

**ITEMS TO BE CONSIDERED  
AT THE CAUCUS PRIOR TO THE COUNCIL MEETING  
TO BE HELD ON TUESDAY, APRIL 21, 2026  
7:00 P.M.**

**I. ROLL CALL OF MEMBERS:**

**II. PLEDGE OF ALLEGIANCE:**

**III. DISCUSSION:**

1. AMERICAN LEGAL INTERNET RENEWAL \$550. – PER COUNCIL PRESIDENT SALVATORE.

**IV. LEGISLATIVE COMMITTEE- CHAIRMAN, COUNCILMAN ROBERTS**

1. AN ORDINANCE AMENDING ORDINANCE NO. 11467-2025, AUTHORIZING THE IMPLEMENTATION OF THE BROOK PARK HOME MAINTENANCE ASSISTANCE GRANT PROGRAM (HMAP), AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.
  
1. A RESOLUTION RECOGNIZING THE MONTH OF APRIL 2026 AS CHILD ABUSE PREVENTION MONTH, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

**V. SERVICE COMMITTEE- CHAIRMAN, COUNCILMAN GONZALEZ**

1. A RESOLUTION AUTHORIZING THE MAYOR TO PARTICIPATE IN THE ODOT CONTRACT FOR ROAD SALT, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

**VI. ADJOURNMENT**

**POSTED 4/17/26**

*legislative*

CITY OF BROOK PARK, OHIO

P/C 4/14/26  
CA Prior 4/21/26  
1st R \_\_\_\_\_  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_  
B/C \_\_\_\_\_

ORDINANCE NO:  
INTRODUCED BY: MAYOR ORCUTT

**AN ORDINANCE AMENDING ORDINANCE NO. 11467-2025, AUTHORIZING THE IMPLEMENTATION OF THE BROOK PARK HOME MAINTENANCE ASSISTANCE GRANT PROGRAM (HMAP), AND DECLARING AN EMERGENCY**

**WHEREAS**, in order to implement the Home Maintenance Assistance Program (HMAP), the Council authorizes the Mayor to approve and the Finance Director to issue grants, not to exceed \$50,000 from the Economic Development Fund #243, in order to continue the Home Maintenance Assistance Grant Program (HMAP) within the City;

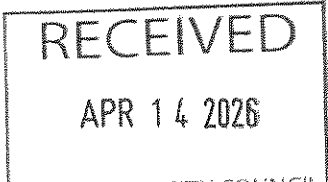
**WHEREAS**, this Council desires to implement rules and regulations to facilitate the prompt and effective management of the HMAP program within the city;

**WHEREAS**, the City of Brook Park encourages the development and maintenance of real property located within the City, and specifically within the City's LMI (low/moderate-income) and Target Improvement Area zones; and

**WHEREAS**, financial assistance from the City of Brook Park is necessary to permit residents to effectuate the remediation and repairs to their residential properties and to protect the community from blight and deterioration; and

**WHEREAS**, the City of Brook Park, having the appropriate authority for the stated type of project, is desirous of providing its residents with assistance and incentives to protect their properties and to prevent the deterioration and decay of its residential neighborhoods consistent with the purposes of Section 13 of Article VIII of the Ohio Constitution to eradicate and mitigate blight within the City, and to improve the economic welfare of the people of the State; and

**WHEREAS**, the Council of the City of Brook Park has investigated the request of the Mayor for authority to implement a HMAP program and concurs that the requested administrative authority will greatly assist homeowners and city officials to remediate housing stock within the City, improve the living conditions of city residents and improve the economic climate of the City of Brook Park;



**NOW, THEREFORE, BE IT ORDAINED,** by the Council of the City of Brook Park, State of Ohio, that:

**SECTION 1:** Notwithstanding any other codified ordinances the Mayor is authorized to approve, and the Finance Director is authorized to issue, Home Maintenance Assistance Program grants to residents of Brook Park in owner-occupied dwellings upon the following terms and conditions:

1. The City shall maintain complete records of all grants issued under the HMAP program;
2. All existing building code violations for the property in question shall be corrected as part of and as a condition precedent to the issuance of funds by the City under the HMAP program;
3. The City shall conduct due diligence of all HMAP grant applications to determine whether the applicant falls within the income assistance guidelines;
4. Brook Park residents who live in owner-occupied homes and have a documented household income at or below 80% of the Area Median Income (AMI), as defined by the U.S. Department of Housing and Urban Development (HUD) for the Cleveland Metropolitan Statistical Area (MSA), are eligible to receive up to \$5,000 in matching grant funds for documented repairs and improvements to exterior residential structures.
5. The income guideline amounts will be established as of the date the application is received by the City of Brook Park.
6. The use of funds shall be limited to exterior structural home and capital repairs limited to front porch/patio, gutters, paint exteriors, roofs, windows, furnaces/boilers, driveways, the repair or replacement of siding, exterior doors and garage doors. Funds cannot be used for landscaping, or sidewalks of a premise.
  - A. Upon completion of the desired improvements and inspection, approval and certification of the improvements by the Commissioner of Building and Housing, the Director of Finance shall issue payment to the registered contractor performing the work.
  - B. The proposed project must meet all applicable codes and be approved in advance by the Building Commissioner.
  - C. Applications will be taken on a first come first serve basis until annually appropriated funds are exhausted.
  - D. During the term of the grant, applicants must occupy said premises.
7. Once a grant has been awarded to a recipient that recipient is not eligible for another five years.
8. Property taxes must be current in order to qualify.
9. Further, regulations and applications are attached hereto and incorporated herein as Exhibit "A".

**SECTION 2:** The money needed for the aforesaid grants shall be paid by the City from funds appropriated for the Home Maintenance Assistance Program upon the completion of the aforesaid remediation and repair activities and said funds shall be exclusively applied to the costs, expenses and fees arising from and/or incurred by the homeowner in furtherance of the aforesaid home maintenance and improvements.

**SECTION 3:** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this 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 Sections 121.22 of the Ohio Revised Code.

**SECTION 4:** This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City, and for the further reason implement the Home Maintenance Assistance Program; provided this Ordinance receives the affirmative vote of at least five (5) members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_  
Clerk of Council

APPROVED: \_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

I HEREBY APPROVE THE WITHIN  
INSTRUMENT AS TO LEGAL FORM  
AND CORRECTNESS.

  
DIRECTOR OF LAW

## 2026 Home Maintenance Assistance Program (HMAP) Income Guidelines

Household Size	Monthly Income (80%AMI)	Annual Income (80% AMI)
1	\$ 4,812.00	\$ 57,750.00
2	\$ 5,500.00	\$ 66,000.00
3	\$ 6,188.00	\$ 74,250.00
4	\$ 6,871.00	\$ 82,450.00
5	\$ 7,421.00	\$ 89,050.00
6	\$ 7,971.00	\$ 95,650.00
7	\$ 8,517.00	\$ 102,200.00
8	\$ 9,062.00	\$ 108,750.00

Source: U.S. Department of Housing and Urban Development (HUD) for the Cleveland Metropolitan Statistical Area (MSA)





2026 Home Maintenance Assistance Program (HMAP) Application



1. Property Address \_\_\_\_\_

2. Name & age of all residents

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

3. Name and Phone Number of Primary Contact

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

4. Have you included proof of the gross income of all persons over the age of 18, residing at the property? Please circle one.

Yes or No

5. Are the property taxes current? Please circle one.

Yes or No

6. Total Project Cost: \$ \_\_\_\_\_

7. Are (3) estimates from contractors registered, licensed, bonded, and insured in the City of Brook Park included with your application? Please circle one.

Yes or No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(OVER)



9. Project outline

(Please number and attach additional sheets of paper if needed.)

*Legislative*  
P/C 4/14/26  
CA Prior 4/21/26  
1st R \_\_\_\_\_  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_  
B/C \_\_\_\_\_

CITY OF BROOK PARK OHIO

RESOLUTION NO. \_\_\_\_\_

INTRODUCED BY: MAYOR ORCUTT

A RESOLUTION RECOGNIZING THE MONTH  
OF APRIL 2026 AS CHILD ABUSE PREVENTION MONTH,  
AND DECLARING AN EMERGENCY

**WHEREAS**, The City of Brook Park is committed to protecting our most vulnerable and ensuring children grow up safe, healthy, educated, and prepared to reach their full potential; and,

**WHEREAS**, child abuse and neglect contribute to adverse childhood experiences that can have profound lifelong negative impact on lives; and,

**WHEREAS**, child abuse is 100% preventable and the cost of treating the impacts of child abuse is significantly higher than the cost of preventing it; and,

**WHEREAS**, consistent, early, and effective prevention strategies have been proven to save lives, protect resources, and strengthen and preserve Cuyahoga County's families by ending cycles of abuse and neglect; and,

**WHEREAS**, children raised in safe, stable, and nurturing environments are more likely to enjoy good physical and mental health, succeed academically and socially, and achieve economic prosperity; and,

**WHEREAS**, educating adults about how to use positive coping skills, seek options, and be flexible enables them to be stronger, more resilient individuals throughout their lives and create more stable environments and brighter futures for children; and,

**WHEREAS**, child abuse and neglect prevention is a community responsibility, and on behalf of Cuyahoga County's children, we join with Canopy Child Advocacy Center; and,

**WHEREAS**, we assert that during April and throughout the year, we all come together against child abuse and neglect by supporting prevention programs, so every child feels safe and nurtured by

RECEIVED  
APR 14 2026  
BROOK PARK CITY COUNCIL

making sure each family has the support and education they need;  
and,

**WHEREAS**, we live by the wisdom of Frederick Douglass, that it is easier to build strong children than to repair broken adults. Now more than ever, we must all do our part to help build strong children and give them access to safe, healthy futures; and,

**WHEREAS**, Canopy Child Advocacy Center is dedicated to safeguarding the well-being of all children and ensuring they have the opportunity to grow in environments that are safe, supportive, and conducive to reaching their fullest potential; and,

**WHEREAS**, child abuse and neglect are linked to damaging childhood experiences that can result in long-term physical, emotional, and developmental challenges; and,

**WHEREAS**, child maltreatment is preventable, and investing in prevention efforts is far more effective and less costly than addressing the lasting consequences of abuse; and,

**WHEREAS**, proactive, evidence-based prevention initiatives play a vital role in protecting children, strengthening families, and breaking generational cycles of abuse and neglect throughout Cuyahoga County; and,

**WHEREAS**, children who are raised in stable, nurturing environments are more likely to experience positive health outcomes, achieve academic success, and thrive socially and economically; and,

**WHEREAS**, empowering caregivers and community members with knowledge, resources, and healthy coping strategies helps build resilience and fosters safer, more supportive environments for children; and,

**WHEREAS**, preventing child abuse and neglect requires a collective commitment, and in support of Cuyahoga County's children, we stand alongside Canopy Child Advocacy Center in this shared mission; and,

**WHEREAS**, during April and throughout the year, we reaffirm our responsibility to protect children by promoting prevention programs and ensuring families have access to the support and the education necessary to nurture and protect their children; and,

**WHEREAS**, inspired by the words of Maya Angelou, "Children's talent to endure stems from their ignorance of alternatives." Our children deserve better, let us give them alternatives to a system that has failed them, let us continue to support those who support our children most.

**NOW, THEREFORE BE IT RESOLVED** that The Administration and Council, do hereby proclaim April 2026 as Child Abuse Prevention Month in the City of Brook Park.

**SECTION 1:** It is found and determined that all formal actions of this Council concerning and relating to this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**SECTION 2:** This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City, and to accept the recommendations and approve; therefore, provided this Resolution receives the affirmative vote of at least (5) members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED: \_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

I HEREBY APPROVE THE WITHIN  
INSTRUMENT AS TO LEGAL FORM  
AND CORRECTNESS.

  
\_\_\_\_\_  
DIRECTOR OF LAW

*Service*

P/C 4/14/26  
CA Prior 4/21/26  
1st R \_\_\_\_\_  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_  
B/C \_\_\_\_\_

CITY OF BROOK PARK, OHIO

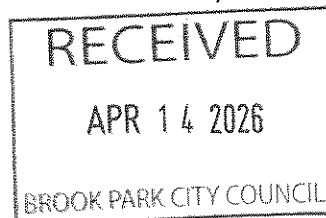
RESOLUTION NO. \_\_\_\_\_

INTRODUCED BY: MAYOR ORCUTT

A RESOLUTION  
AUTHORIZING THE MAYOR  
TO PARTICIPATE IN THE ODOT  
CONTRACT FOR ROAD SALT,  
AND DECLARING AN EMERGENCY.

WHEREAS, the City of Brook Park (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision's participation in the road salt contract; and
- d. The Political Subdivision hereby requests through this participation agreement a total of 3,500 tons of Sodium



Chloride (Road Salt) of which the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and

e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its above-requested salt quantities from its awarded salt supplier during the contract's effective period; and

f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and

g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request no later than Friday, May 1, 2026, by 12:00 p.m. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: [contracts.purchasing@dot.ohio.gov](mailto:contracts.purchasing@dot.ohio.gov) by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

**NOW, THEREFORE,** be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

**SECTION 1:** The Mayor is hereby authorized to participate in the ODOT Road Salt Contract.

**SECTION 2:** That the funds for the purpose of the aforesaid expenditure have been appropriated or to be appropriated and shall be paid from the General Fund/Snow Removal Fund No. 432.

**SECTION 3:** It is found and determined that all formal actions of this Council concerning and relating to this

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

**SECTION 4:** This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City and to authorize the Mayor to participate in the ODOT Road Salt Contract; therefore provided this Resolution receives the affirmative vote of at least five (5) members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_

CLERK OF COUNCIL

APPROVED: \_\_\_\_\_

MAYOR

\_\_\_\_\_  
DATE

I HEREBY APPROVE THE WITHIN  
INSTRUMENT AS TO LEGAL FORM  
AND CORRECTNESS.

  
DIRECTOR OF LAW