive to execute agreement and all other documents consistent with said Resolution; and declaring the necessity that this Resolution become immediately effective.
--	---

**WHEREAS**, the County Executive/Department of Public Works recommends a revenue generating agreement with the Step Forward in the amount not-to-exceed \$323,190.00 for lease of space located at William Patrick Day Services Center located at 2421 Community College Avenue, Cleveland, for the period 7/1/2024 – 6/30/2026; and

**WHEREAS**, the primary goal of this project is for the lease of 11,542.5 square foot of space at William Patrick Day Services Center at a market appropriate rate of \$14.00 per square foot; 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 revenue generating agreement with the Step Forward in the amount not-to-exceed \$323,190.00 for lease of space located at William Patrick Day Services Center located at 2421 Community College Avenue, Cleveland, for the period 7/1/2024 – 6/30/2026.

**SECTION 2.** That the County Executive is authorized to execute the agreement and all 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>	2024 DPW requesting to enter a revenue generating lease with Step Forward for space located at the Cuyahoga County owned William Patrick Day Building.
<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 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/Council Approved	Approval No.
		Step Forward	07/01/24 – 06/30/26	\$323,190	TBD	

**Service/Item Description (include quantity if applicable).**

Requesting approval of a two-year revenue generating lease agreement with Step Forward Head Start program in the amount of \$323,190. The County, pursuant to Ohio Law, has been the owner of the Cuyahoga County Board of Developmental Disabilities (BDD) William Patrick Day (WPD) Facility located at 2421 Community College Ave. since it opened over fifty years ago. This WPD is comprised of almost sixty thousand square feet of space, sitting on approximately 4.42 acres of land with over 100 car parking lot. Due to changes in federal law and evolving service delivery models, The BDD Board has determined that this building is no longer needed for their use. The County has agreed to take control of this county owned building starting July 1, 2024. For many years the BDD has leased space to Step Forward (formerly The Council for Economic Opportunities in Greater Cleveland) to operate a Head Start program. Step Forward would like to maintain programming at this WPD site. The County would like to support the continued presence of high-quality head start programs in our neighborhoods. Step Forward proposes to continue leasing 11,542.5 square feet of space at WPD at a market appropriate rate of \$14.00 per square foot. This would be for a two-year Term commencing on July 1, 2024, for a period of twenty-four months. The monthly rent will be \$13,466.25 for a two-year total of \$323,190.00.

**Indicate whether:**  **New service/purchase**    **Existing service/purchase**    **Replacement for an existing service/purchase** (provide details in Service/Item Description section above)

**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):**

The goal of the project is to enter a revenue generating lease with Step Forward to provide for continued quality Head Start programming at the William Patrick Day building. The space is not currently programmed for any other County use.

**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: Step Forward 1801 Superior Avenue, Suite 400 Cleveland, Ohio 44114	Owner, executive director, other (specify):  Jacklyn Chisholm, President & Chief Executive Officer
Vendor Council District: 7	Project Council District: 7
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:  N/A	Provide a short summary for not using competitive bid process.  Step Forward is currently a tenant in the WPD building. The County would like to support the continued presence of high-quality head start programs in our neighborhoods.  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /  N/A	<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.  N/A  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 checked="" type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase
Vendor is an existing tenant in the building	<input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?  N/A	<input type="checkbox"/> Contract Amendment - (list original procurement)  <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related  Yes  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 type="checkbox"/> No, please explain.	

**FUNDING SOURCE:** Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.  
Revenue generating, no expenditure of funds is required.

Is funding for this included in the approved budget?  Yes  No (if "no" please explain):

Revenue generating lease, no expenditure of funds is required.

**List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.**  
PW750100 42305

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:**

**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.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0261

<p>Sponsored by: <b>County Executive Ronayne/Department of Public Works</b></p>	<p><b>A Resolution</b> making an award on RQ13412 with JADCO Construction Services, Inc. in the amount not-to-exceed \$559,490.00 for restriping and pavement markings in the Cuyahoga County Huntington Park Garage, effective upon contract signature of all parties, through 12/31/2024; authorizing the County Executive to execute Contract No. 4470 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
---	--

**WHEREAS**, the County Executive/Department of Public Works recommends an award on RQ13412 with JADCO Construction Services, Inc. in the amount not-to-exceed \$559,490.00 for restriping and pavement markings in the Cuyahoga County Huntington Park Garage, effective upon contract signature of all parties, through 12/31/2024;

**WHEREAS**, the primary goal of this project is for pavement markings and restriping of the Huntington Park Garage; and

**WHEREAS**, this 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 RQ13412 with JADCO Construction Services, Inc. in the amount not-to-exceed \$559,490.00 for restriping and pavement markings in the Cuyahoga County Huntington Park Garage, effective upon contract signature of all parties, through 12/31/2024.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 4470 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>	Public Works /JADO Construction Services, Inc. / Contract / RQ #13412 /Pavement Markings & Re-striping Huntington Park Garage.
<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	CM4470	JADCO Construction Services, Inc.	Upon approval – 12.31.2024	\$559,490.00	Pending	Pending

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 Public Works is requesting approval of a contract, per the chart above, to secure a contract for pavement markings and re-striping of the Huntington Park Garage.

**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 secure a contract with a vendor for pavement markings and re-striping of the Huntington Park Garage.

**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: JADCO Construction Services, Inc. 9901 York Theta Drive North Royalton, Ohio 44133	Owner, executive director, other (specify): Andrew Biegacki, Owner
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

Rev. 7/24/23

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input checked="" 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: \$559,490.00	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 198/ 1 (13 vendors on the plan holder list)	<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 ( 25% ) SBE ( 0% ) MBE ( 5% ) 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 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? Only 1 proposal 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. <b>If yes, complete section below:</b>	
<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>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.</i>
<b>General Funds – PW600120 / 55220</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 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
<b>Reason:</b>	

**Commented [CE1]:** Suggested 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.

Rev. 7/24/23

<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: There were no issues with Infor	
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>



# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0262

<b>Sponsored by: County Executive Ronayne/Department of Public Works</b>	<b>A Resolution</b> making an award on RQ14474 with Independence Excavating, Inc. in the amount not-to-exceed \$10,812,068.09 for the construction of 2.66 miles of shared use path along North Marginal Road Connector from East 9 <sup>th</sup> Street to East 55 <sup>th</sup> Street in the City of Cleveland; authorizing the County Executive to execute Contract No. 4637 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	---

**WHEREAS**, the County Executive/Department of Public Works recommends an award on RQ14474 with Independence Excavating, Inc. in the amount not-to-exceed \$10,812,068.09 for the construction of 2.66 miles of shared use path along North Marginal Road Connector from East 9<sup>th</sup> Street to East 55<sup>th</sup> Street in the City of Cleveland;

**WHEREAS**, the primary goal of this project is the construction of 2.66 miles of shared use path along North Marginal from East 9<sup>th</sup> Street to East 55<sup>th</sup> Street includes resurfacing portions of North Marginal full depth reconstruction of North Marginal near the SR-2 ramps, retaining walls, lighting, landscaping, hydrant replacement and traffic control; and

**WHEREAS**, this project is funded as follows (a) 52.6% Federal Fund (b) 2.8% County Motor Vehicle \$7.50 License Tax Fund, (c) 1.2% City of Cleveland and (d) 43.4% Cleveland Metroparks; and

**WHEREAS**, the project is located in the City of Cleveland, Cuyahoga County District 7; 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 RQ14474 with Independence Excavating, Inc. in the amount not-to-exceed \$10,812,068.09 for the construction of 2.66 miles of shared use path along North Marginal Road Connector from East 9<sup>th</sup> Street to East 55<sup>th</sup> Street in the City of Cleveland.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 4637 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>North Marginal Road Connector Shared Use Path from East 9<sup>th</sup> Street to East 55<sup>th</sup> Street 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/Council Approved	Approval No.
Original	4637	Independence Excavating Inc.	N/A	\$10,812,068.09	Pending	

**Service/Item Description (include quantity if applicable).** Construction of 2.66 miles of shared use path along North Marginal from East 9<sup>th</sup> Street to East 55<sup>th</sup> Street in the City of Cleveland in Cuyahoga County. Provides connectivity to existing paths operated by the Cleveland Metroparks. The project also includes resurfacing portions of North Marginal full depth reconstruction of North Marginal near the SR-2 ramps, retaining walls, lighting, landscaping , hydrant replacement, and traffic control.

Indicate whether:  New service/purchase  
 Existing service/purchase  
 Replacement for an existing service/purchase (provide details in Service/Item Description section above)

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):**  
 Construction of 2.66 miles of shared use path along North Marginal from East 9<sup>th</sup> Street to East 55<sup>th</sup> Street in the City of Cleveland in Cuyahoga County. Provides connectivity to existing paths operated by the Cleveland Metroparks. The project also includes resurfacing portions of North Marginal full depth reconstruction of North Marginal near the SR-2 ramps, retaining walls, lighting, landscaping , hydrant replacement, and traffic control.

**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):
Independence Excavating Inc. 5720 E. Schaaf Road Independence, Ohio 44131	Rob DiGeronimo - President
Vendor Council District:	Project Council District:
District 6	District 7

Rev. 05/07/2024

If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>Cleveland</b>
---	------------------

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
RQ# <u>14474</u> (Insert RQ# for formal/informal items, as applicable) <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>\$10,812,068.09</b>	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) <b>9 / 5</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 (%): ( <b>7%</b> ) DBE ( ) 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.  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 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>Mathematically 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. N/A	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 type="checkbox"/> No, please explain. N/A	

<b>FUNDING SOURCE:</b> Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. – Approximate Percentage
<b>Federal Funding 52.6% (\$5,684,048.00) -</b>
<b>Muni Funding 1.2% (\$130,000.00)</b>
<b>Metroparks Funding 43.4% (\$4,700,000.00)</b>
<b>County Funding -R&amp;B \$7.50 Fund 2.8% (\$298,020.09)</b>

Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
<b>List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.</b>
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):

<b>Provide status of project. Pending Approval</b>	
Is contract/purchase 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:	6-13-2024
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? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments been made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions):</b>						
<b>Prior Original (O) and subsequent Amendments (A-# )</b>	<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Date BOC/Council Approved</b>	<b>Approval No.</b>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	14474
Infor/Lawson PO # Code (if applicable):	
Event #	5538
CM Contract#	4637

	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"/>
---	------------------------------	--

<b>FULL AND OPEN COMPETITION Construction Projects – Road &amp; Bridge Reviewed by Purchasing</b>
---

	Department initials	Purchasing
Notice of Intent to Award <i>(sent to all responding vendors)</i>	WB	OK AJ 6/18/2024
Bid Specification Packet <i>(includes Legal Notice to Bidders)</i>	WB	OK AJ 6/18/2024
Final DEI Goal Setting Worksheet	N/A	N/A
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter <i>(sent to awarded vendor)</i>	WB	OK AJ 6/18/2024
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>	N/A	N/A
Non-Collusion Affidavit	WB	OK AJ 6/18/2024
Public Works Bid Results	WB	OK AJ 6/18/2024
Tabulation Sheet- SEE Public Works Tab	WB	OK AJ 6/18/2024
Prevailing Wage Public Improvement Agreement	WB	OK AJ 6/18/2024
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>	WB	OK AJ 6/18/2024
Worktype Worksheets, <i>if applicable</i>	WB	OK AJ 6/18/2024
SBE Worktype Worksheets, <i>if applicable</i>	N/A	N/A
Drug Free Workplace, <i>if applicable</i>	WB	OK AJ 6/18/2024
Project of Similar Complexity, <i>if applicable</i>	WB	OK AJ 6/18/2024
EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>	WB	OK AJ 6/18/2024
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets) IN PROPOSAL	WB	OK AJ 6/18/2024
Other, <i>per Section 3 “Required Bid Documents”</i>	WB	OK AJ 6/18/2024
IG# 23-0332-REG 12/31/2028	WB	OK AJ 6/18/2024
Debarment/Suspension Verified	Date: 6/14/2024	WB OK AJ 6/18/2024 dated within 60 days
Auditor’s Finding	Date: 6/14/2024	WB OK AJ 6/18/2024 dated within 60 days

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor’s Submission ( <i>Form of Proposal</i> )		WB	OK AJ 6/18/2024
Independent Contractor (I.C.) Requirement	Date: 6/14/2024	WB	OK AJ 6/18/2024 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 6/18/2024

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	
	<b>Department initials</b>
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	Activity Account	Dollar Amount
8/5/2024 to 12/31/2024	PW605100	73300	CRDOT 0004601	<b>\$4,000,000.00</b>
1/1/2025 to 12/31/2025	PW605100	73300	CRDOT0004601	<b>\$6,000,000.00</b>
1/1/2026 to 8/7/2026	PW605100	73300	CRDOT 0004601	<b>\$812,068.09</b>
			<b>TOTAL</b>	<b>\$10,812,068.09</b>

### Purchasing Use Only:

Prior Resolutions:	
CM#:	4637
Vendor Name:	Independence Excavating Inc.
ftp:	8/5/2024 – 8/7/2026
Amount:	\$10,812,068.09
History/CE:	OK
EL:	OK
Procurement Notes:	Buyer Review Completed
Purchasing Buyer’s initials and date of approval	AJ 6/18/2024





**Department of Purchasing Tabulation Sheet**

<b>REQUISITION NUMBER: 14474</b>	<b>Event #5538</b>	<b>TYPE: (RFB/RFP/RFQ): RFB</b>	<b>ESTIMATE: \$11,424,840.00</b>	<b>20% = \$13,709,808.00</b>
<b>CONTRACT PERIOD:</b>		<b>RFB/RFP/RFQ DUE DATE: June 7, 2024</b>	<b>SOLICITATIONS ISSUED</b>	<b>TOTAL RESPONSES</b>
<b>REQUESTING DEPARTMENT: Public Works</b>		<b>COMMODITY DESCRIPTION: North Marginal Road Connector Share Path from East 9<sup>th</sup> Street to East 55<sup>th</sup> in the City of Cleveland</b>	<b>MANUAL RESPONSES</b>	<b>ELECTRONIC RESPONSES</b>
<b>DIVERSITY GOAL/SBE 0%</b>	<b>0%</b>	<b>DIVERSITY GOAL/MBE 0%</b>	<b>4</b>	<b>1</b>
<b>Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No-The low bidder is in Cuyahoga County JW 6/12/24 LL 6/12/2024</b>	<b>CCBB: Low Non-CCBB Bid\$: 10,887,087.27</b>	<b>DIVERSITY GOAL/WBE 0%</b>	<b>Add 2%, Total is: \$11,104,829.02</b>	
<b>Does CCBEIP Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No-But no impact-The low bidder is not certified as an "Inclusive Business" and there is not a bidder within 2% of the low bidder that is certified as an "Inclusive Business" in the CCBEIP, JW 6/12/2024 LL 6/12/2024</b>	<b>CCBEIP: Low Non-CCBEIP Bid \$: 10,887,087.27</b>		<b>Add 2%, Total is: \$11,104,829.02</b>	
<b>*PRICE PREFERENCE LOWEST BID REC'D \$9,993,028.84</b>	<b>RANGE OF LOWEST BID REC'D \$-&gt;\$5,000,000</b>		<b>Minus \$, =</b>	
<b>PRICE PREF % &amp; \$ LIMIT: \$250,000 (max)</b>	<b>MAX SBE/MBE/WBE PRICE PREF \$ 10,243,028.84</b>		<b>DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A - No Diversity Goals LL 6/12/2024</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. Independence Excavating, Inc. 5720 E Schaaf Rd Independence, OH 44131	100% Travelers Casualty & Surety Company of America	\$9,993,028.84 Alternate 1: \$387,029.00 Alternate 2: \$432,010.25	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A Subcontractor Name(s):		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			IG Number: 23-0332-REG 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 Certificate of Compliance: <input checked="" type="checkbox"/> Yes			SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: <u>0%</u> MBE: <u>0%</u> WBE: <u>0%</u> SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: No goals 6/12/2024 HM JW 6/12/2024 LL 6/12/2024		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials DOP Buyer Initials: AJ 6/10/2024	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"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 23-0003-REG 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	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2. Anthony Allega Cement Contractor Inc 5146 Allega Way Richfield OH 44286	100% Ohio Farmers Insurance Company	\$10,887,087.27 Alternate 1: \$413,968.21 Alternate 2: \$546,478.30		<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): 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 type="checkbox"/> No Total % SBE: 0% MBE: 0% WBE: 0% SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			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 Certificate of Compliance: <input checked="" type="checkbox"/> Yes DOP Buyer Initials: AJ 6/10/2024			SBE/MBE/WBE Comments and Initials: No goal 6/12/2024 HM JW 6/12/2024 LL 6/12/2024		

Transaction ID:

3.	S.E.T. Inc 235 E Water St Lowellville OH 44436	100% Fidelity and Deposit Company of Maryland	Actual Bid Amount (enter "N/A" if RFP or RFQ) \$11,214,645.90 Alternate 1: \$641,038.00 Alternate 2: \$536,080.00	Buyer Administrative Review: OPD Buyer Initials 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* *did not provide Surety's financials Worksheets:	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 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 goals 6/12/2024 HM JW 6/12/2024 LL 6/12/2024	Dept. Tech. Review	Award: (Y/N) <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)
			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* *expired Certificate of Authority Worksheets: <input checked="" type="checkbox"/> Yes Drug-Free: <input checked="" type="checkbox"/> Yes Certificate of Compliance: <input checked="" type="checkbox"/> No DOP Buyer Initials:			Diversity Program Review: SBE / MBE / WBE 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 goals 6/12/2024 HM JW 6/12/2024 LL 6/12/2024		

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)
				AJ 6/10/2024					

5.	Fabrizi Trucking & Paving Co Inc 20389 First Avenue Middleburg Hts OH 44130	100% The Cincinnati Insurance Company	\$12,447,759.90 Alternate 1: \$376,842.90 Alternate 2: \$497,293.50	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 23-0448-REG 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	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 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		<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)
			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 Certificate of Compliance: <input checked="" type="checkbox"/> Yes DOP Buyer Initials: AJ 6/10/2024			SBE/MBE/WBE Comments and Initials: No goals 6/12/2024 HM JW 6/12/2024 LL 6/12/2024		

Transaction ID:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0263

Sponsored by: <b>County Executive Ronayne/Department of Public Works</b>	<b>A Resolution</b> approving and authorizing a supplemental lease-purchase agreement and related documents providing for the refinancing of the costs of acquisition of real property and facilities, including a convention center hotel facility; and authorizing and approving other related documents and matters; and declaring the necessity for this Resolution to become immediately effective.
--	--

WHEREAS, in order to enhance the ability of the Huntington Convention Center of Cleveland and related facilities (collectively, the “*Convention Center*”) to attract large meetings to the Convention Center and additional visitors to the region, the County developed an approximately 600-room Convention Center Hotel on property immediately adjacent to and in support of the Convention Center (the “*Hotel*”); and

WHEREAS, in furtherance of the County’s development of the Hotel, and in order to participate in other cooperative activities identified therein, the County entered into a Cooperative Agreement dated as of December 17, 2014, among the County, the City of Cleveland and the Cleveland-Cuyahoga County Port Authority (the “*Cooperative Agreement*”); and

WHEREAS, in order to finance the cost of the Hotel in accordance with the terms of the Cooperative Agreement, the County executed and delivered a certain Lease-Purchase Agreement, dated as of May 1, 2014 (the “*2014 Lease*”), under which the County (a) leased from the Cleveland-Cuyahoga County Port Authority (the “*Lessor*”) the Leased Premises for an Initial Term, each as defined in the 2014 Lease, and for Renewal Terms, as defined in the 2014 Lease, upon appropriations being made by this Council of funds sufficient to enable the County to pay the Base Rent and Additional Rent, as defined in the 2014 Lease, during the Initial Term and Renewal Terms (each a “*Lease Term*”) and (b) has an obligation, which constitutes a “public obligation” as defined in Ohio Revised Code Section 133.01, to pay Base Rent and Additional Rent during each Lease Term subject to such appropriations; and

WHEREAS, in connection with the execution and delivery of the 2014 Lease, the County approved (a) an Assignment of Rights Under Lease-Purchase Agreement (the “*2014 Assignment*”) under which the Lessor assigned its interest in the 2014 Lease to the Trustee and (b) a Trust Agreement (the “*2014 Trust Agreement*”) between the Lessor and U.S. Bank National Association, as trustee (the “*Trustee*”), pursuant to which (i) the Trustee executed \$230,885,000 aggregate principal amount of Certificates of Participation (the “*Series 2014 Certificates*”) evidencing proportionate interests in the payments of Base Rent

to be made by the County under the 2014 Lease, which Series 2014 Certificates constitute “fractionalized interests in public obligations”, as defined in Ohio Revised Code Section 133.01, and (ii) proceeds of the sale of the Series 2014 Certificates were used to pay a portion of the cost of constructing the Hotel; and

WHEREAS, the Series 2014 Certificates scheduled to mature on or after December 1, 2024 (the “*Optional Redemption Certificates*”) are subject to optional redemption prior to maturity by and at the option of the County, either in whole or in part, on any date on or after June 1, 2024, at a redemption price equal to 100% of the principal amount to be redeemed, plus any accrued interest to the redemption date; and

WHEREAS, this Council finds, determines, and declares that it is in the best interest of the County to exercise its right of optional redemption and refund all or a portion the Optional Redemption Certificates (the “*Refunded Certificates*”) as determined by the Fiscal Officer in consultation with the County’s financial advisors and consistent with this Resolution, in order to reduce the annual costs to the County of leasing and eventually acquiring the Project Facilities (as defined in the 2014 Lease), all in accordance with the laws of the State of Ohio and the Charter of the County; and

WHEREAS, in connection with the refunding of the Refunded Certificates, this Council has determined to (a) supplement the 2014 Lease, (b) approve a supplement to the 2014 Assignment and the 2014 Trust Agreement, and (c) approve the Trustee’s execution of additional Certificates of Participation pursuant to the Trust Agreement, as supplemented (the “*Series 2024 Certificates*” and, together with the Series 2014 Certificates and any other Certificates issued under the Trust Agreement, as may be supplemented from time to time, the “*Certificates*”), in order to provide funds for the refunding of the Refunded Certificates, including the payment of any expenses relating thereto and the issuance of the Series 2024 Certificates; and

WHEREAS, in order to implement the above-described refinancing of the acquisition and construction of the Hotel, it will be necessary for the County to take the following actions:

A. Execute and deliver a 2024 Supplemental Lease-Purchase Agreement (the “*2024 Supplemental Lease*”, and together with the 2014 Lease, the “*Lease*”), supplementing the 2014 Lease and amending the Base Rent, as defined in the Lease, for the remaining Lease Terms, subject to such appropriations;

B. Approve (a) the 2024 Supplemental Assignment of Rights Under Lease-Purchase Agreement (the “*2024 Supplemental Assignment*”), supplementing the 2014 Assignment, pursuant to which the Lessor will assign its interest in the Lease, as supplemented, to the Trustee, and (b) the 2024 Supplemental Trust Agreement, supplementing the 2014 Trust Agreement (as supplemented by the 2024 Supplemental Trust Agreement, the “*Trust Agreement*”), pursuant to which (i) the Lessor will direct the Trustee to, and the Trustee will, execute the Series 2024 Certificates in an aggregate principal amount not to exceed \$155,000,000 evidencing the proportionate interests in payments of Base Rent to be made by the County under the Lease, which Series 2024 Certificates will constitute “fractionalized interests in public obligations”, as defined in Ohio Revised Code

Section 133.01, and (ii) the proceeds of the sale of the Series 2024 Certificates will be used to refund the Refunded Certificates, including the payment of any expenses relating to thereto and the issuance of the Series 2024 Certificates; and

C. Execute a letter of representations (the “*Letter of Representations*”) to the original purchaser or the representative of the original purchasers of the Series 2024 Certificates (the “*Original Purchaser*”) identified in the Purchase Agreement (defined below), the Lessor, and/or and the Trustee evidencing the approval of a certificate purchase agreement (the “*Purchase Agreement*”) between the Original Purchaser, the Lessor and the Trustee setting forth the purchase price and other terms upon which the Original Purchaser will purchase the Series 2024 Certificates from the Trustee;

D. Provide certain information relating to the Hotel project and the County to the Original Purchaser for inclusion in a disclosure document to be used in connection with the initial offering of the Series 2024 Certificates by the Original Purchaser; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that the execution of the redemption and refunding of the Refunded Certificates at the earliest possible time to achieve interest savings and other benefits for the County and 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.** It is hereby determined that, for the reasons set forth in the preambles to this Resolution, and in furtherance of the cooperative activities identified in the Cooperative Agreement, the acquisition of the Lease Premises and the financing and refinancing by the County of the convention center hotel facility pursuant to the Lease are in support of the Convention Center and in furtherance of the County’s interests.

**SECTION 2.** The County Executive and the Fiscal Officer are each authorized and directed to sign and deliver the 2024 Supplemental Lease and to signify approval of the 2024 Supplemental Assignment and the 2024 Supplemental Trust Agreement in substantially the forms as are now on file with the Clerk of Council after approval thereof by the Director of Law. The 2024 Supplemental Lease, the 2024 Supplemental Assignment, and the 2024 Supplemental Trust Agreement are approved in substantially the forms as are now on file with the Clerk of Council, together with any changes or amendments that are not inconsistent with this Resolution and not substantially adverse to the County that are approved by the County Executive, the Fiscal Officer and the Director of Law on behalf of the County, all of which shall be conclusively evidenced by the signing of the 2024 Supplemental Lease or amendments thereto and the signifying of approval of the 2024 Supplemental Assignment and the 2024 Supplemental Trust Agreement or amendments thereto.

**SECTION 3.** (a) Base Rent. The Fiscal Officer is hereby authorized and directed to negotiate and provide for the terms of the Base Rent, as defined in the Lease, attributable to the 2024 Supplemental Lease. The aggregate principal components thereof shall not exceed \$155,000,000, and as to the interest components thereof (which interest components may be

fixed rate interest components or variable rate interest components), the weighted average of which fixed rate interest components shall not exceed 7.0% per annum.

The County acknowledges that the principal component of the Lease shall be equal to the principal amount of the Series 2024 Certificates and shall be that amount which, together with other funds, shall be sufficient to refund the Refunded Certificates which were issued for the purpose of paying the cost of the Hotel facility, including without limitation the cost of providing any reserves that the Fiscal Officer determines are necessary and appropriate for the Series 2024 Certificates to be issued on the terms most favorable to the County as the payor on the public obligations in which the Series 2024 Certificates constitute fractionalized interests (which determination shall be confirmed by the Fiscal Officer by the Fiscal Officer's signing of the Letter of Representations described above), and the costs of issuance of the Series 2024 Certificates, and which the Fiscal Officer determines are necessary and reasonable in light of the character of the Series 2024 Certificates (which determination shall be confirmed by the Fiscal Officer by the Fiscal Officer's execution of the Letter of Representations). The County further acknowledges that the payment schedule for the Series 2024 Certificates shall include interest components on the principal amount thereof which shall be based upon the interest components of the Base Rent. The Series 2024 Certificates may be issued in one or more series which may differ as to interest rate components, credit enhancement, priority of payment and other terms. The Base Rent to be payable under and in accordance with the Lease during any Lease Term, shall be an amount sufficient to cover the amount of principal of and interest component on the outstanding Certificates of any series that are due and payable during that Lease Term, and such Base Rent shall be specified or determined in an exhibit to the Lease, as may be supplemented; provided, however, that the County's payment of Base Rent and Additional Rent is Subject to Appropriation and Certification as provided in the Lease and nothing in the Lease, the Certificates or the Trust Agreement constitutes a pledge by the Lessee, or an obligation of the Lessee, of any taxes or other moneys to the payments due thereunder.

(b) Purchase Agreement. The Fiscal Officer is authorized to sign and deliver, in the name and on behalf of the County, the Letter of Representations attached as Exhibit A to the Purchase Agreement, in substantially the form as is now on file with the Clerk of this Council after approval thereof by the Director of Law, signifying approval of the Purchase Agreement and setting forth the schedule of Base Rent and the principal components and interest components thereof, the costs of issuance of the Series 2024 Certificates and the reserves for the Series 2024 Certificates, if any. The Purchase Agreement and the Letter of Representations are approved, together with any changes or amendments that are not inconsistent with this Resolution and not substantially adverse to the County and that are approved by the Fiscal Officer and Director of Law on behalf of the County, all of which shall be conclusively evidenced by the signing of the Purchase Agreement and the Letter of Representations or amendments thereto.

(c) Primary Offering Disclosure. If, in the judgment of the Fiscal Officer after consultation with the County's financial advisor, a disclosure document is appropriate relating to the initial offering of the Series 2024 Certificates, the Fiscal Officer, on behalf of the County and in that officer's official capacity, is authorized to (i) cooperate with the Original Purchaser in the preparation of, and the making of modifications, completions or changes of or supplements to, such a disclosure document, (ii) determine, and to certify or otherwise represent, when the disclosure document is to be deemed final or is final, (iii) authorize the use

and distribution of that disclosure document and any supplements thereto in connection with the initial offering of the Series 2024 Certificates, and (iv) sign certificates, statements or other documents in connection with the finality, accuracy and completeness of that disclosure document.

(d) Agreement to Provide Continuing Disclosure. For the benefit of the holders and beneficial owners from time to time of the Certificates, the County agrees, as the only obligated person with respect to the Series 2024 Certificates under SEC Rule 15c2-12 (the “Rule”), to provide or cause to be provided such financial information and operating data, audited financial statements and notices, in such manner, as may be required for purposes of paragraph (b)(5)(i) 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 Fiscal Officer is authorized and directed to sign and deliver, in the name and on behalf of the County, the Continuing Disclosure Agreement in substantially the form as is now on file with the Clerk of Council after approval thereof by the Director of Law, with any changes or amendments that are not inconsistent with this Resolution and not substantially adverse to the County and that are approved by the Fiscal Officer and the Director of Law on behalf of the County, all of which shall be conclusively evidenced by the signing of that Continuing Disclosure Agreement or amendments to it. The Continuing Disclosure Agreement shall be the County’s continuing disclosure agreement for purposes of the Rule, and its performance shall be subject to the annual appropriation of any funds that may be necessary to perform it.

(e) Application for Rating or Insurance. If, in the judgment of the Fiscal Officer after consultation with the County’s financial advisor, the filing of an application for (i) a rating on all or a portion of the Series 2024 Certificates, by one or more nationally recognized rating agencies, (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 of all or a portion of the Series 2024 Certificates, or (iii) a surety bond or other credit enhancement facility from a company or other companies to satisfy the reserve requirement for all or a portion of the Series 2024 Certificates is in the best interest of and financially advantageous to this County, the Fiscal Officer is authorized to prepare and submit those applications, to provide to each such agency, company or other credit enhancement facility provider such information as may be required for the purpose. The cost of obtaining each such rating, policy, bond or credit enhancement facility, except to the extent paid by the Original Purchaser in accordance with the Purchase Agreement, shall be paid from the proceeds of the Series 2024 Certificates.

**SECTION 4.** (a) The Fiscal Officer is authorized to cause the refunding of the Refunded Certificates, upon the determination of the Fiscal Officer, in consultation with the County’s financial advisor, that any such refunding is financially advantageous to the County, as provided for in this Resolution and pursuant to the Trust Agreement and any Escrow Agreement entered into pursuant to this Resolution (which Escrow Agreement shall not be inconsistent the provisions hereof), and to redeem the Refunded Certificates on the earliest practicable and permissible redemption date. The Fiscal Officer is authorized and directed to give to the Trustee written notice of that call for redemption, and the Refunded Certificates shall be redeemed in accordance with the provisions of this Resolution, the Trust Agreement and any Escrow Agreement. The Escrow Trustee is authorized and directed to cause notice of the

refunding of the Refunded Certificates to be given in accordance with the Trust Agreement and any Escrow Agreement.

(b) Unless otherwise provided in the Trust Agreement or any Escrow Agreement, the principal of and interest and any applicable call premium on the Refunded Certificates shall be paid when due from cash or direct non-callable obligations of the United States (or either) on deposit with, or held for the credit of, the Trustee in accordance with the Trust Agreement and any Escrow Agreement. The Fiscal Officer is authorized on behalf of the County to make arrangements for the purchase of any such direct obligations from the proceeds of the Series 2024 Certificates and other sources of moneys and for the delivery to the Trustee, if required under the circumstances, of a report of an independent public accounting firm of national reputation to the effect that the cash and direct obligations so held by the Trustee are of such maturities and interest payment dates and bear such interest as will, without further investment or reinvestment of either the principal amount thereof or the interest earnings therefrom, be sufficient to pay the principal of and the interest and any premium on the Refunded Certificates on the dates set forth on the date of redemption and thereby discharge and satisfy the covenants, agreements and other obligations of the County with respect to those Refunded Certificates under the Trust Agreement and cause those Refunded Certificates to be deemed paid and discharged pursuant to, and no longer to be outstanding under, the Trust Agreement.

At the direction of the Fiscal Officer, the Escrow Trustee is hereby authorized to file, on behalf of the County, subscriptions for the purchase (including purchase by the Escrow Trustee on behalf of the County) and issuance of United States Treasury Securities – State and Local Government Series (“*SLGS*”) for investment of funds in the Escrow Account if it is determined by the Fiscal Officer that the purchase of *SLGS* for such purpose is in the best interest of and financially advantageous to the County. If, in the judgment of the Fiscal Officer, an open-market purchase of Defeasance Obligations, as defined in the Lease, for the Escrow Account is in the best interest of and financially advantageous to the County, the Fiscal Officer, on behalf of the County, may purchase or cause to be purchased and deliver or cause to be delivered such obligations, engage the services of a financial advisor, bidding agent or similar entity for the purpose of facilitating the bidding, purchase and delivery of such obligations for, and any related structuring of, the Escrow Account, execute such instruments as are deemed necessary to engage such services for such purpose, and provide further for the payment of the cost of obtaining such services, except to the extent paid by the Original Purchaser, from the proceeds of the Series 2024 Certificates to the extent available and otherwise from any other funds lawfully available and that are appropriated or shall be appropriated for that purpose.

(c) In connection with the refunding of the Refunded Certificates, a trust fund, designated Cuyahoga County, Ohio, 2014 Certificates of Participation — Escrow Account (“*Escrow Account*”), shall be created for the Refunded Certificates, in the custody of the Trustee as Escrow Trustee, and as a subaccount of the Redemption Account of the Certificate Fund established under the Trust Agreement or as otherwise provided in the 2024 Supplemental Trust Agreement. The cash and securities in that Escrow Account, together with the earnings on and investments in that Escrow Account, shall be held in trust for and shall be used for the payment of the principal of and interest and any redemption premium on the applicable Refunded Certificates. Alternatively, the refunding of all or any portion of the Refunded Certificates may be effected through an economic defeasance of the Refunded Certificates prior to their

redemption date, and proceeds of the Series 2024 Certificates issued for that purpose may be used for the payment of interest on those Refunded Certificates through the redemption date and the remaining principal of the Refunded Certificates on the redemption date.

(d) The County Executive and the Fiscal Officer are each hereby authorized to sign and deliver, in the name and on behalf of the County after approval thereof by the Director of Law, the Escrow Agreement (“*Escrow Agreement*”) between the County and the Escrow Trustee in substantially the form as is now on file with the Clerk of Council, together with any changes or amendments that are not inconsistent with this Resolution and not substantially adverse to the County that are approved by the County Executive, the Fiscal Officer and the Director of Law on behalf of the County, all of which shall be conclusively evidenced by the signing of the Escrow Agreement or amendments thereto. The Fiscal Officer shall provide for the payment of services rendered and for reimbursement of expenses incurred pursuant to an Escrow Agreement or the Trust Agreement for the redemption of the Refunded Certificates (including any fees and expenses of a mathematical verification agent to be appointed by the Fiscal Officer), except to the extent paid or reimbursed by the Original Purchaser, from the proceeds of the Series 2024 Certificates to the extent available and otherwise from other funds lawfully available and appropriated or to be appropriated for that purpose.

**SECTION 5.** The County Executive, the Fiscal Officer, the Director of Law and the Clerk of Council are each hereby authorized and directed to take any and all other actions and to execute any and all other instruments, certificates and documents as may in their judgment be necessary, desirable, advisable or appropriate in connection with the execution and delivery of the Lease, the execution and delivery of the Series 2024 Certificates by the Trustee, the purchase of the Series 2024 Certificates by the Original Purchaser, and the redemption and refunding of the Refunded Certificates in order to give effect to the transactions contemplated to be performed on the part of the County under the Lease, as supplemented, and the Letter of Representations.

**SECTION 6.** The Fiscal Officer, or any other officer having responsibility for executing the 2024 Supplemental Lease, is, alone or in conjunction with any of the foregoing or with any other officer or employee of the County, authorized and directed (a) to cooperate with the Original Purchaser and the Trustee by making, on behalf of the County, such covenants and representations in the Lease as are appropriate and necessary so that (a) the Lease and the Certificates will not (i) constitute private activity bonds, arbitrage bonds or hedge bonds under Sections 141, 148 or 149 of the Internal Revenue Code of 1986, as amended (the “*Code*”) or (ii) be treated other than as obligations to which Section 103(a) of the Code applies, and (b) the interest components of the Lease and on the Certificates will not be treated as an item of tax preference under Section 57 of the Code and to the effect that the County will take or cause to be taken such actions that may be required of it for the interest components of the Lease and on the Certificates to be and remain excluded from gross income for federal income tax purposes and that it will not take or authorize to be taken any actions that would adversely affect that exclusion.

The Fiscal Officer, or any other officer of the County having responsibility for execution of the 2024 Supplemental Lease is hereby authorized (a) to make or effect any election, selection, designation or treatment, choice, consent, approval, or waiver on behalf of the County with respect to the 2024 Supplemental Lease and the Series 2024 Certificates 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 Section 148(f)(4)(C) of the Code or available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting favorable tax treatment or status of the 2024 Supplemental Lease and the Series 2024 Certificates or the interest components thereof 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 interest components of the 2024 Supplemental Lease and on the Series 2024 Certificates, and (c) to give one or more appropriate certificates of the County, for inclusion in the transcript for the Series 2024 Certificates, setting forth the reasonable expectations of the County regarding the amount and use of all the proceeds from the sale of the Series 2024 Certificates, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest component of and the tax status of the Series 2024 Certificates.

Each covenant made in this Section with respect to the Series 2024 Certificates is also made with respect to all issues any portion of the debt charges on which is paid from proceeds of the Series 2024 Certificates (and, if different, the original issue and any refunding issues in a series of refundings), to the extent such compliance is necessary to assure exclusion of interest on the Series 2024 Certificates from gross income for federal income tax purposes, and the officers identified above are authorized to take actions with respect to those issues as they are authorized in this Section to take with respect to the Series 2024 Certificates.

Notwithstanding the foregoing or any other provisions of this Resolution to the contrary, if the Fiscal Officer determines prior to the execution and delivery of the Purchase Agreement and Letter of Representations that it is necessary and appropriate and in the best interests of the County for the interest components of the Base Rent to be included in gross income for federal income tax purposes, the County shall not be bound by the covenants of this Section 6.

**SECTION 7.** This Council finds and determines that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of Council, and that all deliberations of this Council and of any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

**SECTION 8.** 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: (i) its approval by the County Executive through signature, (ii) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Charter,

or (iii) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the 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:  
Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0264

Sponsored by: <b>County Executive Ronayne/Department of Development</b>	<b>A Resolution</b> adopting the 2024 Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code; and declaring the necessity that this Resolution become immediately effective.
---	---

**WHEREAS**, Section 7.05 of the Cuyahoga County Charter requires the Director of Development, in conjunction with the County Executive and in consultation with the Economic Development Commission, to prepare and present to the Council by the first day of June of each year a proposed five-year economic development plan for the County, for actions to be carried out by the county itself, and in cooperation with other public and private agencies and organizations, for the purpose of enhancing the prosperity and well-being of the County and its residents and communities; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can 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.** The County's 2024 five-year economic development plan, including all changes thereto approved by Council, is hereby adopted in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code. The final adopted plan is attached hereto as Exhibit A and incorporated herein by reference.

**SECTION 2.** Pursuant to Section 801.02 of the Cuyahoga County Code, the Clerk of Council is hereby authorized to publish the 2024 five-year economic development plan adopted by County Council pursuant to Section 7.05 of the Cuyahoga County Charter on the County Council's website.

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

disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

## **Department of Development Five Year Economic Development Plan 2024 Update**

### **A. Scope of Work Summary**

1. Department of Development submitting the Five Year Economic Development Plan 2024 Update for review and adoption by County Council.
2. The primary goal of the project is updating Cuyahoga County's Five Year Economic Development Plan.
3. Annual submission of an update to the five year economic development plan is required by County Charter Section 705.

### **B. Procurement**

Procurement is not applicable.

### **C. Contractor and Project Information**

There is no contractor. The economic development plan is applicable countywide.

### **D. Project Status and Planning**

1. The economic development plan is updated annually as required by the Charter.

### **E. Funding**

Funding is not applicable.



# CUYAHOGA COUNTY FIVE- YEAR ECONOMIC DEVELOPMENT PLAN

Interim Update 2024-2028

June 1, 2024

Chris Ronayne, County Executive  
Cuyahoga County Economic Development Commission  
Department of Development  
Cuyahoga County Council

## **Economic Development Commission Members**

### **Erik Janas**

Chair

Chief of Staff, Cuyahoga County, representing County Executive Ronayne

### **Thomas McNair**

Economic Development Director, City of Cleveland, representing Mayor Bibb

### **Jack Schron**

Vice - Chair

County Council Member, Chair of Economic Development Committee

### **Leonard DiCosimo**

Executive Secretary, North Shore Federation of Labor AFL-CIO

### **William Friedman**

President and CEO, Cleveland Port Authority

### **Brian Hall**

Investor, Representative of Nonprofits

### **Baiju Shah**

President and CEO, Greater Cleveland Partnership

### **Mayor Edward Kraus**

City of Solon, Mayors and Managers

### **Marc Byrnes**

Chairman Emeritus, Oswald Companies

### *Staff*

#### **Debbie Berry**

Deputy Chief of Integrated Development, Cuyahoga County

#### **Paul Herdeg**

Director of Development

#### **Vaughn Johnson**

Deputy Director for Economic Development

## Overview

This 2024 Interim Update reflects Cuyahoga County's current economic development strategy. A consultant has been selected to engage with County leadership, Economic Development Commission members, and regional economic development stakeholders to comprehensively refresh Cuyahoga County's Five Year Economic Development Plan. The refreshed plan will be an important component of Cuyahoga County's overall strategic planning, now underway.

While rent and price inflation have abated somewhat since 2023, labor shortages persist. Downtown and countywide office markets remain very soft, reflecting a persistent shift in office work patterns from in-person to remote and hybrid work. Labor force participation remains low, with barriers keeping a significant number of working age adults from full time employment with family sustaining earnings.

We face these challenges with many significant economic resources – a favorable location with abundant fresh water and low risks from major natural disasters; mature transportation and logistics networks including water, rail, and highways; cultural and recreational assets to support our talent attraction efforts; nationally ranked hospitals and universities generating a stream of medical innovations; entrepreneurs and small business owners driving regional growth and hiring locally; well-organized philanthropic institutions with expertise in understanding and addressing the social determinants of health and work; and last but not least, new leadership at both the City of Cleveland and Cuyahoga County dedicated to advancing equity, regionalism, and opportunity in the urban core and countywide.

Cuyahoga County continues to embrace Integrated Development, which can be defined as a deliberate approach to connect the design, delivery and evaluation of programs across disciplines and sectors to produce an amplified, lasting impact. Integrated Development draws on county level resources in housing and community development, economic development, sustainability, transit and mobility, planning, and infrastructure / public works to execute key strategies for economic development. This advances our mission, set forth in the County Charter:

**The County shall have as a primary responsibility the promotion and enhancement of the economic well-being and prosperity of the County and all of its residents. In furtherance of that purpose, the County shall... develop and implement policies, programs and activities for the expansion and enhancement of economic activity in the County so as to create and preserve jobs and employment opportunities for and available to residents of the County.**



## Alignment with Existing Economic Development Strategies

Cuyahoga County executes its economic development work aligned with existing strategies of other regional economic development initiatives, including:

- Cleveland Innovation Project
- Greater Cleveland Partnership “All In” Plan
- Team Northeast Ohio Strategic Plan
- Cleveland Talent Alliance Strategy
- Workforce Development – significant planning is now underway:
  - Workforce Development Board strategic plan
  - Workforce Funders Group strategic plan
  - Green Economy and Climate Jobs planning
  - Built Environment Initiative
  - Greater Cleveland Career Consortium

## Metrics

Four types of measurement relate to this Economic Development Plan. Currently Cuyahoga County is finalizing its performance measurement system to focus on measures which have timely available data at the county level. Measures include:

- Community level indicators such as county GDP (Gross Domestic Product), median household income, median household net worth, poverty rate, and labor force participation rate, all dis-aggregated by race whenever feasible.
- Countywide economic development specific measures such as net new business starts, number of business attraction and business growth “wins”, working age population, early stage funding, and total capital invested.
- Outcome measures for county operated economic development programs, such as numbers of businesses assisted, amount of funding provided, additional funding leveraged, new jobs created, and jobs retained.
- Outcome measures for county operated workforce development programs, such as workers trained on the job, and entry level workers placed in jobs.

## 2024 Economic Development Initiatives

Led by County Executive Chris Ronayne, Cuyahoga County is undertaking significant economic development initiatives in the following areas in 2024:

- Freshwater Institute – fully developing and utilizing our abundant fresh water resources, including riverfront and lakefront activation, as well as our plentiful supply of fresh water, to attract new residents and businesses.
- Cuyahoga Green Energy – leading innovation and commercial development of new technologies including microgrids, to mitigate the impacts of climate change, reduce harmful emissions, and preserve our precious fresh water.
- Transit Oriented Development (TOD) – creating opportunities for more Cuyahogans to live and work in connected places with robust transportation options by developing a county-wide TOD implementation plan.
- Workforce development for jobs of today and tomorrow – aligning early childhood programming, public K-12 education, post-secondary education, and workforce training, to fully prepare all residents for jobs of the future.
- Welcoming newcomers – supporting newcomers as they take their place in our economy, as workers and as business owners, including culturally competent workforce development and business services, to restore our county population and supply needed talent for industries.
- Placemaking – from vibrant waterfront locations to other significant centers of entertainment, recreation, and social interaction, creating places that will attract talented new residents and energize local economic activity, with sustainable living opportunities all our residents can afford.
- Office of Small Business, launched 2024 –supporting entrepreneurs as they start new businesses, and supporting the growth of our small businesses.
- Development site assembly – supporting our municipalities to position their currently vacant land for productive, job-creating, re-uses, including support to win funding for site assembly and environmental remediation.

## Objectives, Strategies, and Activities

Cuyahoga County will use its own staff and funding, and will engage with other members of the regional economic development “ecosystem,” to advance the following objectives, strategies, and activities for economic development.

### Objective 1: Promote County assets for business attraction and growth

#### Strategy 1.1: Carry out key County activities to re-establish standing as a regional and national economic hub

Activity 1.1.1: Build on existing investments of Cuyahoga County’s own funds, available due to receipt of American Rescue Plan funding, to support transformative activities and projects with lasting impact.

Activity 1.1.2: Partner with the County’s education stakeholders to improve the County’s educational attainment and competitive position. This includes Pre-Cle, K-12 education providers, Say Yes, and Tri C.

Activity 1.1.3: Promote key regional business assets, including NASA Glenn Research Center, JumpStart, university research offices, and our major hospital systems, to drive innovation and development.

Activity 1.1.4: Support regional branding and marketing for business and talent attraction.

Activity 1.1.5: Partner with early-stage business assistance and funding organizations to foster new industries, particularly where Cuyahoga County has a competitive advantage. Examples include industries related to water, advanced manufacturing and health care.

Activity 1.1.6: Partner with Cuyahoga County communities, Team NEO, the County Planning Commission, and the County Land Bank to assemble, make ready for development, and market sites for job creating traded sector activities, including supply chain for electric vehicle and computer chip manufacturing.

Activity 1.1.7: Fully use and leverage available public and private sector investment capital, including capital to make brownfield sites economically viable, and leveraging the Opportunity Zone tax incentive.

Activity 1.1.8: Extend affordable access to broadband to every county resident, as a path to digital technology literacy and innovation, for full workforce participation, and to enhance the education system.

## Strategy 1.2: Support business attraction, retention and expansion

Activity 1.2.1: Assist Cuyahoga County's 59 member communities to assemble, make ready, and market their key real estate sites to attract national and regional traded sector businesses. Support existing systems such as Site Ohio, while advocating for regional and statewide site promotion efforts to include Cuyahoga County sites. When appropriate, support development of very large industrial sites in adjacent counties for job creating traded sector uses that will provide supply chain business opportunities for Cuyahoga County firms and employment for Cuyahoga County residents.

Activity 1.2.2: In a collaborative marketing effort, promote Cuyahoga County's assets including affordable housing, quality of life, and skilled workforce, to attract both regional and national business relocations.

Activity 1.2.3: Continue partnerships with Ohio Means Jobs, Team NEO, and municipal economic development staff, to coordinate targeted, strategic business-calling programs among these regional actors, municipalities, and the Workforce Development Board's employer services, to accelerate business growth in Cuyahoga County.

## Strategy 1.3: Support manufacturing, including international exports, and promote innovation among small and medium manufacturers

Activity 1.3.1: Recognize and support legacy industries, including steel, automotive, and machine tools, as well as the growth of newer industries including electric vehicles, renewable energy, and aerospace.

Activity 1.3.2: Through economic development partners like MAGNET, and maker spaces like ThinkBox, work to strengthen, grow, and accelerate advanced manufacturing through innovation and advanced technologies including Manufacturing 4.0, 3D printing and digital manufacturing, while simultaneously supporting workforce development of skilled workers to fuel that growth.

Activity 1.3.3: Support the Port of Cleveland's "Cleveland to Europe Express" which offers regional manufacturers reliable and local means to export products to international markets, and to continue to refine a holistic export strategy including goods, services, and tourism.

## Strategy 1.4: Create an innovation / entrepreneurship continuum supported by place-based strategies including electric supply Microgrids

Supporting the innovation economy in Cuyahoga County and Northeast Ohio will continue to be a key economic priority. The County will continue to support Team NEO's efforts in advancing innovation clusters. This effort is a critical component of positioning regional economic growth with respect to the industries of the future.

Activity 1.4.1: Form partnerships with public and private entities to ensure funding for startup and early stage businesses creating jobs of the future in, for example, the technology and health care sectors. Strive to include minority entrepreneurs and organizations in these partnerships and funding streams.

Activity 1.4.2: Create opportunities for both young people and adults in all neighborhoods and communities to begin to transform business ideas into operational plans. Focus on driving innovation as a cultural aspiration to under-served parts of the County. Examples are the partnership with the County Libraries to open Innovation Centers at key locations and the Cleveland Innovation Project's explicit focus on engaging minority and female youth in STEM career preparation.

Activity 1.4.3: Provide and leverage funding for innovative small businesses, both high-tech and conventional, to start and grow, particularly in neighborhoods. Support technology transfer from NASA Glenn Research Center, in partnership with the Ohio Aerospace Institute and others. Support the creation of Innovation Hubs in strategic locations including the Aerozone, Downtown, the Health Tech Corridor, and in historically underserved neighborhoods and communities.

Activity 1.4.4: Build upon existing assets and our existing supply chain network to foster manufacturing of component parts for wind, solar, and storage industries.

Activity 1.4.5: Utilize existing assets, including Greater Cleveland's strong health technology innovation system, and the major hospital systems, to attract health care businesses to the region.

Activity 1.4.6: Through the county owned utility Cuyahoga Green Energy, in collaboration with municipalities, develop Microgrid districts in multiple locations across the county. Power supply reliability and local generation of sustainable power will attract and retain business in these areas.

Activity 1.4.7: Leverage innovation resources such as the Ohio Third Frontier and Ohio Fund to magnify the impact of locally generated funding for support of startup and early stage technology innovation firms. As these firms mature, provide resources to encourage and support their growth within Cuyahoga County.

## Strategy 1.5: Emphasize place-based development

Economic development and community development are inextricably linked. Place-based development reduces the public expense of economic development by capitalizing on the region's existing human capital, infrastructure, community and neighborhood assets, institutional and industrial strengths, and cultural resources that are already in place.

Cuyahoga County boasts assets that would be the envy of other regions: cultural institutions that are unmatched, access to abundant fresh water and existing infrastructure (from roadways and an international port to information superhighways) with capacity to accommodate growth.

Activity 1.5.1: Maintain and continue to enhance Cuyahoga County's high quality natural and cultural assets, including its parks, its nationally renowned arts organizations, and its major professional sports teams.

Activity 1.5.2: Expand and leverage the economic value of public access to the Lake Erie waterfront through coordinated planning, resource assembly, and execution of transformative lakefront access projects.

Activity 1.5.3: Continue to engage with the County Planning Commission to identify priority areas for transit oriented development, and leverage unique municipal assets to resource place based economic development projects which have potential for positive economic development impact on a regional scale. As part of this work recommend needed zoning changes to facilitate appropriate development projects.

## Strategy 1.6: Address Climate Change through a Climate Action Plan

Cuyahoga County is currently updating its Climate Action Plan. As this evolves, economic development strategies focused on renewable energy and sustainable manufacturing will complement the final plan.

## Objective 2: Increase skilled talent supply by attracting skilled residents, retaining college graduates, and increasing labor force participation.

### Strategy 2.1: Facilitate the creation of a workforce that is a competitive advantage for Northeast Ohio.

**Activity 2.1.1: Support business growth and profitability through a workforce system that encourages youth and adults to learn the skills needed to have a sufficient and steady supply of qualified candidates at all skill levels to keep jobs filled.**

Workforce Connect: In collaboration with the Cleveland-Cuyahoga County Workforce Development Board, sustain a shared systems-level focus on eliminating the demand-supply gap for in-demand jobs now and in the future in a sustainable way. Utilize a variety of approaches, including leveraging intermediary, provider, and sector partnerships, to achieve specific targets and systems-level strategies; access reliable & dynamic data; and create results at scale and accountability for eliminating the demand-supply gap for in-demand jobs in each sector.

Sector Partnerships will continue to focus on talent needs of Manufacturing and Health Care, with additional work to support the Built Environment, Hospitality, Early Childhood Education, and Mental Health Services for Youth as a specific focus within Health Care.

**Activity 2.1.2: Assist residents with employment barriers that keep them outside the pipeline to attain employment that is career and wage pathway focused.**

Use a variety of approaches to redefine workforce system “success” as a career pathway leading to a family sustaining wage and employment benefits without public support. Use existing career pathways and establish new pathways in tandem with business leaders, service providers, labor unions, and educational institutions to train workers for in-demand jobs in each sector as part of a sector partnership approach (above). Continue Skill-Up program services to private sector employers.

Cuyahoga County will support existing workforce development programs to promote rehabilitation and social reintegration of the re-entry population and will encourage private-sector employers to remove bright-line barriers to employment for job-seekers with criminal records.

**Activity 2.1.3: Build alignment among public, private and philanthropic funders to invest our workforce dollars in ways that advance shared goals and priorities, and measure success by shared outcomes and impact.**

Continue support for the Workforce Funders Group, participating in creating shared systems-level goals and priorities that drive better coordination and guide all local and regional workforce planning and funding decisions. Leverage the Workforce Development Board’s substantial federal resources and leadership within the broader workforce development system to advance county workforce goals.

## Strategy 2.2: Attract and retain residents with in demand skills

Activity 2.2.1: Actively promote Greater Cleveland as an immigrant friendly community. Partner with appropriate organizations including Global Cleveland to foster an environment that supports immigrants’ effective immersion into the Greater Cleveland community. Advocate for national policies that allow immigrants full economic participation.

Activity 2.2.2: Fully engage and support the Cleveland Talent Alliance’s work to attract and retain talent, especially persons with in-demand post-secondary educational credentials.

## Strategy 2.3: Improve transportation, labor mobility, and job access

Activity 2.3.1: Partner with the Greater Cleveland Regional Transit Authority, the Northeast Ohio Areawide Coordinating Agency, the Fund for our Economic Future, and the City of Cleveland to advocate for transportation improvement, growth, diversification, and connectivity. Implement innovative solutions to the “First Mile” and “Last Mile” problems that make job access via public transit difficult and time consuming for workers.

Activity 2.3.2: Implement Vibrant NEO 2040's recommendation to increase affordable public and other transportation options better connecting communities to workplaces, particularly in Cuyahoga County's suburbs. Align this work with ongoing research into Job Hubs as a tool for focusing reinvestment in the urban core and appropriate transportation infrastructure.

## Objective 3: Embrace equity as a driver of countywide economic growth

### Strategy 3.1: Implement Economic Development Equity Initiatives

Cuyahoga County has activated its Equity Commission in conjunction with its Citizens Advisory Council on Equity. With the formation and staffing of a Department of Equity, Cuyahoga County maintains its ongoing commitment to diversity, equity, and inclusion as an employer, and also through all of its programs, services, and activities. Economic Development equity initiatives include:

Activity 3.1.1: Support implementation of the Cleveland Innovation Project, which emphasizes inclusion and resource access to minority tech-based businesses and talent.

Activity 3.1.2: Through Cuyahoga County's Office of Small Business, provide ongoing funding to small business support partners for their focused support to minority and women-owned businesses, including working capital lending.

Activity 3.1.4: Research and as appropriate establish affirmative minority hiring and minority business contracting goals for direct county economic development borrower.

Activity 3.1.5: Support development of jobs accessible to residents of distressed communities.

Activity 3.1.6: Direct public sector resources to support economic opportunities for residents and businesses in Cuyahoga County's Equity Zones.

### Strategy 3.2: Implement the Housing Policy through the Housing Program

Activity 3.2.1 Through a strategic planning process led by the Director of Housing and Community Development, update the existing Housing Policy and identify additional housing development resources.

Activity 3.2.2. Cuyahoga County will operate the Cuyahoga County Housing Program to provide resources for implementation of Housing Plan components, specifically, Access to Capital and Confidence in the Housing Market. The Program includes the Cuyahoga County Land Reutilization Corporation as a partner and runs through 2025. Thirty million dollars allocated to the Housing Program over six years focuses on expanding and creating programming for home repair, low dollar mortgages, and other activities to increase property values throughout the County.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0265

Sponsored by: <b>County Executive Ronayne/Sheriff's Department</b>	<b>A Resolution</b> authorizing an amendment to Contract No. 2497 (formerly Contract No. 2238) with Alcohol Monitoring Systems, Inc. for GPS, alcohol bracelets and monitoring services for the period 4/1/2022 – 12/31/2024, to expand the time period to 12/31/2026 and for additional funds in the amount not-to-exceed \$2,400,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

**WHEREAS**, the County Executive/Sheriff's Department recommends an amendment to Contract No. 2497 (formerly Contract No. 2238) with Alcohol Monitoring Systems, Inc. for GPS, alcohol bracelets and monitoring services for the period 4/1/2022 – 12/31/2024, to expand the time period to 12/31/2026 and for additional funds in the amount not-to-exceed \$2,400,000.00; and

**WHEREAS**, the primary goal of this amendment is to continue to implement an alternate sentencing initiative for active GPS electronic monitoring services for court sentenced low level offenders to keep them out of jail and with their families and communities where they can continue to be a productive part of society; and

**WHEREAS**, this 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 authorizes an amendment to Contract No. 2497 (formerly Contract No. 2238) with Alcohol Monitoring Systems, Inc. for GPS, alcohol bracelets and monitoring services for the period 4/1/2022 – 12/31/2024, to expand the time period to 12/31/2026 and for additional funds in the amount not-to-exceed \$2,400,000.00.

**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\_\_



**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b> ALCOHOL MONITORING SYSTEMS 3RD 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/Council Approved</b>	<b>Approval No.</b>
O	2497	ALCOHOL MONITORING SYSTEMS	4/1/22 – 12/31/24	\$2,625,000	4/12/22	R2022-0062
A-1	2497	ALCOHOL MONITORING SYSTEMS	7/15/22 – 12/31/24	\$0	8/22/22	BC2022-503
A-2	2497	ALCOHOL MONITORING SYSTEMS	DATE OF APPROVAL – 12/31/24	\$550,000	11/21/23	R2023-0325
A-3	2497	ALCOHOL MONITORING SYSTEMS	4/1/22- 12/31/26	\$2,400,000	CURRENT ITEM	

**Service/Item Description (include quantity if applicable).**

This is an alternate sentencing initiative for active GPS electronic monitoring services for court sentenced individuals.

Indicate whether:  New service/purchase  Existing service/purchase  Replacement for an existing service/purchase (provide details in Service/Item Description section above)

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):**

The primary goal of the project is to attempt to reduce the overall jail population. Keep low level offenders out of jail and with their families and communities where they can continue to be a productive part of society.

**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):
Alcohol Monitoring Systems, Inc 1241 W MINERAL AVE., #200 LITTLETON, CO 80120	Melissa Anderson Program Manager

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

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# <u>3382</u> (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: 12/9/2020	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: N/A	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 29 / 8	<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 checked="" type="checkbox"/> No, please explain:  <i>Vendor selected by qualifications.</i>	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?  <i>Vendor selected by qualifications.</i>	<input checked="" type="checkbox"/> Contract Amendment - (list original procurement)  <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, complete section below:	
<input checked="" 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. Stand-alone system/program.	

<b>FUNDING SOURCE:</b> Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.  <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):

List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.

CP285130 = \$600,000

JC100115 = \$300,000

SH100140 = \$1,500,000

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: N/A

**Timeline**

Project/Procurement Start Date (date your team started working on this item): 4/5/24

Date documents were requested from vendor: 5/21/24

Date of insurance approval from risk manager: 5/14/24

Date Department of Law approved Contract: 5/14/24

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.

# 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.
--	--

**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: June 18, 2024

Committee(s) Assigned: Public Safety & Justice Affairs

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		

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 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.

**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):**  
 Provide and alter uniforms as needed for the Corrections Staff.

**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>
Galls, LLC 1340 Russell Cave Rd Lexington, KY 40505	<b>Bob Kushner, Regional Account Executive</b>
<b>Vendor Council District:</b>	<b>Project Council District:</b>
<b>If applicable provide the full address or list the municipality(ies) impacted by the project.</b>	

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-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:	Provide a short summary for not using competitive bid process.  *See Justification for additional information.

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?  <b>\$573.61 cheaper than next lowest bid.</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 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):	<b>12/20/23</b>
Date documents were requested from vendor:	<b>5/2/24</b>
Date of insurance approval from risk manager:	<b>4/9/24</b>

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)	

<b>HISTORY (see instructions):</b>						
<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		SCHWARZ	1/1/22- 12/31/24	875,000.00	10/19/21	R2021-0236

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	14199
Infor/Lawson PO# Code (if applicable):	RFB
Event #	5320
CM Contract#	4517

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	TG	<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"/>
---	------------------------------	--

<b>FULL AND OPEN COMPETITION Formal Competitive Bidding (Contract) Reviewed by Purchasing</b>				
			<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)			TG	Sent 5/2/2024
Bid Specification Packet			TG	uploaded
Final DEI Goal Setting Worksheet			TG	yes
Diversity Documents – <i>if required (goal set)</i>			N/A	
Award Letter (sent to awarded vendor)			TG	Sent 5/2/2024
Tabulation Sheet			TG	Finalized and uploaded
IG#	22-0104-REG EXP. 12/31/26		TG	Galls LLC 22-0104-REG 12/31/2026
Debarment/Suspension Verified	Date:	5/14/24	TG	Ok-within 60 days
Auditor’s Finding	Date:	5/9/24	TG	Ok-within 60 days
Vendor’s Submission			TG- BID	Bid submitted
Independent Contractor (I.C.) Requirement	Date:	2/13/24	TG	Ok-1 yr
Cover - <i>Master contracts only</i>			N/A	
Contract Evaluation – <i>if required</i>			N/A	
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>

<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	TG
Matrix Law Screen shot	TG
COI	TG
Workers’ Compensation Insurance	TG

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Performance Bond, <i>if required per RFB</i>	N/A
--	-----

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/25-12/31/25	SH100140	53400		\$290,000.00
1/1/26-12/31/26	SH100140	53400		\$290,000.00
1/1/27-12/31/27	SH100140	53400		\$295,000.00
			<b>TOTAL</b>	<b>\$875,000.00</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and 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>	\$875,000.00		1/1/25-12/31/27		
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$875,000.00			

### Purchasing Use Only:

Prior Resolutions:	n/a
CM#:	4517
Vendor Name:	Galls LLC 22-0104-REG 12/31/2026
ftp:	1/1/2025-12/31/2027

## Department of Purchasing – Required Documents Checklist

---

Upload as “word” document in Infor

Amount:	\$875,000.00
History/CE:	ok
EL:	ok
Procurement Notes:	Buyer review completed
Purchasing Buyer’s initials and date of approval	Lz 5.21.2024



## Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 14199 Event 5320	TYPE: (RFB/RFP/RFQ): RFB	ESTIMATE: \$875,000.00		
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: March 28, 2024	SOLICITATIONS ISSUED	MANUAL RESPONSES	ELECTRONIC RESPONSES
REQUESTING DEPARTMENT: Sheriff's Department	COMMODITY DESCRIPTION: 3-year Contract for Uniforms	15	2	0
DIVERSITY GOAL/SBE 0 %	DIVERSITY GOAL/MBE 0 %	DIVERSITY GOAL/WBE 0 %		
Does CCBB Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No-But No Impact, the low bidder is not located in Cuyahoga County and there is not a bidder within 2% of the low bidder that is a Cuyahoga County Based Business, JW 3/28/2024 LL 4/3/2024	CCBB: Low Non-CCBB Bid\$: 1,371.39	Add 2%, Total is: \$1,398.82		
Does CCBEIP Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No-But No Impact-The low bidder is not certified as an "Inclusive Business" and there is not a bidder within 2% of the low bidder that is certified as an "Inclusive Business" In the CCBEIP, JW 3/28/2024 LL 4/3/2024	CCBEIP: Low Non-CCBEIP Bid \$: 1,371.39	Add 2%, Total is: \$1,398.82		
*PRICE PREFERENCE LOWEST BID REC'D \$1,371.39	RANGE OF LOWEST BID REC'D \$0-500,000.00	Minus \$, =		
PRICE PREF % & \$ LIMIT: (10%) 137.14	MAX SBE/MBE/WBE PRICE PREF \$1,508.53	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A LL 4/3/2024		

  
 Transaction ID:



Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Review	Award (Y/N)
1 Galls, LLC 1340 Russel Cave Road Lexington , KY 40505	NO	\$1,371.39	Compliant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 22-0104-REG 31DEC2026  NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBB (Form Attached) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  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: <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 goals. -SS 03/28/2024 JW 3/28/2024 LL 4/3/2024		<input checked="" 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)
			(Agree to Match) <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP: (Form Attached) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A (Agree to Match) <input type="checkbox"/> Yes <input type="checkbox"/> No  COOP: (Form Attached) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (Agree to Participate?) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  OPD Buyer Initials: _____					

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)

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 Schwarz Uniform Corp 4711 State Road Cleveland, OH 44109	Cashier's Check #201734998 7 Huntington Bank \$500.00	\$1,945.00	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 20-0204-REG 31DEC2024 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): 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: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

Bidder's / Vendor's Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award (Y/N)
			<input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB (Form Attached) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (Agree to Match) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP: (Form Attached) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (Agree to Match) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No COOP:			SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: No goals. -SS 03/28/2024 JW 3/28/2024 LL 4/3/2024		

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)
			(Form Attached) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (Agree to Participate?) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No OPD Buyer Initials: _____/z_____					

**GOAL SETTING WORKSHEET**

Department Name: SHERIFFS CORRECTIONS DEPT  
 Contact Name: TANISHA K. GATES  
 Contact Phone#: 216-443-5955  
 Contact Email: TGATES@CUYAHOGA.COUNTY.OH  
 RQB#: 14199  
 RQ Description: CORRECTIONS RFB UNIFORM CONTRACT

**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)
CORRECTIONS DIVISION UNIFORMS	200-72	875000.00	1		0.00	0.00		0.00	0.00
CORRECTIONS DIVISION UNIFORMS	201-37		1		0.00	0.00		0.00	0.00
Totals (\$):		875000.00	1		0.00	0.00		0.00	0.00

Project Diversity Goals:

Comments: LL 2/22/2024  
 20000 & 20100: NIGP 20085 NIGP 20085  
 Override due to 0t/0m/0w no (Uniforms, Blended (Uniforms, Blended  
 number of Fabric)/20086 Fabric)/20086  
 certified (Uniforms, Cotton): (Uniforms, Cotton):  
 diversity vendors 26t/0m/3w with 24t/0m/1w with  
 (only 1 currently certified duplicates  
 certified  
 SBE/MBE/WBE  
 for this scope of work)

MBE Goal 0%  
 WBE Goal 0%  
 SBE Goal (not calculated) 0%

38386: 4t/0m/0w  
 no duplicates

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0155

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Deairius Houston to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/28/2023 - 10/27/2026; and declaring the necessity that this Resolution become immediately effective.
---	---

**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 Deairius Houston to serve on the HIV Planning Council for the term 10/28/2023 - 10/27/2026.

**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 Deairius Houston to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/28/2023 - 10/27/2026.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. 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\_\_





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,

Chris Ronayne  
County Executive

# Deairius Houston

## OBJECTIVE

Motivated professional seeks a position to utilize years of professional experience with a focus on aiding any Behavior Management System, Educational Curriculum, HIV/AIDS Advocacy, LGBTQ+ Advocacy, Prevention Education, Leadership and Social Emotional Positive Growth Plan.

## EXPERIENCE

### **Director Of Program Innovation**

Central Outreach Wellness Center  
December 2021- Present

Cleveland Heights, OH

- Oversees and implements culturally responsive and inclusive programming and/or resources based on identified needs of LGBTQ+ individuals within the Greater Cleveland area to ensure the organization's operations are reflective and appropriate for communities served.
- Infectious Disease Clinic Management
- Homeless LGBTQ+ Outreach
- Education
- Community Linkage
- Risk Assessment Focused
- Substance use
- Sex Work, Human Trafficking, and Victims of Violence
- Developing Supportive Housing to Independent Living
- Intensive Programming offered through Supportive Housing, will target risk factors that may result in housing instability, mental health crisis, or wellness deficits. (Program focuses on social emotional learning, risk and needs assessments, as well as other life barriers (criminal history, education gaps, etc.) to sustained independence.)
- The step-down to Independent Living will focus on community linkage to address vocational and education deficits to improve employment opportunities, financial stability, and long-term maintenance.
- Age 18-29 (late adolescent and early adulthood)
- HIV/AIDS Prevention and Care Education and Early Intervention
- STD/ STI Testing and Education
- Suicide Awareness
- Culturally Responsive Outreach and Support
- Focus on Common Risk Factors for New HIV Cases in Black Same Gender Loving Males
- Responsible for the hiring and retention of competent, qualified staff. Oversee hiring and training candidates to ensure they know about HIV-related issues, including working with people living with HIV and other infectious diseases, and disease prevention.
- Responsible for the effective administration of daily operations. Oversees and provides direction for daily management to program staff and outreach workers in carrying out activities stated in goals and grant objectives; to ensure they are prepared and submitted monthly, quarterly, and annually. Ensure reports comply with making sure we meet required goals, including responsibility for any program audits. Assess organization infrastructure needs and develop additional capacity on the team to achieve the goals aligned with the strategy.
- Strategic planning and implementation of best practices for prevention, outreach, supportive housing, and early intervention.
- Serve as the organization's communication liaison to external stakeholders, the media, and other interested parties.
- Establish and maintain relationships with various organizations and utilize those relationships to enhance the organization's mission strategically. Building partnerships with schools, AIDS service organizations, community-based organizations, other educational nonprofits, and businesses can help further our organization's goals.

Build relationships with community members, funders, diverse groups, and demonstrate a deep understanding of the social justice nuances that are an inherent aspect of the HIV community. Oversee the communication plan participate in relevant meetings and activities both internal and external with community partners

- Engage in fundraising activities, including hosting and planning fundraising events and/or leading virtual campaigns.
- Oversee marketing and other communications efforts to expand the agency's footprint in the community and via social media platforms.
- Overseeing staff who serve clients where they are, identify strengths and opportunities for growth, and assist them with realistic goal setting. Oversees staff working with vulnerable populations to make sure they can work effectively and sensitively with HIV+ persons of various social, cultural, and economic backgrounds and levels of sexual identification.
- Enhancing affirming experiences for LGBTQ+ youth served through systems and service providers with ongoing policy change, professional development, and resource sharing.
- Oversee planning and development of urban LGBTQ+ vogue ballroom initiatives
- Creating and developing programming for LGBTQ+ youth and or people living with HIV/AIDS. Such as life skills, career development, pre-employment skills, social-emotional learning, food pantry program, personal hygiene, health and wellbeing, prevention and intervention, housing for homeless to transitional housing, permanent housing, transgender education, Naloxone (Narcan) distribution program, Mobile Testing Unit, PrEP and Pep research development, case management (medical, housing, social), transportation assistance, HIV/AIDS policy advocacy.

### **Medical Casemanager**

Central Outreach Wellness Center  
October 2021-December 2021

Cleveland Heights, OH

- Document patient encounters in our EMR System
- Stay knowledgeable of community resources offered to the population we serve
- Work collaboratively with clinic staff to address any concerns of the patient
- Answer and respond to tiger text and emails in real time
- Navigate clients through the processes needed to connect them to the programs and services available
- Be available to the clients throughout the medical case management processes
- Proactively manage your caseload of patients and participate in weekly staff meetings to discuss any issues
- Be a self-motivated individual eager to talk and engage with all addiction recovery patients and staff at each facility
- Educating staff and patients on the importance of being tested and cured for Hepatitis C and treated for HIV and STDs/STIs
- Complete the necessary paperwork (consent forms, etc.) with each patient before testing
- Excellent phlebotomy skills are essential
- Draw labs through phlebotomy as ordered, properly labeling samples, and delivering labs to office or a local drop off facility
- Be the point person to coordinate patient intakes at the clinic
- Help manage the caseload on the spreadsheet as the CM team needs
- Be patient and attentive to patients' needs
- Quick to adapt to high pressure situations
- Always find a solution to the patients' needs, and assist them in completing tasks
- Keep an organized work ethic and document all encounters

**Program Manager/Life Coach 1, (Brothers Health Connection)**  
AIDS TASKFORCE of Greater Cleveland/AIDS HealthCare Foundation  
January 2020 - October 2021

Cleveland, OH

- Sending monthly data reports to program funders
- Meeting monthly with funders to set goals, visions, and success of program
- Corresponding with Director of Education on program plans
- Creating forward thinking plans to enhance program enrollment
- Training Life Coach 2 on daily job work flow and program compliance
- Speaking for national HIV conferences to sell the Brothers Health Connection Project
- Establish working relationships with potential future funders
- Traveling to national HIV conferences to obtain new program strategies
- Establishes a relationship with client to ensure their day-to-day and HIV/AIDS health specific needs are addressed
- Identifies and works with client to eradicate barriers to HIV treatment and overall medical compliance
- Ensures understanding of medical therapies and the connection to undetectable viral suppression
- Provides ongoing treatment adherence coaching and motivational interviewing
- Conduct intake and comprehensive assessments for development of Individual Service Plans
- Advocate on behalf of clients to link them to services in the Greater Cleveland community
- Assist clients in accessing government programs and benefits
- Work with client to identify and establish a comprehensive support system
- Collaborate with community agencies, services and medical personnel to serve clients
- Follow case management guidelines established by the Ohio Department of Health and the National Association of Social Workers
- Maintain client/service data information and complete reports and documentation
- Advocate for homeless LGBTQ+ youth for safe permanent housing
- Participate in relevant meetings and activities both internal and external with community partners
- Working with Ryan White Part A making sure all clients are eligible
- Helping all clients sign up for Medicare/ Medicaid
- Intensive life coaching/case management for same gender loving African American male youth
- Attended Ryan White Part A meetings/ City of Cleveland Regional Advisory Board Meetings
- Administrator for Apricot Solutions software holding all Case Management files

**Life Coach, (Brothers Health Connection)**  
AIDS TASKFORCE of Greater Cleveland/AIDS HealthCare Foundation  
November 2018- January 2020

Cleveland, OH

- Establishes a relationship with client to ensure their day-to-day and HIV/AIDS health specific needs are addressed
- Identifies and works with client to eradicate barriers to HIV treatment and overall medical compliance
- Ensures understanding of medical therapies and the connection to undetectable viral suppression
- Provides ongoing treatment adherence coaching and motivational interviewing
- Conduct intake and comprehensive assessments for development of Individual Service Plans
- Advocate on behalf of clients to link them to services in the Greater Cleveland community
- Assist clients in accessing government programs and benefits
- Work with client to identify and establish a comprehensive support system
- Collaborate with community agencies, services and medical personnel to serve clients
- Follow case management guidelines established by the Ohio Department of Health and the National Association of Social Workers
- Maintain client/service data information and complete reports and documentation
- Advocate for homeless LGBTQ+ youth for safe permanent housing
- Participate in relevant meetings and activities both internal and external with community partners
- Working with Ryan White Part A making sure all clients are eligible
- Helping all clients sign up for Medicare/ Medicaid
- Intensive life coaching/case management for same gender loving African American male youth
- Attended Ryan White Part A meetings/ City of Cleveland Regional Advisory Board Meetings
- Administrator for Apricot Solutions software holding all Case Management files

**In-School Support Coordinator, Northeast Ohio College Preparatory School**

Cleveland, OH

August 2015– November 2018

- Maintains and oversees that in school support is running fluently in a structural learning environment.
- Good communication skills and the ability to clearly communicate policies and procedures to students.
- Monitor's student behavior patterns.
- Establishes high standards and expectations for all students to accept responsibility for behavior.
- Supervises students and consistently administers rules regarding student behavior during detention.
- Informs students of the rules and expectations.
- Maintains an atmosphere in which students are expected to remain seated and silent during the time period.
- Works with the administration to have in-school serve as an effective preventative disciplinary technique.
- Assists students as needed with homework or instructional assignments.
- Keeps accurate records of students' attendance and behavior, including any tardiness, and submits to administration monthly.
- Assist Dean of Student life and Management with behavior assessments
- Assisting Principal with building operations
- Creating Building academic calendars and schedules
- Keeping student's academic files in compliance
- Planning parent engagement events: Open House, College fairs, and Career fairs
- Planning Homecoming and Youth social events
- Handling suspensions and emergency removals

**Owner, Villaforte's Social Lounge**

Cleveland, OH

April 2017- December 2020

- Oversee an alternative LGBTQ social lounge
- Oversee expenses control and reports
- Staff management
- Marketing and communications
- Goods production and staff supervision
- Making sure files, data, and facilities licenses stay in compliance of State Liquor Control and State Board of Health
- Partner with Care Alliance and Safe on the Scene on HIV/AIDS sexual safety awareness events
- Partner with LGBT Center of Greater Cleveland on HIV awareness and youth safety awareness events
- Planned SMA Charity benefit events
- LGBTQ+ community outreach and engagement

**Head Cheerleading Coach, East Tech High School**

Cleveland, OH

September15 – March15

- Teach Cheerleaders Cheers
- Teach Tumbling and Stunting
- Provide guidance to high school students
- Teach confidence in performing
- Put together competition routines
- Mentor my cheerleaders keeping them on a positive path
- Providing encouragement
- Building a team from ground up

**Study Hall Supervisor, Northeast Ohio College Preparatory School**

Cleveland, OH

November 2014 – June 2015

- Punctual and conducting in a professional manner in aspects of their relationship with the student.
- Good communication skills and the ability to clearly communicate policies and procedures to students.
- Responsible for promoting a conducive learning environment by assuring proper use of facility equipment and proper behavior of students using the center.
- Proficient with the PC computer environment and report/document difficulties if the computers/printers are not working properly.
- Responsible for overseeing the appearance and maintenance of the facility.
- Communicate facility issues and concerns to the Coordinator of Academic Services in a timely manner.
- Creating and maintaining a high-quality learning environment with respect to the academic needs of the child.
- Complete any other duty deemed necessary by the Principal of School for the success of the School.

**Intervention Assistant, Northeast Ohio College Preparatory School**

Cleveland, OH,

December 2013-June 2014

- Creating and maintaining a high-quality learning environment with respect to the academic needs of the child.
- Working with students with mild to moderate special needs in an urban education environment.
- Working with students to ensure mastery of all material delivered.
- Developing and implementing classroom management strategies that respect the needs and development of the students and that ensures a positive, harmonious learning environment.
- To maintain professional behavior which is appropriate in the field of education and support of the school.
- To assist the Principal of the School with building-wide expectations and revising the school curriculum.
- Filling in for office manager maintaining the constant flow of the front office by answering school phone, printing, filing documents, copying papers, sending reports, taking office orders, and assisting deans and principal of school when needed.
- Supports and works to create and maintain a classroom that is organized and focused on student achievement.
- Delivers instruction that is teacher centered and is aligned with school curriculum
- Participates in all professional development activities
- Prepares students to achieve on state standardized tests and all internal academic assessments.
- Helps with supervision according to the needs of the school.
- Tutor a small group of students at least one day per week during school for 60 minutes; choice of the day may be left to the discretion of the teacher or Principal.

**Head Cheerleading Coach, Northeast Ohio College Preparatory School**

Cleveland, OH,

January 2012-April 2015

- Teach Cheerleaders Cheers
- Teach Tumbling and Stunting
- Provide guidance to high school students
- Teach confidence in performing
- Put together competition routines
- Mentor my cheerleaders keeping them on a positive path
- Providing encouragement
- Won 3, 2<sup>nd</sup> place trophies at local cheerleading competition at the high school level
- Won 1, 1<sup>st</sup> place Trophy at local cheerleading competition at the high school level 2014
- 

**Head Cheerleading Coach, Miles Park Elementary School**

Cleveland, Ohio

September 2011-March 2012

- Teach Cheerleaders Cheers
- Teach Tumbling
- Provide guidance to Middle school students
- Teach confidence in performing
- Put together competition routines
- Mentoring cheerleaders keeping them on a positive path
- Providing encouragement
- Won 1, first place trophy at CMSD Cheerleading competition 2010
- Won 1, third place trophy at CMSD Cheerleading competition 2012

**CSR, Progressive Insurance, Mayfield Heights, OH,**

January 2012-February 2012

- Took inbound calls
- Customer service orientated environment
- Worked on automated dialer
- Handled billing and endorsement calls regarding insurance policies and filing reports

### **EDUCATION**

Currently Studying	Southern New Hampshire University- Masters Nonprofit Organizational Leadership/Certificate HR Management	
Manchester, NH		
Jan18-Dec 23	Northern Arizona University-Bachelors Public Administration	Flagstaff,
AZ		
Jan17- Aug17	Ohio Media School/Communications Certificate Program	Independence, OH
Sept 06-June 10	Cleveland Heights High School	Cleveland Heights, OH

### **CREDENTIALS**

Certificate of completion in Communications, Broadcasting, Marketing, Sales, Digital and Social Media  
OHIO HIV Testing Number  
Arizona CTE Teaching Licence

### **Special Interests and Activities**

- College Major: Public Administration
- College Dean's List
- Production Company Owner
- Computers, cooking, music, acting, fashion design, interior decorating, and event planning
- Cheerleading Coach
- Volunteering at Kathleen E. Corker non-profit youth foundation as Program Director & Head Cheer Coach
- Volunteering at race for a cure
- Participant in cheer for a cure
- Ryan White Part A Chair of HIV/AIDS Prevention Committee-Cleveland OH
- The Ohio, Kentucky, and Indiana (OKI) Overseer of the International Iconic House of Chanel- in the ballroom community
- Ohio Ending the Epidemic Plan
- LGBTQ+ Community Youth Center
- The National Society of Leadership and Success
- Golden Key International Honour Society

## 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;

**10/28/2023 – 10/28/2026**

- 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;

**Cleveland, 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. R2024-0214

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the 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.
---	---

**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

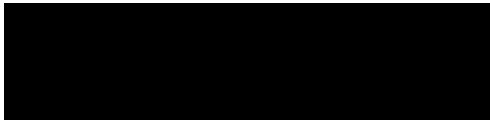
**WHEREAS**, the County Executive has nominated Daniel Smith (replacing Marielee Santiago) to serve on the Division of Children and Family Services (DCFS) Advisory Board for the term 3/1/2023 – 2/28/2027; and

**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 Daniel Smith (replacing Marielee Santiago) 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





# DANIEL K. SMITH

<p>ACCOMPLISHMENTS</p>	<ul style="list-style-type: none"><li>● <b>Multiple Heroism Awards, The Cleveland Division of Police</b><ul style="list-style-type: none"><li>○ Recognized for exceptional bravery and service in various high-risk situations.</li></ul></li><li>● <b>Chief Accommodation Award, The Cleveland Division of Police</b><ul style="list-style-type: none"><li>○ Awarded for outstanding dedication and performance in law enforcement duties.</li></ul></li><li>● <b>Commander Accommodation, The Cleveland Division of Police</b><ul style="list-style-type: none"><li>○ Honored for exemplary leadership and significant contributions to departmental success.</li></ul></li><li>● <b>Top Cop in Ohio Award, Mothers Against Drunk Driving (MADD)</b><ul style="list-style-type: none"><li>○ Acknowledged as the top law enforcement officer in Ohio for efforts in preventing impaired driving.</li></ul></li><li>● <b>Safety Forces Hero Award, Federal Bureau of Investigation (FBI)</b><ul style="list-style-type: none"><li>○ Awarded for heroic actions and significant contributions to public safety.</li></ul></li><li>● <b>Honorable Captain, Cleveland Browns</b><ul style="list-style-type: none"><li>○ Recognized by the Cleveland Browns for leadership and community service.</li></ul></li></ul>
<p>SKILLS &amp; ABILITIES</p>	<p><b>Soft Skills:</b></p> <ul style="list-style-type: none"><li>● <b>Cultural Awareness:</b> Demonstrating an understanding and respect for diverse cultural backgrounds.</li><li>● <b>Patience and Perseverance:</b> Maintaining composure and determination in challenging situations.</li><li>● <b>Team Leadership Skills:</b> Leading and motivating teams to achieve common goals.</li><li>● <b>Community Relations:</b> Building positive relationships and trust with diverse community members.</li></ul> <p><b>Technical Skills:</b></p> <ul style="list-style-type: none"><li>● <b>Surveillance Techniques:</b> Proficiency in employing advanced surveillance methods and technologies.</li><li>● <b>Courtroom Testimony:</b> Delivering clear, concise, and credible testimony in legal proceedings.</li><li>● <b>Conducting Investigations:</b> Conducting thorough and meticulous investigations using analytical skills and attention to detail.</li></ul>

	<ul style="list-style-type: none"> <li>● <b>Interrogation Skills: Employing effective questioning techniques and interpersonal communication during investigative interviews and interrogations</b></li> </ul>
<p>PROFESSIONAL EXPERIENCE</p>	<p><b>Detective</b>  <b>City Of Cleveland – The Cleveland Division of Police</b>  <b>N.I.C.E Unit</b>  <b>April 2017 - Present</b></p> <ul style="list-style-type: none"> <li>● <b>Interrogated suspects using appropriate interview techniques to obtain crucial information for case resolution.</b></li> <li>● <b>Assisted victims of crimes by providing resources for support services and ensuring their rights were protected throughout the investigation process.</b></li> <li>● <b>Collaborated with federal agencies on high-profile cases, resulting in successful arrests and convictions of dangerous criminals.</b></li> <li>● <b>Solved complex criminal cases by conducting thorough investigations and utilizing critical thinking skills.</b></li> <li>● <b>Followed constitutional standards to properly obtain and execute warrants for arrests and searches.</b></li> <li>● <b>Conducted surveillance operations for intelligence gathering, leading to successful apprehension of suspects.</b></li> <li>● <b>Developed strong relationships with community members, promoting trust and cooperation in law enforcement efforts.</b></li> <li>● <b>Implemented crime prevention initiatives to deter criminal activity and reduce recidivism within the community.</b></li> <li>● <b>Organized community outreach events aimed at educating citizens about crime prevention strategies and fostering positive relations between law enforcement personnel and residents.</b></li> </ul> <p><b>Patrol Officer</b>  <b>City Of Cleveland – The Cleveland Division of Police</b>  <b>District 3</b>  <b>November 2008 – April 2017</b></p> <ul style="list-style-type: none"> <li>● <b>Conduct regular patrols of assigned areas, including residential neighborhoods, business districts, and public spaces, to deter criminal activity and ensure the safety of residents and visitors.</b></li> <li>● <b>Respond promptly to emergency calls and incidents, including accidents, domestic disputes, disturbances, and crimes in progress, and take appropriate action to resolve situations and maintain order.</b></li> <li>● <b>Enforce local, state, and federal laws by issuing citations, making arrests, and conducting investigations into criminal activity, such as theft, assault, vandalism, and drug offenses.</b></li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Monitor traffic flow, enforce traffic laws, and respond to accidents and traffic violations to ensure the safe and efficient movement of vehicles and pedestrians.</b></li> <li>● <b>Interact with community members, businesses, and organizations to address concerns, provide assistance, and build positive relationships, fostering trust and cooperation between law enforcement and the community.</b></li> <li>● <b>Prepare detailed and accurate reports of incidents, arrests, and investigations, documenting evidence and witness statements for use in criminal proceedings and administrative purposes.</b></li> <li>● <b>Provide support and assistance to victims of crimes, including providing information on available resources and support services, and guiding them through the legal process. Solved complex criminal cases by conducting thorough investigations and utilizing critical thinking skills.</b></li> </ul>
EDUCATION	<ul style="list-style-type: none"> <li>● <b>Lutheran East High School, Cleveland Heights, OH</b></li> <li>● <b>Cleveland Heights High School, Cleveland Heights, OH</b> <ul style="list-style-type: none"> <li>○ <b>High School Diploma</b></li> </ul> </li> </ul>

AFFILIATIONS	<ul style="list-style-type: none"> <li>● <b>Golden Ciphers Mentoring Organization</b> <ul style="list-style-type: none"> <li>○ <b>Board Member</b></li> </ul> </li> <li>● <b>Crime Survivors Safety and Justice</b> <ul style="list-style-type: none"> <li>○ <b>Board Member</b></li> </ul> </li> <li>● <b>Child Abduction Response Team</b> <ul style="list-style-type: none"> <li>○ <b>Member</b></li> </ul> </li> <li>● <b>United States Marshals Service/ Northern Ohio Violent Fugitive Task Force</b> <ul style="list-style-type: none"> <li>○ <b>Member</b></li> </ul> </li> </ul>
CERTIFICATIONS	<ul style="list-style-type: none"> <li>● <b>Crisis Intervention certification with ADAMHS board</b></li> <li>● <b>Youth Mental Illness with Sandy Hook Promise</b></li> </ul>



# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0231

<p>Sponsored by: <b>County Executive Ronayne</b></p> <p>Co-sponsored by: <b>Councilmembers Conwell and Miller</b></p>	<p><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.</p>
---	--

**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 Johaneck (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: June 18, 2024

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

Additional Sponsorship Requested in Committee: June 25, 2024

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 Johaneck**, 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 that reads "Chris Ronayne".

Chris Ronayne  
County Executive

# LINDA JOHANEK

---

## Profile

---

- + 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

---

Executive Leadership	Community Engagement	Fundraising & Finance
Advocacy/Systems Change	Training & Facilitation	Media/Public Relations
Cross-sector Collaboration	Team Development	Crisis Intervention

## Experience

---

### **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**

---

Master's of Science in Social Administration, Case Western Reserve University, Cleveland, OH  
BA, Social Work, Cleveland State University, Cleveland, OH

## **Supplemental Information**

---

- [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. R2024-0235

<p>Sponsored by: <b>County Executive Ronayne</b></p> <p>Co-sponsored by: <b>Councilmembers Conwell, Turner and Sweeney</b></p>	<p><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.</p>
--	---

**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: June 18, 2024

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

Additional Sponsorship Requested in Committee: June 25, 2024

Journal \_\_\_\_\_

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



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".

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 Munny 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

<p>Sponsored by: <b>County Executive Ronayne/Departments of Public Works and Information Technology</b></p>	<p><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.</p>
---	--

**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: June 18, 2024

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

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

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 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.

**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):**  
 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.

**If a County Council item, are you requesting passage of the item without 3 readings.**  Yes  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

Rev. 7/24/23

If applicable provide the full address or list the municipality(ies) impacted by the project.

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>  <i>NA-amendment</i>	<input type="checkbox"/> Government Purchase  <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:

**Is Purchase/Services technology related**  Yes  No. **If yes, complete section below:**

<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.	

**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% General Funds**

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.**

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See list in green for we can refer them to instructions and provide more detail in the instruction

Rev. 7/24/23

<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>		<b>4.2.24</b>
Project/Procurement Start Date (date your team started working on this item):		
Date documents were requested from vendor:		<b>4.18.24</b>
Date of insurance approval from risk manager:		<b>NA</b>
Date Department of Law approved Contract:		<b>5.10.24</b>
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>

Rev. 7/24/23

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44038 RFB
Infor/Lawson PO# Code (if applicable):	
CM Contract#	3098 (fka 718; CE1900347)

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	AM	

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 checked="" type="checkbox"/>	No <input type="checkbox"/>
---	---	-----------------------------

Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			AM	OK (revised attached 5/20/2024)
IG#	20-0191-REG 12/31/2024		AM	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	NA	NA	N/A
Debarment/Suspension Verified	Date:	05/13/2024	AM	OK
Auditor’s Finding	Date:	05/10/2024	AM	OK
Independent Contractor (I.C.) Requirement	Date:	05/13/2024	AM	OK
Cover - <i>Master amendments only</i>			NA	OK
Contract Evaluation			AM	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required. IT STANDARDS P. 16 attached			AM	OK (page 2, 16)
Checklist Verification			AM	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
Agreement/Contract and Exhibits	AM
Matrix Law Screen shot	NA
COI	AM
Workers’ Compensation Insurance	NA
Original Executed Contract (containing insurance terms) & all executed amendments	AM

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
10/01/2024-12/31/2024	PW780100	55200		\$260,351.38
01/01/2025-12/31/2025	PW780100	55200		\$1,041,405.58
01/01/2026-09/30/2026	PW780100	55200		\$781,054.20
			<b>TOTAL</b>	<b>\$2,082,811.16</b>

<b>Contract History CE/AG# (if applicable)</b>	CE1900347
<b>Infor/Lawson PO# Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	44038 (BuySpeed)
<b>CM Contract#</b>	CM 3098 (fka 718)

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$5,207,027.92		10/01/2019-09/30/2024	10/08/2019	R2019-0218
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$2,082,811.16	10/01/2024-09/30/2026	PENDING	PENDING
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$7,289,839.08			

### Purchasing Use Only:

Prior Resolutions:	R2019-0218
Amend:	3098
Vendor Name:	Blue Technologies Inc.
ftp:	10/1/2019-9/30/2024 EXT 9/30/2026, effective as of the latest date of signature of the Parties
Amount:	Add'l \$2,082,811.16mm
History/CE:	OK
EL:	OK

2 | Page

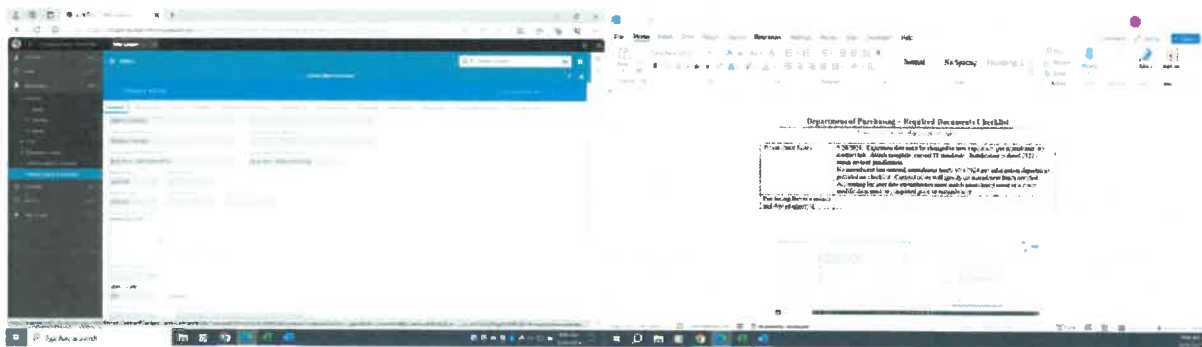
Revised 1/7/2022



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Procurement Notes:	<p>5/20/2024: Expiration date must be changed to new expiration, per amendment, on contract tab. Attach complete, current IT standards. Justification is dated 2022 – attach revised justification.</p> <p>No amendment line entered, amendment funds 10/1/2024 per information department provided on checklist. Contract cover will specify no amendment funds certified. Accounting for later date encumbrance must match amendment cover or a cover modification must be completed prior to encumbrance.</p>
Purchasing Buyer’s initials and date of approval	OK, ssp 5/21/2024



## CONTRACT EVALUATION FORM

<b>Contractor</b>	Blue Technologies, Inc.				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 718/CM3098				
<b>RQ#</b>	44038				
<b>Time Period of Original Contract</b>	10/01/2019-09/30/2024				
<b>Background Statement</b>	This amended contract adds an additional not-to-exceed amount of \$2,082,811.16 and extends the contract an additional two (2) years. 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>Service Description</b>	County need for enterprise-wide print management goods and services.				
<b>Performance Indicators</b>	Performance indicators to be determined by immediate availability, timely response to requests for service work and/or goods.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Vendor is working well for Public Works.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>			X		
<b>Justification of Rating</b>	Performing Satisfactorily				
<b>Department Contact</b>	Adam Miller				
<b>User Department</b>	Department of Public Works				
<b>Date</b>	05/16/2024				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0237

<p>Sponsored by: <b>County Executive Ronayne/Department of Public Works/ Division of County Engineer</b></p> <p>Co-sponsored by: <b>Councilmembers Miller and Turner</b></p>	<p><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.</p>
--	--

**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: June 18, 2024

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

Additional Sponsorship Requested on the Floor: June 18, 2024

Additional Sponsorship Requested in Committee: June 26, 2024

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

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 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

**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):**  
 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

**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>
Schirmer Construction LLC 31350 Industrial Parkway North Olmsted, Ohio 44070	Nick Iafigliola President
<b>Vendor Council District:</b>	<b>Project Council District:</b>
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.

Rev. 7/24/23

<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 ( 10% ) 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?  <b>Mathematically balanced to estimate.</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. N/A	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 MBV - 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.

Rev. 7/24/23

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>



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	14230
Infor/Lawson PO # Code (if applicable):	RFB
Event #	5402
CM Contract#	4459

	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"/>
---	------------------------------	--

<b>FULL AND OPEN COMPETITION</b> <b>Construction Projects – Road &amp; Bridge</b> <b>Reviewed by Purchasing</b>
---

	Department initials	Purchasing
Notice of Intent to Award ( <i>sent to all responding vendors</i> )	WB	OK AJ 5/20/2024
Bid Specification Packet ( <i>includes Legal Notice to Bidders</i> )	WB	OK AJ 5/20/2024
Final DEI Goal Setting Worksheet	WB	OK AJ 5/20/2024
Diversity Documents – <i>if required (goal set)</i>	WB	OK AJ 5/20/2024
Award Letter (sent to awarded vendor)	WB	OK AJ 5/20/2024
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>	N/A	N/A
Non-Collusion Affidavit	WB	OK AJ 5/20/2024
Public Works Bid Results	WB	OK AJ 5/20/2024
Tabulation Sheet                      SEE TAB SHEET	WB	OK AJ 5/20/2024
Prevailing Wage Public Improvement Agreement	WB	OK AJ 5/20/2024
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>	WB	OK AJ 5/20/2024
Worktype Worksheets, <i>if applicable</i>	WB	OK AJ 5/20/2024
SBE Worktype Worksheets, <i>if applicable</i>	WB	OK AJ 5/20/2024
Drug Free Workplace, <i>if applicable</i>	WB	OK AJ 5/20/2024
Project of Similar Complexity, <i>if applicable</i>	N/A	N/A
EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>	N/A	N/A
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets) IN PROPOSAL	WB	OK AJ 5/20/2024
Other, <i>per Section 3 “Required Bid Documents”</i>	WB	OK AJ 5/20/2024
IG#      23-0433-REG      12/31/2027	WB	OK AJ 5/20/2024
Debarment/Suspension Verified      Date:      4/29/2024	WB	OK AJ 5/20/2024 dated within 60 days
Auditor’s Finding      Date:      4/29/2024	WB	OK AJ 5/20/2024 dated within 60 days

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor’s Submission ( <i>Form of Proposal</i> )		WB	OK AJ 5/20/2024
Independent Contractor (I.C.) Requirement	Date: 4/30/2024	WB	OK AJ 5/20/2024 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 5/20/2024

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	
	<b>Department initials</b>
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
6/18/2024 to 12/31/2024	PW270205	73300		<b>\$1,000,000.00</b>
1/1/2024 to 3/18/2025	PW270205	73300		<b>\$609,858.50</b>
			<b>TOTAL</b>	<b>\$1,609,858.50</b>

### Purchasing Use Only:

Prior Resolutions:	n/a
CM#:	4459
Vendor Name:	Schirmer Construction LLC
ftp:	6/18/2024 – 3/18/2025
Amount:	\$1,609,858.50
History/CE:	OK
EL:	OK
Procurement Notes:	Buyer Review Completed
Purchasing Buyer’s initials and date of approval	AJ 5/20/2024



**Department of Purchasing Tabulation Sheet**

<b>REQUISITION NUMBER:</b> 14230 Event #5402	<b>TYPE: (RFB/RFP/RFQ):</b> RFB	<b>ESTIMATE:</b> \$1,350,000.00	<b>20% =</b> \$1,620,000.00
<b>CONTRACT PERIOD:</b>	<b>RFB/RFP/RFQ DUE DATE:</b> April 22, 2024	<b>SOLICITATIONS ISSUED</b>	<b>TOTAL RESPONSES</b>
<b>REQUESTING DEPARTMENT:</b> Public Works	<b>COMMODITY DESCRIPTION:</b> West 150 <sup>th</sup> Street (C.R.66) Rehabilitation of Existing Bridge 01.94 Over Chatfield Avenue, Greater Cleveland Regional Transit Authority, Norfolk Southern Railroad (Dearborn Div. MP CD-188.53) & Emery Road Extension in the City of Cleveland	<b>MANUAL RESPONSES</b>	<b>ELECTRONIC RESPONSES</b>
<b>DIVERSITY GOAL/SBE</b> 10%	<b>DIVERSITY GOAL/MBE</b> 0%	<b>0</b>	<b>1</b>
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No-The low bidder is in Cuyahoga County, JW 4/24/2024 LL 4/24/2024	<b>CCBB:</b> Low Non-CCBB Bid\$: 1,609,858.50	<b>DIVERSITY GOAL/WBE</b> 0%	
Does CCBEIP Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No-But no impact-the low bidder is not certified as an inclusive business and there is not a bidder within 2% of the low bidder that is certified as an "inclusive Business" in the CCBEIP, JW 4/24/2024 LL 4/24/2024	<b>CCBEIP:</b> Low Non-CCBEIP Bid \$: 1,609,858.50	<b>Add 2%, Total is:</b> \$1,642,055.67	
<b>*PRICE PREFERENCE LOWEST BID REC'D</b> \$1,609,858.50	<b>RANGE OF LOWEST BID REC'D</b> \$1,000,001.00-\$3,000,000.00	<b>Minus \$, =</b>	
<b>PRICE PREF % &amp; \$ LIMIT:</b> (8%) \$128,788.68 (Max \$210,000)	<b>MAX SBE/MBE/WBE PRICE PREF</b> \$1,738,647.18	<b>DOES PRICE PREFERENCE APPLY?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No low bidder is compliant LL 4/24/2024	

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1.	Schirmer Construction LLC 31350 Industrial Parkway North Olmsted, OH 44070	Bid Bond 100% Travelers Casualty & Surety Company of America	\$1,609,858.50	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 23-0433-REG NCA: <input checked="" type="checkbox"/> Yes PH: <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 CCBB (Form Attached) <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (W/M) Schirmer Construction, LLC- Prime SBE 20% 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% WBE: 0% SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 4/24/2024 SBE/MBE/WBE Comments and Initials: Goal met by Prime, Vendor can only get up to 20% in one category 4/23/24 CF JW 4/24/2024 LL 4/24/2024	DPW is recommending Award to this Vendor as the Lowest and Best Bid. \$1,609,858.50 WB 4/25/2024	<input checked="" 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)
			(Agree Match) <input checked="" type="checkbox"/> Yes CCBEIP: (Form Attached) <input checked="" type="checkbox"/> Yes (Agree Match) <input checked="" type="checkbox"/> Yes DOP Buyer Initials: AJ 4/23/2024					

Transaction ID:

**GOAL SETTING WORKSHEET**

**Department Name:** Public Works  
**Contact Name:** William Boyd  
**Contact Phone#:** 216-443-3761  
**Contact Email:** [wboyd@cuyahogacounty.us](mailto:wboyd@cuyahogacounty.us)  
**RFP#:** 14230  
**RQ Description:** West 150th Street Bridge Rehabilitation

**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)
Construction Bridge Rehabilitation	91300	\$ 1,200,000.00	1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
<b>Totals (\$):</b>		<b>\$1,200,000.00</b>				<b>0.00</b>			<b>0.00</b>

**Project Diversity Goals:**  
 Comments: LL 3/4/2024  
 Override: limited subcontracting opportunities due to scope of work (Per 3/4/24 email thread between PW/DEI: 26t/4m/1w NIGP 913\*\*:  
 The previous project was W. 41st Street Bridge (RQ# 42093 - 10% SBE Goal). The projects are very similar as they both consist of jacking the bridge, concrete work/repairs to piers and replacement of bridge bearings.)  
 NIGP 913\*\*:  
 25t/3m/1w w/o duplicates  
 26t/4m/1w w/duplicates  
 NAICS 237990 or 237310:  
 15t/5m/2w w/duplicates  
 12t/4m/1w w/duplicates  
 TOTAL NIGP/NAICS:  
 37t/7m/2w w/o duplicates  
 MBE Goal 0%  
 WBE Goal 0%  
 SBE Goal (not calculated) 10%

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0238

<p>Sponsored by: <b>County Executive Ronayne/Department of Development</b></p> <p>Co-sponsored by: <b>Councilmember Simon</b></p>	<p><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.</p>
---	--

**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: June 18, 2024

Committee(s) Assigned: Community Development

Additional Sponsorship Requested in Committee: June 24, 2024

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)**

Vendor Name and address:	Owner, executive director, other (specify):
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: <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>
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>					
Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.

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 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 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 18, 2024  
Committee(s) Assigned: Community Development

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)**

Vendor Name and address:	Owner, executive director, other (specify):
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

<p>Sponsored by: <b>County Executive Ronayne/Department of Housing and Community Development</b></p> <p>Co-Sponsored by: <b>Councilmembers Kelly, Turner and Jones</b></p>	<p><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.</p>
--	---

**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: June 18, 2024

Committee(s) Assigned: Community Development

Additional Sponsorship Requested on the Floor: June 18, 2024

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.
--	--

**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: June 18, 2024

Committee(s) Assigned: Public Safety & Justice Affairs

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	

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 Outside medical services provided to inmates at Metro Health not covered by the current contract.

**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):**  
 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.

**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>
MetroHealth System 2500 MetroHealth Dr Cleveland, Ohio 44109	Jessica Archer Paralegal & Contract Specialist
<b>Vendor Council District:</b>	<b>Project Council District:</b>
n/a	n/a
<b>If applicable provide the full address or list the municipality(ies) impacted by the project.</b>	n/a

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-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:	Provide a short summary for not using competitive bid process.  Services already provided and billed for.  *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.	<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 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>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.

<b>HISTORY (see instructions):</b>						
	24000205	METROHEALTH	2023	485,000	BC2024-72	1/29/24

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	N/A
Infor/Lawson PO# Code (if applicable):	EXMT
Event #	N/A
PO#	24001851

*X I certify that I have followed the current purchasing policies and procedures and no items being purchased under this requisition have been ordered or received.*

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

Briefing Memo	Department TG	Clerk of the Board
---------------	------------------	--------------------

Required Documents for All Purchase Orders (ALL Non-Contract Purchases)				
			Department initials	Purchasing
IG#			N/A-GOV'T ENTITY	n/a
Debarment/Suspension Verified	Date:	4/26/24	TG	Ok-within 60 days
Auditor's Finding	Date:	4/26/24	TG	Ok-within 60 days
Vendor's Submission * (or Bid Tabulation)			N/A- NTE PO- For future claims through 2023. No pricing schedule, billed on Medicaid's approved amounts.	Nte po for 2024 medical inmate offsite services \$1,080,000.00
Independent Contractor (I.C.) Requirement	Date:	1/9/24	TG	Ok-1 yr
Checklist			TG	ok

Required Documents Dependent upon Procurement Type				
			Department initials	Purchasing
Annual Non-Competitive Bid Contract Statement (Not required if item was competitively bid. Form is also not required unless <b>not</b> going to BOC or Council for approval)	Date:	1/9/24	TG	n/a going to boc
Bid Specification Packet. (Copy of Event, including include 2 <sup>nd</sup> effort documents, if applicable and include any attachments to the events).			N/A	

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

TSMC attach supporting documentation of attempt to secure three (3) valid quotes and/or Event documentation of 8 hour posting.	N/A	
Tabulation Sheets	N/A	
Evaluation/Scoring Summary <i>(includes evaluator names)</i>	N/A	
Notice of Intent to Award Letter <i>(only for Formals)</i>	N/A	
Award Letter <i>(only for Formals)</i>	N/A	
Final DEI Goal Setting Worksheet <i>(for Formal)</i>	N/A	
For SBEs/MBEs/WBEs “Null” search results attach DEI’s e-mail response to Null Search <i>(for Informal)</i> .	N/A	
E-mail notification(s) to available SBEs/MBEs/WBEs from the certified list <i>(for Informal)</i>	N/A	
Justification Form <i>(if exemption and purchase over \$5k)</i>	TG	uploaded
State Contract Cover Sheet	N/A	
Cooperative Purchase Contract Cover Sheet	N/A	
Sole Source Affidavit	N/A	
Sole Source Justification	N/A	
TAC/CTO Approval or IT Standards <i>(attach and identify relevant page #s)</i> , if required.	N/A	
Prior RFP Exemption/Alternative Procurement Approval Letter	N/A	
Furniture Request Form	N/A	
Proof of Public Notice publication	N/A	
Invoice <i>(for items already purchased but not approved)</i>	N/A	
Department Director’s approval to initiate TSMC purchase (email or printed)	N/A	
Department Director’s approval to purchase TSMC goods or services (email or printed)	N/A	

\*If State Contract or Cooperative purchase, must have the contract number and expiration date listed

Reviewed by Law	
	Department initials
Exhibits	N/A
Matrix Law Screen shot	TG
COI	TG
Workers’ Compensation Insurance	N/A
Performance Bond	N/A

Other documentation may be required depending upon your specific item

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

### Vendor Information

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Vendor Name	Dollar Amount
METROHEALTH	<b>\$1,080,000.00</b>

Department of Purchasing Verification for Events	
	Purchasing
Vendor Name and Dollar Amount verified (lowest and best)	
If an event(s) was created: Check Audit Log to verify Event(s) released (approved-notified) 2 <sup>nd</sup> effort will show as an amendment approved-notified or will be a separate event; minimum # of hours bid	
Checked for # of Notification on Event(s)	
Sealed Bid on Event(s) & Display on Portal	
If brand name listed on specs, must have “or equivalent” or approved IT Standard and/or prior approval Alternative Procurement	
If a service, <ul style="list-style-type: none"> <li>• Matrix approval of PO vs. Contract</li> <li>• Insurance/Workers’ Compensation requirements and/or Waiver</li> </ul>	
Minimum # of bids received	
Purchasing Buyer’s initials and date of approval	
Misc Comments	

Requisitions up to & including \$5,000.00 will be reviewed by the assigned purchasing agent in the Department of Purchasing. If all requirements are met, the item can be approved by DoP without additional consideration. For the following items the OnBase Agenda Action form must be completed. The item will be held until it is approved by the Board of Control.

- Requisitions over \$5,000.00
- Requisition submitted in which the item has been ordered and/or received

Nte po for 2024 medical inmate offsite services \$1,080,000.00  
Metro Health System

OK to approve - enter into OnBase

Per the procedures, as this item needs Board of Control approval, the department will need to enter into OnBase for a future agenda under the ERP-BOC/Council Approval Request Form. Once approved by the BOC, the request will have final OPD approval in Infor in order for the department to move forward with the AP process.

Lz 5.17.2024



# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0245

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Cuyahoga Job and Family Services</b></p> <p>Co-sponsored by: <b>Councilmembers Turner, Conwell, Miller and Sweeney</b></p>	<p><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.</p>
---	---

**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: June 18, 2024

Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested in Committee: June 26, 2024

Journal \_\_\_\_\_

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

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	RQ 14527 – 2024 – Enterprise Community Partners, Inc. – Sole Source Contract – Volunteer Income Tax Preparation Earned Income Tax Credit (EITC) Coalition
<b>Department or Agency Name</b>	Cuyahoga Job and Family 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/Council Approved	Approval No.
O	4584	Enterprise Community Partners Inc.	7/1/2024 – 6/30/2026	\$770,000.00	Pending	Pending

**Service/Item Description (include quantity if applicable).**

Cuyahoga Job and Family Services is requesting approval of a 2-year sole source contract with **Enterprise Community Partners, Inc.** in the amount of **\$770,000.00** to provide EITC free tax prep services for the period of **7/01/2024 – 6/30/2026**.

Indicate whether:  New service/purchase    Existing service/purchase    Replacement for an existing service/purchase (provide details in Service/Item Description section above)

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):**

- Maximize participation in the EITC by providing free income tax preparation services.
- Promote outreach and education particularly among low-income working families, families receiving public benefits from CJFS, and immigrant groups.
- Facilitate the use of the EITC as an entry point for financial education and asset development.

**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):
<b>Enterprise Community Partners, Inc.</b> <b>70 Corporate Center</b> <b>11000 Broken Land Parkway, Suite 700</b> <b>Columbia, MD 21044</b>  <b>Local Address:</b> <b>Enterprise Community Partners, Inc.</b> <b>812 Huron Road E</b> <b>Cleveland, OH 44115</b>	<b>Kathy Matthews, Contact/Senior Program Director</b>
Vendor Council District: <b>03</b>	Project Council District: <b>Countywide</b>

Rev. 05/07/2024

If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>Countywide</b>
---	-------------------

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
RQ# <u>  N/A  </u> (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: <b>N/A</b>	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: <b>N/A</b>	<input type="checkbox"/> Exemption
Number of Solicitations: <b>N/A</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, please explain.  If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome? <b>N/A</b>	<input checked="" type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( <b>0 responses</b> ).  <b>RQ# 14527; Event# 5560</b> <b>The total value of the solicitation is \$770,000.00.</b>
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:  <b>N/A</b>	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?  <b>N/A</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. <b>N/A</b>	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain. <b>N/A</b>	

<b>FUNDING SOURCE:</b> Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.  <b>90% Federal/ State</b>  <b>10% 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.

HS260195 \$770,000.00
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/purchase late <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission	
<b>Reason:</b> <i>Public Notice</i> posted by DoP closed on 5/30/24. DCAP was unable to release the contract until after the closing date. The time of performance was changed from a 1-year to a 2-year contract to secure services in the most timely and efficient way. As a result, all contractual documents had to be revised to reflect the extended end date. COI discrepancies with the vendor further delayed the document collection process.	
<b>Timeline</b>	
Project/Procurement Start Date (date your team started working on this item):	<b>3/21/2024</b>
Date documents were requested from vendor:	<b>3/21/2024 &amp; 5/8/2024 (Revised TOP)</b>
Date of insurance approval from risk manager:	<b>3/21/2024</b>
Date Department of Law approved Contract:	<b>5/30/2024</b>
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: <b>N/A</b>	
If late, have services begun? <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain) <b>The contract is for an existing service.</b>	
Have payments been made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY</b> (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	1564	Enterprise Community Partners Inc.	7/1/2021-6/30/2024	\$1,155,000.00	7/6/2021	R2021-0160

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	14527
Infor/Lawson PO# Code (if applicable):	SOLC
Event #	5560
CM Contract#	4584

<b>EITC24- Enterprise Community Partners Inc.</b>	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	AL	EB

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<i>Public Notice</i> posted by DoP closed on 5/30/24. DCAP was unable to release the contract until after the closing date. The time of performance was changed from a 1-year to a 2-year contract to secure services in the most timely and efficient way. As a result, all contractual documents had to be revised to reflect the extended end date. COI discrepancies with the vendor further delayed the document collection process.	
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"/>
---	------------------------------	--

Sole Source Purchases (Contract)				
Reviewed by Purchasing				
EITC24- Enterprise Community Partners Inc.			Department initials	Purchasing
Sole Source Justification Form			AL	EB
IG#	<del>22-0079-REG</del>	22-0079-REG 12/31/2026	AL	EB
Annual Non-Competitive Bid Contract Statement ( <i>only needed if not going to BOC or Council for approval</i> )	Date:	3/28/2024	AL	EB
Debarment/Suspension Verified	Date:	5/28/2024	AL	EB
Auditor’s Finding	Date:	5/28/2024	AL	EB
Vendor’s Submission			N/A	N/A
Independent Contractor (I.C.) Requirement	Date:	3/28/24	AL	EB
Sole Source Affidavit			AL	EB
Sole Source 5-day Posting	Dates:	5/23/2024 -5/30/24		EB

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

			POSTED 5/23/2024 - 5/30/2024 due to Memorial Day
Cover - <i>Master contracts only</i>	N/A		N/A
Contract Evaluation – <i>if required</i>	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>

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	AL
Matrix Law Screen shot	AL
COI	AL -EXPIRE 7/1/24 commercial & auto
Workers’ Compensation Insurance	AL-EXPIRES 7/1/2024

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
7/1/2024 - 12/31/2024	HS260195	55130	UCH08300	\$192,500.00
1/1/2025 – 12/31/2025	HS260195	55130	UCH08300	\$385,000.00
1/1/2026 - 6/30/2026	HS260195	55130	UCH08300	\$192,500.00
			<b>TOTAL</b>	<b>\$770,000.00</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	SOLC
<b>Lawson RQ# (if applicable)</b>	14527
<b>CM Contract#</b>	4584

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount (CM1564)</b>	\$1,155,000.00		7/1/2021-6/30/2024	7/6/2021	R2021-0160
<b>Prior Amendment Amounts (list separately)</b>		\$			



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$1,155,000.00			
<b>New Contract Action: 2-Year Sole Source Contract (CM#4338)</b>		\$770,000.00	7/1/2024-6/30/2026	Pending	Pending

### Purchasing Use Only:

<b>Prior Resolutions:</b>	R2021-0160
<b>CM#:</b>	4584
<b>Vendor Name:</b>	Enterprise Community Partners, Inc.
<b>ftp:</b>	7/1/2024 – 6/30/2026
<b>Amount:</b>	\$770,000.00
<b>History/CE:</b>	OK
<b>EL:</b>	OK
<b>Procurement Notes:</b>	N/A

Purchasing Buyer approval: **EB 6/4/2024**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0192

<b>Sponsored by: 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.
---	---

**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.	

<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: <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>
Economic Development Fund
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 checked="" 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?  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
<b>Total Uses</b>	<b>\$20,000,000</b>	<b>Total Sources</b>	<b>\$20,000,000</b>

**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.
---	--

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.





To: County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: April 23, 2024

RE: 2025 Alternative Tax Budget

---

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 Chrembo 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/charter millage for debt service. The basic security for payment of general obligation debt is the requirement of the levy of ad valorem property taxes within the 10 mill limitation imposed by Ohio law. Ohio law requires a levy and collection of ad valorem property tax to pay debt service on general obligation debt as it becomes due, unless that debt service is paid from other sources.

## **SCHEDULE 4**

The general purpose of schedule 4 is to provide for the proper amount of millage to cover debt service requirements on voted bond issues. Major capital improvement projects are sometimes financed through the use of voted bonds. The taxing authority seeks voter approval of general obligation bonds and of the levy of property taxes outside the indirect debt limitation in whatever amount is necessary to pay debt service on those bonds.

## **SCHEDULE 5**

The general purpose of schedule 5 is to properly account for tax anticipation notes. See schedule 5 for more details.



(Levies Inside & Outside 10 Mill Limitation, Inclusive Of Debt Levies)  
 (List All Levies Of The Taxing Authority)

**SCHEDULE 1**

I	II	III	IV	V	VI	VII	VIII	IX
Fund	Purpose	Authorized By Voters On MM/DD/YY	Levy Type	Number Of Years Levy To Run	Tax Year Begins/ Ends	Collection Year Begins/ Ends	Maximum Rate Authorized (Mills)	\$ AMOUNT Requested Of Budget Commission
Board of Developmental Disabilities (Zone 2210)	To support the provision of services to individuals and families affected by developmental disabilities	11/8/2005	Replacement	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	\$ 212,987,583	\$ 44,616,681	\$ 504,747,722	\$ 762,331,986	\$ 566,861,393	\$ 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 Develon. 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	\$ 86,183,399	\$ 4,823,756
2220	Community Development	\$ 21,209,973	-	\$ 6,131,481	\$ 27,341,454	\$ 8,461,622	\$ 18,879,832
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	Covahona Support Enforcement	-	-	\$ 41,257,659	\$ 41,257,659	\$ 41,257,659	-
2250	Delinquent Real Estate Assess.	\$ 15,197,451	-	\$ 10,984,621	\$ 26,182,072	\$ 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	\$ 9,893,496	\$ 134,853,518	\$ 1,711,975	\$ 146,458,979	\$ 141,163,053	\$ 5,295,926
2256	Metro-Health 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	\$ 9,145,578	-	\$ 4,392,710	\$ 13,538,289	\$ 11,337,883	\$ 2,190,406
2290	Other Legislative And Exec.	\$ 12,178,691	-	\$ 657,928	\$ 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	Loading Tax Fund	\$ 3,253,916	-	\$ 33,751,500	\$ 36,985,416	\$ 31,623,009	\$ 5,362,407
2345	Opicoid 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	\$ 28,217,053	-	\$ 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	\$ 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	-	-
6745	Sheriff Central Security	-	-	\$ 14,269,043	\$ 14,269,043	\$ 14,268,043	-
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	-
	<b>TOTAL ALL FUNDS</b>	\$ <b>927,902,343</b>	\$ <b>447,190,293</b>	\$ <b>1,643,022,828</b>	\$ <b>3,018,115,464</b>	\$ <b>2,070,010,296</b>	\$ <b>948,105,168</b>

# UNVOTED GENERAL OBLIGATION DEBT

(Include General Obligation Debt To Be Paid From Inside/Charter Millage Only)  
 (Do Not Include General Obligation Debt Being Paid By Other Sources)  
 (Do Not Include Special Obligation Bonds & Revenue Bonds)

## SCHEDULE 3

I Purpose Of Bonds Or Notes	II Date Of Issue	III Final Maturity Date	IV Principal Amount Outstanding At The Beginning Of The Calendar Year	V Amount Required To Meet Calendar Year Principal & Interest Payments	VI Amount Receivable From Other Sources To Meet Debt Payments
Series 2009B General Obligation Bonds	12/22/2009	12/1/2034	\$85,265,000	\$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>



# 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

<p>Sponsored by: <b>County Executive Ronayne/Fiscal Officer</b></p>	<p><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 Resolution become immediately effective.</p>
---	---

**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 (the “State”), by virtue of the laws of the State of Ohio, 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 Resolution (the “Resolution,” or 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 7(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 Agreement” means the Loan and Security Agreement between the Borrower and the County, dated as of August 1, 2024.

“Loan Payments” means the payments to be made by the Borrower to the County pursuant to the Loan Agreement.

“Mandatory Sinking Fund Redemption Requirements” means, as to the Series 2024A Bonds, the deposits required to be made in respect of any 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 65. 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 6 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. true 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 Series 2024A 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.



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

Legislation Substituted in Committee: June 18, 2024

Journal \_\_\_\_\_  
\_\_\_\_\_, 2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0222

<p>Sponsored by: <b>County Executive Ronayne/Department of Public Safety and Justice Services/Division of Witness Victim Services</b></p>	<p><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.</p>
---	---

**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 Mr. Miller, seconded by Ms. Turner, the foregoing Resolution was duly adopted.

Yeas: Gallagher, Schron, Conwell, Turner, Stephens, Simon, Kelly, Miller and Jones

Nays: None

\_\_\_\_\_  
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 CC054  
June 18, 2024

**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 Department of Public Safety 601 Lakeside Avenue, Room 230 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.	
---	--

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.

<b>Provide status of project.</b>	
<input type="checkbox"/> New Service or purchase purchase	<input checked="" 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	
<b>Reason:</b> <b>PSJS did not receive the draft agreement until May 1<sup>st</sup> 2024</b>	
<b>Timeline:</b> Project/Procurement Start Date (date your team started working on this item):	<b>N/A</b>
Date documents were requested from vendor:	<b>N/A</b>
Date of insurance approval from risk manager:	<b>N/A</b>
Date Department of Law approved Contract:	<b>N/A</b>
Date item was entered and released in Infor:	<b>N/A</b>
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: <b>N/A</b>	
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>			
<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
---------------	---------------------------	---

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"/>
---	------------------------------	--

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			
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period/Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<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:

<b>Prior Resolutions:</b>	NA
<b>CM#:</b>	4508
<b>Vendor Name:</b>	City of Cleveland
<b>ftp:</b>	1/1/2024 – 12/31/2027
<b>Amount:</b>	(revenue-generating)
<b>History/CE:</b>	OK
<b>EL:</b>	OK
<b>Procurement Notes:</b>	AGREEMENT NEEDS TO BE SIGNED BY BOTH PARTIES

Purchasing Buyer approval: CQ 5/16/2024

# 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.
---	---

**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;
- xi. 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\_\_\_\_