



City of Cleveland Memorandum

Justin M. Bibb, Mayor

TO: Michael D. Polensek, Chair
Safety Committee

FROM: Karrie D. Howard, Director
Department of Public Safety

SUBJECT: Ord. No. 140-2023 Directing a portion of the City's Coronavirus Local Fiscal Recovery Fund payment to respond to the public health emergency or its negative economic impacts by improving effective delivery of government services with respect to the digital scanning, indexing and other related services of the Bureau of Fire Prevention's occupancy/ incident reports, and authorizing the one or more requirement contracts for such scanning, to be encumbered March 3, 2021, and ending December 31, 2024

DATE: April 12, 2023

Ordinance No. 140-2023, if approved by Council, would authorize the Director of Public Safety to enter into one or more requirements contracts for the digital scanning, indexing, and other related services of the Fire Prevention Bureau's Occupancy/ Incident records for the Division of Fire, Department of Public Safety, for a term of one-year, with one one-year options to renew.

This project is critical for the Division of Fire. The digital scanning of the division's Fire Prevention Bureau's Occupancy/Incident records will eliminate the need for the Fire inspectors to spend extended hours within the offices at Fire Headquarters conducting research for upcoming occupancy inspections and permitting activities. It will also allow the Inspectors to be more responsive to the business community and their inquiries concerning permits and other matters. The preservation of these business occupancy records is of critical importance as these records are not duplicated anywhere within city operations and the physical condition of the records are deteriorating. The digitalization of these records will make the division more resilient to emergencies and will enable the documents to be accessed remotely and the necessary information located more quickly.

This project will be funded through approved ARPA funding. The cost of all agreements authorized by this ordinance is estimated to be \$130,000.00.