

RESOLUTION NO. 171-2022(PD), *Second Reading*

By Mayor Seren

A Resolution authorizing the Mayor to enter into an agreement with Economic and Community Development Institute for program management services for the Small Business Support Program; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, on or about June 13, 2022, a Request for Qualifications (“RFQ”) was issued by the City for a consultant to assist the City with the review of the City’s business-development/retention programs and to aid in the processing of loan applications to aid small businesses in the community; and

WHEREAS, the program budget for this Small Business Support Program equals the sum of Seven Hundred Twenty-five Thousand Dollars (\$725,000.00) in regular and COVID-related Community Development Block Grant (“CDBG”) funding; and

WHEREAS, the Mayor and Department of Planning and Development have determined that Economic and Community Development Institute (“ECDI”) is best qualified to perform the requested services and that the fees and terms of its proposal are reasonable and competitive; and

WHEREAS, such services are professional services for which no bidding is necessary.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The Mayor be, and he is hereby, authorized to enter into an agreement with Economic and Community Development Institute (“ECDI”) for program management services for the City’s Small Business Support Program, which services shall include, but not be limited to, processing loans to be made under the City’s Commercial Revolving Loan Fund and Microenterprise Loan Fund Programs as well as evaluation of such Programs, all as set forth in the City’s June 13, 2022 Request for Qualifications, a copy of which is on file with the Clerk of Council. The term of the agreement shall be from date of execution through May 15, 2023, but may be extended for a period of time not to exceed one additional year with the consent of ECDI and the Mayor. Total compensation to ECDI shall equal the sum of Ten Percent (10%) of the loans made under the Small Business Support Program, and shall not in any event exceed the sum of Seventy-two Thousand Five Hundred Dollars (\$72,500.00). The agreement shall contain such other terms as recommended by the Mayor and Director of Law and shall be approved as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

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SECTION 3. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to support small businesses in the City. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.



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MELODY JOY HART  
President of Council



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ADDIE BALESTER  
Clerk of Council

PASSED: 12/05/2022

Presented to Mayor: 12/06/2022

Approved: 12/13/2022



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KAHLIL SEREN  
Mayor