



**AGENDA  
CUYAHOGA COUNTY COUNCIL REMOTE\* REGULAR MEETING  
TUESDAY, MAY 26, 2020  
2:00 PM**

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

**\*\*Public comment for this meeting may be submitted in writing via email to the Clerk of Council at [jschmotzer@cuyahogacounty.us](mailto:jschmotzer@cuyahogacounty.us) no later than 1:00 p.m. on Tuesday, May 26, 2020**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT\*\***
- 6. APPROVAL OF MINUTES**
  - a) May 12, 2020 Regular Meeting (See Page 9)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. EXECUTIVE SESSION**
  - a) Pending or imminent litigation

## 10. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2020-0090: 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 18)

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

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

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

- 1) O2020-0012: An Ordinance enacting Cuyahoga County Code Section 303.08 to establish positions exempted from the Classified Service and County Non-bargaining Classification Plan; and declaring the necessity that this Ordinance become immediately effective. (See Page 69)

Sponsors: Councilmembers Brown and Miller

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

- 1) O2020-0011: An Ordinance amending Sections 1304.03 and 1304.04 of the Cuyahoga County Code to provide for a “grace period” wherein Chapter 1304 shall not be enforced until 1/1/2021, and penalties shall only be imposed for violations occurring on or after that date; and declaring the necessity that this Ordinance become immediately effective. (See Page 73)

Sponsor: Councilmember Simon

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

## 11. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2020-0097: A Resolution amending the 2020/2021 Biennial Operating Budget for 2020 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; amending Resolution No. R2020-0071 dated 4/14/2020 and Resolution No. R2020-0091 dated 5/12/2020 to reconcile appropriations for 2020; and declaring the necessity that this Resolution become immediately effective. (See Page 76)

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

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

- 1) R2020-0098: A Resolution making awards on RQ48436 to various contractors, in the total amount not-to-exceed \$30,000,000.00, for On Call – COVID-19 Emergency Building Modifications for the period 6/10/2020 - 6/9/2021; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 84)
  - i) Gilbane Building Company in the approximate amount reasonably anticipated to be \$5,000,000.00.
  - ii) The Whiting-Turner Contracting Company in the approximate amount reasonably anticipated to be \$5,000,000.00.
  - iii) Turner Construction Company in the approximate amount reasonably anticipated to be \$5,000,000.00.
  - iv) ConstructAbility, Inc. in the approximate amount reasonably anticipated to be \$5,000,000.00.

- v) The Albert M. Higley Co., LLC in the approximate amount reasonably anticipated to be \$5,000,000.00.
- vi) Geis Construction, Inc. in the approximate amount reasonably anticipated to be \$5,000,000.00.

Sponsor: County Executive Budish/Department of Public Works

- 2) R2020-0099: A Resolution making an award on RQ48108 to Relmec Mechanical LLC in the amount not-to-exceed \$679,960.00 for the Medical Examiner's Building Air Handling Unit-4 Replacement Project for the period 6/10/2020 - 1/27/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 91)

Sponsor: County Executive Budish/Department of Public Works

- 3) R2020-0100: A Resolution declaring that public convenience and welfare requires resurfacing of various roads, avenues and a street located in various municipalities in connection with the 2021-2024 Transportation Improvement Program; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said projects; and declaring the necessity that this Resolution become immediately effective: (See Page 100)
  - i) Harvard Road from East 190<sup>th</sup> Street to Warrensville Center Road in the City of Warrensville Heights; total estimated project cost \$900,000.00.
  - ii) Green Road from Miles Road to Emery Road in the City of Warrensville Heights; total estimated project cost \$780,000.00.

- iii) Green Road from Mayfield Road to Cedar Road in the City of South Euclid; total estimated project cost \$3,200,000.00.
- iv) Wilson Mills Road from Richmond Road to the Eastern Corporation Line in the City of Richmond Heights; total estimated project cost \$860,000.00.
- v) Ridge Road from Pearl Road to Flowerdale Avenue in the Cities of Brooklyn, Cleveland and Parma; total estimated project cost \$3,460,000.00.
- vi) Broadway Avenue from Macedonia Road to Richmond Road in the Village of Oakwood; total estimated project cost \$1,930,000.00.
- vii) Clague Road from Lorain Road to Marion Road in the City of North Olmsted; total estimated project cost \$840,000.00.
- viii) Rockside Road from East 141<sup>st</sup> Street to Sector Drive in the City of Maple Heights; total estimated project cost \$2,180,000.00.
- ix) Hilliard Road from Warren Road to Riverside Drive in the City of Lakewood; total estimated project cost \$2,850,000.00.
- x) Wilson Mills Road from Lander Road to Alpha Drive in the City of Highland Heights and Village of Mayfield; total estimated project cost \$860,000.00.
- xi) East 200<sup>th</sup> Street from Mohican Avenue to Lakeshore Boulevard in the Cities of Cleveland and Euclid; total estimated project cost \$1,670,000.00.
- xii) Grant Avenue from East 49<sup>th</sup> Street to East 71<sup>st</sup> Street in the City of Cleveland and Village of Cuyahoga Heights; total estimated project cost \$1,050,000.00.
- xiii) Forbes Road from First Place to Richmond Road in the City of Bedford Heights and Village of Oakwood; total estimated project cost \$930,000.00.

- xiv) Sheldon Road from Engle Road to Smith Road in the Cities of Brook Park and Middleburg Heights; total estimated project cost \$770,000.00.

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

- 4) R2020-0101: A Resolution making an award on RQ48104 to CATTs Construction, Inc. in the amount not-to-exceed \$1,645,588.10 for resurfacing East 131<sup>st</sup> Street from Forestdale Drive to Miles Road in the Cities of Cleveland and Garfield Heights; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 133)

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

- 5) R2020-0102: A Resolution making an award on RQ47359 to Trinity Services Group, Inc. in the amount not-to-exceed \$8,926,659.00 for jail food services for the period 6/15/2020 - 6/14/2023; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 146)

Sponsor: County Executive Budish/County Sheriff

- 6) R2020-0103: A Resolution authorizing an amendment to Contract No. CE1900189-01 with J.C. Penney Corporation, Inc. for emergency clothing assistance for the period 5/1/2019 - 4/30/2020 to extend the time period to 4/30/2021 and for additional funds in the amount not-to-exceed \$750,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 164)

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

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

- 1) R2020-0092: A Resolution confirming the County Executive's appointment of David Merriman, upon his taking the oath of office, as Director of the Department of Health and Human Services; and declaring the necessity that this Resolution become immediately effective. (See Page 171)

Sponsor: County Executive Budish

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

- 2) R2020-0093: A Resolution confirming the County Executive's appointment of Jesse S. Drucker, upon his taking the oath of office, as Director of Human Resources; and declaring the necessity that this Resolution become immediately effective. (See Page 173)

Sponsor: County Executive Budish

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

- 3) R2020-0094: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$526,235.00 for an annual audit for Calendar Year 2019 for the period 1/1/2020 - 12/31/2020; 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 175)

Sponsor: County Executive Budish/Fiscal Officer

Committee Assignment and Chair: Finance & Budgeting – Miller

- 4) R2020-0095: A Resolution making an award on RQ47599 to Duct Fabricators, Incorporated in the amount not-to-exceed \$1,376,400.00 for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement services for the period 5/1/2020 - 4/30/2023; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 177)

Sponsor: County Executive Budish/Department of Public Works

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

- 5) R2020-0096: A Resolution making an award on RQ47939 to Independence Excavating, Inc. in the amount not-to-exceed \$5,853,453.30 for replacement of Memphis Road Bridge No. 00.62 over CSXT Railroad in the City of Brooklyn; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 180)

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

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

**12. MISCELLANEOUS COMMITTEE REPORTS**

**13. MISCELLANEOUS BUSINESS**

**14. ADJOURNMENT**

NEXT MEETING

REGULAR MEETING:

TUESDAY, JUNE 9, 2020  
2:00 PM / REMOTE





**MINUTES**  
CUYAHOGA COUNTY COUNCIL REMOTE\* REGULAR MEETING  
TUESDAY, MAY 12, 2020  
2:00 PM

\*Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed to the public at this time. As this meeting is being conducted remotely, in accordance with HB 197, interested persons may access the meeting via livestream by using the following link:  
[council.cuyahogacounty.us/en-US/Streaming-Video.aspx](https://council.cuyahogacounty.us/en-US/Streaming-Video.aspx)

\*\*Public comment for this meeting may be submitted in writing via email to the Clerk of Council at [jschmotzer@cuyahogacounty.us](mailto:jschmotzer@cuyahogacounty.us) no later than 1:00 p.m. on Tuesday, May 12, 2020

1. CALL TO ORDER

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

2. ROLL CALL

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

**[Clerk's Note: Clerk Schmotzer was in attendance shortly after the roll-call was taken and clerked the remainder of the meeting.]**

3. PLEDGE OF ALLEGIANCE

4. SILENT MEDITATION

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

5. PUBLIC COMMENT\*\*

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

6. APPROVAL OF MINUTES

- a) April 28, 2020 Regular Meeting
- b) May 5, 2020 Committee of the Whole Meeting

**A motion was made by Ms. Simon, seconded by Mr. Tuma and approved by unanimous vote to approve the minutes from the April 28, 2020 Regular and May 5, 2020 Committee of the Whole meetings.**

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

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

8. MESSAGES FROM THE COUNTY EXECUTIVE

**County Executive Budish updated Council regarding getting ready for the reopening of County buildings. He said that the top priority is to protect the safety of the employees and the public by following the guidelines established by the County Board of Health, the Ohio Department of Health and the CDC. This is an evolving process, so changes will be seen as we move forward.**

**County Executive Budish then reported the following:**

- a) **Screening everyone who enters County buildings with temperature checks and several questions will continue.**
- b) **Extensively cleaning and sanitizing County buildings will continue.**
- c) **All Executive employees must wear a face mask when in a common area or if their workspace is within six feet of a common area and without a protective barrier. All visitors to the County buildings, under the Executive, other than the Justice Center, will be required to wear a face mask. He understands that the Judges have decided to follow the same approach for the public entering the Justice Center.**
- d) **All employees who can work remotely will be encouraged to continue to do so, with the permission of their supervisor.**
- e) **Lobbies and workspaces will be adjusted and remodeled to facilitate social distancing, and floor markings and barriers are being added.**
- f) **Elevators will be limited to two individuals at a time.**
- g) **Employees and the public will continue to be reminded to follow the Board of Health and CDC guidelines, including hand washing, sanitizing, and social distancing. Signage will be used in County buildings for employees and the County website, social media and weekly press conferences will be used for the public.**
- h) **The goal, when buildings are reopened, will be to keep everyone safe.**

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2020-0090: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

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

**Council President Brady referred Resolution No. R2020-0090 to the Human Resources, Appointments & Equity Committee.**

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

- 1) O2020-0011: An Ordinance amending Sections 1304.03 and 1304.04 of the Cuyahoga County Code to provide for a “grace period” wherein Chapter 1304 shall not be enforced until 1/1/2021, and penalties shall only be imposed for violations occurring on or after that date; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Simon

**Council President Brady referred Ordinance No. O2020-0011 to the Education, Environment & Sustainability Committee.**

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

**A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2020-0091.**

- 1) R2020-0091: A Resolution amending the 2020/2021 Biennial Operating Budget for 2020 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts

and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

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

**On a motion by Mr. Miller with a second by Mr. Brady, Resolution No. R2020-0091 was considered and adopted by unanimous vote.**

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

- 1) R2020-0092: A Resolution confirming the County Executive's appointment of David Merriman, upon his taking the oath of office, as Director of the Department of Health and Human Services; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

**Council President Brady referred Resolution No. R2020-0092 to the Health, Human Services & Aging Committee.**

- 2) R2020-0093: A Resolution confirming the County Executive's appointment of Jesse S. Drucker, upon his taking the oath of office, as Director of Human Resources; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

**Council President Brady referred Resolution No. R2020-0093 to the Human Resources, Appointments & Equity Committee.**

- 3) R2020-0094: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$526,235.00 for an annual audit for Calendar Year 2019 for the period 1/1/2020 - 12/31/2020; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer

**Council President Brady referred Resolution No. R2020-0094 to the Finance & Budgeting Committee.**

- 4) R2020-0095: A Resolution making an award on RQ47599 to Duct Fabricators, Incorporated in the amount not-to-exceed \$1,376,400.00 for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement services for the period 5/1/2020 - 4/30/2023; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

**Council President Brady referred Resolution No. R2020-0095 to the Public Works, Procurement & Contracting Committee.**

- 5) R2020-0096: A Resolution making an award on RQ47939 to Independence Excavating, Inc. in the amount not-to-exceed \$5,853,453.30 for replacement of Memphis Road Bridge No. 00.62 over CSXT Railroad in the City of Brooklyn; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Brady referred Resolution No. R2020-0096 to the Public Works, Procurement & Contracting Committee.**

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

**A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2020-0088 and R2020-0089.**

- 1) R2020-0088: A Resolution authorizing amendments to agreements and contracts with various providers for community-based services to support at-risk children and families in Cuyahoga County for various time periods to

extend the time periods to 3/31/2021 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) for the period 4/1/2018 - 3/31/2020:
  - a) No. AG1800016-01 with City of Lakewood in the amount not-to-exceed \$450,694.00.
  - b) No. AG1800055-01 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$361,803.00.
  - c) No. CE1800160-01 with Catholic Charities Corporation in the amount not-to-exceed \$645,749.77.
  - d) No. CE1800161-01 with The East End Neighborhood House in the amount not-to-exceed \$427,161.00.
  - e) No. CE1800162-01 with Murtis Taylor Human Services System in the amount not-to-exceed \$964,877.00.
  - f) No. CE1800163 -01 with The Centers for Families and Children in the amount not-to-exceed \$394,105.00.
  - g) No. CE1800164-01 with University Settlement, Incorporated in the amount not-to-exceed \$681,925.84.
  - h) No. CE1800165-01 with West Side Community House in the amount not-to-exceed \$439,715.00.

- ii) for the period 11/19/2018 - 3/31/2020:
  - a) No. CE1800452-01 with The Harvard Community Services Center in the amount not-to-exceed \$461,704.00.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services and Councilmembers Miller **and Brown**

Committee Assignment and Chair: Committee of the Whole – Brady and Conwell

**On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2020-0088 was considered and adopted by unanimous vote.**

- 2) R2020-0089: A Resolution authorizing an amendment to Agreement No. AG1900216-01 with City of Cleveland/ Department of Public Health for administration, coordination, prenatal and inter-conceptional care services to high risk families in connection with expansion of the MomsFirst Program for the Invest in Children Program for the period 1/1/2020 - 12/31/2021 to change the scope of services, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$774,940.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood **and Councilmembers Conwell, Miller and Simon**

Committee Assignment and Chair: Committee of the Whole – Brady and Simon

**On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2020-0089 was considered and adopted by unanimous vote.**

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

**A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Ordinance No. O2020-0009.**

- 1) O2020-0009: An Uncodified Ordinance amending uncodified Ordinance No. O2020-0008 dated 4/14/2020, which amended uncodified Ordinance No. O2020-0007 dated 3/16/2020, which provided for paid emergency administrative leave for all County employees and which deleted the requirement that the paid emergency administrative leave can only be used after the employee has exhausted his or her existing accrued sick leave, by revising the date on which the paid emergency administrative leave will expire; and declaring the necessity that this uncodified Ordinance become immediately effective.

Sponsors: County Executive Budish and Councilmember Jones

Committee Assignment and Chair: Committee of the Whole –  
Brady and Brown

**On a motion by Mr. Schron with a second by Mr. Miller, Ordinance No. O2020-0009 was considered and adopted by unanimous vote.**

11. MISCELLANEOUS COMMITTEE REPORTS

**Clerk Schmotzer gave a brief overview of how Committees would meet remotely and stated that meetings would now revert to the regularly scheduled day and time. She then requested that Chairpersons connect with their assigned clerk staff to make Committee meeting arrangements and to finalize Committee agendas.**

**Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, May 18, 2020 and June 1, 2020 at 1:00 p.m.**

**Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, May 19, 2020 at 10:00 a.m.**

**Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, May 19, 2020 at 1:00 p.m.**

**Ms. Baker reported that the Council Operations, Intergovernmental Relations & Public Transportation Committee will meet on Tuesday, May 19, 2020 at 3:00 p.m.**

**Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, May 20, 2020 at 10:00 a.m.**

**Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, May 20, 2020 at 1:00 p.m.**

**Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, May 20, 2020 at 3:00 p.m.**

12. MISCELLANEOUS BUSINESS

**Councilmember Schron asked about opening the County buildings. County Executive Budish clarified that we are still in the process of getting ready to re-open.**



13. ADJOURNMENT

**With no further business to discuss, Council President Brady adjourned the meeting at 2:38 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0090

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

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

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

WHEREAS, on April 22, 2020, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through P) 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: *Compliance Coordinator*  
Number: 14211  
Pay Grade: 12A/Exempt

Exhibit B: Class Title: *Loan Portfolio Analyst*  
Class Number: 21001  
Pay Grade: 13A/Exempt

Proposed Revised Classifications:

Exhibit C: Class Title: *Chief Investigator*  
Class Number: 12223  
Pay Grade: 13A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014. An ABMDI certification is now required for the position, so that the individual is considered an expert-witness in court. Language was changed to better reflect the responsibilities of the position.

Exhibit D: Class Title: *Corrections Officer Lieutenant*  
Class Number: 12351  
Pay Grade: 12A/Non-Exempt  
\* At the request of HR and the Sheriff's Dept., the classification was updated and re-evaluated for pay grade and FLSA status due to challenges in recruiting qualified candidates. This resulted in a change in pay grade and over-time status.

Exhibit E: Class Title: *Director, Parentage Quality Assurance Manager 7 Training*  
Class Number: 12321  
Pay Grade: 21A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014. The essential job functions, language, and formatting were updated. No change to pay grade or FLSA status.

Exhibit F: Class Title: *HRIS Administrator (ERP Business Systems Administrator)*  
Class Number: 14041/16451  
Pay Grade: 15B/Exempt  
\* The classification was expanded to be used in other departments. As a result, the wording of the document was changed to be broader even though the responsibilities remain the same. The pay grade increased due to higher minimum qualifications for the position.

- Exhibit G: Class Title: *Manager, Morgue Operations (Manager, Morgue Operations and Investigations)*  
Class Number: 12301  
Pay Grade: 15A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014.  
Title was changed. Wording was changed to better reflect the responsibilities of the position.
- Exhibit H: Class Title: *Pathology Assistant*  
Class Number: 17001  
Pay Grade: 8A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014.  
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit I: Class Title: *Senior Superintendent, Facilities*  
Class Number: 15092  
Pay Grade: 14A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2019.  
Wording was changed to better reflect the responsibilities of the position. Updated the certifications required for the position.
- Exhibit J: Class Title: *Superintendent, Facilities*  
Class Number: 15091  
Pay Grade: 13A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2019.  
Wording was changed to better reflect the responsibilities of the position.
- Exhibit K: Class Title: *Supervisor, Pathology Assistant*  
Class Number: 17002  
Pay Grade: 10A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2014.  
The essential job functions, minimum qualifications, language, and formatting were updated. No change to pay grade or FLSA status.
- Exhibit L: Class Title: *Workers' Compensation Coordinator*  
Class Number: 14091  
Pay Grade: 11A/Exempt (No change)  
\* Revision was requested by department to update the essential job functions. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

- Exhibit M: Class Title: *Domestic Relations Mediator*  
Class Number: 13211  
Pay Grade: 10A/Exempt  
\* The department no longer performs the job duties of this specification. Mediation responsibilities and grant funding have been shifted to Domestic Relations Court. There are no incumbents in this classification.
- Exhibit N: Class Title: *Environmental Specialist*  
Class Number: 12081  
Pay Grade: 5A/Non-Exempt  
\* The duties have been redistributed to other classifications in the department. There are no incumbents in this classification.
- Exhibit O: Class Title: *Manager, Mediation*  
Class Number: 13212  
Pay Grade: 16A/Exempt  
\* The department no longer performs the job duties of this specification. Mediation responsibilities and grant funding have been shifted to Domestic Relations Court. There are no incumbents in this classification.
- Exhibit P: Class Title: *Security Systems Compliance Coordinator*  
Class Number: 16111  
Pay Grade: 8A/Non-Exempt  
\* The County does not perform these responsibilities as PSJS no longer serves in an administrative service role between Ohio Highway Patrol LEADS system and our local police departments. There are no incumbents.

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

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

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

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

Yeas:

Nays:

\_\_\_\_\_ Date

County Council President

\_\_\_\_\_ Date

County Executive

\_\_\_\_\_ Date

Clerk of Council

First Reading/Referred to Committee: May 12, 2020

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

Legislation Amended in Committee: May 19, 2020

Journal CC038

May 26, 2020

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Compliance Coordinator	<b>Class Number:</b>	14211
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Dept:</b>	Human Resources		

EX:A

### Classification Function

The purpose of this classification is to serve a subject matter expert that facilitates, coordinates, organizes and plans multi-program projects for the County's compliance with the Americans with Disabilities Act ("ADA"), Family Medical Leave Act ("FMLA"), and Title VII of the Civil Rights Act ("Title VII"). Manage these programs as part of a centralized County management analysis enterprise, and coordinate planning activities for programs, ensuring sufficient resources are available and involved. Also, to provide guidance and training to supervisors, managers, Human Resources staff, and union leadership (stakeholders) on best practices to comply with these regulations.

### Distinguishing Characteristics

This is a senior-level professional classification that provides methodical and project managerial duties while ensuring compliance to federal, state, and local labor regulations for County employees and the inmate population when applicable. This classification receives general supervision, and works under direction from the Director of Employee and Labor Relations as new or unusual situations arise. This classification is expected to exercise discretion in applying policies and procedures to resolve organizational and compliance problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. The employee in this class establishes policies, procedures and roles for project administration, project execution, and program compliance and development.

### 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 various projects related to ADA, FMLA and Title VII programs to mitigate risk, ensure that adherence of compliance requirements are met and that program-related compliance projects are completed on time and on budget; assesses the County's needs and recommends solutions; prepares project plans; through project management, determines organizational and personnel requirements for compliance project teams; creates and executes project plans and revises as necessary in order to meet changing needs of the County and regulatory requirements; reviews project plans, procedures and status reports for compliance with government regulations, County standards and adherence to plans and objectives; identifies compliance improvement opportunities and implements changes for program performance; keeps administration informed of program status; facilitates meetings; facilitates program compliance issue resolutions.

- 20% +/- 10%
- Serves as lead organizational ADA coordinator to the County's Employee & Labor Relations staff and County Corrections for ADA requests and compliance matters for employees and the County's inmate population; facilitates the process for ADA requests and inquiries; reviews necessary documentation for ADA requests; makes recommendations to address ADA needs; works with law department to ensure all legalities are addressed; coordinates between different departments and stakeholders the provision of reasonable accommodation to satisfy ADA requirements; generates ad hoc and annual mandated reports on County ADA accommodations.

## Compliance Coordinator

20% +/- 10%

- Develops, facilitates, and reviews the County's policies and procedures for Family Medical Leave ("FML") and ensures they are in accordance with the FMLA and other applicable regulations; provides overall guidance to HR staff and management in processing FML; ensures appropriate administration of FMLA policy; generates reports and aligns outcomes to organizational objectives; provides guidance HR staff on all FMLA issues; leads in developing FML goals objectives and systems; maintains compliance with standards and state/federal regulations.

20% +/- 10%

- Serves as lead investigation coordinator to the County's Employee & Labor Relations staff in response to Title VII complaints filed by employees; coordinates the investigation process; reviews investigative reports; issues written findings of investigations; makes recommendations in accordance with applicable local, state, and federal regulations.

5% +/- 2%

- Reviews the effectiveness and implementation of the County's policies, practices, and training regarding compliance with the ADA, Title VII, and FMLA labor regulations; makes recommendations to management on changes to policies and procedures to improve compliance; conducts training with staff on best practices regarding compliance with the ADA, Title VII, and FMLA; develops and maintains written materials and other informational pieces to broadly disseminate information.

5% +/- 2%

- Maintains expertise in ADA, Title VII, FMLA best practices; analyzes and interprets decisions, rulings, and resolutions on ADA issues and reasonable accommodation; attends trainings; reviews changes to laws and best practices; communicates with ADA and FMLA special interest groups.

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

- Bachelor's degree in human resources, labor relations, business administration, project management or any related field with five (5) years of FMLA compliance, Title VII investigation, and ADA program management and two (2) years of supervisory or project management; or any equivalent combination of training and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- Ability review the work of other employees and to maintain standards.

#### **Mathematical Ability**

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

Proposed DATE



## Compliance Coordinator

### **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 ADA requests, FMLA reports, investigative reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), American with Disabilities Act (ADA) and American with Disabilities Act Amendments Act (ADAA), Family Medical Leave Act (FMLA), and Title VII of the Civil Rights Act.
- Ability to prepare various FMLA reports, investigative reports, departmental policies and procedures, ADA compliance strategies, and other 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 develop and maintain effective working relationships with County management, County employees, and Corrections leadership.
- Ability to use and interpret human resource labor relations terminology and language.
- Ability to communicate with supervisors, management, county employees, corrections leadership, legal department, and Human Resources staff. .

### **Environmental Adaptability**

- Work is typically performed in an office environment but may involve exposure to bright/dim lights or machinery when performing investigations.

*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>	Loan Portfolio Analyst	<b>Class Number:</b>	21001
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Development		

EX: B

### Classification Function

Provides oversight of Cuyahoga County's economic development loan portfolio and servicing functions for all County originated loans, across all programs; accountable for the accuracy and completeness for all loan portfolio covenant data and account reconciliation.

### Distinguishing Characteristics

This is a journey-level classification that is responsible for the accuracy and completeness of all County loan portfolio covenant and loan repayment data valued over 82 million. This class works under general direction from the Loan Portfolio Manager and receives instruction as new or unusual situations arise and is expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. The employee plans own work to meet given objectives and processes and is expected to use judgment when 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.**

- 30% +/- 10%
- Determines and recommends appropriate loan recalibrations and/or other appropriate loan adjustments; performs credit analysis and risk assessment; mitigates exposure to high risk borrowers; reaches agreement with borrowers on loan terms resulting from previous errors and ambiguous and/or errant language throughout loan documents; delivers recalibrations and adjustments to Chief and Deputy Director; participates in bi-weekly portfolio reporting meetings with leadership.
- 25% +/- 10%
- Coordinates and implements all reporting and covenant compliance regarding the Economic Development Loan Portfolio; generates portfolio status reports; records data into the County's loan record system software; provides direction to administrator on report generation; monitors County's compliance to established Loan Portfolio Management Reporting System; maintains expertise in the loan portfolio software.
- 20% +/- 10%
- Reviews existing borrower requests, loan agreements, required documentation, and invoices prior to final review by Loan Portfolio Manager; reviews the documentation and information entered by other verticals within the department into the loan portfolio software; reviews the reports for integrity of the asset pledged as collateral; reconciles the loan portfolio software with the County's accounting system; prepares loan satisfaction memo; works with loan origination team to ensure all required documentation and procedures have been followed before a loan is closed and loan proceeds are disbursed.

Proposed DATE

## Senior Loan Portfolio Analyst

20% +/- 10%

- Handles loan servicing recordation in conjunction with Loan Portfolio Manager; creates and maintains accurate and up-to-date file and data management storage to ensure the department knows what documentation it has, where it is located, and how to locate it.

5% +/- 2%

- Performs the duties of the Loan Portfolio Manager when incumbent is not available.

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

- Bachelor's Degree in accounting, finance, economics, mathematics, or related field with five (5) years of finance, credit analysis, or loan servicing management experience; or any equivalent combination of training and experience.

### **Additional Requirements for all levels**

- Must obtain, or be enrolled in, an Economic Development Finance Professional accreditation program or equivalent accreditation within 180 days of hire.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities at this time.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including financial and accounting documents, loan contracts, loan reimbursement draw requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Employee Handbook and Department Loan Policies and Procedures
- Ability to prepare semi-annual reports, annual reports, loan satisfaction, financial reporting, various projections, loan documentation, memorandums, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Proposed DATE

## Senior Loan Portfolio Analyst

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, legal, and loan terminology and language.
- Ability to communicate with Council members, managers, supervisor, borrowers, attorneys, and other County employees.

## Environmental Adaptability

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Chief Investigator	<b>Class Number:</b>	12223
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Medical Examiner's Office		

EX!C

### Classification Function

The purpose of this classification is to plan, coordinate, and supervise the Investigations Unit of the Investigation and Morgue Operations division of the Medical Examiner's Office in compliance with local, state, and federal laws, regulations, and protocols.

### Distinguishing Characteristics

This is a first-level supervisor classification that provides direct supervision to a unit of Medical Examiner's Office Investigators. While reporting directly to the Medical Examiner (or designee), this class must work in cooperation and consultation with the Manager of Morgue Operations and oversee and participate in investigations as well as leading unit work. The incumbent exercises discretion in following and ensuring adherence to 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.**

- 30% +/- 10%
- Oversees investigation compliance with local, state, and federal laws, regulations and department protocol; recommends, updates, and implements department procedures, policies, objectives and goals; reviews and prepares various reports and documents relating to investigations work; conducts internal investigations for the Medical Examiner's Office.
  
- 25% +/- 10%
- Supervises and directs the work of Investigators 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.
  
- 15% +/- 5%
- Communicates with a variety of members of the public, family members, consultants, outside and County agencies, and related businesses including police departments, funeral homes, hospitals, and other investigators and medical examiners to facilitate investigations operations.
  
- 15% +/- 5%
- Oversees and participates in investigations of death scenes and police related deaths; takes photographs and works with photographers; locates next of kin; makes death notifications; conducts Sudden Unexplained Infant Death Investigations (SUIDI); gives lectures on SUIDI investigations.

Effective Date: 07.28.2014  
Last Modified: 07.28.2014

## Chief Investigator

10% +/- 5%

- Oversees the handling of a decedent's property, logs decedent's property; investigates claims of missing property; works with the probate court; transfers funds to County Administration.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars, and training; maintains current, comprehensive knowledge of trends and innovations in the field.

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

- Bachelor's degree in forensic science, criminal justice, mortuary science or related natural sciences (biology, physiology, anatomy) with five (5) years experience as a Death Investigator and a minimum of (3) years of experience as shift leader/supervisor; or an equivalent combination of education, training, and experience.
- American Board of Medicolegal Death Investigation (ABMDI) certification is required.
- Valid driver's license and proof of automobile insurance.

### **Additional Requirements**

- SUIDI Certification.
- Completion of FEMA ICS 100, 200, 700, and 800 courses is required within 12 months of hire.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties.

#### **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, and perform high school level geometry.

Effective Date: 07.28.2014  
Last Modified: 07.28.2014

## Chief Investigator

### **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 investigators' reports, city burial forms, citizens' complaints, doctors' requests for investigation, daily death reviews, requests for firearm return, SUIDI forms, conveyance record, death scene reports, and departmental memos.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, maps, training manuals, law books, and computer operation manuals.
- Ability to prepare performance appraisals, disciplinary reports, investigation reports, unclaimed cash receipts, cleaning log, complaint log, city burials, requests for firearm return, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, family members, funeral homes/directors, police personnel, doctors, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment but requires periodic on-site investigations that may occur in an indoor or outside environment with some exposure to heat, cold, dust, loud noises, and communicable disease.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Corrections Officer Lieutenant	<b>Class Number:</b>	12351
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	12A
<b>Dept:</b>	Sheriff's Office		

EX!D

### Classification Function

The purpose of this classification is to plan, coordinate, and administer and activities associated with the corrections operation of the Cuyahoga County Corrections Center(s). The incumbent supervises subordinate section personnel, coordinates correction's activities with other units, sections and divisions.

### Distinguishing Characteristics

This is a supervisory level class responsible for planning, coordinating, and supervising correction Sergeants, Corporals and Officers for the Cuyahoga County Corrections Center. This class works under general direction of Associate Wardens, Wardens, and the Administrator of Corrections. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from corrections officers with a lower rank in that it requires considerable knowledge of custody, safety & security measures for detention of adult felons.

### Essential Job Functions

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

25% +/- 10%

- Assists Associate Wardens in day-to-day operations of the Corrections staff administration, security, equipment, and property of County correctional facilities including but not limited to: makes daily rounds to ensure compliance with policies, procedures, rules, and regulations; inspects living accommodations of inmates for sanitation and safety; assists during large scale crisis or emergency events; responds to emergency situations and assists in planning and directing the placement of staff in the event of riots, escapes, and other emergencies within the facilities; alerts the management team regarding operational problems.

35% +/- 10%

- Supervises subordinate staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and schedules work; observes and evaluates the adherence of subordinate personnel to department rules and regulations; assists in assessment and development of personnel needs and requirements; assists in establishing training goals and objectives for corrections personnel; evaluates employee performance; responds to employee questions, concerns, and problems; establishes and promotes employee morale; arbitrates differences between subordinate personnel; conducts investigations into employee misconduct; recommends hiring, promotions, discharges, and disciplinary actions.

15% +/- 5%

- Maintains records; prepares reports, orders, memorandums, and other correspondence related to areas of responsibility; reviews reports prepared by subordinate personnel; assist in determining Bureau personnel requirements; makes recommendations regarding departmental budget requests; monitors and oversees expenditures; notifies Associate Wardens when certain budget thresholds are reached.



## Corrections Lieutenant

10% +/- 5%

- Oversee and conduct in-depth inspections and investigations or studies as directed, requested, or needed. Conduct inspections of Correction's operations as specifically directed by higher authority or as determined by personal observation on; assist with the accreditation process.

15% +/- 5%

- Serves on boards and committees related to corrections activities; interacts with citizens and news media sources to disseminate information concerning police activities; oversee and conducts inspections and studies of corrections operations as directed.

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

- Associates degree or equivalent with five (5) years of experience as a Correction Sergeant; or any equivalent combination of training and experience.

### **Additional Requirements**

- Completion of supervisory training as mandated by O.A.C. 5120:1-8-18-(C2) is required within twelve (12) months of hire.
- The Ohio Peace Officer Training Academy (O.P.O.T.A.) certification is required within twelve (12) months of hire.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of safety/security and law enforcement tools and equipment such as a jail management system and computer database.
- Ability to stand and walk for a prolonged period, balance, climb, bend, twist, and lift, push, and pull up to 25 lbs.

#### **Supervisory Responsibilities**

- Ability to schedule, 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 prepare employee performance evaluations.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including disciplinary reports, performance evaluations, CS-35, commendations, and media requests.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, department manuals, Ohio Dept. of Corrections guidelines, Prison Rape Elimination Act, union contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, audits, investigations, budgets and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with management, subordinates, inmates, Metrohealth staff, consultants, vendors, and with a variety of individuals within and outside the department.

### **Environmental Adaptability**

- Work is typically performed in jail facilities.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

EK!E

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

25% +/- 10%

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

20% +/- 10%

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

## Director, Parentage, Quality Assurance Manager & Training

20% +/- 10%

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

20% +/- 10%

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

15% +/- 5%

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

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

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

### **Additional Requirements**

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

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

#### **Physical Requirements**

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

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

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

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

### **Environmental Adaptability**

- Work is typically performed in an office/laboratory environment.

Director, Parentage, Quality Assurance Manager & Training

- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory equipment/machinery.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	ERP Business Systems Administrator	<b>Class Number:</b>	16451
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Fiscal, OPD, Human Resources, or Public Works		

EX: F

### Classification Function

The purpose of this classification is to accomplish the short- and long-term goals for to the assigned department's ERP Module. This position ensures the module meets the needs of the department while aligning with the broader business and Information Technology initiatives. This position also provides strategic insight to management decisions using information within the application.

### Distinguishing Characteristics

This is a journey level classification responsible for the application architecture of the assigned module to maximize the usability for department employees and management. Employees at this level receive only occasional instruction or assistance from the ERP Program Manager as new or unusual situations arise. This individual is solely responsible for their assigned module and exercises judgement to meet the needs of stakeholders. The employee in this class is expected to be fully aware of the operating policies, procedures, and systems of the department.

### 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 directs the creation of strategy, architecture, implementation, communication, delivery, and administration of applicable ERP modules, solutions, and business analytics; coordinates work between the department's management, Information Technology (IT), and other ERP classifications to ensure that all processes support and are aligned with the County's overall organizational strategy; oversees the functional aspect of the system including ensuring delivery of new functionality and system enhancements, providing on-going escalated support of ERP department tools, ensuring functional governance of module systems technology, and driving analytics/data reporting.

- 20% +/- 10%
- Manages projects to maintain, troubleshoot, and improve the applicable module in the County's ERP system; serves as an intermediary between the business end users and Information Technology (IT) department to convey the needs for the applicable module; coordinates with department management on changes to the system architecture of the application; communicates the changes to be made in the application (databases, widgets, tables, etc.) to the IT department; monitors that the changes are enacted according to the department's project plan; resolves any issues that impede the completion of the project; follows up with department management to ensure changes were successful and discuss future changes.

- 20% +/- 10%
- Manages the data within the application; monitors data within the application for accuracy; resolves and prevents future inaccuracy issues; queries data within the application for management; provides insight to management decisions using data within the application; ensures security compliance for users within the application.

## ERP Business Systems Administrator

20% +/- 10%

- Provides various ERP-related support services; leads the design efforts for report and query needs within the department; integrates, tests, and designs queries and reports for implementation; develops training materials including manuals for all users of the application; writes training manuals for future department ERP Administrators; conducts training sessions for all users of the application.

10% +/- 5%

- Communicates with other department leads and ERP implementors to keep up to date with changes and improvements to the architecture, infrastructure, and progress of their modules; coordinates interfacing between other ERP Modules; attends conferences and product demos and reads to stay up-to-date on the capabilities of the ERP system; strategizes with management on ways to utilize the new capabilities of the ERP system to assist with the needs of the department.

10% +/- 5%

- Serves as a lead worker to plan, assign, coordinate, and review the work of other employees; provides instruction and training to employees, and solve employee problems.

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

- Bachelor's Degree in computer information systems, software development, business administration or applicable department field of expertise such as Public Works, Fiscal, Procurement or Human Resources with five (5) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to the applicable department's ERP core modules; or any equivalent combination of training and experience.

### **Additional Requirements for all levels**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **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.

#### **Mathematical Ability**

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

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



## ERP Business Systems Administrator

- Requires the ability to perform mid to high level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires 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 applicable to the assigned department such as process flow charts, work orders, report requests, contractor and personnel records, list of materials and parts, fiscal records and reports, requests for proposals, benefits and HR reports and records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, construction manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare performance indicator reports, expense reports, training manuals, department historical reports on applicable department subjects, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to advise and train business, department members, and management on application standards and other system and business-related changes. Ability to convince and influence others, to record and deliver information, to explain procedures.
- Ability to use and interpret department tools, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, and external vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Morgue Operations and Investigations	<b>Class Number:</b>	12301
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Medical Examiner's Office		

EX: 6

### Classification Function

The purpose of this classification is to plan, organize, manage, and control the Morgue Operations and Investigations divisions of the Medical Examiner's Office in compliance with local, state, and federal laws, regulations and protocol.

### Distinguishing Characteristics

This is a management classification that manages the investigation and morgue operation functions of the Medical Examiner's Office body transport, morgue receiving, mass fatality and property and clerical functions of the division directly and through subordinate supervisors. This class works under the general direction of the Director of the Medical Examiner's office, and participates in development of departmental objectives, priorities, procedures, and division budget. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned cases and 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 morgue operations for the Medical Examiner's Office and ensures compliance with local, state, and federal laws, regulations and department protocol; participates in development and implementation of departmental procedures, policies, objectives and goals; determines if MEO should investigate based on manner of death; coordinates and assesses staffing requirements between agencies; contracts livery services; conducts quality assurance reviews on staff and services; prepares and reviews budgetary documents; participates in disaster response planning.
  
- 20% +/- 10%
- Supervises and directs the work of Medical Examiner Investigators and Morgue Technician Supervisor; 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%
- Oversees and participates in investigations of death scenes and police related deaths; coordinates with photographers and takes photographs as needed; gathers x-rays from doctors and dental records from dentist for decedent identification; reviews and prepares various reports and documents relating to investigations work; plans courier logistics to pick up or deliver specimens dental/x-rays or supplies for the office; initiates locating family of the decedent; makes final decision on next of kin hierarchy; aids families in the process of indigent burial by ensuring completion of necessary documentation.

## Manager, Morgue Operations

10% +/- 5%

- Communicates with a variety of members of the public, consultants, outside and County agencies, and related businesses including police departments, funeral homes, probate court, hospitals, and other investigators and Medical Examiners to facilitate morgue and investigations operations.

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field.

10% +/- 5%

- Coordinates Medicolegal Death Investigation Training for national and international Courses; schedules all speakers for year long lectures; gives lectures at training event.

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

- Bachelor's degree in mortuary services or related field to include biology, physiology, anatomy, and/or pathology and six (6) years experience in a Medical Examiner's Office, hospital, police department or as a funeral director; 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).
- Valid driver's license and proof of automobile insurance.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

#### **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.

Effective Date: 07.28.2014  
Last Modified: 07.28.2014

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

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including first call sheets, investigation, anti-terrorism, police and emergency medical services, pathology reports, spending plans, case records, admitting history and physical, consultations, dental records, x-rays, discharge summary, and departmental memos.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, departmental policy manual, medical terminology book, maps, training manuals, law books, and computer operation manuals.
- Ability to prepare attendance sheets, vehicle maintenance reports, memos, budget reports, purchase orders, performance appraisals, investigation reports, spreadsheets, training manuals, monthly tallies of cases, dental request letter, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, family members, funeral homes/directors police personnel, emergency medical services, Life Banc staff, consultants, doctors, departmental employees and administrators, and elected officials.

### **Environmental Adaptability**

- Work is typically performed in an office environment, but requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<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		

EX:H

### Classification Function

The purpose of this classification is to perform examining room duties involving the preparation of decedents for autopsy.

### 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; 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; 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.
  
- 15% +/- 5%
- Performs cleaning and maintenance of the work environment before and after autopsy; sets up and re-stocks work stations; 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 and disposes of stored specimens exceeding time specified by retention policies.

## Pathology Assistant

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 including computers and peripheral equipment.
- Ability to use a variety of laboratory tools and equipment including x-ray equipment, 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).

#### **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 to 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 Organizations retrieval list; dosimetry reports, and packing slips and order forms.
- Ability to comprehend a variety of reference books and manuals including anatomical charts, physician's desk reference, employee handbook, and equipment manuals.

## Pathology Assistant

- 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, 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 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.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Superintendent, Facilities	<b>Class Number:</b>	15092
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	Public Works		

EX: I

### Classification Function

The purpose of this classification is to manage, plan, and coordinate maintenance and in-house construction projects in County buildings and supervise the custodial and landscaping staff or the construction and building trades staff, as well as outside contractors.

### Distinguishing Characteristics

This is a senior management classification with responsibility for supervising the custodial and landscaping staff, or the building trades and construction staff, and other assigned employees for the purpose of maintenance and in-house construction projects in multiple County buildings. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. Individuals in this position have input into setting a budget and are responsible for staying within an assigned budget. This class is distinguished from the Superintendent, Facilities position in that the Senior Superintendent oversees the work of the lower level, coordinates contracted work, and is responsible for a larger 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.**

- 35% +/- 10%
- Manages, plans, and coordinates custodial and landscaping maintenance or trades maintenance and in-house construction projects in multiple County owned and leased buildings; reviews work requests and prioritizes requests; prepares work orders for maintenance or construction work in County buildings; monitors completion of work orders; coordinates and schedules maintenance and construction work with County offices; inspects facilities for general cleaning or maintenance; inspects facilities for mechanical operating systems; prepares and monitors budgets for trades or custodial projects; inspects work.
  
- 35% +/- 10%
- Supervises and directs the work of the custodial and landscaping staff or the trades and construction staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
  
- 20% +/- 10%
- Coordinates all contracted services relating to trades maintenance or custodial and landscaping maintenance; prepares specifications for contracted work; reviews proposals and quotes; selects contractors for emergency work; monitors contractors payroll reports for prevailing wage requirements.

Effective Date: 10.27.2006  
Last Modified: 02.13.2019



## Senior Facilities Superintendent

10% +/- 5%

- Performs related administrative responsibilities; approves purchases within budgetary guidelines; assists developing department policies; responds to written and verbal inquiries and complaints; maintains related records; attends meetings with managers and director.

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

- High school and ten (10) years of construction or maintenance experience including three (3) years of supervisory experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- Must obtain and maintain Asbestos, Occupational Health and Safety (OSHA) 10, Americans with Disabilities Act Accessibility Guidelines (ADAAG), Lead and Silica awareness training, and Blood Borne Pathogen training certification within three (3) months of hire date.
- Must obtain and maintain National Fire Protection Association (NFPA) life Safety Code, or Ohio Fire Code training certification within six (6) months of hire date.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools, fluke meter, light meter, and plumber's tools.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and use principles of algebra and geometry.

#### **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.

Effective Date: 10.27.2006  
Last Modified: 02.13.2019

## Senior Facilities Superintendent

- Ability to comprehend a variety of informational documents including production reports, work-orders, invoices, payroll documents, employee leave requests, discipline reports, mechanical drawings, electrical diagrams, material estimates, fire inspection reports, blueprints, technical study reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, city building codes, Ohio fire code, equipment handbooks and operating manuals, elevator inspection report, architectural drawings, and the Employee Handbook.
- Ability to prepare payroll documents and reports, work orders, maintenance and construction reports, graphs, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, 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 electrical, architectural, and mechanical terminology and language.
- Ability to communicate with supervisor, judges, County employees, contractors, vendors, state inspectors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office and shop environment.
- Work may involve exposure to weather extremes, strong odors, toxic or poisonous agents, dust, wetness, electrical currents, noise extremes, vibrations, machinery, and bright or dim lights.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Superintendent, Facilities	<b>Class Number:</b>	15091
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Public Works		

EX: J

### Classification Function

The purpose of this classification is to manage, plan, and coordinate maintenance and in-house construction projects in all County owned buildings.

### Distinguishing Characteristics

This is a management level classification with responsibility for overseeing maintenance, repairs, and operations of all County owned buildings. This position promotes the efficiencies of the department, incorporates process improvements, and ensures that projects meet time and quality objectives. Individuals in this position manage large departments and supervise supervisors. Individuals in this position have input into setting a budget and are responsible for staying within an assigned budget. 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 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.**

- 40% +/- 10%
- Manages, plans, and coordinates maintenance and in-house construction projects in all County owned buildings; reviews work requests and prioritizes requests; prepares work orders for maintenance and construction work in County buildings; monitors completion of work orders; coordinates and schedules maintenance and construction work with County office(s); prepares and monitors budgets for in-house construction projects; conducts project management inspections; conducts facilities maintenance inspections; leads project planning and project estimating; assesses space needs for the county; conducts facilities assessment; conducts space maintenance charge backs based on assessments and investigations; coordinates departmental moves.
- 35% +/- 10%
- Supervises and directs foreman and additional staff in the facilities division of Public Works; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, 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.
- 25% +/- 10%
- Performs related administrative responsibilities; approves purchases within budgetary guidelines; assists with developing department policies; responds to written and verbal inquiries and complaints; maintains related records; reviews service contracts.

Effective Date: 2006  
Last Modified: 10.13.2016

Superintendent, Facility

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

- High school and ten (10) years of construction or maintenance experience including three (3) years of supervisory experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No additional license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to use a variety of building trades tools including mechanic's tools and carpentry tools.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and use 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 to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production reports, work-orders, invoices, personnel documents, mechanical drawings, HVAC diagrams, electrical diagrams, blueprints, vehicle usage log, services contracts, technical study reports, mileage reports, facility improvement reports, employee evaluations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including ADA Federal Guidelines For Construction, Electrical Systems Analysis reports, Standard Handbook for Electrical Engineers, Handbook for HVAC, Design, Facilities Maintenance Management, Means Mechanical Estimating, Means Repair Remodeling Estimating, Cuyahoga County Policies And Procedures, Evacuation Procedures and Emergency Procedures, and U.S. Courts Design Guide.

## Superintendent, Facility

- Ability to prepare payroll documents, personnel documents, work orders, vehicle usage logs, billing invoices, bid documents, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, 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 electrical, engineering, and mechanical terminology and language.
- Ability to communicate with administrators, directors, supervisors, other County employees, contractors, state inspectors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and various buildings throughout the county.
- Work may involve exposure to weather extremes, strong odors, toxic or poisonous agents, dust, wetness, electrical currents, noise extremes, vibrations, machinery, and bright or dim lights.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Pathology Assistant	<b>Class Number:</b>	17002
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Medical Examiner's Office		

EX:K

### Classification Function

The purpose of this classification is to provide autopsy assistance to the Medical Examiner and to assist in the supervision of department staff, ensuring a clean, safe work environment, regulatory compliance, and proper training and performance.

### Distinguishing Characteristics

This classification is a first-line supervisor level classification that receives general supervision from the Forensic Pathologist 3. Incumbents in this classification are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. Incumbents are expected to use judgment in performing duties and exercise discretion in following protocol, procedures, laws, and regulations in the performance of duties.

### Essential Job Functions

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

- 30% +/- 10%
- Assists Pathologist with autopsy procedures; prepares decedents for autopsy; performs evisceration of decedents; collects specimens and evidence taken during autopsy; performs x-rays of decedents; assists in external and internal examination of decedents; performs specialized dissection techniques; disposes of biohazard materials including fixed tissue, organs and other refuse from autopsy; maintains autopsy logs.
  
- 20% +/- 10%
- Supervises and directs the work of Pathology Assistants; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, 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%
- Maintains clean, safe work environment; performs cleaning and maintenance of the work environment before and after autopsy; ensures that work stations are properly stocked and prepared, replacing supplies as needed; replaces instruments for autopsy; prepares labels for autopsy samples and specimens; transfers and maintains evidence in storage.
  
- 15% +/- 5%
- Performs inventory control functions; maintains inventory of consumable items; prepares purchase orders as needed; ensures certification of vendors prior to placing orders; obtains product information and quotes from vendors.

## Supervisor, Pathology Assistant

15% +/- 5%

- Manages a variety of administrative assignments; ensures compliance with registrations, licensing, etc.; maintains and updates departmental manuals; reviews and updates departmental inventory forms; maintains unit's adherence to established departmental policies and procedures, quality assurance, and safety protocols.

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

- Associate Degree in anatomy, biology, forensic science or related field and five (5) years of experience in forensic autopsy or related experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

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

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of tools and equipment including x-ray equipment, autopsy instruments, and an incinerator.
- Ability to stand for a prolonged period of time, walk, bend, crouch, and push, pull or lift up to 200 lbs. (with assistance).

#### **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.

#### **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.

## Supervisor, Pathology Assistant

- Ability to comprehend a variety of informational documents including, statistical reports, monthly dosimetry reports, packing slips, Department of Health updates, preventative maintenance reports, calibration documents, patient/hospital records, organ and tissue procurement documents, and HR policies and procedures.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials information.
- Ability to prepare tissue disposal records, monthly statistical reports, purchase orders, employee injury forms, autopsy logs, radiologic review records, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to serve in a supervisory capacity, convince and influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with employees, other departmental employees, pathologists, vendors, and those in attendance/observance of autopsy.

### **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>	Workers' Compensation Coordinator	<b>Class Number:</b>	14091
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Human Resources		

EX! L

### Classification Function

The purpose of this classification is to manage the County's Workers' Compensation program for the employees under the County Executive, Elected Officials, and other County agencies.

### Distinguishing Characteristics

This is supervisory-level classification that is responsible for managing the County's Workers' Compensation Program. The employee works under general guidance and supervision of the Environmental Health and Safety Manager but plans own work to complete given objectives and processes. This class works within a specific framework of policies, procedures, and laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

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

- 40% +/- 10%
- Plans, organizes, and administers the County's Workers' Compensation Program; reviews and verifies accuracy and authenticity of all claim documents, medical records, legal documents, and other related documents for each claim; initiates investigation of questionable claims; requests independent examinations for claims as required; determines claim trajectory and strategy; makes determinations on claims based on evidence of supporting documentation; researches settlement viability and independently negotiates settlement amounts and executes settlement agreements; develops and coordinates return-to-work plans; monitors claimants' treatment and return-to-work status; evaluates results of pre-employment and return-to-work medical examinations and makes appropriate determinations; confers and coordinates with human resources personnel, workers' compensation team, prosecutors, attorneys, and medical personnel in the course of claim resolution.
- 25% +/- 10%
- Supervises assigned employees; directs employees to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; monitors unit work performance; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 10% +/- 5%
- Attends and/or participates in depositions, workers' compensation hearings, court meetings, and other claim determination related meetings as a designated representative.

## Workers' Compensation Coordinator

25% +/- 10%

- Performs related ancillary responsibilities; prepares various reports, records, and other documents; attends meetings, trainings, seminars, and conferences; creates and oversees provision of training for supervisors and managers on workers' compensation laws and County policies; attends, leads, and/or participates in meetings regarding workers' compensation issues and workers' compensation insurance status at the County; stays abreast of changes in workers' compensation legislative and regulatory issues as well as trends in innovations in workers' compensation administration; completes reports and documentation required by the State; compiles and analyzes claims data to prepare reports regarding financial impact of claims, budget recommendations, and loss prevention strategies; processes vouchers for medical invoices and contracts.

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

- Bachelor's degree in business administration, human resource management, or related field with three (3) years of workers' compensation administration experience, or any equivalent combination of training and experience.
- Valid driver's license and proof of automobile insurance.

### **Additional Requirements for all levels**

- No special license or certification is required.

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

#### **Physical Requirements**

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

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

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

## Workers' Compensation Coordinator

- Ability to comprehend a variety of informational documents including workers compensation documents, claim files, settlement authorizations, accident reports, injury reports, medical records, First Report of Injury, medical or psychological exams, notices of appeals, witness statements, interrogatories, court pleadings, police reports, wage statements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code, Collective Bargaining Agreements, Ohio Bureau of Workers' Compensation (BWC) Rules of Law, Health Insurance Portability and Accountability Act (HIPAA), Americans with Disabilities Act (ADA), and Workers' Compensation Laws.
- Ability to prepare various reports, memos, correspondence, spreadsheets, financial and actuarial data, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret human resources, workers' compensation law, and compensation related medical terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, workers' compensation team, other County employees, managed care organization staff, third party administrator, BWC claims representatives, attorneys, private investigators, hearing administrators, physicians, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Domestic Relations Mediator	<b>Class Number:</b>	13211
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Public Safety and Justice Services, only		

### Exhibit: M

#### Classification Function

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

#### Distinguishing Characteristics

This is a professional level classification with responsibility for performing mediations for domestic relations cases. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

#### Essential Job Functions

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

- 55% +/- 10%
- Conducts mediations and assists with the mediation process; listens and processes information in mediations; negotiates with high conflict couples through oral communication; teaches communications skills; screens for substance, mental health, and child abuse; prepares for mediation by reviewing docket and all filed Motions and Orders; advises litigants of outcomes and options available.
- 15% +/- 10%
- Assists with special projects as needed by the Cuyahoga County Domestic Relations; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint's.
- 30% +/- 10%
- Performs administrative tasks; creates parenting plans; maintains assigned docket; maintains deadlines and coordinates with court staff; maintains court calendar; inputs court case notes; refers litigants to Ohio Agencies for services; attends required continuing education courses.

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

Juris Doctorate with one (1) year of Family Law experience including, but not limited to, Family Law internship or Family Law externship experience.

Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

#### Additional Requirements for all levels

No special license or certification is required.

## Domestic Relations Mediator

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

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

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

- 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 case motions, orders, intake forms, motions to modify parental rights and responsibility, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Civil Rules, Rules of Domestic Relations Court, current legislation in family law, and Ohio Rules of Mediation.
- Ability to prepare correspondence, memorandum of understandings, mediation outcome reports, quarterly status reports, agreements to mediate, Records for Early Neutral Evaluation cases, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with judges, court personnel, attorneys, Guardian Ad Litem, Domestic Violence Advocates, and the general public.

#### **Environmental Adaptability**

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

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Environmental Specialist	<b>Class Number:</b>	12081
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5
<b>Dept:</b>	Public Safety & Justice Services, only		

**Classification Function**

The purpose of this classification is to prepare and maintain required environmental material reports for compliance and enforcement.

**Distinguishing Characteristics**

This is an entry-level classification responsible for performing Public Safety support services within the Office of Emergency Management. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the work unit and be able to perform duties that are more specialized or complex in nature related to Emergency Management.

**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%
  - Prepares environmental reports for compliance and enforcement; assists with completion of Superfund Amendment & Reauthorization Act (SARA) compliance program; maintains regulatory files and databases; prepares SARA Comprehensive Emergency Response Plan for Hazardous Materials; updates chemical inventory and public information databases; reviews and files annual chemical inventories; updates Compliance Report; verifies reports are in compliance with ORC rules.
- 40% +/- 10%
  - Performs related administrative duties; creates, updates, and manages database; reviews and responds to information and public records requests; attends and prepares minutes for various meetings (i.e. LEPC and Spill Committee); attends trainings; faxes, copies, and files documents; prepares and mails out job related letters; creates and completes routine mail merge correspondence; works outreach events; acts as a liaison between County and consulting firms.
- 10% +/- 5%
  - Assists and supports the Emergency Operations Center when activated; assists with logistics; documents important information in the Knowledge Center; supports jurisdiction with getting supplies; performs damage assessments; enters incident management data into automated systems.

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

High school diploma or equivalent and two (2) years of environmental studies and/or clerical experience; or any equivalent combination of training and experience.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

**Additional Requirements for all levels**

No special license or certification required.

## **Environmental Specialist**

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

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

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

- 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 informational questionnaires, surveys, compliance inspection reports, annual chemical inventory, facility data sheets, enforcement documentation, facility inspection forms, compliance and enforcement policy documents, Cessation of Regulated Operations (CRO), RCRA Contingency Plans, maps, spill information, public information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Facility Reporting Compliance Manual, Ohio Revised Code, LEPC Member's Handbook, Cessation of Regulated Operations (CRO) Manual, The Ohio Hazardous Materials Exercise & Evaluation Manual (EEM), Ohio Hazardous Materials Planning and Exercise Guidance Booklet, List of Lists (Consolidated List of Chemicals Subject to the Emergency Planning and Community Right to-Know Act)
- Ability to prepare reports, memos, correspondence, prepare queries in database, reports (e.g. - first time filers report, non-compliance reports, 30-day letter spill reports, etc.), 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 environmental terminology and language.
- Ability to communicate effectively with supervisors/managers/directors of agency and other departments, consulting firm representatives, city officials, LEPC, Ohio EPA, Ohio SERC, fire marshals, fire chiefs, police chiefs, facility representatives, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Manager, Mediation	<b>Class Number:</b>	13212
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16
<b>Dept:</b>	Public Safety & Justice Services		

**Classification Function**

The purpose of this classification is to manage all programmatic, service and administrative components of the Public Safety & Justice Services Mediation Division.

**Distinguishing Characteristics**

This is a management classification with responsibility for managing and controlling the functions of the Mediation Division. This class works under administrative direction from the Public Safety & Justice Services Administrator, and requires the analysis and solution of operational, technical, administrative and management problems. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

**Essential Job Functions**

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

- 40% +/- 10%
- Manages the Public Safety & Justice Services Mediation Division; analyzes policies and procedures; develops new policies and procedures and revises current policies and procedures; monitors and approves expenditures of division budget; fulfills all contract planning and management requirements with Courts and other funding agencies; ensures client satisfaction and addresses customer issues; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals.
- 30% +/- 10%
- Conducts mediations; completes post mediation summary and filings to the court; identifies mediation barriers and provides solutions; assists and troubleshoots staff mediations; provides mediation training for staff, courts, and the community.
- 20% +/- 10%
- Supervises employees in the Mediation Division; manages employees through subordinate supervisors; assigns clients; assigns tasks and projects; reviews progress and completed work assignments; responds to employee problems; evaluates employee performance; interviews and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures; develops staff trainings.
- 5% +/- 2%
- Functions as liaison with various community agencies and organizations; serves on various committees and task forces; organizes and runs Pro Se Child Support Clinics; collaborates with other government agencies and non-profit agencies; develops and delivers various presentations.



## **Manager, Mediation**

5% +/- 2%

- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; negotiates and monitors contracts; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; researches current best practices in mediation; provides consultative assistance in preparations of grant proposals; assists with the preparation of and monitors contracts.

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

Juris Doctorate with six (6) years of Family Law experience including, but not limited to, Family Law internship or Family Law externship experience; including three (3) years of supervisory experience.

Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

### **Additional Requirements for all levels**

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

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

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

## **Manager, Mediation**

- Ability to comprehend a variety of informational documents including employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, vouchers, contracts, Mediation Outcome reports, Pro Se reports, intake reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, mediation guidelines, Courts Local Rules, and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual and semi-annual statistical reports, intake report programmatic reports, performance reports, correspondence, purchase orders grant applications, contracts, memorandums and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to mediate disputes and guide parties to resolution.
- Ability to manage, 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 personnel terminology and language.
- Ability to communicate effectively with the director, subordinate supervisors, employees, mediation parties, Pro Se parties, judges, court personnel, and customers.

## **Environmental Adaptability**

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence.

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**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Security Systems Compliance Coordinator	<b>Class Number:</b>	16111
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8
<b>Departments:</b>	Justice Affairs, only		

**Classification Function**

The purpose of this classification is to ensure departmental compliance with the Law Enforcement Automatic Data System (LEADS), the National Crime Information Center (NCIC) and the National Law Enforcement Telecommunications System (NLETS) policies and that all persons who operate REDSS terminals are certified in accordance with LEADS policies.

**Distinguishing Characteristics**

This is a journey level classification requiring an understanding of and ability to enforce compliance with crime information systems. This classification works under 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.

- 50% +/- 10%
  - Serves as point-of-contact at the regional level for matters relating to LEADS information access; oversees the administration of the LEADS/CJIS system programs within the local agency; oversees the agency's compliance with LEADS/CJIS systems policies
- 15% +/- 10%
  - Audits law enforcement agencies to ensure accuracy and integrity of system information (e.g. - conducts audits of data accuracy, quality control and proper information disposition; conducts breach of security investigations; inspects user sites for security of their connectivity to the CRIS/LEADS/NCIC systems; inspects agency locations).
- 35% +/- 10%
  - Performs administrative duties (e.g. – serves as security point-of-contact with the Ohio Law Enforcement Automated Data System (LEADS); disseminates security-related training materials to local agencies; assists in training of users; represents CRIS at meetings and to other criminal justice agencies; serves as back-up to computer operation staff).

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

Associate's degree in computer science or related field with one year of computer systems experience; or any equivalent combination of training and experience.

**Additional Requirements**

No special license or certification is required.

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

**Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, computer terminal, visual communication equipment, printers, copiers, etc.
- Ability to lift, carry and move machinery, user paper and other supplies.

**Supervisory Responsibilities**

- Ability to review the work of other employees.
- Ability to provide training and instruction.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including computer system transaction reports, validation reports, bulletins, product information, complaint correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, computer operation manuals, bulletins, etc.
- Ability to prepare training aids, charts, administrative reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate effectively with Director, managers, supervisors, other County employees, and vendors.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# County Council of Cuyahoga County, Ohio

## Ordinance No. O2020-0012

Sponsored by: <b>Councilmembers Brown and Miller</b>	<b>An Ordinance</b> enacting Cuyahoga County Code Section 303.08 to establish positions exempted from the Classified Service and County Non-bargaining Classification Plan; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Cuyahoga County Charter Section 9.01 states “The Personnel Review Commission shall be responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness;” and,

WHEREAS, Cuyahoga County Charter Section 9.03 states “The Personnel Review Commission shall administer a clear, countywide classification and salary administration system...” and that “[t]he unclassified service shall include those employees who are unclassified pursuant to general law and Council ordinance.” and

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

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

**SECTION 1.** Section 303.08 of the Cuyahoga County Code is hereby enacted as follows:

The Civil Service of the County shall be divided into the unclassified and the classified service.

**(A) UNCLASSIFIED SERVICE**

In addition to the positions that comprise the unclassified service under the State civil service laws, the unclassified service of the County shall include:

- (1) All elected officials.
- (2) Members of all commissions, committees, and boards created by this Code, statute, or ordinance.

- (3) All heads of County agencies and departments: Directors, Deputy Directors, Administrators and Assistant Directors.
- (4) In the office of the Executive: Chief of Staff, Chiefs, Executive Assistants and Administrative Assistants.
- (5) In the office of County Council: Chief of Staff, Clerk of Council, Legislative Budget Advisor, Special Counsel and Legislative Assistants.
- (6) All employees of the Board of Revision.
- (7) All employees of the Inspector General.
- (8) In the office of the Treasurer: Chief Investment Officer and Deputy Chief Investment Officer.
- (9) In the office of the Sheriff: Chief Deputy, Special Assistant and Regional Director of Corrections.
- (10) For the Personnel Review Commission: Director and Staff Attorney.
- (11) For the Planning Commission: Director.
- (12) Temporary employees.

The actual duties performed by the employee will determine whether the position is classified or unclassified. The title given to a position is inconsequential to civil service status.

#### (B) PROPOSING ADDITIONAL UNCLASSIFIED POSITIONS

Appointing Authorities may propose additional unclassified positions not referenced in Section 303.08(A). Those positions shall require the approval of the Personnel Review Commission (“PRC”) and County Council.

The Appointing Authority shall submit the proposed position description along with the justification for such position being considered unclassified to the PRC. The PRC will conduct a review of the actual duties performed by the employee, whether the duties were previously part of a classified position, and the relevant section(s) of the Ohio Revised Code or the County Code. The PRC will prepare a recommendation to County Council regarding the civil service status of the proposed position.

If an Appointing Authority seeks to change a position and/or classification from the classified to the unclassified service, the Appointing Authority shall follow the preceding procedure.

Within thirty days of the enactment of this Ordinance, the Human Resources Department (“HRD”) shall provide the PRC with the job descriptions of all positions in the unclassified service of the County, including the basis for exclusion from the classified service. Within one hundred twenty days of the enactment of this Ordinance, the PRC shall review the unclassified positions to determine whether the civil service status of the positions is accurate based upon the Ohio Revised Code and/or the County Code. The PRC shall provide County Council with a report including recommendations related to the appropriate civil service status of the unclassified positions.

The classified service shall comprise all positions not specifically identified as unclassified in this Ordinance or the Ohio Revised Code.

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

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

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

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



# County Council of Cuyahoga County, Ohio

## Ordinance No. O2020-0011

Sponsored by: <b>Councilmember Simon</b>	<b>An Ordinance</b> amending Sections 1304.03 and 1304.04 of the Cuyahoga County Code to provide for a “grace period” wherein Chapter 1304 shall not be enforced until 1/1/2021, and penalties shall only be imposed for violations occurring on or after that date; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Cuyahoga County Council enacted Chapter 1304 of the Cuyahoga County Code implementing a Disposable Bag Ban to combat the polluting effects of and accompanying blight caused by disposable bags on the environment of Cuyahoga County; and,

WHEREAS, pursuant to Section 1304.02(A), the original effective date of the Ordinance was January 1, 2020; and,

WHEREAS, a series of listening sessions were held where Cuyahoga County officials met with retailers and consumers to talk through the ban and find ways to help make sure it benefits the entire County; and,

WHEREAS, during the listening sessions, some retailers expressed concern over their ability to implement the disposable bag ban by the original effective date of the Ordinance of January 1, 2020; and,

WHEREAS, the intent of the law is not to be punitive or harmful to local businesses, but rather to combat the polluting effects caused by disposable bags and for both consumers and retailers to benefit, and the Cuyahoga County Council recognized that an additional six (6) months was necessary for retailers to prepare for the change; and,

WHEREAS, Cuyahoga County Council amended Sections 1304.03 and 1304.04 through Ordinance No. O2019-0012 to provide for a “grace period” wherein Chapter 1304 would not be enforced until July 1, 2020, and penalties would only be imposed for violations occurring on or after that date.

WHEREAS, subsequent to the implementation of that grace period the world has experienced a pandemic of COVID-19 caused by a novel coronavirus which has altered social and economic functions worldwide, and which has prompted calls to extend the grace period in order to effectively address the pandemic; and,

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

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

**SECTION 1.** Sections 1304.03 and 1304.04 of the Cuyahoga County Code are hereby amended to read as follows:

**Section 1304.03: Penalty**

A Retail Establishment found to be in violation of this Chapter shall be subject to a written warning for the first violation, a civil fine of up to \$100 for a second violation, and a civil fine of up to \$500 for each subsequent violation. A separate violation shall be deemed committed each day during or on which a violation or noncompliance occurs or continues. Only violations occurring on or after January 1, 2021, are subject to penalty.

**Section 1304.04: Enforcement**

This Chapter shall be enforced by the Cuyahoga County Department of Consumer Affairs commencing on January 1, 2021. Any citation for violating this Chapter may be appealed by the Retail Establishment to The Cuyahoga County Debarment Review Board established under Section 205.06 of the Cuyahoga County Code. The Cuyahoga County Debarment Review Board may establish administrative rules and/or procedures to adjudicate any appeals described herein. A determination by the Debarment Review Board may be appealed to the Cuyahoga County Common Pleas Court pursuant to Section 2506 of the Ohio Revised Code.

**SECTION 2.** That all other provisions of Chapter 1304 shall remain unchanged.

**SECTION 3.** 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 4.** 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 12, 2020

Committee(s) Assigned: Education, Environment & Sustainability

Committee Report/Second Reading: May 26, 2020

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0097

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> amending the 2020/2021 Biennial Operating Budget for 2020 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; amending Resolution No. R2020-0071 dated 4/14/2020 and Resolution No. R2020-0091 dated 5/12/2020 to reconcile appropriations for 2020; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 10, 2019, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2020/2021 (Resolution No. R2019-0224) establishing the 2020/2021 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2020 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

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

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

**SECTION 1.** That the 2020/2021 Biennial Operating Budget for 2020 be amended to provide for the following additional appropriation increases and decreases:

**Fund Nos./Budget Accounts**

A. Community Development		
HS220110 –Supportive Housing Program		
Other Expenses	\$	491,352.00

The Office of Budget and Management on behalf of the Homeless Services is requesting an appropriation increase in the amount of \$491,352.00. This is a Renewal of a Rapid Re-Housing for Families award to Cuyahoga County, first granted in FY2014. The funds are targeted for short term rental assistance and case management for homeless families to promote rapid exit from Shelter and stability in permanent housing. The grant award is 100% federal funds through the U.S. Department of Housing & Urban Development (HUD) with the Grant Award Number as OH0479L5E021905. This grant runs from 6/01/20 – 5/31/21 and no cash match is required.

B. Community Development		
HS220125 –Rapid -Re-Housing		
Other Expenses	\$	541,581.00

The Office of Budget and Management on behalf of the Homeless Services is requesting an appropriation increase in the amount of \$541,581.00. Cuyahoga County has been awarded a New Grant through the FY 2019 HUD Continuum of Care in the amount of \$541,581.00. The funds are used to provide Rapid Re-Housing for homeless men in the PASS Temporary Housing Program. The PASS Program is operated by the Salvation Army. This grant will provide rapid exit services for 75 me at a point in time, with over 150 men being served in a 12-month period. The funding source is 100% federal funding from the FY2019 U.S. Department of Housing & Urban Development, Continuum of Care Homeless Assistance Grant, authorized through the HEARTH Act with the Grant Award Number as OH0546L5E021903. This grant runs from 10/01/2020 – 9/31/2021 and no cash match is required.

C. Community Development		
HS220130 – Coordinated Entry		
Other Expenses	\$	500,000.00

The Office of Budget and Management on behalf of the Homeless Services is requesting an appropriation increase in the amount of \$500,000.00. The is a grant renewal to support the Homeless Continuum Coordinated Entry (CE) system. The funds will support assessment, diversion, physical operations, and data entry. The grant award is 100% federal funds through the U.S. Department of Housing & Urban Development (HUD) FY2019 Homeless Assistance Grant competition with the Grant Award Number OH0524L5E021904. This grant runs from 2/01/2020 – 1/31/2021 and no cash match is required.

D. General Fund		
PS100100 – General Office		
Other Expenses	\$	20,000.00

The Office of Budget and Management on behalf of the Prosecutors Office is requesting an appropriation increase in the amount of \$20,000 for Outside Counsel for the case

Williams vs. Prisoner Transportation Services. This expense is being funded by the General Fund.

E. Capital Projects		
PW600100 – Capital Projects		
Other Expenses	\$	237,549.00

The Department of Public Works would like to request appropriations for the Board of Elections Boiler Replacement Project. This will replace the existing aged boiler plant (7) at the Board of Elections building and replace with fewer high efficiency boilers for the proper and safe operation of building systems. This is a condition-based project need. The total cost of the project is estimated at \$347,250, but only \$237,549.00 is needed at this time. This is on the approved 2020 CIP and is funded by the General Fund Capital Improvement Subsidy.

F. General Fund Assigned		
DV105100 – Community Develop (Casino Tax)		
Other Expenses	\$	1,610,364.00

The Department of Development is requesting an appropriation increase of \$1,610,364.00. This is for the purpose of establishing appropriations for the 2020 Community Development Supplemental Grant Program for various cities and entities eligible for the award. Funding is provided by the Community Development/Casino Tax Revenue Fund.

**SECTION 2.** That the 2020/2021 Biennial Operating Budget for 2020 be amended to provide for the following cash transfers between County funds:

**Fund Nos./Budget Accounts**

A. FROM: General Fund		
BE100105 – Primary Election		
Personal Services	\$	25,000.00
TO: General Fund		
BE100105 – Primary Election		
Other Expenses	\$	25,000.00

The Board of Elections requests appropriation transfer from contractual services to salaries for the primary election which was rescheduled and conducted April 28, 2020. The rescheduled election required the continuation of temporary staff to ensure the primary election was held appropriately. Funding source is General Fund.

**SECTION 3.** That items approved in Resolution No. R2020-0079 dated 4/14/2020 and R2020-0091 dated 5/12/2020 be rescinded and corrected as follows to reconcile appropriations for 2020 in the County’s financial system:

**Resolution No. R2020-0079 dated 4/14/2020:**

**Original Item to be Rescinded – Section 2**

**Fund Nos./Budget Accounts**

A. FROM: Other Judicial		
CP285170 – CCA Probation Improve/Incentive		
Transfer Out	\$	7,947.00
General Fund		
CP100105 – Jud/General		
Transfer Out	\$	4,950.00
TO: Other Judicial		
CP285170 – CCA Probation Improve/Incentive		
Revenue Transfer	\$	12,897.00

Common Pleas Court is requesting an Operating Transfer of \$12,897.00. This is to support the cash match for the NORD Foundation Grant awarded to the Court. Funding is for the cash match is provided by a combination of dollars from the Court’s JRIIG and T-CAP grants as well as the General Fund.

**Corrected Item – Section 2**

**Fund Nos./Budget Accounts**

A. FROM: Other Judicial		
CP285170 – CCA Probation Improve/Incentive		
Transfer Out	\$	7,947.00
General Fund		
CP100105 – Jud/General		
Transfer Out	\$	4,950.00
TO: Other Judicial		
CP285215 – Common Pleas Oth Judic. Grants		
Revenue Transfer	\$	12,897.00

Common Pleas Court is requesting an Operating Transfer of \$12,897.00. This is to support the cash match for the NORD Foundation Grant awarded to the Court. Funding is for the cash match is provided by a combination of dollars from the Court’s JRIIG and T-CAP grants as well as the General Fund.

**Resolution No. R2020-0091 dated 5/12/2020:**

**Original Item to be Rescinded – Section 2**

**Fund Nos./Budget Accounts**

A. FROM: General Fund		
FS100350 – General FD Operating Subsidies		
Transfer Out	\$	7,873,799.00

TO: Capital Projects  
 IT600500 - Technology Capital Projects  
 Revenue Transfer \$ 7,873,799.00

The Office of Budget and Management is requesting a cash transfer to the ERP fund. The appropriation for this was previously approved on Resolution No. R2020-0079 for personnel costs, contracts and hardware that is necessary to complete Phase I. Funding is General Fund.

**Corrected Item – Section 2**

**Fund Nos./Budget Accounts**

A. FROM: General Fund  
 FS100350 – General FD Operating Subsidies  
 Transfer Out \$ 7,873,799.00

TO: Capital Projects  
 IT600100 - Technology Capital Projects  
 Revenue Transfer \$ 7,873,799.00

The Office of Budget and Management is requesting a cash transfer to the ERP fund. The appropriation for this was previously approved on Resolution No. R2020-0079 for personnel costs, contracts and hardware that is necessary to complete Phase I. Funding is General Fund.

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

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

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

Yeas:



Nays:

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

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

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

Journal CC038  
May 26, 2020



To: Jeanne Schmotzer, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: May 19, 2020

Re: Fiscal Agenda – 5/26/2020

cc: Michael Chambers, Fiscal Office; Mary Louise Madigan, Communications

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **May 26, 2020**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to reconcile the originally adopted 2020 Budget. Items of note on this agenda include:

- Request to amend various appropriations, adding appropriation to the 2020 budget to cover expenditures thru year end.
- Request to provide appropriations for various grants that have been awarded.
- Request to rescind and/or correct prior fiscal agendas.

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

Department	Amount Requested	Funding Source	Purpose
HHS – Department of Homeless Services	\$491,352.00	Special Revenue - No General/HHS Levy Fund Impact	Grant Appropriation
HHS – Department of Homeless Services	\$541,581.00	Special Revenue - No General/HHS Levy Fund Impact	Grant Appropriation
HHS – Department of Homeless Services	\$500,000.00	Special Revenue - No General/HHS Levy Fund Impact	Grant Appropriation
Prosecutor	\$20,000.00	General Fund	Additional Appropriation

Department of Public Works	\$237,549.00	General Fund /Capital Improvement Plan	CIP Appropriation
Department of Development	\$1,610,364.00	General Fund	Additional Appropriation

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

Department	Amount Requested	Funding Source	Purpose
Board of Elections	\$25,000.00	General Fund	Appropriation Realignment

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0098

Sponsored by: <b>County Executive Budish/Department of Public Works</b>	<b>A Resolution</b> making awards on RQ48436 to various contractors, in the total amount not-to-exceed \$30,000,000.00, for On Call – COVID-19 Emergency Building Modifications for the period 6/10/2020 - 6/9/2021; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works recommends making awards on RQ48436 to various contractors, in the total amount not-to-exceed \$30,000,000.00, for On Call – COVID-19 Emergency Building Modifications for the period 6/10/2020 - 6/9/2021 as follows:

- a. Gilbane Building Company in the approximate amount reasonably anticipated to be \$5,000,000.00; and
- b. The Whiting-Turner Contracting Company in the approximate amount reasonably anticipated to be \$5,000,000.00; and
- c. Turner Construction Company in the approximate amount reasonably anticipated to be \$5,000,000.00; and
- d. ConstructAbility, Inc. in the approximate amount reasonably anticipated to be \$5,000,000.00; and
- e. The Albert M. Higley Co., LLC in the approximate amount reasonably anticipated to be \$5,000,000.00; and
- f. Geis Construction, Inc. in the approximate amount reasonably anticipated to be \$5,000,000.00.

WHEREAS, the primary purpose of this project is to enable the Department of Public Works the flexibility necessary to make on call emergency building modifications in Cuyahoga County buildings during the COVID-19 pandemic; and

WHEREAS, the project is funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes awards on RQ48436 to various contractors, in the total amount not-to-exceed \$30,000,000.00, for On Call – COVID-19 Emergency Building Modifications for the period 6/10/2020 - 6/9/2021 as follows:

- a. Gilbane Building Company; and
- b. The Whiting-Turner Contracting Company; and
- c. Turner Construction Company; and
- d. ConstructAbility, Inc.; and
- e. The Albert M. Higley Co., LLC; and
- f. Geis Construction, Inc.

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

**SECTION 3.** To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 4.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, 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:

\_\_\_\_\_ Date

County Council President

\_\_\_\_\_ Date

County Executive

\_\_\_\_\_ Date

Clerk of Council

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 2020

**Public Works, 2020, Award on RQ 48436 for On Call – Covid-19 Emergency Building Modifications to various contractors**

**SUMMARY OF REQUESTED ACTION:**

**A. Scope of Work Summary:**

1. Department of Public Works is requesting approval to utilize an exemption to competitive bidding by using as an alternative procurement method a Request for Proposals RQ48436 for On Call – Covid-19 Emergency Building Modifications, make an award on RQ47436, and enter into a Master Contract with the following contractors:
  - a. Gilbane Building Company; and
  - b. The Whiting-Turner Contracting Company; and
  - c. Turner Construction Company; and
  - d. ConstructAbility, Inc.; and
  - e. The Albert M. Higley Co., LLC; and
  - f. Geis Construction, Inc.

The amount of the Master Contract is not-to-exceed \$30,000,000.00 and the term is from 6/10/2020 to 6/9/2021.

2. The primary goal of Request for Proposal (RFP) was to select five (5) contractors for On Call – Covid-19 Emergency Building Modifications. Cuyahoga County Department of Public Works (DPW) oversees the building operations, general construction and maintenance operations at various County buildings and outlying facilities across the County. During the current global pandemic (COVID-19), new challenges have surfaced as it relates to new building modifications, build-outs, and general office and building remodeling work. Examples of potential projects/task orders includes but is not limited to the following:
  - Entry way / vestibule / waiting rooms / any public interface modifications
  - Security checkpoint modifications
  - Courtroom modifications
  - Office area reconfigurations
  - Juvenile Detention / County Jail facility modifications
  - Any facility modification required for the safety of the general public and employees
  - Technology and security upgrades/improvements
  - a. The location is various facilities owned and leased within Cuyahoga County.
  - b. The projects can be located in various Council Districts.
  - c. N/A

**B. Procurement**

- a. The procurement method for this project is an alternative procurement method using the RFP described below. The total value of the RFP is not to exceed \$30,000,000.

The RFP was released by DPW to a contractor list and through BuySpeed on 5/8/2020. Proposals were due to DPW on 5/19/2020. Proposals were reviewed and scored in accordance with the selection committee policy on 5/20/2020. The County selected six (6) contractors for the Master Contract. Two (2) contractors scored the same number of points and the DPW decided to contract with six (6) contractors instead of (5) contractors as was initially anticipated.

Contractors will be required to supply a performance bond of \$500,000, pay prevailing wages and comply with a 30% diversity goal.

An alternative procurement method was used to select six (6) contractors to enter into a Master Contract for on call emergency building modification services. The contractors were selected based on the following criteria:

- Vendor Qualifications (40 Points)
- Staff Qualifications (20 Points)
- Project Methodology (20 Points)
- Fee / Overhead Rate Proposal Form (15 Points)
- Geographic location (5 Points)

The Master Contract is a task-order based requirements contract where there is no guaranteed minimum value of services committed by the County. Task orders with estimated total construction costs less than \$200,000 will be awarded by the Director of Public Works provided that the selected contractor commits to perform the task under the \$200,000 threshold. County will award task orders to contractors on a rotating basis. The selected contractor is to submit a cost proposal which would be reviewed and then approved by the Director of DPW.

Task orders with estimated total construction costs greater than \$200,000 will be awarded following a mini-bid process between the six (6) selected contractors. Interested contractors will provide a preliminary cost estimate of cost for labor, material, and equipment (using the fee and overhead markup rates and supervisory staff rates established through this procurement process), a proposed schedule, and names and contact information for the assigned foreman and superintendent within 24 hours of the initial site meeting. The County will select a contractor to perform the task based upon the consideration of series of factors listed below in order of precedence:

- a. Contractor expertise and capability
- b. Contractor performance on similar projects
- c. Contractor availability to start the project
- d. Contractor estimate of cost

2a. The RFP was closed on May 19, 2020 at 11:00 AM.

2b. There were 19 proposals submitted for review, and six (6) proposals selected.

c. There is a 30% diversity goal with this Agreement.

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

1. Gilbane Building Company



950 Main Avenue, Suite 1410  
Cleveland, OH 44113  
Council District 7

2. The Whiting-Turner Contracting Company  
3142 Prospect Avenue  
Cleveland Ohio 44115  
Council District 7
3. Turner Construction Company  
1422 Euclid Avenue, Suite 1010  
Cleveland, OH 44115  
Council District 7
4. ConstructAbility, Inc  
24600 Center Ridge Road, Suite 295  
Westlake, OH 44145  
Council District 1
5. The Albert M. Higley Co., LLC  
3636 Euclid Avenue  
Cleveland, Ohio 44115  
Council District 7
6. Geis Construction, Inc.  
2017 East Ninth Street  
Cleveland Ohio 44115  
Council District 7

**D. Project Status & Planning**

1. This project is new to the County.
2. N/A

**E. Funding**

1. The project is funded by 100% CARES Act fund.
2. The schedule of payments would be by invoice.



# Proposal Evaluation Form

**Project Name** On Call – Covid-19 Emergency Building Modifications  
**Project Type** On Call Services  
**Submission Date** May 19, 2020  
**Selection Meeting Date** May 20, 2020  
**Facilitator** Eric Mack

**Committee Members:**  
Thomas Sotak  
Nichole English  
Matt Rymer  
Michael Dever

**48436**

EVALUATION CRITERIA	Max Points	48436																		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
		Feghali Brothers LLC 5/18/20 12:54 PM	Turner Construction Company 5/18/20 1:23 PM	ConstructAbility Inc 5/18/20 9:12 PM	The Albert M. Higley Co. 5/18/20 9:47 PM	McTech 5/19/20 9:15 AM	Gilbane Building Company 5/19/20 9:39 AM	Cold Harbor Building Company 5/19/20 10:17 AM	Sterling Professional Group 5/19/20 10:20 AM	Geis Construction 5/19/20 10:27 AM	The Whiting-Turner Contracting Company 5/19/20 10:44 AM	Northstar Contracting Inc. 5/19/20 10:46 AM	Fiorilli Construction 5/19/20 10:50 AM	Schirmer Construction 5/19/20 10:47 AM	RFC Contracting 5/19/20 10:51 AM	Ozanne Construction Company 5/19/20 10:53 AM	Vector Mechanical 5/19/20 10:55 AM	Mid-Continent Construction 5/19/20 10:57 AM	Panzica Construction 5/19/20 10:58 AM	FOTI Contracting 5/19/20 10:58 AM
Section 1 - Vender Qualifications	40	19	29	30	28	21	34	27	21	27	32	25	22	24	24	21	20	26	23	21
Section 2 - Staff Qualifications	20	8	17	13	14	8	16	12	9	15	18	13	9	10	10	10	8	10	14	8
Section 3 - Project Methodology	20	9	14	17	11	9	15	14	11	11	12	14	11	11	9	11	9	11	11	11
Section 4 - Fee/Overhead Rate	15	9	12	8	11	9	11	9	9	11	12	9	8	10	10	9	10	9	10	10
Geographic Location	5	1	5	5	5	5	5	3	5	5	5	5	3	5	5	5	5	5	5	3
<b>TOTAL</b>	<b>100</b>	<b>46</b>	<b>77</b>	<b>73</b>	<b>69</b>	<b>52</b>	<b>81</b>	<b>65</b>	<b>55</b>	<b>69</b>	<b>79</b>	<b>66</b>	<b>53</b>	<b>60</b>	<b>58</b>	<b>56</b>	<b>52</b>	<b>61</b>	<b>63</b>	<b>53</b>
<i>Rankings</i>		19	3	4	5	17	1	8	14	5	2	7	15	11	12	13	17	10	9	15

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0099

Sponsored by: <b>County Executive Budish/Department of Public Works</b>	<b>A Resolution</b> making an award on RQ48108 to Relmec Mechanical LLC in the amount not-to-exceed \$679,960.00 for the Medical Examiner’s Building Air Handling Unit-4 Replacement Project for the period 6/10/2020 - 1/27/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ48108 to Relmec Mechanical LLC in the amount not-to-exceed \$679,960.00 for the Medical Examiner’s Building Air Handling Unit-4 Replacement Project for the period 6/10/2020 - 1/27/2021; and

WHEREAS, the primary goal of this project is to replace the AHU-4 unit on the 6<sup>th</sup> floor of the Medical Examiner’s Building; and

WHEREAS, the project is funded 100% by Capital Improvement Funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ48108 to Relmec Mechanical LLC in the amount not-to-exceed \$679,960.00 for the Medical Examiner’s Building Air Handling Unit-4 Replacement Project for the period 6/10/2020 - 1/27/2021.

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

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

**OnBase Item Detail Briefing Memo - Form**

Title:

**Medical Examiners Building AHU-4 Replacement**

**A. Scope of Work Summary**

1. Department of Public Works requesting approval of a contract with Relmec Mechanical, LLC for the anticipated cost of \$679,960.00.

Medical Examiner's Building AHU-4 unit, remove and replace the 6<sup>th</sup> floor unit including new Siemen's BAS system. The anticipated start-completion dates are 06/10/2020-1/24/2021.

2. The primary goals of the project are to replace the AHU-4 unit on the 6<sup>th</sup> floor of the Medical Examiner's Building.

**B. Procurement**

1. The procurement method for this project was RFB. The total value of the RFB is \$679,960.00.

2. The RFB was closed on 4/2/2020. There is an SBE participation/goal of SBE 7%, MBE 17%, and WBE 6%.

3. There were 4 bids pulled from OPD, 3 bids submitted for review, 3 bids approved.

**C. Contractor and Project Information**

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

Relmec Mechanical, LLC  
4975 Hamilton Avenue  
Cleveland, Ohio 44114  
Council District (7)

2. The President for the contractor/vendor is Andrew Hirko.

3.b. The project is located in Council District (7)

**D. Project Status and Planning**

1. The project is a new project to the County.

**E. Funding**

1. The project is funded 100% by Capital Improvement Funds.
2. The schedule of payments is by invoice.



## Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 48108	TYPE: (RFB/RFP/RFQ): RFB	ESTIMATE: \$710,448.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: April 2, 2020	NUMBER OF RESPONSES (issued/submitted): 4/3
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Medical Examiner Ahu-4 Replacement	
DIVERSITY GOAL/SBE 7 %	DIVERSITY GOAL/MBE 17 %	DIVERSITY GOAL/WBE 6 %
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid:\$679,960.00	Add 2%, Total is: \$693,559.20
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$: 679,960.00	Add 2%, Total is: \$693,559.20
*PRICE PREFERENCE LOWEST BID REC'D \$679,960.00	RANGE OF LOWEST BID REC'D \$ 500,001 – 1,000,000	Minus \$, =
PRICE PREF % & \$ LIMIT:(10%) 67,996.00	MAX SBE/MBE/WBE PRICE PREF \$747,956.00	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. Relmec Mechanical, LLC. 4975 Hamilton Ave Cleveland, OH 44114	Bid Bond Ohio Farmers Insurance Co. 100%	\$679,960.00	Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2358 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A	<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): (MH) Irizar Electric, LLC - SBE, MBE 3.3%  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
			Bid Bond: <input checked="" type="checkbox"/> Yes Proposal form: <input checked="" type="checkbox"/> Yes Elec Sign: <input checked="" type="checkbox"/> Yes Existing Haz Mat: <input checked="" type="checkbox"/> Yes AIA: <input checked="" type="checkbox"/> Yes  OPD Buyer Initials: TN			Total % SBE: <u>0</u> % MBE: <u>3.3</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 DIV-2 submitted for SBE or WBE No DIV-3 Waiver requested for SBE or WBE 4/3/20 CF EN 4/6/2020			

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. London Road Electric, Co. 16109 St. Clair Ave Cleveland, OH 44110	Bid Bond Cincinnati Insurance Co. 100%	\$759,200.00	Compliant: <input checked="" type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: <b>**Need**</b>	<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):	(MAIA) Miles Mechanical – SBE MBE		<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)										
				NCA: <input checked="" type="checkbox"/> No PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A (Not submitted) CCBEIP: <input checked="" type="checkbox"/> N/A (Not submitted) Bid Bond: <input checked="" type="checkbox"/> Yes Proposal form: <input checked="" type="checkbox"/> Yes Elec Sign: <input checked="" type="checkbox"/> No Existing Haz Mat: <input checked="" type="checkbox"/> No AIA: <input checked="" type="checkbox"/> Yes  OPD Buyer Initials: TN			<table border="1"> <tr> <td data-bbox="1378 277 1612 451">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1612 277 2150 451"> <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE  <input checked="" type="checkbox"/> No         </td> </tr> <tr> <td data-bbox="1378 451 1612 586">Total %</td> <td data-bbox="1612 451 2150 586">SBE: <u>0</u> % MBE: <u>56.6</u> % WBE: <u>   </u> %</td> </tr> <tr> <td data-bbox="1378 586 1612 824">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1612 586 2150 824"> <input type="checkbox"/> Yes  <input type="checkbox"/> No         </td> </tr> <tr> <td data-bbox="1378 824 1612 998">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1612 824 2150 998">           No DIV-2 submitted for SBE or WBE            No DIV-3 Waiver requested for SBE or WBE 4/3/20 CF            EN 4/6/2020         </td> </tr> <tr> <td data-bbox="1378 998 1612 1040"></td> <td data-bbox="1612 998 2150 1040"></td> </tr> </table>	SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No	Total %	SBE: <u>0</u> % MBE: <u>56.6</u> % WBE: <u>   </u> %	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:	No DIV-2 submitted for SBE or WBE No DIV-3 Waiver requested for SBE or WBE 4/3/20 CF EN 4/6/2020				
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>56.6</u> % WBE: <u>   </u> %																		
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																		
SBE/MBE/WBE Comments and Initials:	No DIV-2 submitted for SBE or WBE No DIV-3 Waiver requested for SBE or WBE 4/3/20 CF EN 4/6/2020																		

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
3.	Charles Schulz Building Co, Inc. 4519 Brookpark Road Parma, OH 44134	Bid Bond Ohio Farmers Insurance Co. \$773,436.00	\$773,436.00	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: <b>**Need**</b> NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A (Not submitted) CCBEIP: <input checked="" type="checkbox"/> N/A (Not submitted) Bid Bond: <input checked="" type="checkbox"/> Yes Proposal form: <input checked="" type="checkbox"/> Yes (Missing site visit signature) Elec Sign: <input checked="" type="checkbox"/> Yes Existing Haz Mat: <input checked="" type="checkbox"/> Yes AIA: <input checked="" type="checkbox"/> Yes  OPD Buyer Initials: TN	<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):	(MAIA) Miles Mechanical – SBE MBE		<input type="checkbox"/> Yes <input type="checkbox"/> No
						SBE/MBE/WBE Prime: (Y/N)		<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
						Total %		SBE: <u>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 scope of work or percentage for the Subcontractor No DIV-2 submitted for SBE or WBE No DIV-3 Waiver requested for SBE or WBE 4/3/20 CF EN 4/6/2020		

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)

Transaction ID:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0100

Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> declaring that public convenience and welfare requires resurfacing of various roads, avenues and a street located in various municipalities in connection with the 2021-2024 Transportation Improvement Program; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said projects; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires resurfacing of various roads, avenues and a street located in various municipalities in connection with the 2021-2024 Transportation Improvement Program as follows:

- i) Harvard Road from East 190<sup>th</sup> Street to Warrensville Center Road in the City of Warrensville Heights - Council District 9; total estimated project cost \$900,000.00;
- ii) Green Road from Miles Road to Emery Road in the City of Warrensville Heights - Council District 9; total estimated project cost \$780,000.00;
- iii) Green Road from Mayfield Road to Cedar Road in the City of South Euclid - Council District 11; total estimated project cost \$3,200,000.00;
- iv) Wilson Mills Road from Richmond Road to the Eastern Corporation Line in the City of Richmond Heights - Council District 11; total estimated project cost \$860,000.00;
- v) Ridge Road from Pearl Road to Flowerdale Avenue in the Cities of Brooklyn, Cleveland and Parma - Council Districts 2 and 4; total estimated project cost \$3,460,000.00;

- vi) Broadway Avenue from Macedonia Road to Richmond Road in the Village of Oakwood - Council District 6; total estimated project cost \$1,930,000.00;
- vii) Clague Road from Lorain Road to Marion Road in the City of North Olmsted - Council District 1; total estimated project cost \$840,000.00;
- viii) Rockside Road from East 141<sup>st</sup> Street to Sector Drive in the City of Maple Heights - Council District 8; total estimated project cost \$2,180,000.00;
- ix) Hilliard Road from Warren Road to Riverside Drive in the City of Lakewood - Council District 2; total estimated project cost \$2,850,000.00;
- x) Wilson Mills Road from Lander Road to Alpha Drive in the City of Highland Heights and Village of Mayfield - Council District 11; total estimated project cost \$860,000.00;
- xi) East 200<sup>th</sup> Street from Mohican Avenue to Lakeshore Boulevard in the Cities of Cleveland and Euclid - Council Districts 10 and 11; total estimated project cost \$1,670,000.00;
- xii) Grant Avenue from East 49<sup>th</sup> Street to East 71<sup>st</sup> Street in the City of Cleveland and Village of Cuyahoga Heights - Council District 8; total estimated project cost \$1,050,000.00;
- xiii) Forbes Road from First Place to Richmond Road in the City of Bedford Heights and Village of Oakwood - Council Districts 6 and 9; total estimated project cost \$930,000.00; and
- xiv) Sheldon Road from Engle Road to Smith Road in the Cities of Brook Park and Middleburg Heights - Council Districts 2 and 4; total estimated project cost \$770,000.00; and

WHEREAS, that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; and

WHEREAS, the primary goal of this project is to properly maintain the County's infrastructure for which the County is responsible; 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 declares that public convenience and welfare requires resurfacing of various roads, avenues and a street located in various municipalities in connection with the 2021-2024 Transportation Improvement Program as follows:

- i) Harvard Road from East 190<sup>th</sup> Street to Warrensville Center Road in the City of Warrensville Heights; total estimated project cost \$900,000.00.
- ii) Green Road from Miles Road to Emery Road in the City of Warrensville Heights; total estimated project cost \$780,000.00.
- iii) Green Road from Mayfield Road to Cedar Road in the City of South Euclid; total estimated project cost \$3,200,000.00.
- iv) Wilson Mills Road from Richmond Road to the Eastern Corporation Line in the City of Richmond Heights; total estimated project cost \$860,000.00.
- v) Ridge Road from Pearl Road to Flowerdale Avenue in the Cities of Brooklyn, Cleveland and Parma; total estimated project cost \$3,460,000.00.
- vi) Broadway Avenue from Macedonia Road to Richmond Road in the Village of Oakwood; total estimated project cost \$1,930,000.00.
- vii) Clague Road from Lorain Road to Marion Road in the City of North Olmsted; total estimated project cost \$840,000.00.
- viii) Rockside Road from East 141<sup>st</sup> Street to Sector Drive in the City of Maple Heights; total estimated project cost \$2,180,000.00.
- ix) Hilliard Road from Warren Road to Riverside Drive in the City of Lakewood; total estimated project cost \$2,850,000.00.
- x) Wilson Mills Road from Lander Road to Alpha Drive in the City of Highland Heights and Village of Mayfield; total estimated project cost \$860,000.00.
- xi) East 200<sup>th</sup> Street from Mohican Avenue to Lakeshore Boulevard in the Cities of Cleveland and Euclid; total estimated project cost \$1,670,000.00.
- xii) Grant Avenue from East 49<sup>th</sup> Street to East 71<sup>st</sup> Street in the City of Cleveland and Village of Cuyahoga Heights; total estimated project cost \$1,050,000.00.
- xiii) Forbes Road from First Place to Richmond Road in the City of Bedford Heights and Village of Oakwood; total estimated project cost \$930,000.00.

xiv) Sheldon Road from Engle Road to Smith Road in the Cities of Brook Park and Middleburg Heights; total estimated project cost \$770,000.00.

**SECTION 2.** That special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvements.

**SECTION 3.** That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents in connection with these projects.

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

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

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

Yeas:

Nays:

County Council President	Date
County Executive	Date

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

\_\_\_\_\_  
Date

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

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



## SUMMARY OF REQUESTED ACTION

### **Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Harvard Road, in the City of Warrensville Heights**

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

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the resurfacing of Harvard Road from East 190<sup>th</sup> Street to Warrensville Center Road, in the City of Warrensville Heights. The anticipated cost of this project is \$900,000. The anticipated start-completion dates are 6/1/2022 – 9/30/2022. This project is part of the new NOACA TIP 2021-2024 and the County is requesting to be the project sponsor.

a) The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

b) Harvard Road – From East 190<sup>th</sup> Street to Warrensville Center Road

c) District 9

2. N/A

#### **B. Procurement – N/A**

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

1. N/A.

2. N/A

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

1. The project is new to the County.

2. N/A.

#### **E. Funding**

1. The project is to be funded with funded \$650,000 Federal, \$125,000 County Road and Bridge and \$125,000 Warrensville Heights (72-14-14 split). The total cost of the project is \$900,000.

#### **Notes:**

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Eric Mack



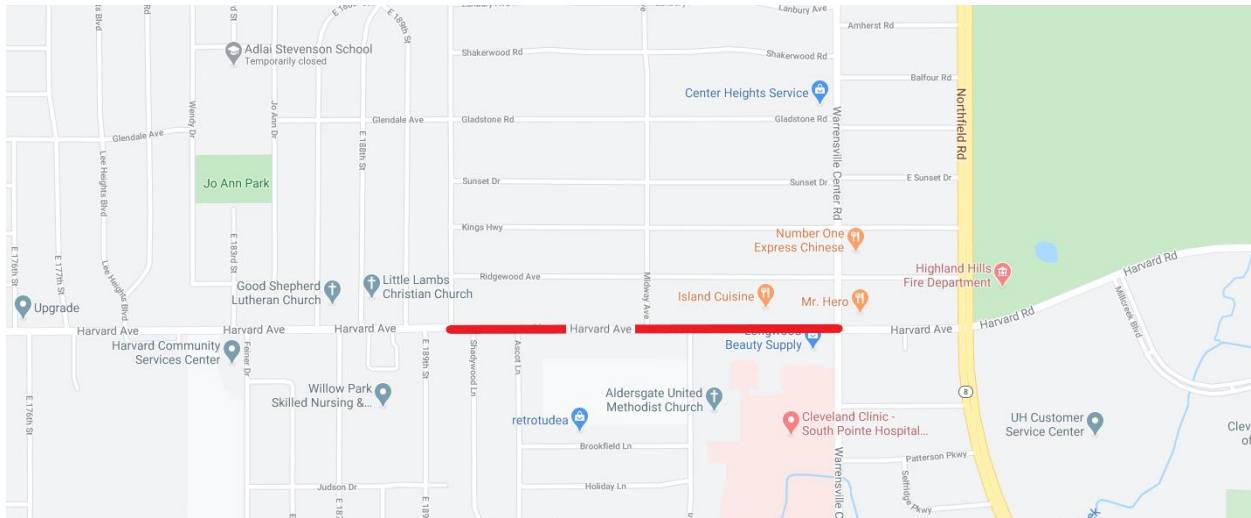
# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Resurfacing of Harvard Road, Warrensville Heights

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<b>Project Type</b>	Resurfacing of Harvard Road
<b>Project Limits</b>	East 190 <sup>th</sup> Street to Warrensville Center Road (0.50 miles)
<b>Average Daily Traffic</b>	19,800 vehicles per day
<b>Pavement Condition Rating</b>	72 (Fair)
<b>Council District</b>	9
<b>Project Cost</b>	\$900,000
<b>Proposed Funding</b>	Federal (\$650,000) County (\$125,000) Warrensville Heights (\$125,000)
<b>Project Design</b>	County Department of Public Works
<b>Construction Admin</b>	County Department of Public Works

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## SUMMARY OF REQUESTED ACTION

### Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Green Road, in the City of Warrensville Heights

#### A. Scope of Work Summary

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the resurfacing of Green Road from Miles Road to Emery Road, in the City of Warrensville Heights. The anticipated cost of this project is \$780,000. The anticipated start-completion dates are 6/1/2022 – 9/30/2022. This project is part of the new NOACA TIP 2021-2024 and the County is requesting to be the project sponsor.

a) The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

b) Green Road – From Miles Road to Emery Road

c) District 9

2. N/A

#### B. Procurement – N/A

#### C. Contractor and Project Information

1. N/A.

2. N/A

#### D. Project Status and Planning

1. The project is new to the County.

2. N/A.

#### E. Funding

1. The project is to be funded with funded \$620,000 Federal, \$80,000 County Road and Bridge and \$80,000 Warrensville Heights (80-10-10 split). The total cost of the project is \$780,000.

#### Notes:

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Eric Mack



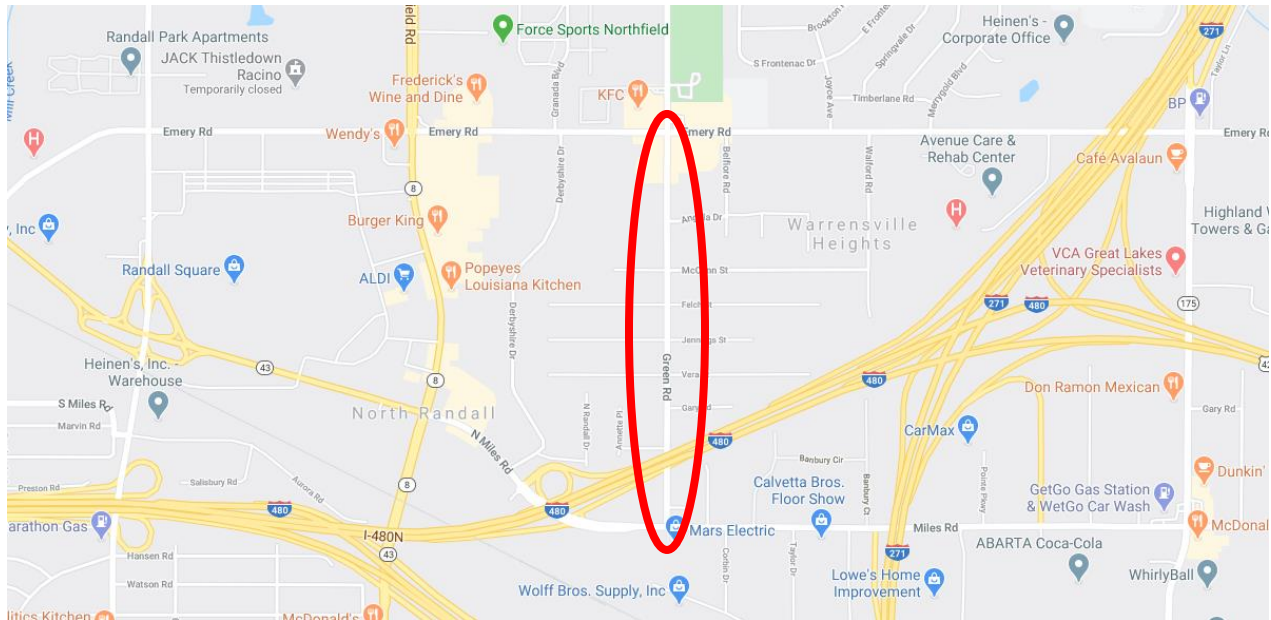
# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Resurfacing of Green Road, Warrensville Heights

---

<b>Project Type</b>	Resurfacing of Green Road
<b>Project Limits</b>	Miles Road to Emery Road (0.70 miles)
<b>Average Daily Traffic</b>	11,500 vehicles per day
<b>Pavement Condition Rating</b>	65 (Fair to Poor)
<b>Council District</b>	9
<b>Project Cost</b>	\$780,000
<b>Proposed Funding</b>	Federal (\$620,000) County (\$80,000) Warrensville Heights (\$80,000)
<b>Project Design</b>	County Department of Public Works
<b>Construction Admin</b>	County Department of Public Works

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## SUMMARY OF REQUESTED ACTION

### Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Green Road, in the City of South Euclid

#### A. Scope of Work Summary

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the resurfacing of Green Road from Mayfield Road to Cedar Road, in the City of South Euclid. The anticipated cost of this project is \$3,200,000. The anticipated start-completion dates are 6/1/2023 – 9/30/2023. This project is part of the new NOACA TIP 2021-2024 and the County is requesting to be the project sponsor.

a) The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

b) Green Road – From Mayfield Road to Cedar Road

c) District 11

2. N/A

#### B. Procurement – N/A

#### C. Contractor and Project Information

1. N/A.

2. N/A

#### D. Project Status and Planning

1. The project is new to the County.

2. N/A.

#### E. Funding

1. The project is to be funded with funded \$2,560,000 Federal, \$320,000 County Road and Bridge and \$320,000 South Euclid (80-10-10 split). The total cost of the project is \$3,200,000.

#### Notes:

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Eric Mack



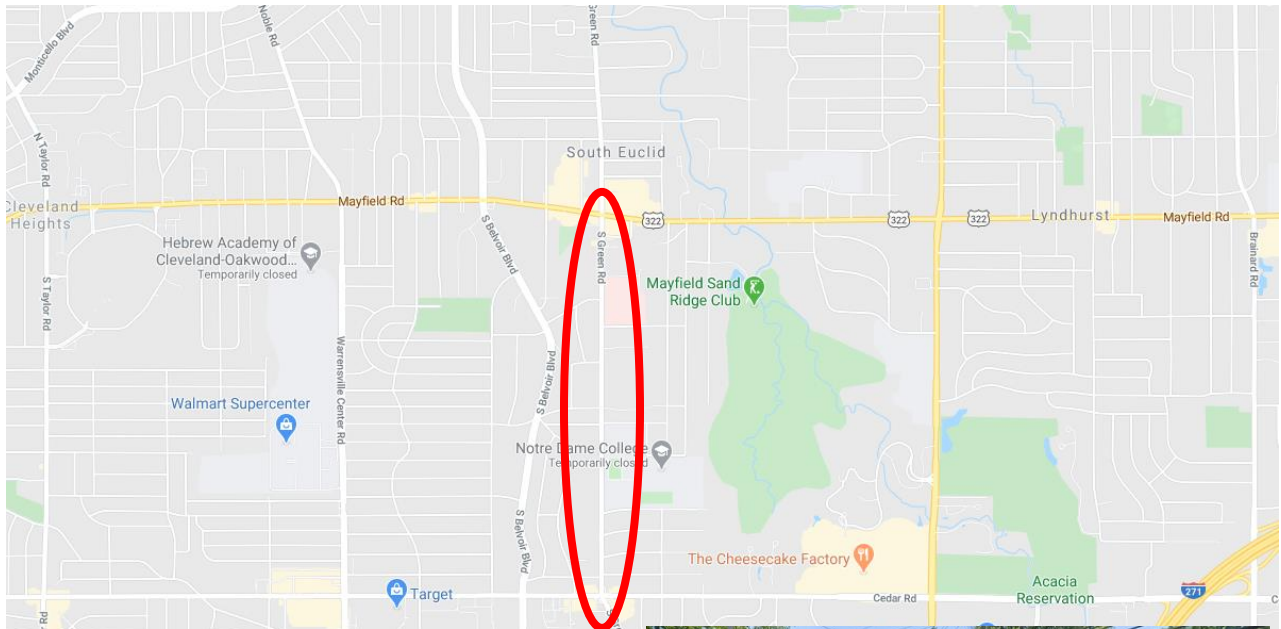
# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Resurfacing of Green Road, South Euclid

---

<b>Project Type</b>	Resurfacing of Green Road
<b>Project Limits</b>	Mayfield Road to Cedar Road (1.30 miles)
<b>Average Daily Traffic</b>	15,700 vehicles per day
<b>Pavement Condition Rating</b>	56 (Fair to Poor)
<b>Council District</b>	11
<b>Project Cost</b>	\$3,200,000
<b>Proposed Funding</b>	Federal (\$2,560,000) County (\$320,000) South Euclid (\$320,000)
<b>Project Design</b>	South Euclid
<b>Construction Admin</b>	County Department of Public Works

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## SUMMARY OF REQUESTED ACTION

### **Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Wilson Mills Road, in the City of Richmond Heights**

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

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the resurfacing of Wilson Mills Road from Richmond Road to the Eastern Corporate Line, in the City of Richmond Heights. The anticipated cost of this project is \$860,000. The anticipated start-completion dates are 6/1/2023 – 9/30/2023. This project is part of the new NOACA TIP 2021-2024 and the County is requesting to be the project sponsor.

a) The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

b) Wilson Mills Road – From Richmond Road to Eastern Corporate Line

c) District 11

2. N/A

#### **B. Procurement – N/A**

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

1. N/A.

2. N/A

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

1. The project is new to the County.

2. N/A.

#### **E. Funding**

1. The project is to be funded with funded \$430,000 Federal, \$215,000 County Road and Bridge and \$215,000 Richmond Heights (50-25-25 split). The total cost of the project is \$860,000.

#### **Notes:**

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Eric Mack



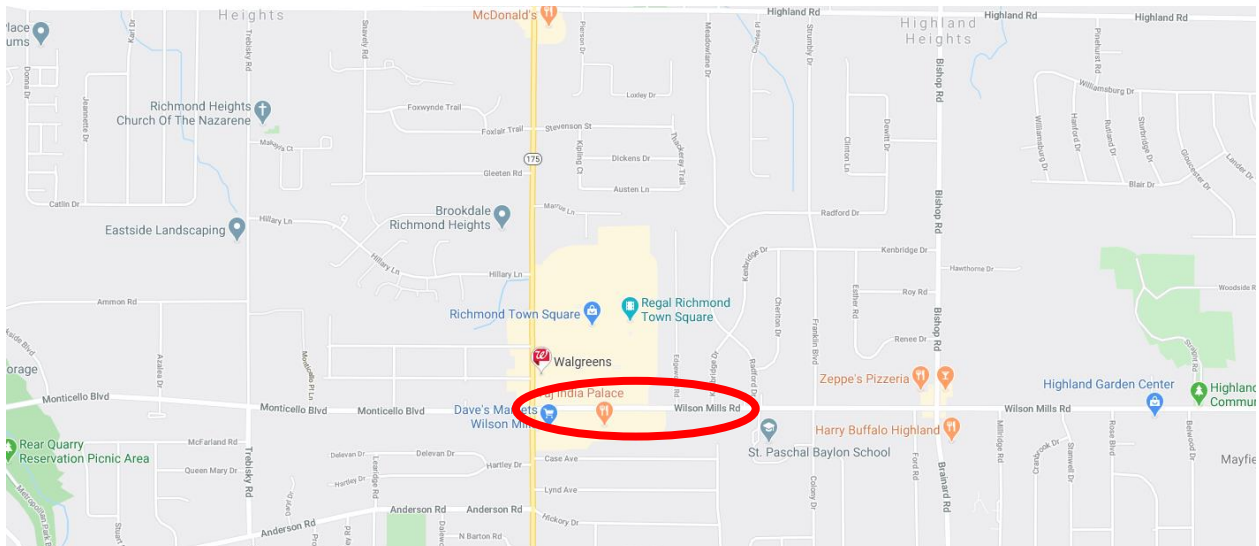
# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Resurfacing of Wilson Mills Road, Richmond Heights

---

<b>Project Type</b>	Resurfacing of Wilson Mills Road
<b>Project Limits</b>	Richmond Road to Eastern Corp Line (0.5 miles)
<b>Average Daily Traffic</b>	18,300 vehicles per day
<b>Pavement Condition Rating</b>	76 (Good)
<b>Council District</b>	11
<b>Project Cost</b>	\$860,000
<b>Proposed Funding</b>	Federal (\$430,000) County (\$215,000) Richmond Heights (\$215,000)
<b>Project Design</b>	Richmond Heights
<b>Construction Admin</b>	County Department of Public Works

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## SUMMARY OF REQUESTED ACTION

### **Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Ridge Road, in the Cities of Parma, Brooklyn & Cleveland**

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

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the resurfacing of Ridge Road from Pearl Road to Flowerdale Avenue, in the Cities of Parma, Brooklyn & Cleveland. The anticipated cost of this project is \$3,460,000. The anticipated start-completion dates are 6/1/2022 – 9/30/2022. This project is part of the new NOACA TIP 2021-2024 and the County is requesting to be the project sponsor.

a) The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

b) Ridge Road – From Pearl Road to Flowerdale Avenue

c) District 2 & 4

2. N/A

#### **B. Procurement – N/A**

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

1. N/A.

2. N/A

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

1. The project is new to the County.

2. N/A.

#### **E. Funding**

1. The project is to be funded with funded \$2,770,000 Federal, \$345,000 County Road and Bridge and \$345,000 Parma, Brooklyn & Cleveland (80-10-10 split). The total cost of the project is \$3,460,000.

#### **Notes:**

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Eric Mack



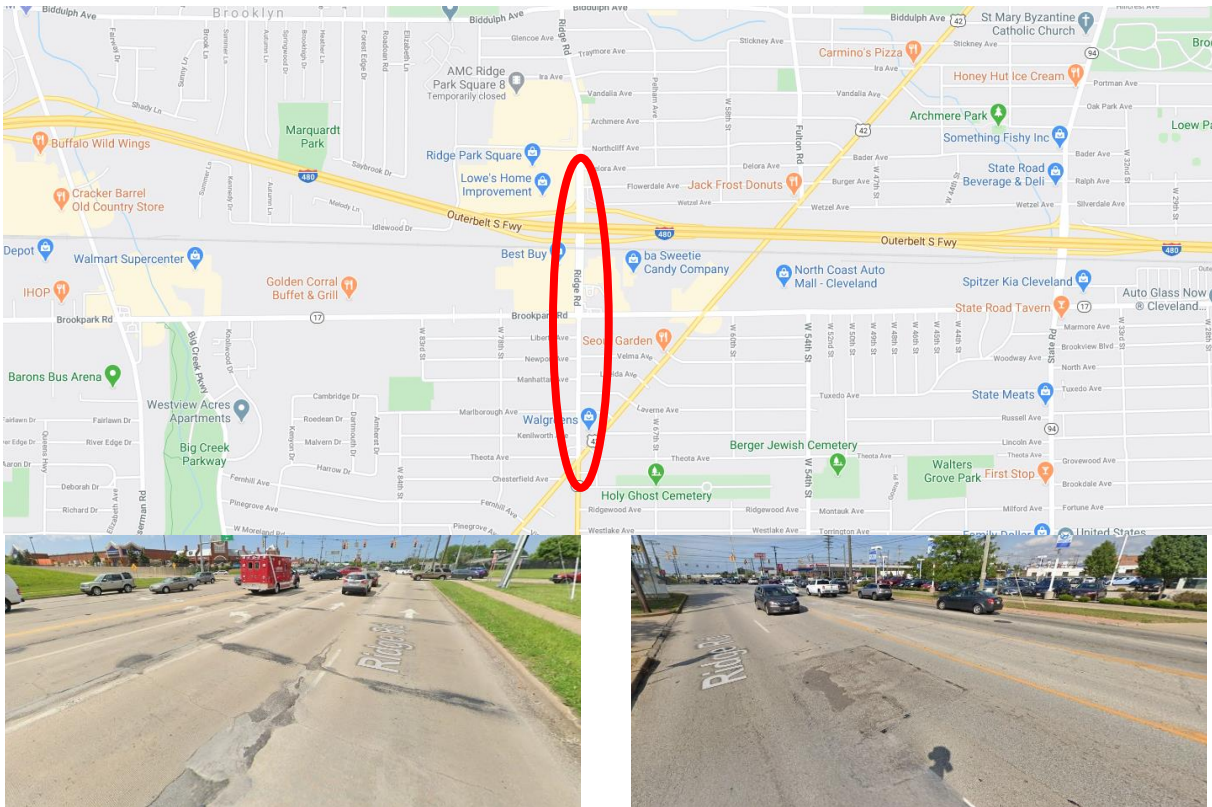
# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Resurfacing of Ridge Road: Parma, Brooklyn & Cleveland

---

<b>Project Type</b>	Resurfacing of Ridge Road
<b>Project Limits</b>	Pearl Road to Flowerdale Avenue (0.7 miles)
<b>Average Daily Traffic</b>	27,300 vehicles per day
<b>Pavement Condition Rating</b>	58 (Fair to Poor)
<b>Council District</b>	2 & 4
<b>Project Cost</b>	\$3,460,000
<b>Proposed Funding</b>	Federal (\$2,770,000) County (\$345,000) Parma (\$115,000) Brooklyn (\$115,000) Cleveland (\$115,000)
<b>Project Design</b>	County Department of Public Works
<b>Construction Admin</b>	County Department of Public Works

---



## SUMMARY OF REQUESTED ACTION

### Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Broadway Avenue, in the Village of Oakwood

#### A. Scope of Work Summary

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the resurfacing of Broadway Avenue from Macedonia Road to Richmond Road, in the Village of Oakwood. The anticipated cost of this project is \$1,930,000. The anticipated start-completion dates are 6/1/2022 – 9/30/2022. This project is part of the new NOACA TIP 2021-2024 and the County is requesting to be the project sponsor.

a) The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

b) Broadway Avenue – From Macedonia Road to Richmond Road

c) District 6

2. N/A

#### B. Procurement – N/A

#### C. Contractor and Project Information

1. N/A.

2. N/A

#### D. Project Status and Planning

1. The project is new to the County.

2. N/A.

#### E. Funding

1. The project is to be funded with funded \$920,000 Federal, \$505,000 County Road and Bridge and \$505,000 Oakwood (54-23-23 split). The total cost of the project is \$1,930,000.

#### Notes:

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Eric Mack



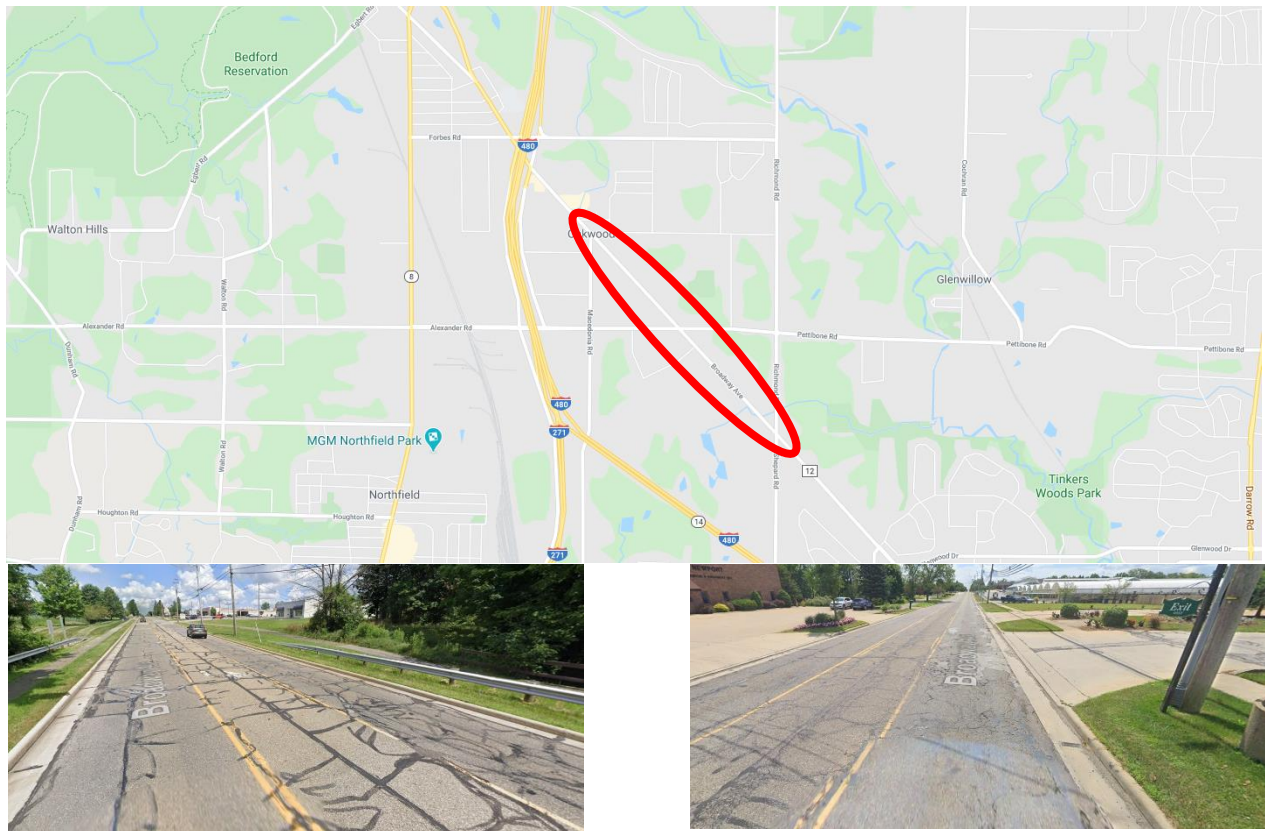
# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Resurfacing of Broadway Avenue: Oakwood Village

---

<b>Project Type</b>	Resurfacing of Broadway Avenue
<b>Project Limits</b>	Macedonia Road to Richmond Road (1.4 miles)
<b>Average Daily Traffic</b>	15,600 vehicles per day
<b>Pavement Condition Rating</b>	57 (Fair to Poor)
<b>Council District</b>	6
<b>Project Cost</b>	\$1,930,000
<b>Proposed Funding</b>	Federal (\$920,000) County (\$505,000) Oakwood Village (\$505,000)
<b>Project Design</b>	Oakwood Village
<b>Construction Admin</b>	County Department of Public Works

---



## SUMMARY OF REQUESTED ACTION

### Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Clague Road, in the City of North Olmsted

#### A. Scope of Work Summary

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the resurfacing of Clague Road from Lorain Road to Marion Road, in the City of North Olmsted. The anticipated cost of this project is \$840,000. The anticipated start-,completion dates are 6/1/2024 – 9/30/2024. This project is part of the new NOACA TIP 2021-2024 and the County is requesting to be the project sponsor.

a) The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

b) Clague Road – From Lorain Road to Marion Road

c) District 1

2. N/A

#### B. Procurement – N/A

#### C. Contractor and Project Information

1. N/A.

2. N/A

#### D. Project Status and Planning

1. The project is new to the County.

2. N/A.

#### E. Funding

1. The project is to be funded with funded \$450,000 Federal, \$195,000 County Road and Bridge and \$195,000 North Olmsted (54-23-23 split). The total cost of the project is \$840,000.

#### Notes:

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Eric Mack



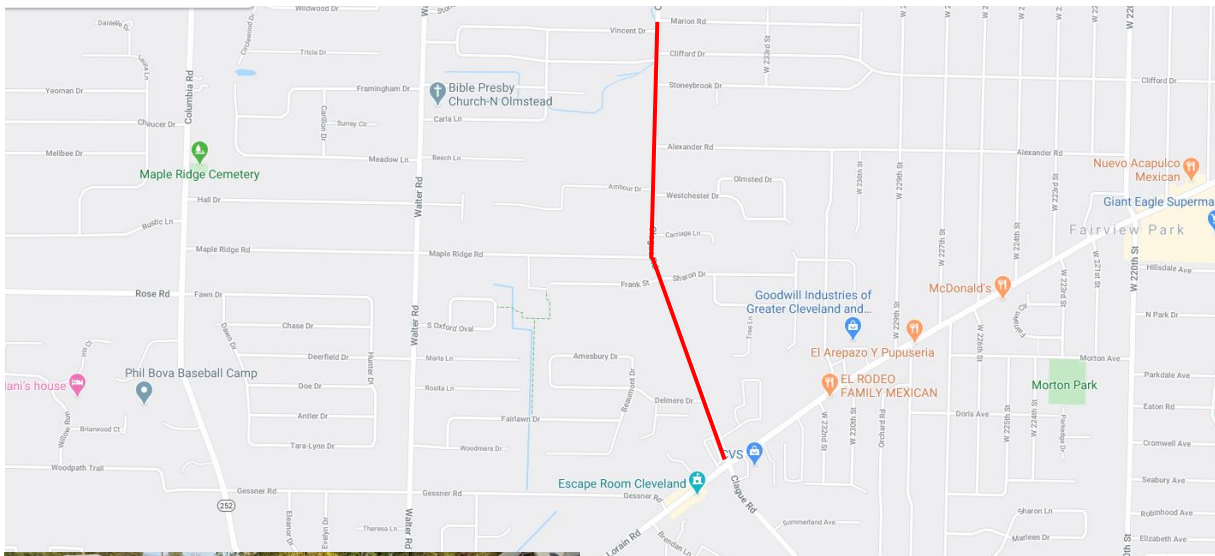
# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Resurfacing of Clague Road: North Olmsted

---

<b>Project Type</b>	Resurfacing of Clague Road
<b>Project Limits</b>	Lorain Road to Marion Road (1.0 miles)
<b>Average Daily Traffic</b>	15,500 vehicles per day
<b>Pavement Condition Rating</b>	59 (Fair to Poor)
<b>Council District</b>	1
<b>Project Cost</b>	\$840,000
<b>Proposed Funding</b>	Federal (\$450,000) County (\$195,000) North Olmsted (\$195,000)
<b>Project Design</b>	North Olmsted
<b>Construction Admin</b>	County Department of Public Works

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## SUMMARY OF REQUESTED ACTION

### Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Rockside Road, in the City of Maple Heights

#### A. Scope of Work Summary

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the resurfacing of Rockside Road from East 141<sup>st</sup> Street to Sector Drive, in the City of Maple Heights. The anticipated cost of this project is \$2,180,000. The anticipated start-completion dates are 6/1/2024 – 9/30/2024. This project is part of the new NOACA TIP 2021-2024 and the County is requesting to be the project sponsor.

a) The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

b) Rockside Road – From East 141<sup>st</sup> Street to Sector Drive

c) District 8

2. N/A

#### B. Procurement – N/A

#### C. Contractor and Project Information

1. N/A.

2. N/A

#### D. Project Status and Planning

1. The project is new to the County.

2. N/A.

#### E. Funding

1. The project is to be funded with funded \$1,390,000 Federal, \$395,000 County Road and Bridge and \$395,000 Maple Heights (64-18-18 split). The total cost of the project is \$2,180,000.

#### Notes:

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Eric Mack



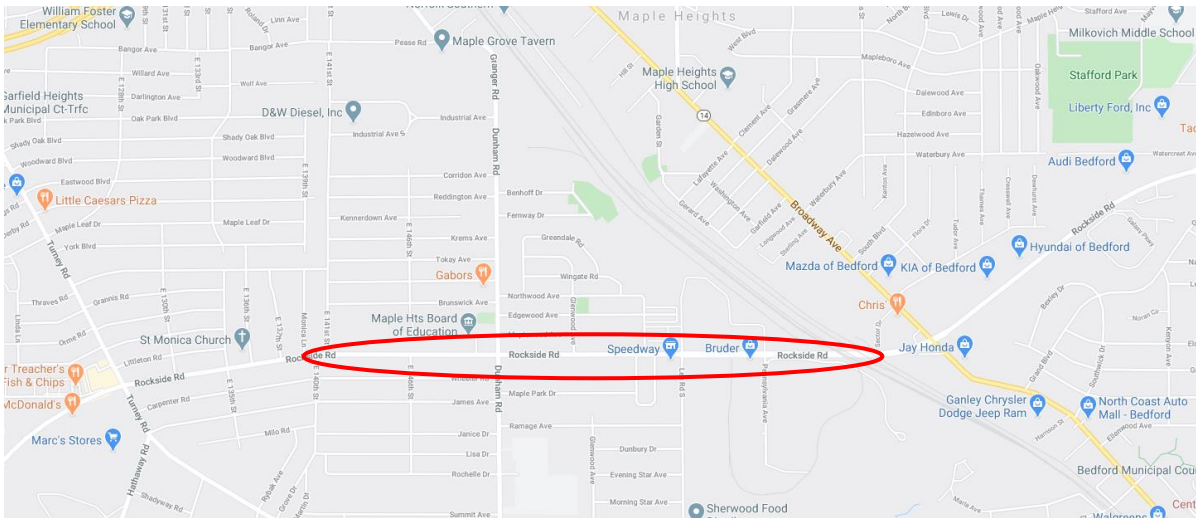
# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Resurfacing of Rockside Road: Maple Heights

---

<b>Project Type</b>	Resurfacing of Rockside Road
<b>Project Limits</b>	East 141 <sup>st</sup> to Sector Drive (1.5 miles)
<b>Average Daily Traffic</b>	19,700 vehicles per day
<b>Pavement Condition Rating</b>	71 (Fair)
<b>Council District</b>	8
<b>Project Cost</b>	\$2,180,000
<b>Proposed Funding</b>	Federal (\$1,390,000) County (\$395,000) Maple Heights (\$395,000)
<b>Project Design</b>	Maple Heights
<b>Construction Admin</b>	County Department of Public Works

---





## SUMMARY OF REQUESTED ACTION

### Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Hilliard Road, in the City of Lakewood

#### A. Scope of Work Summary

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the resurfacing of Hilliard Road from Warren Road to Riverside Drive, in the City of Lakewood. The anticipated cost of this project is \$2,850,000. The anticipated start-completion dates are 6/1/2022 – 9/30/2022. This project is part of the new NOACA TIP 2021-2024 and the County is requesting to be the project sponsor.

a) The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

b) Hilliard Road – From Warren Road to Riverside Drive

c) District 2

2. N/A

#### B. Procurement – N/A

#### C. Contractor and Project Information

1. N/A.

2. N/A

#### D. Project Status and Planning

1. The project is new to the County.

2. N/A.

#### E. Funding

1. The project is to be funded with funded \$2,280,000 Federal, \$285,000 County Road and Bridge and \$285,000 Lakewood (80-10-10 split). The total cost of the project is \$2,850,000.

#### Notes:

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Eric Mack



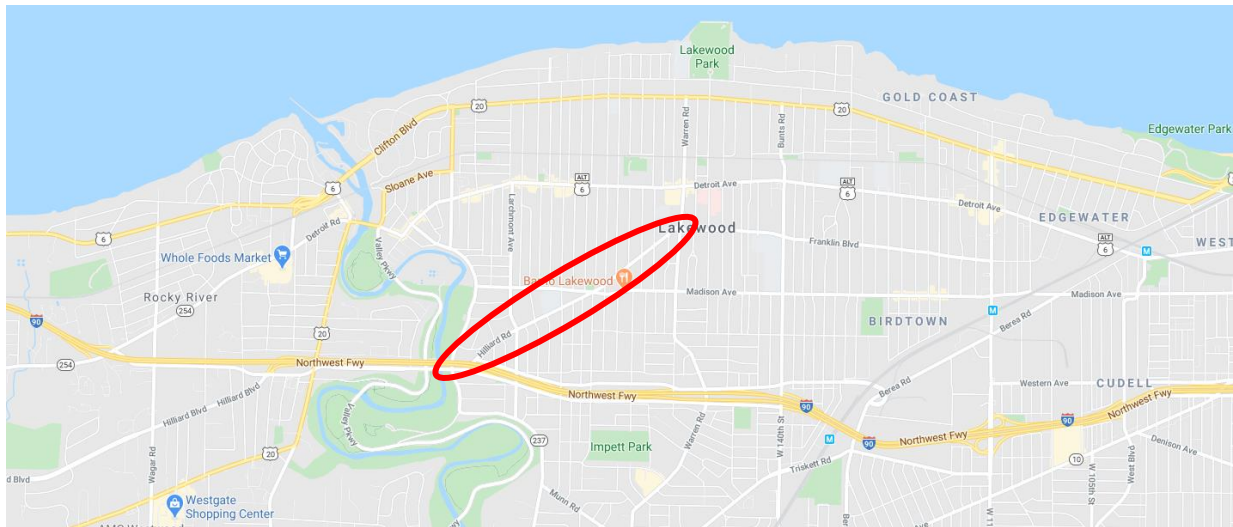
# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Resurfacing of Hilliard Road, Lakewood

---

<b>Project Type</b>	Resurfacing of Hilliard Road
<b>Project Limits</b>	Warren Road to Riverside Drive (1.40 miles)
<b>Average Daily Traffic</b>	19,800 vehicles per day
<b>Pavement Condition Rating</b>	61 (Fair to Poor)
<b>Council District</b>	2
<b>Project Cost</b>	\$2,850,000
<b>Proposed Funding</b>	Federal (\$2,280,000) County (\$285,000) Lakewood (\$285,000)
<b>Project Design</b>	Lakewood
<b>Construction Admin</b>	County Department of Public Works

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## SUMMARY OF REQUESTED ACTION

### **Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Wilson Mills Road, in the Cities of Highland Heights & Mayfield Village**

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

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the resurfacing of Wilson Mills Road from Lander Road to Alpha Drive, in the Cities of Highland Heights & Mayfield Village. The anticipated cost of this project is \$860,000. The anticipated start-completion dates are 6/1/2023 – 9/30/2023. This project is part of the new NOACA TIP 2021-2024 and the County is requesting to be the project sponsor.

a) The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

b) Wilson Mills Road – From Lander Road to Alpha Drive

c) District 11

2. N/A

#### **B. Procurement – N/A**

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

1. N/A.

2. N/A

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

1. The project is new to the County.

2. N/A.

#### **E. Funding**

1. The project is to be funded with funded \$650,000 Federal, \$105,000 County Road and Bridge and \$105,000 Highland Heights & Mayfield Village (76-12-12 split). The total cost of the project is \$860,000.

#### **Notes:**

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Eric Mack



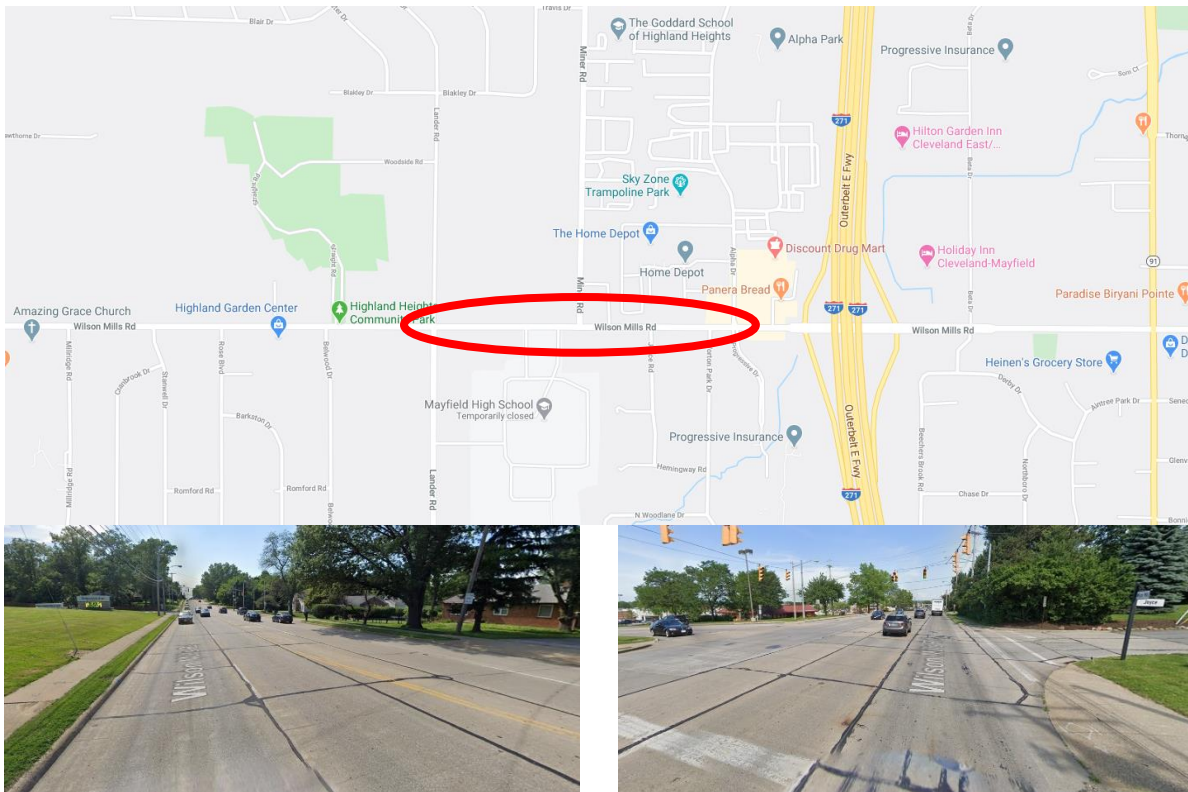
# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Resurfacing of Wilson Mills Road: Highland Heights, Mayfield Village

---

<b>Project Type</b>	Resurfacing of Wilson Mills Road
<b>Project Limits</b>	Lander Road to Alpha Drive (0.5 miles)
<b>Average Daily Traffic</b>	27,000 vehicles per day
<b>Pavement Condition Rating</b>	63 (Fair to Poor)
<b>Council District</b>	11
<b>Project Cost</b>	\$860,000
<b>Proposed Funding</b>	Federal (\$650,000) County (\$105,000) Highland Heights (\$52,500) Mayfield Village (\$52,500)
<b>Project Design</b>	County Department of Public Works
<b>Construction Admin</b>	County Department of Public Works

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## SUMMARY OF REQUESTED ACTION

### Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of East 200<sup>th</sup> Street, in the Cities of Euclid & Cleveland

#### A. Scope of Work Summary

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the resurfacing of East 200<sup>th</sup> Street from Mohican Avenue to Lakeshore Boulevard, in the Cities of Euclid & Cleveland. The anticipated cost of this project is \$1,670,000. The anticipated start-completion dates are 6/1/2024 – 9/30/2024. This project is part of the new NOACA TIP 2021-2024 and the County is requesting to be the project sponsor.

a) The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

b) East 200<sup>th</sup> Street – From Mohican Avenue to Lakeshore Boulevard.

c) District 10 & 11

2. N/A

#### B. Procurement – N/A

#### C. Contractor and Project Information

1. N/A.

2. N/A

#### D. Project Status and Planning

1. The project is new to the County.

2. N/A.

#### E. Funding

1. The project is to be funded with funded \$1,010,000 Federal, \$330,000 County Road and Bridge and \$330,000 Euclid & Cleveland (66-17-17 split). The total cost of the project is \$1,670,000.

#### Notes:

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Eric Mack



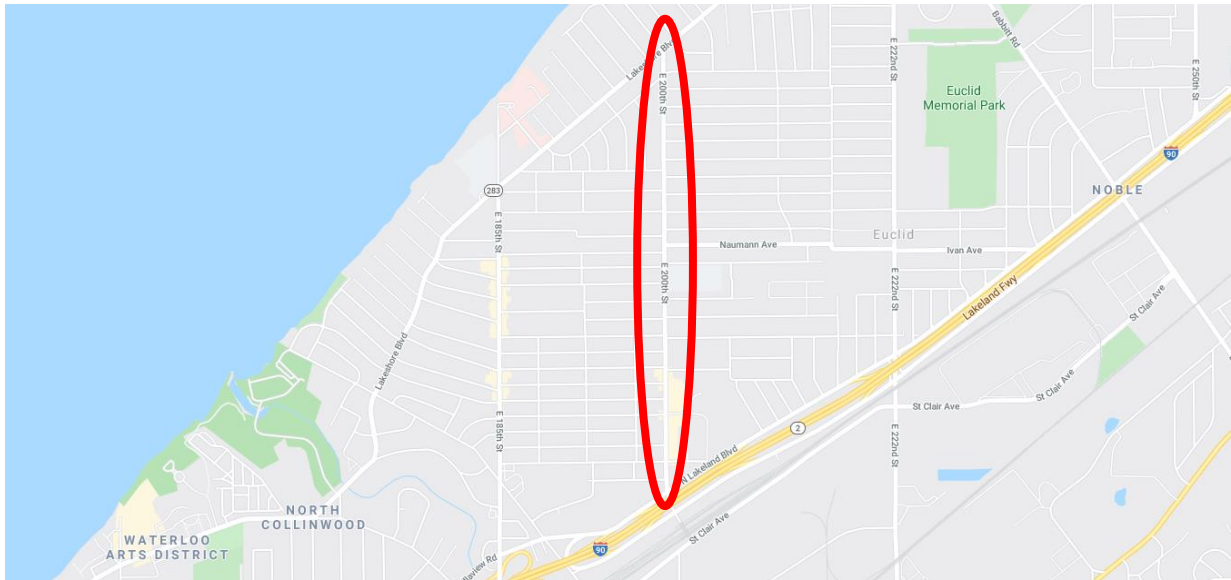
# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Resurfacing of East 200<sup>th</sup> Street: Euclid and Cleveland

---

<b>Project Type</b>	Resurfacing of East 200 <sup>th</sup> Street
<b>Project Limits</b>	Mohican Avenue to Lakeshore Boulevard (1.3 miles)
<b>Average Daily Traffic</b>	5,800 vehicles per day
<b>Pavement Condition Rating</b>	66 (Fair to Poor)
<b>Council District</b>	10 & 11
<b>Project Cost</b>	\$1,670,000
<b>Proposed Funding</b>	Federal (\$1,010,000) County (\$330,000) Euclid (\$165,000) Cleveland (\$165,000)
<b>Project Design</b>	County Department of Public Works
<b>Construction Admin</b>	County Department of Public Works

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## SUMMARY OF REQUESTED ACTION

### **Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Grant Avenue, in the Cities of Cuyahoga Heights & Cleveland**

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

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the resurfacing of Grant Avenue from East 49<sup>th</sup> Street to East 71<sup>st</sup> Street, in the Cities of Cuyahoga Heights & Cleveland. The anticipated cost of this project is \$1,050,000. The anticipated start-completion dates are 6/1/2024 – 9/30/2024. This project is part of the new NOACA TIP 2021-2024 and the County is requesting to be the project sponsor.

a) The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

b) Grant Avenue – From East 49<sup>th</sup> Street to East 71<sup>st</sup> Street.

c) District 8

2. N/A

#### **B. Procurement – N/A**

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

1. N/A.

2. N/A

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

1. The project is new to the County.

2. N/A.

#### **E. Funding**

1. The project is to be funded with funded \$470,000 Federal, \$290,000 County Road and Bridge and \$290,000 Cuyahoga Heights & Cleveland (44-28-28 split). The total cost of the project is \$1,050,000.

#### **Notes:**

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Eric Mack



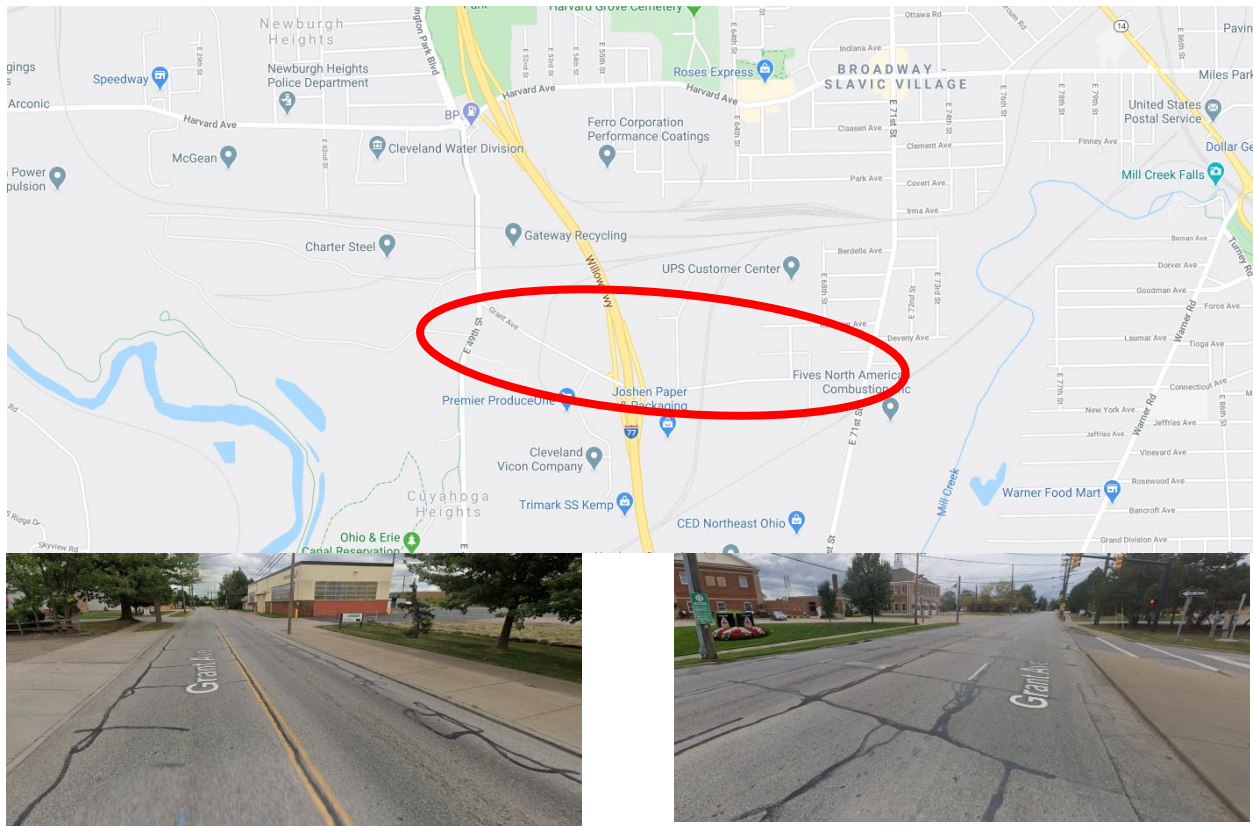
# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Resurfacing of Grant Avenue: Cuyahoga Heights and Cleveland

---

<b>Project Type</b>	Resurfacing of Grant Avenue
<b>Project Limits</b>	East 49 <sup>th</sup> Street to East 71 <sup>st</sup> Street (0.9 miles)
<b>Average Daily Traffic</b>	7,600 vehicles per day
<b>Pavement Condition Rating</b>	71 (Fair)
<b>Council District</b>	8
<b>Project Cost</b>	\$1,050,000
<b>Proposed Funding</b>	Federal (\$470,000) County (\$290,000) Cuyahoga Heights (\$145,000) Cleveland (\$145,000)
<b>Project Design</b>	County Department of Public Works
<b>Construction Admin</b>	County Department of Public Works

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## SUMMARY OF REQUESTED ACTION

### **Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Forbes Road, in the Cities of Bedford Heights & Oakwood Village**

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

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the resurfacing of Forbes Road from First Place to Richmond Road, in the Cities of Highland Heights & Mayfield Village. The anticipated cost of this project is \$930,000. The anticipated start-completion dates are 6/1/2023 – 9/30/2023. This project is part of the new NOACA TIP 2021-2024 and the County is requesting to be the project sponsor.

a) The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

b) Forbes Road – From First Place to Richmond Road.

c) District 6 & 9

2. N/A

#### **B. Procurement – N/A**

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

1. N/A.

2. N/A

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

1. The project is new to the County.

2. N/A.

#### **E. Funding**

1. The project is to be funded with funded \$620,000 Federal, \$155,000 County Road and Bridge and \$155,000 Bedford Heights & Oakwood Village (66-17-17 split). The total cost of the project is \$930,000.

#### **Notes:**

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Eric Mack



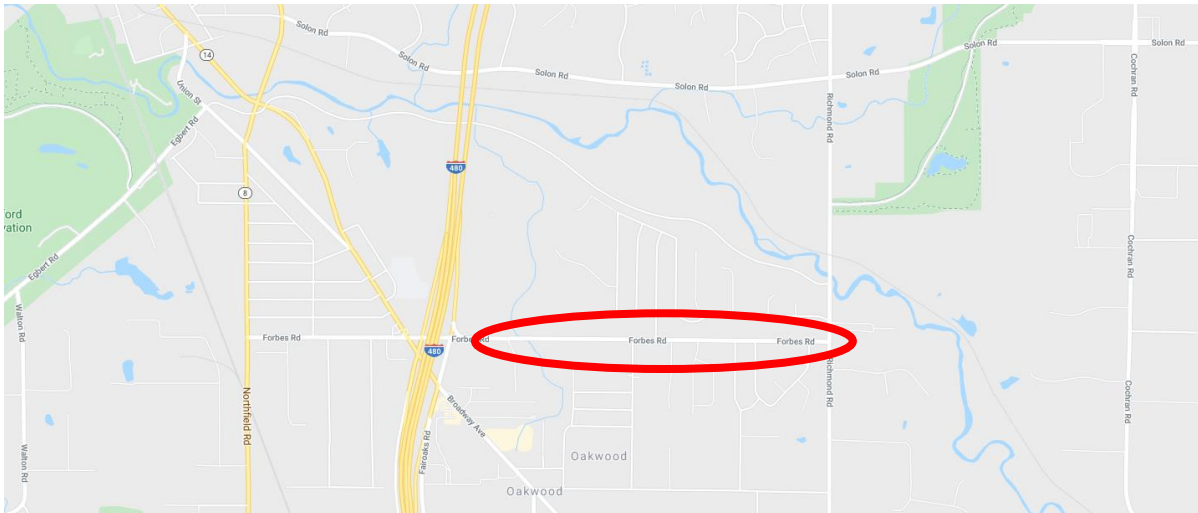
## CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

# Project Fact Sheet – Resurfacing of Forbes Road: Bedford Heights & Oakwood Village

---

<b>Project Type</b>	Resurfacing of Forbes Road
<b>Project Limits</b>	First Place to Richmond Road (1.2 miles)
<b>Average Daily Traffic</b>	4,800 vehicles per day
<b>Pavement Condition Rating</b>	63 (Fair to Poor)
<b>Council District</b>	6 & 9
<b>Project Cost</b>	\$930,000
<b>Proposed Funding</b>	Federal (\$620,000) County (\$155,000) Bedford Heights (\$77,500) Oakwood Village (\$77,500)
<b>Project Design</b>	County Department of Public Works
<b>Construction Admin</b>	County Department of Public Works

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## SUMMARY OF REQUESTED ACTION

### **Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Sheldon Road, in the Cities of Middleburg Heights & Brook Park**

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

1. The Public Works Department requesting that Council find that public convenience and welfare requires the approval of the resurfacing of Sheldon Road from Engle Road to Smith Road, in the Cities of Middleburg Heights & Brook Park. The anticipated cost of this project is \$770,000. The anticipated start-completion dates are 6/1/2024 – 9/30/2024. This project is part of the new NOACA TIP 2021-2024 and the County is requesting to be the project sponsor.

a) The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

b) Sheldon Road – From Engle Road to Smith Road.

c) District 2 & 4

2. N/A

#### **B. Procurement – N/A**

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

1. N/A.

2. N/A

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

1. The project is new to the County.

2. N/A.

#### **E. Funding**

1. The project is to be funded with funded \$560,000 Federal, \$105,000 County Road and Bridge and \$105,000 Middleburg Heights & Brook Park (72-14-14 split). The total cost of the project is \$770,000.

#### **Notes:**

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Eric Mack



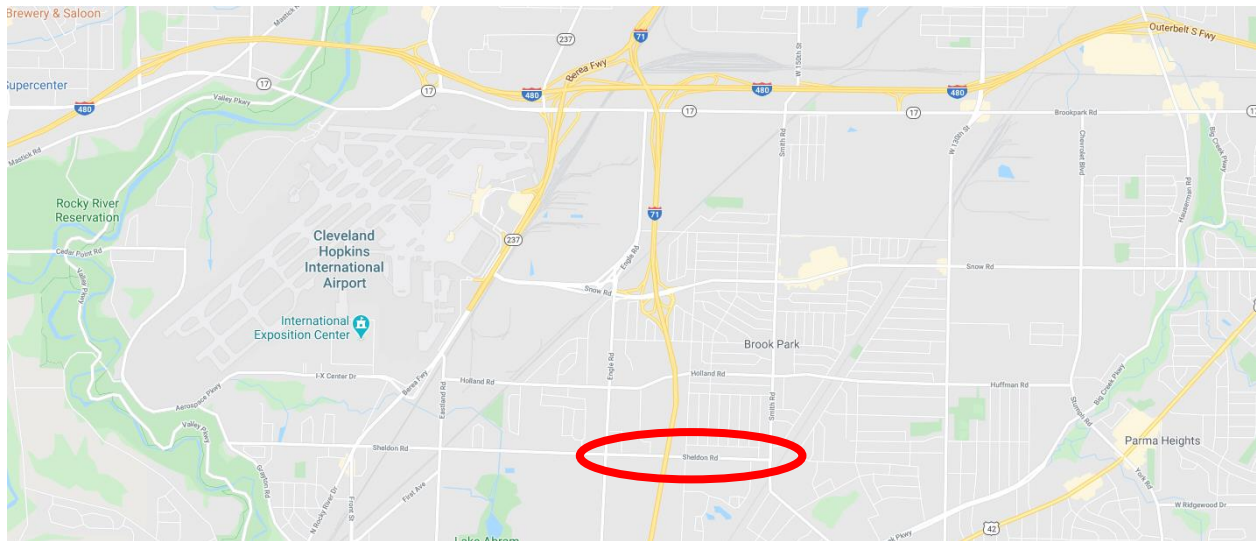
# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Resurfacing of Sheldon Road: Brook Park and Middleburg Heights

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<b>Project Type</b>	Resurfacing of Sheldon Road
<b>Project Limits</b>	Engle Road to Smith Road (1.0 miles)
<b>Average Daily Traffic</b>	8,500 vehicles per day
<b>Pavement Condition Rating</b>	64 (Fair to Poor)
<b>Council District</b>	2 & 4
<b>Project Cost</b>	\$770,000
<b>Proposed Funding</b>	Federal (\$560,000) County (\$105,000) Middleburg Heights (\$52,500) Brook Park (\$52,500)
<b>Project Design</b>	County Department of Public Works
<b>Construction Admin</b>	County Department of Public Works

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# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0101

Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> making an award on RQ48104 to CATTs Construction, Inc. in the amount not-to-exceed \$1,645,588.10 for resurfacing East 131 <sup>st</sup> Street from Forestdale Drive to Miles Road in the Cities of Cleveland and Garfield Heights; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ48104 to CATTs Construction, Inc. in the amount not-to-exceed \$1,645,588.10 for resurfacing East 131<sup>st</sup> Street from Forestdale Drive to Miles Road in the Cities of Cleveland and Garfield Heights; and

WHEREAS, the primary goals of the project are resurfacing existing roadway, installation of ADA compliant curb ramps, new traffic lane striping and other spot improvements; and

WHEREAS, the anticipated start-completion dates are 7/6/2020 – 11/6/2020; and

WHEREAS, the project is located in County Council Districts 7 and 8 and is funded as follows: (a) 50% from Ohio Public Works Commission; (b) 40% from County; (c) 2.83% from City of Cleveland and (d) 7.17% from City of Garfield Heights; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ48104 to CATTs Construction, Inc. in the amount not-to-exceed \$1,645,588.10 for resurfacing East 131<sup>st</sup> Street from Forestdale Drive to Miles Road in the Cities of Cleveland and Garfield Heights.

**SECTION 2.** That the County Executive is authorized to execute a contract and all other documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

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

Title:

**East 131<sup>st</sup> Street Resurfacing of Existing Roadway from Forestdale Drive to Miles Road**

**A. Scope of Work Summary**

1. Department of Public Works is requesting approval of a contract with Catts Construction, Inc for the anticipated cost of \$1,645,588.10.

This project consists of resurfacing and associated pavement repairs of 0.97 miles of East 131st Street from Forestdale Drive to Miles Avenue in the Cities of Garfield Heights and Cleveland. Installation of ADA compliant curb ramps, new traffic lane striping and other spot improvements are also included with the proposed work. The anticipated start-completion dates are 7/6/2020-11/6/2020

2. The primary goals of the project are resurfacing existing roadway, installation of ADA compliant curb ramps, new traffic land striping and other spot improvements.

3. The project is mandated by (provide the ORC statute with section numbers, Cuyahoga County Charter, etc). n/a

**B. Procurement**

1. The procurement method for this project was RFB. The total value of the RFB is \$1,645,588.10

2.The RFB was closed on 4/3/2020. There is an SBE participation/goal of SBE 7%, MBE 17%, and WBE 6%.

3. There were 9 bids pulled from OPD, 6 bids submitted for review, 6 bids approved.

**C. Contractor and Project Information**

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

Catts Construction, Inc  
21223 Aurora Road  
Warrensville Heights, Oh 44146  
Council District (9)

2. The President for the contractor/vendor is Michael Dempsey.

3.a The address or location of the project is Cleveland and Garfield Heights.

3.b. The project is located in Council District 7 & 8.

**D. Project Status and Planning**

1. The project is a new project.

2. The project has (1) phase.

**E. Funding**

1. The project is funded 50% by OPWC, 40% county, and 10% city monies. The share will be split between the Cities of Cleveland (2.83%) and Garfield Heights (7.17%).

2. The schedule of payments is by invoice.





## Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 48104	TYPE: (RFB/RFP/RFQ): RFB	ESTIMATE: \$1,982,709.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: April 3, 2020	NUMBER OF RESPONSES (issued/submitted): 9/6
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: East 131 <sup>st</sup> St. Resurfacing from Forestdale Dr. to Miles Rd in Cleveland & Garfield Heights	
DIVERSITY GOAL/SBE 7 %	DIVERSITY GOAL/MBE 17 %	DIVERSITY GOAL/WBE 6 %
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$1,645,588.10	Add 2%, Total is:1,678,499.10
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$: 1,645,588.10	Add 2%, Total is: 1,678,499.10
*PRICE PREFERENCE LOWEST BID REC'D \$1,645,588.10	RANGE OF LOWEST BID REC'D \$ 1,000,001 = 3,000,000	Minus \$, =
PRICE PREF % & \$ LIMIT: (8%)	MAX SBE/MBE/WBE PRICE PREF \$1,777,235.15	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

#	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1.	Chagrin Valley Paving 17290 Munn Road Chagrin Falls, OH 44023	Bid Bond Merchants Bonding Company 100%	\$1,645,588.10	Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0807 NCA: <input checked="" type="checkbox"/> Yes Adden 1: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):  (MAA) Mayfield Cement, Ltd. SBE/MBE 26% (FW) Trafftech, Inc. SBE/WBE 4.6%  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
				Adden 2: <input checked="" type="checkbox"/> Yes Adden 3: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> No CCBEIP: <input checked="" type="checkbox"/> No Worktypes: <input checked="" type="checkbox"/> Yes DBE Wortype: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Affirmative Action: <input checked="" type="checkbox"/> Yes EEO: <input checked="" type="checkbox"/> Yes State EEO Cert: <input checked="" type="checkbox"/> Yes Similar Project: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN			Total %	SBE: <u>26</u> % MBE: <u>    </u> % WBE: <u>4.6</u> %		
							SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 4/7/20 <input type="checkbox"/> No		
							SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 4/6/20 LL 4/7/20		

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
2.	CATTS Construction 21223 Aurora Road Warrensville Heights, OH 44146	Bid Bond Guarantee Company of North America USA 100%	Revised: 4/14/2020 \$1,645,588.10	Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 16-0072 NCA: <input checked="" type="checkbox"/> Yes Adden 1: <input checked="" type="checkbox"/> Yes Adden 2: <input checked="" type="checkbox"/> Yes Adden 3: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes Worktypes: <input checked="" type="checkbox"/> Yes DBE Wortype: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Affirmative Action: <input checked="" type="checkbox"/> Yes EEO: <input checked="" type="checkbox"/> Yes State EEO Cert: <input checked="" type="checkbox"/> Yes Similar Project: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<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):	(MW) CATTS CONSTRUCTION, INC. SBE 20% (FW) TIMELINE PHOTOGRAPHY, LLC SBE/WBE .09% (FW) Crooked River Materials, Inc. SBE/WBE 9% (FW) Trafftech, Inc. SBE/WBE 4.6%	Department of Public Works is Recommending Catts Construction as the lowest and best bid with adjustment for the CCBB match option exercised.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No									
Total %	SBE: <u>20 %</u> MBE: <u>0 %</u> WBE: <u>13.69%</u>									
SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 4/7/20 <input type="checkbox"/> No									
SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 4/6/20 LL 4/7/20									

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)												
3.	Perk Company 8100 Grand Ave, Suite 300 Cleveland, OH 44104	Bid Bond Hudson Insurance Company 100%	\$1,739,749.87	<b>Compliant:</b> <input checked="" type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2187 NCA: <input checked="" type="checkbox"/> Yes Adden 1: <input checked="" type="checkbox"/> Yes Adden 2: <input checked="" type="checkbox"/> Yes <b>Adden 3: <input checked="" type="checkbox"/> No</b> PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> No Worktypes: <input checked="" type="checkbox"/> Yes DBE Wortype: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Affirmative Action: <input checked="" type="checkbox"/> Yes EEO: <input checked="" type="checkbox"/> Yes State EEO Cert: <input checked="" type="checkbox"/> Yes Similar Project: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<table border="1"> <tr> <td data-bbox="1378 272 1612 597">Subcontractor Name(s):</td> <td data-bbox="1612 272 2153 597">(MW) Perk Company, Inc. SBE 20% (AAPA) Barbicas Construction Co., Inc MBE/WBE 28% (FW) Cuyahoga Supply &amp; Tool, Inc. SBE/WBE 1.15% (FW) P.G.T. Construction, Inc. SBE/WBE .6% (FW) Trafftech, Inc. SBE/WBE 4.3%</td> </tr> <tr> <td data-bbox="1378 597 1612 776">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1612 597 2153 776"><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1378 776 1612 906">Total %</td> <td data-bbox="1612 776 2153 906">SBE: <u>20</u> % MBE: <u>28</u> % WBE: <u>6.05</u> %</td> </tr> <tr> <td data-bbox="1378 906 1612 1149">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1612 906 2153 1149"><input checked="" type="checkbox"/> Yes LL 4/7/20 <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1378 1149 1612 1351">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1612 1149 2153 1351">No waiver requested. EN 4/6/20 LL 4/7/20</td> </tr> <tr> <td colspan="2" data-bbox="1378 1351 2153 1448" style="background-color: #cccccc;"></td> </tr> </table>		Subcontractor Name(s):	(MW) Perk Company, Inc. SBE 20% (AAPA) Barbicas Construction Co., Inc MBE/WBE 28% (FW) Cuyahoga Supply & Tool, Inc. SBE/WBE 1.15% (FW) P.G.T. Construction, Inc. SBE/WBE .6% (FW) Trafftech, Inc. SBE/WBE 4.3%	SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: <u>20</u> % MBE: <u>28</u> % WBE: <u>6.05</u> %	SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 4/7/20 <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 4/6/20 LL 4/7/20				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Subcontractor Name(s):	(MW) Perk Company, Inc. SBE 20% (AAPA) Barbicas Construction Co., Inc MBE/WBE 28% (FW) Cuyahoga Supply & Tool, Inc. SBE/WBE 1.15% (FW) P.G.T. Construction, Inc. SBE/WBE .6% (FW) Trafftech, Inc. SBE/WBE 4.3%																					
SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																					
Total %	SBE: <u>20</u> % MBE: <u>28</u> % WBE: <u>6.05</u> %																					
SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 4/7/20 <input type="checkbox"/> No																					
SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 4/6/20 LL 4/7/20																					

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)

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
4. Vandra Brothers 24629 Broadway Ave Oakwood Village, OH 44146	Bid Bond Western Surety Company 100%	\$1,790,998.50	Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2906 NCA: <input checked="" type="checkbox"/> Yes Adden 1: <input checked="" type="checkbox"/> Yes Yes Adden 2: <input checked="" type="checkbox"/> Yes Yes Adden 3: <input checked="" type="checkbox"/> Yes Yes PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  (MWW) VANDRA BROTHERS CONSTRUCTION, INC. SBE 20% (AAPA) Barbicas Construction Co., Inc MBE/WBE 28% (FW) Trafftech, Inc. SBE/WBE 6.1%  SBE/MBE/WBE Prime: (Y/N)  <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
				CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes Worktypes: <input checked="" type="checkbox"/> Yes DBE Wortype: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Affirmative Action: <input checked="" type="checkbox"/> Yes EEO: <input checked="" type="checkbox"/> Yes State EEO Cert: <input checked="" type="checkbox"/> Yes Similar Project: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN			Total %	SBE: <u>20 %</u> MBE: <u>28%</u> WBE: <u>6.1 %</u>		
							SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 4/7/20 <input type="checkbox"/> No		
							SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 4/6/20 LL 4/7/20		

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)
5.	Terrace Construction 3965 Pearl Road Cleveland, OH 44109	Bid Bond The Cincinnati Insurance Company 100%	\$1,797,855.33	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2690 NCA: <input checked="" type="checkbox"/> Yes Adden 1: <input checked="" type="checkbox"/> Yes Adden 2: <input checked="" type="checkbox"/> Yes Adden 3: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes Worktypes: <input checked="" type="checkbox"/> Yes DBE Wortype: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Affirmative Action: <input checked="" type="checkbox"/> Yes EEO: <input checked="" type="checkbox"/> Yes State EEO Cert: <input checked="" type="checkbox"/> Yes Similar Project: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<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):  SBE/MBE/WBE Prime: (Y/N)  Total %  SBE/MBE/WBE Comply: (Y/N)  SBE/MBE/WBE Comments and Initials:	(FW) Trafftech, Inc. SBE/WBE 10% (FAA) R.L. Cole Enterprise, Inc. MBE/WBE 1.61% (FW) Cuyahoga Supply & Tool, Inc. SBE/WBE 4.31% (MAA) RAR CONTRACTING CO., INC. SBE/MBE 17%  <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  SBE: <u>10 %</u> MBE: <u>17%</u> WBE: <u>5.92%</u>  <input checked="" type="checkbox"/> Yes LL 4/7/20 <input type="checkbox"/> No  No waiver requested. EN 4/6/20 LL 4/7/20		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
6. Karvo Companies 4524 Hudson Rd Stow, OH 44224	Bid Bond The Cincinnati Insurance Company 100%	\$1,814,557.75	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1647 NCA: <input checked="" type="checkbox"/> Yes Adden 1: <input checked="" type="checkbox"/> Yes Adden 2: <input checked="" type="checkbox"/> Yes Adden 3: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A Worktypes: <input checked="" type="checkbox"/> Yes DBE Wortype: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (FW) Trafftech, Inc. SBE/WBE 7.6% (FAA) Cook Paving & Construction Co., Inc. SBE/MBE/WBE 14.75% (FW) TIMELINE PHOTOGRAPHY, LLC SBE/WBE .04% (MAA) RAR CONTRACTING CO., INC. SBE/MBE 7.98%  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  Total % SBE: <u>7.6 %</u> MBE: <u>22.73%</u> WBE: <u>.04 %</u>  SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 4/7/20 <input type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:



	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
				Affirmative Action: <input checked="" type="checkbox"/> Yes EEO: <input checked="" type="checkbox"/> Yes State EEO Cert: <input checked="" type="checkbox"/> Yes Similar Project: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN			SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 4/6/20 LL 4/7/20		

Transaction ID:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0102

Sponsored by: <b>County Executive Budish/County Sheriff</b>	<b>A Resolution</b> making an award on RQ47359 to Trinity Services Group, Inc. in the amount not-to-exceed \$8,926,659.00 for jail food services for the period 6/15/2020 - 6/14/2023; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/County Sheriff has recommended an award on RQ47359 to Trinity Services Group, Inc. in the amount not-to-exceed \$8,926,659.00 for jail food services for the period 6/15/2020 - 6/14/2023; and

WHEREAS, the primary goals of the project are to reduce workload on county staff and corrections officers while ensuring that meal service remains consistent and meets all requirements of the jail administration; and

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

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ47359 to Trinity Services Group, Inc. in the amount not-to-exceed \$8,926,659.00 for jail food services for the period 6/15/2020 - 6/14/2023.

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

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of

the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

**OnBase Item Detail Briefing Memo - Form**

Title:

**2020 Sheriff's Department; RQ47359 Jail Food Service Contract with Trinity Services Group, Inc.**

**A. Scope of Work Summary**

1. Sheriff's Department requesting approval of a contract with Trinity Services Group, Inc. for the anticipated cost not to exceed \$8,926,659.00 for the period of June 15, 2020 to June 14, 2023.

This contract will provide the Sheriff's Department with Jail kitchen food services for a three year period. The anticipated start-completion dates are June 15, 2020 to June 14, 2023.

2. The primary goals of the project are to reduce work load on county staff and corrections officers while ensuring that meal service remains consistent and meets all requirements of the Jail administration.

**B. Procurement**

1. The procurement method for this project was a formal request for proposals (RFP). The total value of the RFP is \$8,926,659.00

2. The RFP was closed on January 13 2020..

3. There were 21 solicitations pulled from OPD, two (2) proposals submitted for review, and one (1) proposal selected for award.

**C. Contractor and Project Information**

1. The address of the contractor is:

Trinity Services Group, Inc.

477 Commerce Blvd.

Oldsmar, Florida 34677

2. The Chief Operating Officer for the contractor is David M. Miller.

3.b. The project is located in Council District 7

**D. Project Status and Planning**

1. The project is new to the County, replacing in-house food procurement and preparation services. The vendor will begin providing meal service on June 15, 2020, pending contract approval.

**E. Funding**

1. The project is funded 100% by the General Fund.

2. Payments will be invoiced monthly based on a sliding pricing scale for actual inmate meals served.

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

n/a

Office of Procurement and Diversity Tabulation Sheet



REQUISITION NUMBER: 47359	TYPE: RFP	ESTIMATE: \$12,000,000.00
CONTRACT PERIOD: 3 years	RFP DUE DATE: January 13, 2020	NUMBER OF RESPONSES: 21/2
REQUESTING DEPARTMENT: Sheriff's	COMMODITY DESCRIPTION: Jail Food Services	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
							SBE / MBE / WBE			
1.	Summit Food Service 500 E. 52 <sup>nd</sup> Street N Sioux Falls, SD 57104	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No  IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No *  IG Number:  NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):		Group scoring result: 74.3 pts. Evaluation team felt that the proposal lacked in substantive details, had concerns regarding staffing levels and feasibility of service by vendor.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
						SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input 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 <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  COOP: <input checked="" type="checkbox"/> Yes/No <input type="checkbox"/> No <input type="checkbox"/> N/A  OPD Buyer Initials: _____			Total %	SBE: ___% MBE: ___% WBE: ___%		
							SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
							SBE/MBE/WBE Comments and 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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
2.	Trinity Services Group, Inc. 477 Commerce Blvd. Oldsmar, Florida 34677	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 19-0044  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: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):		Group scoring result: 90.4 pts. Evaluation team felt that the proposal addressed County concerns thoroughly and with enough detail for the administration to be confident in Trinity's service. Staffing levels appear to be well thought out and sufficient for a County jail this size.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No									
Total %	SBE: ___% MBE: ___% WBE: ___%									
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No									
SBE/MBE/WBE Comments and 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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  OPD Buyer Initials: _____					

Transaction ID:

## CCSD Jail Kitchen Food Service RFP Scoring

2/5/2020

### Prior to Interviews

Trinity Services Group									
Category	Max	Average	RG	GC	DS	KO	CS	SW	DK
Proposed Solution	10	8.6	7	8	7	8	10	10	10
Scope of Work	20	18.1	18	17	17	15	20	20	20
Project Management	10	7.7	8	7	6	9	10	7	7
Desired Outcomes	20	17.6	18	15	16	16	20	20	18
Work Schedule	5	4.7	5	4	4	5	5	5	5
Vendor Qualifications	5	3.9	4	4	3	5	5	3	3
Staff Qualifications	5	4.4	4	4	4	5	5	5	4
Budget/Pricing	30	25.4	27	25	26	25	25	25	25
<b>Total</b>	<b>105</b>	<b>90.4</b>	<b>91</b>	<b>84</b>	<b>83</b>	<b>88</b>	<b>100</b>	<b>95</b>	<b>92</b>

Summit Food Service									
Category	Max	Average	RG	GC	DS	KO	CS	SW	DK
Proposed Solution	10	7.7	6	7	6	6	9	10	10
Scope of Work	20	14.9	14	14	15	12	20	13	16
Project Management	10	6.0	6	6	5	7	7	5	6
Desired Outcomes	20	12.3	12	14	13	14	10	10	13
Work Schedule	5	4.3	4	4	4	3	5	5	5
Vendor Qualifications	5	2.0	1	3	0	0	3	5	2
Staff Qualifications	5	4.3	4	4	4	4	5	5	4
Budget/Pricing	30	22.9	20	25	20	20	25	25	25
<b>Total</b>	<b>105</b>	<b>74.3</b>	<b>67</b>	<b>77</b>	<b>67</b>	<b>66</b>	<b>84</b>	<b>78</b>	<b>81</b>

SH-20-47359

Sheriff's Department Jail Food Services RFP Scoring

EVALUATOR: RG

DATE: 2/5/20

CATEGORY (RFP PAGE)	MAX POINTS	TRINITY	SUMMIT
① Proposed Solution (12)	10	7	6
② Scope of Work (12)	20	18	14
③ Project Management (12/13)	10	8	6
④ Desired Outcomes (13)	20	18	12
⑤ Work Schedule (13)	5	5	4
⑥ Vendor Qualifications (13)	5	4	1
⑦ Staff Qualifications (13)	5	4	4
⑧ Budget/Pricing (14)	30	27	20
<b>TOTALS</b>	<b>105</b>	<b>81</b>	<b>67</b>

Additional Notes:

Trinity: ② no reference to Jail Standards Tier 2  
④ lengthy, detailed explanation  
⑥ Couple term contracts - Trinity pulled out w/o notice  
⑧ much more detailed budget

more staff proposed

Summit: ② no reference to what guidelines will be in compliance

④ appears to be canned and not much detail included

⑥ ~~pulled out b/c~~ A couple of Trinity term went to Summit & really liked Summit. However,

they did not provide Page 155 of 181 ST.

fewer staff

not much

SH-20-47359

Sheriff's Department Jail Food Services RFP Scoring

EVALUATOR: Greg Croucher

DATE: 2/5/2020

CATEGORY (RFP PAGE)	MAX POINTS	TRINITY	SUMMIT
Proposed Solution (12)	10	8	7
Scope of Work (12)	20	17	14
Project Management (12/13)	10	7	6
Desired Outcomes (13)	20	15	14
Work Schedule (13)	5	4	4
Vendor Qualifications (13)	5	4	3
Staff Qualifications (13)	5	4	4
Budget/Pricing (14)	30	25	25
<b>TOTALS</b>	<b>105</b>		

Additional Notes:

Would like to know if U.S. based products?  
Kitchen manager & Regional/District manager  
duration and qualifications.

SH-20-47359

Sheriff's Department Jail Food Services RFP Scoring

EVALUATOR: Assoc. Warden Shemo

DATE: \_\_\_\_\_

CATEGORY (RFP PAGE)	MAX POINTS	TRINITY	SUMMIT
Proposed Solution (12)	10	7	6
Scope of Work (12)	20	17	15
Project Management (12/13)	10	6	5
Desired Outcomes (13)	20	16	13
Work Schedule (13)	5	4	4
Vendor Qualifications (13)	5	3	0
Staff Qualifications (13)	5	4	4
Budget/Pricing (14)	30	? 26	? 20
<b>TOTALS</b>	<b>105</b>		

**Additional Notes:**

Trinity – increase in budget from 2019 to 2020 • operates in 36 states • ACA Standard Operating Procedures • inmate training and orientation • NCCHC dietary guidelines • written Emergency Operation Scenarios • inmate work stoppage contingency plan • 14 kitchen staff members daily • maintenance plans • slight price increase from 2019 to 2020 proposal

Summit – drastic reduction in budget proposal from 2019 to 2020 • 500+ corrections facilities in 43 states • 2250 employees • 340,000 meals per day • inmate job descriptions • ACA compliance • emergency meal contingency plans • manager on every shift • drastic price discrepancy from 2019 to 2020 proposal • did not disclose termination of contracts with any former customers

SH-20-47359

Sheriff's Department Jail Food Services RFP Scoring

EVALUATOR: O'Donnell

DATE: 2/5

CATEGORY (RFP PAGE)	MAX POINTS	TRINITY	SUMMIT
Proposed Solution (12)	10	8	6
Scope of Work (12)	20	15	12
Project Management (12/13)	10	9	7
Desired Outcomes (13)	20	16	14
Work Schedule (13)	5	5	3
Vendor Qualifications (13)	5	5	4
Staff Qualifications (13)	5	5	4
Budget/Pricing (14)	30	25	20
<b>TOTALS</b>	<b>105</b>		

Additional Notes:

[Empty box for additional notes]

SH-20-47359

Sheriff's Department Jail Food Services RFP Scoring

EVALUATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

*obowel*

CATEGORY (RFP PAGE)	MAX POINTS	TRINITY	SUMMIT
Proposed Solution (12)	10		
Scope of Work (12)	20		
Project Management (12/13)	10		
Desired Outcomes (13)	20		
Work Schedule (13)	5		
Vendor Qualifications (13)	5		<i>4</i>
Staff Qualifications (13)	5		
Budget/Pricing (14)	30		
<b>TOTALS</b>	<b>105</b>		

Additional Notes:

SUMMIT ACA, NCOHC, PREA, ADA, KE COMPLIANT  
WRITTEN JOB DESCRIPTIONS FOR INMATES.  
IMPRESSIVE MEAL PLAN \*HOLIDAY MEALS\*  
AVOIDED PROVIDING ANY INFO RE: TERMINATIONS W/IN LAST 5YRS  
(14¢ LOWER PER) PREVIOUSLY QUOTED \$1.136 NOW @.87 .26 REDUCTION  
THAN TRINITY

TRINITY  
NO CONTRACT TERMINATION IN LAST 5YRS  
6 WEEK IMPLEMENTATION PLAN COMPARED TO 3WK PLAN (SUMMIT)  
PREA, ACA, NCOHC, HACCP  
POST ORDERS FOR INMATES  
REFERENCES HAVE LARGER ADP THAN SUMMIT

SH-20-47359

Sheriff's Department Jail Food Services RFP Scoring

EVALUATOR: Sgt. Christopher Schilling

DATE: 2-05-2020

CATEGORY (RFP PAGE)	MAX POINTS	TRINITY	SUMMIT
Proposed Solution (12)	10	10	9
Scope of Work (12)	20	20	20
Project Management (12/13)	10	10	7
Desired Outcomes (13)	20	20	10 <i>1 page</i>
Work Schedule (13)	5	5	5
Vendor Qualifications (13)	5	5	3
Staff Qualifications (13)	5	5	5
Budget/Pricing (14)	30	25	25
<b>TOTALS</b>	<b>105</b>	<b>100</b>	<b>84</b>

**Additional Notes:**

Trinity consistently provided responses that seemed to be more tailored to the specific needs of the CCC. Trinity will provide the necessary staff to handle our needs.

Summit provided excellent food pricing but the fact that it is so much cheaper than their last proposal is suspect.



SH-20-47359

Sheriff's Department Jail Food Services RFP Scoring

EVALUATOR: Stephen Witt

DATE: 2/5/2020

CATEGORY (RFP PAGE)	MAX POINTS	TRINITY	SUMMIT
Proposed Solution (12)	10	10	10
Scope of Work (12)	20	20	13
Project Management (12/13)	10	7	5
Desired Outcomes (13)	20	20	10
Work Schedule (13)	5	5	5
Vendor Qualifications (13)	5	3	5
Staff Qualifications (13)	5	5	5
Budget/Pricing (14)	30	25	25 Lower, questionable maintenance
<b>TOTALS</b>	<b>105</b>		

Additional Notes:

SH-20-47359

Sheriff's Department Jail Food Services RFP Scoring

EVALUATOR: DONNA KALEAL

DATE: \_\_\_\_\_

CATEGORY (RFP PAGE)	MAX POINTS	TRINITY	SUMMIT
Proposed Solution (12)	10	ACTUALLY ANSWERED W/ DETAILS - 10	DIRECT ANSWER 10
Scope of Work (12)	20	GAVE DETAILS 20	LITTLE DETAILS <del>10</del> 10
Project Management (12/13)	10	7	6
Desired Outcomes (13)	20	<del>20</del> 18	13 TALKED ABOUT STRIKES
Work Schedule (13)	5	5 BOTH PROVIDED	5 BOTH PROVIDED
Vendor Qualifications (13)	5	3	<del>5</del> 2 HALEAL STRIKES
Staff Qualifications (13)	5	4	4
Budget/Pricing (14)	30	25	25
<b>TOTALS</b>	<b>105</b>		

Additional Notes:

TRINITY

SCOPE - NO REF TO  
SAIL STANDARDS

PROJECT -

DESIRED 7 PAGES

VENDOR

- TRINITY JUST PULLED OUT
- VAST MAJORITY CITY PULLED  
OUT

- SANITATION + <sup>BAD</sup> FOOD ISSUES  
GRIEVANCES - PICK TIER 2  
B/C TIER 1 FROM CHINA

SUMMIT

NO REFERENCE

LITTLE DETAILS

1 PG  
THEY AGREE TO  
EVERYTHING <sup>OPINION</sup>  
RESPONSE

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0103

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Division of Children and Family Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. CE1900189-01 with J.C. Penney Corporation, Inc. for emergency clothing assistance for the period 5/1/2019 - 4/30/2020 to extend the time period to 4/30/2021 and for additional funds in the amount not-to-exceed \$750,000.00; 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.</p>
--	---

WHEREAS, the County Executive/Department of Health and Human Services/ Division of Children and Family Services has recommended an amendment to Contract No. CE1900189-01 with J.C. Penney Corporation, Inc. for emergency clothing assistance for the period 5/1/2019 - 4/30/2020 to extend the time period to 4/30/2021 and for additional funds in the amount not-to-exceed \$750,000.00; and

WHEREAS, the primary goals of the project are to continue to provide high quality clothing to eligible families and to serve individuals/families referred to them by DCFS who are in possession of a Cuyahoga County purchase order; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1900189-01 with J.C. Penney Corporation, Inc. for emergency clothing assistance for the period 5/1/2019 - 4/30/2020 to extend the time period to 4/30/2021 and for additional funds in the amount not-to-exceed \$750,000.00.

**SECTION 2.** That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

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

**OnBase Item Detail Briefing Memo - Form**

**DCFS RQ# CF-19-44532 2020 J.C. Penney Corporation, Inc. Contract Amendment 2 for  
Emergency Assistance, Clothing**

**A. Scope of Work Summary**

1. DCFS requesting approval of a contract amendment with J.C. Penney Corporation, Inc. for the anticipated cost not to exceed \$750,000.00 and extension of the term ending 4/30/21.

Prior board approval numbers:  
Original BC2019-316 on 4/22/19

Describe the exact services being provided:

High quality clothing options for families involved with DCFS or at risk of becoming involved with DCFS and who are struggling to provide for their family's basic needs. Clothing provided for children ages 0-18 may include infant wear, children's school uniforms, winter clothing including boots and coats, underwear, shoes and sleepwear.

The anticipated start-completion dates are 5/1/20 – 04/30/21.

2. The primary goals of the project are:

- Provide high quality clothing to eligible families
- Serve individuals/families referred to them by DCFS who are in possession of a Cuyahoga County purchase order.

**B. Procurement**

1. The procurement method for this project was RFP. The total value of the RFP was \$475,000.00. We are amending for \$750,000.00.

2. The original RFP was closed on 2/15/19. There was 1 proposal pulled from OPD, 1 proposal submitted for review, 1 proposal approved.

**C. Contractor and Project Information**

1. The address(es) of all vendors and/or contractors is:  
J.C. Penney Corporation, Inc.  
6501 Legacy Drive  
Plano, TX 75024

2. The point of Contact for this contract is Michael Brownlee.

3.a The address or location of the project is:

STATE CODE : OH COUNTY NAME : CUYAHOGA						
#	Unit	Shopping Center	Loc Address	City, State, Zip	Phone	Leader
2	1323	CUYAHOGA	5100 GREAT NORTHERN MALL	NORTH OLMSTED, OH 44070-3383	440-779-8800	STEPHANIE B TUSSEL
3	2010	CUYAHOGA	7900 DAY DR	PARMA, OH 44129-5675	440-845-7200	DEBBIE A YOUNG
4	2683	CUYAHOGA	17177 ROYALTON RD	STRONGSVILLE, OH 44136-4420	440-846-8419	JULIE M RILEY
9	8256 (District Office)	CUYAHOGA	7900 DAY DR	PARMA, OH 44129-5675	724-728-8140	JAMES HEINE (District Manager)
STATE CODE : OH COUNTY NAME : SUMMIT						
#	Unit	Shopping Center	Loc Address	City, State, Zip	Phone	Leader
1	1071	SUMMIT	2000 BRITTAIN RD STE 600	AKRON, OH 44310-1814	330-633-7700	NIC N HAWKINS
2	1787	SUMMIT	1500 CANTON RD	AKRON, OH 44312-4067	330-733-6227	RICHARD P FERGUSON
3	2845	SUMMIT	3742 BROOKWALL DR STE 10	AKRON, OH 44333-9288	330-670-9137	MARGARET M FAHEY-SENGER
STATE CODE : OH COUNTY NAME : LORAIN						
#	Unit	Shopping Center	Loc Address	City, State, Zip	Phone	Leader
2	2530	LORAIN	1301 CENTER RD	AVON, OH 44011-1211	440-695-3011	BONNIE EICHOLTZ
STATE CODE : OH COUNTY NAME : LAKE						
#	Unit	Shopping Center	Loc Address	City, State, Zip	Phone	Leader
1	1816	LAKE	7850 MENTOR AVE STE 930	MENTOR, OH 44060-5596	440-255-4461	BRAD KRUGMAN

3.b. The project is located in Council District VARIOUS

**D. Project Status and Planning**

1. The project reoccurs annually but this was a competitive procurement for 2019 resulting in a new contract with a new vendor. This is an extension of the existing project.

**E. Funding**

1. The project is funded 79% FEDERAL EMERGENCY SERVICES (ESAA); 21% HEALTH AND HUMAN SERVICES LEVY.

2. The schedule of payments is monthly by invoice.

3. The project is an amendment to a contract. This amendment changes the value and term and is the 2<sup>nd</sup> amendment to the contract.

Original BC2019-316 on 4/22/19 \$475,000.00  
 Amend 1 \$200,000.00  
 Amend 2 PENDING \$750,000.00  
**TOTAL: \$1,425,000.00**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	J.C. Penney Corporation, Inc.				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1900189				
<b>RQ#</b>	CF-19-44532				
<b>Time Period of Original Contract</b>	5/1/19-4/30/20				
<b>Background Statement</b>	JCPenney offers a wide range of affordable clothing to youth in custody of Cuyahoga County DCFS. When a youth is placed into custody DCFS can get the necessary clothing/accessories the child needs in their placement.				
<b>Service Description</b>	High quality clothing provided for children ages 0-18, which may include infant wear, children's school uniforms, winter clothing including boots and coats, underwear, shoes and sleepwear.				
<b>Performance Indicators</b>	Provide high quality clothing to eligible families. Serve individuals/families referred to them by DCFS who are in possession of a Cuyahoga County purchase order.				
<b>Actual Performance versus performance indicators (include statistics):</b>	JCPenney has been serving eligible youth/families since May 1, 2019.				
<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>	JCPenney has been able to sell clothing/accessories to eligible youth in need at a low-cost and often greatly discounted rate.				
<b>Department Contact</b>	Erin Rearden				
<b>User Department</b>	DCAP				
<b>Date</b>	4/29/20				



## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	CF-19-44532
Infor/Lawson PO #:	CE1900189-01
Buyspeed RQ# (if applicable)	

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

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	There have been delays in determining value and in getting documentation back from the vendor.	
What is being done to prevent this from reoccurring?	We will consult with using department sooner and encourage vendors to return documents in a more timely manner.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments						
J.C. PENNEY CORPORATION, INC.				Department initials	OPD	
Justification Form					ER	
IG#	N/A			EXEMPT		
Annual Non-Competitive Bid Contract Statement	Date:	4/15/20		ER		
Debarment/Suspension Verified	Date:	4/24/20		ER		
Auditor’s Finding	Date:	4/24/20		ER		
Vendor’s Submission				ER		
W-9	Tax ID#	13-5583779	Date:	4/15/20	ER	
Independent Contractor (I.C.) Requirement			Date:	4/15/20	ER	
Amendment and Exhibits				ER		
Cover - <i>Master amendments only</i>				N/A		
Contract Evaluation				ER		
Matrix Law approval screen shot				ER		
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				ER		
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				ER		
Original Executed Contract ( <i>containing insurance terms</i> ) AND				ER		

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>		
Checklist Verification	ER	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <http://intranet.cuyahoga.cc/en-US/ProcurementProcedures.aspx>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
5/1/2020 – 12/31/2020	HS255100	56040-200		<b>\$500,000.00</b>
1/1/2021 – 4/30/2021	HS255100	56040-200		<b>\$250,000.00</b>
			<b>TOTAL</b>	<b>\$750,000.00</b>

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

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$475,000.00</b>		<b>5/1/19-4/30/20</b>	<b>4/22/19</b>	<b>BC2019-316</b>
<b>Prior Amendment Amounts</b> (list separately)		<b>\$200,000.00</b>			
		\$			
		\$			
<b>Pending Amendment</b>		<b>\$750,000.00</b>	<b>5/1/19-4/30/21</b>		
<b>Total Amendments</b>		<b>\$950,000.00</b>			
<b>Total Contact Amount</b>		<b>\$1,425,000.00</b>			

**OPD Use Only:**

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Revised 3/1/2020

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0092

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment of David Merriman, upon his taking the oath of office, as Director of the Department of Health and Human Services; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article VIII, Section 8.01 of the Charter of Cuyahoga County provides for the establishment of a Department of Health and Human Services; and

WHEREAS, pursuant to Article VIII, Section 8.02 of the Charter, the Director of the Department of Health and Human Services shall be appointed by the County Executive, subject to confirmation by Council; and

WHEREAS, County Executive Armond Budish has nominated David Merriman for appointment to the position of Director of the Department of Health and Human Services; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on May 20, 2020; and

WHEREAS, the Council elects to confirm the County Executive's appointment of David Merriman to the position of Director of the Department of Health and Human Services; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the appointment of David Merriman as Director of the Department of Health and Human Services, upon his taking the oath office.

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

that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 12, 2020

Committee(s) Assigned: Health, Human Services & Aging

Journal CC038  
May 26, 2020

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0093

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive's appointment of Jesse S. Drucker, upon his taking the oath of office, as Director of Human Resources; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Article IX, Section 9.06 of the Charter of Cuyahoga County, the Director of Human Resources shall be appointed by the County Executive, subject to confirmation by Council; and

WHEREAS, Article XI, Section 9.06 of the Charter provides for the powers, duties and qualifications of the Director of Human Resources; and

WHEREAS, the County Executive has nominated Jesse S. Drucker for appointment to the position of Director of Human Resources; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on May 19, 2020; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Jesse S. Drucker to the position of Director of Human Resources; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the appointment of Jesse S. Drucker to serve as Director of Human Resources upon his taking the oath of office.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 12, 2020

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

Journal CC038

May 26, 2020

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0094

Sponsored by: <b>County Executive Budish/Fiscal Officer</b>	<b>A Resolution</b> authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$526,235.00 for an annual audit for Calendar Year 2019 for the period 1/1/2020 - 12/31/2020; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer has recommended an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$526,235.00 for an annual audit for Calendar Year 2019 for the period 1/1/2020 - 12/31/2020; and

WHEREAS, pursuant to Ohio Revised Code Section 117.11, the auditor of the state shall audit each public office annually; and

WHEREAS, this project is funded by the General Fund and the schedule of payments will be by monthly invoice; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$526,235.00 for an annual audit for Calendar Year 2019 for the period 1/1/2020 - 12/31/2020.

**SECTION 2.** That the County Executive is authorized to execute the agreement 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, 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: May 12, 2020  
Committee(s) Assigned: Finance & Budgeting

Journal CC038  
May 26, 2020



# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0095

Sponsored by: <b>County Executive Budish/Department of Public Works</b>	<b>A Resolution</b> making an award on RQ47599 to Duct Fabricators, Incorporated in the amount not-to-exceed \$1,376,400.00 for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement services for the period 5/1/2020 - 4/30/2023; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ47599 to Duct Fabricators, Incorporated in the amount not-to-exceed \$1,376,400.00 for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement services for the period 5/1/2020 - 4/30/2023; and

WHEREAS, the primary purpose of this project is to provide on-going routine services for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement at all Cuyahoga County owned buildings to ensure the County is in compliance with the most up-to-date National Fire Protection Association Regulations; and

WHEREAS, the funding for this project is 100% from the General Funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ47599 to Duct Fabricators, Incorporated in the amount not-to-exceed \$1,376,400.00 for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement services for the period 5/1/2020 - 4/30/2023.

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 12, 2020

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

Journal CC038  
May 26, 2020

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0096

Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> making an award on RQ47939 to Independence Excavating, Inc. in the amount not-to-exceed \$5,853,453.30 for replacement of Memphis Road Bridge No. 00.62 over CSXT Railroad in the City of Brooklyn; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ47939 to Independence Excavating, Inc. in the amount not-to-exceed \$5,853,453.30 for replacement of Memphis Road Bridge No. 00.62 over CSXT Railroad in the City of Brooklyn; and

WHEREAS, the primary goals of the project are replacement and widening of the existing roadway bridge, replacement of the roadway approach, new storm sewers and retaining wall; and

WHEREAS, the anticipated start-completion dates are 7/1/2020 – 4/1/2023; and

WHEREAS, the project is funded as follows: a) 55% Federal; b) 20% OPWC and c) 25% County; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ47939 to Independence Excavating, Inc. in the amount not-to-exceed \$5,853,453.30 for replacement of Memphis Road Bridge No. 00.62 over CSXT Railroad in the City of Brooklyn.

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 12, 2020

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

Journal CC038

May 26, 2020