

Cuyahoga County Board of Control
 County Administration Building, 4th Floor
 November 14, 2011 11:00 AM

1. Call to Order
2. Review and Approve Minutes
3. Public Comment
4. Tabled Items Returned for Review
5. New Items for Review

Item	Requestor	Description	Board Action
BC2011-112	Department of Development	Recommending to amend Board of Control Approval No. BC2011-49 dated 8/8/2011, which authorized an award on RQ20188 to R.J. Heating Co. in the amount not-to-exceed \$162,671.50 for heating unit replacement and associated energy conservation activities for the Fedor Manor Apartments Project, located at 12400 Madison Ave., Lakewood, by changing the time period from 8/1/2011 - 11/30/2011 to 11/22/2011 - 3/31/2012. Funding Source: 100% ARRA Stimulus Weatherization Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2011-113	Fiscal Office	County Treasurer, requesting approval of an agreement amendment with Key Bank for the anticipated cost not-to-exceed of \$400,000.00. The dates of the amendment are December 1, 2011 – August 23, 2013. The original agreement is for a period of four years commencing on August 24, 2009 and ending August 23, 2013. Funding Source: 100% General Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

6. Other Business

A) Exemption from Aggregation of Contracts and Federal Grant Application Program per Cuyahoga County Board of Control, Contracting and Purchasing Procedures Ordinance, Sections 3.5.a and 4.4.17

BC2011-114	Department of Development	Recommending to amend Board of Control Approval No. BC2011-43 dated 8/1/2011, which established the Storefront Renovation Rebate Program in the amount not to- exceed \$300,000.00 for the period 8/1/2011-12/31/2011 to extend the time period to 12/31/2012. Funding Source: 100% General Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
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7. Public Comment
8. Adjournment

MINUTES
Cuyahoga County Board of Control
Cuyahoga County Administration Building
4th Floor-Multipurpose Room
Monday, November 7, 2011-11:00 p.m.

1. Call to Order

Meeting was called to order at 11:04 a.m.

2. Review and Approve Minutes

A motion was made by Bonnie Teeuwen, seconded by Wade Steen to approve minutes as written. Councilman Greenspan abstained from approving minutes as written.

3. Public Comment

There was no public comment.

4. Tabled Items for Review

There were no tabled items for review

5. New Items for Review

BC2011-108 Department of Public Safety and Justice Service Recommending an award on RQ20030 to Cleveland State University in the amount of \$150,000.00 for development of Cuyahoga County-specific training for population protection (Phase II) for the period 11/1/2011 -6/30/2012.

Funding Source: Statehomeland Security/LEPC

Motion to approve by Wade Steen, Seconded by Michael Gallagher. Item Approved

BC2011-109 Department of Development Recommending a loan in the amount not-to-exceed \$122,000.00 to Bioelectrics, LLC for a North Coast Opportunities Technology Fund Project, located at 29850 Chairman Rowe, Westlake; requesting authority for the Director to execute all documents required in connection with said loan.

Funding Source: 100% General Fund

Motion to Approve by Wade Steen, Seconded by Bonnie Teeuwen. Item Approved

BC2011-110 Department of Health and Human Services Office of Early Childhood, submitting amendments to contracts with various providers for Universal Pre-Kindergarten Program services for the Invest in Children Program for the period 8/1/2009 -7/31/2011:

- 1) No. CE0900676-01 with Berea Children's Home & Family Services - Family Life Center of Berea to make budget line item revisions and for additional funds in the amount of \$70,662.38.*
- 2) No. CE0900677-01with Berea Children's Home & Family Services - Family Life Child Care Center of Brook Park to make budget line item revisions and for additional funds in the amount of \$23,481.00.*

- 3) No. CE0900678-01 with Berea Children's Home & Family Services - Family Life Child Care Center of Maple Heights, to make budget line item revisions and for additional funds in the amount of \$2,100.00.
- 4) No. CE0900679-01 with Berea Children's Home & Family Services - Family Life Child Care Center of Middleburg Heights, to make budget line item revisions and for additional funds in the amount of \$13,100.00.
- 5) No. CE0900680-01 with Berea Children's Home & Family Services - Family Life Center of Lakewood, to make budget line item revisions and for a decrease in the amount of (\$10,000.00).

Funding Source: HHS Levy

Motion to Approve by Bonnie Teeuwen. Seconded by Wade Steen. Item Approved.

BC2011- Department of Health and Human Services Community Initiatives Division, Office of Early Childhood, submitting an amendment to Contract No. CE1000207-03, 04 with Case Western Reserve University for evaluation of the Invest in Children Program for the period 12/1/2009 - 5/31/2011 to extend the time period to 12/31/2012, to change the scope of services and the terms, effective 6/1/2011, and for additional funds in the amount not-to-exceed \$403,333.00.

Funding Source: The Cleveland Foundation

Motion to approve made by Wade Steen. Seconded by Michael Gallagher. Item Approved.

6. Other Business

*Wade Steen Chaired the meeting, Ed FitzGerald was not available.
Councilman Dave Greenspan sat in for Councilman Dale Miller*

7. Public Comment

There was no public comment

8. Adjournment

Motion to Adjourn made by Wade Steen, Seconded by Dave Greenspan. Meeting was adjourned at 11:18 a.m.

BC2011- 112

Title: Department of Development

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary

1) Department of Development, requesting to amend the resolution BC2011-49 dated 8/12/2011, which recommended an award on RQ20188 to R.J. Heating Company for heating replacement and energy conservation activities for the Fedor Manor Apartments Project, by changing the time period from 8/10/11-10/31/11 to 11/22/11-3/31/12.

2) The primary goals of the project include: addressing health & safety issues and lowering the energy consumption of the building.

B. Procurement

- 1) The procurement method for this project was an RFP. The total value of the RFP is \$162,671.50.
- 2) The RFP was closed on June 15, 2011.
- 3) There were no bids pulled from OPD, two bids submitted for review and one bid, the lowest, approved.

C. Contractor and Project Information

- 1) R.J. Heating Company
3805 Clark Avenue
Cleveland, Ohio 44109
Council District 3
- 2) The owner is Chuck Dolph.
- 3) Fedor Manor Apartments
12400 Madison Ave. Lakewood, Ohio 44110
Council District 2

D. Project Status and Planning

- 1) The project is new to the County.
- 4) The originally scheduled project term has already ended. The reason there was a delay in this request is extremely slow State of Ohio review of a budget transfer needed to fund the work. Funds were always budgeted for this job, but some had to be shifted from labor to materials with State of Ohio approval. As a result of extremely slow State of Ohio review, the budget transfer was not approved in time for the work to be completed by October 31, 2011. Winter weather will complicate the boiler replacement work, so additional time will be needed.

E. Funding : 3) The project is an amendment to a resolution. This amendment changes the term only. PURPOSE/OUTCOMES- PRINCIPAL OWNER(S): These awards will pay for weatherization services under Cuyahoga County's federally funded Home Weatherization Assistance Program. Under this program, energy audits are done for single family homes and for apartment buildings where lower-income individuals and families live. Energy conservation work recommended by the audits is done by qualified contractors. The awards will provide a new boiler, new refrigerators and energy saving plumbing and electrical work for a high rise building housing 145 low-income senior citizens in Lakewood.

Funding source: ARRA Stimulus Weatherization Fund
Total Amount Requested: \$162,671.50

BOC2011-113

Title: Fiscal Office - Treasurer 2011 Key Bank Agreement Amendment – Lockbox Services

A. Scope of Work Summary

1. The Treasurers Office requesting approval of an agreement amendment with Key Bank for the anticipated cost not-to-exceed of \$400,000.00. The dates of the amendment are

December 1, 2011 – August 23, 2013. The original agreement is for a period of four years commencing on August 24, 2009 and ending August 23, 2013. .

2. The primary goals of the project is to save the County money by having Key Bank process our Real Property payments and other checks paid into the County on a daily basis. The Lockbox Service will provide a more timely deposit of monies received each day.

B. Procurement

1. The procurement method for this project is an amendment to an existing agreement, The total value of the amendment is \$400,000.00.

C. Contractor and Project Information

1. The address is:
Key Bank, NA
127 Public Square
Cleveland Ohio 44114

D. Project Status and Planning

1. The project is new to the County.
2. The project is on a critical action path because of the decision being made to go live in December 2011.
3. The agreement needs a signature in ink by 12/1/11.

E. Funding

1. The project is funded 100% by the General Fund.
2. The schedule of payments is by invoice and account (banking) credit.
3. The project is an amendment to an agreement. This amendment changes the scope of services presently under agreement. There have been no other amendments with Key Bank.

BOC2011- 114

Title: Department of Development

SCOPE OF WORK:

1. Department of Development, submitting an amendment to Board of Control Approval # BC 2011-43 for the Storefront Renovation Rebate Program. The current dates of the program are 8/1/2011-12/31/2011 to extend the time period to 12/31/2012. An amendment is requested in order to change the program to be on-going until all funds are depleted.
2. The primary goal for this request is to allow more business and property owners an Opportunity to participate in the program.

PROCUREMENT:

1. The procurement method for the Storefront Renovation Rebate Program was through Board of Control approval-BC2011-43 dated 8/5/11. The total amount appropriated for the Storefront Renovation Rebate program is \$300,000.00.

PROJECT STATUS AND PLANNING:

1. This amendment is requested to allow applicants sufficient time to complete the renovation project for which applications are due by 10/31/2011.

Purpose. Outcomes. Principal Owner (s):

The Storefront Renovation Rebate Program assists a property and/or business owner within the Urban County to make facade improvements or correct code violations. These improvements create revitalized neighborhoods, reduce blight, and enhance the livability of surrounding neighborhoods. The program offers rebates up to 50%, maximum \$10,000 for qualified exterior improvements. The program is open to business in the 51 Urban County Communities.

Explanation for late submittal: Contract/ Agreement Information:

Funding source: 100% General Fund

Total Amount Requested: \$

STOREFRONT RENOVATION REBATE PROGRAM Guidelines and Requirements

The Storefront Renovation Rebate Program (SRRP) assists property owners and/or business tenants within the Urban County. The SRRP facilitates with the making of façade improvements and/or the correction of exterior code violations. These improvements lead to revitalized neighborhood commercial areas, elimination of blight and enhanced livability of surrounding neighborhoods.

AVAILABILITY OF FUNDS

The Department of Development (DOD) realizes the value of actively working with community leaders, property owners and business tenants to reinvigorate Urban County communities. Therefore, the SRRP offers property owners and business tenants a rebate for eligible costs associated with rehabilitating their storefronts.

- Businesses located in an Improvement Target Area may receive up to a **50% rebate (maximum \$30,000)**
- Businesses **NOT** located in an Improvement Target Area may receive **up to a 30% rebate (maximum \$6,000)**
- Funds are allocated on a first come, first served basis

APPLICATION

An application must be obtained from the Economic Development Director in the community in which the business is located. Applications will be accepted until **October 31, 2011**. The Economic Development Director will work with the applicant to meet city and program conditions that are required for a commitment of funds. The Economic Development Director will notify applicant after DOD has approved the application.

ELIGIBILITY REQUIREMENTS:

- Building **MUST** be located in one of the 51 Urban County communities.
- Business **MUST** provide a commercial service and/or sell a retail product.
- Business **MUST** provide sales and services to the general public.
- Individual business tenant may be located in a strip mall or shopping plaza but **CAN NOT** be a franchise.
- Business tenant **MUST** have written approval from the property owner for all improvements.
- Strip malls or shopping plazas **LESS THAN** 10,000 square ft. are eligible **ONLY** if the project is for improvements across the entire façade of the building.
- Building **MUST** have the basic American with Disabilities Act (ADA) compliance as required by state law or the planned SRRP improvements will correct violations.
- Building **MUST NOT** have any active code violations or the planned SRRP improvements must correct the violations.
- Property owner **MUST** be financially current on all county taxes prior to submission of the application.
- Rehabilitation of building façade must be visible from the street facing the building.
- **Eligible Projects:**
 - ✓ Signage
 - ✓ Awnings
 - ✓ Windows/ Doors
 - ✓ Entryways

- ✓ Painting or Cleaning
- ✓ Lighting
- ✓ ADA-Compliant Access
- ✓ Exterior (visible) Code Violations
- ✓ The following are repairs are allowed ONLY if they are in addition to work that directly affects the façade
 - ✓ Landscaping
 - ✓ Fencing (must be visible from the street)
 - ✓ Seal coating and re-stripping parking lots and driveways (must be visible from the street)
- **Ineligible Projects:**
 - X Roofs
 - X Interior improvements
 - X Improvements to the rear or foundation of the building
 - X Security Systems
 - X Purchase of furnishings, equipment or other personal property, which does not become a part of the real estate

EXCLUSIONS

- Franchise Business: an entity belonging to a larger corporate body that an individual can purchase and operate to his/her own standards and specifications. The individual is required by contractual arrangement to maintain standardized décor, architecture, signs or similar features. **Examples include restaurants, stores, gas stations and auto dealerships.**
- Chain Business: an entity that cannot be purchased by an individual, but can be managed by an individual under the authority of a corporation. **Examples include banks, hotels, grocery and department stores.**
- New construction
- Religious institutions
- Residential properties
- Properties owned or occupied by a public agency
- Educational institutions (public, private or charter)
- Developers or leasing agents
- Commercial/ industrial businesses, warehouses, manufacturers
- Business offices/ professional services

APPROVALS

Applicant is responsible for obtaining necessary approvals including city sign and design standards, building codes and building permits. Approval of all city requirements is the responsibility of the Economic Development Director prior to submission to the DOD. The DOD then determines eligibility of the proposed project and insures all conditions are met prior to final approval.

GENERAL CONDITIONS

- Any improvements made prior to the submission and approval of a SRRP application are ineligible
- All projects **MUST** be completed within one hundred eighty (180) days of approval by the county
- A new business **MUST** submit a copy of a lease agreement or proof of ownership of the property

- Applicants who choose to complete the project themselves or have the project completed by their own company will be required to pay for all labor cost associated with the project
- Developer fees are ineligible project costs
- Only one rebate shall be awarded per building or business
- Completed project cost **MUST NOT** exceed estimated project budget.
- The DOD will only rebate applicants after the project is complete and all vendors have been **PAID IN FULL**
- Property owners or business tenants that received a rebate in 2010 are ineligible for the 2011 program

APPLICATION PROCESS:

ALL applicants must contact the Economic Development Director in your project's community. Applications and final reports will only be accepted by the DOD from an official of the community.

APPLICATIONS AND FINAL REPORTS MUST BE SUBMITTED TO THE DOD BY US MAIL ONLY, NO EMAILS.

- 1) A complete application must include:
 - a) Completed W-9 for the business
 - b) Completed Charitable Contribution form c)
 - Photos of the existing façade
 - d) Itemized list of work to be completed with 2 cost estimates
- 2) A. completed and signed contract.
- 3) City official must provide an inspection report/approval
- 4) Once an application has been reviewed and approved by the DOD and the County Executive, email notification will be sent to the city official. The city official will then notify the applicant that he/she may proceed with the project.

FINAL REPORT/REBATE PROCESS

Under no circumstance will a rebate be disbursed prior to the completion and final review of the project. Prior to a Final

Report being submitted to the DOD by the Economic Development Director, all completed work must be reviewed and approved for compliance with city requirements.

- 1) A complete final report must include:
 - a) Copies of paid invoices and canceled checks (**if payment is made in cash, a cash receipt is required**)
 - b) Itemized list of completed work
 - c) Photos of the completed façade improvements
- 2) The DOD will review the final report (with related documentaion)
- 3) **Rebate checks are mailed to the applicant directly from the office of the Fiscal Officer in 4-6 weeks.**

****APPLICATION DEADLINE IS
October 31, 2011****